



# Manor Gardens Primary School

Newsletter No. 1

9 January 2019

***"You only live once, but if you do it right, once is enough." – Rhonda Hansome***

## **WELCOME**

The School Management Team and School Governing Body of Manor Gardens Primary School warmly welcomes all returning and new children, their families and staff to this new academic year.

We extend a hand in friendship and collegiality to the following new staff members who have joined the School: Miss Stacey Hiron as a new Grade 6 teacher, Miss Alexandra Fourie as a new Grade 3 teacher and Mr Ivor Eagar as the temporary Afrikaans part-time teacher. We look forward to the school benefiting from their special talents and new ideas and are confident that they will enjoy being members of the Manor Gardens Primary family.

We warmly welcome Embury Institute for Teacher Education fourth year Bachelor of Education students who will be doing their practice teaching at MGPS. Miss Megan Best is in Miss Trisha Anderson's Grade 1 class and Miss Courtney Barnwell (past pupil), is in Mrs Tory Joubert's Grade 5 class. We look forward to working with them and sharing new teaching ideas with each other.

Mrs Des Wesson is unable to continue with the Early Morning Care duties so Miss Catherine Stillies will stand in for her until we find a suitable replacement. We thank Mrs Des Wesson for taking very good care of our children since this service was first started at the school in February 2018. Please encourage potential candidates to submit their CV to the school.

I'll be retiring as the principal of Manor Gardens Primary School on 1 May 2019. The principal's position has been advertised in the KZN Education Department's HRM Circular No. 70 of 2018 'Advertisement of School Based Vacant Promotion Posts' as post number 394. The school governing body will do its best to find an excellent replacement and enable a smooth transition of leadership. Please encourage potential candidates who are currently employed in primary school leadership and management positions to apply according to the prescripts of the above mentioned circular.

There will be a SGB parent by-election meeting on 24 February as Gina D'Alessandro is no longer a parent member since her son, Mika Dekker, has relocated to high school. We thank Gina for her passionate service as a SGB member since March 2018. Ben Roberts, the Treasurer, has resigned effective from the parent by-election meeting or the adjourned by-election meeting, due to his family and work commitments that will require extensive travelling inside and outside the country this year. We will thank him after the by-election meeting, the details of which follow later in this newsletter.

A hearty welcome to all MGPS parents, our partners in education. The staff will create the caring and cooperative climate as requested by Dan Valentine in his poem titled, 'Dear World'.

'My young son starts to school today . . . It's going to be sort of strange and new to him for a while, and I wish you would sort of treat him gently. You see, up to now he's been king of the roost . . . He's been boss of the backyard . . . His mother has always been near to soothe his wounds and repair his feelings. But now things are going to be different.

This morning he's going to walk down the front steps, wave his hand, and start out on the great adventure . . . It is an adventure that might take him across continents, across oceans . . . It's an adventure that will probably include wars and tragedy and sorrow . . . To live his life in the world he will have to live in, will require faith and love and courage.

So, World, I wish you would sort of look after him . . . Take him by the hand and teach him things he will have to know.

But do it gently, if you can.

He will have to learn, I know, that all men are not just, that all men are not true.

But teach him also that for every scoundrel there is a hero . . . that for every crooked politician there is a great and dedicated leader . . .

Teach him that for every enemy, there is a friend.

Steer him away from envy, if you can . . . and teach him the secret of quiet laughter.

In school, World, teach him it is far more honorable to fail than to cheat . . . Teach him to have faith in his own ideas, even if everyone says they are wrong . . . Teach him to be gentle with gentle people and tough with tough people.

Try to give my son the strength not to follow the crowd when everyone is getting on the bandwagon . . . Teach him to listen to all men--but teach him also to filter all he hears on a screen of truth and take just the good that siphons through.

Teach him, if you can, how to laugh when he's sad . . . Teach him there is no shame in tears . . . Teach him there can be glory in failure and despair in success.

