NC

Lord Milner School

**Finances – Orientation Day – 11 October 2024**

 **2020**

**ctober 2019**

1. **A SCHOOL IS A BUSINESS** – Quality care, food, education, extra-mural activities cannot be provided without money.

**Lord Milner IS A QUINTILE 5** school that only receives R186 per learner per year from the Education Department. We are a **fee-paying school** where the paying of ALL school and boarding fees is **COMPULSORY**.

As a new applicant/parent you understand that by registering your child at Lord Milner School you ensure affordability and commit yourself to paying all the fees in full (be it in a year/term/month agreement) for the year 2025.

1. **DRAFT 2025 FEES STRUCTURE**

**Fees Structure Annually:**

**DAY SCHOLAR FEES**

Tuition/School Fees **R19 000**

**BOARDER FEES**

Tuition/School Fees **R19 000**

Boarding Fees **R46 000**

 **R65 000**

1. **MAINTENANCE FEE of R250**

All new learners must pay a R250 maintenance fee on orientation day or when they are registered at Lord Milner School.

1. **EXSTRA MURAL TRANSPORT**

Please note that all transportation costs for extra mural activities away from the school will be the responsibility of the parents.

1. **PAYMENTS – BANKING DETAILS**

First National Bank All Fees account: **5420 217 6507**

Bela-Bela Clothing Shop account: **6202 050 6070**

Branch code: 260 347

**No cash payments at school – a huge security risk.**

**Take note that No Card Facilities are available at the school.**

**Preferred method of payment is an Electronic Fund Transfer / EFT**

1. **PAYMENT OPTIONS**

To be able to function and educate your child at school and to look after your child in the boarding home, the school needs to RECEIVE THE FEES AT/BEFORE THE BEGINNING OF A TERM.

**OPTION 1: TO DEPOSIT FEES OVER 3 TERMS**

**Fees Structure per Term**

**DAY SCHOLARS: INITIAL TERM 1 TERM 2 TERM 3 TOTAL**

 **PAYMENT**

School Fees: **R1 900** **R5 700** **R5 700 R5 700 R19 000**

**BOARDERS: INITIAL TERM 1 TERM 2 TERM 3 TOTAL**

 **PAYMENT**

School Fees: **R1 900** **R 5 700** **R5 700 R5 700 R19 000**

Boarding Fees: **R4 600 R13 800 R13 800 R13 800 R46 000**

 **R6 500**  **R19 500 R19 500 R19 500 R65 000**

VERY IMPORTANT: Without exception if option 1 is chosen, all fees for the term must be paid in FULL ON THE FIRST DAY OF THE TERM.

**OPTION 2: MONTHLY PAYMENTS OVER 10 MONTHS**

**Fees per month from December 2024 to September 2025 (Over 10 months)**

Day scholars: R1 900 over 10 months

Boarders: R6 500 over 10 months

BUT make very sure that your first monthly payment is done by the **end of**

**December 2024** **or before the school opens** on 15 January 2025.

**VERY IMPORTANT:**

* A monthly agreement will be signed with the school on the FIRST DAY of the term.
* On the first day of the term **PROOF of your MONTHLY ARRANGEMENT** where possible must be provided. (For example, your arrangement with your bank for a debit order over 10 months. Monthly payments can also be done on your bank app on your cell phone. Be reminded that these arrangements cannot be done at the school).
* This monthly arrangement agreement will then be valid for the rest of the year.
* If a parent deviates from this monthly agreement it WILL BE CANCELLED and option 1 will then become compulsory, which is to pay the fees in full at the beginning of every term.

**OPTION 3: TO DEPOSIT THE FULL FEES AT THE BEGINNING OF THE YEAR**

For a day scholar to pay the full fees of R19 000 by the first day of the first term.

For a boarder to pay the full fees of R65 000 by the first day of the first term.

1. **SCHOOL FEES REDUCTION – Tuition Fees only!**
* If all school fees are paid before 28 February: 2.5% discount of R475

ONLY on school fees will be given.

