



VISION

We desire to EDUCATE innovatively from a Biblical perspective to transform lives

VALUES

Love

Love for God, love for people

”...so love the Lord God with all your passion and prayer and intelligence and energy...Love others as well as you love yourself.”

(Mark 12:30-31 The Message)

Excellence

In work ethic, education, and environment

“Whatever you do, work at it with all your heart, as working for the Lord, not for men...”

(Colossians 3:23 NIV).

Leadership

In service, and discipleship

“Whoever wants to be great must become a servant...”

(Mark 10:43 The Message)

“Go out and train everyone you meet, far and near, in this way of life...” (Matthew 28:19 The Message)



Admission Policy

The Admissions Policy is in line with the South African Constitution, South African Schools Act (Act No 84 of 1996) and the National Education Policy Act (Act No 27 of 1996). The Admissions Policy of this school is determined by the School Board, who in turn delegate the administration of the admission of learners into RICHARDS BAY CHRISTIAN SCHOOL.

The Richards Bay Christian School will seek to admit children where, in the opinion of the school, it can firstly reasonably be expected of the school to fulfil the educational needs of the child and secondly to concomitantly partner with parents to move children forwards in the acquisition and development of Christian values (spiritual formation) and the depth of their faith (equal and essential conditions).

The purpose of Richards Bay Christian School Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its children as well as the interests and obligations of the applicants are fairly evaluated and appreciated.

Conditions of Admission for SCHOOL

1. RBCS may not discriminate in any manner on the basis of race, gender or ethnic origin. Children of all races, gender or ethnic origin are welcome to apply and may be accepted into the school.
2. RBCS is a Christian School and exists as a biblically based religious organisation that supports parents who choose a Christ Centred education. The purpose and aim of the school is clearly outlined in the following documents:
 - Vision and Mission Statement
 - School Values
 - Philosophy of Education
 - Statement of Faith
 - Statement of Family Values
3. RBCS believes in the philosophy of a child's right to education, yet is a registered Independent School without subsidy from the Department of Education. Whilst a provision is made for discount allocations to children (See separate Discount Policy), RBCS is not obligated to educate children where fees are not being paid. RBCS is a fee paying school.
4. RBCS believes in the dignity, acceptance and tolerance of every human individual and will endeavour to extend love and understanding to all people. The School does, however, choose to subscribe to the traditional Biblical understanding of faith, of marriage, of relationship and of sexual orientation/identity. Whilst the school may not discriminate against any choice a child, parent or staff member may make, the school will not accept the practice of any behaviour contrary to the Biblical understanding of marriage and sexual identity in the context of the School.
5. The School may request a confidential report and/or a financial status report from the previous school. The RBCS will take reasonable and lawful action to maintain the confidentiality of these reports. Outstanding fees to another school must be paid up before any application will be considered.



Admission Policy

Conditions of Admission for PARENT

The Parent or legal guardian, as the applicant, commits to the following:

1. The parent acknowledges, understands and accepts the nature, chosen culture and independence of RBCS as reflected in the documents referred to in point 2 above. Notwithstanding the fact that the parents may or may not support the chosen nature and culture of the school, the parents still choose to send their child/ children to RBCS and commit to not attempting to change the School.
2. The parent will provide full disclosure information and documents relating to each child's scholastic history.
3. The parent will follow the stated application procedure and will accept, without condition, the decision of the School.
4. The parents will ensure that they are fully aware of all School policy prior to accepting a position at RBCS. Parents acknowledge and accept the School policies and procedures and commit to supporting the School in the implementation of these.
5. The parent will submit, in writing, a full term's notice by the first day of a school term prior to the child leaving the School. Where this is NOT done, the financial deposit will NOT be returned.
6. Parents undertake to absolve RBCS, the Board of Governors and the staff for any loss or damage to property or any injury whatsoever to pupils whilst in the care of the school.
7. Parent involvement with the school is a prerequisite for the school to function effectively. Parents are required to attend school functions, Parent/Teacher meetings and Parents' Evenings.
8. Parents must disclose all relevant information regarding any previous disciplinary or behavioural problems.

