

RIVIERA PRIMARY

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25 January 2024

Dear Parent/Guardian



Please
Read

From the Principal's Office

Welcome back to all our parents, educators, staff and learners of Riviera Primary for 2024.

Compliments to all our families of Riviera Primary School for the New Year!

May the goodwill and the cordial co-operation between all the stakeholders of our school continue and extend further to the sole benefit of our learners.

We gladly express a sincere welcome to all our first-time parents of new learners. We trust that you will quickly feel at home and become involved in your child's education at Riviera Primary School.

A. Staff Matters

Ms R Bezuidenhout is currently recuperating at home after an operation during December. She will be back at school at the beginning of February.

As mentioned in previous communication, Mr P Malherbe is on extended PILIR leave. We are keeping him in our thoughts and prayers and wish him a speedy recovery.

A special word of welcome to all our newly appointed educators and staff:

Ms D Yssel – Grade 1 (Assistant Educator)
Ms I Lubbe – Grade 7 (Substitute Educator)
Ms S Booyesen – Grade 5 (Substitute Educator)



B. Staff Birthdays for Term 1

Ms Johanli Bekker	Grade R Educator	03 January
Ms Ingrid Lubbe	Grade 7 Educator	10 January
Ms Mariescha Wernich	Grade 6 Educator	13 January
Ms Mara Opperman	Financial Assistant	19 January
Ms Dinalda de Jager	Administrative Assistant	20 January
Ms Vicky de Nysschen	Grade 5 Educator	20 January
Ms Sarah Jane Booyesen	Grade 5 Educator	24 January

Ms Tshegofatso Baloi	Assistant Educator	25 January
Mr Brighton Utete	General Assistant	26 January
Ms Carli Scheepers	Grade R Educator	06 February
Ms Angelinah Mahlangu	General Assistant	09 February
Ms Corné Erasmus	Grade 6 Educator	19 March
Ms Chantelle Harris	Departmental Head	22 March
Ms Juanette Jordaan	Grade 2 Educator	27 March



General information:

A. Drop off & Pick up arrangements

Foundation Phase:	
Grade R learners enter & exit at the Grade R entrance. (Malan street)	NO siblings will be allowed to enter at the Grade R entrance. The gate is reserved for Grade R learners ONLY. Your support is appreciated.
Grade 1 to 3 learners enter & exit at the small gate on the rugby field. (Rose street)	NO Grade R learners are allowed to enter at Rose street.
Intersen Phase:	
Grade 4 to 7 learners enter & exit at the gate at the assembly hall. (Rose street)	NO Grade R learners are allowed to enter at Rose street.

Please **DO NOT** leave your vehicle unlocked or leave any valuables visible for potential perpetrators when you park in Rose Street.

B. School Hours

Grade R, 1 & 2	Monday – Friday 7:25 – 13:00
Grade 3 - 7	Monday – Thursday 7:25 – 13:40
Grade 3 - 7	Friday 7:25 – 13:00



Please take note of the following important information:

- Learners who arrive after 7:25 need to enter at the admin office via Ms J Kokela, whereby their names will be entered onto a data basis for future reference.
- Administration period is from 7:25 – 7:35. Educators use this time to do the attendance register. If your child is going to be late please call the office OR inform the relevant teacher via WhatsApp. A learner will only be marked present when they arrive at school.
- Parents are reminded that they are expected to ensure that the learner attends school daily, on time and for the whole school day unless there is a valid reason for absence.
- Learners that need to leave the school premises before the end of the school day must be signed out at the reception by a legal parent and/or guardian.
- Learners will not be allowed to leave the school premises with i.e. relatives/friends without the written consent of the legal parent and/or guardian.

C. School Terms

Term	Dates	Number of weeks	Number of school days	Number of public holidays
1	17 January – 20 March	10	46	0
2	3 April – 14 June	11	52	1
3	09 July – 20 September	11	53	1
4	1 October – 13 December	11	52	0

D. Parent Circulars

You will receive at least one formal circular per term from the school and other relevant communication as the need arises. Please make sure that you are registered with your correct contact information on our different class WhatsApp groups as this is the **primary** line of communication.

E. Liaison with the School

Whenever you experience a problem, you are invited to discuss the matter with the educator concerned **before or after school**. You are welcome to arrange a meeting 24 hours beforehand via the secretary with the educator. Any further discussions or urgent matters can be referred to the respective Departmental Heads. Please state the matter in brief with the full name of the learner as well as the grade and teacher concerned. Please note that the Departmental Heads are fulltime educators. No meeting with the principal can be made on Mondays to Thursdays before 08:00 and **no meetings on a Friday**.

Limit telephone messages via secretaries to learners/educators during school hours to the minimal. Kindly arrange all matters with your child beforehand to save a lot of wasted working hours.

F. School Fees for 2024

Thank you to each parent who attended our annual meeting in 2023. The following decisions were made at the meeting and approved by the parents at the meeting:

School fees for 2024: R10 800.00 per child per year

R 900 x 12 months payable from 1 January 2024



Discount of 10% (R1080) will be granted if the school fee amount is paid in full on or before 31 March 2024.

An additional and compulsory stationery fee of R850 for Grade R – 3 is payable immediately (if not paid yet) as stipulated in previous circulars from 2023.

