



Henley Primary School

REGISTERED AS HENLEY HIGH AND PREP SCHOOL

Gauteng Dept of Education

Reg No 331652

PO BOX 463, HENLEY-ON-KLIP, 1962. 2/304 HENLEY DRIVE, HENLEY-ON-KLIP, 1962. TEL: (016) 3660678.

WWW.HHPS.CO.ZA

2022 HENLEY HIGH AND PREPARATORY SCHOOL FEE STRUCTURE

Enrolment Fee (per child): Once-off for new enrolments only: **R3 200.00 non-refundable**

Little Bees

| | | | | |
|----|-------------|----------------------|--|-----------------------------|
| 1. | School fees | R27 720.00 per annum | MONTHLY R2 520.00 | <u>Sign at relevant Gr.</u> |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN – 1st NOV | _____ |

Grade R

| | | | | |
|----|-------------|----------------------|--|-------|
| 1. | School fees | R28 930.00 per annum | MONTHLY R2 630.00 | _____ |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN – 1st NOV | _____ |

Grade 1

| | | | | |
|----|-------------|----------------------|--|-------|
| 1. | School fees | R36 905.00 per annum | MONTHLY R3 355.00 | _____ |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN - 1st NOV | _____ |

Grade 2-3

| | | | | |
|----|-------------|----------------------|--|-------|
| 1. | School fees | R39 985.00 per annum | MONTHLY R3 635.00 | _____ |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN - 1st NOV | _____ |

Grades 4-6

| | | | | |
|----|-------------|----------------------|--|-------|
| 1. | School fees | R52 305.00 per annum | MONTHLY R4 755.00 | _____ |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN – 1st NOV | _____ |

Grade 7

| | | | | |
|----|-------------|----------------------|--|-------|
| 1. | School fees | R54 780.00 per annum | MONTHLY R4 980.00 | _____ |
| 2. | Dvp Levy | R 900.00 per annum | 1st JAN – 1st NOV | _____ |

Please note that all external examinations written are not included in the above fees.

Aftercare fees R1320.00 per month

Please turn over

NOTES REGARDING FEES

1. MONTHLY FEES ARE PAYABLE IN ADVANCE, OVER 11 MONTHS

I agree that school fees are payable in advance on or before the 1st of the current month. Monthly fees are payable over 11 months, i.e. from 1 January to 1 November of the current school year. Henley High & Preparatory School is not a registered Financial Services Provider, therefore no agreements/terms with regard to late/overdue fees will be entered into.

2. ENROLMENT FEE

A NON REFUNDABLE ENROLMENT FEE of R3 200.00 per new enrolment is payable. Henley High & Preparatory School cannot guarantee a space for your child if full enrolment fee is received later than one month after acceptance of your child. Full or partial refund of this enrolment fee will not be entertained under any circumstances. A re-enrolment application is required each year, a re-enrolment fee is however, not required.

3. EARLY BIRD SCHOOL FEES AND SIBLING DISCOUNT

Henley High & Preparatory School agrees that should full payment for a particular year be made in advance a 7% (seven percent) discount will be given to such parent/guardian who makes such payment, providing full annual payment is received by 30th January; and 5% (five percent) if received by no later than 28th February of the current school year. Any subsequent children (must be siblings or legally adopted children) concurrently attending Henley High & Preparatory School will receive 5% (five percent) discount on their payable school fees.

4. RIGHT TO VARY

The school reserves the right to vary these conditions, including the fees for tuition and other extras from time to time in its entire discretion, after giving not less than one term's notice.

5. OVERDUE SCHOOL FEES

Please refer to Henley High & Preparatory School Terms and Conditions for procedures taken in accordance with legislation with regards to outstanding/overdue school fees.

6. TERMINATION OF CONTRACT

I agree that notice of my intention to terminate my child/children's school attendance at Henley High & Preparatory School will be given in writing at least one full calendar month notice before such termination is to take place and that, failing this, shall be liable for payment in full for the fees for the month in question whether the pupil attends or not.

7. VERIFICATION

I agree that Henley High & Preparatory School may check and confirm any information on the application form and may make any enquiries it deems necessary, and in particular to check my credit worthiness with my bankers or the last school my child attended.

8. MONTHLY STATEMENTS

All customer statements are sent out via e-mail on the 25th of the month in advance that your child's school fees are due. It is your responsibility to contact our Bookkeeper, Mrs Bianca Pretorius on accounts@hhps.co.za if you have not received your statement or if your email address has changed.

I, the undersigned, declare that I have read and understood all aforementioned information in this document.

Name and Surname: _____

Signature: _____

Date: _____

ALLOCATION OF HENLEY HIGH AND PREP SCHOOL INCOME

We are often asked how the income collected by Henley High & Preparatory School is allocated to expenses. Coming from a client/customer of any business, (whether product/service), it is a very qualified question and one that deserves a quantifiable answer.

With the help of our highly skilled bookkeeper and auditor, we strive as much as we can – according to budgets, forecasts and current economic climates – to allocate generated income into specific categories in an effort to streamline the finances of the school effectively. It is our aim to ensure the various channels of this institution are treated with the attention (operational and financial) of which they are deserving.

As is it with any business, there are sometime unforeseeable expenses and unexpected decline in income that may lead to alterations to the budget, but as far as possible, we attempt to keep the income to allocated categories and hereby submit same for your information.

| Source of Income | Main Expense Channels | Details of Expenses |
|---------------------------|------------------------------------|--|
| School Fees p/m or annual | School and office costs | Salaries/Wages: (including PAYE, UIF, Workmen's Comp, etc) 32 Educators/Aftercare Teachers, 7 Management/Admin Staff, 6 Support/Security Staff, 3 Groundsmen, Temporary/Part-time/Subs Staff <u>Property Costs:</u> Rent/Bond/Rates/Taxes/Eskom <u>Vehicle Costs:</u> (2 buses, 1 bakkie) Bus payment, Petrol, Services, Licences, PDP Licences for Staff/Roadworthy <u>Subscriptions</u> IEB, Umalusi, Labournet, Insurance, Security <u>Communications</u> Phone,Wifi,D6,Principal Software, Webhost Microsoft Office Licence <u>Office/Class Assets</u> Photocopy Rental, Photocopy Printing Computers/Furniture purchase & maintain <u>Financial</u> Bank charges/Card facilities/Auditors/Legal Fees/Bookkeeper <u>Marketing</u> Advertising/Branding/Events/Entertainment/ Public Relations <u>Miscellaneous</u> Groceries/Toiletries/Housekeeping/Stationery/ First Aid/Safety |
| Once off Enrolment Fee | Classroom costs | Teacher's Development Courses, Classroom Aids, Classroom Stationery, Furniture, Sports Equipment, Art Equipment, Science Equipment, Media Centre Resources |
| Annual Development Levy | Maintenance of Grounds & Buildings | Additional Building/Alterations, Painting, Fencing, Grass Maintenance, Irrigation, Marking of Fields, Fixing of Doors, Windows, Tiling, etc, Plumbing, Electricity |
| Fundraising Initiatives | Development of new facilities | Adding of valuable equipment or facilities to existing/property/classrooms |
| Sale of School Stock | Stationery/Books/Uniform | Carrying of stock is extremely expensive for the school, but is done so as an added convenience to learners and parents of HHPS. Profits made from sale of stock are used towards improving stock and facilitation thereof. |