



Hillcrest Primary School

16 November 2011

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Dear Parents/ Guardians

2012 BUDGET/SCHOOL FEES

This is a comprehensive information pack designed to assist you in completing the financial commitment documentation. Please take the time to read the information carefully and should you have any queries please do not hesitate to contact the Bursar, Mrs Karen Norton or Mrs Fiona Leitch on 031 765 1214 ext 105 between 07:30 – 15:00 / bursar@hillcrestprimary.co.za.

Please note: **EACH learner** requires a set of forms to be completed and returned.

It is important that the forms are completed and returned to the school no later than **Wednesday 23 November, 2011**.

The following pages are for your information.

Page 1 Covering letter from Principal and Governing Body

Page 2 School fee information letter and banking details

The following pages must all be completed, signed and returned to school.

Page 3 Declaration

Page 4 School Fee amounts and Commitment

Page 5 Checklist form

Page 6 HPS Development and Educational Trust Fund

Before returning the pack to school, please take the time to double check that pages 3 – 6 are fully completed and signed before returning.

Thank you to the parents who attended the Budget meeting on Wednesday 02 November and for your participation in approving the 2012 fee structure and other decisions made. As always, the majority of parents did not attend (despite the cocktail party!) and were thus not part of the decision making. Whilst we would prefer otherwise, we thank you for the silent mandate of the sound process and responsible financial management that is synonymous with Hillcrest Primary School. Special thanks go to our Treasurer, Mr John Schimper, for his professional presentation and for the many hours he spends preparing the budget, monitoring cash flow and chasing up arrear fees. Mr John Schimper is ably assisted by our Bursars Mrs Karen Norton and Mrs Fiona Leitch, and Mrs Vicky Moore (GB Chair) who has also put in a lot of time chasing up school fees. The fact that we are in a far better financial position than this time last year is a tribute to the hard work and dogged determination of these few people – thank you! Thanks must also go to the staff, both academic and administrative, for their part in drawing up the budget.

Thank you to all those parents who have prioritised and met their school-fee commitments this year, and for the many generous donations that have come in quietly from those able to make an additional contribution. We trust that parents with outstanding fees will meet their commitment before the end of the year. School fees are the life-blood of the school, and it is imperative that we continue to establish a culture of school-fee payment across the board, to be able to retain and develop the quality education we offer your children.

Please read the attached pack carefully and return your 2012 fee commitment form by Wednesday 23 November 2011. Non returners will be considered as FULL FEE payers in ADVANCE in accordance with the South African Schools Act 84 of 1996. Non payment at the end of January 2012 will initiate collection of fees.

For your edification, a summary of “cuts” from the 2012 budget will be circularised to you next week.

We look forward to seeing many of you at the year-end functions.

Yours sincerely

Sally Chapman
PRINCIPAL

Mr John Schimper
GOVERNING BODY TREASURER

Mrs Vicky Moore
GOVERNING BODY CHAIRPERSON