



SAGEWOOD SCHOOL

Educating the Whole Child

RE-REGISTRATION BOOKLET 2012

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28th September 2011

JJP

Dear Parents/Guardians

SCHOOL FEES - 2012

Once again we are proud to report on a very successful 2011, some of which have been appreciated by the various stakeholders in our community. Major accomplishments to date include:

- Upgrade of our pre-school with Dura turf
- A new, sunny, aftercare room in the Prep school
- New access road and parking for to the Prep school
- Upgraded entrance and access points allowing for smoother traffic flow
- 2 New tennis courts
- 3 Cricket practice nets
- Revamp of the old sports field
- Finalisation of school hall plans

At the close of 2009 the management team of Sagewood School committed to a plan which would place Sagewood as the School of Choice in the Midrand area. It is clear that the team with the support of all the stakeholders within the Sagewood Community have made significant strides in this direction. We certainly want to thank our parents for showing the support they did during this year. Your support and trust in us to deliver on our promises have resulted in a positive outcome for all at Sagewood.

The plan is to continue with the drive to improve the learning environment for our children. More comprehensive steps will be taken to improve the safety of our children, staff and assets on the school campus. Consistent with the growth at Sagewood, the management team have recognised the need for a dedicated estate manager to oversee the maintenance, development and security of our campus. A new position has been approved and we hope to have someone on board effective January 2012.

As with any business of our magnitude increasing costs are a continuous challenge. Sagewood fully recognises this burden on parents and has put a lot of thought and strategy behind the 2102 school fee structure. In keeping with our mission of being the most affordable school in Midrand we are pleased to announce the 2012 fees increases as follows:

Grades 000 – 7	9%
Grades 8 & 9	5%
Grades 10 – 12	2.5%

The college fee increase is strategic and places Sagewood as the most affordable independent school in Midrand

Development levies will be discontinued effective 2012. Camp fees, however, remain mandatory

We continue to strive to increase the efficiency of the collection of school fees, and will continue to implement the policy of providing two options for payment. Upfront payments which is rewarded with a 5% rebate or the monthly payment made by debit order which is mandatory. All those parents who have not yet committed to paying fees using the debit order system are requested to complete the attached form.

It is mandatory that every child in the school is re-registered by the parents, in preparation for enrolments for the New Year. Registration is crucial, as we are inundated with applications and need to establish the enrolment for 2012. Your support in this regard is appreciated. Notification of withdrawal must be done by Friday, 14 October 2011 after which deposits will be forfeited.

As we accelerate our 'Way Forward' we eagerly await the implementation of our plans for 2102. Major items will include:

1. The construction and completion of the school hall.
2. The building of the ablution facilities which will service the swimming pool and sports fields.
3. 'Pimping' of our old bus providing more options for the transportation of our children.
4. Extensions to the College building.
5. Working very closely with our PTA in order to increase the parental participation and provide a meaningful forum for the parent body.
6. Upgrading our computer rooms in order to enhance our ITC offering.
7. Revamping our library and taking the first steps to creating an effective resource centre.
8. Staff development – thereby improving the skills of our staff which can only create positive spin-offs for our children.

We thank you for your ongoing support and look forward to a longstanding relationship.

Yours faithfully

J. J. Patel (Ms.)
Director

THE SAGEWOOD SCHOOL FEE IS AN ALL INCLUSIVE FEE

GRADE	MONTHLY FEES OVER 11 MONTHS	ANNUAL FEE	ANNUAL FEE PAID UPFRONT BY 31st JANUARY 2012	REFUNDABLE DEPOSITS
PRE-PRIMARY	PRE-PRIMARY		PRE-PRIMARY	
Grade 000 (3 - 4 years)	R2 903	R31 937	R30 340	R8 700
Grade 00 (4 – 5 years)	R2 973	R32 700	R31 065	R8 900
Grade 0 (5 – 6 years)	R3 022	R33 245	R31 583	R9 000
PREPARATORY	PREPARATORY		PREPARATORY	
Grade 1 – 7	R3 865	R42 510	R40 385	R11 500
COLLEGE	COLLEGE		COLLEGE	
Grade 8 - 9	R4 085	R44 940	R42 693	R12 250
Grade 10-12	R4 845	R53 300	R50 635	R14 500

SCHOOL FEES INCLUDE:

- Eye tests
- Aftercare
- Stationery
- Text books
- Hearing tests
- IEB examination fees
- Educational day outings
- Sports training and coaching
- Olympiads and Aptitude tests
- School readiness assessment for grade 0

EFT payments must be identified with the use of the eldest child's name, surname and grade.

