NMS

"FAITH, KNOWLEDGE, SUCCESS"

ECD
PARENT
HANDBOOK
2026

Cnr Lawton Drive & N1 Highway
Polokwane, Limpopo
P.O.Box 55181, Polokwane, 0700
Tel: 015 230 0015 | Cell: 082 292 2443
Email: nmsplk@gmail.com
NPO: 036-395

Message from the Principal

Dear Parents,

Assalamu Alaikum

Welcome to Northern Muslim School (NMS). As the principal 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 2026 academic year.

Yours in Education

Mr T.L Warinda

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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 Thursday 15 January 2026.

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		
RR	08h00 – 08h20	12h00
R	07h30 – 08h00	13h00
Friday		
RR	08h00 – 08h20	11h15
R	07h30 – 08h00	11h15

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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 RR and R parents are given the option 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).

For Grade R, this concession only applies to the first term. By the second term, the grade R's should feel comfortable to walk to their classrooms on their own.

Please do not engage the teachers in conversation when dropping your child off. Kindly make an appointment to meet with the teacher should you have any concerns.

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. The school will not be liable for any incidents that occur after the prescribed pick up time.
Consistent challenges in this regard will result in disciplinary action.

Parking lot safety

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

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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.

Curriculum and daily lessons

At NMS, our secular teaching and learning is guided by the CAPS and ELDA curriculum. The following are the daily programmes used in Grade RR and R respectively.

GRADE RR DAILY PROGRAMME   Subject breakdown

Time	Activity
07:30-08:00	ARRIVAL AND FREE PLAY.
08:00-08:15	MORNING RING
08:15-08:45	TEACHER-GUIDED ACTIVITY. (Language)
08:45-09:10	TEACHER-GUIDED ACTIVITY. (Life Skills)
	GUIDED PLAY INSIDE. (Fantasy play, role play, construction play, blocks, educational toys, perceptual games, puzzles, book corners, quiet time, quiet area)
	TIDY UP INSIDE.
09:10-09:30	TEACHER-GUIDED ACTIVITY. (Islaamiya)
09:30-09:55	TOILET ROUTINE LUNCH BREAK AND FREE PLAY
09:55-10:05	TOILET ROUTINE.
10:05-10:30	ART Activity
10:30-11:00	TEACHER-GUIDED ACTIVITY. (Mathematics)
11:00-11:15	TOILET ROUTINE AND SMALL BREAK, FREE PLAY.
11:15-11:50	GUIDED PLAY OUTSIDE AND TIDY UP. (Water play, sand play, role play, balls, swings, wheel toys, educational toys, jungle gym, tyres, physical education, games)
11:50-12:00	STORY DISMISSAL

MATHEMATICS
- Activities designed from CAPS.
- Perceptual activities.
- Counting rhymes.
- Theme discussions.
- Calendar
- Free play.

LANGUAGES
- Activities designed from CAPS.
- Stories.
- Dramatization.
- Books/pictures.
- Perceptual activities.
- News.
- Poems/rhymes.
- Theme discussions.
- Free play.

LIFE SKILLS
- Activities designed from CAPS.
- Poems/rhymes.
- Theme discussion.
- Free/constructive play.
- Art.
- Physical education.
- Make and bake.

EXTRA CURRICULAR ACTIVITY
- Stimuzone
- Soccer starz

During the course of the week, learners will be taught each of the above study areas. At NMS, we try to ensure that learning is taking place in a fun and interactive way. Our educators will incorporate different teaching methods, taking into account the different learning styles of each learner.

Robotics and Coding (Stimuzone) and SoccerStarz will take place on a weekly basis.

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Islaamiya

Our Islaamiya curriculum is fine-tuned by our School Islamiyah Department.

Our Islamiyah educators aim to make all lessons fun, interactive and age appropriate, ensuring that our students learn to love everything about Islam and its teachings.

At NMS, our learners will have the following Islamiyah subjects taught on a weekly basis:

- Quraan
- Duas
- Hifz (Surahs)
- Aqaaid
- Akhlaaq
- Islaamic History
- Fiqh

Homework, Assessments and Reports

Learners in the ECD are not required to do any homework, with the exception of revision of Islaamiya concepts taught, which will be communicated to you on the WhatsApp group.

Assessments are conducted on a continuous basis, in an informal manner.

Progress reports are given out at the end of each term.

At the end of each term, learners will be resulted, and parents/guardians will be informed of the date and time that reports may be collected. Parents/guardians will be required to sign for the receipt of reports. Should a parent/guardian have any queries regarding their child's marks, they may contact the office to set up a meeting with the educator.

The pass standard at NMS is 50% in each subject.

