



FEBRUARY 2022

Greetings,

Welcome to 2022, may the year be a successful one for your school!

Our collection performance returned to pre covid levels from September last year with us recording record collections of over 12 million Rand for our schools in the month of November alone.

Basic Education Laws Amendment Bill, 2021

Please see attached a summary of the Basic Education Laws Amendment Bill, 2021 which has been published for comment. The second attachment is the sections which will influence exemptions. The 3rd attachment is the full Amendment Bill.

The Amendments talk about changes to language policies, admission policies, exemptions, compulsory Grade R, disbanding governing bodies etc.

The Act is not yet enacted, but once enacted, cognisance should be given to the following regarding debt collections and exemptions:

1. The definition of a parent -

The amendment only takes the words “at school” out of definition (C) *the person who undertakes to fulfil the obligations*. It is not clear what effect this is going to have, but we believe this will give the school more power to enforce payment of school fees from this category of parent. We will investigate further and advise in due course.

2. The attendance of Grade R will become compulsory -

Every parent must cause every learner for whom they are responsible, to attend school, starting from Grade R.

This will mean that exemption will need to be provided to Grade R parents as well. In terms of compliance, public schools will need to get grade R parents to sign the Annexure “A” exemption tick list form on submission. Public schools will also need to send Grade R parents Section 41 final demand letters before handing over accounts for collection.

3. Other parent unwilling to supply exemption information -

As per the 2nd attachment and in line with the Fish Hoek High case heard in 2016 the amendment Bill propose sections to be added to Section 41 of the South African Schools Act.

A parent can provide the school with an Affidavit as proof that they do not know where the other parent is, or the other parent is unwilling to submit an application. The school would then have to evaluate the exemption on the single parent's submission and earnings. This issue was discussed in our newsletter back in March 2018. Let us know if you would like this newsletter forwarded to you.

4. Penalties for parents submitting false information -

This will help schools where parents knowingly provide false or misleading information. If a parent provides false, misleading, and fraudulent information they are guilty of an offence. They can either then be fined or go to prison for a period not exceeding 12 months, or both.

We will be on the lookout for when the proposed amendment Bill is enacted and inform our schools accordingly.

Is your service provider adequately insured?

Currently, the threat of cybercrime, fraud, and theft is the highest it has ever been.

As your service provider it is vital that we have the necessary protections in place and adequate insurance to protect your money in our care.

CeeBee has the following in place

- The latest Sonic Firewalls on our servers with numerous antivirus filters and intrusion preventative programs
- Cyber Protection policy underwritten by Bryte to the value of 25 million Rand
- Professional indemnity cover to the value of 5 million Rand underwritten by Hollard.
- Commercial Crime Insurance on our Trust account for 3rd party funds for up to 1 million Rand per case underwritten by Standard Bank.

These insurances are expensive but vital to protect your funds whilst being collected by CeeBee.

Exemptions

We are in exemption season for our public schools. It is important to process and finalize your exemptions timeously so that your internal collections can be done properly.

Process your Exemption applications as soon as possible. You need to ascertain as soon as possible who should pay and focus your collecting energy on them. The Exemption regulations state that applications should be processed within 30 days of receipt.

CeeBee provides an Exemption processing service that includes verification of the information submitted. We then analyse the application on your behalf in terms of the Exemption Regulations and prepare the outcome letter for the School Governing Body to sign off.

We also do the requisite control sheets and a statistical report of all your Exemption applications.

This service was launched last year and was well used by our clients. We have needed to employ an additional staff member to handle the volumes received. As such the price will increase this year from R50 per exemption to R60 per exemption. The maximum charge cap of R5000 will also fall away.

Alternatively, if you prefer to process your own applications, we can provide you at no cost with a comprehensive report reflecting the parent's financial status, contact details, address verification, employment details, Directorships, and property ownership.

In terms of the POPI Act parents will need to give permission for this information verification when signing off their Exemption application.

We can supply you with the correct wording.

Section 41 Final demand Letters

Send your Section 41 Final Demand letters as soon as possible to your non-payers. Section 41 Final Demand letters do elicit payments.

You can send out your Section 41 Final Demand letters as soon as you have processed your Exemption applications in the first term. This is common practice at schools that collect well.

