



## WELCOMING NOTE:

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Dear Parents,

Thank you for considering Walvis Bay Private School as the educational institution for your child. We are delighted at the prospect of welcoming your family to our community and are excited about the opportunity to contribute to your child's academic and personal growth.

Enclosed with this letter, you will find the application form that needs to be completed in full, along with all supporting documents, where applicable.

For parents of Grade R applicants, please ensure you also complete the additional child development history and submit it along with your application.

In this document, you will find all relevant administrative and financial information and policies, as well as a link to our school prospectus. The prospectus provides comprehensive details on our school rules, systems, academic offerings, cultural and sports codes, and our beautiful school history.

Please be mindful that the application deadline is the 30th of August. After this date, we will begin processing all applications, and parents will be notified of the outcome by the 10th of September. It is crucial to note that incomplete applications will not be considered, so please ensure all required documentation is included.

Should you have any questions or require assistance with the application, please do not hesitate to contact our admissions office.

We look forward to welcoming you to our Naartjie family and are excited about the opportunity to support your child's educational journey.

# Application Guidelines and Table of Fees for 2025

Walvis Bay Private School is registered as an Incorporated Association not for gain under the Companies Act, 1973, and as a PRIVATE school with subsidy under the Education Act, 2001.

## ADMISSION

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- Written applications for enrollment should be addressed to The Principal, Walvis Bay Private School, P.O. Box 567, Walvis Bay.
- Applications will be considered only if the application form is fully completed, signed, and all supporting documentation is attached.
- Submission of an application does not guarantee placement in the school, nor does the application date indicate any specific order of priority.
- Collateral information will be obtained from previous schools to assess the learner's general behaviour and academic achievements.
- The applicant and their parents may be interviewed.
- New applicants must undergo a school readiness test (Grade 1) and/or a language and mathematics evaluation (primary and secondary phases), for which an appointment will be made.
- Payment of the book fees will be seen as a binding commitment that your child will take up their place as agreed.
- The annual book fee is non-refundable if your child does not take up a place at the school. However, if the school withdraws the offer of a place for any reason, the book fee will be refunded.

## ANNUAL BOOK FEE

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### Grade R

A non-refundable book fee is payable annually upon acceptance (new and re-applications) of placement

N\$1 270.00

### Grade 1 to Grade 12

A non-refundable book fee is payable annually upon acceptance (new and re-applications) of placement

N\$2 970.00

### Book Fees include:

- Classroom stationery (Grade R – Grade 7)
- All classroom aid (Grade R – Grade 12)
- Use of textbooks (Grade 1 – 12)
- Writing books (Grade 1 – 12)
- Study notes and summaries
- Exam papers and copies
- Newsletters
- Matriculants booklet
- Prospectus

## OTHER FEES

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FUN GYM – Grade R Monthly Fee (February – November)	N\$120.00
ICT Fee – Grade 1-7 Yearly fee payable upon acceptance of placement	N\$550.00
Office Practice Fee – Grade 8 - 12 Yearly fee payable upon acceptance of placement	N\$850.00
Design and Technology – Grade 8 - 12 Yearly fee payable upon acceptance of placement	N\$410.00
Design and Technology Set Purchase of the compulsory Design & Technology set	N\$1 050.00

Fees include:

- Yearly subscription fee for ICT (Information and Communication Technology) program
- Maintenance, replacement and upgrade of equipment
- Classroom furniture and teacher resources
- Any and all materials for classroom projects

## SCHOOL FEES

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School fees are determined annually by the Board of Directors based on the school's budget requirements.

Fees are payable monthly in advance for 12 months (Grades R – 11) and for 10 months (Grade 12 learners).

GRADE	MONTHLY FEE January to December payable before 5 <sup>th</sup> day of each month	TERM PAYMENT 2% discount allowed for 3 equal payments Jan, April, Aug	ANNUAL PAYMENT 5% discount allowed payable by 31 January 2025
Grade R	N\$2 150.00 x 12	N\$8 428.00 (Term)	N\$24 510.00
Grade 1 to 11	N\$4 000.00 x 12	N\$15 680.00 (Term)	N\$45 600.00
Grade 12	N\$4 800.00 x 10	N\$15 680.00 (Term)	N\$45 600.00

## DISCOUNTS

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- 5% discount for full upfront payments (payment must be received by January 31st).
- 2% discount for three equal payments (due in January, April, and August).
- 10% discount for the third child and further siblings attending the school. The first two children pay the full fee.