* No discount on boarding or any other fees.
* Reduction for 3rd and 4th learners only (50% on 3rd and 100% reduction for 4th child)

and ONLY on school fees.

1. **INSTRUCTIONS FOR DEPOSITS**
* **REFERENCE VERY IMPORTANT**

**The following must be included:**

* + **School Account no: e.g. B190**
	+ **Surname and Name**

For example: B190 MatlalaLethabo

 **When payment for more than one child is done, you can indicate it as follows:**

For example: B181/A110Mahlangu

* Please do not use your child’s laundry number when you deposit your school fees.
* Please do not **only** use the words fees, bus fees, return bus as the only reference.
* DO NOT put only the **name** of the child for example Lethabo (we have many Lethabo’s)
* DO NOT put only the **surname** of the child as a reference for example Mahlangu.

YOUR CHILD’S NAME AND SURNAME IS NOT UNIQUE AND CANNOT BE USED AS AN ONLY REFERENCE.

* Please use the correct bank account number. **DO NOT PAY SCHOOL FEES INTO THE CLOTHING SHOP ACCOUNT AND VICA VERSA**

Be warned if it happens bank charges of R50 will be charged when the transfer is done.

1. **SCHOOL CLOTHING SHOP**
* Use the correct bank account number: **FNB – 6202 050 6070**
* Use the correct Reference number for Boarders: Laundry no, Surname and Name
* Reference number for Day Scholars: use only Child’s Surname and Name

**VERY IMPORTANT:** E-mail the deposit slip to the school shop and indicate the clothing needed.

* E-mail address: schoolshop@lordmilner.co.za
* Confirm the CORRECT AMOUNT to be paid over for the clothing required before a deposit is made.
* If there is an over payment (credit) it will be transferred to the school fees account (no record of credits can be kept in the clothing shop).
* VERY IMPORTANT: Send an e-mail to schoolshop@lordmilner.co.za and provide the list of clothing items for the amount that was deposited. **NO clothing will be handed out for any deposits done if an e-mail is not received**. The school shop will then provide those items during school hours to the child.
* NO CLOTHING WILL be provided if a short payment is done and if a list of clothing items was not received by e-mail.
* NO CARD FACILITIES are available, only cash or direct deposits.
* No exchange will be made if the clothing has been marked or worn.
1. **SCHOOL CLOTHING SHOP HOURS:**
* The shop will be open from 8h00 till 12h30 weekdays.
* The shop will not be open during holidays.
* The shop will close for the year on Friday 01 December 2024.
* The Shop will re-open in 2025: Thursday 09 January 2025

 Friday 10 January 2025

 Monday 13 January 2025

 Tuesday 14 January 2025

* Parents are encouraged to do the fitting, ordering and payment of clothing before the shop closes on 01 December 2024.
1. **POCKET MONEY**

Do NOT deposit Pocket Money into school fees account as it will NOT be paid out from the office – no cash available at school and insufficient manpower.

1. **STATIONERY**

A stationery list has been provided with the Information guide that you have received – please provide your child with all the necessary stationery at the beginning of the first term.

Remember to check and provide stationery throughout the year when necessary.

1. **BUS BOOKINGS AND DEPOSITS**
* Please use the correct bank account: **FNB – 5420 217 6507**
* Please use the correct reference for bus deposits.

Bus route (**PTA / JHB**), Account no: (B195), Surname and Name.

For example: **PTA**B195KobeloMakobeli

* E-mail the deposit slip to the school and make sure that your references are correct.

E-mail: admin@lordmilner.co.za

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| **DESTINATION** | **BUS ROUTES** | **BUS FEES** |
| PTA: Pretoria Route | McDonald’s at Kolonade | R325 (Single Trip)R450 (Return Trip) |
| JHB: Johannesburg Route | Engen garage, R25, Modderfontein | R375 (Single Trip)R500 (Return Trip) |

* Bus bookings and payments can be made on the 1st day of term for the whole term.
* Do not do bus bookings or deposits in advance for the year.
* VERY IMPORTANT: All bus bookings and payments **must be made a week before compulsory out weekends (COW)**
* Although you have booked your child on the bus, your child will not be put on the bus if a payment is not received a week before COW.
* NO DISCOUNT for a return bus if it is only used one way. You will still pay the FULL AMOUNT for a RETURN trip.
* SINGLE TRIPS ONLY when the school year plan stipulates that it is a single trip.
* **NO SINGLE booking on a return trip.**
* Very important: Please indicate with every bus deposit **the bus route that we must book** your child on.

