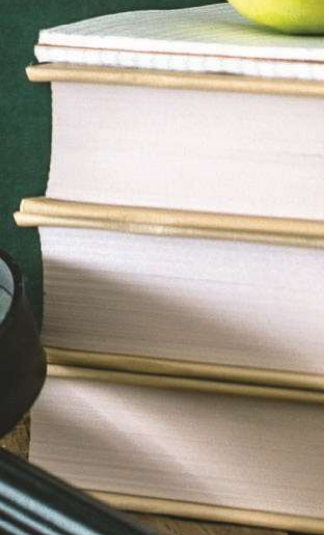


PINEHURST PRIMARY SCHOOL

POCKET
GUIDE TO
SCHOOL
FEES 2024



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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. This guide clarifies all matters pertaining to school and other fees in relation to the policies and procedures surrounding the Fees & Debtors Policy. This policy is available on our website and parents are encouraged to familiarise themselves with it - **www.phps.org.za**.

Pinehurst is a fee-paying school in terms of The South African Schools Act and the payment of school fees is a statutory duty. 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 are responsible for fees?

Both parents are responsible for the payment of school fees as per the signed Tuition Agreement and the South African Schools Act (SASA). The Schools Act has a wide definition for “parent”. Parents are jointly and severally liable for the fees of their child, regardless of any financial agreement between the two parties or their personal relationship. 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 a 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, during the fourth term. At this meeting, the parents present have an opportunity to vote on the budget and school fees. The majority decision becomes binding on all families.

4. What are the fees for 2024?

There are 3 categories of fees that parents could have on their statements:

- a) Compulsory school fees
- b) Extra fee-paying activities
- c) Contributions to the Capital Development Fund (CDF)

a) Compulsory school fees

COMPULSORY SCHOOL FEES		
Tuition Fee Deposit	R2 000	Payable on acceptance
Grade 1 - 7	R30 140	Annual fee

Above statutory school fees do not include costs for clothing, camps, sports/cultural tours, some outings, sundry stationery or incidental items. These are charged outside of the school fee account, mostly via the KARRI app.

b) Extra fee-paying activities

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

EXTRA FEE-PAYING ACTIVITIES	
Aftercare (junior & senior)	Aftercare Manager: Yvette Couperthwaite Email: yvecou@phps.org.za Refer to the Aftercare Prospectus available on our website for a full breakdown of fees.
Music fees	Head of Music: Ina O'Reilly Email: inaore@phps.org.za Refer to the Music Policy on our website for a full fee breakdown.
Learning Support	Head of Learning Support: Audrey Berkovitz Email: audber@phps.org.za Contact the Head of Learning Support for details regarding the Learning Support Programme (LSP) offered at Pinehurst.

c) Contributions to the Capital Development Fund (CDF)

The purpose of this funding channel is to raise funds for capital projects which can't be funded from regular school fees. Contributions are voluntary, tax deductible donations and s18A tax certificates can be requested. Payment is either once-off in February, or over 11 months in conjunction with regular school fee debit orders. Parents are able to adjust the amount (upwards or downwards) depending on their means, alternatively opt-out of the donation if unable to afford it.

CONTRIBUTION TO CDF		
Per child per annum	R1 595	Payable once-off in February
Monthly debit order (default)	R145	Payable over 11 months, Jan - Nov

5. When are school fees due and payable?

- School fees are payable for the year in advance and are due and payable on the first day of school.
- Parents who do not pay the full amount upfront must pay in 11 equal monthly instalments starting in January to November.
- Where parents pay in 11 equal monthly instalments, monthly debit orders are the required method of payment. For 2024, this monthly debit order deduction is R2 740.
- Bank accounts will be debited on the last working day of the month (not on a public holiday or a weekend).
- The Governing Body has the discretion to offer a 5% discount to parents who pay the full school fee before a pre-determined date each year - see the Schedule of Fees on our website for that date.
- If you opt to pay your CDF contribution via debit order, it will be debited in conjunction with your school fees over 11 months.
- Extra fee-paying activities will be charged over 10 months, February to November, via debit order.

6. How do I pay the fees?

- The parent's choice of payment method is indicated on the Method of Payment form, which is sent out to all parents after the annual budget meeting.
- Where parents pay in 11 equal monthly instalments, monthly debit orders are the required method of payment.
- Debit Order Forms are available from the Finance Office.
- The debit order amount due will be debited from a single bank account only – the amount due on the account cannot be split to come from more than one bank account.
- Separate school fee accounts will not be created per parent. The school will not intervene or facilitate the division of payment responsibilities between parents. Parents who wish to pay separately should make their own private arrangements between themselves to ensure the school account is paid on time and in full.
- Parents who are unable to pay via debit order must apply to the Accounts Officer to allow suitable alternative method of payment, motivating in writing why they are unable to pay via debit order.
- If a parent is approved to pay via an alternative method, any costs incurred in the depositing of the such monies may be debited to the parents' fee account. Failure to comply with the agreed terms of payment will result in the account being in arrears.

