

# Taikura Rudolf Steiner School



2 February 2017

## The Grapevine



Nau mai, Haere Mai

A very warm welcome back to school for 2017. I trust you had a lovely break, even if the weather did not play its part. It seems now that the weather is settling and the winds are dropping. This bodes well for a positive and energised start to the year.

We have had a lovely start to our new year with our staff seminars and shared meals; our Class 12 on their mini-camp to consider what it is that lays ahead of them; our full school powhiri on Wednesday and we are now in full swing.

In case you thought that the staff just collapsed in a big heap over the summer, we have great delight in congratulating Rachel Hughes, Solveig Burns and Barbara McKenna who won a bronze medal in 50+ W12 race at the Wakama Nationals held on Lake Karapiro in January. I was also delighted to hear that Miru Shimaoka in Class 10 had been selected for the New Zealand Secondary Schools Orchestra.

Change is one of the few things in our journey through life which we can be sure of and this can sometimes cause us consternation. However, as we head to late summer and into the autumn, we recognise that all change has its times and its purpose. The opportunities for growth and development in change are only limited by our imaginations. The tasks we have at hand are for the common good. As we journey together, we take it in turns to pull at the oars of the waka, to navigate, and to make fast the hull.

The strength of this school is in its community. The coming together of committed teachers and parents means that we all contribute – in even the smallest of ways – to and for Taikura. This year, I implore you to consider what it is that you can contribute to and for Taikura and how you can help to join hands with the others in our community to hold fast to this taonga, which is Taikura.

*Waiho i te toipoto, kua i te toiroa  
Let us keep close together, not far apart.*

The meaning and purpose of the world will be fulfilled if human deeds are done in light of wisdom and with a warm and loving heart. *Rudolf Steiner.*

Nga mihi aroha

Carmel Spencer

### Mark Your Calendar!

Feb 6	All Day	Waitangi Day
Feb 8	7:30 pm - 8:30 pm	Class 8 SM Parent Evening
Feb 8	7:30 pm - 8:30 pm	Class 8 DU Parent Evening
Feb 9	8:30 am - 2:45 pm	High School Athletics Day
Feb 10	1:30 pm	High School ID photos
Feb 20 - 24	Camp Class 9	Tongariro Crossing
Feb 27 - March 3	Camp Class 8	Waimarama

# SCHOOL NOTICES

## Finding Our New Principal

A happy new year to you all!

It's a timely moment to just update the community on what progress the BOT has done in finding our new Principal. With Carmel leaving us at the end of the Term One the BOT has been moving with some haste to set in motion this most important of tasks.

Firstly, late last year we had our first meeting of the Appointments Committee, whose members consist of a good representation of our Parent and Teacher groups along with a Proprietors Trust representative.

Advertisements have already gone out for the role with a closing date of late February and currently the committee is just finalising the documentation to go out as part of the application package. I'll keep you posted!!

John Bartley  
Board of Trustees Chair

## Office Manager

Some of you will be aware already that our Office Manager, Vanessa Van Kampen, has left Taikura to take up a position with Taruna in Havelock North. The school has been most appreciative of the great work and development which Vanessa has instigated over the past few years. Vanessa has written a personal message which is in this issue of the Grapevine.

This is a time to consider the needs of the administration part of our school. While it may seem that this is an awful lot of change with me leaving as well, the finance, administration and property teams in the school are very strong and we are blessed to have the team we do. So, the Boards and management of the school see this as an opportunity to further strengthen our school.

We will be advertising this position over the next few weeks as we come to grips with what the school needs, going forward. This position will be advertised in the Grapevine as well as through usual employment avenues.

Carmel Spencer  
Principal

## Situations Vacant - Minutes Secretary for The Boards

The Boards of Taikura seek a suitably experienced and skilled person who would be available for several hours each month to be the Minutes Secretary for the Boards. This person would need to be experienced in this task, and to have a high skill set in terms of written communication, professional understanding of the needs of the Boards, excellent IT skills and a willingness to work as part of the administration team of the school. If you are interested in applying for this position, please send a covering letter with a copy of your Curriculum Vitae to:

Carmel Spencer, Principal  
C/- Taikura Rudolf Steiner School  
[principal@taikura.school.nz](mailto:principal@taikura.school.nz)  
PO Box 888,  
HASTINGS 4156

Applications close 5.00pm, Friday 17 February 2017

# SCHOOL NOTICES

## Teaching Staffing Updates

We are delighted to announce that Karyn Wills has been appointed as our SENCO (Special Education Needs Coordinator) for the Lower School. Karyn will also be assisting Kelly Sutton with our Literacy Focus for the Annual Plan this year.