Treat him gently, World, if you can, but don't coddle him . . . Because only the test of fire makes fine steel . . . Let him have the courage to be impatient . . . Let him have the patience to be brave.

Let him be no other man's man . . . Teach him always to have sublime faith in himself.

Because then he will always have sublime faith in mankind.

This is quite an order, World, but see what you can do . . . He's such a nice little fellow, my son!'

We look forward to your contribution and collaboration in accomplishing the MGPS vision and mission statement which is, 'To nurture children to their full potential in a harmonious and dynamic learning environment and to develop innovative, responsible individuals who are able to contribute positively within a diverse and changing society.'

Manor Gardens Primary opened its school doors for the first time in 1967 so we celebrate 52 years of nurturing, innovative education. 2019 promises to be another wonderful year for all associated with the School.

**PARENT INFORMATION EVENINGS – A child minding service will be provided.**

| Date       | Day       | Grades        | Venue                                   | Time  |
|------------|-----------|---------------|---|-------|
| 14 January | Monday    | Grade 2 and 3 | Grade 2 classrooms, Grade 3 Hall        | 17h30 |
| 15 January | Tuesday   | Grade 6 and 7 | Grade 6 SP Aftercare Room, Grade 7 Hall | 17h30 |
| 16 January | Wednesday | Grade 4 and 5 | Grade 4 Hall, Grade 5 SP Aftercare Room | 17h30 |
| 17 January | Thursday  | Grade R and 1 | Grade R Hall and Grade 1 classrooms     | 17h30 |

**MGPS WELCOMING GRADE R AND 1 PARENTS FUNCTION**

All Grade R and Grade 1 children and their parents are invited to attend our "Welcome to Manor Gardens Primary" pizza social function on Thursday 17 January in the Grade R area **after** the Grade R and Grade 1 parent information evenings. Invitations have been sent home with your children. Please RSVP as requested.

**DATES TO DIARISE**

|                        |   |
|------------------------|---|
| 14 January             | Extra-Mural programme begins for Grades R - 7   |
| 14 – 17 January        | Parent Information Evenings at 17h30  |
| 15 January             | Gala Heats – All Senior Primary pupils must participate in preparation for the Senior Phase Gala      |
| 17 January             | Happy Hat Day for Grade 1s  |
| 17 January             | Grade R and 1 New Parents Pizza Evening   |
| 18 January             | First tuck shop for 2019  |
| 22 January             | Reading Talk – New Grade 1, 2 and 3 parents are invited to a reading talk at 18h00 in the school hall |
| 24 January             | Parent By-Election in the school hall at 17h30  |
| 25 January             | Pre-Primary Principal Breakfast   |
| 29 January (Tentative) | School Development Discussions  |
| 30 January             | Grade 5 Cake Sale   |
| 1 February             | Read Aloud Day  |
| 2 February             | World Wetlands Day  |
| 5 February             | Senior Phase Gala   |
| 6 February             | High School Expo  |
| 7 February             | Adjourned SGB Parent By-Election Meeting  |
| 8 February             | Open Day for Grades R – 7 pupils at 07h30: 2020   |
| 13 February            | Grade 4 Cake Sale   |
| 14 February            | Valentine's Day   |
| 15 February            | Valentine's Day – Civvies Dress up at a cost of R2.00   |
| 20 February            | Inter-school Lit Quiz   |
| 27 February            | Foundation Phase Gala (Grades 1 – 3)  |
| 5 March                | Boys D & D Gala at Kings Park Stadium   |
| 7 March                | Girls D & D Gala at Kings Park Stadium  |
| 8 March                | Foundation Phase Parent Viewing for Grades R – 3 from 12h30 to 13h00                                  |
| 13 March               | Grade 1 Assembly  |
| 14 March               | Senior Phase Music Evening  |
| 15 March               | End of Term 1 – Break up Day  |
| <b>21 March</b>        | <b>Public Holiday – Human Rights Day</b>  |
| 2 April                | Second Term starts  |
| <b>19 April</b>        | <b>Public Holiday - Good Friday</b>   |
| <b>21 April</b>        | <b>Easter Sunday</b>  |
| <b>22 April</b>        | <b>Public Holiday – Family Day</b>  |

