



MARITZBURG COLLEGE

CIRCULAR TO PARENTS OF BOYS WHO WILL BE ATTENDING MARITZBURG COLLEGE IN 2024

Dear Parents

We have come to the end of what has been an outstanding all-round year as we celebrated our 160th birthday. There is much that we can collectively be proud of, and our boys have excelled in so many areas. The year culminated in a glorious Carol Service in the Victoria Hall, as we gathered to celebrate this Christmas festive season with a number of mass choir numbers accompanied by the superb College band. The Annual Prize-giving for the 2nd to 5th Form boys was held on Friday 1 December. Our Guest of Honour, Dr Jared Robinson's (OC 2017) address titled 'You have the blood of Champions' was thought provoking, challenging and highly entertaining.

The boys have now all received their final marks and it is important that you and they reflect on their performance overall and where things may or could improve in 2024. If there are any academic issues or points of concern, please feel free to raise them at your earliest convenience through the Heads of Department, Housemasters or our Deputy Head of Academics, Mrs Jeannette Finnie.

TERM DATES:

The following dates apply for the 2024 academic school year:

- First Term: 17 January to 20 March
- Second Term: 3 April to 14 June
- Third Term: 9 July to 20 September
- Fourth Term: 1 October to 13 December [official closing date]

SUMMARY OF IMPORTANT DATES FOR THE START OF THE FIRST TERM:

Below are important dates for the first term – further details will be provided in the Term Calendar.

- Thursday, 11 January: College Shoppe opens.
- Friday, 12 January: Reception opens / Prefects return.
- Saturday, 13 January: 2nd Form boarders arrive.
- Sunday, 14 January: 2nd Form day boys start.
- Monday, 15 January: Teaching staff return / Finance Department opens / House Leaders return (Boarders only).
- Tuesday, 16 January: All House Leaders at school to help with new 2nd Form boys / 3rd to 6th Form boarders arrive / 6th Form Information Evening.
- Wednesday, 17 January: Term 1 starts [Wednesday and Friday will be a Special Routine]
- Friday, 19 January: NSC Results released.
- Friday, 2 February: New Parents' Welcoming Function
- Friday, 16 to Sunday 18 February: Free Weekend [School closes for the Free Weekend at 14:00 on Thursday]
- Monday, 4 March: Governing Body Parent Elections [E-Voting]
- Tuesday, 12 March to Friday, 15 March: School Production – *Comedy of Errors*
- Friday, 15 March: Goldstones Social Function
- Wednesday, 20 March: Term 1 ends.

BOARDERS:

Boarders are required to report as follows:

- First Term:
 - 2nd Form: Saturday 13 January between 09:00 and 10:30 [Registration in reception]
 - 3rd and 6th Forms: Tuesday 16 January by 15:00 [Tea in Clark House quad]
 - 4th and 5th Form: Tuesday 16 January by 19:00
- Second Term - All Boarders: Tuesday 2 April by 19:00
- Third Term - All Boarders: Monday 8 July by 19:00
- Fourth Term - All Boarders: Monday 30 September by 19:00

ADDITIONAL WEEKEND LEAVE FOR BOARDERS:

In addition to the dates listed above, parents of boarders may exercise the option of having their sons out for one or two Optional Weekends each term. The optional weekend is particularly designed to assist you to plan for special family occasions and must be recognised by the boys as a privilege not to be abused. Permission for such "optional" weekends may be obtained directly from the Housemasters of Clark, Nathan, Hudson, Shepstone, or Elliott Houses.

Parents are requested to adhere to the BE and School rules as far as requests and collection of their sons are concerned.

FREE WEEKENDS:

- First Term: Friday, 16 February to Sunday, 18 February [School closes at 14:00 on Thursday 15 February].
- Second Term: Saturday, 18 May and Sunday, 19 May

EXAMINATIONS:

Please take careful note of the proposed dates for the examinations. A reminder that a medical certificate must be provided within 48 hours of absence from an examination. Please note that some language examinations may be written ahead of the proposed dates.

Mid-Year:	Monday 20 May to Wednesday 12 June
Trials:	Monday 26 August to Thursday 19 September
Year-End:	Monday 28 October to Friday 22 November
National Senior Certificate:	Official Dates awaited from the Department of Education

PARENTS' EVENINGS:

It is important that parents attend these evenings. Boys should attend with their parents. The evenings run from 17:30 to 19:30.

