



PINEHURST PRIMARY SCHOOL

Achieving excellence in a value-based community

DISCEMUS UT SERVEMUS



Contents

1. Introduction	2
2. Who is responsible for fees?	2
3. How are fees determined?	2
4. What are the fees for 2019?	3
5. When are school fees due and payable?	4
6. How do I pay the fees?	4
7. Does the school send out fee statements?	4
8. What happens when my school fees are in arrears?	5
9. My financial situation has changed for the worse	6
10. Confidentiality	7
11. Who can I contact in the Finance Office?	7



1. Introduction

Welcome to Pinehurst Primary School!

The purpose of this *Pocket Guide to School Fees* is to provide a handy easy-to-read guide for all families to the school. It clarifies all matters pertaining to school (and other) fees at Pinehurst. Please keep it in a safe place so that you can refer to it throughout the year.

We are proud of the responsible attitude of current and past Pinehurst families with regard to the payment of school fees. We thank you and aim to continue building on this supportive foundation, in order for our children and generations to come, to reap the benefits.

2. Who is responsible for fees?

The South African Schools Act stipulates that both biological parents are responsible for paying school fees, regardless whether there might be a divorce order or other agreement between the two parties. The school reserves the right to contact both parents at any point in the fee collection process and may take legal action against both parties if the school fee account is in arrears.

3. How are fees determined?

Every year the School Governing Body prepares an Income and Expenditure Budget for the following year. All expenses are carefully budgeted for and a school fee is derived to be able to cover all expenses.

The budget is presented by the School Governing Body to the parents, usually during November. At this meeting, the parents present have an opportunity to vote on the budget and school fees. The majority vote decision becomes binding on all families.

4. What are the fees for 2019?

COMPULSORY SCHOOL FEES		
Tuition Fee Deposit	R1 000	Payable on acceptance
Grade 1 - 7	R22 330	Annual fee

Above school fees do not include costs for stationery, clothing, camps, sports/cultural tours, some outings or incidental items.

There are also extra activities and services available at the school. These include Music, Aftercare and Learning Support. They are fee-paying activities and each has its own fee structure, notice periods and specifics. These activities are listed below with the relevant contact person.

OPTIONAL FEE-PAYING ACTIVITIES	
Aftercare	<p>Aftercare Manager: Yvette Couperthwaite Tel: (021) 531 2783 Email: yvecou@phps.org.za</p> <p>Refer to the 2019 Aftercare Prospectus for full breakdown of Fees applicable for the Junior and Senior Aftercare facilities. This is available on our website for your convenience or from our Reception upon request.</p>
Music Fees	<p>Head of Music: Ina O'Reilly Tel: (021) 531 2783 Email: inaore@phps.org.za</p> <p>Refer to the 2019 Music Policy for a full breakdown of Music Fees. This is available on our website for your convenience or from our Reception upon request.</p>
Learning Support	<p>Head of Learning Support: Audrey Berkovitz Tel: (021) 531 2783 Email: audber@phps.org.za</p> <p>Contact the Head of Learning Support for details regarding the Learning Support Programme (LSP) offered at Pinehurst.</p>

5. When are school fees due and payable?

- School fees are payable in advance and due on the first day of school.
- If you settle the school fees in full on or before 11 January 2019, you will be entitled to a 5% discount and would only need to pay R21 215.
- We offer a monthly payment over 11 months, January to November.
- The date of the debit orders is last working day of the month.

6. How do I pay the fees?

- Fees are payable via **Debit Order** – this method is compulsory for all new families. Debit Order Forms are available from the Finance Office. The forms need to be completed accurately, signed and submitted to the Finance Office on or before the first day of school.
- You may also make payment via **EFT** (internet banking) directly into our bank account.

Banking Details: Standard Bank, Pinelands

Account Number: 073206342

Branch Code: 036309

Reference: Account number “-” surname of child, e.g. S88-Surname

- The Finance Office also has facilities for **debit card** payments. School fees may not be paid via credit card.
- The Finance Office can receive **cash** payments and you will be issued with an official receipt. This method is not recommended, as we don't wish for our parents to walk around with large amounts of cash on their person.
- **Direct deposit** into our school bank account (details provided above) can be made, but please note this carries high bank charges and is not a recommended method of payment. Add your account number as the reference, so that we can trace your payment and update your statement.