Stationery money is not part of your school fee account.

“An investment in education always pays the best interest”
- Benjamin Franklin

PAYMENT OF SCHOOL FEES

Parents should note that fees are payable in advance at the beginning of each school year. It is a concession to the parents to ease the financial burden that arrangements are made to pay school fees over a period of **12** instalments.

School fees can be paid via internet banking or a direct deposit at the bank or cash payment at the school. We also have a pay point facility available at the school. We prefer that you make use of internet banking, a direct deposit at the bank or pay point rather than paying cash. **Please use the following reference when making payments. Family code and surname of child and indicate SF if for school fees, STA if for stationery (Grade R to 3).**

All accounts that are 30 days overdue will be followed up, and if the account is handed over for collection, parents will be responsible for all interests and costs involving their specific case. **No permission can be granted to any parent to make a once off payment for school fees at the end of the year.**

Riviera Primary is proud to be associated with TPN credit bureau. Payment of your account with Riviera Primary is not a matter of choice, it is an essential part of your agreement. Failure to pay your account, could result in a negative credit record (or 'blacklisting') which will severely restrict your access to further credit.

Remember that without funds the school cannot meet their obligations and responsibilities.

EXEMPTIONS

By law, parents who qualify must apply annually in writing for exemption. The application for exemption can be collected at the reception.

The application for exemption can only be completed by the parent or legal guardian. The form must be properly completed with all information and relevant documentation. The documentation requested must be attached to your application and submitted at reception at Ms J Kokela. Applications must be handed in no later than **29 FEBRUARY 2024**.

Applications are processed by the School Governing Body and TPN.

According to Article 39 and 40 of the South African School's Act **both parents** are liable for the payment of school fees and the payment of school fees can be **enforced by process of law**. School fees are according to law classified as statutory debt as published in the Government Gazette number 28864, Part D, 24 (v) "Living expenses, inclusive of, but not limited to: (cc) school fees.

If your financial situation changes at any time during the year, please inform the financial office immediately for assistance or advise.

G. Learner Medication

From time to time a learner who has an allergic and/or medical condition may need medication. Their medication can be stored at school. Please make sure that it is marked with the name of the learner, the dosage, and the circumstance to be given. **Parents also need to write a consent letter which give the school permission**

to hand out the medicine if necessary. Educators are not allowed to dispense ANY medication (this includes Panado tablets) without written consent.

H. Safety & Security of Learners

Please take note that:

- The school gates open at 6:15 in the morning. Terrain duty for educators commence at 7:00.
- There are two curriculum staff members on duty when the school comes out until 14:30 in the afternoons.
- Teachers will communicate with parents in advance when official extra mural activities are going to take place (E.g. Remedial classes after school as well as sport activities)

Educators can and will only be available during the indicated time frames to provide supervision at school for learners. If your child is not enrolled at the after care facility at the school we advise you to pick up your child before 14:30 because there is NO adult supervision after 14:30. We ask every parent/guardian to take responsibility for their child/children and support the school to ensure that the necessary transport arrangement has been made in the afternoon. PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED.

Learners who are not collected by 16:00 will be escorted to Daddy Day Care Aftercare where they will be supervised by Mr C Gerntholtz and the aftercare staff. Please refer to the Enhancement of Current Afternoon Arrangements letter sent to parents in 2023 and again via the WhatsApp groups on Thursday, 18 January 2024.

Learners who enter the school premises outside the indicated time frame will do so at own risk and the SGB and staff will not be accountable for any injuries, death, kidnapping or any other form of damage (psychological or physical).

After School facility's telephone number is: Mr Clifford Gerntholtz 082 754 7308.

I. Scholar Patrol

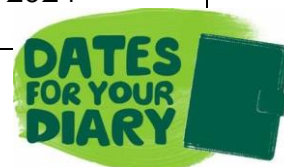
Learners must use the zebra crossing in Rose Street when they need to cross the street in the morning and afternoon. Parents should please ensure that they also adhere to the scholar patrol instructions and the rules of the road. Your cooperation is appreciated.

J. Academic Information

All learners received a basic stationery starter pack as well as a school diary for homework and communication purposes. (Gr 1 -7) Please ensure that your child use the diary to write down his/her homework.

Please take note of the following important dates:

Demarcations for Mini-Test Series to learners	Monday, 12 February 2024
Mini-Test Series commences	Monday, 26 February 2024
Parents to sign and monitor learner workbooks	26 February – 1 March 2024



K. Parent Information Evening

We invite all our parents to please attend the Parent Information Evening on Monday, 29 January 2024. Valuable information will be provided by the respective educators regarding academics as well as sport and culture activities planned for this year.

Grade R & 1 – Educators will be available in their classrooms from 17:30 until 18:25 for general queries as they already had their official “Meet & Greet” events at the end of last year.

Grade 2 & 3 – The meeting will take place in your child's classroom from **17:30 until 18:25**.

Grade 4 – 7 – The meeting will take place in the respective register educator's classrooms from **18:30 – 19:30**.

L. SGB Elections

The SGB elections will take place during March 2024. More information will be forwarded to you as soon as we receive the directives from the Department of Education.

Kind regards

Ms N Breet
Principal