Behaviour management

At NMS, we believe that children flourish best in an ordered environment, in which everyone knows what is expected of them and children are free to develop their play and learning without any fear of being hurt or hindered by anyone. At the beginning of each term and at regular intervals, the learners will be reminded of some very important rules that they must adhere to within the classroom and school environment. These rules encompass, but are not limited to the following:

- Learners should arrive to class on time.
- Learners should not run in the corridors of the school.
- Learners may not leave the learning area without the permission of a teacher.

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- Unless instructed otherwise, learners should raise their hands before they speak.
- Learners should always respect their teachers and fellow students.
- Learners may not purposefully hurt another learner.
- Learners must only use language that is appropriate, to express themselves.
- Learners must care for their environment and equipment, as well as the belongings of others.
- Learners must listen respectfully while others are speaking.
- Learners should always be honest and trustworthy.

As a means of positive re-enforcement, our educators foster a reward system within their classrooms. Each educator uses their own 'reward system', whereby learners are awarded a 'star' for any act of good behaviour at school. At the end of each week, learners who have the most 'stars', will be given a special treat from their teacher. A reward system keeps learners motivated and encouraged to always do their best.

As children seek to build relationships with each other, it is very normal for conflict and hurt feelings to arise. The skills needed for resolving conflicts involve managing feelings, communicating effectively, developing options and making decisions. At NMS, we aim to work towards a situation in which children can develop self-discipline and high self-esteem, in an atmosphere of mutual respect and encouragement. All situations are handled immediately and with utmost care.

In order to achieve this, the following is adhered to by all educators:

- The use of positive re-enforcement and redirection strategies to encourage positive behaviour in the classroom at all times.
- The provision of clear and simple rules and limitations.
- Upholding and maintaining realistic expectations of the learners.
- Modeling appropriate behaviors.
- Teach the learners replacement skills, conflict resolution and problem-solving skills.
- Provide logical and natural consequences for negative behaviour.
- Keep a daily record of negative behaviour.

The following behaviors are considered as negative:

- Behaviour that constantly disrupts the educator's ability to teach a lesson.
- Behaviour that inflicts physical or emotional harm on a teacher or student.
- Behaviour that disrespects people or their belongings, including school property.
- Behaviour that consistently goes against the rules of the classroom.
- Inappropriate language.

At NMS, we strive to maintain consistent and open communication with families regarding the behaviour of their children. Should negative behaviour occur, parents/ guardians will be notified in the following ways:

- For minor misdemeanors, a note will be sent in the learner's homework book/ book bag, and the learners will have a 'star' removed from his/her reward chart.
- A disciplinary report may be required for more serious incidents.

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- In the case of habitual misdemeanors or of a serious misdemeanor, parents/guardians may be asked to come in to the school and meet with the teacher or HOD, so that a positive resolution can be made.
- Should a child's negative behaviour become a consistent problem, the parents/guardians will be contacted to meet with the HOD and Principal of the school for further intervention strategies that may be required.
- Extreme behavioral situations that continue, despite all efforts, will be referred to the School Disciplinary Committee, and be handled on a case-by-case basis, subject to either a Behaviour Support Intervention Plan, or the Primary School Code of Conduct, whereby the learner could be suspended, excluded or expelled from the school.

The connection between home and school is very important and children must understand that we are all communicating and working together.
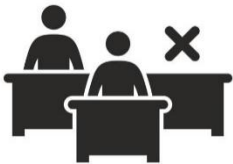
Absenteeism:

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.
- After 5 days of absenteeism, parents will be contacted for a meeting with the school's principal. We will also meet after 10 days of absenteeism, thereafter we will conduct a disciplinary hearing, which may result in exclusions of awards and school events.
- 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 2026 NMS Calendar which is included at the end of this document.

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

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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 inform the educator and consider keeping 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.

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Stationery: The following are the stationery requirements for grades RR & R:

GRADE RR		GRADE R	
1	Jumbo beginner pencils	4	Jumbo beginner pencils
1	Jumbo pencil sharpener	1	Jumbo pencil sharpener
2	Pritt Glue stick JUMBO	1	Eraser JUMBO
1	Blunt nose scissor	2	Pritt Glue stick JUMBO
1 box	Good quality jumbo colour pencils	1	Blunt nose scissor
1 box	Good quality jumbo colour kokis	1 box	Good quality jumbo colour pencils
1 pack	Retractable twister crayons	1 box	Good quality jumbo colour kokis
1 pack	50's Colour cardboard	1 pack	Retractable twister crayons
1 pack	Square gum paper	1 pack	50's Colour cardboard
1	Craft glue	1 pack	Square gum paper
1	Water colour paint pallet with brush	1	Craft glue
1	LCD Writing screen 16inch	1	Paint pallet with brush
1	Jumbo colouring book	1	LCD Writing screen 16inch
1	Plastic apron	1	Jumbo colouring book
1	Material book bag	1	24 Piece puzzle
1	Large denim chair bag	1	Plastic apron *Please do not repurchase if already in possession.*
1	Ream white A4 paper	1	Material book bag *Please do not repurchase if already in possession.*
1 pack	50's Earbuds	1	Large denim chair bag *Please do not repurchase if already in possession.*
1 pack	Cotton wool balls	1	Ream white A4 paper
1 box	Facial tissues	1 pack	50's earbuds
1 pack	Wet wipes	1 pack	Cotton wool balls
1	2l ice-cream tub (to store items)	1 box	Facial tissues
		1 pack	Wet wipes
		1	2l ice-cream tub (to store items)

*Please note that the steel rulers are not allowed.