**SCHOOL TIMES**

|                      |                   |   |                                |
|----------------------|-------------------|---|--------------------------------|
| <b>Starting time</b> | Monday – Friday   | Grades R – 7  | 07h30                          |
| <b>Break times</b>   | Monday - Thursday | Grade R - 7<br>1 <sup>st</sup> Break<br>2 <sup>nd</sup> Break | 09h40 – 10h00<br>12h30 – 12h50 |
| <b>Break Times</b>   | Friday            | Grades R - 7  | 10h00 – 10h30                  |
| <b>Closing times</b> | Monday – Thursday | Grades R, 1 and 2<br>Grades 3 – 7                             | 12h30<br>13h50                 |
| <b>Closing times</b> | Friday            | Grades R, 1, 2 and 3<br>Grades 4 – 7                          | 12h30<br>13h00                 |

**MGPS SPORTS HOUSES AND COLOURS**

| SPORTS HOUSE | SPORTS HOUSE COLOUR T-SHIRTS |
|--------------|------------------------------|
| IFAFA        | Blue                         |
| UMGENI       | Yellow                       |
| TUGELA       | Green                        |

**NATIONAL PUBLIC AND SCHOOL HOLIDAYS**

|                             |                   |
|-----------------------------|-------------------|
| <b>9 January – 15 March</b> | <b>First Term</b> |
|-----------------------------|-------------------|

|                               |                       |
|-------------------------------|-----------------------|
| 21 March                      | Human Rights Day      |
| <b>2 April – 14 June</b>      | <b>Second Term</b>    |
| 19 April                      | Good Friday           |
| 22 April                      | Family Day            |
| 27 April                      | Freedom Day           |
| 30 April                      | School Holiday        |
| 01 May                        | Workers' Day          |
| 16 June                       | Youth Day             |
| 17 June                       | Public Holiday        |
| <b>9 July – 20 September</b>  | <b>Third Term</b>     |
| 09 August                     | National Women's Day  |
| 24 September                  | Heritage Day          |
| <b>1 October – 4 December</b> | <b>Fourth Term</b>    |
| 16 December                   | Day of Reconciliation |
| 25 December                   | Christmas Day         |
| 26 December                   | Day of Goodwill       |

#### STAFF MEMBERS

|                    |   |
|--------------------|---|
| Principal          | Miss Carol Lottering  |
| Grade R            | Mrs Mandy Hayes, Mrs Taryn Boshoff  |
| Grade 1            | Mrs Michelle Oosthuizen, Mrs Charlene Moskovitch, Miss Trisha Anderson  |
| Grade 2            | Mrs Cynthia Devere-Loots (FP HoD), Miss Debi Oosthuizen   |
| Grade 3            | Mrs Annie Andrew-Govender, Miss Caitlin Hempel, Miss Alexandra Fourie   |
| Grade 4            | Mrs Peggy Marshall-Connellan, Miss Amy Williams   |
| Grade 5            | Mrs Tory Joubert, Mrs Amanda van Den Berg, Mrs Louise Penman  |
| Grade 6            | Miss Kim Day, Miss Fathima Sader, Miss Stacey Hiron   |
| Grade 7            | Mrs Judith Sibson (SP HoD), Ms Mia Hortop   |
| isiZulu            | Mr Adam Grest, Mrs Zamaswazi Mntungwa   |
| Afrikaans          | Mrs Monique Viktor, Mr Ivor Eagar   |
| Media Centre       | Mrs Isobel Sobey  |
| Music              | Mrs Merle Angelos   |
| Remedial           | Mrs Beryl Winter  |
| SP Sports          | Mrs Teagan Fernandez  |
| JP Sports          | Mr Dillon Bester  |
| Administration     | Mrs Youlene Daniels, Mrs Dianne Merchant  |
| Bursar / Finance   | Mrs Aniel Dekker, Mrs Lauren Geyser   |
| Maintenance        | Mr Rod Hallet (Manager)   |
| General Assistants | Mr Wellington Xulu (Supervisor), Mr Norman Xulu, Miss Prunella Shezi, Miss Beryl Shezi, Mr Sipiwe Kweyama, Miss Christina Thato (Grade R) |
| Aftercare          | Mrs Shiralee Mill (Supervisor), Mrs Leone Lemmer, Mrs Ronel Bignaut, Miss Catherine Stillies  |
| Gym                | Mrs Gail Adamson and Assistant, Mr Sandile Ntombela   |
| Sport Coaches      | Mr Dillon Bester, Mrs Teagan Fernandez, Mr Wandile Chiluvane, Mr Dylan Koekemoer, Mr Gregory Meyer, Mr Justin Diedericks, Miss Cara Hetem |
| Swimming Coaches   | Beavers Swimming Club - Mr Ryan Fincham   |
| Week day Security  | Mr Alex Maliwa  |

