



11 October 2016

Dear Parents

The School's budget for 2017 has been finalised. At the second term meeting of the Governing Body, it was confirmed that the fees, from the first term of 2017, will be R6698.50 per child per term, an increase of 8.5%.

This letter serves to give the required notice of such increase, in accordance with the School Constitution. The Governing Body has set the budget based on general increases to salaries, equipment, rates, maintenance and other running costs, in order to provide your child with the best education possible at the most affordable price.

In the event of there being more than one child from the same family at the School simultaneously, a reduction of R 120.00 per term for each child shall apply.

It has also been agreed that those needing to do so, may pay the year's fees in 10 equal monthly instalments (from January to October), instead of the traditional quarterly payment in advance, i.e. R2679.40 X 10 months. The first month in this cycle is January. Fees must be paid in full by the END OF OCTOBER.

Should payment for the whole year's school fees be received by Wednesday 15 February 2017, a discount of 5% shall apply.

Please note: As per the school regulations, one FULL term's notice of withdrawal is required, in writing, in lieu of which a full term's fees are payable. In the event of departure during the year, the Acceptance Deposit (paid on enrolment) is forfeited.

As St Martin's Pre-Primary is an independent school, and pre-primary education is non-compulsory, parents are liable for fees without exception. Therefore, School Fees must be paid timeously, i.e. **within two weeks of the start of the term or month**; failing which your child may face dismissal.

An amount of R 206.00 is due for "extras" (the compulsory insurance and notebook for all pupils) and a further R 489.00 for school clothing, a school bag and lunch box (for new pupils only). These monies should be received at the start of the school year.

The After-Care fees for 2017 are as follows:

12.30 p.m. - 5.00 p.m.	R1 763.00 per term
12.30 p.m. - 2.30 p.m.	R1 475.00 per term
Casual attendance	R 49.00 per afternoon till 2.30 p.m.
Casual attendance	R 59.00 per afternoon till 5.00 p.m.

The cost of the Extra-Mural After-Care (for children waiting for the start of an extra-mural activity or delayed pick-up) shall be:

R 18.00 per session

Holiday Care charges shall be:

7.30 a.m. -12.30 p.m. R 59.00 per day
7.30 a.m. - 5.00 p.m. R 108.00 per day
12.30 p.m. - 5.00 p.m. R 59.00 per day

This facility is open to pupils of the School. Their siblings, up to the age of 9 years, may be considered for Holiday-Care, dependent upon the availability of places.

Certain children may need to be admitted to School prior to 7.30 a.m. in the morning, if both of their parents work. Permission for such an early arrival is to be sought from the Principal. SUCH PERMISSION IS REQUIRED ON AN ANNUAL BASIS. A charge is levied for this supervision.

With best wishes for a productive and happy year in 2017.

Yours sincerely



TRISH PICKVANCE

Chairlady - Governing Body