Sadly, David Jordan suffered from a health episode over the holiday break and will not be covering Brendan Hamilton-Gibb's Class 5 in Term 1. David is much better now and we are very pleased to see him recovering so well. Pauline Hayes will be covering Class 5 this term.

## The Grapevine and Communication in School

Late last year, we advised that we were going to move the Grapevine to an online format (with hard copies for those who requested them). We have had some very good feedback and sharing of thoughts from our community. We are still concerned in the way in which we manage our resources and this includes how much paper we are using from an environmental perspective and also from a financial one. However, after further thought we have decided to stick with the status quo of hard copies for the time being. This will be a fortnightly hard copy, with the interim week being a short email of key notices if required.

The Board of Trustees began a conversation last year about developing a communications strategy. With so many ways of communicating available, we feel that should consider more deeply how communication happens in our school and to develop a bigger picture and plan around this. We would welcome your thoughts about communication in the school around how you personally like to receive communication. Feel free to submit these to Carmel, email or hard copy is fine, through the office. She will ensure that these go to the Board of Trustees.

## Parent Handbook 2017

We are also making a slight change to this resource. Families will receive the handbook early in 2017. This resource will remain current throughout 2017 and beyond. Separately you will receive an in-house produced booklet including names, addresses and telephone numbers of our families.

Please let me know as soon as possible of changes in address, contact phone numbers and email addresses. This list will be finalised very early in Term 1 from our student management system – we hope that this way we will reduce errors. The best way to advise the office of these changes is via email to [office@taikura.school.nz](mailto:office@taikura.school.nz).

Many thanks - Adrienne Burt

## Emergency Food Storage

As we are replenishing and updating the emergency food storage bin and we are asking that all children bring one or two cans of food to school. Please leave them with the classroom teacher. Soups, baked beans, spaghetti, fruit, canned rice etc.



Many thanks Liam Wyley

## 'Bee' Safe Wear Shoes:

During Term 1 our main field always attracts the buzz of our friendly little workers of the flowers. To ensure the children are safe from harm please check that they have suitable shoes on at all times. This is up to parents and staff to enforce. If you see one of our children on the field without shoes on, please ask them to go and put some on.



Liam Wyley Property Manager

# SCHOOL NOTICE

## Financial Update

Welcome back to the school year! I hope everyone has had an enjoyable break. Since we are back into the school year, I thought it would be timely for some friendly reminders:

### Attendance Dues

Attendance dues payments are either paid quarterly (31 March, 31 May, 31 July and 30 September) or paid in FULL by 31 March 2017. If you would like to make arrangements that differ from the above, please contact our finance team before the **31 of March**. Attendance dues for 2017 are \$1,023.50. Please pay your Attendance Dues into our Trust Account 03 1518 0040482 00. When setting up your payment please enter your child's name in Particulars, and Dues in Reference.

### Pledge forms

This week we will be mailing out to school families the 2017 pledge forms with our Attendance Dues letter (these were emailed out last year) . If you do not receive your pledge form please call into the office to collect one. Please complete the pledge form and return it to the office by 24 February 2017.

For those kindergarten families who may have forgotten to return their pledge forms from last year, please drop these into the office by 24 February 2017.

All donation are to be paid into our Trust Account 03 1518 0040482 00. When setting up your payment please enter your child's name in Particulars, and Donation in Reference.

### Sundries

Sundries for 2017 is \$279.00. Please pay your sundries into our BOT Account 03 1518 0035763 00. When setting up your payment please enter your child's name in Particulars, and Sundries in Reference.

### Outstanding accounts

Karen will be sending statements out the week of 20 of February for school and kindergarten children. Please check your statements and ensure any 2016 outstanding balances are paid.