#### SCHOOL GOVERNING BODY (SGB) MEMBER CONTACT DETAILS

| Name                 | Representative            | Email contact           |
|----------------------|---------------------------|-------------------------|
| Mrs Barka Mistrey    | Chairperson - Parent      | barka.mistrey@gmail.com |
| Mrs Sandipa Singh    | Vice Chairperson - Parent | lawyear.gp@gmail.com    |
| Mr Ben Roberts       | Treasurer - Parent        | broberts@hsrc.ac.za     |
| Mr Mark Stayt        | Parent                    | marks@ffs.co.za         |
| Mrs Sharlene Jolley  | Parent                    | sharlene@versfeld.co.za |
| Miss Carol Lottering | Principal                 | principal@mgps.org.za   |
| Mrs Judith Sibson    | Educator                  | jsibson@mgps.org.za     |
| Mrs Isobel Sobey     | Educator - Secretary      | isobey@mgps.org.za      |
| Mrs Aniel Dekker     | Non-educator - Bursar     | bursar@mgps.org.za      |

#### SCHOOL GOVERNING BODY PARENT BY - ELECTION MEETING

Manor Gardens Primary School will hold its SGB Parent By - Election meeting on Thursday 24 January for 2 vacancies. Should a quorum of 15% of voters on the voters roll not be present, the by-election meeting will be adjourned to Thursday 7 February.

I trust that you will give much thought to the nomination and election of 2 parent representative members to the School's Governing Body and select who you believe has the 'will and the skill' and the time to work with fellow SGB members in the best interests of your child's school. Nominations forms are available from the school's administration office next week. A Nomination Form and an Acceptance of Nomination Form must be completed by the nominee and his/her proposer and seconder and returned to school by Thursday 24 January.

*A child minding service will be available for parents attending the parent election meetings.*

## SCHOOL FEES

The school management, governors and teachers at Manor Gardens Primary strive to provide an excellent education for your children. Whilst the expenses incurred to provide this education have been kept to an absolute minimum, they are covered by your children's school fees, payable in advance either as a single amount in January (take advantage of the discounts), or monthly (over 10 months). We urge all parents to ensure that your children's fees are kept up to date throughout the year so that the school's financial commitments can be met. Many thanks to those committed parents who are on track, having already paid their school fees.

### Please Note:

- Public School fees are a statutory duty in terms of the South African's Schools Act No.84 of 1996 (as amended). These school fees are payable annually in advance at the beginning of each school year.
- Please do not send cash with the children. Bank deposits and EFT's are preferred due to safety issues.
- With respect to credit card payments, the discounts mentioned below will be adjusted by 2,5% on the amount payable, to account for the cost of the school processing the payment.

### **GRADE R R 28 000.00**

- In Full **R 26 415.00** before 31 January 2019. This allows for a discount of R1 585.00
- In Full **R 26 680.00** before 28 February 2019. This allows for a discount of R1 320.00.
- Monthly **R 2 800.00** X 10 months from 31 January 2019 to 31 October 2019.
- Monthly Debit Order **R 2 800.00** x 10 months as specified on the Debit Order form.

