



GRADE 4-12
PARENT
HANDBOOK
2025

Message from the Principals

Dear Parents,

Assalamu Alaikum

Welcome to Northern Muslim School (NMS). As the principals of NMS, it is important to us that everyone who steps through the doors of our school is excited about being here. This attitude enables us to meet our goal of holistically developing our learners in a positive, fun and nurturing environment.

We are privileged to have your child join our NMS family and we are excited to embark on this journey together, as partners in your child's education. We aim to nurture our learners by instilling global values within them, which we derive from our Islamic ethos.

We encourage all parents and guardians to take an active role in the education and nurturing of their child. At NMS, we welcome parental involvement in the classroom and on a range of school activities, including excursions and sports activities. Parents and guardians can assist in their child's learning and success at school by reinforcing the following: Students are to be at school every day, on time, in full school uniform and have all of the equipment required for a successful school day (including a healthy lunch!).

We have compiled this handbook to ensure that parents have easy access to pertinent information applicable to you and your child/ward in our partnership for the 2025 academic year.

Yours in Education

MI I Ebrahim and Mr T Warinda

Our Vision:

We at NMS strive to attain excellence in both Islamic and Secular studies in order to develop and empower learners to contribute meaningfully and responsibly to society. Excellence in Education is an instrument in the holistic development of the child.

Our Mission:

We at NMS provide quality education to all learners as a foundation for lifelong learning for their personal and social development in an Islamic Environment.

Our mission is:

- To promote excellence.
- To provide quality teaching which will assist learners to achieve meaningful, functional and durable learning.
- To promote the culture of learning and teaching.
- To take into consideration the talents and possibilities of each individual learner and to foster those talents and possibilities.
- To accept, respect and acknowledge learners as individuals.
- To accept as its task, the education of its learners in such a way that they become independent and responsible citizens.
- To strive for the harmonious development of the learner.
- To stimulate self-activity in the learner and to teach with insight.
- To motivate learners positively in their fields of study.
- To develop learners intellectually, spiritually and morally.
- To promote co-operation between home and school.



School opens:

School re-opens on Wednesday 15 January 2025.

School office hours:

Monday – Thursday: 7:15 to 15:00

Friday: 7:15 to 12:00

School Times for learners:



GRADE	COMMENCES	DISMISSAL
Monday - Thursday		
4-12	07h20	14h30
Friday		
4-12	07h20	11h55
Ramadan		
4-12	07h20	13h50
During Examinations		
4-12	07h20	TBA

It is ideal to drop off your child 10 minutes before the actual commencement time to ensure that your child can get settled before the academic day officially starts.

Kindly be punctual in dropping off and picking up your child.



Morning Drop-Off:

NMS uses a Drive-Thru system in the mornings. Parents enter at the main gate; they then stop either on the left- or right-hand side of the parking lot with the vehicle parallel to the pavement on the left or right. The learner will disembark, and the parent will then drive to the exit gate at the far end of the parking lot.

Grade 1 parents and parents of new learners are allowed to disembark from their vehicles and walk their child to the classroom. Kindly Park on the right-hand side of the parking lot (closest to the fence).

This concession will apply for the month of January only.

Afternoon Pick-up:

Parents are to arrive early and park in the main parking lot (either side of the centre island). Parents should **disembark** and walk to the play area at the end of the walkway to collect their child. Please note that parents are required to exit at the top gate at the far end of the parking lot.

Please note that NMS does not facilitate aftercare. If a learner has not been picked up 15 minutes after their dismissal time, the parents will be contacted and the learner will be sent to wait in the office.



Parking lot safety

Drivers are requested to ensure that they are patient and attentive at all times when driving on the school premises.

Kindly ensure that you follow the directions provided by Traffic Marshalls as they are there to ensure the safety of our learners and to facilitate the smooth flow of traffic.



Absenteeism:

What your child learns each day builds on what they have learnt the day before. If your child/ward misses' school, their learning routine is broken and this negatively impacts their academic progress. We therefore appeal to parents to ensure that your child is only absent when it is absolutely necessary.

- Please inform us if your child will be absent for a period of longer than 2 days by contacting the secretary.
- Please note that learners are not allowed to take early leave from school unless there are special circumstances. In this case, permission must be granted from the principal. It is better to make any appointments after school hours.
- On return to school after absenteeism, parents are required to provide a letter explaining the reason for absence. A doctor's certificate will be required if your child missed an assessment on the day/s absent.
- While our educators will ensure that they assist learners who were absent to catch up with missed work. It remains the parent's responsibility to find out from the relevant teachers what work was missed and ensure that this work is caught up in the event of learner absenteeism.
- **No early or extended holidays will be allowed.** Please plan holidays using the 2025 NMS Calendar which is included at the end of this document.

Leave taking during school day:

- Please note that learners are not allowed to take early leave from school unless there are special circumstances warranting such leave taking.
- A parent should call the secretary if there is an emergency requiring the learner to leave school during the school day. The secretary will then inform the Academic principal who has to authorise the request. If the request is not authorised, the parent will be contacted.
- Records of learners leaving school during the school day are kept and monitored. Frequent leaving of school during the school day will result in disciplinary action.



Health

- **Allergies:** Please ensure that you inform your child/ward's homeroom teacher of any allergies your child/ward has and the necessary precautions the teachers should follow.
- **Communicable Diseases:** Please inform your child/ward's homeroom teacher if your child has contracted any communicable disease. (Chickenpox, Measles, Covid19 etc). Should a learner have contracted a communicable disease, a doctor's clearance letter is required before the child may return to school.
- **Illness/Injury at school:** For minor illness/ injury, we have trained first aid practitioners on the school premises who will assist. For more serious injuries, the learner's parents/ guardians will be called to the school. Should there be a need for an ambulance, the school will alert the parent/guardian and the necessary steps will be taken.

- **Medication:** Kindly take note that the school does not administer any medication to learners. Should your child have any medication at school, a doctor's letter should accompany the medication, and it should be handed in to your child/ward's homeroom teacher for safekeeping.

*If your child is unwell, please keep him/her at home until he/she has recovered.

*Kindly ensure that the office is up to date in terms of any changes with regards to your contact details.

Stationery:

Please note that stationery lists are available on D6 and will be posted to WhatsApp groups.

- Kindly take note that it is not necessary to purchase new stationery items for your child each year. Should they already have any required items that are still usable, those items will suffice.
- Please ensure that all stationery items are labelled.
- Learners should preferably purchase see through pencil cases.
- Stationery that is lost, broken or diminished must be replaced as soon as possible.
- Parents/guardians are requested to please encourage their child/ward to take care and responsibility for their stationery.
- Parents are not required to buy notebooks for learners. These are provided by the school. Parents are requested to ensure all books are covered and labelled.



Textbooks

- The school provides textbooks to learners at the beginning of the year. All textbooks have a unique number. Teachers make a list of textbooks received by your child/ward. Your child/ward is responsible to return the same textbook issued to him/her in the beginning of the year.
- Learners are expected to look after textbooks and return them in the same condition the textbook was received in. (It remains the learner's responsibility to look after his/her textbooks both in and out of school)

Failure to return or seriously damaging a textbook will result in a charge to the parents account per book lost or damaged. (Parents are welcome to purchase the lost or damaged textbook and give it to the school in lieu of a lost or damaged textbook)

Academics

NMS uses the CAPS curriculum as approved by the Department of Education. Learners are assessed quarterly in line with the requirements of the CAPS curriculum. The school will communicate programmes of Assessment for each grade on a quarterly basis.

Learners will be required to write tests, give speeches and compile projects amongst others as part of their formal assessments.

Learners will be required to obtain a year mark of 50% in each subject to pass to the next grade at NMS.



Uniform:

Learners at NMS must wear their school uniform to school. Learners will not be permitted to wear any other clothing items in place of the school uniform. The following are the school uniform requirements.

GRADE 4-5	
Boys	Girls
NMS Tracksuit worn with a black topee, black socks, plain black/white takkies and an NMS Golf Shirt.	NMS Tracksuit worn with a navy blue long burkah (covering the arms), black socks, plain black/white takkies and an NMS Golf Shirt.
A plain navy-blue jersey and a plain navy-blue beanie may be worn in winter.	
Learners are also encouraged to bring along a navy-blue sunhat/cap for outside play and PE.	

GRADE 6-12	
Boys	Girls
NMS Golf Shirt, a Khaki chino, Black socks, black school shoes and a plain black topee.	A white long sleeve shirt / long sleeve NMS Golf Shirt with a navy skirt below the knee, navy long pants, navy blue long burkah, black socks, black school shoes.
The days the learner have P.E, an NMS Tracksuit with NMS Golf shirts and a plain black topee has to be worn.	The days the learners have P.E an NMS Tracksuit, a navy-blue long burka, black socks, plain black/white takkies and a long sleeve NMS Golf Shirt has to be worn.
Boys and girls are permitted to wear plain navy-blue jerseys under their jackets and plain navy-blue beanies.	

Uniform supplier: Snappers School wear (78 Market Street) (NMS tracksuits and golfers) - 015 297 0928

Mrs Essa (NMS Chino) – 082 348 7786

Parents are further requested to ensure that all uniform items, including shoes are individually labelled to avoid these items getting lost or confused with those of other learners.

Learners who arrive at school with the incorrect uniform will be sent to the office and parents will be called to bring the correct uniform item. Only then will learners be permitted to go to class.

The school uniform is required to be worn by learners for any extra lessons, extra-curricular activities or school events unless otherwise stipulated.



Lost and found:

All lost and found items are handed over to Mr A Mohammed (Maintenance manager) for safekeeping in the storeroom. If your child has lost an item, please inform the class homeroom teacher, who will take your child to the storeroom at an appropriate time, to check if it has been found.

Many items that have been found remain in the storeroom without anyone collecting them for long periods. These uncollected lost and found items, after informing parents, are donated to the needy from time to time. Parents are also welcome to go to the storeroom to check if the item has been found.



School lunch:

Please pack a healthy lunch for your child daily and include a bottle of water each day. Parents are encouraged to send a healthy snack for the second break.

The following are some considerations that apply to school lunch:

- Lunch should be packed into the learner's school bags/ lunch bags and sent to school in the mornings with the learners.
- Water bottles should close properly to ensure that they do not leak.
- All water bottles, lunchboxes and lunch bags should be labelled.



Tuckshop:

- The school tuckshop is open daily during first break and after salaah for learners to purchase.
- The tuckshop keeps a variety of drinks, crisps, chocolates and sweets.
- The tuckshop sells hot lunch daily in first break. The tuckshop will communicate Hot lunch options of what learners can purchase via a tuckshop WhatsApp group.
- The tuckshop encourages that hot lunch orders be placed in advance.
- Any complaints regarding the tuckshop can be emailed to: ismail.ebrahim15@gmail.com

Communication:

Effective communication between the school and parents is critical for the smooth functioning of the school. Our official platform for communicating information to parents is the d6 School Communicator Application.



Kindly use the links below to download the d6 School Communicator Application on your device.

[Android download](#)

[Apple download](#)

How to install and use the d6 communicator

Step 1. Go to the play store on your phone and open it.

Step 2. Install the app on your phone.

Step 3. Open the app, it will ask for your email address and name. Enter it.

Step 4. Choose the province Limpopo and search for the school's name: Northern Muslim School.

Step 5. The communicator will now open on the school notice board.

Step 6. You will see ribbons with the following headings: News, Calendar, Multimedia, Resources and homework. To view information under each ribbon, simply touch it.

Kindly note, NMS uses the d6 App to communicate the following:

1. Parent Circulars
2. School policies
3. Alerts to parents
4. Testing timetables



To further facilitate clear communication between the school and parents, NMS makes use of WhatsApp class groups.

Class Group: This group is grade specific and is created for the department head and teachers to facilitate communication related to the school, as well as academic and Islamiyah work related to the grade.

Subject Groups: In grade 10 – 12, teachers create WhatsApp groups that are specific to the subject they teach due to the volume of information required to be posted. These groups have learners added to them.

If you have any queries related to the WhatsApp groups, please contact the secretary who will assist.

Important Contact Details:

Name	Position	Email	Tel
Mrs N Hurzuk	Secretary	nmsplk@gmail.com	082 292 2443 015 230 0015
Mrs H Hendricks	Finance Administrator	nmsplk01@gmail.com	082 044 0419

Communication procedures:

- For **academic** related queries, kindly contact the secretary to arrange a meeting with the educator. If your concern is not met, please request the secretary to arrange a meeting with the Department Head. In the unlikely event that you are still not satisfied with the outcome, please contact the secretary to arrange a meeting with the principal.
- For **general** school related queries, kindly contact the secretary.
- For **hiring out the school hall or to book the Astro facilities**, kindly contact the facilities manager, Mr A Mahomed (071 786 6677).
- All **financial queries** must be addressed with the finance administrator.
- Kindly email the principal for any complaints regarding non-teaching staff related matters.
- If you would like to **meet with a staff member**, please arrange a meeting via the secretary.



NMS strives to keep you and your loved ones up to date with all the fun and exciting activities and events hosted by the school. To share our educational journey with us, you can follow us on the following Social Media platforms using the links below:

[Click to follow us on Facebook](#)

[Click to follow us on Instagram](#)

***If a parent would not like their child's picture to be used on our school social media platforms, kindly email the secretary on nmsplk@gmail.com.**

Please send an email with the subject line: Social media exclusion.

State the name of your child and their grade. Please also provide parent/guardians name, surname and contact information.

School Fees:

Parents are requested to ensure that they are paying the correct school fee amount monthly. Please be reminded that fees are due by the 5th of every month. For any finance related queries, kindly email nmsplk01@gmail.com or contact our school finance administrator. Below is the school fee structure for 2025, as well as the school's banking details.

Grade	Per Month over 12 months	Annual fee
RR - R	R1 400	R16 800
1 - 9	R2 800	R33 600
10 - 12	R3 250	R39 000

Kindly note that if you intend on paying school fees termly, or annually, the payments must be done in advance. Failure to keep their school fee accounts up to date could result in the suspension of all school activities for your child/ward.

Banking Details:

Northern Muslim School
Nedbank
Cheque account
Account number: 1418010758
Reference: Student code



ACADEMIC CALENDAR 2025

■ School closes
 School Days
 School Holidays
 Public Holidays
 Possible Eid Days

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S