



Dear Parents/Guardians

08 November 2024

### **DE KUILEN PRIMARY & PRE-PRIMARY FEES FOR 2025**

The School Governing Body convened a budget meeting, in accordance with the South African Schools Act of 1996, on Thursday, 24 October 2024, to determine the school fees for 2025. We need to inform you of the following:

By law, your school fees must be paid by 1 March annually. However, we realize that this is a very large once-off expense, and therefore we **allow** the parents/ guardians the opportunity to pay these fees in eleven (11) equal monthly installments from the 1<sup>st</sup> of January to November.

<b>2025 PRIMARY SCHOOL FEES</b>			
	<b>ANNUALLY</b>	<b>MONTHLY</b>	<b>PAY BEFORE 1 MARCH 2025</b>
SCHOOL FEES	R16,390.00	R1,490.00	R 14,751.00
PRIMARY AFTERCARE	R13,530.00	R1,230.00	R 12,177.00
<b>MUSIC FEES</b>			
MUSIC: VIOLIN	R 5,247.00	R 477.00	R 4,722.30
PIANO SHARED	R 6,413.00	R 583.00	R 5,771.70
RECORDER	R 5,247.00	R 477.00	R 4,722.30
MUSIC CARE	R 4,356.00	R 396.00	R 3,920.40
GUITAR	R 5,247.00	R 477.00	R 4,722.30
<b>20% DISCOUNT 3RD CHILD R3,278.00 THUS ONLY PAY R13,112.00 IRO 1ST CHILD</b>			

<b>2025 PRE-PRIMARY SCHOOL FEES</b>			
	<b>ANNUALLY</b>	<b>MONTHLY</b>	<b>PAY BEFORE 1 MARCH 2025</b>
SCHOOL FEES	R18,315.00	R1,665.00	R 16,483.50
AFTERCARE (FULL DAY)	R13,200.00	R1,200.00	R 11,880.00
<b>20% DISCOUNT 3RD CHILD R3,663.00 THUS ONLY PAY R14,652.00 IRO 1ST CHILD</b>			

### **DEBIT ORDER SYSTEM: (for school, music, aftercare, and Pre-Primary fees.)**

Parents/Guardians who are already paying their school, music, and aftercare fees by debit order must also sign a **new debit order form annually**. Please see attached our debit order form for next year (2025). Kindly note that debit orders that were cancelled during 2024 due to non-payment will not be reinstated.

**The signed and completed debit order form must be handed in at the finance office no later than Friday, 29 November 2024. The first debit order deduction date will be 1 February 2025**, please ensure that there are sufficient funds in your account for the debit order and that the debit order gets deducted correctly. **The first month's (January 2025) fees should be paid via EFT or Card transaction. Should you not be interested in our debit order facilities, please draw a line through the entire document.**

### **INTERNET/DIRECT TRANSFER (EFT)**

If you make an EFT payment toward school and/or Aftercare fees, please ensure that the learner's family code is clearly shown as the reference number. **Example: Z100 SF.**

SF -School Fees

P -Piano

AC -Aftercare  
PP -Pre-Primary  
PPAC -Pre-Primary Aftercare  
V -Violin

PS -Piano Shared  
REC -Recorder  
MC -Music Care

Much confusion is caused when the learner's information has not been completed or is not 100% accurate. Please email the finance department your proof of payment within two (2) days. If the payment is for various accounts, e.g., School Fees, Music Fees, and After Care, please make separate payments with the applicable reference (e.g., Music care, MS) as this will ensure that payments are allocated accurately. Should you make a payment specifically for one sibling, kindly include their first name or initial in their payment reference, e.g., Z100 C/ Z100 Cameron

**Contact Details:** 021-903-4160 (Option 3,4 & 5 for the Finance Department)

**De Kuilen Primary/ Pre-Primary:**

**email:** [fin@dkps.org.za](mailto:fin@dkps.org.za)

**Banking Details:** ABSA Kuilsrivier  
Cheque Account  
Current Account No. **3010 146 525**  
Branch Code: **523810**

**Please note that De Kuilen Pre/Primary School only has one bank account. We as a school will NEVER inform our parents of changed banking details via SMS or EMAIL communication.**

### **CASH PAYMENTS**

We recommend that, for security reasons, cash payments be made **DIRECTLY TO THE BANK (Either at ABSA ATM or Teller)**. If this proves to be impossible, please take note of the following:

Due to cash restrictions, we prefer EFT payments, debit orders, stop orders or cards to be swiped at De Kuilen Primary School (during office hours).

### **DEBIT/CREDIT CARD PAYMENTS**

Card payment facilities are available at the school (during office hours).

### **OVERDUE ACCOUNTS**

**School fees are payable in advance** (1<sup>ST</sup> of each month). Overdue accounts are very costly for both the school and you as parents/guardians. We, therefore, urge you to keep your account up to date, making the necessary arrangements with Ms. C. Claassens ([cc@dkps.org.za](mailto:cc@dkps.org.za)). Please adhere promptly to these payment arrangements. All overdue accounts will be handed over to our debt collectors, Meynhardt & Co Inc. If handed over, the relevant account will be administrated by said collectors for the remainder of that financial year, and is, therefore, **beyond the school's administrative competency**.

If you have any change of address or phone number(s) **please inform the admin office in writing or via email to [admin@dkps.org.za](mailto:admin@dkps.org.za)** or update personally on the D6 communicator app.

### **APPLICATION FOR EXEMPTION OF COMPULSORY SCHOOL FEES**

School fee exemption forms will be available at the school from Monday, 10 February 2025. Refer to the attached circular. *(Not applicable to the Pre-Primary or Aftercare fees)*. Completed forms must be handed in at the finance office no later than Friday, 21 March 2025. **As parents/guardians, it is your responsibility** to complete and hand in the forms timeously. The outcome of the application will be communicated to parents/guardians no later than Monday, 12 May 2025.

We want to express the hope that all parents/ guardians will give their full cooperation to ensure the smooth running of our 2025 financial year.

Yours Sincerely  
The Finance Office