

**CHILD'S DETAILS**

Family Name			
First Names			
Date of Birth		Please Circle:	
Current Age		Male	Female
Home Language			
Nationality			
Present School			
Present Grade			
Entry for	2026	2027	2028

PARENT / GUARDIAN CONTACT DETAILS

Name	
Home Phone	
Cell Phone	
Email Address	

TRIAL DAY

Preferred Date	
Preferred Year Group	

ADDITIONAL INFORMATION

Please provide any additional information that you feel may be important for us to know before your child's trial day.

For Office Use:			
Trial Date Offered	<input type="checkbox"/>	Trial Date Completed	<input type="checkbox"/>
Application Approved	<input type="checkbox"/>	Application Declined	<input type="checkbox"/>
Reason			



VISION * MISSION * AIMS * CORE VALUES

The Alexanders **vision** is to establish a school incorporating an international curriculum and international approach to education through a small-scale setting in the heart of Walvis Bay.

Named after Alexander Graham Bell, Alexander Fleming, Alexander Pope and many other world-changing Alexanders through-out mankind's history, our ambition is to provide every child with the skills to become their very own **history-maker**.

As part of our vision, it is our mission to **encourage** a strong sense of **community**, embrace **diversity** and champion **tolerance** among our eclectic, international student body. We shall achieve this by upholding the right to a faith or belief - **including atheism, non-theism and humanism as recognised belief systems** - and respecting all worldviews about personal and family life.

As part of our vision, it is our mission to provide attentive pastoral care to our students, and to maintain effective communication with our parents and guardians.

Our aim is to work together with parents or guardians so that together we can:

- * **motivate** each child to discover their previously unlocked potential;
- * **encourage** each child to discover their unique gifts and talents; and
- * work together as a team to help a child **succeed** both now and in the future.

The overarching objective of the school is to guide each individual into **achieving** his or her full potential whether this be in the academic or non-academic arena, and to prepare each child for their future adult life.

We understand that parents are seeking out the best schools for their own children. What makes a 'good school' will be different from parent to parent and from family to family. To achieve our vision, it is important for parents who join Alexanders to feel comfortable with our school's approach to **discipline, respect, tolerance** and **inclusivity**. At Alexanders we embrace **diversity** and **champion individuality**.

At Alexanders, our strong core values include personal responsibility, honesty and respect which includes the tolerance and acceptance of others. Positive relationships between the staff team and our learners are built on these important values.

Our core values are built on our 'Three Rs' principle of **ready, responsible** and **respectful**:

- * be ready to work, be ready to learn and be ready to be the best person you can be each and every day;
- * be responsible for your own things, be responsible for your own work, be responsible for your own attitude, be responsible for your own work ethic, and be responsible for your own actions;
- * be respectful to others always, and be respectful of each and every person regardless of their age, gender, belief or non-belief, faith, religion, nationality, home-language, sexual orientation or socio-economic status.

UPDATED: MAY 2025



Alexanders is a private and selective combined school offering the British National Curriculum from the Early Years Foundation Stage (Year 0 / Reception Year) to Key Stage Five (Year 13) which leads to the Pearson's Edexcel International GCSE and International AS / A-Level examinations.

We are a school where both non-academic talents and academic ability are treasured and encouraged.

We place great importance on developing a positive attitude towards learning, constructive and respectful behaviour and a lifelong desire for knowledge and discovery.

1. Aim of the Admissions Policy

The aim of the Admissions Policy is to outline the procedures to be followed to finalise a successful registration at Alexanders.

2. Selective

Alexanders is a selective, private, combined primary school.

It welcomes applications from boys and girls from all social, ethnic or cultural backgrounds who will gain from a welcoming, nurturing and small but challenging academic environment.

Places are offered to those students (and parents or guardians) who we feel will:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) benefit from a smaller school setting like Alexanders;
- (c) wholly abide by the school's rules, procedures and policies;
- (d) wholly embrace the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to the Alexanders School community.

3. Admissions Timetable

Applications are welcome anytime during the academic year but:

- (a) no later than the 07 November 2025 for entry in January 2026;
- (b) no later than the 31 March for Term 2 entry; and
- (c) no later than 31 July for Term 3 entry.

4. Admissions Process

- (i) An Application Form must be completed and submitted to the school office.

Please attach a copy of your child's birth certificate and his/her latest academic school report.

Application Forms can be downloaded from the school website (as an individual form or bundled in the New Parent Pack 2026) or collected from the school office.