PLEASE NOTE:

- An assessment fee of R500.00 is payable on the day of the assessment. Cash, debit card and credit cards accepted. No cheques.
- The refundable deposit is payable before admission, which secures a place for the child
- Fees should be paid in **advance by the 7th of every month through debit order – this is mandatory**
- Late payment of fees will carry interest at 15% above bankers prime lending rate
- Fees are payable for the first 11 (eleven) months of the year
- A rebate of 5% is available for annual fees paid up front in full by no later than 31st January either by EFT or debit card or cheques. Discount is not available with credit card payments
- A rebate of 5% is available for siblings.
- Aftercare penalty of R60.00 per hour or part thereof will be charged for late collection of children after 17:30pm

NB. Extra costs: School uniform, school camps and photographs.

Camp fees will reflect on your statement as from January and is mandatory

POLICY: DEBTORS

The purpose of the policy is:

1. To standardise the procedure for the collection of outstanding fees.
2. Details of the payment of fees are available from the finance department. The methods of payment are:
 - 2.1 Annually by 31 January
 - 2.2 Monthly payments for 11 months (January to November), by the 7th of every month by debit order.
3. No cash payments will be accepted at the school. This can be made at any branch of Standard Bank.
4. Interest on overdue fees is charged monthly on all outstanding tuition fees. The rate is 15%. This is to encourage parents to pay the school account on time.
5. Enrolment: Parents are obliged to complete the application form which includes the terms and conditions of Admission and Enrolment upon acceptance into the school.
6. Annual registration: All learners are required to be registered at the school on an annual basis. Learners may not attend school and their names will be removed from the class lists unless a "Learner / Family registration form" has been received by the school before the tenth day of the school year. Any outstanding fees from the previous year must be settled before registering at the start of the year. In the event that a parent is not able to comply, they must make an acceptable arrangement indicating when fees will be paid. Should they fail to meet that promise, they will be deemed to be in breach of the contract, and the learner will therefore not be able to register for the new academic year.
7. Procedure for collection:
 - 7.1 Parents will be invoiced for fees monthly and statements will be sent on a monthly basis.
 - 7.2 If the account is outstanding for 30 days, a first warning letter will be sent. The letter will warn parents that they are in breach of the contract, and that the learner may be excluded from the start of the next term as a consequence of the breach of contract. The parents will be given seven working days to settle the account.
 - 7.3 Should the account remain unpaid after the window period stated above, parents will receive a second letter advising them that the contract will be terminated at the end of the term, and that alternative arrangements should be made for education of the learner in question. The deposit will be used to offset the outstanding fees.
 - 7.4 Once the contract has been cancelled and the learner excluded from school, the account will be handed over to a debt collection agency, the School's attorneys, or another suitable agency, for collection.
8. All procedures and communications concerning the collection of fees will be conducted by the finance department. The principals of the schools will not be involved in the process.
 - 8.1 General: All communication with parents will be recorded on a data collection system. The School reserves the right to record any conversations with any parents.
 - 8.2 All communications concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the school.
 - 8.3 Collections will be allocated against the account in the following order:
 - 8.3.1 Legal fees
 - 8.3.2 Interest
 - 8.3.3 Extra's (books, trips, insurance premiums etc.)
 - 8.3.4 Tuition fees
 - 8.4 Credit balances on the account of a learner who has left the school will be refunded to the person(s) responsible for the account two months after the learner has left the school.
9. Camp fees are mandatory. It will be reflected on the statement from the first month of the year.