Conditions of Admission for CHILD

The child, at the appropriate age of understanding, commits to the following:

1. The child acknowledges, understands and accepts the nature, chosen culture and independence of RBCS as reflected in the documents referred to in point 2 above. Notwithstanding the fact that the child may or may not support the chosen nature and culture of the school, the child will make no effort to change the School.
2. The child will ensure that they are fully aware of all School policies prior to accepting a position at RBCS, especially relating to the Code of Conduct. The child acknowledges and accepts the School policies and procedures and commits to supporting the School in the implementation of these.
3. The child will endeavour to refrain from any discrimination in any form.
4. On acceptance, the child will be placed on probation for two full terms.



Admission Policy

Conditions for Admission - Age

The following age-restrictions will apply to children attending RBCS in the respective Grades at the start of a given year:

- Little Eden - Baby Centre 3 months to 18 months
- Toddlers 18 months to 24 months
- Grade RRRR (Pre 1) must be 2 turning 3 (Potty Trained)
- Grade RRR (Pre 2) must be 3 turning 4
- Grade RR (Pre 3) must be 4 turning 5
- Grade R must be 5 turning 6
- Grade 1 must be 6 turning 7
- Grade 2-12 may not be more than 2 years above the Grade age.
(at the Principal's discretion)

The School may not, unless with specific approval of the School Board, admit more than the set class size number:

- Grade 1-12 25 students per class

Conditions for Admission - Non RSA Citizens

1. The Policy applies equally to the admission of non South African citizens, including parents who are in the possession of a permanent or temporary residence, or who are illegal aliens.
2. A child who enters the country on a study permit must present the study permit to the school. It is the responsibility of the parents/ legal guardians to ensure that the work permit is kept up to date. Registration at the School will automatically lapse should the study permit expire.
3. People classified as illegal aliens must, when applying for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.
4. A non-South African citizen will only be enrolled if they will not be taking the place of a South African citizen.

Conditions for Admission - General

1. Priority will be given to children who already have a sibling/s in the school. It is however essential for siblings of current pupils to be registered timeously to facilitate their enrolment into the school.
2. RBCS is an English-medium school and the language of learning and teaching (LOLT) is English. Afrikaans and isiZulu are the First Additional Languages. Pupils will not be refused admission on grounds that English is not their official home language.
3. The School will not admit any pupil whose educational or special needs cannot be met by the School's available resources or programmes.
4. The School Board shall be entitled to review or amend the conditions of Admission upon one term's written notice. Parents agree that upon receipt of such written notice such amended conditions shall be binding as if incorporated herein. The decision of the Board of Governors is final.



Admission Policy

Conditions for Admission - Procedure

The School must follow the standard procedure for all applicants. Submission of application forms does not entitle the parents/student to a place in the School. The full procedure must be followed before final acceptance may be granted.

1. Registration forms are submitted to the admissions office. Applications for places in the School will be considered throughout the school year where spaces are available. Applications should ordinarily reach the Admission office by the end of June for enrolment in the following year. The following documents are required for registration:
 - Application Form
 - Copy of Birth Certificate or acceptable proof of date of birth
 - Copy of Identity Documents of parents / legal guardians
 - Copy of Study Permit (if required)
 - Copy of School Readiness Test (for entry into Grade 1)
 - Copy of most recent School Report (where applicable)
 - Copy of Utility Bill (Water & Lights account)
 - Bank statements of the last 3 months
 - Pay slips of last 3 months
 - Copy of immunization booklet (preschool & foundation phase)
 - Copy of medical aid card
 - Payment of Registration Fee (R350.00)
 - Consent for Credit check form
2. Where applicable to the Grade, prospective students will write the School Entrance Tests. These tests are arranged by the school on set dates or on appointment. The School Principal may request that further testing of the child, by an educational Psychologist, take place.
3. An interview with the School Principal is scheduled by the School. Both parents / legal guardians, and the child must attend the interview.
4. The application is considered by the Selection Team after which the parents are informed of the application decision. The decision of this team is final and no reasons for non-acceptance need be provided to parents and without any leave to appeal.
5. On written acceptance, parents are required to pay a non-refundable placement fee (R1500.00) by the set date, prior to the child starting at the School.
6. The Contract of Enrolment is completed by the parents and submitted to the school.
7. Parents and the child must attend the scheduled Parent Information Meeting prior to the start of the new school year.