- (ii) Selected candidates will then be invited to attend a trial day at Alexanders based on the criteria set out in 2(a) to 2(e) above. During the trial day, students will participate in the regular timetabled lessons which may include assessments and mini-tests.

- (iii) Successful applicants will be formally invited to join the school.

Those wishing to confirm and finalise their child's registration with Alexanders Private School must:

- (a) submit a completed Registration Form;
- (b) submit a signed copy of our Fee Policy 2026;
- (c) submit a signed copy of our Admissions Policy 2026;
- (d) submit a signed copy of our Values Statement 2026;
- (e) submit a signed copy of our Uniform Policy 2026;
- (f) submit a completed Financial Clearance Form; and
- (g) pay the Registration Fee of N\$5000.

Alexanders will endeavour to inform parents whether their child has been successful or not within 7 days of their child's trial date.

REVISED: 26 MAY 2025

Parent / Guardian Signature: Date:



Alexanders is a private and selective school offering the British National Curriculum.

REGISTRATION FEE

If a place at Alexanders Private School is offered to your child, you will be required to pay a Registration Fee of N\$5 000 on or before 07 November 2025 to secure your child's place for January 2026.

The Registration Fee is a **once-off and non-refundable payment** when joining the school. If the Registration Fee is not paid, your child's place will be offered to the next person on the waiting list. Once paid, the Registration Fee is non-refundable in the event that the place is not taken up by your child. For more information on admission, please refer to the Alexanders Admissions Policy 2026.

SCHOOL TUITION FEES & DISCOUNTS

Monthly school tuition fees cover lessons, educational resources and text books.

The fees do not cover the cost of stationery, external examination fees, uniform items, outings and excursions, after-school clubs, individual music tuition or extra-curricular examination fees such as music examinations. Fees do not cover the cost of any snack or lunch.

Tuition fees are payable in advance and on or before the 3rd of the month.

Early Bird payment of fees in advance incur a 20% discount on the annual tuition fee. Early Bird payments are due on or before 3rd November of each year.

Super Saver payment of fees in advance incur a 15% discount on the annual tuition fee. Super Saver payments are due on or before 3rd December of each year.

Annual payments of fees in advance incur a 10% discount on the annual tuition fee. Annual payments are due on or before 3rd January of each year.

Termly payments of fees in advance incur a 5% discount on the termly tuition fee (monthly fee x4). Termly payments are due in three instalments on or before 3rd January, 3rd May and 3rd September.

Payments not received by the date specified above will lose the discount initially provided.

LATE PAYMENT CHARGES

Any fees not received **in full** on or before the 3rd day of the month will be deemed as late and a N\$550 late payment charge will become payable. This is irrespective of the amount outstanding.

Should the account remain unpaid on the 15th of the month, then a second late payment charge of N\$550 will be charged to the account. This is irrespective of the amount outstanding.

Should the account remain unpaid on the last day of the month, then the child's place will be suspended and the child will not be entitled to attend the school from the 3rd day of the following month until all outstanding amounts have been paid in full and the customer account cleared of all arrears.

NOTICE OF WITHDRAWAL

The tuition fee as per the Fee Structure 2026 is an annual fee broken into 12 monthly payments.

Should you wish to withdraw your child or children from Alexanders Private School between January and October, a calendar month's written notice must be provided. Therefore, written notice must be given on or before the 1st day of the month prior to withdrawal from the school. Failure to provide written notice will necessitate payment of a month's fees in lieu of notice.

Withdrawal notices for the end of November 2026 will not be accepted.

All students must pay the full annual tuition fee (or *pro rata* during term-time) for the year's tuition provided by Alexanders Private School.

Should Alexanders - the staff, the Senior Leadership Team and/or the Principal - no longer be satisfied that a student (and parents or guardians) are willing to:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) benefit from a smaller school setting like Alexanders;
- (c) wholly abide by the school's rules, procedures and policies;
- (d) wholly embrace the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to the Alexanders School community.

The school reserves the right - at the discretion of the Principal - to require the child or children be withdrawn from Alexanders Private School provided one calendar month's written notice is given.

For more information please refer to the school's policies available to download from the school website.

EMERGENCY CLOSURES

In unavoidable and exceptional circumstances, such as contagious infection or consequential damage following a fire or adverse weather, it may be necessary to close all or part of the school at short notice during term time. As is common with most private schools, it is not Alexanders's policy to refund tuition fees in such circumstances.

FINAL NOTE

New Parents: In signing this Fee Policy 2026, you agree to accept all the conditions of this policy.

