MONAREDIRA private school

Relane Trust
Main Road to Acornhoek
Bushbuckridge, 1280

P O BOX 444
Mafemani, 1285

Tel: 013 010 0325
Cell: 079 374 7403 / 079 537 3953

PRIMARY SCHOOL FEE STRUCTURE AND PAYMENT POLICY 2026

- **A once off non-refundable application fee for new learners (first registration) in the Monaredira Private School amounting to R 700.00.**
- **In addition all learners are expected to contribute ONE RIM OF COPY PAPERS (500s), FOUR EXERCISE BOOKS (72 pages) and TEN (10) TISSUE PAPERS quarterly. Note: Failing to bring them, the amount shall be charged depending on their prices and will be included in the school fund at the end of the year.**

Monthly fees are payable quarterly. All outstanding balance for quarter should have been paid end of the second month of each term. See payment tables for correct balances below:

SCHOOL FEES FOR 2026

GRADE	TERM 1	TERM 2	TERM 3	TERM 4	TOTAL PER YEAR
R	R 1925.00	R 1925.00	R 1925.00	R 1925.00	R 7700.00
1 – 3	R 2337.50	R 2337.50	R 2337.50	R 2337.50	R 9350.00
4 – 6	R 2475.00	R 2475.00	R 2475.00	R 2475.00	R 9900.00
7	R 2612.00	R 2612.00	R 2612.00	R 2612.00	R 10450.00

BANK	Account holder's Name	Branch Name	Branch No	Account	References
FNB	MONAREDIRA PRIMARY SCHOOL	BUSHBUCKRIDGE	271052	62873662318	Learner's Name & Surname

NOTE:

1. School fund should be paid at the beginning of each term.
2. No cash is accepted cash at school. Therefore, you are requested to use the above **bank account**.

Therefore, you are requested to use the above **bank account**, so as we are no longer receiving cash at school. You must bring the **Deposit Slip** at school as a proof that you have paid.

Statements, Correspondence and communication:
A monthly statement will be handed to your child on or before the 15th of each month, please encourage him/her to hand it to you. If you do not live with your child please contact the clerks to request a statement to be sent via e-mail. Make sure that you inform the school should your contact details change – we also use an SMS system and calls to communicate with parents.

Overdue Accounts:
The school reserves the right to exclude learners from class / bar learners from writing exams if their school fees are in arrears. We do not want this to happen as it is embarrassing for both the school and the child - so please pay your fees on time.

Third Parties:
The school cannot on behalf of a guardian claim any fees from any institution whatsoever. Claiming such fees must be done by the legally appointed guardian. The school will; on request; provide a standard school fee letter and any reasonable documents that are within its power to provide to facilitate the payment of school fees by third parties. It must however be clearly understood that the parent is and remain the principal debtor responsible for the school fees. Should the fees be paid by a third party, the parent must before end of February provide the school with conclusive proof that a third party will in fact be paying the school fees. This must be done on a letterhead of the responsible party and must indicate the amount(s) and dates of expected payments.

In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal Capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.

Arrangements:
Arrangements regarding school fees will only be made in dire circumstances and is in the discretion of school management and is subject to approval. All arrangements mustbe made in writing. This arrangement is only accepted and becomes binding once BOTH parties agree and the Director approval has been obtained. Documented proof may be requested.

Once an agreement has not been honored the school fees become immediately due and payable and no further arrangements will be made.

Reports/Transfer letters:
No report/transfer letters will be issued for learners should their fees be in arrears.

Additional Costs/Charges:
In addition to official School activities, the School organizes camps including holiday lessons, excursions, sports events and other activities not covered by school fees; these additional activities also need to be paid-for in advance. The Responsible Party agrees to these costs, of which it is advised via specific letters and/or general newsletters, communicating the reason for these activities. The School reserves the right to debit the Child's account with these additional fees. In the event that the Responsible Party is not meeting its basic financial obligations towards the School, the School reserves the right to review a Child's continued involvement in school activities that are not covered by normal school fees.