CeeBee provides a service where we prepare and send out your Section 41 Final Demand letters via Registered email or Registered Mail. The only cost to the school is the actual per Registered email/mail costs.

For Registered emails, the cost currently is R19.95 excluding VAT per email and for Registered post via the post office R31.80 excluding VAT per letter (increase due in March). The school is then given a copy of each letter and each Registered receipt showing the Section 41 Final Demand letter was sent.

It is important that your Section 41 letters are addressed to **both** biological parents. For example, if the parents are together at the same address, the Section 41 letter should be addressed to Mr and Mrs XXX. If the parents are at separate addresses, separate letters should be sent.

If you have sent your Section 41 Final Demand letters at the end of the first term, you can hand over your non-payers by the end of August. We particularly recommend handing over your Grade 1 / Grade 8 parents as soon as possible. By doing this, the parent can be rehabilitated for the next 6/4 years at your school. Once the parent has been handed over, they will be traced then credit listed and communicated with extensively by our trained collectors. Should this process not elicit payment, then the parent will be Summonsed, and Judgement will be taken at Court by CeeBee's Legal department. All of this at no cost to the school.

PAIA Manual

As per our newsletter on 19 November 2021 it was subsequently confirmed by Advocate Ledwaba that Government schools do not have to have their own PAIA manuals.

Anyone who wants access to information of Government Schools will need to access it in terms of the Department of Basic Education's PAIA manual.

A further discussion was held with the Department with regards to PAIA and the following was mentioned:

- The Director-General will still send a notice out to all provinces with regards to the PAIA Manual and the way forward.
- In essence each Provincial Department of Education will need to have their own PAIA manual which will be used by the Government schools in that Province.

- Government schools do not have to have their own PAIA manual and will be covered by the different Provincial Department's PAIA manuals.

All schools still need to ensure that they comply with the POPI Act and the requirements of the POPI Act as follows:

- Confidentiality Agreement to be signed by all employees;
- Data Protection Policy to be implemented;
- A POPI Impact assessment to be done.
- Training to be given to all employees to raise awareness of POPI;
- Each Organisation also needs to register an Information Officer and Deputy Information Officer with the Information Regulator.

We would recommend that all Schools if they have not already done so add a consent clause to their enrolment forms:

- I/We consent for the school to collect, store, and update personal information of me/us and the student.
- I/We consent that the school may provide the information to an authorised representative for a lawful purpose only.
- I/We give consent that the information provided be confirmed and updated where necessary by the school or the school's authorised representative.

New Clients

We welcomed the following 47 new schools who have appointed us to do their collections since our August Newsletter 6 months ago.

We now service over 600 schools nationwide!

Gauteng:

Khairros Privaat Skool; Modicademy; Lotus School of Excellence; Dalpark Learning Academy; Benoni Edu College; United Church School; Marlboro Gardens Secondary School; CBC Boksburg; Vastfontein Community Transformation; Amadeo College; Al Tawheed Islamic School; Centurion Secondary School; Eduplex; Sandhurst Preparatory School; Naturena Primary School; Randpark Ridge Montessori; Afrikaans Hoër Meisieskool Pretoria; Cornerstone Christian School; The Kings School Robin Hills; Saheti School.

North West:

Silver Creek School.

Limpopo:

Southern Cross Schools; Hoërskool Ellisras; Northam Primary School; The Lighthouse Academy; Kushcke Agricultural High.

Cape Town:

Sun Valley Primary School; Gloria Botha School; Silvermine Academy; Rustenburg Girls High School.

Eastern Cape:

Johan Carinus Art Centre; Indwe High School; Port Alfred High School; Hoër Landbouskool Marlow.

Free State:

Koffiefontein Gekombineerde Skool.

KZN:

Alexandra High School; Keitsleigh Primary School; Roseway Waldorf School; Howick Preparatory School; Izotsha Primary School; St. Annes College Richardia Primary School; Rock of Christian School; St Henry's Marist College; St Augustines Catholic Primary; Umdoni Christian Academy; Shalom Akademie; Scottburgh High School.

Please feel free to contact me if you would like to discuss any of the above.

Regards,
Douglas Brake
Managing Director