Current Parents: In returning your child or children to the school on the first day of the new academic year, you agree to accept the conditions of this policy.

REVISED: 26 MAY 2025

Parent / Guardian Signature: Date:

REGISTRATION FEE (ALL YEARS)

ONCE-OFF REGISTRATION FEE N\$5 000

EARLY YEARS

KEY STAGE ONE: NURSERY & RECEPTION CLASS / YEAR 00 & YEAR 0

MONTHLY TUITION FEE: N\$3 350 per calendar month

LOWER PRIMARY

KEY STAGE ONE: YEAR 1 - YEAR 2

MONTHLY TUITION FEE: N\$4 375 per calendar month

UPPER PRIMARY

KEY STAGE TWO: YEAR 3 - YEAR 6

MONTHLY TUITION FEE: N\$4 535 per calendar month

LOWER SECONDARY

KEY STAGE 3: YEAR 7 & YEAR 8

MONTHLY TUITION FEE: N\$4 900 per calendar month

UPPER SECONDARY

KEY STAGE 4: YEAR 9 - YEAR 11

MONTHLY TUITION FEE: N\$5 200 per calendar month

INTERNATIONAL GCSE

COLLEGE

KEY STAGE 5: YEAR 12 & YEAR 13

MONTHLY TUITION FEE: N\$4 500 (2 subjects)

MONTHLY TUITION FEE: N\$5 650 (3 or more subjects)

INTERNATIONAL AS & A-LEVEL

EXTRA-CURRICULAR ACTIVITIES (ALL AGES)

MUSIC / INSTRUMENT TUITION N\$590

HOMEWORK CLUB *2 DAYS N\$440

HOMEWORK CLUB *3 DAYS N\$590

HOMEWORK CLUB *4 DAYS N\$645

AFTERNOON CLUBS N\$260 (per child per month per club)

BANKING DETAILS

Name: Alexanders Private School

Bank: Bank Windhoek

Branch: Walvis Bay

Code: 481 872

Acc: 801 747 0882

PAYMENT DETAILS

The Registration Fee is a once-off and non-refundable payment upon joining the school.

School Tuition Fees are charged from January to December (12 monthly payments).

Music Tuition Fees are charged from February to November (10 monthly payments).

Homework Club Fees are charged from February to November (10 monthly payments).

Afternoon Clubs Fees are charged from February to November (10 monthly payments).

All fees are payable in advance and by the 3rd of the month.

One calendar month's notice is required to cancel any of the above.

TUITION FEE - DISCOUNTS

Early Bird Saver 20%

One annual payment due on or before 3rd November 2025.

Super Saver 15%

One annual payment due on or before 3rd December 2025.

Annual Payment 10%

One annual payment due on or before 3rd January 2026.

Termly Payment 5%

Three termly payments due on or before: * 3rd January * 3rd May * 3rd September

EXTERNAL EXAMINATION YEARS

Monthly, termly and annual tuition fees **do not** cover the costs of external examinations.

External examination fees are not paid by the school.

Fees for May / June examinations are payable in the **February** of the year of examination.

Fees for October / November examinations are payable in the **June** of the year of examination.

Please budget approximately N\$3 750 per subject.



Transport between Swakopmund and Walvis Bay (including Long Beach) is available each morning and afternoon from Monday to Friday during Term Time.

The bus departs at 06:40 each morning from the KFC carpark in Swakopmund, and at 13:15 from Alexanders Private School each afternoon, arriving at KFC Swakopmund at approximately 13:45.

Priority is given to those previously registered on the bus, and to those opting for a full week of transport. Ad hoc journeys may be available on any given day depending on availability.

All journeys on the shuttle bus must be booked in advance via the school office on +264 81 635 2707.

Shuttle Bus Fees are as follows:

SWK-WVB	FULL WEEK (5 DAYS) RETURN	N\$2 150 per month
SWK-WVB	4 DAYS PER WEEK RETURN	N\$1 750 per month
SWK-WVB	3 DAYS PER WEEK RETURN	N\$1 350 per month
SWK-WVB	2 DAYS PER WEEK RETURN	N\$ 950 per month
SWK-WVB	1 DAY PER WEEK RETURN	N\$ 485 per month

SWK-WVB	AD HOC JOURNEY SINGLE	N\$ 90 per single journey
SWK-WVB	AD HOC JOURNEY RETURN	N\$ 180 per return journey

