Riviera Primary

6 Rose Street • Riviera • Pretoria • 0084

Tel: (012) 329 2971 • Fax (012) 329 5818

E-mail: 230979@intekom.co.za

Website: www.lsriviera.co.za

16 January 2020

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| **PARENT CIRCULAR** | 01/2020 |

Dear Parents/Guardians

Welcome back to all our parents, educators, staff and learners of Riviera Primary School for 2020.

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 PRINCIPALS OFFICE:**

**1. EDUCATORS:**

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

 Ms L Van Niekerk – Gr 3

 Ms S Boshoff – Gr R

Ms R Arends - Gr 4

Ms E Nell (Student Educator)

**2. STAFF BIRTHDAYS**

Ms Johanli Bekker 03 January

 Ms Amelia Kritzinger 06 January

 Ms Ingrid Lubbe 10 January

 Ms Mariescha Boezaart 13 January

 Ms Mara Opperman 19 January

 Ms Dinalda de Jager 20 January

 Ms Vicky de Nysschen 20 January

 Mr B Utete 26 January

**B GENERAL:**

# 1. PARENT CIRCULARS

You will receive at least one circular per month from the school or as the need arises. The only or eldest learner will receive a circular on the first Tuesday or Thursday of every month. Please collect this circular from your child and return the tear off slip (if there is one) to the school.

# 2. 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 Head of Department. 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 Heads of Department 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.

Please do not disturb the staff. **A friendly request**: do not wait in front of classrooms before 13:00/13:40 because this disturbs the learners in their classrooms. Learners collected from school before the official closing time, need to be signed out with permission from the principal and collected at the front office.

Please take note of the new contact numbers: 081 268 0137, 081 590 4776 or 066 044 5947.

# 3. SCHOOL FEES PAYABLE FOR 2020 GRD R – GRD 7

Thank you to each parent who attended our annual Budget meeting in 2019.  The following decisions were made at the meeting and approved by the majority of parents at the meeting.

**3.1 School fees for 2020:  R9 420.00 per child per year**

R785 X 12 (January – December)

***= R9 420***

Discount of 10% (R942) will be granted if the school fee amount is paid in full on or before 31 March 2020.

**3.2** An additional and compulsory stationery fee of R750 for Grade R – 3 is payable immediately (if not paid yet) as stipulated in previous circulars from 2019. Stationery money is not part of your school fee account. Gr 4-7 must bring their own stationery. Stationery lists, per grade, are available at the office. **Please mark your child’s stationery**.

**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 (Gr 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.**

***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 office.

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 to Ms J Kokela at the school office. Applications must be handed in no later than **14 February 2020.**

Applications are processed by the School Governing Body and Prosperitas.

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.

**4. LEARNER MEDICATION**

From time to time a learner who has an allergic 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.

# 5. LOITERING AFTER SCHOOL

Please make sure that your child is being cared for after school and does not loiter around the school and in the neighbouring area after school hours. The school will not take responsibility for learners after 14:30, unless he/she is participating in an organised activity of the school.

Learners waiting later than the arranged time in the afternoons at school should rather attend our After School facility. **If your child is not involved in any activities for that specific afternoon, they must vacate the school grounds by 14:00.**

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

**6. LEARNERS’ BIRTHDAYS**

On the day of a learner’s birthday, they are allowed to wear casual clothes, so that they can feel special. Saturdays and Sundays are incorporated and learners celebrating their birthdays may wear their casual clothes on the Monday directly after their birthdays.

**7. SCHOOL HOURS**

**7.1 Please note that the academic school hours are as follows:**

Gr R – Gr 2: 07:25 – 13:00 (Mondays to Fridays)

Gr 3 – Gr 7: 07:25 – 13:40 (Mondays to Thursdays)

 **The school closes at 13:00 on Fridays for all learners from Gr R – Gr 7.**

**7.2 Waiting class**

Learners in grade R, grade 1 and grade 2, who cannot go home at 13:00 because they have to wait for an older sibling or transport, must stay in the classrooms with their educators until the school closes at 13:40. Parents who want to collect their children after 13:00 need to do so at the front office.

