

STUDENT'S DETAILS

Family Name			
First Names			
Date of Birth		Please Circle:	
Current Age		Male	Female
Home Language		Left-handed	Right-handed
Nationality		Afrikaans 2L	German 2L
Present School		French 2L	Spanish 2L
Present Grade			
Entry for	2027	2028	2029

PARENTS' DETAILS

MOTHER

FATHER

Family Name		
First Name		
Home Language		
Nationality		
Physical Address		
PO Box		
Home Phone		
Cell Phone		
Email Address		

ENROLMENT DETAILS

Key Stage:	
Year Group:	
Start Date:	



REGISTRATION FEE

A Registration Fee of N\$5000.00 to secure your child's place at the school.
The Registration Fee is a once-off payment made when joining the school.
Payment of the Registration Fee and Tuition Fees should be made to:

ALEXANDERS PRIVATE SCHOOL

BANK WINDHOEK

ACC: 801 747 0882

BC: 48-18-72

Please use the reference number provided on the Registration Fee invoice.

AGREEMENT

TICK TO CONFIRM

I confirm that I have read and understood the APS Admissions Policy.	
I confirm that I have read and understood the APS Core Values Statement.	
I confirm that I have read and understood the APS Fee Policy.	
I confirm that I have read and understood the APS Fee Structure.	
I confirm that I have read and understood the APS Behaviour Policy.	
I confirm that I have read and understood the APS Lateness & Absence Policy.	
I confirm that I have read and understood the APS Homework Policy.	
I confirm that I have read and understood the APS Healthy Eating Policy.	
I confirm that I have read and understood the APS Uniform Policy.	
I confirm that I agree with and will abide by all the above APS policies.	
I understand the payment of a Registration Fee is required to finalise registration.	

PARENT NAME:

PARENT SIGNATURE:

DATE:

ON BEHALF OF ALEXANDERS PRIVATE SCHOOL

REPRESENTATIVE NAME:

DESIGNATION:

REPRESENTATIVE SIGNATURE:

DATE:



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: SEPTEMBER 2026

Parent / Guardian Signature: Date:

Welcome to Alexanders Private School.

We are a private combined primary and secondary school offering the British National Curriculum from the Early Years Foundation Stage (Year 00 / Nursery Year) through to Key Stage Five (Year 13), leading to Pearson Edexcel International GCSE and International AS / A-Level examinations. At Alexanders, we treasure both academic ability and non-academic talent. We place great importance on nurturing a positive attitude towards learning and a lifelong desire for knowledge and discovery.

1. Aim of the Admissions Policy

The aim of this Admissions Policy is to outline the procedures for applying to and joining Alexanders Private School. It is designed to ensure a transparent, fair, and considered process – one that helps us identify students who will thrive in our environment and helps families decide whether Alexanders is the right fit for them. We welcome enquiries from families of all backgrounds and encourage you to read this policy carefully before beginning your application.

2. Our Approach

Alexanders is a private combined school for boys and girls from Early Years through to A-Level (Year 13). We warmly welcome applications from students of all social, ethnic, and cultural backgrounds.

Places are offered to those students - and their parents or guardians - who we feel will:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) will thrive in a smaller school community like Alexanders where every student is known and valued;
- (c) respect the school's core values, rules, procedures and policies;
- (d) actively support the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to life at Alexanders - in the classroom and beyond.

We consider the partnership between school and family to be essential.

We ask that parents and guardians are equally committed to these values.

Your engagement and support are integral to your child's success with us.

3. Admissions Timetable

Applications are welcome anytime during the academic year but:

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

Late applications received after these deadlines will be considered at the school's discretion and subject to availability. Please note that the Namibian academic year runs from January to December. Current term dates are available from the school office or on our website.

4. Admissions Process

The admissions process consists of three stages:

Stage 1 – Application

Complete and submit an Application Form to the school office, together with:

- a copy of the child's birth certificate;
- their most recent academic school report; and
- a copy of parent ID.

Application Forms can be downloaded from the school website or collected from the school office.