If you have any other queries please feel free to pop into the office to see me or alternatively contact me by phone or email ([selena.crouch@taikura.school.nz](mailto:selena.crouch@taikura.school.nz))

Kind Regards  
Selena Crouch  
Finance Manager  
Taikura Rudolf Steiner School  
Rudolf Steiner School Hastings Trust  
06 8787363

Please note my work hours are:

Monday 8.45am to 4.30pm

Tuesday 8.45am to 2.15pm

Wednesday 8.45am to 2.15pm

Friday 8.45am to 12.30pm

# SCHOOL NOTICES

## Celebrating Excellence

Te Matatini is a significant cultural festival and the pinnacle event for Māori performing arts. Held every two years, it is one of the most highly anticipated events for performers, their whānau and the mass of passionate Kapa Haka fans throughout the world.

For the Kapa Haka groups, the festival is the culmination of years of hard work, passionate commitment and unswerving dedication to bring their best to the national stage. Thousands of hours would have been spent in composing, teaching, rehearsing and organising forty performers. First to qualify at their regional competition, then to prepare a single performance compressed into thirty minutes for the national stage. All with the intent to captivate, beguile and impress judges and audiences enough to progress to the final competition day and win the supreme title of Toa Whakaihūwaka.



This year Te Matatini is being held here in Hastings at the Hawkes Bay Regional Sports Park, or as it will be known for the duration of the festival 'Kahungunu Park'. Tickets for the 4 day event can be brought at Ngati Kahungunu Iwi Inc, who are on the first floor of Taikura House. This will be an exciting event to watch, and if you want to see the best in Kapa Haka, Kahungunu Park will be the place to be from the 23<sup>rd</sup>-26<sup>th</sup> of February!

Mauri ora, na Troy Gardiner

## Waiata mai!

Ngā mihi o te tau hou ki a koutou te whānau whānui o Taikura! Greetings

'Waiata mai' has started again, every Thursday from 12.30 – 1 pm. If you want to learn some of the waiata, kinaki, that your children sing at school, nau mai, haere mai te katoa, all are welcome!

Mauri ora!

Na, Troy Gardiner.

## Upper School Athletics Day – Thursday 9 Feb 2017

The Upper School Athletics Day will be held on Thursday 9 February at the Sports Park on Percival Road. Parents of students in Classes 8-12 have been sent home a news letter detailing the specifics of this event. Please ensure students return their permission slips to their sponsor teacher by Friday 3 February 2017. If you have any further questions please feel free to contact me at school.

Sanne Coulthard

## Parking

A reminder to all parents:- Please **DO NOT** park/drop off students in the staff car park or park on the grass verge on Nelson Street, as this causes traffic and safety issues for students and staff.

If you require disabled car parking please use the designated car park at Taikura House.



# SCHOOL NOTICES

## Sports News

Welcome back to Term One 2017. I hope everyone enjoyed a relaxing and revitalizing summer break. The following summer sport options are available this term.

### High School

Senior High School Volleyball – starting Wednesday 15 February

Players who are in Class 9 this year who completed a term of volleyball in 2016 can play senior volleyball term one 2017, otherwise this is for Classes 10, 11 and 12.

Orienteering/Adventure Racing:

Please see me at Sports Registration Day on Friday 3 February.

Junior Cricket: - pending numbers - Classes 8 and 9

Coaching/umpiring/sport volunteer awards and certificates

Please see me at sports registration day

High school hockey trials:

Two trials are being held for all players from Classes 8 -12 on the school hockey turf with Ann and Bill Hilton

First trial -Tuesday 7 March 4pm-5.30pm Second trial - Tuesday 14 March 4pm- 5.30pm

**Please register your interest to trial at sports registrations on Friday**

Netball info to follow after sports registration day with preseason fitness session. This will be advertised shortly.

### Classes 6 and 7

Cricket- if we can get numbers (12 minimum) Saturday mornings.

Kiwi volleyball if we can get numbers (4 aside) six players per team - Thursdays at Hastings Boys High School.

Orienteering (as advised to all parents in email)

Summer hockey is **not** organized by the school, it is a social league organized by families.

### Classes 4 and 5

Kiwi volleyball, if we can get numbers- Thursdays – Hastings Boys High School

Orienteering-(as advised in email to all parents)

Mini Pitch - if there is interest

### Class 3

In Class 3, team sport starts in Term Two, the options are hockey or netball. We will introduce these sports to the students this term to give them a go at both, and we will then gather interest from the students and parents re them playing in a team in Term Two.

There may be some practices this term to prepare students for games in Term Two.

Students from Class 3 can try other sports like volleyball, mini pitch or orienteering later in the year.

It has been brought to our attention that some of our staff are achieving well in sports.

