



# · Craigahall ·

## PRIMARY SCHOOL

P.O. BOX 41492, CRAIGHALL 2024  
ROTHESAY AVENUE, CRAIGHALL PARK 2196  
TEL: (011) 788-7223  
FAX: (011) 880-9659

25 October 2017

Dear Parents/Guardians

### SCHOOL FEES 2018

High quality schools, such as Craigahall Primary, are dependent on school fees to function properly. Fees are reviewed on an annual basis, and this letter sets out the fees payable for the 2018 school year. We would like to thank all parents who regularly pay their school fees, as this makes the day-to-day running of the school possible.

The 2018 school budget has been drawn up taking cognisance of the following:

- Maintaining the school's standards and remaining competitive with other schools.
- 50% of our staff is paid by the Governing Body using school fees, which allows us to keep our classes smaller than they would be without the additional teaching staff.
- Contingency expenses.
- Non-payment of school fees and the impact of exemption of school fees.
- Maintaining school fees that compare favourably with our neighbouring schools.

### 2018 Approved fees

At the AGM held on 19th October 2017, **PARENTS APPROVED** the below as a **compulsory fee-paying school**. In terms of Section 39 of the South African Schools Act 84 of 1996, you are liable to pay these fees. **School fees are due and payable, in full, in January for the year.** However, in order to accommodate the payment of fees, the school accepts the payment plans set out in the schedule below.

**Resolution 2: That Craigahall Primary School charges compulsory school fees of R23 000 per learner for 2018, payable as follows:**

Payment Time Frame	Payment method	Discount
In full before 28 December 2017	R20 700 cash or EFT	10% - R2 300
In full before 07 December 2017	R21 620 credit card	6% - R1 380
Sibling discount 2 or more learners in the school: in full before 28 December 2017	R20 240 cash or EFT	12% - R2 760
In full before 7 December 2017	R21 390 credit card	7% - R1 610
In full before 27 January 2018	R21 620 cash or EFT	6% - R1 380
In full before 27 January 2018	R22 310 credit card	3% - R690
Monthly - commencing 25 January 2018	R2 300 p/month x 10	0%

**Resolution 6: That Craigahall Primary School charges a DEVELOPMENT LEVY payable as follows:**

Payment Time Frame	Payment Method
In full before 17 January 2018	R1100 cash/EFT/credit card

- School fees are payable in full at the beginning of every year. The school does offer alternative payment options and incentives.
- If you choose to pay school fees in full the payment should reflect in the school's bank account before the close of business on the 31<sup>st</sup> January 2018. Should it not appear on the bank statement on that date the early payment discount will not apply. Please make sure your payment is received on time.
- If you don't pay the full amount of school fees of R23 000 due for the year, by the last day in January 2018, you will have to pay the fees in 10 x equal monthly instalments.
- Monthly instalments are payable in advance – in other words, at the beginning of every month. The instalments must be paid in equal amounts of R2 300.00. Payments begin January and end October 2018.
- If a learner joins during January or February of the school year, the full years' fees will be payable.
- The full years' school fees will be payable in respect of a learner who leaves at any time during the 4<sup>th</sup> term of the school year.
- An administrative fee of R60 will be charged on R/d cheques and debit orders returned by the bank
- Arrears: An account will be deemed to be in arrears if the full amount due has not been paid by the 7<sup>th</sup> of each month.
- If you are in arrears by more than two months, the FULL amount owing for the year becomes due and payable and the Schools Act gives the School Governing Body the right to enforce payment of the full fees due for that year.
- Non-payment of school fees due is not acceptable. Accounts in arrears will be actively managed by the School Governing Body.

Although we prefer a debit order, school fees may also be paid by EFT. Should you choose EFT option, we suggest that you set up a 'scheduled payment' option provided by most banks. Please use your school reference number as a reference. The school reference number is available from the Finance office. Please fax proof of payment to 011 880 9659 or send an email to [debtors@craighallprimary.co.za](mailto:debtors@craighallprimary.co.za) If you choose debit order, please fill in the debit order form attached and send it to Mrs Govender in the Finance office.

**SCHOOL BANKING DETAILS**  
**CRAIGHALL PRIMARY SCHOOL**  
**FIRST NATIONAL BANK**  
**54481054277**  
**255805**

School fees will be invoiced in January for the full academic year. The payment option chosen should be adhered to and checked by parents on a monthly basis according to monthly statements, as each parent is responsible for ensuring school fee payments are kept up to date.

Please complete and return the reply slip below for **acknowledgement** of and **commitment** to the contents of this extremely important circular.

Yours sincerely



**C van Zyl (Mrs)**  
**GOVERNING BODY CHAIRPERSON**



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**AFTERCARE FEES 2018**

The annual fees for 2018 for **full time** learners will be R9600.  
**Ad Hoc Basis:** R96 per child per day – to be paid in advance.

Payment Time Frame	Discount	Payment Method
In full before 31 December 2017	10% - R960	R8640 cash or EFT
In full before 08 December 2017	6% - R576	R9024 credit card
In full before 17 January 2018	6% - R576	R9024 cash or EFT
In full before 17 January 2018	2% - R192	R9408 credit card
Commencing 17 January 2018	0%	R960 p/month x 10 – R9600

**A reminder that Aftercare fees must be paid in advance.**

**Notice Period**

**Parents are reminded that, they are required to give a full calendar months notice in writing if it is their intention to remove their child from Aftercare, failing which, you will be charged.**

CRAIGHALL PRIMARY SCHOOL  
DEBIT ORDER FORM 2018

ACCOUNT CODE \_\_\_\_\_

Name of LEARNER \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

Contact Number \_\_\_\_\_

I/We hereby authorise Craighall Primary School to deduct the following amount from my banking account on the stipulated day. An administration fee of R60 will be charged on debit orders returned by the bank.

**SCHOOL FEES** \_\_\_\_\_  
**AFTERCARE** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

First payment will be deducted from my account for 10 months starting on: (Please select)

1st day of each month	<input type="checkbox"/>
25 <sup>th</sup> day of each month	<input type="checkbox"/>

DEBIT ORDERS RUN FROM JANUARY TO OCTOBER

I choose to have the deductions made from my bank account – details as follows:

**BANKING DETAILS:**

BANK		
BRANCH		
BRANCH NUMBER		
ACCOUNT NUMBER		
ACCOUNT NAME		
TYPE OF ACCOUNT	Current <input type="checkbox"/>	Savings <input type="checkbox"/>

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN FULL.  
ANY CANCELLATION OR CHANGE OF DETAILS MUST BE PUT IN WRITING TO THE FINANCE  
OFFICE**

SCHOOL FEES PAYMENT PLAN 2018

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**REPLY SLIP**

I/We, Mr/Mrs \_\_\_\_\_

Parent/Guardian of \_\_\_\_\_ Grade \_\_\_\_\_

Acknowledge receipt of the above letter issued by Craighall Primary School, titled SCHOOL FEES 2018, dated 25th October 2017 and commit to honouring its terms, and to return by 10 November 2017

Signed \_\_\_\_\_ Date \_\_\_\_\_