## PAYMENT METHODS

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- Debit Order: The first installment is payable on January 1st (debit order form attached).
- Electronic Payments: Must be paid no later than the 1st day of each month, starting January 1st.

Note:

- Cash or cheque payments are not accepted. Swipe facility is available.
- All clothing purchases and activity fees must be paid before collection or departure.
- In case of withdrawal from the school, one month's written notice must be given to the school. November will not be accepted as a notice month.

## BANKING DETAILS

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Name of account: Walvis Bay Private School  
 Bank: Bank Windhoek  
 Account Number: 1044056090  
 Branch: Walvis Bay (481 872)  
 Reference: Account Number (e.g. WBP001)

For all payments (school fees, clothing, activities), please use YOUR UNIQUE ACCOUNT NUMBER OR LEARNER NAME as the reference.

School fees include:

- Affiliation fees for: NAPSO, NSSU, WSSR
- All sport and culture participation and or enrolment fees
- Sport practice equipment
- All Science fair, mathematics and language Olympiads entry fees
- All bus and transport fees for school relevant activities (sport, academic and culture excursions)
- Art as part of our school curriculum
- Mind Moves as part of our school curriculum
- Physical Education as part of our school curriculum
- Remedial and reading assistance
- Guidance Centre assistance which includes learner support, counselling, assistance with subject choice and university applications
- Grade 1 school readiness test and assistance
- Psychometric testing

- Physical science and biology laboratory equipment and examination materials
- Academic, sport and culture prize-giving
- Grade 12: Matric Farewell, Valedictory Day and Forty Days celebrations

## PAYMENT POLICIES

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### Non-Payment Consequences:

- Learners whose school fees are unpaid for 30 days will not be permitted to attend classes or participate in any school sport, cultural, or other activities until the fees are up to date.
- If outstanding fees are not paid within fourteen days of the default date, a breach of the terms of admission will be declared, and the learner(s) will not be allowed to return to the school.
- Accounts older than 90 days (three months in arrears) will be handed over to our attorneys for collection, and the parent(s) or guardian(s) will be responsible for all attorney and other costs incurred in collecting the outstanding amount.

### Reapplication and Admission:

Re-application forms will not be available, and learners will not be admitted to school if:

- Unpaid accounts from the preceding year have not been settled in full by the end of the academic year.
- Fees for the term are not paid by the start of the new term.
- The annual book fee is not received upon acceptance.

### Academic Updates and Results:

- Academic updates and results will only be available if and when school fees are paid in full.

### Special Payment Condition for Grade 12 Learners:

- ALL fees must be paid up to date by the time the matric farewell function takes place. Learners will not be permitted to participate in any function(s) if fees are in arrears.
- School fees for the entire final year must be paid in full by the 1st of October of any subsequent calendar year.

## CLOTHING BOUTIQUE

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- The clothing store is open weekdays from 07:15-08:00 and 14:00-15:00
- Refund/Exchange can only be made with unworn/unused items within one week of purchase
- All clothing purchases/ordered must be paid before collection.

## SPORT CLOTHES GUIDELINES:

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- Team Shirt: Each learner must have a team shirt and team button (Dolphins A-G – Navy, Seals H-P – Sky or Sharks Q-Z – Maroon).
- Tracksuit & Golf Shirt: The school tracksuit and golf shirt are compulsory for each learner. Learners must wear their full tracksuit with their golf shirt for PE and all other sport activities.
- Sport Shorts: Learners may wear their sport shorts with their golf shirt during sport practice.

## SCHOOL UNIFORM GUIDELINES:

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### Boys:

- Grey long trousers or short grey pants.
- WBPS long sleeve jersey or WBPS pullover Compulsory for Grades 1 – 7.
- Black belt
- Grey school socks (long socks with shorts and grey short socks with trousers).
- Black leather school shoes
- White school shirt (long sleeves or short sleeves with tie collar).
- Blue WBPS tie for Grade 8 – 9 learners or grey WBPS tie for Grade 10 – 12 learners.
- WBPS Blazer (compulsory for grade 8 – 12 learners).