2 nd Form	Monday 15 April
3 rd Form	Monday 8 April
4 th Form	Monday 22 July
5 th Form	Monday 29 July
6 th Form	Monday 15 July

INFORMATION EVENINGS:

6 th Form	Tuesday 16 January	It is essential that all 6 th Form boys and their parents attend this evening, as important information regarding the matric exams will be discussed.
4 th Form Camp	Monday 5 February	
3 rd Form	Thursday 18 July	The 3 rd Form information evening is to assist third form boys with their subject choices for the senior phase, and all 3 rd Form boys and their parents should attend.

Career Focus

Wednesday 24 April

Representatives from a wide variety of careers will be available to chat informally to boys about their chosen careers. This is particularly relevant to 3rd Form and 5th Form boys and will be compulsory for these grades.

LEADERSHIP CAMPS:

Parents are informed that the following Leadership Camps are being planned.

5th Form – Umkomaas Valley	Monday 12 February to Friday 16 February
2nd Form – Spirit of Adventure [Shongweni Dam]	Monday 16 September to Friday 20 September
3rd Form – Roselands/Nyala Pans	Monday 16 September to Friday 20 September
4th Form – Cobham Berg Hike	Monday 16 September to Friday 20 September

NEW STAFF FOR 2024:

We welcome the following new staff into the Maritzburg College family.

2024 Term 1 Appointments

1. Subject Head of Phys Ed/LO	Mr Rory Bremner (Old Collegian)
2. FET Afrikaans Educator Specialist	Mrs Bronwen Mantle (Returning staff)
3. English Educator	Mr Simeon Goddard (Old Collegian)
4. Part Time isiZulu Post	Miss Lindy Mkhize
5. Afrikaans and Life Orientation	Mr Sean Eva
6. Life Orientation	Mr Brent Dodd (Returning staff)
7. Marketing Assistant	Miss Samantha Campbell
8. English Educator	Mrs Reshmika Budhoo
9. Economics & EMS	Mrs Mogany Pillay
10. EO Intern	Mr Sameeth Soorju

Congratulations to the following staff on their promotions:

1. Subject Head of History	Mrs Maryke Bailey
2. Day Housemaster Calder	Mrs Kerry Bartholomew
3. Day Housemaster Lamond	Ms Kooraysha Moula
4. Day Housemaster Nicholson	Mr Mark Sanders
5. Assistant Day Housemaster Lamond	Mr Suwi Siwila
6. BE Housemaster Shepstone House	Mr Morne Morolong
7. Assistant Day Housemaster Forder	Mr Stuart Stopford

MANAGEMENT STAFFING STRUCTURE 2024:

Executive Committee:

Headmaster	Dr C Luman
Senior Deputy Headmaster	Mr M Marwick
Deputy Headmaster - Academics	Mrs J Finnie
Deputy Headmaster - Behaviour Management	Mr R Paterson
Deputy Headmaster - Boarding	Mr K Emerson
Deputy Headmaster - Co-Curricular	Mr R Kyle
Deputy Headmaster - Operations	Mr J Maistry
Deputy Headmaster - Pastoral Care & Social Awareness	Mr A Sparrow
Director of College Business	Mr K Smith
Commercial Director	Mr W Evans
Administrator	Mrs S Calmeyer
HR Manager	Mrs V Chedie
Director of Marketing and Communications	Mrs S Upfold

Estates Manager	Mrs S Elliot
Estates Project Manager	Mr K Hackland

College Counsellor	Miss L Davies
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Heads of Department – State:

Maths and Maths Literacy, IT and CAT	Mr J Maistry
History, Geography, Technology, EGD and LO	Mr G Govindasamy
English, Afrikaans, Zulu, Music, Dramatic Arts and Visual Arts	Mrs R Govender
Life Science, Agricultural Sciences, Natural Sciences and Physical Science	Mr D Trodd
Economics, EMS, Business Studies and Accounting	Mr N Pillay

Heads of Department – Governing Body:

Leadership	Mr J Tyler
Learner Well-being [RCL]	Mr L Shongwe
Mentoring [6 th Form]	Mr N Sutherland
Prefects	Mr O Kajee

Day Housemasters:

Barns	Mr S Brill
Calder	Mrs K Bartholomew
Commons	Mr B Dodd
Forder	Mr N Croeser
Fuller	Mr T Orchard
Lamond	Ms K Moula
Nicholson	Mr M Sanders
Pape	Mr M Kritzinger
Snow	Mr S Mhlongo
Strachan	Mr M Warr