7. Does the school send out fee statements?

- Yes - statements are sent out at the beginning of each month by the Accounts Officer.
- Please ensure that we have a valid e-mail address on our records, so that you can receive fee statements.
- A hard copy of your fee statement can be provided to you upon request, if you do not have an e-mail address.
- Please check your statements carefully and ensure you agree and understand its contents. We are more than willing to go through it with you and to address your questions or concerns.

8. What happens when my school fees are in arrears?

- **1 month in arrears** - i.e. there is an amount in the “30 days” field on your account statement:
 - If you have simply forgotten to pay, then do so without delay!
 - If your bank details have changed, contact the Finance Office immediately to update your details and make immediate payment for that month via EFT / debit card / direct deposit.
 - If your debit order is returned (bounces), please enquire with your bank as to the reason why, inform the Finance Office of any changes and make payment to us immediately via EFT / debit card / direct deposit.
 - For any other reason, please contact the Finance Office to discuss your situation.
 - You will receive a telephone call or e-mail from the Accounts Officer.
 - Please remember to honour any payment arrangements made with the school.

- **2 months in arrears** - i.e. there is an amount in the “60 days” field on your account statement:
 - Contact the Finance Office to discuss your situation.
 - You will receive a follow-up telephone call or e-mail from the Accounts Officer. You will be made aware of the following:
 - Your account may no longer carry any additional costs or fee-paying activity charges and your child(ren)’s participation in any extra fee-paying activities is in jeopardy. The additional costs include charges like books, stationery and clothing shop purchases – all these need to be paid in cash/EFT. The activities include, but are not limited to Aftercare, Music and Learning Support. Non-academic outings, camps and tours are also extra fee-paying activities.
 - The applicable notice period for the fee-paying activity will activate and the related cost for the notice period remains due, but as soon as the notice period is finished, your child(ren) will not be allowed to attend/participate in the activity.
 - The applicable activity manager / teachers will be informed of the fact that the account is in arrears and that the child(ren) might not be able to attend past the notice period, if the account is not settled in full immediately.
 - Once the account is paid up in full, you may reapply for the fee-paying activity. Readmission is not guaranteed and is dependent on availability.
 - You might receive a telephone call or e-mail from the School Business Manager.

- **3 months in arrears** - i.e. there is an amount in the “90 days” field on your fee statement:
 - You will receive a Final Demand Letter for payment.
 - This letter will be sent by registered post to the Legal Domicile Address you supplied us with when you applied for enrolment to Pinehurst.
 - Please remember that if this address has changed, the onus is on you to advise the school of the updated address.Unless appropriate arrangements are made with the Finance Office, your account will be handed over to lawyers for legal course of action and for collection. All related legal costs will be for your own account.

Please note: Once the fee account is in arrears, the full year’s school fees will become immediately due and payable. This means that if your account is handed over to the lawyers, it will be handed over for the full balance for the full year.

9. **My financial situation has changed for the worse**

What if I am temporarily unable to pay my school fees?

- Don’t wait until the situation becomes worse! Contact the Finance Office immediately (contact details below) and discuss your situation with us.
- You may apply for a fee exemption. Your application will be assessed by the Governing Body’s Treasurer, in accordance with the applicable regulations as set out by the Western Cape Education Department (WCED). Exemptions only apply to the current school year and not to past debts, therefore it is important that, if you are considering application, you do so as soon as possible within the current year. If your financial situation doesn’t improve the following year, you would need to reapply for that year.
- You will have to provide us with certain documentation to support your exemptions application, e.g. 3 months’ bank statements, income and expenditure statement, etc. This info is detailed clearly on the Exemption Application forms and can be explained in your meeting with us.
- This can be a lengthy process, so don’t delay before coming to speak to us.
- Please note that Pinehurst does not automatically receive a subsidy from the State if parents are granted a fee exemption, so please consider this very carefully before making application.
- Accounts on exemption, may not carry any extra non-core fees, like Music, Aftercare or Learning Support.

10. Confidentiality

Please be assured that we keep the details of your financial situation confidential and that the status of your school account is not discussed with your child's class teacher, unless absolutely necessary. All communications with the Finance Office is treated in the strictest confidence and with the necessary sensitivity.

11. Who can I contact in the Finance Office?

General Account Enquiries and Fee Payments

Tracey Steffen (Accounts Officer)

Tel: (021) 531 2783

Email: accounts@phps.org.za

Exemption Applications and Payment plans

Madeleine Scheppening (Business Manager)

Tel: (021) 531 2783

Email: businessmgr@phps.org.za



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