Approved and adopted by the Sagewood board of Directors on 7 November 2009 –

SAGEWOOD SCHOOL

2012 FOUR TERM CALENDAR

TERM 1 (50days) / ISASA 4 TERM (50days)	
Start: Wednesday 11 January	Staff: Monday 9 January
Close: Tuesday 20 March	Tuesday 10 January
Public Holidays: Monday 21 March (Human Rights Day)	

TERM 2 (50 days) / ISASA 4 TERM (50days)	
Start: Wednesday 11 April	Staff: Tuesday 10 April
Close: Friday 22 June	
Public Holidays: Friday 06 April (Good Friday) Monday 09 April (Family Day) Friday 27 April (Freedom Day) Tuesday 1 May (Workers Day) Saturday 16 June (Youth Day)	
SS Closed: Monday 30 April (School Holiday)	

TERM 3 (51 days) / ISASA 4 TERM (48days)	
Start: Tuesday 17 July	Staff: Monday 16 July
Close: Friday 28 September	
Public Holidays: Thursday 9 August (Women's Day)	Eid: Sunday 19 August
SS Closed: Friday 10 August (School Holiday) Monday 24 September (Heritage Day)	

TERM 4 (41 days) / ISASA 4 TERM (39 days)	
Start: Tuesday 9 October	Staff: Monday 8 October
Close: Wednesday 5 December	Thursday 6 December
Public Holidays: None	Friday 7 December
SS Closed: 13 November (Diwali)	
Golf Day: Date to be finalised	

2012	TERM 1	TERM 2	TERM 3	TERM 4	SATURDAYS	TOTAL
SCHOOL DAYS	50	50	51	41		192
ACADEMIC STAFF	52	51	52	44		199
ISASA	50	50	48	42	6	196

2013

First Day	Support Staff :	
	Academic Staff:	Monday 7 January 2013
		Tuesday 8 January 2013
	Learners:	Wednesday 9 January 2013

EFFORTLESS FUNDRAISING THE MYSCHOOL INITIATIVE

We are delighted to note that more parents have responded to the MySchool initiative. If you are still not an owner of one of these wonderful money generators, please continue to read...

To date we have 240 card holders. We express our appreciation to those parents that responded to our requests for support. We still have a potential 1400 card holders in the Sagewood community.

The MySchool initiative is an easy way to raise money for our school through the swipe of a card. Each time you swipe the card, 0.5% of the value of your spend is donated to the school of your choice. The card can be swiped at more than 2500 stores nationwide. Some of which include: Woolworths, Engen Garage, Walton's, Reggie's, Toys R Us, Club Travel, Jack's Paint Hardware and Supa Quick.

Should you have a card linked to another beneficiary school and wish to change this to Sagewood Schools, please reply to this email and we will do what it takes to get that changed.

If you are already making money for Sagewood School by swiping that card, we thank you most sincerely!

REPLY SLIP

RETURN: FRIDAY, 14th OCTOBER 2011

I parent/guardian of _____ in grade _____ hereby acknowledge receipt of the Registration Booklet.

I hereby acknowledge the return of the following forms which have been completed and signed:

Registration form

Debit Order Form or _____

Supporter Card Application Form

Signature or Parent/Guardian

Date



SAGEWOOD SCHOOL

RE-REGISTRATION FORM

(This can be used for one child or a family)

I _____ parent/guardian of
_____, _____, _____

in grade/s _____, _____, _____ respectively, hereby commit to sending my
child/children to Sagewood School for the year 2012.