### **GRADE 1 - 3 R 27 170.00**

- In Full **R 25 585.00** before 31 January 2019. This allows for a discount of R1 585.00
- In Full **R 25 850.00** before 28 February 2019. This allows for a discount of R1 320.00.
- Monthly **R 2 717.00** X 10 months from 31 January 2019 to 31 October 2019.
- Monthly Debit Order **R 2 717.00** x 10 months as specified on the Debit Order form.

### **GRADE 4 - 7 R 26 670.00**

- In Full **R 25 085.00** before 31 January 2019. This allows for a discount of R1 585.00
- In Full **R 25 350.00** before 28 February 2019. This allows for a discount of R1 320.00.
- Monthly **R 2 667.00** X 10 months from 31 January 2019 to 31 October 2019.
- Monthly Debit Order **R 2 667.00** x 10 months as specified on the Debit Order form.

**Debit Order forms will be sent home on request for completion and to be returned with acknowledgement in the homework book. Bank Details:**

Name of Account : Manor Gardens Primary  
Name of Bank : FNB  
Account No. : 507 102 870 68  
Branch Name : DAVENPORT  
Branch Code : 250655  
Reference : Child's name and surname **and** SF (School Fees) or AC (Aftercare Fees) ie: Brian Adams **SF** or Brian Adams **AC**.

## AFTERCARE SUPERVISOR

Mrs Shiralee Mill is the supervisor and she can be contacted on 078 462 8544.

## AFTERCARE FEES 2019

| PERMANENT RATE | TIME SLOT  | 2019 ANNUAL FEE INVOICED IN ADVANCE   | PAYABLE MONTHLY 1 JAN - 1 NOV | HOURS            |
|----------------|--|---------------------------------------|-------------------------------|------------------|
| 1              | 12h30 - 14h00  | R 3 102.00                            | R 282.00                      | 1.5              |
| 2              | 14h00 - 17h00  | R 5 302.00                            | R 482.00                      | 3                |
| 3              | 12h30 - 17h00  | R 7 568.00                            | R 688.00                      | 4.5              |
| CASUAL RATE    | TIME SLOT  | 2019 RATE PER DAY                     | PAY-BEFORE-YOU-GO IN ADVANCE  | HOURS            |
| A              | 12h30 - 14h00  | R 47.00                               | R 188.00                      | 1.5              |
| B              | 14h00 - 17h00  | R 52.00                               | R 208.00                      | 3                |
| C              | 12h30 - 17h00  | R 69.00                               | R 276.00                      | 4.5              |
| D              | R15.00 PER DAY FOR LESS THAN 1 HOUR WAITING FOR PRIVATE LESSONS (i.e. HIP-HOP) |                                       | R 60.00                       | Less than 1 hour |
| E              | 06h30 – 07h00  | R 8.00 PER DAY FOR EARLY MORNING CARE | R32                           | 0.5              |

### Please note:

- Children may not attend the Aftercare Centre under any circumstances if their School Fees are in arrears.
- Children may not attend the Aftercare Centre under any circumstances if their Aftercare Fees are in arrears.
- The Casual 'D' Fee rate may only be used for pupils waiting for an hour or part of an hour for private lessons. This option is only

available to pupils whose names are provided by the private lesson tutor to the Aftercare facilitator. Parents will pay the casual timeslot rate if the waiting period is longer than an hour. Children returning to Aftercare after their private lesson will be charged at the normal daily rate. Parents **must** pay these fees in **advance**.

#### **PAYMENT OF AFTER CARE FEES:**

Fees for permanent attendance are payable monthly in advance from 1 January 2019 to 1 November 2019. Fees for casual attendance, including rate D, are payable in ADVANCE on the 'Aftercare Pay-Before-You-Go' system. Any credits on permanent and casual accounts will carry over to the next year or be refunded on written request. Nonpayment of fees will result in children not being able to attend Aftercare.

