

# RIVIERA PRIMARY

6 Rose Street • Riviera • Pretoria • 0084

**Tel: 012 945 3964**

**Email:** info@rivieraprimar.org

**Website:** www.lsriviera.co.za



28 January 2025

Dear Parent/Guardian



Please  
Read

## From the Principal's Office

Welcome back to all our parents, educators, staff and learners of Riviera Primary for 2025.

Compliments to **all** our families at 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.

As we embark on this new journey together, let us encourage our children to dream boldly and pursue without limits. Imagine how far they can go when guided by passion, perseverance, and support. Together, we can unlock their boundless potential.



## A. Staff Matters

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

Ms E Anderson – Debtors Clerk

Mr S Madonsela – General Assistant

Mr I Manamela – Grade 4 – 6 Assistant Educator

Ms F Mavasa – Grade 1 Assistant Educator



## B. Staff Birthdays for Term 1

Ms Johanli Bekker	Grade R Educator	03 January
Ms Ingrid Lubbe	Grade 4 Educator	10 January
Ms Mariescha Wernich	Grade 6 Educator	13 January
Ms Dinalda de Jager	Administrative Assistant	20 January
Ms Vicky de Nysschen	Grade 5 Educator	20 January
Mr Brighton Utete	General Assistant	26 January



Ms Charlene Bosch	Gr 3 Educator	03 February
Ms Angelinah Mahlangu	General Assistant	09 February
Ms Corné Erasmus	Grade 7 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:	
<b>Grade R learners</b> enter & exit at the Grade R entrance. <b>(Malan street)</b>	NO siblings will be allowed to enter at the Grade R entrance. The gate is reserved for Grade R learners ONLY. <b>Your support is appreciated.</b>
<b>Grade 1 to 3 learners</b> enter & exit at the small gate on the rugby field. <b>(Rose street)</b>	For safety & security reasons: NO <b>Grade R</b> learners are allowed to enter at Rose Street.
Intersen Phase:	
<b>Grade 4 to 7 learners</b> enter & exit at the gate at the assembly hall. <b>(Rose street)</b>	For safety & security reasons: NO <b>Grade R</b> 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 note**

Please take note of the following important information:

- Learners who arrive after 7:25 need to enter at the admin office via Ms D de Jager, whereby their names will be entered into a logbook. Learners who are late on a frequent basis will be referred to our social worker, Ms S Sekhu for further intervention.
- 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 that arrives late will only be marked present when they arrive at school.
- According to the South African School's Act 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 reception by a legal parent and/or guardian.

5. 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	15 January – 28 March	11	52	1
2	08 April – 27 June	12	51	8
3	22 July – 03 October	11	53	1
4	13 October – 10 December	09	43	0

### D. Parent Communication

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 the preferred contact information on our different class WhatsApp groups as this is the **primary** line of communication. Please send a message to your child's class teacher if you need assistance.

To ensure that you are well-informed about important updates, events, and essential information related to your child/children's education, we kindly request you to **regularly check and read all notifications** and circulars sent by the school. Your prompt attention to these communications help us work together for your child's growth and success.

### 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 or the educator. Any further discussions or urgent matters can be referred to the respective Departmental Heads via e-mail. 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 full-time educators.

**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.

**Contact details for the School Management Team members, Heads of Subject and Heads of Grade are available in front of the school diary.**



### F. School Fees for 2025

Thank you to each parent who attended our annual meeting in 2024. The following decisions were made at the meeting and approved by the parents at the meeting:

**School fees for 2025: R11 400.00 per child per year**

**R 950 x 12 months payable from 1 January 2025**



Discount of 10% (R1140.00) will be granted if the school fee amount is paid in full on or before 31 March 2025.

An additional and compulsory stationery fee of R950 for Grade R – 3 is payable immediately (if not paid yet) as stipulated in previous circulars from 2024.

Stationery money is not part of your school fee account.

Pease contact the financial office for assistance:

Ms N Groenewald  
Ms E Anderson

“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 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 to Ms D de Jager. 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 administer the medicine if necessary. Educators are not allowed to dispense or keep 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 Gernholtz and the aftercare staff at a fee of R50 per half an hour per day/per child. This arrangement assists our parents that may not be able to collect their child/children due to unforeseen circumstances but gives them the peace of mind to know that their child/children are not left unattended and exposed to criminal activities.

#### **PLEASE NOTE:**

- Every parent should please pay the aftercare in cash upon arrival.  
**No exceptions!**
- The first half an hour starts at **16:00**. If you collect your child/children at 16:15 you need to pay R50 per child as the fee is calculated per half an hour.
- Should you make use of above-mentioned arrangement you unconditionally and without restriction indemnify Riviera Primary as well as Daddy Day Care Aftercare and/or the stakeholders of Riviera Primary/Daddy Day Care Aftercare against any losses, injury or death.