Boarding Housemasters:

Clark House	Mr K Elder
Elliott House	Mr S Bosch
Hudson House	Mr W du Plessis
Nathan House	Mr R Barbour
Shepstone House	Mr M Morolong

Subject Heads:

Accounting	Ms L Campher
Afrikaans [FET]	Mrs R Brunzlaff
Afrikaans [GET]	Mrs S Cilliers
Agricultural Sciences	Mr J Tyler
Business Studies	Mr O Kajee
Careers Guidance	Mrs L dos Santos
CAT	Ms K Moula
Creative Arts & Dramatic Arts	Mrs K Thaver
Economics	Mr N Pillay
EMS	Mr A Budhoo
EGD	Mr G Govindasamy
English	Mrs R Govender
Geography	Mrs K Bartholomew
History	Ms M Bailey
Information Technology	Mr J Maistry
isiZulu	Mr S Mhlongo
Library & Information Resources	Mrs L dos Santos
Life Orientation	Mr F Maritz
Life Science	Mr M Warr
Mathematics [GET]	Mr V Noubouth
Mathematics [FET]	Ms L Udal
Mathematical Literacy	Mr M Jeewan
Music	Mr D Solomon
Natural Sciences	Mrs S Kritzinger
Physical Education	Mr R Bremner
Physical Science	Mrs K Storm
Technology	Mr G Govindasamy
Visual Arts	Mrs S Osborne
ICT Manager	Mr M Dibben

Co-Curricular Directors:

Aquatics	Mr D Sherriff
Basketball	Mr S Siwila
Cricket	Mr K Nipper
Hockey	Mr M Sanders
Music	Mr D Solomon
Performing Arts & Cultural Affairs	Mrs K Thaver
Rugby	Mr H Marnitz
Soccer	Mr N Haswell

Co-ordinators of Cultural Activities:

Afrikaans Society	Mrs Z Elder / Mr L Kruger
Art Club	Mr E Pretorius
Camera Club	Mrs D Gademan
Choirs	Mr P Harty
College Cues [Drama]	Mr J Orton / Ms M Bailey
College Cues [Dance]	Mrs C Sanders
College for Christ	Mr R Barbour
Debating	Mrs A Maistry
Enviro Club	Mr J Tyler
Hindu Society	Mr M Jeewan / Mrs S Deodutt
Interact	Ms S Kunene
Marketing	Mrs S Upfold
MC Ink	Mr R Gutteridge

Media Centre Monitors
Muslim Society
Nguni Society
Sound & Lighting Society
Speakers' Circle
Tech Squad

Mrs L dos Santos
Ms K Moula
Mr S Mhlongo
Mr D Thaver
Mrs K Thaver
Ms C McLellan

Co-ordinators of Sporting Codes:

Aquatics
Athletics
Basketball
Canoeing
Chess
Cricket
Cross Country
Cycling
E Sports
Golf
Hockey
Rugby
Shooting
Soccer
Squash
Table Tennis
Tennis

Mr D Sherriff
Mr M Kritzinger
Mr J Wilcock
Mr S Bosch / Miss B Hartley
Mr L Shongwe
Mr S Sinclair/Mr R Coutts
Mr L Kruger
Mrs K Bartholomew
Mr T Tshabalala
Mr D Trodd
Mr P Gonlag
Mr S Stopford/Mr R Coutts
Mr G Govindasamy
Mr M Dibben
Mr S Brill
Mr N Pillay
Miss C Mhlongo

Social Awareness:

College Youth Council [CYC]
Social Awareness Council [SAC]

Mr L Shongwe
Mrs R Govender

PUPIL LEADERSHIP:

Senior Prefects

Head Prefect:	C Robinson	Nicholson
Senior Deputy Head Prefect:	P Kubheka	Barns
Deputy Head Prefect:	IO Jikijo	Fuller
Deputy Head Prefect:	IG Mosupye	Forder
Deputy Head Prefect:	JP Slevin	Forder

Prefects

R Bernstein	Barns
A Botha	Fuller
O da Costa	Calder
CBI Ferraz	Calder
JM Gasarasi	Nicholson
NI Holmes	Commons
NJ Jackson	Barns
RF Jacobsz	Strachan
JZ Jansen	Lamonds
KU Jele	Fuller
J Kloppers	Pape
JH Konigkramer	Snow
JD Knoetze	Lamonds
MA Knoetze	Lamonds
R Maartens	Nicholson
JA Marcus	Forder

