



# Hoërskool Silverton

Dear Parent / Guardian and Staff

17 MARCH 2025

## **RE: OFFICE HOURS – FINANCE DEPARTMENT - FRIENDLY REMINDER**

The Finance Office and Uniform Shop will **only** be open on the following hours during school terms including one Saturday per month prior to notice given, as from 15 January 2025 until 09 December 2025:

**MONDAYS:** 07:00 am – 14.30 pm

**TUESDAYS:** 07:00 am – 14.30 pm

**THURSDAYS:** 07:00 am – 14.30 pm

**SATURDAYS:** 08:00 am – 12.00 pm

**NOTE:** Learners will only be assisted during break, before and after school only on days indicated above.

The finance office will be closed on Wednesdays and Fridays for all staff, parents and learners due to other financial duties.

We kindly request parents/guardians to make cash and debit card payments directly into our school bank account to avoid the huge volume of parents on a daily basis. **Take note: The office will not accept cash.**

### **Banking details:**

ABSA BANK

ACCOUNT NAME: Hoërskool Silverton

ACCOUNT NR: 070390116

BRANCH CODE: 632005

REF NO: \_\_\_\_\_

**Please use your enrolment number to deposit fees into the school account such as: see examples here-under**

248001/sf (school fees); 248001/u (uniform); 248001/conc (concert); 248001/MJ (matric jacket); 248001/MF (matric farewell); 248001/VE (valentines event); 248001/GRC (goldreef city); 248001/HT (high tea); 248001/8-rec (remedial extra class); 248001/9-rec (remedial extra class); 248001/GR8-conc (gr8 concert); 248001/Mr&Ms S (mr & ms Silvies); 248001/LS (life science); 248001/LA (leadership academy); etc.

Your cooperation in this regard will be highly appreciated.

Yours faithfully

pp *MR PM MEDUPE*

**HEADMASTER**

*MR CS DAMANS*

**MR CS DAMANS**

**CHAIRMAN: SCHOOL GOVERNANCE BODY**

Gauteng Department of Education  
**HOËRSKOOL SILVERTON**  
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