



# Laerskool Bredasdorp Primary School

Buitekant Str, P. O. Box 160, Bredasdorp, 7280 - admin@lbps.co.za - Tel. 028 424 1334 - Fax. 028 425 1112 - www.bredasdorpprim.co.za

**The following information is very important. You are kindly requested to read it carefully and keep the document for reference through the course of 2023.**

## **SCHOOL FEES 2023: PRE-PRIMARY GR. R**

Dear Parents / Guardians

At the annual budget meeting of 25 October 2022, to which all parents were invited, the following resolutions was adopted:

### **1. SCHOOL FEES PRE-PRIMARY GR. R 2023**

School fees amount to **R15 125.00** per learner, per year.

### **2. SCHOOL FEES PAYABLE ANNUALLY IN ADVANCE**

School fees are payable annually in advance on **1 January** of the relevant school year and can, with the approval of the School Governing Body, also be paid as follows:

#### **ONCE OFF:**

- The amount of **R15 125.00** before or on 28 FEBRUARY 2023.

#### **MONTHLY:**

- 11 **Equal** monthly instalments of **R1 375.00**, each payable from 1 January to 1 November 2023. (Payable on or before the 7th day of each month)

### **3. PAYMENT METHODS**

- **CASH** at the financial office, with **family code** and learner's name and surname as reference.
- **ELECTRONICALLY** in the school's bank account, **family code** and learner's name and surname as reference.

#### **DEBIT ORDERS**

- You must complete a new debit order form EVERY year. Debit order forms are available at the finance office.
- Debit orders are run from February to November, on the 1<sup>st</sup>, 15, 26 and 31st day of each month. Unfortunately, no other dates can be handled.
- It is your responsibility to ensure that the debit orders are recovered from your account. Let us know immediately if you have any problems or if your bank details have changed.
- Debit orders returned for the second time will be cancelled by the school and you will be notified to make the monthly payment yourself.
- Parents will be responsible for any bank charges and / or fines charged by the bank due to returned debit orders. Such costs will be added to your account.

***Banking details: Bredasdorp Primary School, ABSA 178 014 3378***

#### **4. MONTHLY STATEMENTS**

- School fee statements are sent out manually or electronically on a monthly basis. **Please ensure that your contact details on our system are correct and complete at all times.**
- If you do NOT receive a statement, you are still obliged to pay school fees and enquire at the school about the account. The non-receipt of a school fee statement cannot be used as an excuse for not adhering to your payment arrangement. It remains your responsibility, as a parent/guardian, to stay up to date with the payment of school fees as per your agreement with the school.

#### **5. ACCOUNTS IN ARREARS**

As soon as an account becomes overdue for more than 60 days, the full outstanding ANNUAL BALANCE, as at the date of non-payment, becomes immediately payable in full and the following steps will be followed:

- You will receive an official notice from the school, by sms, e-mail or telephone call.
- You then have 10 (TEN) working days to come up to date with your payment or to enter into a payment agreement / arrangement as set out below in paragraph 6 of this document.
- If no agreement or arrangement is reached after 10 (TEN) working days, the school will take legal action to collect the FULL OUTSTANDING amount. All costs in this regard will be for your account.

#### **6. DEVIATION FROM SCHOOL FEE AGREEMENT**

- Any arrangements regarding deviation from your original agreement can ONLY be made by submitting a written request to the school - this request must be approved by the Finance Committee. However, you remain responsible for payment as per your original agreement with the school, until the Finance Committee has come to a decision and notified you in writing.
- **NO** payment arrangements are carried over from one year to the next.
- **NO** telephone arrangements will be accepted.

#### **7. ANNEXURES**

Please take notice of the attached annexures and complete it and return the completed forms to the school on or before **Thursday, 17 November 2022.**

7.1 Annexure A

7.2 School Fee Agreement 2023

We would like to appeal to all parents to be positive about the payment of school fees and we trust that you will treat it as a priority. We rely on your co-operation in this regard.

Thanks in advance.

---

**MRS M FRASER**  
**ACTING PRINCIPAL**

**Wees altyd goedhartig!**



**Always be kind!**