#### **LATE COLLECTION OF CHILDREN FROM AFTERCARE**

Children must be collected by no later than 14h00 or 17h00, whichever is their respective end of the Aftercare Centre period. A **penalty for late collection of R75.00 per 15 minutes** will be levied and charged to your Aftercare Fee account. If late collection persists, then the use of the Aftercare Centre facility will be terminated.

#### **NAME BADGES – IMPORTANT FOR COMMUNITY BUILDING**

**All** children are requested to wear their name badges to school every day so that that can be referred to by their names. This will promote a sense of identity and a sense of belonging within the school community. If your child needs a replacement name badge, please send R20.00 in a clearly marked sealed envelope to the class teacher by Friday 15 February 2019.

#### **MGPS UNIFORM SHOP**

The School Uniform Shop is open every Wednesday morning from 07h00 to 08h30 and Friday morning during the school term from 07h00 to 08h00. A debit/credit card machine is available for card payments. Any parents, who would like to offer assistance in the uniform shop can contact Sandipa on 083 672 2778 or email: [lawyear.qp@gmail.com](mailto:lawyear.qp@gmail.com)

#### **TUCK SHOP**

The tuck shop will open again on Friday 18 January 2019. Orders must be placed with the class teacher and paid for on Friday. Any parents, who would like to offer assistance once or twice a term, from 08h00 to 11h00, please contact Jo Bredenkamp on 084 500 0659 or email: [jo.bredenkamp@gmail.com](mailto:jo.bredenkamp@gmail.com)

#### **PRIVATE LESSONS OFFERED AT MGPS**

Private lessons are conducted by private teachers who hire our school premises and are **NOT** part of the school's extra mural activity programme. No private lesson is to take preference over or during the school extra mural activities.

#### **PRIVATE LESSONS PAYMENTS**

Please be advised that all payments for the private lessons offered at MGPS (Karate, Dancing, Ballet, Art, Speech & Drama, etc.), must be paid directly to the private teachers or into their bank accounts. ***No monies may be sent to school with children at any time or be dropped off at the front office.*** Please contact the private teacher in charge with regards to obtaining their bank details.

| <b>Lesson</b>   | <b>Teacher / Contact</b>   | <b>Day</b> | <b>Grade</b> | <b>Time</b>   |
|---|--|------------|--------------|---------------|
| <b>Speech and Drama</b><br>Centre Stage Studios               | Sally-Anne Garrioch<br>083 799 2725 /<br>031-7017332<br><a href="mailto:centrestage@telkomsa.net">centrestage@telkomsa.net</a> | Monday     | Grades 1 – 3 | 15h00 – 15h45 |
|   |  |            | Grades 4 – 7 | 15h45 – 16h30 |
| <b>Code Kids</b><br>Computer programming<br>for kids          | Johan van der Molen<br>074 294 6808<br><a href="mailto:durbancodekids@gmail.com">durbancodekids@gmail.com</a>                  | Tuesday    | Grades 5 – 7 | 15h30 – 16h30 |
| <b>Cecchetti Ballet</b><br>The Amy Rotheroe Dance<br>Studio   | 082 509 7614<br><a href="mailto:amyrotheroe@vodamail.co.za">amyrotheroe@vodamail.co.za</a>                                     | Tuesday    | Grades 1-7   | 14h00 – 15h00 |
| <b>Experi-buddies</b><br>Science Programme                    | Dominique Hadlow<br>078 633 4094<br><a href="mailto:dominique@experi.co.za">dominique@experi.co.za</a>                         | Wednesday  | Grades R - 3 | 14h00 – 16h00 |
| <b>Art</b>  | Janet Wilken<br>031 – 465 6841, 083 756 7160   | Thursday   | Grades 4 – 7 | 15h15 – 16h15 |
| <b>Hip Hop Dancing</b><br>Nicole Caetano<br>School of Dancing | 083 271 7565   | Friday     | Grades 1 – 7 | 13h00 – 14h30 |

**CAROL LOTTERING  
PRINCIPAL**