- Kindly take note that it is not necessary to purchase new stationary items for your child each year. Should they already have any of the above items that are still usable, those items will suffice.
- Please ensure that all stationary items are labelled.
- Learner's pencil cases/ stationary tubs must remain at school for the duration of each term.
- Stationary 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 stationary.

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Kindly take note that learners are not allowed to bring jewellery and toys to school, this includes smart watches, fancy stationary, soccer balls, cricket bats, etc. Strictly no cell phones are allowed at school (it will attract a R500 fine). Should a learner bring any of the above to school, the items will be confiscated and returned at the end of the term.

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.

- **Boys:** NMS Tracksuit worn with a black topee, plain white/black socks, plain white/black takkies and an NMS Golf Shirt.
- **Girls:** NMS Tracksuit worn with a navy blue burka, plain white/black socks, plain white/black takkies and an NMS Golf Shirt.
- NMS 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.

Uniform supplier: Northern Muslim School

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.

Lost and found:

All lost and found items are handed over to the 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 rules 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.

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- Sweets, fizzy drinks and chocolates are not allowed at school, except on a Friday, when learners are allowed to bring a treat.
- Water bottles should close properly to ensure that they do not leak.
- All water bottles, lunchboxes and lunch bags should be labelled.
- Learners are discouraged from sharing food, due to allergies, food preferences, etc.
- Kindly take note that ECD learners are not permitted to purchase from the tuckshop.

*Kindly note that should you wish to send bulk sweets, chocolates, etc. for any reason to your child's class, please ensure that permission is gained from the homeroom educator.

Cakes, cupcakes and party packs are not allowed. A halaal certified sweet or chocolate will be sufficient.

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.

Foundation Phase 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. Parents are requested to check the class WhatsApp group frequently for any alerts, updates, circulars or notifications.

If you have any queries related to the WhatsApp groups in Foundation Phase, please contact the HOD.

Important Contact Details:

Contact numbers:	
School reception landline	015 230 0015
School cellphone line	082 292 2443
Parent committee WhatsApp line	076 181 6708
Finance office	082 044 0419
Life coach	071 473 9514

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 on the school reception landline/cellphone line.
- **To book the Astro facilities**, kindly contact the facilities manager (071 786 6677).
- All **financial queries** must be addressed with the finance administrator. (082 044 0419)
- Kindly email the principal for any complaints regarding non-teaching staff related matters. principalnmsplk@gmail.com
- 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

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

<u>*Please send an email with the subject line: Social media exclusion.*</u>
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 2026, as well as the school's banking details.

Grade	Annual	Per month
Grade RR-R	R 18 000	R 1 500
Grade 1-9	R 36 000	R 3 000
Grade 10-12	R 42 000	R 3 500

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

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2026 ACADEMIC CALENDAR

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		

NMS Extra holidays 28-30 April

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				

15 Jun – Special school holiday

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			

25 Sep – Special school holiday

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
		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		

Term 1: 14 Jan - 27 Mar | **Term 2:** 08 Apr - 26 Jun | **Term 3:** 21 Jul - 23 Sept | **Term 4:** 06 Oct - 09 Dec

PUBLIC HOLIDAYS	IMPORTANT SCHOOL DAYS	IMPORTANT ISLAMIC DATES	SCHOOL HOLIDAYS
01 Jan – New years day	12 Jan - Staff return to school – Term 1	18/19 Feb – Possible Ramadan starts	30 Mar – 07 Apr
21 Mar – Human rights day	14 Jan - Gr 1 – 12 return to school	20 March – *Estimated Eid al Fitr	27 Apr – 01 May
03 Apr- Good Friday	15 Jan - ECD return to school	28 May – *Estimated Eid al Adha	15 Jun – 16 Jun
06 Apr – Family day	08 April – Return to school Term 2	*Eid holidays will be communicated	29 Jun – 17 Jul
27 Apr – Freedom day	20 July – Return to school Term 3	after sighting of the moon	24 Sep – 5 Oct
01 May – Worker's days	06 Oct – Return to school Term 4		10 Dec – 13 Jan
16 Jun – Youth day			
09 Aug – Women's day			
10 Aug – Public holiday			
24 Sep – Heritage day			
16 Dec – Day of reconciliation			
25 Dec – Christmas day			
26 Dec – Boxing day			