



# PEPPS Motheong Registration Process

## Step 1: Contact the school to book a placement test.

1. If there is a space available in a grade, the **APPLICATION** document can be completed and a time for the placement test confirmed.
2. Your child's latest report card and birth certificate should be available when taking the placement test
3. Write the test and wait for confirmation of placement before proceeding with the registration

## Step 2: Confirmation of placement

The Admin Staff will contact you to confirm placement.

Prepare all the needed documentation before you submit your **REGISTRATION** form. Your final REGISTRATION can only be processed when all documentation is available.

1. ID copies of both parents/guardians and ID photo of applicant
2. Testimonial from your present school.
3. Salary advice/Bank statements of person responsible for account.
4. Proof of address.

Read through the Parent Manual and familiarise yourself with our policies and procedures, available on the website and d6, in order to **sign the PARENT CONTRACT**

## Step 3: Payment of registration fee

You have to pay your registration fee with an EFT or direct bank deposit to:

**Account holder:** Motheong Primary School

**Bank Details:** ABSA Bank

**Account number:** 4052187858

**Code:** 360445 Centurion

**Reference:** Child's name, surname and Grade.

Attach proof of payment to application form. After payment of your registration fee, you will receive your Family Code and correspondence which will be your only access to the school in the new academic year.

This last step in the registration process can only be finalised upon completion of the above process.

## Step 4: Prepare for the new school year

1. Order/Buy your PEPPS Motheong Uniform from the Uniform Store at school.
2. Download the d6 Communicator APP to receive communication regarding the Parents' meeting and starting date. There will be an orientation process to introduce you to the new school, ethos, disciplinary system and other activities that will be available at the beginning of the school year.

**Welcome to your child's future success.**