



**Windhoek**  
International School

# APPLICATION FOR ADMISSION

[www.wis.edu.na](http://www.wis.edu.na)

## **Windhoek International School**

Main Office & Windhoek Campus  
Scheppmann Street, Ext. 1  
Private Bag 16007, Pioneerspark  
Windhoek, Namibia

Tel: +264 61 241783

Fax: +264 61 243 127

Email: [cheimstadt@wis.edu.na](mailto:cheimstadt@wis.edu.na)

***Please submit with this application the following:***

- *N\$ 200*
- *Birth Certificate of Student*
- *Latest School report*
- *ID of parent/ person responsible for payment*

*28 May 2014*

# FEE STRUCTURE FOR 2014/ 2015

NEW APPLICATIONS and CURRENT EXPAT STUDENTS	
<b>Toddlers</b>	N\$ 25 473
<b>KG 1 &amp; 2</b>	N\$ 36 241
<b>Lower Primary Year 1- 3</b>	N\$ 98 946
<b>Upper Primary Year 4- 6</b>	N\$ 111 533
<b>Middle School Year 7- 9</b>	N\$ 128 345
<b>IGCSE Year 10 - 11</b>	N\$ 141 796
<b>I.B. Year 12 - 13</b>	N\$ 162 042

**Please note:**

1. Please see “**Methods of Payment**” for options of payment.
2. The fees quoted above are for a full year’s tuition. For students joining the school after the start of the school year fees will be charged for the portion of the year remaining. Discounts are applicable under “**Methods of Payment**”.
3. A full month’s fee will be charged for any part of a month (except for less than five days) during which the student attends school.
4. **WIS offers a Financial Aid program designed to provide financial assistance to new families who have demonstrated financial need.** This assistance will be provided in the form of a tuition reduction grant. This is available to all new families attending WIS that meet the eligibility criteria. Should you wish to receive further information or have questions about the process, please contact Mr. Chris Pretorius on (+264 61) 241 783 or [cpretorius@wis.edu.na](mailto:cpretorius@wis.edu.na)

## 2. OTHER FEES ENROLMENT FEE

Any student entering WIS from Year 1 and up and existing expatriate students joining Year 1 from KG2 must pay a non-refundable enrolment fee. The fee can be paid in a single payment, or in equal payments over 10 months. No interest is added to these instalment payments.

Enrolment Fee:	New Applications	Current Expatriates Students
	N\$ 10 000	N\$ 7 000

**Please note:** Once off only, per child, for new students.

## CAPITAL LEVY

Any student entering WIS from Year 1 and up and existing expatriate students joining Year 1 from KG2, must pay a non-refundable Capital Levy. This levy can be paid in a single payment, or in equal payments over 10 months. No interest is added to these instalment payments.

<b>Capital Levy:</b>	N\$ 1 000
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**Please note:** This is an annual fee for all new and existing students, Year 1 and above. This levy is exclusively used for capital improvements and/ or the investment in infrastructure.

### 3. METHODS OF PAYMENT

<b>Single Payment:</b>	Full payment by 31st July 2014. <i>A discount of 5% applies</i>
<b>Three Payments:</b>	<p>a) 10% by 30th June 2014</p> <p>b) 50% by 31st August 2014</p> <p>c) 40% by 31st January 2015 (<i>A discount of 2.5% applies on the 2nd and 3rd payment per this option</i>)</p>
<b>Monthly Payments:</b>	Payments in 10 or 12 instalments. <i>No interest is added.</i>
<p><b><i>Please note: Families who join the school from January onward will be entitled to a 2.5% discount on payment of the tuition fees in advance. Discount applied becomes void if a student leaves the school before the end of March of an academic year.</i></b></p>	