Three of our fantastic teachers – Solveig Burns, Barbara McKenna and Rachel Hughes along with three ex parents Michelle Vette, Jean McGavock and Kristina Friedlander took part in the Senior Masters Women's W12 event. They were coached by, Linda Hill-Rennie and won bronze at the 2017 Waka Ama Nationals. Ka Pai!

Other recent teacher sports achievements.

Clayton Gibson attended the World Waka Ama Champs last year competing in several team events over on the Sunshine Coast, Australia, Troy Gardiner was part of a group who came 1st and brought home the National Trophy at the NZ Te Wananga O Aotearoa Waka Ama Course Champs, which included rescue races, coastguard activities as well as waka ama paddling. And best wishes to Brendan Hamilton-Gibbs who is heading off to the World Masters Swimming Champs in April.

It is always inspiring to hear of sporting achievements from students and staff alike so please keep us in touch, we know there are lots of students that are doing well in sports at Club, National or Regional level.

Congratulations and well done to all.

# SCHOOL NOTICES

## Surfing Club

This will start Friday 3 February.

This is a loosely formed club that has grown larger year by year. It consists of a group of parents and students numbering between 10 and 50 depending on the weather and surf conditions.

We meet at the south end of the domain at Waimarama beach at 4:15pm approximately every Friday during the first and fourth terms. There is a wide range of surfing abilities within the group. There is also a keen group of parents who surf along side their children.

Surfing lessons are provided to children and adults during the first hour after our arrival at the beach. Those who wish to have a lesson need to request one as soon as they arrive at the beach. The school has a set of surfboards available for these lessons and any spares not being used are able to be used by students without their own boards. This activity is suitable for children from Class 3 onwards.

The school does not provide supervision for children in the water. Every child who attends must have an adult with them who is prepared to supervise them in the surf and on the beach. At times parents designate one adult to watch a small group of children while they are surfing then swap over. But this is a private arrangement and not monitored by me.

The reason I am unable to supervise this activity is because I am focusing on giving lessons to individuals or out surfing myself. Any child receiving a lift in another family's car should provide them with a koha towards petrol.

Could regular attendees please pay \$10 to the School Sports Coordinator at the school office to offset the price of surfboard wax, repairs, leg ropes etc.

Clayton Gibson

### Women and Girls Surfing

Janet Osborne, the School Sports Coordinator is now running a women's and girls surf group once a month for all abilities, please contact Janet for more details.

Waka Ama Nationals photograph



# SCHOOL NOTICES

## Music

### OPERA CARMEN

The school has been sponsored 40 tickets to Carmen by Malcolm and Helen Cox. It takes place on Monday the 20 February. A bus will leave school at 10 for an 11 o'clock start and will return to school at 2:00 pm to catch after school buses.

Flyers are available at the office and from Frances. Please organise your permission slip and \$10 to the office as soon as possible and definitely before Wednesday 15 February.

### CHAMBER MUSIC CONCERTS

Overseas and NZ instrumental Ensembles will again visit Hawkes Bay this year. The tickets are \$30 for the series. Please pay this to the office as soon as possible and programmes for the year are available from Frances who can be contacted with any questions on 02102923313.

### INSTRUMENTAL LESSONS

These begin for the year in Weeks 2 and 3. Parents will be contacted by the teachers.

We thank David Jordan for all his generosity and expertise shared with many students through his Trumpet tuition. We are pleased to announce that Christopher Wilson (0272662377) will be teaching the Trumpet this year.

Vicky Miller (0274141182) is back also, and will pick up the piano students who learnt from Claudia Stanton last year. Claudia's cello students have the opportunity to learn from Sarah Bryant (0273465140) this year. All these tutors have details of existing students and their contact details, but they can be contacted by new families with any questions regarding beginning lessons.

Another new tutor is Callum Dunlop (021835766) who has returned to the Bay having studied the drums, and we are delighted he will be teaching at Taikura also. Please see Frances or contact Callum directly.

Just reminding you of other tutors and instruments being taught.

Trombone Karoline Roberts 0273008553

Saxophone/Clarinet Anton Wuts 0276418225

Guitar/Dbi Bass/Bass guitar Dan Fulton 02102997053

Flute Susan Barham 0212505290

Violin/Viola Marian Stronach 02102747869

Guitar/Ukulele Campbell Lovitt 0273484827

Because we now have 12 tutors teaching at school this year some lessons will be held in the Rudolf Steiner Centre.