CI Mason
ER Maynard
A Mohamed
MH Moosa
JJ Mumford
LA Myeza
N Narain
JR Werth

Lamonds
Calder
Pape
Nicholson
Snow
Strachan
Pape
Forder

Boarder Prefects

W Beauclerk
JK Samuel
SM Nyathi
B Maphisa

Hudson House
Hudson House
Shepstone House
Shepstone House

Strachan
Lamond
Forder
Nicholson

Heads of the Boarding Houses

Clark House
Elliott House
Hudson House
Nathan House
Shepstone House

JP Slevin
SS Oosthuizen
NJ Jackson
JH Konigkramer
JZ Jansen

Shouting Captains

N Jackson
L Johnstone
M Rubuluza

Barns
Barns
Lamond

House Leaders

Barns
Calder
Commons
Forder
Fuller
Lamond
Nicholson
Pape
Snow
Strachan

TC Fulton
DJ Becket
L Dladla
SR Adie
BN Hosking
J Foster
W Beauclerk
MM du Toit
JI Marais
NA Dumakude

Sports Captains

Athletics
Basketball
Canoeing
Chess
Cricket
Cross-Country
Cycling
eSport
First Aid
Golf
Hockey
Rugby
Shooting
Soccer
Squash
Swimming

M Kritzinger
JM Gasarasi
MC van Heerden
MH Moosa
CI Mason
JR Werth
LA Newlands
LC Wassink
SS Khumalo
J Perumal
Only announced next year
Only announced next year
JK Martin
Only announced next year
WP Galliers
RM Lottering

Forder
Nicholson
Fuller
Nicholson
Lamond
Forder
Snow
Forder
Snow
Strachan
Only announced next year
Only announced next year
Strachan
Commons
Strachan

Table Tennis	SM Redlinghuys	Commons
Tennis	TL Smith	Nicholson
Waterpolo	JZ Jansen	Lamond

Cultural Captains

Afrikaans Society	To be appointed in 2024.	
Camera Club	B Gademan	Strachan
College Choir	L Ndaba	Calder
College Cues [Drama Club]	L Ndaba	Calder
Debating	MH Moosa	Nicholson
Enviro Club	B Gademan	Strachan
Gospel Choir	NL Mkhize	Calder
Hindu Society	S Govender	Commons
Interact	S Khumalo (Form 4)	Barns
Jazz Band	S Bridglal	Nicholson
Marketing	I Jikijo	Forder
MC Ink	L Dladla & M Soorajdin	Commons & Calder
Media Centre	L Khumalo	Nicholson
Muslim Society	A Mahomed	Pape
Nguni Society	O Thabethe	Snow
Sound & Lighting	J Gasarasi	Nicholson
Speakers' Circle	C Robinson	Strachan
Tech Squad	C Zondi (Form 4)	Calder

SCHOOL PRODUCTIONS:

Performing Arts at Maritzburg College has had a successful year, commemorating College's 160th Celebrations, with two highly acclaimed productions - *12 Angry Men* and *My Fair Lady*. The Dramatic Arts Department is looking forward to producing Shakespeare's *Comedy of Errors*, for the first time after a long hiatus of staging a Shakespearean play. Auditions will take place at the start of Term 1 and all interested learners are encouraged to audition for the show which promises to be lots of fun and entertainment. *Comedy of Errors* will be staged from 12th –15th March 2024. Other details for the show will be made available in the new term. In addition, the Music Department will be producing the operetta *The Pirates of Penzance*. The four-performance run of the operetta is scheduled to take place from 6th – 9th May 2024. The production of an operetta is a first for Maritzburg College and the Performing Arts committee remains committed to bringing quality live performances to the College and wider Pietermaritzburg communities.

ROUTINE FOR 2024:

For ease of reference below are the daily times.

2024 Daily Routine

07:25		School Starts
07:30	-	07:45 House Assemblies/Mentor Registration
07:50	-	08:35 Lesson 1
08:40	-	09:25 Lesson 2
09:30	-	10:15 Lesson 3
10:20	-	11:05 Lesson 4
11:05	-	11:30 Tea Break
11:35	-	12:20 Lesson 5
12:25	-	13:10 Lesson 6
13:15	-	14:00 Lesson 7
14:00	-	14:40 Lunch Break
15:10	-	17:00 Sport/ Cultural Activities

GROUP ACCIDENT SCHEME FOR SCHOLARS:

Parents are urged to thoughtfully consider taking advantage of the Group Personal Accident Insurance (GPA) offered through the school. The insurance will serve as accident cover for learners without medical aid as well as additional accident cover for those who already have medical aid.

