

20. Record keeping and assessments

Records of the learners' reports will be kept up to date as required by the Department of Education.

Assessments are done at regular intervals during each term. We also make use of self-evaluation and peer assessment as per CAPS Curriculum.

During terms 1 and 3 formal cycle tests will take place during which learners will write tests in each subject throughout the term or during a test week period. At the end of terms 2 and 4 formal examinations will take place. The result of these tests and exams combined with other informal assessments done during each term will be issued on a report and sent to parents for review.

The results will be discussed, if necessary, with parents during parent consultations after reports had been issued.

21. School Hours & Terms

21.1 Terms - 2020

The school follows the four term schedule as per ISASA.

Term 1	Open: 15 Jan 2020	Close: 20 Mar 2020
Term 2	Open: 14 Apr 2020	Close: 12 Jun 2020
Term 3	Open: 7 Jul 2020	Close: 18 Sep 2020
Term 4	Open: 6 Oct 2020	Close: 2 Dec 2020

21.2 School Hours

Mon to Fri	Grade RRR to Grade R	7:15 – 13:00
	Grade 1 – 7	7:15 – 13:30

22. School Fees

22.1 Registration fee (once-off with enrolment):

First Enrolment R1000 per learner, R750 for each additional sibling
 Take note: Enrolment fees are non-refundable as it reserves your child's spot in the school.

22.2 School fees

Grade RRR to Grade R	R1300 per learner per month (payable one month in advance)
Grade 1 – 3	R1800 per learner per month (payable one month in advance)
Grade 4 – 7	R2000 per learner per month (payable one month in advance)

TAKE NOTE: Advance payments work as follows. On the 1st of January, the fees for January are due; on the 1st of February the fees for February are due, and so on.

22.3 Additional fees

Grade RRR	R 850 annual Resource fee
Grade R	R1400 annual Resource fee
Grade 1	R2450 annual Resource fee
Grade 2	R2200 annual Resource fee
Grade 3	R2300 annual Resource fee

Grade 4-7 Parents are responsible for buying textbooks and stationery from stores themselves

The textbook and stationery fees must be paid by 15 December 2019. Parents are welcome to pay a little extra each month until 15 December 2019 to avoid having to pay a large amount all at once.

22.4 Discounts

- If you enroll more than one child per family, you get R250 pm off for 2nd child onwards.
- If you pay school fees one year in advance, you only pay for 11 months.

22.5 Interest and penalties

If payments are overdue, 3 % interest will be added to your account.

It is the parents' responsibility to notify the financial manager if they can't make a payment so that an alternative agreement can be made. If parents fail to do so and fail to make payments without communicating with the financial manager, she reserves the right to charge such parents an administration fee of R150 for each month that she is forced to make phone calls, send e-mails or letters.

If commitments and/or arrangements are not honoured, as an independent school, Silver Creek School reserves the right to suspend/expel your child as per the Chief Directorate of the NW Educational Department.

TAKE NOTE: Absolutely no cash deposits please. A levy of R40 will be charged for every **cash deposit** done when paying school fees. EFTs, bank transfers and cash payments are welcome. Regrettably we do not have card facilities.

23. Banking Details

For safety reasons, the school prefers that all school fees are paid via debit order or EFT. The school's banking details are as follows:

Bank:	First National Bank
Branch:	Hartbeespoort 250 044
Account No:	6216 8164 425
Reference:	Your child's name and surname

Take Note: Only school fees, book fees, enrolment fees and art fees (pre-school) may be paid into the school account. All other outsourced extra-curricular fees and tuckshop monies must be paid to the relevant facilitators.

24. Contact Details

School Office & Administration

Principal: Mrs. N Jansen van Vuuren 082 466 0280

Financial Manager: Miss J. Jordaan 083 611 0354 jordincj@gmail.com

Administrative Assistant: silvercreekschool@yahoo.co.za
