

Things you need to know about school procedure 2025

1. Re-registration for 2025

All learners are required to re-register with our institution, yearly, but the registration fee is different from the registration of new learners.

Grade 1 to 12 registration is R800, which will mostly be utilized on requirement by the department.

2. School fees increase and difference between new learners and current learners

- The fees for learners moving from **grade 3 to 4**, or from **grade 6 to 7** or from **grade 9 to 10**, differ from the current phase band and they will have new fees structure. Learners, who will be remaining in the same fee phase band, will have 10% increases.
- Month to month monitoring of fees: please note that if fees are not paid after two days of commitment, and there is no communication, we will suspend the learner and an extra R200 paid as penalty with the fees.
- We would also request parents to submit the proof of debit order mandate.
- What's new: after realizing the stationery and textbook struggles, we have decided that all learners will not buy the stationery, but the stationery and textbooks will be supplied by the school, and we will include the stationery and textbooks charges in your monthly school fees. For example, in January, parents must only pay re-registration fee (R800), Stationery portion (R500), textbook portion (R500) and fees portion and the rest will be divided and paid monthly.

January fees	
Re-registration fee	R900.00
Monthly fee (<i>as per the grade</i>)	As per the fee band
Stationery fee	R500 (every learner)
Textbook fees	R500 (every learner)
Camp fee	R400 (annual camp fee)
USB	R100

- If stationery is R2000 per annum we will deduct the first R500 and the balance which is R1500 will be divided into 10 months.
- Same as textbooks
- December Fees: we have decided to include December fees in your monthly fees amount, so that in 2025, parents can pay fees from January to November only. December fees portions are paid from end of January to November. If your

monthly fee is R2000, the R2000 will be divided by 10 months and added into monthly fee, which is also in the fee structure.

Please see the attached school fees for next year for more information

*** Fee structure attached**

3. School calendar

All lists of activities and events for the year is attached, our first event, which is a welcome trip for new learners and everyone is in February, and is listed as a camp. The payment for it, will be made with the registration fee, so that we may make necessary bookings in time. Please note that all our events will be compulsory, the camp being the most important event as it aims to be an event where learners learn more about our academy.

We also request that all other events payment be made as a once off payment by the end of February with the monthly fees.

*** School calendar attached**

4. Compulsory requirements

Uniform: all learners must wear uniform as per days

Grade 5-12: All learners must have their laptops; as they will be using them the most. Their laptops will be their own responsibility to keep safe. If a learner loses the USB, they will have to buy a new USB from the school with new information, at the cost of R500.

No cellphones are allowed; if found, they will be confiscated and can only be retrieved at the end of the year.

5. New Processes and procedures including times

- School times for next year: 07h30 to 16h00 (compulsory)
- **No homework**, all extra work will be done onsite, only reading and Math's practice will be done at home.

6. New systems introduced

We will be introducing a new system, that will be online, which will be doing the following functions:

- Enable learners to mark their register online, teachers to evaluate and create a monthly report for parents
- All announcements, events and activities on the system
- All tasks/projects are downloaded and submitted online, in our system for all Grade 5 to 11
- Parents having access to the system to check progress, and download statements
- Behavior patterns, as well as their merits and demerits, are reported.

That's all for now, anything outstanding will be communicated before school closure.

Regards, Management