

# *Addendum 1*



## *Our Lady of Fatima Dominican Convent School*

*Financial Information  
2018*

PLEASE RETURN THESE FORMS BY 31 OCTOBER 2017



## School Fees Letter – January 2018

02 October 2017

Dear Parents

I am writing this letter in the immediate aftermath of the Annual High School Speech Night and Prize-giving. Like most of those who were in attendance, I was reminded of everything good about Our Lady of Fatima. And, perhaps like many, I chuckled when the guest-speaker commented on the 'smallness' of our school when viewed on Google Earth. If only she had known how the footprint had grown since soil was broken in 1953!

In her speech, the School Principal Mrs. Horsfall, made reference to one of important pillars of the school – Innovation. This is especially important when one considers that one of the critical obligations of school leadership is to ensure the relevance and sustainability of the school.

In the past year, interested observers would have noticed some visible changes and improvements to the school, and some not so apparent. Most obvious, and after many trial and tribulations, the new wing was completed. This has provided teachers and learners with a most valuable Fatima commodity – space. There is no doubt that this will be used to enhance the teaching and learning experience.

More recently, the property at No. 8 Norfolk Place was official rezoned for educational purposes. All involved are most excited about the potential use of that space now known as the Yvonne Eldon Centre.

As you can imagine, the utilisation of professional advisors to navigate the bureaucracy of 'City Hall' comes at a cost.

This year and, in the wake of the building process, the three tennis/netball courts were resurfaced. This has made a noticeable improvement to the school's aesthetics and helped us host part of the Independent Schools' Festival with pride. No doubt it has also helped improve the results!

Critical in our obligation and pledge to remain relevant is the ongoing upgrading of technology and related infrastructure, systems and equipment. In this regard, this year has seen the upgrading of internet services to fibre and the upgrading of Library software.

A consequence of our national and, indeed, local reality is the need to be mindful of the safety and security of those who visit our school. To this end, a decision was made to secure the services of an additional security guard, thus increasing costs.

As we look forward to 2018, school leadership has identified several 'must-dos'. In the technology arena, plans are afoot to enable the use of iPads throughout the High School and to increase the iPad Bank for the Foundation Phase and Senior Primary from 25 – 30 devices. As mentioned above, we now have permission to use the Yvonne Eldon Centre and this will no doubt require finance to re-design, furnish and equip.

The recent heavy rains have alerted us to the risks posed by such extreme weather conditions. Consequently, we have sought professional advice in respect of securing the stability of the bank fronting onto Northway. This will be attended to in the short-term.

We are aware that parents face uncertainty and rising costs in our fragile economy but, if we are to maintain Fatima's fine academic reputation and infrastructure, we must ensure that we have the financial resources to attract and retain excellent staff, and enhance our facilities on an ongoing basis. With this in mind, the Board of Governors has approved a 8.75% fee increase for implementation in January 2018.

The Newcastle Dominican Sisters and the Board of Governors are proud to offer you a Catholic-based education for your daughters and we thank you for entrusting us with their intellectual, spiritual and moral development while they are at our school. Thank you for your wonderful support of the school and its leadership. We consider ourselves privileged to work in partnership with you to ensure that your daughter's years at Fatima are of life-long value.

Yours faithfully,  
The Board of Governors

ML Campbell – Chairman



02 October 2017

Dear Parents

2018 FINANCIAL FORMS

We attach the following in respect of 2018 Financial Information:

- 1) Checklist – to be returned duly completed
- 2) 2018 School Fee and Aftercare Fee Structure
- 3) Book Fees
- 4) Aftercare Costs
- 5) Fee payment details – to be returned fully completed
- 6) Debit order form – to be returned fully completed

**Please note that the debit orders run from 1 January to 1 November 2018**

Please ensure that when making payment by internet transfer or direct deposit into our bank, you use **your child’s first name and surname as reference.**

Please return all completed documents marked for attention of the Bursar, Mrs Odendaal by Tuesday 31 October 2017. Alternatively they can be emailed to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za) by Tuesday 31 October 2017.