**N.B. The following points are important to note:**

1. Details of payment methods, including bank details will be included with the invoice. It is the responsibility of parents to provide the school with proof of bank transfers made within 24 hours in order for us to control the payment into our bank account.
2. If you wish to pay in foreign currency, please convert using the actual exchange rate. Once you've transferred the funds to our N\$ account, our bank will credit our account with the N\$ equivalent using the rate of exchange on the date the funds are received. It is the responsibility of those paying to ensure the full Namibian dollar amount is paid. In order to avoid any foreign currency differences, we advise our parents who hold foreign currency accounts to instruct their banks to transfer N\$/R via a correspondent bank.
3. Parents are liable for the full amount of school fees, please ensure that the full amount is received by the school. Parents paying by bank transfer should instruct their banks accordingly so that bank charges are not deducted from the fees received.
4. No cash deposits into the school's Current account are accepted as a cash deposit fee is levied which is charged to the school account. Cash should be paid into the school's Notice Deposit account or alternatively at our office if the payer does not have access to banking services. The details of the Notice Deposit account are reflected on the school fees statement. Payers who do not adhere to this instruction will have the cash deposit fee added to their statement.
5. All families who join the school after the first day of the school year must pay 10% of the fees on or before their first day of school.
6. Interest at the prime rate will be charged on all accounts 30 days overdue.
7. Fees are subject to annual increases as approved by the Board of Trustees. Parents will be informed of fee increases in good time to make decisions for the following school year.
8. If a Trust is paying the fees a commitment must be made in writing to pay the fees directly from the Trust.
9. IGCSE and IB exam fees due are the responsibility of the person or organisation responsible for payment of fees.
10. Families will receive a 25% discount for the 3rd child and a 50% discount for the 4th child on tuition fees. These discounts do not apply to students in Toddlers.
11. If the account goes into arrears our standing debt collecting procedures will be enforced.
12. If fees are outstanding for 2013/2014 the student(s) may not re-register for 2014/2015 until fees are paid in full.
13. Accounts on 90 days are handed over to TransUnion Credit Bureau. Parents will be held responsible for any legal cost which might occur should their account be handed over to lawyers for collection (after 90 days).
14. When fees are pro-rated for students not attending a full year, the annual fee is divided by 10 (and not 12) to calculate the fee due per month. No fees are charged for July and December as these are regarded as holiday months.
15. All applicants will be charged an **N\$200** non-refundable assessment fee. Payment must be made before the assessment is done.

# APPLICATION FOR ADMISSION



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*Please attach a recent  
 passport size  
 photograph*

## SECTION 1: GENERAL INFORMATION

*(write in block letters)*

**STUDENT'S NAME** *(Underline the name to be used in school)*

**FAMILY**

**FIRST**

**OTHER**

Nationality	Date of birth (day/month/year)	Sex (M / F)					
Expected Starting Date	To enter Class / Grade						
Mother Tongue	Religion		Passport/ ID Number				
Child's position in Family	<i>Only Child</i>	<i>1<sup>st</sup></i>	<i>2<sup>nd</sup></i>	<i>3<sup>rd</sup></i>	<i>4<sup>th</sup></i>	<i>5<sup>th</sup></i>	<i>6<sup>th</sup></i>

## PARENTS

*Are both parents living?*

*Status (Together / Separated / Divorced)*

*Child lives with father / mother / both?*

*Other relevant information?*

## FATHER

## MOTHER

	<b>Full Names</b>	
	<b>Nationality</b>	
	<b>ID Number</b>	
	<b>Mother Tongue</b>	
	<b>Type of Employment</b>	
	<b>Position</b>	
	<b>Name of Employer</b>	
	<b>Residential Address</b>	
	<b>Postal Address</b>	
	<b>Business Address</b>	
	<b>Telephone/ Mobile Number</b>	
	<b>E-mail</b>	

28 May 2014

<b>INFORMATION OF PERSON RESPONSIBLE FOR PAYMENT</b> <i>(if different from above)</i>			
<i>Full Names</i>			
<i>ID Number</i>			
<i>Residential Address</i>			
<i>Postal Address</i>			
<i>Business Address</i>			
<i>Telephone</i>	<i>Work</i>	<i>Home</i>	<i>Mobile</i>
<i>Email</i>			
<i>Signature: _____</i>			

<b>OTHER CHILDREN IN FAMILY</b>				
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child
First Name				
Date of Birth				
School				

<b>IF STUDENT IS NOT LIVING WITH PARENTS, PLEASE PROVIDE INFORMATION ON GUARDIAN BELOW</b>			
Full Name			
Residential Address			
Postal Address			
Telephone	<i>Work</i>	<i>Home</i>	<i>Mobile</i>
Email			

<b>SECTION 2: PREVIOUS EDUCATION</b>					
<b>SCHOOLS ATTENDED</b> <i>(in chronological order)</i>					
<i>Name of School</i>	<i>City/ Country</i>	<i>From – To</i> <i>(Month &amp; Year)</i>	<i>Class/ Grade</i>	<i>Reports Available</i>	
				YES	NO
				YES	NO
				YES	NO
				YES	NO
				YES	NO
				YES	NO

