



Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

APPENDIX D

SCHOOL FEE POLICY OF FISH HOEK PRIMARY SCHOOL

(This Policy is not for Pre Grade R; Grade R and After-Care Fees)

1. The school fee policy shall be consistent with the overall policy and objectives of the school.
2. The school fee department shall function under the supervision of the Bursar. The activities of the school fee debtors' clerk shall be coordinated with the activities of the admission department of the school.
3. In all phases of its activities, the school fee department shall maintain a positive approach and a constructive attitude to foster goodwill and help build customer relationships with parents.
4. The school fee department will at all times adhere to the following legislative framework
 - a) South African Schools Act of 1996
 - b) Admission policy Act.
5. Under no circumstances will a learner be refused admission on the basis that his or her parent is unable to pay school fees.
6. Under no circumstances will a learner be victimised for non-payment of school fees as stipulated in the South African Schools Act.
7. On admission or on re-registration the school fee officer must work closely with the admission clerk in order to obtain the necessary documentation required on admission.
8. Parents' financial information (i.e. salary slips) will be kept in the bursar's office. Educators may not access this information.
9. School fees are determined by the Parents following the presentation of a proposed budget by the SGB in the last quarter of the year. Fees are paid in advance, if fees are paid in full before the end of February, a discount of 5% will be given to parents who choose this option.
10. Whilst we provide terms to ease the burden on parents it should be noted that fees are due on the first of the year for the full year. Our terms are as follows:
 - a) Paid in full before 27 February OR end of February
 - b) Paid over a period of 10 months in equal instalments

It's all about our kids

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11. Monthly statements will be sent out to parents via email. Once fees are paid in full no further statements will be sent.
12. Parents have the right to dispute an account, parents are to contact the Bursar giving the required details.
13. At the discretion of the Bursar, parents can be blacklisted for non-payment.
14. The school fee department is responsible for keeping the bad debt losses to a minimum.
15. The school fee department together with the SGB of the school is responsible for awarding of exemptions as laid down in the regulation.
16. If a parent is in arrears and has not met their monthly obligations, then the school fee department will send them a letter of demand as prescribed either by registered post or by email.
17. Summons may not be issued until 3 months have passed from the date of notification.
18. The school fee department and administration are jointly responsible for maintaining effective communication with the admission department for the completion of the admission forms.
19. The Principal is responsible for the safekeeping of all financial records. He/she thus delegates this duty to the school fee department.
20. Backup of all the debtors must be done once a week and kept in the safe.
21. It is the responsibility of the school fee Department to keep the SGB committee informed of the status of all accounts. A monthly age analysis report must be tabled with the Finance committee.
22. If the parents fail to meet their monthly/termly obligation, it will be the responsibility of the school fee debtors' clerk to follow up on this matter by doing the following:
 - a) Writing a letter to the parent notifying the parent of his lack of performance or
 - b) By phoning him/her and warning him/her of the consequences.
23. The school fee debtors' clerk will only hand over accounts to the lawyers as a last resort and after proving to the bursar that an attempt has been made by the school to notify the parent.
24. In the event of non-payment of school fees, the school will take legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
25. In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees.
26. In terms of Section 40 and 14 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
27. Enquiries at a Credit Bureau will be conducted. Enquiries may be conducted to either ascertain the whereabouts of missing parents or for the collection of a debt. The reports obtained for the bureau must be kept in a safe place.

28. The school may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors and schools for the purpose of making any credit risk management related decisions.
29. Parents are obliged to advise the school in writing within 14 days of any changes in their contract details, work and home address or any other information required by the school to ensure that contact can be made in case of emergency etc.
30. If a parent is exempted from paying school fees, the following applies:
- a) the child can not have private fee paying music lessons at school.
31. If school fees are in arrears, the following applies:
- a) the child is not allowed to attend music lessons. School fees have to be 100% up to date.