- If approved, payment may also be made 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
- Only in exceptional circumstances will the Finance Office allow for payment via our debit card facilities. School fees may not be paid via credit card.
- Not recommended: 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 and the banking fees on cash is very high.
- Not recommended: 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 monthly by the Finance Office.
- Statements include both school and other fees.
- Please check your statements carefully and ensure you agree and understand its contents. We are more than willing to go through it with you.
- In the event of a change of your chosen domicile email address or physical address for all legal notices, parents must notify the school in writing within one week of the change.

8. What happens when a payment is missed?

- Contact the Finance Office to discuss your situation.
- If parents are in arrears with one or more instalments, then the full amount for the remainder of the year becomes due and payable immediately. This means that if your account is handed over to our debt collectors, it will be handed over for the full balance for the year.
- Payments will be allocated firstly to arrear school fees, starting with oldest school fees first. Payments will not be allocated to extra fee-paying activities or any other fees until all school fee arrears have been settled in full.
- Where an account is in arrears, notice periods as applicable to the extra fee-paying activities will activate and your child's participation in extra fee-paying activities is in jeopardy.
- Extra fee-paying activities carry a 1-month notice period. If in arrears, the activity will be stopped immediately after the 1-month notice period, if full payment has not been received by that time.

- The related cost for the activity during the notice period remains payable, but as soon as the notice period is finished, the learner(s) will not be allowed to attend/participate in the activity and no further fees will be charged.
- An overdue account may not carry any additional costs until the account is paid in full. Once the account is paid in full, the parent may reapply for the extra fee-paying activity. Re-admission is not guaranteed and is dependent on availability.
- Where an account becomes 3 months in arrears, the parent will receive a Final Demand Letter for payment. This letter will be hand delivered to the parent or sent by registered email or by registered post to the Legal Domicile address that we have on record.
- Unless appropriate arrangements have been made with the Finance Department, the full outstanding account will be handed over to debt collectors for collection and further legal action.
- Parents are liable to pay all legal costs, including attorney / client fees and collection costs incurred by the school.
- In the course of debt collection, any account information may be shared with a credit information bureau by the school or by its debt collection agency.

Please note: Any monies received will first be allocated against the oldest school fee arrears.

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 to discuss your situation with us.
- The parents may apply for a school 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).
- Please note that Pinehurst does not automatically receive a subsidy from the Government if parents are granted a fee exemption. **Any contribution by the Government is very small** (currently around 5% only), with the shortfall being borne by the rest of the fee-paying parents, so please consider this very carefully before making application.
- Exemptions only apply to the current year's school fees and not to past debts or other fees, therefore it is important that, if you are considering application, you do so as soon as possible within the current year. Reapplication for a following year if needed, will therefore necessary.
- You will have to provide us with certain documentation to support your exemption application and meet with the Principal.
- This is a very lengthy process, so don't delay before coming to speak to us.

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. All communications with the Finance Office are treated in the strictest confidence and with the necessary sensitivity.

11. KARRI APP

At Pinehurst we use a payment application called Karri for all non-school fee charges that don't go on your school account for example civvies days, labels & stationery, camps, class outings, tours etc. KARRI is our preferred, and in most cases, only payment method for all these collections.

Karri (a Zulu word for small change) is a mobile payment application that allows you to make quick payments for school collections using your smartphone. As a parent you benefit by being able to easily pay for any transaction at the click of a button and you remove the pressure from your child to bring envelopes to the Finance Office with the correct change in them.

All parents are required to download this free app onto their smartphone. There is no charge to the users for this application and it uses very little data. You only need an email address to access the app. If you don't have a smartphone, please get in touch with us and the Finance Office can register you. Any app related questions can be directed to Karri www.karri.co.za, or use the help support option on the actual app.

12. Who can I contact in the Finance Office?

General account enquiries, statements and fee payment arrangements:

Abigirl Matsheza (Accounts Officer); email accounts@phps.org.za

Exemption applications and donation tax certificates:

Madeleine Scheppening (Business Manager); email businessmgr@phps.org.za

KARRI queries:

Shaelene Barna (Reception); reception@phps.org.za

13. What are the school's bank account details?

Standard Bank

Account number: 073206342 (cheque account)

Branch code: 036309 (Pinelands)

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