<b>OTHER LANGUAGE(S)</b>						
<i>(Include other languages spoken at home. Do not include foreign languages learned at school)</i>						
Language <i>(Circle ability below)</i>	1.			2.		
Reading	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
Writing	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
Speaking	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>LANGUAGE(S) OF INSTRUCTION AT PREVIOUS SCHOOL(S)</b>						
School			Language			
School			Language			

<b>FOREIGN LANGUAGE LEARNED AT PREVIOUS SCHOOL</b>			
Language			
Ability <i>(please circle the appropriate level)</i>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
Number of years of instruction			
<b><i>Does the child read for enjoyment? If so how often?</i></b>			
<b><i>Does the child wear glasses or contact lenses? If so, all the time or just for reading?</i></b>			

<b>THE FOLLOWING TWO QUESTIONS ARE FOR PRIMARY STUDENTS ONLY!</b>
<b><i>Is there a babysitter/ au pair etc. at home? If so, what language(s) does he/ she speak?</i></b>
<b><i>Are stories read to the child? If so, how often?</i></b>

<b>PLEASE LIST THE CHILD'S STRENGTHS</b> <i>(both academic &amp; social/ emotional)</i>
1.
2.
3.
<b>PLEASE LIST THE CHILD'S WEAKNESSES</b> <i>(both academic &amp; social/ emotional)</i>
1.
2.
3.
<b><i>Has your child ever been retained or moved up a grade? If yes, please give details</i></b>

If your child has ever received any learning support, please circle YES or NO below.					
Speech & Language	YES	NO	Social Skills	YES	NO
Reading & Writing	YES	NO	Motor Skills (handwriting/ Physical Education)	YES	NO
Mathematics	YES	NO	Other	YES	NO
<i>Are you aware of any learning support that your child will need? If yeas, please indicate below.</i>					

PLEASE INDICATE THE LANGUAGE CHOICE FOR YOUR CHILD (Placement depends on availability) (Please tick)									
Primary Years					Secondary Years				
Year 1 to Year 6					Year 7 to Year 13				
First preferred choice of Language									
French		Portuguese		French		Portuguese		German	
Second preference of Language									
French		Portuguese		French		Portuguese		German	

SECTION 3: IMPORTANT MEDICAL INFORMATION
<i>Please indicate whether your child has any serious medical condition (detailed information must be on the attached Medical History form)</i>

SECTION 4: IMPORTANT EMERGENCY INFORMATION												
<i>In case of illness or emergency, where parents/ guardians cannot be contacted, please provide contact details for a responsible adult.</i>												
<table border="1"> <thead> <tr> <th>Name</th> <th>Relationship with child</th> <th>Telephone number</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Relationship with child	Telephone number	1.			2.			3.		
Name	Relationship with child	Telephone number										
1.												
2.												
3.												

SECTION 5: WIS DIRECTORY	
<i>The WIS Directory is given out to all families. Only fill in the information that you would like to be published.</i>	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	
Child/ Children's Name(s)	

SECTION 6: PERMISSIONS	
<i>Please select only one of the options below: (tick one)</i>	
1. <b>Windhoek International School</b> has permission to use my child/ren's photos for internal & external publications	
2. <b>Windhoek International School</b> has permission to use my child/ren's photos for internal publications only	
3. <b>Windhoek International School</b> does not have permission to use my child/ren's photos in any publications	

## SECTION 7: AFTERSCHOOL ACTIVITIES PROGRAMME

Afterschool Activities extend and complement your child's education, whether cognitive or physical. These activities are normally voluntary in nature, and it allows the students to explore what they want to learn. An Afterschool Activities Programme should be student-centred and consider the needs and interests of students. Although we would like to offer a wide range of activities, we are a small school and therefore limited in the offering of many activities.

### OVERVIEW

We include all the activities that are regarded as stimulating and challenging to the mind. Every student will benefit from one or two of these activities as, it will give them the opportunity to try something different or/and increase their existing knowledge. These activities have been chosen to **cater for all students in Secondary. We strongly recommend that students sign up for at least one activity.** Students should not be deterred from signing up, be it with younger or older students that share the same interest, as we can all learn from each other. Teachers will cater for different workloads/activities for the different age groups.

