GAUTENG DEPARTMENT OF EDUCATION

The Glen High School

Telephone: (012) 348 8625
Facsimile: (012) 348 8617
c/o Garsfontein Road and Corobay Avenue
Waterkloof Glen
Pretoria

P.O. Box 35073
Menlo Park
0102
South Africa

E-mail: admin@theglenhighschool.co.za
www.theglenhighschool.co.za

28 October 2026

Parents and Guardians of The Glen High School Learners

Following our Annual General Meeting held on 19 October 2026, we would like to share important updates regarding school fees for the 2027 academic year.

1. **School fees for 2027**
   - The compulsory school fees for 2027 is **R34 450,00 per learner.**
   - Fees are payable **in advance** and due by **1 January 2027.**
   - Alternatively, fees may be paid in **10 equal instalments** from **1 January to 1 October 2027.**
   - If any instalment is missed, the **full outstanding balance** becomes immediately due and payable.

2. **Legal Obligation**
   In accordance with Section 39 of the South African Schools Act (SASA), parents are legally obligated to pay school fees. Section 40 allows the school to take legal action in cases of non-payment.

3. **School Fees Exemption**
   If you wish to apply for a full or partial exemption, please contact our Credit Controller, **Mrs M. Pienaar,** at **schoolfees@theglenhs.co.za.**

   - Applications must be submitted by **28 February 2027.**
   - All applications after the above date, will be reviewed on merit.
   - The responsibility to apply lies with the parent/guardian.
   - Monthly payments remain due until an exemption is officially granted.

4. **Pre-Payment Requirements**
   A **pre-payment of R3 100,00** per learner is required upon registration or re-registration.

THE PAYMENT TERMS BELOW ARE THE ONLY PAYMENT TERMS ACCEPTED – NO OTHER PAYMENT TERMS OR DATES WILL BE ACCEPTED

5. **Early Payment Discounts**

Payment Date	Discount Offered
Paid in full by 31 December 2026	R3 445,00 per account
Paid in full by 31 January 2027	R1 722,50 per account

6. **Monthly Instalment Plan – 1 January 2027 – 1 October 2027**

Payment date	1 Learner	2 Learners	3 Learners
School fees per year	R34 450,00	R68 900,00	R103 350,00
Pre-payment paid in 2026	R3 100,00	R6 200,00	R9 300,00
1 January 2027	R3 135,00	R6 270,00	R9 405,00
1 February 2027	R3 135,00	R6 270,00	R9 405,00
1 March 2027	R3 135,00	R6 270,00	R9 405,00
1 April 2027	R3 135,00	R6 270,00	R9 405,00
1 May 2027	R3 135,00	R6 270,00	R9 405,00
1 June 2027	R3 135,00	R6 270,00	R9 405,00
1 July 2027	R3 135,00	R6 270,00	R9 405,00
1 August 2027	R3 135,00	R6 270,00	R9 405,00
1 September 2027	R3 135,00	R6 270,00	R9 405,00
1 October 2027	R3 135,00	R6 270,00	R9 405,00

7. **Payment Methods**
   Please note: **The Glen High School is a cashless environment.** Accepted payment methods include:
   - **D6-Application (Preferred method)**
   - Debit & Credit Card (at the school)
   - Internet Transfer (with proof of payment)
   - Debit Order (email Mrs Pienaar to set up)
   - Direct Bank Deposit (with proof of payment)

8. **Bank Details**
   - Account Name: The Glen High School
   - Bank: Standard Bank
   - Branch Code: 011 545 (Hatfield)
   - Account number: 011 933 690
   - Reference**: Learner's name and surname** or school fees account number

9. **Payments for extracurricular activities**
   Payments for camps, excursions, socials must be made at the cashier or using the D6-application – **NO EFT OR BANK DEPOSITS ACCEPTED.** All payments received via any other method of payment will be allocated to school fees.

10. **Office Hours**
    Credit Control (School Fees):
    Monday to Thursday 06:30 - 08:00, and 12:30 - 14:00.
    Cashier – Monday to Thursday 07:45 – 08:15; 10:30 – 11:15 and 14:15 – 15:00 (Friday afternoons – only the first and last Friday of a month)

11. **Registration of Grade 8 learner:**
    Attached please find the Annexure A that is a compulsory document required by the Department of Education. Please complete and sign the document – it must be returned to Mrs. Pienaar on or before Friday, 27 November 2026. This will be the first step in the registering process. **The second step will be to update personal information on D6**. The link will be shared with all parents/guardians as soon as it is available.

Thank you for your continued support and cooperation.

Regards,

MRS C. LAWRENCE
ACTING PRINCIPAL