



23 October 2019

Dear Parents/Guardians

SCHOOL FEES 2020

High quality schools, such as Craighall 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 2020 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 2020 school budget has been drawn up taking cognisance of the following:

- To maintain the school's standards and remain competitive with other schools.
- To enable us to keep our classes smaller, 50% of our staff is paid by the Governing Body using school fees.
- To provide for contingency expenses.
- To take into account the non-payment of school fees and the impact of exemption of school fees.
- To maintain school fees that compare favourably with our neighbouring schools.

2020 Approved fees

- At the AGM held on 22nd October 2019, **PARENTS APPROVED** the school to be a **compulsory fee-paying school**. In terms of Section 39 of the South African Schools Act 84 of 1996, you are therefore liable to pay school fees.
- **School fees are payable in full at the beginning of every year. The school does offer alternative payment options and incentives as scheduled below:**

The following resolutions were approved by the parent body on 22 October 2019

Resolution 2:

COMPULSORY SCHOOL FEES for 2020 of R26,750 are payable per learner.

Resolution 6:

A DEVELOPMENT LEVY of R1,200 is payable per learner.

Please note that the deposit of R4,575 that you have paid will be offset as follows:

R2,675	Fees
R1,200	Development Levy
R 700	Book Fees

The balance of the school fees (after deduction of the payment of R2,675) can be paid as follows:

Payment Time Frame	Payment method	Discount
Single learner:		
In full before 27 December 2019	R21,935 cash or EFT	8% R2 140
In full before 4 December 2019	R22,470 credit card	6% R1 605
In full before 31 January 2020	R23,540 cash or EFT	2% R 535

Sibling discount 2 or more learners in the school:		
in full before 27 December 2019	R21,400 cash or EFT	10% R2,675
In full before 4 December 2019	R21,935 credit card	8% R2 140
In full before 31 January 2020	R23,005 cash or EFT	4% R1 070
In full before 31 January 2020	R23,540 credit card	2% R535
Monthly - commencing February 2020, payable by the 7 th of each following month	R2 675 p/month x 9	0%

- **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 date stipulated. 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 do not pay the balance of the school fees by the last day in January 2020, the fees will be payable monthly in advance in 9 equal monthly instalments, commencing in **February 2020** and ending in **October 2020 (R2,675 x9)**
- **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 4th term of the school year.**
- **An administrative fee of R80 will be charged on 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 7th of the following 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 is not acceptable. Accounts in arrears will be actively managed by the School Governing Body.

Although we prefer a monthly debit order, school fees may also be paid by EFT. Should you choose the 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 send proof of payment to 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

Elke Smit (Mrs)
GOVERNING BODY TREASURER

SCHOOL FEES PAYMENT PLAN 2020



REPLY SLIP

I/We,

Mr/Mrs _____

Parent/Guardian of _____

Grade _____

Acknowledge receipt of the above letter issued by Craighall Primary School, titled **SCHOOL FEES 2020**, dated 23rd October 2019 and commit to honouring its terms, and to return it by 6 November 2019.

Signed _____

Date _____