



2021 AGREEMENT OF THE RELATIONSHIP BETWEEN PARENTS AND THE SEEKER'S TOWER MATHS AND SCIENCE ACADEMY (TST-MSA)

As per the Application Agreement and Learner's Code of Conduct; systems, policies and procedures are in place to ensure the School's effective operational functioning. The School's policies and procedures are transparent, broadly communicated and easily accessible. The school's policies and procedures are legally sound and take into consideration the rights and responsibilities of all stakeholders.

The School requires that, for their part, the Parents agree to:

1. Support TST-MSA's Mission, Vision and Ethos.
2. ensure that their children adhere to the policies and procedures mentioned above and support measures taken to ensure maintenance of the behavior management programme.
3. follow the correct procedures when communicating with TST-MSA.
4. address any serious grievances, complaints and/or concerns to the TST-MSA Management Team, in writing, or make an appointment to meet with the relevant management member.
5. endeavor, always, to deal pro-actively and positively with any conflict that may arise.
6. attempt to resolve any complaints informally and internally before pursuing any further action.
7. follow due process and procedure when resolving any conflict.
8. maintain an open, honest and transparent relationship with TST-MSA.
9. pay TST-MSA Fees and any other monies legally due to the school, on time, or contact the relevant official if there is a problem.
10. wherever possible, support social and fundraising events designed to build school spirit or improve school infrastructure, whether through participation, donation or volunteer work.
11. respect the dignity of other parents, learners and staff, from this school, and those from 'visiting' schools.
12. avoid participating in or initiating gossip, slander or any negative publicity that could harm the reputation of TST-MSA. (This includes social media such as Community Forums, Facebook and Whatsapp.)



13. avoid lobbying groups of parents to challenge TST-MSA policy or procedures in a manner that undermines the processes and procedures in place for such queries or dissatisfaction or that disrupts the teaching and learning process.
14. avoid inciting their children to display contempt, in any form, towards any member of the TST-MSA staff, its policies or procedures.
15. avoid negative or interfering actions / behavior as spectators / supporters at any events or school functions (e.g. sport, cultural), etc.
16. avoid the use of offensive language, swearing, cursing, profanities or racial comments/actions in verbal, written or electronic format.
17. refrain from approaching a TST-MSA learner or parent in order to discuss their behavior or chastise them for their actions. (Approaching a child in order to discuss their behavior may be viewed as assault and may have legal consequences.)
18. treat the school scholar patrol and school officials, such as administrative or support staff, with due respect as they carry out their duties, particularly those relating to safety and security on the roads surrounding the school.
19. abide by the provincial and national rules that prohibit the presence/consumption of alcohol or presence/use of illegal substances during school hours or at school functions where learners are present and refrain from being on school premises or in the direct surrounds, if under the influence of intoxicating substances.
20. abide by the school regulations as they apply to environmental health and littering.
21. ensure that their child is suitably supervised after school hours and is collected from school premises as per policy.

This agreement is necessary as we rely on our Parents' trust and support to maintain the excellent reputation of TST-MSA. **Should you feel that the school's request for you to sign this agreement is an unreasonable one, kindly contact the school Principal to arrange a meeting to discuss your concerns or submit your concerns, via email or letter.**

I/we, _____, parents/guardians of _____

in class ____ I hereby acknowledge that I/we have read and understand the above Code of Conduct and acknowledge the school's right to take 'appropriate' action against parents/guardians who do not abide by the code of conduct.

Signed on this _____ day of _____ 20____ Signature/s: _____



SCHOOL FEE POLICY 2021

You are hereby notified of the following important matters regarding the payment of school fees:

1 At a meeting of The Seeker's Tower Maths and Science Academy Board on 03 October 2019, the school fees for 2020 were determined in accordance with Section 39 of the South African Schools Act, 1996. **The school fees for 2021 are R 18 550.00 per learner — Grades 1 to 7 and Grade R – R12 561.00**

2 In terms of Section 39 of the South African Schools Act, you are liable to pay these fees, In terms of Section 40 of the South African Schools Act, we may enforce this payment by taking legal action, including blacklisting on the National Credit Bureau. Should you be eligible for an exemption of the above school fees. The school only offers partial/conditional exemption for exceptional circumstances (death, loss of employment, etc.) for a specific period determined by the board.