PLEASE COMPLETE WITH A BLACK PEN

PLEASE WRITE IN BLOCK LETTERS

LEARNER GRADE APPLICATION

- Little Eden - Baby Centre (3-18 months)
 Toddlers (18-24 months)
 Gr. RRRR (Pre 1)
 Gr. RRR (Pre 2)
 Gr. RR (Pre 3)
 Gr. R (6 years)
 Foundation (Gr. 1-3)
 Intermediate (Gr. 4-6)
 High School (Gr. 7-12)

LEARNER GRADE APPLICATION

LEARNER

Full Names: _____

Surname: _____

Preferred Name: _____

Date of Birth: _____

ID Number: _____

Nationality: RSA Other: _____

Immigrant: Yes No

Country of Origin: _____

Student Permit Number: _____

Permit Expiry Date: _____

Passport Number: _____

Religious Denomination: _____

Gender: Male Female

Ethnic Group: _____

Home Language: Afrikaans English
 Other: _____

Learner's Mobile Number: _____

Learner's Email Address: _____

Admission Date: _____

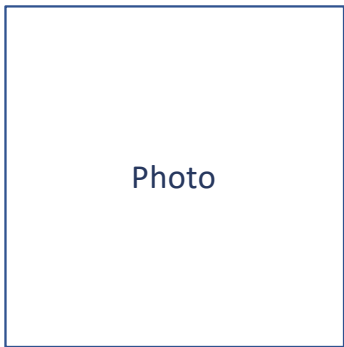
Grade in 20____: _____

Pre-primary Education Attended:
 Formal Informal Other: _____

Writing: Left Handed Right Handed
 Ambidextrous

House Allocation:
 Pelican Flamingo New student

Attach learner's photo:



FAMILY INFORMATION

Family status:

Both parents Married Widow/Widower
 Single parent - Unmarried Single parent - Divorced
 Foster care Childrens home

Parents deceased:

Mother Father None

LEARNER HEALTH INFORMATION

High risk: _____

Chronic diseases: _____

Allergies: _____

Medication: _____

MEDICAL AID INFORMATION

Name: _____

Telephone number: _____

Member number: _____

Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____

Telephone number: _____

Business Address: _____

OFFICE USE ONLY

Waiting List: A B Number on Waiting List: _____

Family Code: _____

Register Class: _____

Admission Number: _____

Proof of Residence
 Certified Copy of Child's Birth Certificate / ID / Passport
 Certified Copy of Both Parents' ID / Passport
 Study Permit
 Latest 3 Months Bank Statements
 Latest 3 Months Payslips
 Consumer Profile Consent Form
 Most Recent Student's School Report
 Copy of Medical Aid Card
 Copy of Immunization Growth Chart
 x1 Passport Photo
 Remedial / Assessment Reports
 R350 Application Fee



RICHARDS BAY CHRISTIAN SCHOOL

LEARNER INFORMATION

Method of Transport: Private Taxi Bus
 Taxi / Bus Registration Number: _____
 Name of Driver: _____
 Contact Number: _____

NEXT OF KIN INFORMATION

Name: _____
 Contact Number: _____
 Alternative Contact Number: _____
 Relation: _____

INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

1st Registration of Learner in Kwa-Zulu Natal: Yes No
 Learner Attended School Last Year: Yes No
 If yes, which Province / Country: _____
 Previous School: _____
 Telephone Number: _____
 Address: _____
 Province: _____
 Highest Grade in Previous School: _____
 Reason for leaving the school: _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION

Title: _____
 Full Names: _____
 Surname: _____
 Initials: _____
 Preferred Name: _____
 ID Number: _____
 Passport Number: _____
 Home Language: Afrikaans English
 Other: _____
 Mobile Number: _____
 Home Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____
 Residential Address: _____

Postal Address: _____
 Occupation Status:
 Own Employer (Non-Professional) Full Time
 Own Employer (Professional) Part Time
 House Wife Pensioner
 Contract Worker Temporary
 Student Unemployed
 Occupation: _____
 Employer: _____
 Work Telephone Number: _____
 Employer Physical Address: _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION

Title: _____
 Full Names: _____
 Surname: _____
 Initials: _____
 Preferred Name: _____
 ID Number: _____
 Passport Number: _____
 Home Language: Afrikaans English
 Other: _____
 Mobile Number: _____
 Home Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____
 Residential Address: _____

Postal Address: _____
 Occupation Status:
 Own Employer (Non-Professional) Full Time
 Own Employer (Professional) Part Time
 House Wife Pensioner
 Contract Worker Temporary
 Student Unemployed
 Occupation: _____
 Employer: _____
 Work Telephone Number: _____
 Employer Physical Address: _____

Is the learner living with this parent? Yes No

Is the learner living with this parent? Yes No



RICHARDS BAY CHRISTIAN SCHOOL

DECLARATION BY PARENT / GUARDIAN

I, _____ (Name of Parent / Guardian), hereby declare that the information supplied in this form is true and just and that I, by way of my signature hereunder, authorise the Chairperson of the School Governing Body or his/her representative to control and confirm any of the details supplied. I am aware that should any information supplied be found not to be true, I may be liable of a criminal offence.

Signed at _____ on _____ day of _____ 20 _____.

Signature of Parent/Guardian: _____

Signature of Parent/Guardian: _____

ACCOUNTABLE PERSON'S INFORMATION

Biological Parent 1

Biological Parent 2

Other

Only if "Other", please complete section A or B

A) INDIVIDUAL	B) COMPANY / CLOSED CORPORATION / TRUST
Title: _____	Title: _____
Full Names: _____	Name: _____
Surname: _____	Registration Number: _____
Initials: _____	Language Preference: _____
Preferred Name: _____	Contact Number: _____
ID Number: _____	Fax Number: _____
Passport Number: _____	Business Address: _____
Home Language: <input type="checkbox"/> Afrikaans <input type="checkbox"/> English	_____
<input type="checkbox"/> Other: _____	_____
Mobile Number: _____	Postal Address: _____
Home Telephone Number: _____	_____
Fax Number: _____	_____
E-mail Address: _____	Postal Code: _____
Residential Address: _____	_____
_____	_____
_____	_____
Postal Address: _____	_____
_____	_____
_____	_____
Postal Code: _____	_____

HOW DID YOU HEAR ABOUT RICHARDS BAY CHRISTIAN SCHOOL?

Existing Parents

Advertisement

Internet / Social Media

Word of Mouth

Do you have any learners currently/prevously in this school? Yes No

Name of other learner(s): _____



2025 SCHOOL FEE STRUCTURE

INFORMATION SHEET

An application fee and a placement fee are applicable to ALL NEW enrolments.

- A non-refundable application fee of **R350** is payable on submission of your application.
- The placement fee is a non-refundable fee of **R1500** per family.

One calendar month's written notice is required when requesting to transfer or remove a student.

- Please note that you are still liable for school fees for the notice month.
- It is a matter of courtesy to inform the school of your intention to remove a student.