I hereby commit to pay the fees by:

3. Monthly debit order

or

4. Payment upfront

Signature of Parent/Guardian

Date

LEARNER'S FULL NAME & GRADE:

AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS IN LINE WITH THE SAGEWOOD SCHOOL'S LEARNER APPLICATION AND TERMS OF ENROLMENT FOR ADMISSION:

A. AUTHORITY

GIVEN BY: (NAME OF ACCOUNT HOLDER) _____

ADDRESS OF ACCOUNT HOLDER: _____

BANK ACCOUNT DETAILS: BANK NAME: _____

BRANCH NAME AND TOWN: _____

BRANCH NUMBER: _____

ACCOUNT NUMBER: _____

TYPE OF ACCOUNT: CURRENT (DELETE WHERE NOT APPLICABLE)
CHEQUE/SAVINGS/TRANSMISSION

DATE: _____

TO: (NAME OF BENEFICIARY) _____

ADDRESS OF BENEFICIARY: _____

1. I/We hereby authorise SAGEWOOD SCHOOL to issue and deliver payment instructions to SAGEWOOD SCHOOL'S banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Learner Application for Admission.
2. The individual payment instructions so authorised to be issued must be issued and delivered monthly/bi-monthly/three-monthly/six-monthly/annually/weekly/bi-weekly (**delete which is not applicable**) (interval) on or after the dates when the obligation in terms of the Learner Application for Admission is due and the amount of each individual payment instruction may not be more or less than the obligation due.
3. The payment instructions so authorised to be issued must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Learner Application for Admission. The said number should be added to this form in Section E before the issuing of any payment instruction and communicated to me directly after having been completed by you.
4. I/we agree that the first payment instructions will be issued and delivered on or after _____ (date). Subsequent payment instructions will continue to be delivered in terms of this authority until this authority is cancelled by me/us by giving you notice in writing of not less than the interval (as indicated in clause 3 above) and sent by prepaid registered post or delivered to your address indicated above.

B. MANDATE

I/We acknowledge that all payment instructions issued by SAGEWOOD SCHOOL shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.

C. CANCELLATION

I/We agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Learner Application for Admission Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to SAGEWOOD SCHOOL.

D. ASSIGNMENT

I/we acknowledge that the party hereby authorised to effect the drawing(s) 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 contract/authority to any third party without prior written consent of the authorised party.

SIGNED AT _____ ON THIS THE ____ DAY OF _____

SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT

WITNESSES:

E. AGREEMENT REFERENCE NUMBER

The agreement reference number is _____



MySchool MyVillage MyPlanet Supporter Card Application

MySchool MyVillage MyPlanet

To apply online go to www.myschool.co.za or e-mail us at cs@myschool.co.za, call 0860 100 445 or simply complete this form and fax to 0866 822 833.

Beneficiary Details (you may support up to 3 Schools/Charities):

This request is for a: New Card Replacement Card

If you are a current MySchool supporter, please provide your card number.

Your card no:

	Beneficiary name	Address/Branch/City	Phone Number (not compulsory)
1.			
2.			
3.			

Your details:

Title: Gender: Male Female Language: English Afrikaans

First Name:

Surname:

ID Number:*

*Your ID number is compulsory in order for us to process your application

Postal Address:

(For card delivery)

Postal Code:

E-mail Address:

Telephone (H):

Cellphone:

Telephone (W):

Children's Details (if applicable):

	Child's name	Surname	Date of Birth (YYYY/MM/DD)
1.			
2.			
3.			

Keep me informed:

1. MySchool will send you a monthly e-mail statement reflecting your transactions and funds raised.

2. Permission for MySchool to talk to you:

MySchool would like to keep you updated about new partners, competitions, exclusive promotions, announcements and other marketing information. You may opt out of this communication at any time.

I DO NOT want MySchool to contact me via the following channels (select if applicable):

Email SMS Post

3. Permission for Woolworths to talk to you

Woolworths offers a tiered loyalty programme and preferential pricing exclusively for Woolworths and MySchool cardholders. The tiered benefits are sent via email and/or post. You may opt out of this communication at any time.

I DO NOT want Woolworths to contact me via the following channels (select where applicable):

Email** SMS Post** Telephone **Please note you will not receive loyalty benefits if selected

I DO NOT want to share my details with a third party (select if applicable)

Your Signature _____

Date _____

Every Swipe Counts! Fax to 0866 822 833 or Call 0860 100 445