LB-WVB	FULL WEEK (5 DAYS) RETURN	N\$1 075 per month
LB-WVB	4 DAYS PER WEEK RETURN	N\$ 875 per month
LB-WVB	3 DAYS PER WEEK RETURN	N\$ 685 per month
LB-WVB	2 DAYS PER WEEK RETURN	N\$ 475 per month
LB-WVB	1 DAY PER WEEK RETURN	N\$ 245 per month

LB-WVB	AD HOC JOURNEY SINGLE	N\$ 50 per single journey
LB-WVB	AD HOC JOURNEY RETURN	N\$ 100 per return journey

Shuttle Bus Fees:

- (a) will be invoiced along with the regular school tuition fees - no need to pay separately;
- (b) are charged from January to December (11 full monthly payments and pro-rata 50% for January);
- (c) are payable in advance and due by the 3rd of the month; and
- (d) require 1 month's written notice to cancel.

I would like to register for Alexanders Shuttle Bus Transport on the following days:

	SWK or LB	Number of Days per Week	Days Required				
CHILD'S NAME:			MON	TUE	WED	THU	FRI
#1.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL COST PER MONTH			N\$				

Signature

Date





UNIFORM POLICY

PRIMARY SCHOOL: Key Stage One & Key Stage Two (Y0 to Y6)

Red short-sleeved golf tee with APS school logo
Red long-sleeved golf tee with APS school logo
Navy-blue long-sleeved round-neck tee with APS school logo
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants
Red polar fleece with APS school logo
APS cricket hat, APS baseball cap OR APS beanie
Any suitable shoes for school or suitable sports shoes.
NB Crocs, plakkies and slip-ons are not considered suitable shoes.

LOWER SECONDARY SCHOOL: Key Stage Three (Y7 & Y8)

Red short-sleeved golf tee with APS logo
Red long-sleeved golf tee with APS logo
Navy-blue long-sleeved round-neck tee with APS logo
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants
OR plain blue denim jeans (no fading or ripping)
Red polar fleece with APS logo
APS cricket hat, APS baseball cap OR APS beanie
Any suitable shoes for school or suitable sports shoes.
NB Crocs, plakkies and slip-ons are not considered suitable shoes.

UPPER SECONDARY SCHOOL: Key Stage Four (Y9 to Y11)

Navy-blue short-sleeved golf tee with APS logo
Navy-blue long-sleeved golf tee with APS logo
Navy-blue long-sleeved round-neck tee with APS logo
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants
OR plain blue denim jeans (no fading or ripping)
Red polar fleece with APS logo
APS cricket hat, APS baseball cap OR APS beanie
Any suitable shoes for school or suitable sports shoes.
NB Crocs, plakkies and slip-ons are not considered suitable shoes.

SIXTH-FORM COLLEGE: Key Stage Five (Y12 & Y13)

Smart-casual clothing. Any suitable smart shoes.
NB Crocs, plakkies and slip-ons are not considered suitable shoes.

ADDITIONAL INFORMATION

The wearing of uniform is compulsory.

Our uniform is gender-neutral: any child may wear any item in any combination.

Tracksuits and other sportswear may be worn every day.

Hats are compulsory.
No hat, no outdoor play.

No plakkies or open-toed sandals please.

Trainers / takkies are required for PE lessons & other sports activities.

No jewellery, except stud earrings, may be worn during PE lessons or sports activities.

For reasons of practicality, hair should be pulled away from the face and eyes. Otherwise, children may dye and style hair as desired.

No false nails or acrylic tips. Nail polish is acceptable.

Parent / Guardian Signature: Date:





Alexanders Private School Walvis Bay
41 Fourth Road North | Meersig | Walvis Bay
PO Box 4462 | Walvis Bay
+264 81 635 2707
admin@alexanders-school.com | accounts@alexanders-school.com

FINANCIAL CLEARANCE CERTIFICATE - ALEXANDERS PRIVATE SCHOOL

NAME OF STUDENT:

NAME OF CURRENT SCHOOL:

START DATE AT CURRENT SCHOOL:

ANNUAL FEES FOR CURRENT GRADE:

N\$

TOTAL FEES PAID TO DATE:

N\$

TOTAL FEES OUTSTANDING:

N\$

REASON FOR OUTSTANDING AMOUNT:

Current school office to certify that the school fees have been paid as indicated above.

Name of Principal / Financial Bursar

Signature of Principal / Financial Bursar

School Name & Official Stamp

Date

Please have this form completed, signed and stamped by your child's current school and submit along with a complete Registration Form.