



Highbury Road, Hillcrest, KwaZulu-Natal, South Africa, Private Bag X7019, Hillcrest 3650  
Telephone: +27 (0)31 765 9800, Email: [highbury@hps.co.za](mailto:highbury@hps.co.za), Website: [www.hps.co.za](http://www.hps.co.za)

## **GENERAL INFORMATION FOR WEAVERS' NEST PARENTS AND PUPILS - 2022**

### **Weavers' Nest (Grades 0000, 000 and 00)**

The day for these very young children begins at 08h00 (with arrival from 07h15) and ends at 12h00. Children bring a healthy snack and water or juice to school.

### **Aftercare (Grades 0000, 000 and 00)**

We are delighted to announce that we have built a new dedicated Weavers' Nest Aftercare facility for Grades 0000 – 00, within the Weavers' Nest area. Grade 0000, 000 and 00 children not collected by 12h15 will be taken to the Weavers' Nest aftercare. Aftercare is open from 12h15 – 16h00 each day. Children will enjoy a relaxed afternoon of indoor and outdoor play, supervised by caring and involved staff. Parents are asked to provide a separate packed aftercare lunch for their child. There is a separate sleeping room for our youngest children to take a nap after lunch. Grade 0000 children who are still in nappies will be asked to provide their own nappies, wipes and creams as needed for Aftercare. The cost is R30 for per hour and penalty fee of R95 per 15mins after 16h00 is charged.

### **Health**

The Nursing Sister is available to treat any child during normal school hours.

### **School Dress**

All Weavers' Nest children wear their own clothes – from Spiderman to Tinkerbell! NB: Spare set in bag, including underwear. All children are to have a sunhat that must be left at school. Navy sunhats and Weavers' Nest T-Shirts are available for purchase from the Uniform Shop. **All clothes to be clearly marked with your child's name please.**

### **School Bag**

For Grade 000 and 00 a Weavers' Nest school bag is provided for each child at the Orientation Morning at the end of the year prior to joining. This is then charged to your account. Grade 0000 children bring their own choice of bag.

### **Snack**

A healthy snack should be packed by parents into the lunch box for each day. Please note that this should be healthy food only (no treats). We have a weekly baker-baker day which is their treat. Please do not send any nuts to school.

### **Nappies and Dummies**

Nappies and dummies are not allowed at school for 000 and 00 years.

During the 0000 year, our teachers will help the children through potty training and enjoying a happy morning without their dummy to make sure they are ready for 000. Each Grade 0000 child has their own nappy change items supplied by their parents, including nappies, wipes and bottom cream if needed.

### **The Uniform Shop**

The Uniform Shop at the school stocks various items of clothing as well as useful things like water bottles. The opening times during term time are as follows:

Monday to Friday: 07h00 – 15h00

Limited Saturdays 08h00 – 12h00 when there is sport at Highbury

Contact Mrs Brenda Moon: 031 765 9811



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### **Security**

For the security of your child, we ask that you display the Highbury sticker on all cars that are used to drop off or fetch your child from school. Stickers will be provided at the Orientation Morning and you can request additional stickers if needed.

### **Insurance**

Children are covered for accidental injuries while engaged in activities on the school premises or while participating in extra-mural activities organised and supervised by the School including whilst travelling. Parents are advised to have medical aid/hospital cover as the pupil insurance does not include hospitalisation costs. All other insurance is the responsibility of the parent and parents are strongly encouraged to take out all risk insurance against theft, damage and fire for the pupil's personal items. The school will not hold itself responsible for any loss or damage by theft, fire or any other means to pupil property.

### **SCHOOL FEES 2022**

#### **Registration Fee**

A non-refundable registration fee of R600 is payable on application and must accompany the child's entry form. No name will be placed on the waiting list until the fee has been paid.

#### **Acceptance Fee**

*Weavers' Nest* - A non-refundable acceptance fee of R2 500 per child is payable in advance when final confirmation of entry is requested by the Headmistress and must accompany the official acceptance form. This fee is a joining fee.

*Note for parents of boys joining Highbury: Grade R – 7* - a non-refundable acceptance fee of R11 000 per boy (less the R2 500 paid in the Weavers' Nest) is payable in advance when final confirmation of entry into Grade R is requested and must accompany the official acceptance form. This fee is a joining fee and helps fund bursaries and special capital projects.

<b>SCHOOL FEES</b>	<b>Monthly fee if paid over 11 months</b>	<b>Annual Fees (excluding incidentals and other fees)</b>	<b>Annual Fee if paid in full before 31 January 2022</b>
<b>Grade 0000 – Grade 00</b>	<b>R 4,587</b>	<b>R 50,458</b>	<b>R 48,440</b>

#### **What's included in the Weavers' Nest fees**

- ✓ Most stationery
- ✓ All tuition
- ✓ SMS messaging per family
- ✓ School magazine
- ✓ Outings and shows

#### **What's not included in the Weavers' Nest fees?**

- X Photographs
- X Names and Faces book
- X Aftercare
- X Extra Murals/Specialised sport (optional)
- X Insurance

### **Learning Support**

Speech therapy, occupational therapy, physiotherapy and play therapy are available at the LAD Centre in a private capacity.



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### **Building Levy**

This is a compulsory levy billed per term and funds all minor building projects and major maintenance. The fee is R2,896 per annum from Grade 000 onwards (Grade 0000 children do not pay a building levy).

### **Pupil Accident Insurance**

This is a compulsory levy from Grade 0000 onwards as described on page 2. The fee is R330 per annum.

### **Payment Options**

For security reasons **no cash** is to be received at the School. No credit card facilities are available for the payment of school fees. Parents are asked to deposit cash directly into the School's bank account and email the details to [accounts@hps.co.za](mailto:accounts@hps.co.za).

#### **Our bank details are as follows:**

Account name:	Highbury Preparatory School
Bank:	Standard Bank
Branch:	Hillcrest
Branch code:	04 57 26
Account No:	05 201 7346

There are two ways to pay: (A) Annual, (B) Monthly.

#### **A. Annual: Upfront Payment of Fees**

Annual payments, as per the school fees schedule above, must be made in full before the 31 January 2022. It is agreed that fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act, with interest or other income therefrom to accrue to the school as income. A 4% rebate is offered if the annual fees are settled in full before 31 January 2022. Please note that the upfront rebate is not offered to parents who are on financial assistance.

#### **B. Monthly: Debit Orders**

It is **compulsory** for monthly payments to be made by debit order. Highbury processes debit orders over an eleven month period with the first debit order being processed on 28 January 2022. A R150 administration fee will be charged if there is a default on any payment. Annual tuition fees plus an estimate of annual incidental costs will be divided into eleven equal instalments which are debited on the 28<sup>th</sup> day of every month (Mon-Sat) from January-November. Should the 28<sup>th</sup> fall on a Sunday/public holiday the debit order will be processed on the preceding working day. The debit order may be adjusted during the year to include any changes to incidental expenses. You will be notified of your debit order amount for 2022 in December 2021.

### **TELEPHONE NUMBERS**

Main Highbury Telephone: 031 765 9800  
Weavers' Nest Reception Telephone: 031 765 9834

**A FULL TERM'S NOTICE OF THE INTENTION TO WITHDRAW A PUPIL MUST BE GIVEN IN WRITING TO THE HEADMISTRESS, OTHERWISE A TERM'S FEE IN LIEU OF NOTICE MUST BE PAID.**