3 The payment of school fees is, therefore, compulsory and fees are payable in advance, first payment due on 04 January 2021. School fees are reviewed annually by the Board. School fees can be paid by one of the following methods.

a. If school fees are paid in full by the last working day January 5% discount for credit card payments, EFT / Direct Deposits / Telephone Banking and Debit Card payments may be taken for learners in grades R to 7.

b. Direct deposit into the school's bank account. Parents are advised that, for security reasons, **cash payments will no longer be accepted** at the School and parents are requested to make deposits directly into the School's bank account, details as follows:

Account in the name of: **THE SEEKERS TOWER MATHS AND SCIENCE ACADEMY**

BANK:	Standard Bank - Vereeniging
ACCOUNT NUMBER:	240119126
BRANCH CODE:	014637
TYPE OF ACCOUNT:	Current Account
REFERENCE:	Your School Fee Account Or Family Number

A card machine is available at the office during office hours only - Strictly 08h00 - 16h00. Please ensure that the correct reference is used when making payments thereby ensuring the correct allocation of the payment. We will also no longer be accepting cheques.

Should school fees be paid directly into The Seekers Tower Maths and Science Academy bank account, a copy of the deposit slip must be e-mailed to info@tst-msa.co.za OR sent to the School's office. Should funds be paid directly into the School's bank account by means of telephonic banking, internet banking or by any other direct means, the onus is on the parent to provide the relevant information to the School's finance department so that such funds can be correctly allocated to the correct learner's account. Please ensure that your school fee account number / family number is used as a reference on all deposits.



4 Monthly payments shall be payable on or before the 7th of each month. In the event of the parent failing to pay the monthly school fees on the due date, the full account will become due and interest at the rate of 9% per annum, compounded monthly, and calculated on the reducing balance outstanding from time to time will be charged. Should payments be made directly into the school's account for any other reason, e.g. stationery; trips, etc., this is to be clearly marked as such or such payment will be credited to the school fee account.

5 Should parents fail to pay the school fees timeously, or pay such fees and monies on demand by the Principal or authorized representative, The Seekers Tower Maths and Science Academy Board will give parents who are in arrears 90 days written notice of its intention to institute legal proceedings. Parents will have 7 days from due date of the notice to pay the fees. Thereafter the case will be handed over to the School's debt collectors / attorneys to institute legal proceedings to recover the outstanding school fees. The parents will then become liable for the legal costs of collecting such fees and monies in accordance with the accepted attorney / debt collector / client scale.

6 The Board of the School shall have the right to amend the school fees as mentioned in paragraph 1 above, and method of payment thereof, subject to proper consultation with the Parent Body. A term's notice (where possible) will be given in the event of the school fees being raised.

7 School fees, interest on arrear school fees and any other monies collected by the School shall be paid into the School Fund administered by the Board and the Board shall be entitled to apply such monies in the manner it deems fit, but subject to the conditions of the Education Act, in particular, and to an annual audit.

8 Parents are however reminded that, in terms of the Act, both parents are, both jointly and severally, responsible for the payment of school fees and divorce settlement agreements are not binding on third parties.

9 Should parents not be able to pay the stated school fees to the School, they may, in terms of the South African Schools Act, apply for partial/conditional exemption from the payment of school fees. It is the responsibility of the parent to advise the school of such circumstances and to submit a formal application for assistance on the prescribed forms available from the school's Accounts Department. Before the application can be considered, the parents will be required to produce the following documented information, but not limited to:

- a. Total gross annual income (household — including any persons living in the home and contributing to the household expenses). Salary advise or letters from employers as proof of income must be provided. Proof of job loss, and death certificate.
- b. Number of dependents and reason for dependency.
- c. The total annual necessary expenses.
- d. A statement of Assets and Liabilities.



- e. Parents must submit the application in person directly to the authorized school representative in the School.
- f. Parents are to make themselves available to be interviewed by a member of the School Board should this be requested of them.
- g. All applications are to be submitted to the School by no later than 30th March of each school year and can only be for the current school years' fees. Assistance cannot be considered for any debt brought forward from a previous year. Parents are legally liable for the arrear amounts and will need to make acceptable arrangements to reduce any such amounts. A new application and substantiating documentation will be required for each year that assistance is required. Applications must be submitted to the school within seven (7) working days of being issued, failing which it will be deemed that no assistance is required.
- h. Parents will be advised of the Board's decision within thirty (30) days of lodging the application.