### STUDENT PLEDGE

- Once a student signs up for an activity, they should remain committed to the activity, unless they cannot attend for unforeseeable circumstances.
- Students must notify their Activity Leader if they are going to be absent before the scheduled activity.
- Students absent from an activity for more than 3 weeks without prior notice will be removed from the activity register and considered no longer part of this activity.
- Students will use this opportunity to learn, develop new skills and experiences

**Students that have been nominated as requiring additional assistance with Homework will be sent home an email by Learning Support, informing them of their required attendance to the workshop. This Homework Workshop will be held on a Monday during Afterschool Activity times. It is therefore crucial that those students do not sign up for Monday activities. The Afterschool activities will usually run from 1.45pm until 3.15pm, unless otherwise stated.**

*Parents or Guardians are requested to sign the slip below and return it as soon as possible, to acknowledge your child's participation in the Afterschool Activities. Students will be able to sign up for their preferred activities at the beginning of each Semester and it will be their responsibility to inform you of the activities they have chosen to sign on to.*

Name of Student/ s	Class	Contact Number

I, \_\_\_\_\_, give permission for my child to sign on to Afterschool Activities and acknowledge that my child has the responsibility to inform me of their selection.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date



**Please note:**

- 1. An application will only be registered when the school receives all the completed forms and documentation**
- 2. Submission of the application form does not guarantee a place in Windhoek International School**
- 3. Places are offered formally, subject to availability, only after the initial assessments have been completed**
- 4. Read and familiarise yourself with the Administrative Rule for Community Conduct, found on the D6 Communicator or the website under > About WIS> school board: [www.wis.edu.na](http://www.wis.edu.na)**
- 5. Windhoek International School does not close admissions except for Year 10 and Year 12. Year 12 admission closes on 1 September and Year 10 on 31 January of the academic year.**

Please make sure the following documents are read and/ or attached to the completed Application form before submitting it to Windhoek International School.

Please tick to confirm:

- Recent passport size photo of child
- Completed Medical History form
- Read & signed indemnity and waiver and Afterschool Activities Programme
- Copy of previous school reports
- Copy of ID of person responsible for payment
- I have read and understand the terms and conditions of the Administrative Rule for Community Conduct

I \_\_\_\_\_ (Full Names) confirm that all information is true and complete on \_\_\_\_\_ (day/ month/ year) \_\_\_\_\_ (place).

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Signature of Parent(s)

FOR OFFICE USE ONLY  
DATE OF APPLICATION RECEIVED

# MEDICAL HISTORY FORM



**Windhoek International School**  
 Main Office & Windhoek Campus  
 Scheppmann Street, Ext. 1  
 Private Bag 16007, Pioneerspark  
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Tel: +264 61 241783  
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 Email: [cheimstadt@wis.edu.na](mailto:cheimstadt@wis.edu.na)

**CONFIDENTIAL**

## MEDICAL HISTORY INFORMATION

*To be completed by parent or guardian (write in block letters)*

**STUDENT'S NAME** *(Underline the name to be used in school)*

**FAMILY**

**FIRST**

**OTHER**

Place of birth	Date of birth (day/month/year)	Sex (M / F)
Family doctor's name & phone number	Hospital preference	Health Insurance Plan/ Medical Aid

## CONTACT INFORMATION: In case of emergencies

Mother	Name	Number
Father	Name	Number
Other	Name	Number

## IMMUNIZATION HISTORY *(Please circle)*

<i>Polio</i>	<b>YES</b>	<b>NO</b>	<i>DPT</i>	<b>YES</b>	<b>NO</b>
<i>DT</i>	<b>YES</b>	<b>NO</b>	<i>TT</i>	<b>YES</b>	<b>NO</b>
<i>Measles</i>	<b>YES</b>	<b>NO</b>	<i>MMR</i>	<b>YES</b>	<b>NO</b>
<i>BCG</i>	<b>YES</b>	<b>NO</b>	<i>Hep B</i>	<b>YES</b>	<b>NO</b>
<i>Hib B</i>	<b>YES</b>	<b>NO</b>	<i>Meningococcal</i>	<b>YES</b>	<b>NO</b>
<i>Typhoid</i>	<b>YES</b>	<b>NO</b>	<i>Yellow Fever</i>	<b>YES</b>	<b>NO</b>
<i>Other</i>					

**DRUG, FOOD OR INSECT STING ALLERGIES** *(Please give details)**Please briefly describe the allergy, reaction and the time it takes for the reaction to occur.***CURRENT MEDICATIONS***(Please list all medications your child takes, prescription or over the counter)*

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

**Has your child ever had any of the: If YES please indicate when.***(Please tick YES or NO)*

	YES	NO	When?
• Frequent or severe headaches			
• Dizzy spells, fainting, or blackouts			
• Epilepsy or seizures			
• Vision (eye) problems			
• Tooth or gum problems			
• Difficulty with hearing			
• Other ear, nose or throat problems			
• Hay fever or other allergies			
• Asthma			
• Wheezing or shortness of breath			
• Chronic cough			
• Blood in a cough			
• Heart problems or disease			
• Stomach, liver or intestinal problems			
• Frequent urination			
• Kidney trouble (stone or blood in urine)			
• Sugar or protein in urine			
• Diabetes			
• Arthritis, rheumatism or joint problems			
• Joint or bone deformity or fracture			
• Recent gain or loss of weight			
• Obvious change (colour, size) in a mole or wart			
• Frequent crying spells			
• Frequent trouble sleeping			
• Difficulty in relaxing or calming down			
• Tuberculosis or close association with someone with TB			
• Anaemia			
• Rheumatic fever			
• Any neurological disorder			
• Learning disabilities or disorder			
• Behavioural or discipline. Problem at home or school			

**Has your child ever been treated by a psychiatrist, psychologist or other mental health practitioner?**  
*(Please provide details below)*

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**Hospitalizations/ Operations/ Medical Evacuations**

<i>Illness or Operation</i>	<i>Date</i>

**Is there anything else you would like to mention about your child's health or well-being?**

--

**For your information:**

- All new primary students (Year 1 up to Year 6) will undergo a routine hearing and vision screening. Please contact the school nurse if you do not want your child to be tested. Secondary students may be tested following parental or teacher request.
- It is compulsory in the Primary School for all children to wear a wide-brimmed hat during break times and sports activities. Students without hats will have to stay in a designated shady area. Please make sure your child's hat has his/her name written inside the hat.
- Our school's first aid kits contain antiseptic lotions and creams, an anti-histamine cream, paracetamol for pain and fever, throat lozengers, arnica ointment for bumps and bruises and Elastoplast. Please indicate (in allergy section above) if your child is allergic to any of these items.
- All WIS students and staff are covered by a Medical Evacuation Policy which covers them during school hours and school activities on campus, as well as on field trips anywhere within Namibia. The medical cover includes emergency treatment on site as well as transport to and continued emergency treatment en route to the nearest equipped medical facility. Once the patient arrives at the hospital and is handed over to the medical team, further treatment will be for the personal account of the person concerned. (Drivers of our school buses and private vehicles who transport our students on field trips and who are not members of staff have to arrange for their own medical evacuation cover if their medical aid does not provide it.)

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Signature of Parent/ Guardian

Date:

# CONFIDENTIAL STUDENT REFERENCE REPORT



## Windhoek International School

Main Office & Windhoek Campus  
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## IB World School Accredited by CIS and NEASC

*To be completed by Counselor or Head of School or any person with the needed knowledge to comment on the different areas of the student concerned.*

*One of your school's students has applied for admission at Windhoek International School. This confidential reference forms part of our admissions process. The information supplied to us in this report will enable us to place the student more accurately.*

**Please complete this report and fax it to (+264-61-243127) or scan and e-mail it to [cheimstadt@wis.edu.na](mailto:cheimstadt@wis.edu.na)**

Confidential report on	
Date of birth (day/month/year)	
Name of School	
Date admitted to present School	
Year Group/ Grade Level	

### CATEGORY A: SKILLS

Please place the student on a scale from 1 to 5 in terms of the following

<i>Excellent</i>	5
<i>Good</i>	4
<i>Average</i>	3
<i>Weak</i>	2
<i>Very Weak</i>	1
WORK SKILLS	SOCIAL SKILLS
• Concentration/attention skills	• Self-discipline
• Motivation	• Sense of responsibility
• Ability to work independently	• Interaction with friends
• Listening skills	• Courtesy
• Reading ability	• Behaviour
• Following instructions	• Respect for other people
• Completing tasks	• Leadership skills
• Presentation of work	• Reliability
• Meeting deadlines/timeous completion of tasks	• Ability to problem-solve
• English proficiency	• Adhering to school expectations
• Aptitude for Mathematics	• Consideration for others
• Study habits	• Participation in extra-curricular activities
• Responsibility with homework	• Initiative
• Participation in class	• Perseverance
• Initiative in seeking help	• Helpfulness
• Intellectual curiosity	• Attendance
• Ability to work in a team	

28 May 2014

**CATERGORY B: ACADEMIC ACHIEVEMENT IN YEAR GROUP** *(Please tick)*

Top third		Middle third		Bottom third	
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**CATERGOTY C: EXTRA-CURRICULAR INVOLVEMENT**

	<b>PARTICIPATION FOR SCHOOL</b>	<b>INVOLVEMENT IN ACTIVITY (position held, role etc. if applicable)</b>	<b>COMMENTS</b>
<b>LEADERSHIP</b>			
<b>CULTURE</b>			
<b>SPORT</b>			

**CATEGORY D: GENERAL INFORMATION** *(Please rate 5 – 1 as above)*

Payment of school fees		Comment:
Parent participation in school activities		Comment:
Special support required in any way		Comment:
Any other comments you would like to make to enable WIS to have a clear picture of the student		

<b>Name</b> (person completing this form)	
<b>Position</b> (person completing this form)	
<b>Name of School</b>	
<b>Contact Number</b>	
<b>Email</b>	

Signature

Date

We thank you for your assistance and time in filling in this form

School Stamp

28 May 2014



## FIELD TRIP / SPORTING ACTIVITIES PERMISSION FORM

which incorporates an

### INDEMNITY AND WAIVER

I, the undersigned,

Name: \_\_\_\_\_

acting in my capacity as parent or as natural or legal guardian of

Name of Child \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

(hereinafter referred to as "**my Child**"), of

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

hereby give permission for my Child to participate in the following activities (including any and all associated or related activities or sub-activities) organised or co-organised by the Windhoek International School Trust (herein referred to as the "**Windhoek International School**"):

Swimming, Afterschool Activities, Sports Trips, Day Trips. Special Events and Overnight Trips.

\_\_\_\_\_ (herein referred to as the "**Activities**"), and in doing so, I hereby declare and agree as follows:-

1. For the actual duration of the Activities, I hereby delegate, to the extent required and allowed by law, my parental authority over my Child to the Windhoek International School and, more specifically, delegate such authority to the persons in charge of or responsible to conduct the Activities (herein referred to as the "**Supervisors**"). Accordingly, the Windhoek International School and the Supervisors shall have full authority to:
  - 1.1 control the movements of my Child during the course of the Activities; and
  - 1.2 control my Child's participation in or exclusion from the Activities, and to deliver my Child back into my care on account of any such exclusion; and
  - 1.3 reasonably discipline my Child within the limits of the law and the rules or practices employed from time to time by the Windhoek International School.
2. I acknowledge that the Activities (specifically in relation to, but not limited to any hikes or sports events) are potentially dangerous, and may pose the risk of personal injury or death of my Child, or the risk of damage or loss of my or my Child's property. I agree that participation in the Activities shall be at my and my Child's risk.
3. Subject only to the provisions of clause 4, I will not hold the Windhoek International School, its trustees, officers, agents, employees or the Supervisors (jointly hereinafter referred to as the "**Indemnitees**") liable in respect of any claims for personal injury or death of my Child, or claims for loss of or damage (including any consequential loss or damage) to my or my Child's property, arising from any event, occurrence or accident taking place during the currency of the Activities -

- 3.1 which was not caused by the Indemnitees, but by third parties; or
- 3.2 which was caused as the direct or indirect consequence of my Child failing to obey any lawful instructions given by the Indemnitees; or
- 3.3 which was caused by any negligent act or omission by the Indemnitees,

and I hereby indemnify and hold the Indemnitees harmless against any and all such claims (whether by myself or any third party claiming or entitled to claim on my behalf) to the fullest extent allowed by Namibian law, and I hereby waive any and all such claims. This indemnity and waiver is given for each of the Indemnitees individually and for all the Indemnitees jointly.

4. Nothing in the indemnity and waiver contained in clause 3 shall be construed as to absolve the Indemnitees from any –

- 4.1 gross negligence or willful misconduct committed by the Indemnitees, which is the direct cause of any personal injury or death of my Child; or
- 4.2 mandatory liability provided for under any peremptory laws in force in the Republic of Namibia in respect of the duties of the Indemnitees acting *in loco parentis*.

5. I represent and warrant that:

- 5.1 I am duly authorised to enter into this permission, indemnity and waiver for and on behalf of my Child; and
- 5.2 that my permission is not opposed by any other person holding natural or legal guardianship, custody or comparable rights and duties in respect of my Child,

and I agree that if I am not so authorised, or if my permission is opposed, I will indemnify and hold the Indemnitees harmless, to the fullest extent allowed by law, against any and all claims, damages or losses of whatever nature, that the Indemnitees may suffer on account of the non-validity of this indemnity and waiver as a result of by misrepresentation or breach of the aforesaid warranties.

6. I agree that the laws of the Republic of Namibia, to the exclusion of any and all other laws, shall govern any and all issues of liability that may arise between me and the Indemnitees, both in relation to my Child's participation in the Activities, as well as the validity and contents of this permission, indemnity and waiver.

7. No amendment or variation of this permission, indemnity and waiver, including this clause 7, shall be of any force or effect unless such amendment or variation is reduced to writing and signed by both me and the Windhoek International School.

I declare that:-

- (a) I have read and understand the contents of this document;
- (b) I sign this declaration voluntarily and in full appreciation of its contents;
- (c) I regard myself bound by this document;
- (d) All my and my Child's personal details set out above are in all respects true and correct.

\_\_\_\_\_  
PARENT AND NATURAL GUARDIAN / LEGAL GUARDIAN

Date: \_\_\_\_\_

Place: \_\_\_\_\_





Day	January 2015		February 2015		March 2015		April 2015		May 2015		June 2015		Day
Mon												01	Mon
Tue												02	Tue
Wed												03	Wed
Thu	01	<b>New Years Day</b>										04	Thu
Fri	02											05	Fri
<b>Sat</b>	03											06	<b>Sat</b>
<b>Sun</b>	04		01		01							07	<b>Sun</b>
Mon	05		02		02							08	Mon
Tue	06	<b>23</b>	03	<b>27</b>	03							09	Tue
Wed	07		04		04	<b>31</b> Community meeting						10	Wed
Thu	08		05		05							11	Thu
Fri	09		06		06							12	Fri
<b>Sat</b>	10		07		07							13	<b>Sat</b>
<b>Sun</b>	11		08		08							14	<b>Sun</b>
Mon	12	<b>Staff Work Day</b>	09		09							15	Mon
Tue	13	<b>Term 3 Start/ Start of Mock exams – Yr. 11 &amp; 13</b>	10		10							16	Tue
Wed	14	<b>24</b>	11	<b>28</b>	11							17	Wed
Thu	15		12		12							18	Thu
Fri	16		13		13	IGCSE Art & Design Exam Paper 1						19	Fri
<b>Sat</b>	17		14		14	IGCSE Art & Design Exam Paper 1						20	<b>Sat</b>
<b>Sun</b>	18		15		15							21	<b>Sun</b>
Mon	19		16		16	Year 8 Field Trip						22	Mon
Tue	20	<b>Board meeting</b>	17	<b>Sport's Day Todd &amp; KG</b>	17	Year 8 Field Trip						23	Tue
Wed	21	<b>25</b>	18	<b>Sport's Day Primary</b>	18	Year 8 Field Trip / Sec PTC/ Prim SLC						24	Wed
Thu	22		19	<b>Sport's Day Secondary</b>	19	Year 8 Field Trip / Sec PTC/ Prim SLC						25	Thu
Fri	23		20	<b>Information morning IGCSE &amp; IB for Yr. 9 &amp; 11</b>	20	Year 8 Field Trip / Independence Day Assembly						26	Fri
<b>Sat</b>	24		21		21	<b>Independence Day</b>						27	<b>Sat</b>
<b>Sun</b>	25		22		22							28	<b>Sun</b>
Mon	26		23		23							29	Mon
Tue	27		24	<b>Board meeting</b>	24							30	Tue
Wed	28	<b>26</b>	25	<b>30</b>	25	<b>34</b>						31	Wed
Thu	29		26		26							30	Thu
Fri	30		27		27	<b>End of Term 3</b>						31	Fri
<b>Sat</b>	31		28		28							30	<b>Sat</b>
<b>Sun</b>			29		29							31	<b>Sun</b>
Mon			30		30								Mon
Tue			31		31								Tue

\*Please note the office will be closed from 1 - 24 July 2015