**Stick to the timetable for departure and arrival:**

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| --- | --- | --- |
| **DESTINATION** | **DROP OFF FROM LMS** | **DEPARTURE** |
| PTA: Pretoria Route | 14h30 | 15h30 |
| JHB: Johannesburg Route | 15h30 | 14h15 |

UNDER NO CIRCUMSTANCES WILL THE BUSES BE STOPPED TO PICK UP LATE COMERS.

**14. COMMUNICATION**

**14.1 E-MAIL ADDRESSES FOR PROOF OF PAYMENTS**

 **BUS** deposit slip to: admin@lordmilner.co.za

 **FEES** deposit slip for boarders to: accounts@lordmilner.co.za

 **FEES** deposit slip for day scholars to: finance@lordmilner.co.za

 **CLOTHING** deposit slip to: schoolshop@lordmilner.co.za

* Important: any queries must be directed to the correct e-mail address
* Please be encouraged to communicate with the school via e-mail to ensure prompt responseatadmin@lordmilner.co.za

**14.2 TELEPHONIC COMMUNICATION:**

Lord Milner School contact no**: 014-7300 111 014-7300 161**

 **083 6561 789**

School Shop contact no: **Communication by e-mail only:**

 schoolshop@lordmilner.co.za

**14.3 EMERGENCY NUMBER FOR BOARDERS ONLY**: 083 6561 789

 This number is only for emergencies and may NOT be used during school hours

or to contact children.

**14.4 INTERNET COMMUNICATION**

Website address: [www.lordmilner.co](http://www.lordmilner.co).za

All necessary documentation can be found on the website, as well as information regarding academics, sport and culture.

**14.5 COMMUNICATION VIA WHATSAPP GROUP**

All learners at Lord Milner are entered in a WhatsApp class or grade group.

 Please ensure that your telephone information is correct at Lord Milner

 for you to receive information from the school during the year.

**15. PROCEDURES FOR BACK TO SCHOOL**

**BOARDERS:**

* *Boarders register a day before the school term starts* ***from 12h00 till 17h00***

*VERY IMPORTANT the gate will close promptly and NO BOARDER will then be allowed to entered the premises.*

* + *Present a copy of the deposit slip of the FULL PAYMENT of R26 000 in the first term (Initial R6500 + R19650 = R26000) and thereafter as indicated on the fee payment structure per term, in the hall.*
	+ *If you are a monthly payer your initial monthly payment of R6 500 MUST BE PAID BEFORE THE SCHOOL STARTS on 15 January 2025.*
	+ *Thereafter monthly payers from January until September, will pay R6 500 monthly (on the day of their choice).*
	+ *Monthly payers must then complete a monthly arrangement agreement, that will then be valid until the end of September.*
	+ *Receive a clearance slip for the boarding home.*
	+ *Receive a gate pass for the exit.*

**DAY SCHOLARS:**

* *On the first day of the term the day scholars:*
	+ *Provide a copy of their deposit slip of the FULL PAYMENT of R7 800 in the first term (Initial R1900 + R5700 = R7800) to the school and thereafter as indicated on the fee payment structure per term.*
	+ *Or send an e-mail to* *finance@lordmilner.co.za*
	+ *If you are a monthly payer your first payment or initial payment of R1 900 MUST BE PAID BEFORE THE SCHOOL STARTS on 15 January 2025.*
	+ *Thereafter monthly payers from January until September, will pay R1 900 monthly (on the day of their choice).*
	+ *Monthly payers must then complete a monthly arrangement agreement, that will then be valid until the end of September*
	+ *Be assured that all outstanding quarterly or monthly fees will be addressed immediately and if necessary, handed over for collection.*