Sincerely,  
Mrs Kathy Burgerhoff  
Business Administrator

**CHECKLIST**

		No	Yes
1.	All 2017 fees must be settled in full by 1 December 2017		
2.	Attached Compulsory Fee Payment Form completed in full.		
3.	Debit Order Form completed for all <b>monthly or termly</b> payments First debit order run will be on 1 January 2018.		
4.	Method of payment (bottom of compulsory form) filled in.		

**Please note that in order to safeguard our learners we are becoming a CASH FREE ZONE**

For **cash** payments, please deposit **directly into the account below** and forward a copy of the deposit slip to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)

**Our Lady of Fatima Dominican Convent School**  
**Nedbank**  
**Durban North**  
**Branch Code : 135 226**  
**Account No. 1352 0020 94**

**KINDLY use your child’s first name and surname as reference.**

Credit Card payments will still be accepted at school, except for annual payments.



**FEE PAYMENT DETAILS 2018  
COMPULSORY COMPLETION**

**Please email to:** jodendaal@fatima.co.za

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2018

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2018

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2018

NAME OF PARENT / GUARDIAN : \_\_\_\_\_

PHYSICAL ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_

POSTAL ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE : (H) : \_\_\_\_\_ Cell : \_\_\_\_\_ (O) : \_\_\_\_\_

MOTHER'S E-MAIL ADDRESS : \_\_\_\_\_

FATHER'S E-MAIL ADDRESS: \_\_\_\_\_

**Affidavit:** We hereby certify that the information given by us on this form is complete and accurate. We agree to the conditions as set out below.

We are aware that a term's notice must be given before a student leaves Our Lady of Fatima Dominican Convent School, or a full term's fees must be paid in lieu thereof.

We accept joint and several liability to the Our Lady of Fatima Dominican Convent School for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the Our Lady of Fatima Dominican Convent School or in respect of participation or attendance in any extra-curricular activity.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NO MOTHER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NO FATHER: \_\_\_\_\_

<b>PAYMENT METHOD ( PLEASE TICK ONE BLOCK IN EACH LINE )</b>			
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> TERMLY	<input type="checkbox"/> MONTHLY x 11 (Jan – Nov)	
<input type="checkbox"/> CHEQUE	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> DEBIT ORDER	<input type="checkbox"/> DIRECT DEPOSIT/EFT



## FEE STRUCTURE 2018

Grade	<b>ANNUAL</b> Discounted fee (Paid before 31 January 2018)	<b>TERMLY</b> 4 instalments in advance	Annual Equivalent	<b>MONTHLY</b> 11 instalments in advance	Annual Equivalent
Grade 1	47 270	12 315	49 260	4 485	49 335
Sibling	44 905	11 700	46 800	4 260	46 860
Grade 2	47 270	12 315	49 260	4 485	49 335
Sibling	44 905	11 700	46 800	4 260	46 860
Grade 3	47 270	12 315	49 260	4 485	49 335
Sibling	44 905	11 700	46 800	4 260	46 860
Grade 4	53 035	13 815	55 260	5 030	55 330
Sibling	50 380	13 120	52 480	4 780	52 580
Grade 5	53 035	13 815	55 260	5 030	55 330
Sibling	50 380	13 120	52 480	4 780	52 580
Grade 6	53 035	13 815	55 260	5 030	55 330
Sibling	50 380	13 120	52 480	4 780	52 580
Grade 7	56 725	14 770	59 080	5 375	59 125
Sibling	53 885	14 035	56 140	5 105	56 155
Grade 8	60 420	15 740	62 960	5 730	63 030
Sibling	57 400	14 955	59 820	5 445	59 895
Grade 9	60 420	15 740	62 960	5 730	63 030
Sibling	57 400	14 955	59 820	5 445	59 895
Grade 10	73 000	19 020	76 080	6 920	76 120
Sibling	69 350	18 070	72 280	6 575	72 325
Grade 11	73 000	19 020	76 080	6 920	76 120
Sibling	69 350	18 070	72 280	6 575	72 325
Grade 12	73 000	19 020	76 080	6 920	76 120
Sibling	69 350	18 070	72 280	6 575	72 325
IEB exam fee	6 100				

**SIBLING DISCOUNTS DO NOT APPLY TO THE OLDEST CHILD IN THE FAMILY.** In the case where there are more than one child, the oldest child pays the full rate and the younger siblings pay the sibling rate.