Applications may also be submitted by email to the school office. We will acknowledge receipt of your application within 3 school days and aim to advise you on next steps within 10 school days.

Stage 2 – Trial Day

Selected candidates will be invited to attend a trial day at Alexanders.

The trial day is a full school day during which your child will join regular timetabled lessons and may participate in informal assessments or mini-tests. This gives us the opportunity to assess your child in a natural setting, and gives your child the opportunity to experience life at Alexanders.

Parents and guardians are welcome to meet with a member of the senior leadership team on the day by prior arrangement. We will endeavour to inform you of the outcome within 5 school days of the trial date.

If your child is not offered a place at this stage, we are happy to provide brief feedback and advise on whether a future application would likely be successful

Stage 3 – Registration

Successful applicants will be formally invited to join Alexanders.

To confirm and finalise registration, the following must be submitted to the school office:

- (a) a completed Registration Form;
- (b) a signed copy of our Admissions Policy;
- (c) a signed copy of our Fee Policy;
- (d) a signed copy of our Core Values Statement;
- (e) a completed Financial Clearance Form (confirming no outstanding fees at your previous school); and
- (f) payment of the Registration Fee (once-off and non-refundable).

Please note that the Registration Fee is waived for third and subsequent children from the same family enrolling simultaneously. Please refer to the Fee Structure for full details.

Documents may be submitted in person at the school office or by email.

Registration is only considered complete once all documents and payment have been received.

REVISED: 10 JUNE 2026

Parent / Guardian Signature: Date:

Alexanders is a private combined primary and secondary school offering the British National Curriculum from Early Years through to Key Stage Five (Year 13).

REGISTRATION FEE

If a place at Alexanders Private School is offered to your child, you will be required to pay a once-off, non-refundable Registration Fee to secure your child's place. The Registration Fee must be paid by the deadline communicated in your offer letter. If payment is not received by this date, your child's place will be offered to the next applicant on the waiting list.

Please note that the Registration Fee is waived for the third and any subsequent children from the same family enrolling simultaneously. Please refer to the current Fee Structure for the applicable Registration Fee amount. For full details on the admissions process, please refer to the Alexanders Admissions Policy.

SCHOOL TUITION FEES

Monthly school tuition fees educational resources, textbooks and workbooks.

The following are not covered by monthly tuition fees and must be budgeted for separately:

- Stationery
- School uniform
- External examination fees (Pearson Edexcel IG, IAS and IAL or CIAE IGCSE, AS & A-Level)
- Extra-curricular examination fees (e.g. music examinations)
- Individual music tuition
- After-school clubs and activities
- School outings and excursions
- Snacks, picnics and lunches

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

DISCOUNTS

PAYMENT PLAN	DISCOUNT	DEADLINE FOR PAYMENT
EARLY BIRD ANNUAL FEE	15%	3rd November
SUPER SAVER ANNUAL FEE	10%	3rd December
ANNUAL FEE	7.5%	3rd January
TERMLY FEE	3.75%	3rd Jan / 3rd May / 3rd Sep

Termly payments are calculated as the monthly fee multiplied by four.

To retain a discount, payment must be received in full by the applicable deadline. Payments received after the deadline will be charged at the full monthly rate.

LATE PAYMENT CHARGES

Fees not received in full by the 3rd of the month will be deemed late and a first late payment charge of N\$575 will be applied to the account. Late payment charges apply irrespective of the amount outstanding. Should the account remain unpaid by the 15th of the month, a second late payment charge of N\$575 will be applied.

Should the account remain unpaid on the 3rd day of the following month, your child's place will be suspended and the outstanding amount will be referred to the school's legal representatives for collection. Your child's place will be suspended until all outstanding amounts have been paid in full or a payment plan is in place. Reinstatement of your child's place will be confirmed in writing by the school office. Please note that any legal costs incurred in the recovery of outstanding fees will be for the account of the parent or guardian.

NOTICE OF WITHDRAWAL

Tuition fees are structured as an annual fee payable in 12 monthly instalments.

