



# GREENSIDE HIGH SCHOOL

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12 November 2021

Dear Parents / Guardians

Please find attached the enrolment and re-registration forms.

## **Forms will only be accepted on the designated dates.**

A humble but fervent plea: please read the attached documentation carefully! This simple process becomes difficult and unpleasant if some parents fail to read the documents, and fail to follow the procedure, or fail to attach the correct documentation. Our admin staff have to deal with over a thousand new enrolments and re-registrations in one week.

On the specified date of your enrolment or re-registration:

1. **There will be detailed checking of documentation.**
2. **No queries can be attended to on these dates.**
3. Please come to school wearing a mask – no mask, no entry. The registration will happen in the waiting area.
4. You must please return the required documents, together with the checklist.
5. Please ensure that you sign the register proving that you have returned your forms.
6. Please ensure that your R 4 000 first instalment of school fees payment has been made, and a proof of payment printed.
7. Please ensure all the required documents are submitted - even if you have previously submitted them, and even if there are no changes to your information. Our staff cannot search through previous years' files to find old documents. If all the documents are not there, you will have to come back to school with the outstanding documents, or your re-enrolment will be unsuccessful.

Thank you for your cooperation with one of our final tasks for what has been an extremely challenging year.

Yours Sincerely

G Gunning  
Acting Principal

M Bhyat  
Chairperson – SGB

A Naicker  
Finance Manager