School Trips / outings:
Money for school trips/outings must be paid into the school account. Should the school fee account be in arrears a learner will not be allowed to participate and the funds paid will be allocated to school fees.

Damage to school property:
Any damage to school property may be charged on the respective learner's account. Should the person responsible for the damage not be identified, the cost will be divided between the number of learners involved and the accounts debited accordingly.

Cancellation of Contract:
The Enrolment Contract is binding for the full academic year. Should learners abscond, be expelled due to non-compliance of school rules or excluded from class due to fee payment, the parent remains liable for payment of the full school years' school fees. No portion of the school fees may be waived or is refundable, due to any circumstance including, non-attendance due to illness physical, mental or otherwise.

Right of Admission / Full disclosure:
Parents Guardians are compelled to disclose reasons(s) for transferring a learner from another school. Management reserves the right to refuse admittance and cancel the contract should the reason given not be true.

Telephonic Discussions:
Kindly note; no telephonic discussions/arrangements will be entered into regarding school fees – please make an appointment with the administrator/clerk to discuss any problems you may have.

Pupil Suspensions:
The School may exclude (suspend or expel) a Child when tuition is not paid, because the Responsible Party has breached the legal contract to pay fees. Adequate warning will be given.

Consequences of Suspension:
As the suspension of a Child from the School is not usually the fault of the Child concerned, the School has the objective of minimizing the consequences of such a suspension for the Child. However, suspended Children are not permitted to be on the School's property at any time during the period of their suspension. They are therefore excluded from all academic, sporting, cultural, spiritual and social activities at the School for the duration of their suspension. If they should attend any academic, sporting or cultural activity at any other school where the School is participating, they may not associate themselves with the School, its pupils or its representatives.

Where the nature of the academic work allows, parents may request teachers to forward notes and other information such as required reading to the Child for the duration of his/her suspension *if it is the intention that the Child will return to the School*. This work may be sent

electronically, via a fellow pupil or left at Reception for a family member to collect. A suspended

Child is expected to complete all exercises and work sent home and to produce it on his/her return after suspension.

On his/her return from suspension, the onus is on the Child to ensure that any aspects of the curriculum which (s) he missed and which requires clarification, is caught up. He/She may approach the various teachers / Heads of Departments, attend regular consolidation lessons or arrange private tuition in order to do so.

Where a suspended Child forms part of a group assessment task, the teacher will ensure that the other members of the group will not be penalized by the absence of one of their members, by making an informed adjustment of the requirements of the task.

If the suspended Child is in Matric, he/she will be allowed to come to the School specifically tocomplete any assessments which form part of his/her Matric portfolio. However, she/he will complete his/her assessment in a separate venue to the rest of the class. The School will arrange a member of staff to supervise such assessments. Once having completed his/her assessment, the suspended Child is expected to leave the School property immediately.

Declaration:
By signing this document the parent/guardian agrees that-:

1. He/she understand that payment of the account is his/her responsibility, notwithstanding the involvement of a third party and /or the frequency of statements received from the school.
2. The onus of making sure that the school has the most up to date contact details of a parent/guardian and communicating with the school is on the parent/guardian.
3. The parent/guardian declare that he/she has read the school fee policy document, understands the content and agrees to abide by the regulations as set out.
4. The parent/guardian agrees that the School will be entitled to institute any legal proceedings for the recovery of any monies owing, without additional consultation /notification. It is further agreed that the parent/guardian will be held liable for any cost incurred by the school by taking such action.
5. The Parent/Guardian agree that they signed this declaration out of their own free will and waive any right to dispute / bring charges resulting from the policy against the school, the school Management or its delegated agents.

I _____

(Full Name(s) and Surname) the biological parent/legal guardian of

_____

(Full Name & Surname of leaner) hereby acknowledge that I have read, understood and

agree to the Payment Policy as set out in the accompanying document.

_____ _____
Signature Date