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

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).

### 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 complete the information page in the diary and ensure that your child uses the diary to write down his/her homework.



**Please take note of the following important dates:**

Demarcations for Mini-Test Series to learners	Monday, 24 February 2025
Mini-Test Series commences	Wednesday, 5 March 2025
Parents to sign and monitor learner workbooks	3 – 7 March 2025

Learners will be assessed throughout the term, and we kindly request that parents review the assessment plans available in front of each subject's workbook. It is important that learners are not kept at home without necessity, as absences can impact assessments. If a learner misses an assessment, a doctor's note must be provided. We encourage parents to support their children in preparing for the upcoming test series, as summaries and demarcations will be provided to assist with studying. Please regularly check your child's homework diary and workbook to monitor their progress. These serve as an important communication tool between home and school.

### Remedial Classes Have Begun!

Remedial classes for Afrikaans First Additional Language, Mathematics, and English Home Language started on 20 January 2025. We encourage parents to ensure their children attend the sessions they have been invited to regularly.

If you have any questions, feel free to contact the relevant subject educator for more details. All remedial classes run from 14:00 to 14:45, with the schedule as follows:

#### **Monday:**

Gr.4-6 English Home Language and Gr.7 Afrikaans FAL

#### **Tuesday:**

Gr.4-7 Mathematics

#### **Wednesday:**

Gr.4-6 Afrikaans FAL and Gr.7 English Home Language



Thank you for supporting your child's academic progress.

## K. Grade 1 Inauguration Ceremony

We would like to welcome all our new Grade 1 learners to Riviera Primary. We celebrated this special milestone and the start of an exciting journey on Monday, 27 January 2025. Learners were formally introduced to our Grade 7 learners and received a certificate as well as a small welcoming gift from the staff and SMT.

We want to remind all our Grade 1's that this is the beginning of endless possibilities. With every step you take, every question you ask, and every dream you dream, remember that the world is yours to explore!

## L. Sport Activities for Term 1

### Athletics

Learners have already received the necessary information, as our next event will be taking place at Laerskool Eben Swemmer on 30 January 2025.

Please contact the coordinator, Ms M Swanepoel should you require more information.

### Netball

Get ready for an exciting Netball season starting in Term 1! Trials will take place from 6 to 8 February 2025, and we are thrilled to announce the introduction of B-teams to welcome even more players. All learners interested in joining are encouraged to participate, provided they can arrange transportation by 15:00 and commit to attending all practices. Practices will run from Tuesday to Thursday, 14:00-15:00. We are looking forward to a fantastic season. See you at the court!

### Rugby

Rugby trials will take place on 4 and 5 February 2025 and practice sessions will be on Mondays and Wednesdays from 14:00 until 15:00.

More information will be provided by the coordinator, Mr I Manamela, in due course.

## M. Uniform & General Appearance

As mentioned in previous communication, the School Governing Body has been in deliberation regarding a new school uniform due to various reasons. This change aims to ensure that the school uniform is easily accessible, affordable and meet the needs of the female learners during the winter season.

### Transition details:

**Grade 1 Learners (2025):** The new uniform is **compulsory** for all **Grade 1** learners effective from 27 January 2025. This is to ensure that our youngest students begin their new journey at Riviera Primary with the new standard of uniformity.

**Grade 2 – 7 (2025):** For **all the other grades**, the transition to the new uniform will be **optional**. Learners in these grades may choose to wear the new uniform, but it is not compulsory. They may continue wearing the current uniform. The end of the transition period will be 2027. From January 2028 all the learners enrolled at Riviera Primary must wear the new uniform.

Herewith I would like to remind all the parents/guardians that it is **not** necessary to buy the new uniform, hence the school only ordered enough for the Grade 1 and new learners as well as the leaders of the school. PLEASE be patient as a new batch has already been ordered and we will inform you via the class WhatsApp groups the moment that the shirts arrive.

As mentioned previously:

Your child/children may please continue to wear the “old” uniform until the end of 2027. Kindly ensure that the old and new uniform are not mixed.

While the transition to the new uniform may present a temporary adjustment, it is just one small step in the broader journey of growth and excellence that defines our school. Together we can focus on the countless positives we offer and ensure that our learners continue to benefit from the outstanding educational experience we provide.



**PLEASE refer to the learner diary for more detailed information.**

## **N. SGB Bi-Election**

The SGB currently has one vacancy. The SGB Bi elections will take place during February 2025. More information will be forwarded to you via the established class WhatsApp groups.

Kind regards

*N Breet*

Ms N Breet  
Principal