We would like to increase our 80 plus students learning at Taikura, so please enquire from Frances or any of the Teachers above.

## TERM DATES FOR 2017

- Term 1: Monday 30 January High School - 13 April end of term  
Tuesday 31 January Kindergarten  
Wednesday 1 February Lower School  
(6 February Waitangi Day)
- Term 2: Monday 1 May - Friday 7 July  
Anzac Day 25 April Queens Birthday 5 June
- Term 3: Monday 24 July - Friday 29 September
- Term 4: Monday 16 October - Tuesday 13 December  
HB Anniversary 20 October Labour Day 23 October



# SCHOOL NOTICES

Dear Community,

Firstly a very warm welcome back to the school year, I trust that you have found some time to rest and rejuvenate over the holiday period.

My return to school this year as a staff member has been brief, since tendering my resignation at the end of last year. I am leaving school in much the same way as I arrived, having received a telephone call mid-December asking if I would consider taking up a position at Taruna with a new group of people. This offer put me into a bit of a quandary as I have always enjoyed by work at Taikura yet I saw a new challenge presenting itself to me, however for those of you who know me, I've always enjoyed change and a challenge and having been a parent at Taikura for some 19 years (plus kindergarten years) and following the same route to school year upon year I decided to accept this exciting opportunity and to make a change for myself.

When I came to Taikura early in 2011 it was upon invitation and on a contract basis to fundraise for a woodwork room and to strengthen our community. This time was an extremely challenging time for any organisation to secure funding and I wondered if I had set myself up to fail by taking on this challenge, however I did unsuccessfully apply for many grants for this build whilst in the meantime looking at creative ideas to achieve this (and some of you will remember the big styling event I organised in Havelock North). At this time my husband, Paul was away in Thailand working voluntarily on a restoration of a home for orphans and I was seeing the progress made by this group of volunteers and hence the idea for a community build. Of course Rosie Simpson was behind this suggestion from the very first airing and others cautiously came on board. My love of this idea was that it achieved both goals set for me, achieved the building of our woodwork room and also built up our community spirit (and it saved the Trust in the vicinity of \$75,000)!

I would like to once again thank those members of our community who volunteered hours and hours of voluntary work. Whilst people like myself were paid, it was the **volunteers** on these builds that made this project of mine so successful, right from those of you who came with a hammer, sanded, painted . . . and of course those who came and dropped off delicious food for morning teas and lunches – you were amazing and many of you went on to once again volunteer for Kereru and the refit of the library. It was hard work but lots of fun.

During my time as Office Manager (this would have been my fourth year) I have been behind many changes and initiatives. With any change there are teething problems and we have been no different so I wish to thank you all for your patience and understanding during times of change and I am sure that changes and improvements will continue for Taikura.

School life and employment is unique and is full of highs and lows and requires lots of patience and understanding and I hope that for the majority of you that I have managed to get this right which has been my will. One highlight for me was securing \$50,000 from Eastern and Central Community Trust to assist our Trust to provide the school with an all-weather turf and it has been wonderful to see this facility used by so many students for so many activities. The community builds have also been a highlight and I am proud to leave you with a happy and highly capable team at the school office who I know will meet your needs going forward. I guess one low point was the introduction of attendance dues for this year, however having had the privilege of a birds-eye view over just about every aspect of Taikura I supported and understood this decision and as a community we left the Trust with little option. I urge you all to prioritise this wonderful school and continue to support our Trust.

I have enjoyed many interactions with many of you in our community both as a parent and as a staff member and I hope that we can continue with this whilst I am a parent of the school for another two years, or maybe you might find yourself up at Taruna and I will greet you there.

Thank you and thank you again - it's been a great opportunity and experience being a staff member at Taikura.

With very best wishes,  
Vanessa

# COMMUNITY NOTICES

## Art Classes for Adults

Tuesdays 10 am -12 pm starting 7 March. Exploring painting and drawing techniques, observation drawing and good company. Listen to stories from Greek Mythology. Choose your own art project. Beginners and the more experienced welcome. Steiner Centre - 500 Nelson St Hastings. Contact Eva Urieli on 8786028 or via e-mail [evaurieli@gmail.com](mailto:evaurieli@gmail.com).