Should you wish to withdraw your child from Alexanders Private School, one calendar month's written notice must be provided to the school office on or before the 1st day of the month prior to the intended withdrawal date. Written notice may be submitted by letter or email.

Failure to provide the required notice will result in one calendar month's fees being charged in lieu of notice. Please note that the full annual tuition fee remains payable regardless of the date of withdrawal.

Withdrawal notices will not be accepted for the month of November, as the December instalment forms part of the full annual fee commitment.

SCHOOL-INITIATED WITHDRAWAL

Alexanders reserves the right to require the withdrawal of a child should the school no longer be satisfied that the student and/or their parents or guardians are willing to:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) will thrive in a smaller school community like Alexanders where every student is known and valued;
- (c) respect the school's rules, procedures and policies;
- (d) actively support the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to life at Alexanders - in the classroom and beyond.

In such circumstances, one calendar month's written notice will be given by the school.

Tuition fees will remain payable for the duration of the notice period.

The school's decision in this matter is final.

For further information please refer to the school's policies, available on the school website and from the school office.

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 2027 Fee Policy, 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: 10 JUNE 2026

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\$3 550 per calendar month

LOWER PRIMARY

KEY STAGE ONE: YEAR 1 - YEAR 2

MONTHLY TUITION FEE: N\$4 675 per calendar month

UPPER PRIMARY

KEY STAGE TWO: YEAR 3 - YEAR 6

MONTHLY TUITION FEE: N\$4 855 per calendar month

LOWER SECONDARY

KEY STAGE 3: YEAR 7 & YEAR 8

MONTHLY TUITION FEE: N\$5 355 per calendar month

UPPER SECONDARY

KEY STAGE 4: YEAR 9 - YEAR 11

MONTHLY TUITION FEE: N\$5 695 per calendar month

COLLEGE

KEY STAGE 5: YEAR 12 & YEAR 13

MONTHLY TUITION FEE: N\$4 955 (2 subjects)

MONTHLY TUITION FEE: N\$6 225 (3 or more subjects)

BANKING DETAILS

Name: Alexanders Private School

Bank: Bank Windhoek

Branch: Walvis Bay

Code: 481 872

Acc: 801 747 0882

INTERNATIONAL GCSE

INTERNATIONAL AS & A-LEVEL

EXTRA-CURRICULAR ACTIVITIES (ALL AGES)

MUSIC / INSTRUMENT TUITION	TBC
AFTER CARE / HOMEWORK CLUB *2 DAYS	N\$485
AFTER CARE / HOMEWORK CLUB *3 DAYS	N\$650
AFTER CARE / HOMEWORK CLUB *4 DAYS	N\$710
AFTER CARE / HOMEWORK CLUB *5 DAYS	N\$745

AFTERNOON CLUBS N\$295 (per child per month per club)

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).

After Care & 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 each month.

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

TUITION FEE - DISCOUNTS

Early Bird Saver 15%	One annual payment due on or before 3rd November 2025.
Super Saver 10%	One annual payment due on or before 3rd December 2025.
Annual Payment 7.5%	One annual payment due on or before 3rd January 2026.
Termly Payment 3.75%	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 March of the year of examination.

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

Please budget approximately N\$3 750 per subject (IG) | N\$5 000 per subject (IAL)



UNIFORM POLICY 2027

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 office / work attire.
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.



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.

PHOTOGRAPHY, MEDIA AND PRINTED PUBLICATIONS

Occasionally, we may take photographs of the children at our school.

We use these images as part of our school displays and sometimes in other printed publications like the school prospectus and on our school website.

If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption.¹

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

We would like your permission before we photograph or make any recordings of your child. Therefore, please answer the questions below by ticking the box if you agree, then sign and date the form and return the completed form to school.

I give permission for my child's image to be used within school for display.	☐
I give permission for my child's image to be used within the school's printed material.	☐
I give permission for my child's image to be used on our social media.	☐
I give permission for my child's image to be used in the printed media (newspaper).	☐
Child's Name: _____ Parent's Name _____ Parent's Signature: _____ Date: _____	

¹If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