### Girls:

- Grey WBPS tunic dress or trouser (WBPS tunic dress allowed on hot days without jersey or pullover).
- WBPS long sleeve jersey or WBPS pull over compulsory for all Grades 1 – 7.
- Grey school socks (long socks with tunic dress, grey short socks with trousers).
- Navy school tights with tunic dress for all Grades.
- Black leather school shoes
- White long shirt (long sleeves or short sleeves with tie collar Grades 8 – 12)
- Blue WBPS tie for Grade 8 – 9 learners or grey WBPS tie for Grade 10 – 12 learners.
- WBPS blazer (Compulsory for grade 8 – 12 learners).

## CONTACT DETAILS

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School Reception  
Rúnelle Zerbe  
[reception@wbps.com.na](mailto:reception@wbps.com.na)  
+264 64 279 250

Secretary to the Principal  
Agusta du Preez  
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Applications and information  
Primary Phase – Grade R – 7  
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Applications, information & Clothing  
Secondary Phase – Grade 8 - 12  
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Guidance  
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Please scan our QR code for more information on our school.

Warm regards



Henjan van der Hyde  
Principal



Student Name:		Grade:		Date	
ITEM	SIZE	PRICE	SIZE	QTY	TOTAL
Blazer	76, 78, 80	N\$600.00			
	82, 84, 86	N\$830.00			
	87L/R, 92L/R, 97L/R	N\$850.00			
	102L/R, 107L/R, 112L/R	N\$900.00			
Badges		N\$50.00			
Ties	Navy/Grey	N\$200.00			
Pull Overs	66, 71	N\$200.00			
	76, 81, 87	N\$210.00			
	92, 97, 102	N\$230.00			
	107, 112, 117, 122, 127,132, 137	N\$250.00			
Jerseys	66, 71	N\$220.00			
	76, 81, 87	N\$230.00			
	92, 97, 102	N\$250.00			
	107, 112, 117, 122, 127,132, 137	N\$260.00			
Tunic	60, 62, 64, 66, 68	N\$360.00			
	72, 76, 80, 84, 88	N\$390.00			
	92, 96, 100 - 130	N\$420.00			
Fleece Tops	24, 26, 28, 30	N\$450.00			
	32, 34, 36, 38, 40	N\$500.00			
Scarf	One Size	N\$200.00			
Leggings / Tights	All Sizes	N\$60.00			
Track Suits	24, 26, 28, 30	N\$830.00			
	32, 34, 36, 38,	N\$860.00			
	40, 42, 44, 46	N\$920.00			
Golf Shirts	24, 26, 28, 30	N\$220.00			
	32, 34, 36	N\$230.00			
	SML – 5XL	N\$250.00			
Sport Shorts	26, 28, 30, 32	N\$200.00			
	34, 36, 38, 40	N\$250.00			
Team Shirts	5-6, 7-8, 9-10	N\$150.00			
	11-12, 13-14	N\$180.00			
	SML – 4XL	N\$200.00			
Rugby Shorts	26, 28, 30, 32	N\$200.00			
	34, 36, 38, 40	N\$250.00			
	42, 44, 46, 48	N\$280.00			
Brutal Rugby Socks	Navy/Orange	N\$100.00			
Netball/Hockey Shirt	5-6, 7-8, 9-10	N\$270.00			
	11-12, 13-14	N\$290.00			
	SML – 4XL	N\$320.00			
Netball/Hockey Skort	26, 28, 30, 32	N\$200.00			
	34, 36, 38, 40	N\$230.00			
	42, 44, 46, 48	N\$250.00			
Netball Socks (White)		N\$80.00			
Hoodies	28, 30, 32	N\$500.00			
	34, 36, 38	N\$550.00			
	40, 42, 44	N\$580.00			
Visors / Caps	All Sizes	N\$100.00			



Cricket Hats	54, 57, 60	N\$120.00			
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