Parents must be able to prove that the information provided is true and correct — documentation/statement to be signed in front of a Commissioner of Oaths.

CONFIDENTIAL



NOTICE

Parents shall give a term's written notice before removing their child from the School and this obligation shall be applicable irrespective of the reasons for the removal of the child from the School. This is not applicable to Grade 7 learners leaving at the end of their final year at the school.

Parents, who fail to give the required written notice to the School, will be held liable for term's School fees in lieu of the notice period.

In the event of the parent removing the learner from the School in the month of September, the parent shall be liable for the full fees.

It is hereby recorded that the School depends on the adequacy of amounts standing to the credit of the School Fund. The School Fund is funded predominantly by the parents of the learners. Subsidies and loans are only granted in exceptional circumstances and the School can, therefore, not readily rely on State aid. Failure by parents to pay School Fees and other monies owing to the School timeously will result in financial hardship to the School and possible closure of the School. The parent therefore undertakes to pay School Fees and other monies owing to the School.

On enrolment of the learner for the first (bona fide) to the School (grades R — 7) a R1 550.00 (**one thousand five hundred and fifty rand**) non-refundable acceptance fee is to be paid to the School.

It is important that ALL parents old and new must sign and return the attached acknowledgement and understanding of the School Fees Policy of The Seekers Tower Maths and Science Academy. Annexure A by 15th December 2020

The Board would like to thank the parents for their co-operation in the payment of school fees. It is through the prompt payment of school fees that The Seekers Tower Maths and Science Academy can continue delivering quality education by highly competent and caring educators in a safe learning environment.

Yours faithfully

PF Ndaba
Principal

TJ Maloma
Chairman – TST-MSA Board



ANNEXTURE A -To be completed and returned to the school:

THE SEEKERS TOWER MATHS AND SCIENCE ACADEMY

SCHOOL FEE / FAMILY NUMBER: _____

I/we, _____ ID number/s _____
(FULL NAMES)

being the responsible parent(s) / guardian(s) of pupil, _____
(FULL NAMES)

in Grade _____ acknowledge and accept the 2021 School Fees Policy dated 08 November 2020.

SIGNATURE: _____ DATE: _____

SCHEDULE OF FEES - 2021:

ANNEXTURE B - To be completed and returned to the school:

Family Name _____ Account: _____

	Name and Surname	Grade 2021	Gender (M / F)	Age	ID Number
Child 1					
Child 2					
Child 3					
Child 4					



SCHOOL FEES

Per child — **R 18 550.00 per learner (Grades 1-7) & R 12 561.00 per learner (Grades R)**

TERMS OF PAYMENT

Please indicate your choice of payment — note that all payments are to be in advance and settled within 7 days of the option selected.

☐ **OPTION A** — In full in advance (by no later than the end of JANUARY of the year in which the fees are due).

GRADES 1-7: R 17 622.50 per learner & GRADE R: R 11 93.95 per learner (credit card/efb/debit card/direct deposit payments only) — per annum. AFTER THE RELEVANT DISCOUNTS HAVE BEEN DEDUCTED.

☐ **OPTION B**— Direct transfer into the school's bank account over **10 MONTHS**: R 1 855.00 (Grades 1-7) & R 1 256.10 (Grades R)

☐ **OPTION C**— Direct transfer into the school's bank account over **11 MONTHS**: R 1 686.36 (Grades 1-7) & R 1 141.90 (Grades R)

METHOD OF PAYMENT

Various payment plans are available to Parents in order that finances may be tailored to individual needs — please indicate your choice:

- ☐ **CREDIT CARD / DEBIT CARD** — straight and budget facility available at the school
- ☐ **DIRECT TRANSFER** — by various methods e.g. telephone banking, internet banking etc

SIGNATURE: _____

Principal

DATE: _____

SIGNATURE: _____

Parent

DATE: _____



(PLEASE PRINT LEGIBLY)

Title	Initials	Surname	ID No/Passport:
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FROM: (Name of Parent)

ADDRESS: Physical

Postal:

Home:	Work:	Cell:
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TELEPHONE:

EMAIL: