



SIMON VAN DER STEL PRIMARY SCHOOL

WATERLOO GREEN – WYNBERG 7800

TEL: (021) 762-2234 / 797-0494

E-POS: admin@svds.co.za / finansies@svds.co.za /
personeel@svdstel.co.za / principal@gmail.com

Circular 1/2026

15 January 2026

Dear Parents,

We gladly welcome all our learners, parents, and staff back from the holiday. A special welcome to the new learners and staff who are joining us for the first time.

Please take note of the following:

1. STAFF:

SCHOOL MANAGEMENT TEAM 2026:

ACTING PRINCIPAL & DH IF - Mrs. R. Visagie

2IC - Mrs. M. Herbst

DH PH - Miss. M. Viljoen

Miss. D. De Long

Miss. A. Johnson



TEACHERS:

Grade R - Mrs. S. Singleton & Mrs. S. Clarke

Grade 1 - Miss. E. Ackermann & Mrs. N. Du Preez

Grade 2 - Mrs. L. Barendse & Miss. M. Viljoen

Grade 3 - Miss. D. De Long & Mrs. A. Dladla

Grade 4 - Miss. D. Laban & Miss. L. De Villiers

Grade 5 - Miss. L. Small-Smith (new) & Miss. M. Abrahams (new)

Grade 6 - Miss. T. Cloete & Miss. A. Johnson

Grade 7 - Mr. C. Benjamin & Mr. R. Cross (new)

Music - Mrs. M. Herbst

ASSISTANTS:

Mr. J. Claassen

Mrs. L. Kruger

Mr. R Van der Westhuizen (new)

Miss. K. de Villiers

Miss. M. Ryk

Mrs. L. Voigt

GENERAL WORKERS:

Mr. P. Stoltz (Grounds Manager)

Miss. P. Newat

Mr. F. Davids

Mr. J. Willemse

Mr. J. Willemse (Snr.)



ADMINISTRATIVE STAFF:

Financial Administrator: Mrs. M. van Antwerpen

Secretary: Mrs. C. Aggenbacht

2. SCHOOL HOURS:

Grade R:	Monday – Friday	08:00 – 12:35
Grade 1 & Grade 2:	Monday – Friday	08:00 – 13:20
Grade 3:	Monday and Wednesday	08:00 – 14:30
Grade 3:	Tuesday, Thursday & Friday	08:00 – 13:20
Grade 4 – 7:	Monday – Thursday	08:00 – 14:30
Grade 4 - 7:	Friday	08:00 – 13:20



BREAK TIMES:

1st Break: Grades 1 - 7 Monday – Friday 10:30 – 10:50

2nd Break: Grades 3 - 7 Monday - Thursday 13:20 – 13:35

3. START OF SCHOOL DAY:

- Gates open at 7:00.
- All teachers begin at 07:30 with meetings.
- Teacher/assistant on playground duty begins at 07:30 on the playground.

ON SUNNY DAYS:

- Parents drop off learners at the circle near the main entrance of the school.
- No parents are allowed to park in the circle but must park along the sidewalk to avoid disrupting traffic flow.
- No parents are allowed to enter the school grounds in the morning to walk with their children, except for Grade R parents.
This arrangement is for safety purposes and to ensure that no strangers enter the school premises.
- Learners play on the playground until the first bell rings.
- When the first bell rings, learners line up on the tarmac in their rows, and teachers stand by their classes.
- When the second bell rings, learners should already be in their rows for the flag ceremony.
- Teachers stand with their respective classes on the tarmac and guide them to their classrooms.

ON RAINY DAYS:

- The sliding gate will be open for parents to drop off learners near the main entrance.
- ALL other school doors will be closed.
- Learners enter the school and sit in front of their respective classrooms.
- The teacher/assistants on duty begin at 07:30 and do rounds through the school.



4. PARENT INFORMATION EVENING:

We would like to invite our parents to attend our information evening next **Thursday, 22 January 2026**. Important information will be shared during this meeting. We would like to have a general meeting in the hall at **18:00**. We will then move to the respective teachers' classes for the information session.



5. QUARTERLY PROGRAM:

We are still waiting for a few dates, but we will send each family a quarterly program as soon as it is finalized. Along with this letter, you will also receive the Sports Schedule, Handbook Policy, Personal Information Form, and Policy regarding the collection of learners after school. We will already begin with our sports schedule next week, so please ensure that learners pack their sports clothes on the days they have sports.

6. GOVERNING BODY:

We would like to welcome back the members of the governing body. Thank you for all your hard work and support.

Good luck to the Governing Body members with the important work ahead. Our current SGB is:



Mrs. R. Visagie	– Acting Principal
Mr. T. Valentyn	– Chairperson and Grounds & Buildings Committee
Mrs. M. Mumba	– Vice Chairperson and PTA
Mr. R. Likuba	– Treasurer
Mrs. M. van Antwerpen	– Non-Educator Representative, and SGB Secretary
Mr. D. Volsak	– Media and Marketing
Miss. M. Viljoen	– Educator Representative
Mrs. S. Clarke	– Educator Representative
Mrs. J. Lourens	– Sponsors and Donations



7. SAFETY:

The safety of all our learners and staff is of utmost importance. The school's safety plans are in place, and I would like to assure parents that everything in our power will be done to keep learners and staff safe. It is extremely important that, if learners are not picked up directly after school or sports, you make use of the aftercare facilities. If you would like to make arrangements with aftercare, please contact **Mrs.**

Hefer at 076 569 4722.



8. SCHOOL FEES:

The school fees for 2026 is **R2 880,00 per month.**

If school fees for the year are paid in full by the end of February 2026, you will receive a discount of R2 880,00.

Music Fees for 2026:

Piano: R570 per month

Recorder: R570 per month

9. SCHOOL UNIFORM:

Learners wear full summer school uniform for the first term. If a learner receives a merit certificate for good behavior, good work, etc., they may wear civvies to school on Thursday.

On the day a learner celebrates their birthday, they may wear civvies. If the birthday falls on a paid civvies' day, they may wear the civvies on the Thursday.

We also have special theme civvies days on some Fridays.



10. Tuckshop:

Our school tuckshop is under the management of Mrs. Visagie, and delicious food items are sold. Nutritious meals are offered daily. You will soon receive an online order

form on which you can order your child's meals for the week. We prefer EFT payments, otherwise the cash can be sent in an envelope with your child's name and amount on.

11. APPOINTMENTS:

My door is always open for discussions. Please make an appointment if you would like to discuss something with me. If you would like to speak to the class teacher(s), please make an appointment, as teachers are not allowed to leave their classes during school hours.

12. ACKNOWLEDGEMENTS:

Many thanks to all our parents for your continued support of your children and our school.

Thank you to our learners for their positivity, enthusiasm, and good behaviour.

Many thanks to our staff for your positive contributions and efficiency.

We look forward to a positive 2026.

Kind regards,



R. Visagie
Acting Principal