In accordance with our safety protocols, the School Executive has made the decision that NO boy who is scheduled to participate in any sport festival and/or tournament may attend without sufficient medical insurance. Such insurance could either be in the form of the school insurance (GPA), or own private medical aid/insurance which MUST cover Accident & Emergency procedures at a hospital.

The due date for the insurance payment and confirmation of agreement is on or before 31 January 2024. You will be sent the agreement and will be able to pay via the School's Web Payment Portal. You will need to add the relevant Insurance type into your basket and process payment before we will be able to register your son onto the insurance policy.

IMPORTANT: please note that your son will only be covered once we are in receipt of:

- 1) The returned signed agreement, emailed to Zamo Mhlongo at insuranceadmin@mcollege.co.za and
- 2) Proof of Payment, via the Payment Portal.

TUITION AND BOARDING FEES

We thank you most sincerely for your commitment in paying fees and also for the sacrifices we know many of you have made in order to pay them.

I confirm that the fees for 2024 are as follows:

Form 2 (2024)

1. School Fee R72 800

Discount options are being offered to all parents for 2024 school fees, parents whose payments reflect in the Maritzburg College's bank account in full as per the dates below are entitled to an early settlement discount as follows:

- 4% for payment by 31 December 2023

The tuition fees may be paid in ten or eleven monthly instalments; parents were provided with a Tuition and or Boarding Fee Payment Options - 2024 letter and survey, if any changes are required, please inform the Finance Office urgently. Payments will run from January to October or November 2024. The election to pay over ten or eleven months must be made before 30 November 2023, should you not make an election, the full fees are due and payable by no later than 31 January 2024.

2. Boarding Fee R105 500

Kindly note the termly option of R26 375 is payable in advance prior to the start of the respective term, or monthly (including interest) should you make this election. Should payment not be received for the term or should you fall into arrears, your son will be excluded in the first week of the new term or at a free weekend.

Discount options are being offered to all parents for 2024 Boarding fees, parents whose payments reflect in the Maritzburg College's bank account in full as per the dates below are entitled to an early settlement discount as follows:

- 4% for payment by 31 December 2023

The boarding fees may be paid in ten or eleven monthly instalments, including interest; parents will be required to complete the survey sent in the Tuition and or Boarding Fee Payment Options – 2024 letter. Payments will run from January to October or November 2024. The election to pay over ten or eleven months must be made before 30 November 2023, should you not make an election the full fees are due and payable by no later than 31 January 2024. The terms and conditions of the Boarding Establishment will be adhered to, and no waiver of interest will be considered for monthly payment terms.

Form 3-6 (2024)

3. School Fee R68 100

Discount options are being offered to all parents for 2024 school fees, parents whose payments reflect in the Maritzburg College's bank account in full as per the dates below are entitled to an early settlement discount as follows:

- 4% for payment by 31 December 2023

4. Boarding Fee R100 600

Kindly note the termly option of R25 150 is payable in advance prior to the start of the respective term or monthly (including interest) should you make this election. Should payment not be received for the term or should you fall into arrears, your son will be excluded in the first week of the new term or at a free weekend.

Discount options are being offered to all parents for 2024 Boarding fees, parents whose payments reflect in the Maritzburg College's bank account in full as per the dates below are entitled to an early settlement discount as follows:

- 4% for payment by 31 December 2023

The boarding fees may be paid in ten or eleven monthly instalments, including interest; parents will be required to complete the survey sent in the Tuition and or Boarding Fee Payment Options – 2024 letter. Payments will run from January to October or November 2024. The election to pay over ten or eleven months must be made before 30 November 2023, should you not make an election the full fees are due and payable by no later than 31 January 2024. The terms and conditions of the Boarding Establishment will be adhered to, and no waiver of interest will be considered for monthly payment terms.

Please note:

Both fees will be invoiced separately in full to your son's 'T' and 'B' account during 2024 in accordance with your election of your payment terms.

Tuition Fee Exemption

Legislation entitles parents to apply for exemptions of school fees, subject to set criteria. While people who are eligible are clearly entitled to apply, we would at the same time ask our community as far as is possible to restrict such applications to cases of absolute necessity. This will hopefully ensure that the budgeted allocation of assistance is adequate and therefore that there will be no further imposition on our parent community. It will be requested of all parents applying for fee remissions to make voluntary contribution towards their son's fees. All parents who apply for a remission of fees will be asked to attend a meeting with a designated member of Management. Parents are reminded that no subsidy is received from the State and any assistance given is borne by the other fee-paying parents. The remission or exemption of fees applies only to dayboys. Boarders may not apply for exemption for either day or boarding fees. Any applications for remission or exemption will be dealt with strictly via an appointment basis ONLY, please book your appointment by following this link <https://calendly.com/roetso/fee-exemption-application>

RESOLUTIONS ADOPTED AT THE BUDGET MEETING HELD ON 27 OCTOBER 2023 FOR 2024 FEES

In terms of Section 38(1), Section 39(1) and Section 39(2) of the South African Schools Act 84 of 1996, it is resolved by the majority of the parents in attendance that:

1. BUDGET – 2024

- 1.1. The budget as presented, which reflects the estimated cumulative effect of the established trends of non-payment of school fees at Maritzburg College and the total, partial or conditional exemptions granted to parents at Maritzburg College, is approved and accepted.

2. NOTICE OF BUDGET MEETING

- 2.1. Notice of the budget meeting was given to parents of the School on 26 September 2023 and that a period of at least 30 days has lapsed since notice was given as is required by Section 38(2) of SASA.
- 2.2. The notice of the budget meeting informed the parents of the School that the budget would be available for inspection at least 14 days prior to the budget meeting as is required by Section 38(3) of SASA.
- 2.3. The budget was available for inspection at least 14 days prior to the budget meeting.

3. SCHOOL FEES – 2024

- 3.1. School fees may be determined and charged at Maritzburg College.
- 3.2. School fees at Maritzburg College for 2024 for 2nd Form (Grade 8) will be R72 800, which includes a differential rate of R 4 700 per learner per annum and excludes the deposit already paid. The school fees for 2024 for 3rd to 6th Form (Grade 9 -12) will be R 68 100 per learner per annum.
- 3.3. The school fees do not include personal accident insurance for individual learners. This is available as an optional extra, at a cost to be debited to parents, and at the specific request of parents, on whom the onus rests to exercise this option.
- 3.4. School fees at Maritzburg College will be payable in advance in full on or before 31st January 2024.
- 3.5. The Governing Body of Maritzburg College may accept payment of school fees in ten or eleven monthly instalments starting January and thereafter payable before the end of each subsequent month, to be paid in full by the end of October or November if so selected, provided that the Terms & Conditions (part of the Application Form) have been properly completed, signed.
- 3.6. Should the parents' personal details or circumstances change, they are required to notify the school in writing of such change.
- 3.7. Section 41 of the South African Schools Act process via the school collection attorneys will apply to all overdue accounts which have not been honoured, as per either of the prescribed pre-selected two options (see Points 3.4 & 3.5 above).
- 3.8. The 2024 Tuition deposit of R2 200 (excluding the book deposit of R1 500) will be credited to the last month of the last year of tuition fees i.e. 6th Form, or the year of withdrawal from Maritzburg College. Fee exemption parents will receive their deposit only after any Sundries account amounts that may be owing are deducted. The credit will be applied to any handed-over accounts there may be at the end of the learner's career; if due, the balance will be refunded. Refunds must be formally requested in writing by parents, together with their banking details. Refund of a deposit requires a term's notice period prior to refund in conjunction with a formal withdrawal notice at Admissions. Deposits are forfeited if these withdrawal procedures are not followed. Learners not returning at the beginning of any given year or term who do not adhere to the notice period will forfeit their deposit.
- 3.9. The book deposit of R1 500 will be retained in a separate account to cover any text or library books not returned annually by a pupil. Should these funds become depleted additional funds will be required.
- 3.10. Payment of Tuition fees by debit order will be compulsory for all parents (unless otherwise negotiated prior to 31st January 2024). Debit orders, currently in place for 2023, will be carried forward by the Finance Department into 2024 and the amount of the debit order will be adjusted according to the fees as approved at the AGM. Please consider the termly option dates for your financial planning and allow five working days for your debit order clearance. In 2024, termly payment dates will be: 17th January, 3rd April, 9th July and 1st October.
- 3.11. Payment of Boarding fees by debit order will be compulsory for all forms (unless otherwise negotiated prior to 31st January 2024). Debit orders, currently in place for 2023, will be carried forward by the Finance Department into 2024 and the amount of the debit order will be adjusted according to the fees as approved at the AGM. Please consider the termly option dates for your financial planning and allow five working days for your debit order clearance. In 2024, termly payment dates will be: 17th January, 3rd April, 9th July and 1st October.
- 3.12. A debit order facility for Sundries accounts is available as an option and is not compulsory. Debit order forms can be obtained from the Finance Department.
- 3.13. Payments received from Boarder parents will be allocated first to their sons' Tuition fees, if these are in arrears, and thereafter, to Boarding fees.
- 3.14. A "debtors fee" of R2 000 will be charged for anyone electing to not comply with the debit order system, and who has not paid in full by 31 January 2024;
- 3.15. A fee of R300 will be charged for any returned debit order;
- 3.16. Payments exceeding the agreed payment period attract interest at 5% above FNB Prime interest rate for all balances remaining after 30 November 2024;
- 3.17. School & Boarding fee payments made with cash, credit or debit cards attract a charge equal to the related bank charges: 1.725% for cash; 2.185% for credit cards; & 1.15% for debit cards. Any early settlement discount is reduced in accordance with the above cash deposit, credit card and debit card charges;
- 3.18. Early settlement discounts are not applicable to parents who have received financial assistance from, or a partial scholarship/bursary from, Maritzburg College.
- 3.19. A daily boarding rate for day boys who need to stay over for short periods of time, of R525 per night;