**8. IDENTIFICATION OF SCHOOLWEAR**

 **8.1** **Suppliers**

\* Parktown stores / 012 335 2740

 \* Select outfitters / 012 333 3319

 \* Denice Landsman / 012 331 1263

 \* School / 012 329 2971

 **8.2** **Marking of schoolwear**

Please make sure that you mark every item that your child wears to school. If unmarked, we cannot help you to find lost clothes. **Write his/her name on each item.**

 **8.3 Friday golf shirts** are available in the office. Prices are available at the front

desk.

**9. LATE FOR SCHOOL**

This is a matter of **serious concern** for the Department of Education and the educators of the school. The perception is that the discipline of the school is not up to standard. We appeal to parents **to bring** **your child to school on time**. From Monday, 20 January 2020, **all entrance gates will be locked at 07:25** and the learner’s only way of entering the school will be the main entrance in Rose Street. Their names will be entered into a register. If a learner arrives **later than** **08:00**, he/she will be marked absent for the school day. When a learner has been absent for **10 (ten) consecutive days**, he/she will forfeit his/her space in our school.

**10. CLOTHING BANK**

We appeal to parents to donate any school clothes that are of no use any more. The clothing bank will be open on Mondays until Fridays from 07:00 until 08:00 and again from 13:00 until 14:00.

**11. ENTRANCE AT SCHOOL GATE IN MALAN STREET**

No vehicle is allowed to enter the school grounds at Malan Street. Only teachers may enter the school by vehicle. Pick up point for learners and the entrance to the office is in Rose Street.

**12. DISCIPLINE OF THE SCHOOL**

**Parents and learners must read the important information in the learner diary and sign the learner commitment.**

**Dress your child in the correct school uniform and deliver him/her on time so that your child can feel happy and at home.**

**No tolerance will be given towards learners who do not comply with the school’s Code of Conduct.**

**13. ATHLETICS**

Our home athletics will take place on **Friday, 17 January** **2020** from 08:30 until 14:00.

If your child is selected for our athletics team, more information will be given to him/her by the coach. The practise times will be as follow:

|  |  |  |
| --- | --- | --- |
| 60m, 80m, 100m, 150m and 200m Relay | 13:45-14:45 | Monday & Wednesday |
| 600m, 800m, 1200m, 1500m | 13:45-14:45 | Monday & Wednesday |
| Shot putt | 13:45-14:45 | Monday & Wednesday |
| High jump | 13:45-14:45 | Monday & Wednesday |
| Long jump | 13:45-14:45 | Monday & Wednesday |

**14. OFFICE HOURS**

 **07:00 – 14:00 (Mondays to Thursdays)**

 **07:00 – 13:00 (Fridays)**

**15. LEARNER DIARIES**

Gr 1 to Gr 7 learners received a diary for homework purposes. Please ensure that your child use the diary. Parents must please complete the personal information page. Please use the diary as a communication tool towards the school and class educators. Homework needs to be monitored in the diary throughout the year.

**16. IMPORTANT DATES**

|  |  |  |
| --- | --- | --- |
| 1 | Parent information evening | 20 January |
| 2 | Athletics at L/s Booysen | 21 January |
| 3 | Athletics at L/s Eben Swemmer | 23 January |
| 4 | Athletics at L/s Wonderboom-Suid | 30 January |

**17. NOTICE FROM THE SCHOOL GOVERNING BODY**

The safety and security of our learners are very important.

Parents must please take note that our educators will only be available during the indicated timeframes to provide supervision at school for learners**.**

* ***07:15 in the morning until 14:30 in the afternoons.***
* ***Official extra mural activities as per letter arrangement by the organiser***

The school gates will usually be open early in the morning long before official school hours. There will be no educators available for supervision during this time. Learners who enter the school premises will do so on own risk.

We are also fortunate enough to have an after care facility at the school and no learners will be allowed to roam the streets on their own during the afternoons. The learner must either:

1. Be in after care

2. Leave for home with transport

3. Be actively involved in extra mural activities

**The SGB and school educators will not be accountable for any injuries, death, kidnapping or any other form of damage, (psychological or physical) to any learner outside the indicated time frame.**

We ask parents to take responsibility for their children and make sure that transport has

been arranged in the afternoon.

Yours sincerely

**MR DJ BREET**

**PRINCIPAL**