**SIBLING DISCOUNTS ARE NOT APPLICABLE WHERE THE CHILD IS IN RECEIPT OF A BURSARY.**

**Fees are due in advance, that is, in that month that they are charged. Please email proof of payments to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)**

**PLEASE NOTE: ONLY THE FOLLOWING METHODS OF PAYMENTS ARE ACCEPTABLE:**

- Annual:** Amount to be paid on or before 31 January 2018. The annual fee already has the early-settlement discount incorporated into it. The amount reflected under Annual is the full amount you must pay if you choose the annual fee payment option.  
*\*Credit cards are not accepted for the discounted option – Thank you.*
- Monthly:** Debit orders are signed for the first of the month. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. No excursion fees / extra charges are added to debit orders, these must be paid into the school account.  
**Monthly payments are due at the beginning of January through to the beginning of November.**
- Termly:** Debit orders are signed for the first of the term. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. No excursion fees / extra charges are added to debit orders, these must be paid into the school account.  
**Termly payments are due at the beginning of January, April, July and October.**

N.B. DEBIT ORDERS MUST BE SIGNED AND WILL CONTINUE FOR THE DURATION OF THE STUDENT'S SCHOOLING. WE MUST BE NOTIFIED IN WRITING OF ANY CHANGES TO BANKING DETAILS ONE MONTH PRIOR TO DEBIT ORDER DATE.



## **BOOK and DEVELOPMENT FEES 2018**

<b>GRADE</b>	<b>TOTAL</b>
Grade 1	2400.00
Grade 2	2400.00
Grade 3	2400.00
Grade 4	2500.00
Grade 5	2500.00
Grade 6	2500.00
Grade 7	2500.00
Grade 8	2900.00
Grade 9	2900.00
Grade 10	3000.00
Grade 11	3000.00
Grade 12	3200.00

- **Payment:** Please pay your daughter's Book and Development fee by **30 November 2017**.
- **Procedure for Payment:** Payment can be made by eft / direct deposit into the following account using **your child's first name and surname as reference**.

Our Lady of Fatima Dominican Convent School  
Nedbank  
Durban North  
Branch Code: 135 226  
Account Number: 1352 0020 94

Alternatively, payment can be made by cheque or credit card.

- **Issuing of E-Books & Text Books:** E-Books will only be released and Text Books will only be issued to those girls who have paid the fee. Parents not paying timeously will be required to obtain a book list from reception in order to purchase books directly from the suppliers.

## **EXCURSIONS AND SPORTS TOURS 2018**

The cost of the overnight Grade excursions and Sports tours will be published closer to the date of these tours taking place.

The cost of these tours must be settled in full before your daughter will be allowed to go on the relevant tour.

Debit orders are not adjusted for excursion fees or extra charges. These must be paid into the school account.



## AFTERCARE FEE STRUCTURE 2018

Grades 1, 2, 3 and 4

Aftercare fees are billed to school accounts	Casual	Monthly	Annual
	Jan - Nov	Jan - Nov	Equivalent
Casual / hour or part thereof	R 40.00		
Casual / day	R 140.00		
Gr 1 - 2 Full-time / month 12h30-17h00		R 1 090.00	R 11 990.00
Gr 3 - 4 Full-time / month 14h00-17h00		R 980.00	R 10 780.00

➤ **AFTERCARE UNIFORM**

- YELLOW Aftercare shirt (Uniform shop); BLUE PE shorts; (**no skirts**)
- BLUE or BLACK tracksuit pants or BLUE jeans for cold weather.
- Blue school jersey for colder weather.

➤ **SECURITY**

- Parents must please phone Rosemary Coward (072 450 4144) **BEFORE 11am** if their daughter is not going to be attending Aftercare for any of the following reasons;
- \*She is absent from school; \*She is going straight home after school;
- \*She is being collected by someone other than her parent or sister;
- \*She is going to a friend's house after school or after Aftercare.

