



“Transforming lives through community empowerment and Innovation”

Tutorial Programme 2023

Application Form (valid for grades 11, 12 only)

Centre of Preference (Please tick one option only)	Arandis	<input type="checkbox"/>	Tamariskia	<input type="checkbox"/>	Ondangwa	<input type="checkbox"/>
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Grade	11	<input type="checkbox"/>	12	<input type="checkbox"/>
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1. Learner's Personal Information:

Surname: _____ First Names: _____

Date of birth: _____ Gender: male female

ID/ Passport number _____

Postal Address: _____

Residential Address: _____

Region: _____ Constituency: _____

Cell phone No: _____

Orphan	
Person living with disabilities	
Marginalized	
Please attach relevant attestation documents if applicable	

Email (if any): _____

2. (a) School where the learner is currently attending: _____

(b) Highest Grade attained: _____

(c) Previous examination candidate number: _____

3. Subject Options: Please tick (✓) your choice.

Biology	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>
English	<input type="checkbox"/>
Entrepreneurship/Business studies	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>
Physics	<input type="checkbox"/>

4. Parent/ Guardian Details:

Surname: _____ First Name: _____
Telephone No: _____ (work/home) Cell phone No: _____
Email Address: _____

Combined annual level	< 30 000	30 000–80 000	80 00 –350 000	>350 001
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I declare that the information above is true and correct.

5. Learner’s Signature: _____ **Date:** _____

6. Parent’s/Guardian’s Signature: _____ **Date:** _____

Note that this application form does not necessarily mean your child is automatically admitted. The acceptance into the Tutorial programme is at the sole discretion of the Rössing Foundation

Due date: 13th March 2023

Please use the checklist below for the required attachments of your application

- Certified Copy of your previous grade report.
- Certified Copy of your ID or Passport
- Documentary evidence for orphanage or disability, if applicable
- Documentary evidence/ motivation letter from your Community Leader in support of your economic and /or social background, if applicable
- Up to date proof of your parent’s income or unemployment, whichever applies.

Office Use: Accepted: _____ Not accepted: _____
Remarks: _____

Approved by: _____
Manager: Academia



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AGREEMENT WITH PARENTS 2023

Tutorial Programme

The Rössing Foundation provides tutorials to out-of-school youth and to school going learners in the following subjects: in Biology, Chemistry, English, Entrepreneurship Mathematics and Physics. This program aims to provide an environment where effective learning can take place and provide the necessary skills to improve the above-mentioned performances of those registered at the Rössing Foundation.

The Rössing Foundation shall place value in a close relationship with parents and encourage parents to work in partnership with the Rössing Foundation to assist in maintaining high standards of behaviour both inside and outside of tutorials programme. This document is an agreement between the learner registered, their parent or guardian, and the Rössing Foundation.

1. The Rössing Foundation Responsibilities

- i. The Rössing Foundation is committed to providing all our learners with a suitable and effective education in a safe, supportive and happy environment.
- ii. We are an inclusive organisation working in partnership with parents and carers to achieve good attendance and punctuality enabling pupils to achieve their full potential.
- iii. We take attendance very seriously because there is clear evidence that any absence from school can and does impact on children’s attainment. Pupils with regular, on time attendance achieve higher grades, make more friends, enjoy school, and learn positive habits that contribute to their personal and future career success.
- iv. We strive towards seeing all learners enjoy learning and exploring mathematics, become confident mathematicians, who can use the skills that they learn in the next stage of the education and future employment, as well as developing an understanding of financial literacy. We deliver this through a carefully structured mastery approach to all the subjects.
- v. The Foundation uses the national curriculum for Biology, Chemistry, English, Entrepreneurship Mathematics and Physics aims to ensure that all pupils become fluent in the fundamentals of Biology, Chemistry, English, Entrepreneurship Mathematics and Physics, including through varied and frequent practice with increasingly complex problems over time, so that pupils develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately.
- vi. Rössing Foundation shall arrange extra lessons and holidays classes when deem fit.

Mastery: Rössing Foundation follows a mastery approach to the tutoring of Biology, Chemistry, English, Entrepreneurship Mathematics and Physics.

2. Learners Responsibilities:

- i. Learners must abide to all Rössing Foundation policies. Learners shall understand what kind of behavior is acceptable and the reasons why some behaviors are not acceptable and take responsibility for their own behavior and abide the Rössing Foundation rules.
- ii. Academic Performance: - Learners are expected to work hard and achieve a C or better symbol in any of the supported subjects. Poor performance will not be acceptable.
- iii. Each learner’s progress will be evaluated on a regular basis.

- iv. The Rössing Foundation centres have a strict **HEALTH AND SAFETY REGULATIONS**; all safety rules must be adhered to and signs on display must be closely observed.
- v. Learners are expected to move quietly and orderly whilst on the promise.
- vi. Mobile phones and any other gadgets that may disrupt lessons must be switched off.
- vii. The use of bicycles, USB Bluetooth speakers and skateboards on the premises are strictly prohibited.
- viii. Attend extra lessons during weekends or holidays if need be.
- ix. All resources at each centre including the library, rest rooms, water taps, etc, must be used and handled responsibly. Users will be held responsible for any acts of vandalism.

3. Parents Responsibilities:

- i. Helping the Rössing Foundation develop and maintain good behavior.
- ii. Supporting the Rössing Foundation - parents are encouraged to get to know the Rössing Foundation policies and where possible, take part in the life of the organization and its culture.
- iii. Set regular patterns of attendance from when your child starts tutorials.
- iv. Take an interest in your child's school life by talking to your child about school and what goes on there.
- v. Contact us as soon as your child is experiencing any difficulties and work with us in any way you can to help your child to overcome any difficulties.
- vi. Attend Parent's meetings.
- vii. Don't condone absence, make medical and dental appointments outside of school time whenever possible.
- viii. Let the Rössing Foundation know the reason for any absence before 9.30am on the first day so that this can be entered into the register.
- ix. If your child has to be late for whatever reason inform school beforehand or before 9.00am on the day.
- x. Try to make non urgent appointments for outside of tutorials hours and always return to school after an appointment.
- xi. If your child is unwell, you need to let us know by 9.30am on the first day of absence, otherwise an unauthorised absence mark will be entered into the register. Ten unauthorised absence marks in a school year may result in a penalty notice being issued.
- xii. Parents/Guardians of those children with less than 90% attendance will be requested to provide medical evidence before further absence can be authorized.
- xiii. Parents/Guardians shall ensure that the child has attend extra lessons and holidays classes.

Please note: The Rössing Foundation sets a target of 96% attendance annually and this is discussed regularly with both pupils and parents.

4. General

The Rössing Foundation tutorials term programmes will follow the **official school calendar, 2023.**

Days	Lessons (Biology/Chemistry/English/Entrepreneurship /Mathematics/Physics)	Libraries
Mondays - Fridays	08:00 – 17:00	08:30 – 13:00 14:00 – 16:30
Weekends	Close	Close
Public Holidays	Close	Close

5. Declaration:

I, understand the above and will adhere to the responsibilities.	I, understand the above and will support my child to adhere to the responsibilities.
Learner's Signature: _____	Parent's/Guardian's Signature: _____
Date: _____	Date: _____