- 3.20. A full term's notice, in writing, or one (1) term's fee in lieu of notice, is required before the withdrawal of a pupil either from the School or the Boarding Establishment.
- 3.21. For 6th Form (Grade 12), once the year has commenced (whether a Day Scholar or Boarder) notice of withdrawal will not result in any reduction in the annual fee payable.
- 3.22. That no learner will be admitted to the Boarding Establishment in the event of Boarding and/or Tuition fees and/or Sundries being outstanding or unpaid for the previous month, term or year.

4. APPLICATIONS FOR EXEMPTION FROM OR REDUCTION IN SCHOOL (TUITION) FEES ONLY

- 4.1. The following procedure shall apply for exemption from and/or reduction in school fees:
 - 4.1.1. That an appointment be made with the Debtors Manager to collect application forms.
 - 4.1.2. That all applications for exemption from or reduction in school fees must be submitted to the Debtors Manager, alternatively the Accountant, of Maritzburg College on the prescribed form on or before 28 February 2024 or within 60 days of change of circumstances.
 - 4.1.3. Interviews may be conducted to verify information given by parents in respect of any aspect of the application for exemption or reduction in school fees and prescribed affidavit before any exemption is granted.
 - 4.1.4. That parents may appeal to the Head of Department at the KZNED against the decision of the Governing Body of Maritzburg College regarding exemption from or reduction in school fees, within 30 days of having received written notification from the school.
- 4.2. Single parents/ custodian parents may apply for exemption from or reduction in school fees, without the consent of the other biological parent/non-custodian parent, subject to the following conditions:
 - 4.2.1. That the single parent/ custodian so applying, must complete and sign the prescribed affidavit setting out the grounds why the application is made without the consent of the other biological parent/non-custodial parent.
 - 4.2.2. The full contact details of the other biological parent/non-custodial parent must be provided in the prescribed affidavit and a copy of the child/ children's unabridged birth certificate(s) must be submitted with the prescribed affidavit.
 - 4.2.3. That the duly completed and signed prescribed affidavit must be submitted to the Debtors Manager before an application for exemption from or reduction in school fees may be submitted.
 - 4.2.4. That a single parent/ custodian parent may not apply for exemption from or reduction in school fees until the prescribed affidavit has been submitted to the School.
 - 4.2.5. That both the prescribed affidavit and applications for exemption from or reduction in school fees must be submitted to the Debtors Manager of the School on or before 28 February 2024, or within 60 days of change of circumstances.
- 4.3. The Governing Body must consider the combined gross income of the parents as defined in the 'Regulations for Exemption of Parents from Payment of School Fees', Government Gazette R1052 published on 18th October 2006, when processing all applications for exemption from or reduction in school fees.
- 4.4. The Governing Body may delegate the handling of all applications for exemption from and reduction in school fees to the Accountant alternatively the Debtors Manager.
- 4.5. Should no application for exemption from and/or reduction in school fees on the prescribed form be received by latest 28 February 2024, or within 60 days of change of circumstances, parents shall be '*ipso facto*' barred from later applying for an exemption from or reduction in school fees.
- 4.6. The remission or exemption of fees applies only to dayboys. Boarders may not apply for exemption for either tuition or boarding fees.