School fees

- School fees are charged in advance over 11 months (January to November) and payable as per the School Fee Agreement.
- Grade 12 school fees are payable in advance over 10 months (January to October).
- **A 4% discount is given if the FULL annual school fees are paid in advance by Friday, 31 January 2025.**
- Upfront quotations for the full year's fees can be requested from the Finance Office (finance@rbc.school.co.za).

Development levy

- A R170 monthly development levy will be charged per child from January to November.

IEB exam fees

- IEB exam fees will be billed over 21 months from Grade 11 to Grade 12.

Workbooks, textbooks and e-books

- Workbooks that students write in are charged for as an extra.
- Please note that e-books are preferred to printed textbooks, and are to be purchased through the school.
- Should a textbook be lost or damaged beyond fair wear and tear, replacement cost of the book will be charged.

Field trips, sports events, excursions and outings

- Parents will be informed in advance of any such excursions and trips.
- Charges (at cost) for field trips and excursions, including travel to sports events beyond the Empangeni, Grantleigh and Felixton radius, will be billed per student, and are to be paid prior to the trip.

Uniform

- New uniform items may be purchased from **Bay Schoolwear Centre**, 96 Alumina Allee, Richards Bay.
- Pre-loved school uniform items may be viewed at the school. Contact Mrs de Bruyn (michelle@rbc.school.co.za).
- Grade 12 students need to purchase a matric jacket from the school. Parents will be notified of the cost by June.

Screening

- Parents will be billed for any occupational therapy and/or audiology screening.



RICHARDS BAY CHRISTIAN SCHOOL

BANKING DETAILS:
 NEDBANK Account No: 1069851205
 Branch Code: 198765 SWIFT Code: NEDSZAJJ
 Reference: CHILD'S NAME & SURNAME
 Proof of payment email: finance@rbc.school.co.za



2025 MONTHLY FEE SCHEDULE

Payable monthly from January to November / Grade 12 payable from January to October

Little Eden Baby Centre 3–16 months (from 06:45)	Toddler Centre 18–30 months (until 12:00)	Base Fee	Pre 1 (RRRR) Pre 2 (RRR)	Pre 3 (RR)	Grade R	Grades 1–3	Grades 4–6	Grade 7	Grades 8–11	Grade 12
Per child: Until 13:00 = R 1 800 Until 15:00 = R 2 400 Until 17:00 = R 3 000	Per child: R 2 725	1st Child	R 2 945	R 3 145	R 4 365	R 5 815	R 6 505	R 6 505	R 7 345	R 7 985
		2nd Child	R 2 500	R 2 670	R 3 710	R 4 940	R 5 530	R 5 530	R 6 240	R 6 790
		3rd Child +	R 1 470	R 1 570	R 2 180	R 2 910	R 3 250	R 3 250	R 3 670	R 3 990
R 170	R 170	Development levy per child	R 170	R 170	R 170	R 170	R 170	R 170	R 170	R 170
Trained child minders • outdoor play • tummy- time activities • play- based curriculum • sensory development • music and movement • baby massage	Outdoor play • play- based curriculum • sensory development • music and movement • book sharing		Tuition • stationery • workbooks • music and movement		Tuition • stationery • music and movement • coding • robotics	Tuition • robotics	Tuition • robotics	Tuition • Gr7 & Gr11 Life Orientation camp • access to Wi-Fi • school email account and communication platform with educators • robotics up to Gr 9	Tuition • access to Wi-Fi • school email account and communication platform with educators	

ADDITIONAL CHARGES AS INVOICED

Excursions and outings as per grade planning. Parents will be notified of any cash payment needed before a trip.

