

Principal: Mr. E. Hess  
School Secretary: Mrs. A O'Reilly  
Mrs. K Uys  
Financial Secretary: Mrs. L Parsons  
Hostel Secretary: Mrs. M Parsons



# South Coast Academy

PO Box 371 Ramsgate 4285  
Tel (039) 312 0162

e-Mail: sca@lantic.net

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Dear Parent / Guardian

## **RE: 2019 Applications**

All new applications forms must be accompanied by the following;

- **Report from the previous term if applying in 2018 / year-end report** to be supplied
- **TRANSFER CARD / PROVISIONAL TRANSFER CARD** from previous school
- **Child's UNABRIDGED birth certificate**
- **Mother and fathers ID's**
- **Proof of income,**
- **Proof of residence,**
- **"Road to health" clinic card (Primary school only)**
- **Medical aid card – for in case of emergency**
- **All foreign students must supply a valid passport and a study permit**

**You WILL NOT be able to register without all of the above documents.**

**Kindly note that NO CHILD residing in outside boarding houses / hostels will be enrolled as per our school policy.** Learners must either live with parents / legal guardian in the area or at the schools hostel.

**No child will be registered without ALL the above mentioned documentation.**

**Please note that this is a private institution and therefore school fees are compulsory.**

All trust fund applications must supply the school with all the contact details of the Trust fund as well as proof that there is a trust fund available for the student.

### **Who do you contact?**

#### **Primary School**

- Mr E. Hess is the Principal of the Primary School with Mrs. K. Uys as secretary.  
Tel: 039 312 0162 / Fax: 086 600 7740 / email: [sca4@lantic.net](mailto:sca4@lantic.net)

#### **High School**

- Mr. E. Hess is the Principal of the High School with Mrs. A O'Reilly as secretary.  
Tel: 039 312 0162 / Fax: 086 538 5403 / email: [sca3@lantic.net](mailto:sca3@lantic.net)

#### **Financial Administrator**

- Mrs. L. Parsons is in charge of the school's finance department and administration.  
Tel: 039 312 0162 / Fax: 086 619 1386 / email: [sca@lantic.net](mailto:sca@lantic.net)

#### **Hostel**

- Mrs. M. Parsons is the boarding school secretary and financial administrator.  
Boarding Master and Matron. Tel: 039 312 0162 email: [sca1@lantic.net](mailto:sca1@lantic.net)

We look forward to meeting with you and your child / children. We are confident that we will have a long and rewarding relationship with your family.

Warm regards,

The South Coast Academy family

*"Education is the most powerful weapon which you can use to change the world" – Mr. Nelson Mandela*