

FINANCIAL MATTERS

Our school is a public school however financially we need to cover all our own expenses as the Education Department only pays for some teachers, general assistants and admin salaries. The school fees are set by the School Governing Body and the Parent Body each year at the annual budget meeting. This is to cover the running costs of the school as well as pay for additional teachers' salaries plus the computer teacher, physical education teacher, librarian, general assistants, class assistants and admin staff. Our classes average between 25 – 30 learners and therefore we have a substantial salary bill each year. We ensure that our class sizes do not reach the excessive numbers as prescribed by the department so that each learner receives the attention in class that they require. We also pay our own municipal bills, photocopiers, pest control, telephone bill, insurance and all the maintenance on the school building.

The full year's school fees is posted in the beginning of the year to your school fees account. All parents are compelled by law to pay the full amount in the beginning of the year, but we realise that this may be difficult for some. We have therefore allowed parents to pay the fees over 10 months starting from January to October each year. **FEES MUST BE PAID EVERY MONTH.** A deposit will be requested every year which must be paid by the end of November. This amount will go towards your school fees for the following year. Parents who pay the full school fees before the end of February qualify for a 5% discount.

School fees statements are emailed to parents every time they make a deposit. If you do not have an email address you may request a statement at any time from the Bursar. It is therefore important that the correct email address is provided every year on the pupil information sheet in order for every parent to receive their statements. Should you change your email address then it is important to advise the Bursar directly via email bursarellerton@gmail.com or send a note with your child to school with the new email address. If you did not receive a statement a particular month it means that you have not paid for that month. Every effort will be made to send regular statements. PLEASE CHECK YOUR EMAIL. Also check that all your payments reflect on your statement.

School fees can be paid via your banking app, internet banking, cellphone banking or via the Karri App. We encourage you to download the App. It is advisable to schedule a monthly payment a day after your payday for school fees. Do not pay all other debts first then have nothing left for school fees. Please make sure that you list the school as a recipient on your banking account. Other ways of paying is at an ATM or a branch of Standard bank. Cash and card payments are accepted at school. The child's name and surname must be the reference on every deposit. Deposits received with no reference will be placed in our "unallocated funds" account until the parent send proof of their deposit to the Bursar.

Parents are advised to contact the Bursar immediately when they are unable to make payment of school fees. An arrangement will then be made to repay the arrears. These arrangements are promises parents make to settle the account and the school expects that the parents will stick to their promises. The school cannot effectively function without finances and we cannot stress enough the importance of making monthly payments.

Banking details are: Standard Bank Sea Point 071047204

Arrear School Fee Accounts

It is advisable to pay your school fees at the school. Our school fees account does not attract any interest on arrears nor do we charge for statements, phone calls, sms or emails.

We will make every effort to make contact with the parent regarding payment. We however find that parents do not answer our calls, emails or sms's when they are in arrears. Telephone numbers are changed without informing the school.

In the case of non-payment of school fees Ellerton Primary School will not hesitate to make use of our Debt Collectors i.e. Bentley Credit Control to collect the outstanding fees.

Once the account is handed over to the Debt Collectors all arrangements and payment agreements must be made with the Debt Collector. The account attracts interest, legal fees and charges from the date we hand the account over to the Debt Collectors.

Should the Debt Collectors be unsuccessful in receiving payment for the outstanding school fees the account is handed over to Bentley Attorneys who will proceed with legal action.

In this case all charges for ITC bureau listing, judgements, tracing agents, garnishee orders, emolument orders, sheriff's fees etc. will be charged to the parents account. At the end of the day parents will have to pay almost double of what they owe due to all the charges of the Debt Collectors and Attorneys. Attorneys will go as far as attaching your assets e.g. house, car, furniture etc for the payment of school fees. They will also send tracing agents to your home and work address. Every effort will be made to track you down via your social media platforms, cellphone numbers, ITC checks etc.

If you made a decision to enrol your child at a fees paying school then it is your responsibility to pay the school fees. Should parents decide not to pay we may have to retrench our teachers and increase the class sizes to 40+ children in a class?

We expect all our parents to work with us and co-operate with paying school fees every month as we have the same expenses every month to pay. Your child's education is your priority!

Should you feel that you can no longer afford the school fees, it would be in your best interest to enrol your child at a no-fees paying school. All the schools offer the same curriculum, so your child will not lose out on any of their educational needs.

We want to ensure every parent that every cent paid towards school fees is invested in your child's education and the upkeep of our school premises