Workbooks, textbooks and e-books	Included in fees up to Pre 3 (Grade RR)	Charged as per grade requirement	Charged as per subject requirement	Charged per subject requirement as per book order form					
Stationery	Included in fees up to Grade R		Charged as per grade or subject requirement. Quote can be obtained from the Finance Office	Parents to purchase stationery as per list provided					
Termly resources	Included in fees up to Grade R		R 260 per term	R 280 per term	R 160 per term	R 160 per term	R 160 per term	R 160 per term	
IEB exam fees	Only applicable in Grade 11 and Grade 12							Grade 11 = R 510	Grade 12 = R 480
Academic concessions	Only applicable from Grade 8 to Grade 12							Academic concessions will be for the parents' own expense	

On request	AFTERCARE – charged for a full week (5 days)			HOMEWORK CENTRE		
	Toddler Centre, Pre 1, Pre 2, Pre 3 and Gr R charged from 12:00.		Gr 1–3 charged from 12:30	From Gr 4 to Gr 12 charged from 14:00 until 17:00		
	until 14:00 = R 265	until 15:30 = R 488	until 17:00 = R 742	until 15:30 = R 265	until 17:00 = R 488	5 days per week = R 970 3 days per week = R 570



2025 ANNUAL FEE SCHEDULE

A 4% discount is given on FULL ANNUAL SCHOOL FEES paid in advance by 31/01/2025

Little Eden Baby Centre 3–16 months (from 06:45)	Toddler Centre 18–30 months (until 12:00)	Base Fee		Pre 1 (RRRR) Pre 2 (RRR)	Pre 3 (RR)	Grade R	Grades 1–3	Grades 4–6	Grade 7	Grades 8–11	Grade 12
Per child: Until 13:00 Annual: R 19 800 Discounted: R 19 008 Until 15:00 Annual: R 26 400 Discounted: R 25 344 Until 17:00 Annual: R 33 000 Discounted: R 31 680	Per child: Annual: R 29 975 Discounted: R 28 776	1 st Child	Annual	R 32 395	R 34 595	R 48 015	R 63 965	R 71 555	R 71 555	R 80 795	R 79 850
			Discounted	R 31 099	R 33 211	R 46 094	R 61 406	R 68 693	R 68 693	R 77 563	R 76 656
		2 nd Child	Annual	R 27 500	R 29 370	R 40 810	R 54 340	R 60 830	R 60 830	R 68 640	R 67 900
			Discounted	R 26 400	R 28 195	R 39 178	R 52 166	R 58 397	R 58 397	R 65 894	R 65 184
		3 rd Child +	Annual	R 16 170	R 17 270	R 23 980	R 32 010	R 35 750	R 35 750	R 40 370	R 39 900
			Discounted	R 15 523	R 16 579	R 23 021	R 30 730	R 34 320	R 34 320	R 38 755	R 38 304
R 1 870	R 1 870	Development levy per child		R 1 870	R 1 870	R 1 870	R 1 870	R 1 870	R 1 870	R 1 870	R 1 700

ADDITIONAL CHARGES AS INVOICED

Excursions and outings as per grade planning. Parents will be notified of any cash payment needed before a trip.

Workbooks, textbooks & e-books	Included in fees up to Pre 3 (Grade RR)	Charged as per grade or subject requirement. Quote can be obtained from the Finance Office				
Stationery	Included in fees up to Grade R	Estimated R 1 400	Estimated R 1 500	Gr 7–12 parents to purchase stationery as per list provided		
Termly resources	Included in fees up to Grade R	R 1 040	R 1 120	R 640	R 640	R 640
IEB exam fees	Only applicable to Grade 11 and Grade 12				Gr 11 = R 5 610	Gr 12 = R 4 800

On request	AFTERCARE – charged for a full week (5 days) Toddler Centre, Pre 1, Pre 2, Pre 3 and Gr R charged from 12:00. Gr 1–3 charged from 12:30		HOMEWORK CENTRE From Gr 4 to Gr 12 charged from 14:00 to 17:00		
		until 14:00 = R 2 915 until 15:30 = R 5 364 until 17:00 = R 8 162	until 15:30 = R 2 915 until 17:00 = R 5 368	5 days per week = R10 670 3 days per week = R 6 270	