5. SECTION 38A PAYMENTS

- 5.1. The Governing Body of the School may make an application in terms of Sections 38A(1) and 38A(2) of SASA to the Head of Department of the Department of Education for additional payments to State paid employees employed at the School.
- 5.2. The said application must be made in writing and comply with Section 38A(3) of SASA.
- 5.3. The payments contemplated in this Section of SASA have been reflected in the school budget.
- 5.4. The Governing Body of the School may appeal to the Member of the Executive Council against—
 - 5.4.1. the refusal by the Head of Department of the Department of Education of the application; or
 - 5.4.2. the failure of the Head of Department of the Department of Education to provide a decision on an application within three months after the lodging of the application in the office of the Head of Department of the Department of Education.

6. IMPLEMENTATION OF RESOLUTION

6.1. These resolutions, as adopted and passed by the majority of parents in attendance, must be implemented by the Governing Body of the School.

SPORTS EXCHANGES:

To assist with your planning for 2024 I need to inform parents that we have the following sports exchanges planned:

13 April	PBHS [H]
13 July	AFFIES [H]
20 July	PBHS [A]
27 July	KES [A]

Please note, hosting requests and special arrangements will be conveyed to you next year.

GOVERING BODY PARENT ELECTIONS:

This is a preliminary notice to all parents of the nomination and election of nine Parent Representatives for the Maritzburg College Governing Body for the Period March 2024 to March 2028. The meeting to elect the parent representative to the Governing Body will be held via **E-Voting Monday 4 March 2024 from 08:00**. Should a quorum not be achieved the second round of elections, where no quorum is necessary, will be held on Monday 11 March. We will be calling for candidates (who must be parents/guardians of learners at the school and who are not employed at the school) to be nominated as a parent representative to the Governing Body.

The formal notifications will be emailed to all parents.

PARENT CODE AND CHARTER:

Maritzburg College places high value on the partnership between home and school and appreciates the level of co-operation that it experiences from parents. It is with that in mind that this Parent Code has been compiled.

The Parent Code has been drafted in accordance with the Constitution of South Africa, Act 108 of 1996; the South African Schools Act 84 of 1996; the Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette 22754 of 12 October 2001, as amended in Government Gazette 29376 of 10 November 2006); and applicable provincial legislation.

This Parent Code aims to:

- Foster a positive relationship between parents and the school by providing parents with guidelines of expectations in their interactions with the school and their responsibilities regarding their children's education.
- Ensure a safe environment for all Maritzburg College learners and staff by setting out procedures that apply to parents when visiting the school as required by the "Regulations for Safety Measures in Schools".

The Parent Code and Charter is one of the formal policies of the school, and a copy is available on the Maritzburg College website <https://maritzburgcollege.co.za/documents-and-downloads/>

SUPPORT COLLEGE BY JOINING MYSCHOOL:

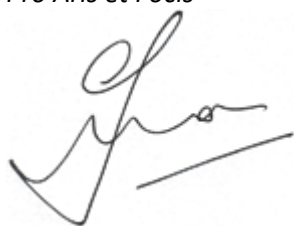
MySchool is one of South Africa's biggest passive fundraising programmes and allows you to make a difference, just by shopping. If your card is linked to Maritzburg College, then every time you use your card at any of our partner stores, they'll give back a percentage of your purchase value, on your behalf to Maritzburg College at absolutely no cost to you! Get your free card today <https://www.myschool.co.za/supporter/apply>. Every swipe counts! Remember that the virtual MySchool card is now also available on your phone - Download for free from the App Store or Google Play.

In closing, I wish you and your boys a wonderful, peaceful and safe Christmas and a happy, healthy and prosperous 2024.

Furthermore, I wish to thank you for your continued support of your boys and the school during the year.

Travel safely and God bless.

Pro Aris et Focis

A handwritten signature in black ink, appearing to read 'Dr. CJ Luman', with a horizontal line underneath.

DR CJ LUMAN
Headmaster

5 December 2023