

Please answer **ALL** questions completely.
Should any question or part thereof not be applicable, please state "N/A".
Should insufficient space be provided, please continue on your company letterhead.

1. Name of School _____
2. Physical address. Where more than one school, please state physical location of all.
 _____ Post code _____
 _____ Post code _____
 _____ Post code _____
3. School VAT no. _____
4. School website _____
5. Turnover for the past 3 years

Year 1	Year 2	Year 3	
Estimated turnover for the forthcoming period		Date of financial year end	

6. How long has the school been in operation? _____
7. Has the school been issued with the necessary licence to operate? Yes No
 If No, please state reason _____

8. Principal's name _____
9. Qualifications _____
10. Experience _____ years

11. State full names, qualifications and years of experience of the members of your Management Committee, and supply details of their occupations

Full name	Qualifications	Experience	Occupation

12. State full names, qualifications and years of experience of the Head teachers and HOD's

Full name	Qualifications	Experience

13. What other staff, besides teachers, are employed by the Institution, and what is their area of responsibility?

Full name	Area of responsibility

14. What is the total number of

Teachers	Pupils	Other (specify)

15. What is the total number of pupils cared for per day? _____

16. What is the age range of pupils? _____

17. Do any of the pupils suffer from any serious disabilities (physical/emotional/mental) Yes No

Please provide full details _____

18. Does the school make any special provision for any pupils referred to above? Yes No

a. Special teaching facilities _____

b. Medical care _____

c. School premises _____

d. Other _____

19. Are all the staff trained in:

a. First Aid Yes No

b. Emergency procedures Yes No

If No, please state reason _____

20. Do you maintain personnel records detailing, inter alia, staff:

a. Duties Yes No

b. Training Yes No

c. Experience Yes No

d. Refresher courses attended Yes No

If No, please state reason _____

21. Do teachers regularly attend courses to keep ahead of new developments in child care and education? Yes No

22. Does the school provide courses to parents to keep ahead of new developments in child care and education? Yes No

23. Do new students need to pass an admission test before being admitted to the school? Yes No

24. Do you rent out school facilities to the community or other outside organizations? Yes No
25. Do you arrange extra-curricular activities such as: sport, field trips, social and recreational clubs, etc.? Yes No
26. Are parents made to sign an indemnity form in each instance? Yes No
- If No, please state reason _____

Safety

- 1 What are the following made of:
- a. The walls _____
- b. The roof _____
- c. The floors and passages _____
- d. Classroom ceilings _____
2. Are non-slip polishes used on wood or concrete floors or tiles? Yes No
3. In case of fire:
- a. What exit procedures have been implemented _____
- b. What fire-fighting equipment is in existence _____
- c. How often is this equipment checked _____
- d. Are fire exits clearly marked _____
4. Is all equipment kept in good working order in the gym and home economics, science, industrial arts, fine arts classrooms? Yes No
5. Do you have an effective safety program Yes No
- Please provide full details _____
6. Are safety manuals issued to all employees? Yes No
- Please supply a copy*

Claims/Incidents

We require a full signed statement should your answer to the questions below be **Yes**.

1. Has any claim ever been made against the school and/or against any of its staff members? Yes No
- _____
2. Has the school ever received notification of any intention to lodge a claim against the school and/or against any of its staff members? Yes No
- _____
3. Are you and your staff members, after diligent enquiry, aware of any incidents, circumstances or occurrences which could result in a claim against the school and/or any of its staff members? Yes No
- _____

4. Have any disciplinary hearings ever been made against any of the school's staff members? Yes No

5. Is there any reason to believe that disciplinary hearings may be made against any of the school's staff members? Yes No

6. State total income of school, split as follows:

Income	Past 12 months	Estimate for the next 12 months
School fees	R	R
Sponsorships	R	R
Other	R	R

7. What amount is the School prepared to bear as a deductible?

R10 000		R15 000		R20 000		R25 000		Other: R
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Cover Required

Limit of Indemnity	
Deductible	

Privacy

In order to provide you with insurance, we have to process your personal information. We will share your personal information with other insurers, industry bodies, credit agencies and service providers. This includes information about your insurance, claims and premium payments. We do this to provide insurance services, prevent fraud, assess claims and conduct surveys. We will treat your personal information with caution and have put reasonable security measures in place to protect it. By signing this application for insurance, you agree to the processing and sharing of your personal information.

Declaration

I/We, the undersigned, declare that the statements set forth in this proposal form together with any other information supplied are true and correct and that I/we have not misstated or suppressed any material facts.

I/We agree that this proposal form together with any other information supplied by me/us shall form the basis upon which the contract of insurance is concluded and shall be incorporated therein.

I/We further undertake that in the event that the information provided changes between the date of this application and inception of cover, I/We will notify iTOO of such changes as soon as reasonably possible.

Name (duly authorised)

Designation

Signature

Date

Y	Y	Y	Y	M	M	D	D
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