➤ **Please do not ask school reception or a teacher to relay a message to Aftercare, it is essential for you to speak directly to Mrs Coward.**

- Parents must please collect their daughter from the Aftercare teacher on duty as no child will be sent to the car park or the Kenneth Kaunda Road gate.
- Only persons nominated on the aftercare enrolment form will be permitted to collect a child – children will not be released to any other persons.
- Please inform us promptly of any change in your home, work or cell numbers.

➤ **Aftercare Teacher: Mrs Rosemary Coward**

- Head of Department for Grades 1 - 3: Mrs Sophia Oosthuysen (031-563-5390)
  - Head of Department for Grades 4 - 7: Mrs Sandy Kohler (031-563-5390)

➤ **Please complete the section below if you require Aftercare for your daughter in 2018. Return it to school marked: Attention- Mrs Coward.**

- N.B. Your daughter may be excluded from Aftercare if she is not collected promptly; her Aftercare fees are not paid on time; or she repeatedly misbehaves at Aftercare.

I/we wish my/our daughter (full names): \_\_\_\_\_ **2018**

in Grade \_\_\_\_\_ (2018) to be enrolled in the Aftercare Group.

Our daughter will be collected each day by the following persons:  
**Names:** \_\_\_\_\_

By our signatures hereto we declare that we fully understand and accept that Aftercare activities shall be undertaken at our daughter's own risk, and we undertake, on behalf of ourselves, our executors and our above-named daughter, to indemnify, hold harmless and absolve the Dominican Order, The Board of Governors, Staff, Aftercare Staff, Support Staff, Learners and Parents of Our Lady of Fatima Dominican Convent School, against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid daughter in the course of such activities.

\_\_\_\_\_

Mother's name: \_\_\_\_\_

Contact telephone numbers:

Home: _____	Work: _____	Cell: _____
Mother's signature _____	Date: _____	

Father's name: \_\_\_\_\_

Contact telephone numbers:

Home: _____	Work: _____	Cell: _____
Father's signature _____	Date: _____	



### DEBIT ORDER INSTRUCTION

Please email to:  
jodendaal@fatima.co.za

A/C NO   
*(For office use only)*

NAME OF CHILD / CHILDREN, SURNAME & GRADE

The details of my / our bank account are as follows:

Account holder(s) \_\_\_\_\_

Bank \_\_\_\_\_

Branch Number  Branch Name \_\_\_\_\_

Account number

Type of Account Cheque / Transmission / Savings \*

I/We\* hereby request and authorise you to draw against my/our\* account with the abovementioned bank or any other bank or (branch to which I/we\* may transfer my/our\* account), the amount necessary for the payment of school fees as published in the Our Lady of Fatima Dominican Convent School Schedule of Fees from time to time.

Any amounts outstanding for Aftercare will be drawn from my/our\* account together with the school fees. All such withdrawals from my/our\* bank account by you shall be treated as though they had been signed by me/us\* personally.

Quarterly or Monthly\* payments on the first day (or nearest banking day) of each and every Quarter/Month\* commencing from \_\_\_\_\_ and continuing until my child/children\* has/have\* completed their schooling at Our Lady of Fatima Dominican Convent School and all amounts due have been paid in full.

I/We\* understand that the withdrawals hereby authorized will be processed by computer through a system known as ACB Magnetic Tape Service, and I also understand that details of each withdrawal will be printed on my bank statement or on an accompanying voucher.

Should this authority be cancelled, I/We\* understand that I/We\* shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our\* bank. I/We\* agree to pay any bank charges relating to this debit order instruction.

**I/We\* undertake to notify the Our Lady of Fatima Dominican Convent School of any change in banking details immediately.**

**I/We\* acknowledge that the party hereby authorised to effect the drawings against my/our\* account may not cede or assign any of its rights to any third party without my/our\* prior written consent and that I/we\* may not delegate any of my/our obligations in terms of this authority to any third party without prior written consent of the authorised party.**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**SIGNATURE(S) OF ACCOUNT HOLDER(S)**

**(Delete whichever is not applicable)**

\*