

# PRO ARTE ALPHEN PARK

P O Box 36294, MENLO PARK, 0102  
Tel: (012) 460 6221 Fax: (012) 346 1740



2015-01-28

## CIRCULAR 1/2015

Dear Parents/Guardians

I would like to extend a warm word of welcome to all our parents. We hope that 2015 will be a great year for you and your child.

The School Governing Body elections will take place on 10 March 2015 in the school hall. I would like to urge parents to come forward and make themselves available for this very important body of the school.

Pro Arte Alphen Park did well in the grade 12 examinations last year. Kerry van der Merwe achieved 6 A symbols and Lyric Notshe achieved 5 A symbols. A large number of candidates achieved three and two distinctions.

The school will once again try to save on paper wastage in 2015. We will make use of email as well as sms's to communicate with parents. Parents who still receive hard copies of the school fee statements must please submit their email addresses to the financial office in order for us to send the statements electronically.

All parents must please note that the school's year plan is in the diary and also on the website [www.proarte.co.za](http://www.proarte.co.za). Please make sure you familiarise yourself with relevant events and important dates of the school. The school will be sending sms's pertaining to important dates on a regular basis. Please advise the school of cell phone number changes.

The school management and the School Governing Body take discipline seriously. We are striving towards ensuring a positive learning environment.

We wish to remind you that the school fees amount to R22880.00 per year. School fees are payable in full on or before 31 January. However, we will accommodate you with the following credit arrangement:

1. Grade 8-11: 11 monthly payments of R2080 from 1/2/15 to 1/12/15
2. Grade 12 : 10 monthly payments of R2288 from 1/2/15 to 1/11/15

Monthly payments must be paid by the 7<sup>th</sup> of each month. You will receive a reminder should your account be in arrears. Accounts in arrears will be handed over to our collection agents and then you will be liable for all legal and collection costs as on an attorney-and-own-client scale. Alternatively you will, if applicable, be liable for all costs in terms of Law 114/1998. This includes a collection fee of 10% on all collected amounts to a maximum of R300.00 per payment.

Parents who have paid their school fees in full by 9 December 2015, stand a chance of receiving

100% discount (one parent only) or 25% (two parents for one child each) on school fees for the following year.

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The following rebates apply:

- 2.5% if quarterly school fees are paid on or before 4<sup>th</sup> day of the new term.

Debit order payments:

Forms are available at the financial office.

A rebate of R25-00 per month is applicable. Should the debit order be returned unpaid for whatever reason, no further discount will be allowed for that particular year.

***(Extract from the SA Schools Act 84 of 1996) "A parent is liable to pay school fees determined in terms of section 39, unless, or to the extent that he or she has been exempted from payments in terms of this act, the Governing Body of a public school may by process of law, enforce the payment of school fees by parents who are liable to pay in terms of Section 39."***

I trust that every parent will make a special effort to pay the school fees on time. This is essential for the smooth running of the school. Parents who have difficulty in paying the school fees must please contact the financial office for assistance.

I request that you complete the attached form and return it to school as soon as possible.

We would like to remind you that a deposit of R700.00 is payable before textbooks will be handed to your child. This deposit is refundable at the end of your child's school career unless it has been used to replace lost textbooks. Please keep the receipt for the full five years.

I would like to extend an invitation to you to pay me a visit whenever the need arises.

Kind regards

**J GÜLDENPFENNIG  
PRINCIPAL**

PRO ARTE ALPHEN PARK

EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

CHECKLIST FORM 2015

NAME AND SURNAME OF LEARNER: \_\_\_\_\_ GRADE: \_\_\_\_\_

**(Mark with a cross in applicable box)**

- |     |  |  |     |    |
|-----|--|--|-----|----|
| 1.  | Has the principal informed you about the amount of the annual school fees to be paid?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |
| 2.  | Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |
| 3.  | Has the principal informed you about your right to apply for exemption from paying school fees?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |
| 4.  | Do you wish to apply for such exemption?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |
| 5.  | Do you wish to be assisted in making such application?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |
| 6.  | Has the principal informed you as to how to obtain an application form for exemption?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO   |  |     |    |

\_\_\_\_\_  
J GÜLDENPFENNIG  
PRINCIPAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF PARENT

\_\_\_\_\_  
SIGNATURE OF PARENT

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**DATE**

**PLEASE NOTE: THIS IS NOT AN APPLICATION FOR FINANCIAL EXEMPTION**

PARENT CIRCULAR 1 OF 2015