## Why Eurythmy?

On request for Hygienic Eurythmy with, the question, can Eurythmy help stress? Yes!  
By starting daily with the exercises given during this terms Wednesday morning sessions.

- The Strengthening of the Nerve-Sense System.
- The Strengthening of the Blood Circulation and Metabolism.
- Harmonising and bringing balance in the daily life stress.

Eurythmy with Piano:

When: Wednesday morning from 9:00 am - 10:00 am

Where: Anthroposophical Centre, corner Whitehead Road and Nelson Street

Cost: \$10.00 per session

Starting date: 16 February 2017

Following for Enthusiasts:

Painting lessons from 10:00 am - 12:00 pm

A study of the indications for painting by Rudolf Steiner.

Tutor: Ellen Jane Schildt v. Geest

Home phone: 06 5610389 cell phone 0211498479

## Advertising in the Grapevine:

Please note the last day to submit advertisements is Tuesday at 12:00 pm prior to publication. No adverts will be accepted after this time. If you are able to email your adverts in to me at [office@taikura.school.nz](mailto:office@taikura.school.nz) this would be preferable. Using Arial Font 11 point.

Adrienne

Receptionist Taikura School

### **Hawkes Bay Chiropractic now at 206 Eastbourne Street, Hastings.**

“Providing an experience that combines going to see a medical professional and meeting up with an old friend who cares about your wellbeing.”



HAWKE'S BAY  
CHIROPRACTIC  
*love the new you*

# CLARIFICATION AROUND ATTENDANCE DUES

We would like to take this opportunity at the beginning of the year to greet the school community. We also welcome Aimee Hawke to the Proprietors trust. Aimee brings skills and experience of work in the Early Childhood sector and we are very happy to have her join us.

At the close of 2016 the proprietors made the decision to change from a purely donation system to attendance dues, which - like sundries - are legally compulsory. This decision was the direct result of a poor response to our request for families to return their pledge forms. We are aware that a few families didn't receive our email regarding the change to attendance dues and, while we are investigating the technical problem that led to this we are also posting a copy to ensure all families receive the information. It is important that if there is a change to your contact details you let the school office know. We are taking the opportunity via the Grapevine to anticipate and respond to some potential queries. Please contact the office if you do need any clarification, we have a wonderful team of people who are there to assist you.

Sue Simpson for the Proprietors Trust

## What are Attendance Dues?

Attendance dues are a charge made by the Proprietors Trust as a condition of enrolment and attendance of students at Taikura Rudolf Steiner School. Attendance dues are a compulsory fee and not a donation (therefore they are not tax deductible). Also, they should not be confused with the 'sundries' payment which is charged by the Boards of Trustees and payable to the school itself to cover the cost of consumables such as stationery.

## What are Attendance Dues used for?

Attendance dues service loans for new or upgraded buildings as well as insurance and some building-related costs.

## Why the change?

In 2016 we asked for a return of pledge forms as an indication of the level of commitment families had to the financial resourcing of the school. For some years the level of pledges and donations has been in decline and a significant commitment was needed to continue the donation system. Unfortunately by the due date only 34% of families in the School had returned their pledge form to us. As a result, the Board of Proprietors have introduced a compulsory attendance due to provide the financial security the school needs.

## What about donations?

Yes, we do also need your donations. The attendance dues are approximately half of the suggested donation of years past, to continue providing the Special Character elements of Taikura as a Waldorf School we do still rely on donations. The suggested donation per child in 2017 is \$1000. These donations will attract the tax rebate of 33%.

## What is the next step?

1. Sign and return the Attendance Dues agreement
2. Sign and return your pledge form for donations
3. Pay or make arrangements to pay by 31<sup>st</sup> March 2017.

## How much are attendance dues?

This year they are set at \$1023.50 incl GST. This amount is capped by the government.

## Will this amount change?

Yes the amount of attendance dues set each year is linked to the costs involved in servicing the loans for the school buildings, as our loans changes so too will our attendance dues.

## When do we pay Attendance Dues?

The following are **options for payment** when the invoice is sent out to you:

1. Pay in full by 31 March, or
2. Four payment instalments due 31 March, 31 May, 31 July, and 30 September, or
3. Make arrangements, prior to 31 March, with the Finance Manager to make payment by weekly, fortnightly or monthly instalments.

## What if I have more questions?

Please let the office know and we will be happy to discuss these with you.