

NMASCHOOLS



PROSPECTUS

2025 - 2026

**"WHEN EDUCATING THE MINDS OF OUR YOUTH,
WE MUST NOT FORGET TO EDUCATE THEIR HEARTS"**

INTRODUCTION

NMA Pre-school: (Main Branch)

The NMA Nursery School (Northcliff) was established in 1998. It is an independent school which provides quality education.

NMA Linden was established in 2007 and is an extension of NMA Pre-School Northcliff.

NMA Primary School

NMA Primary School takes pride in offering excellent education with small class ratios, allowing your child to learn and develop as individuals in a well balanced integrated system.



Nurture
Motivate
Achieve



We are open to all and encourage diversity.

“love the art of learning”

OUR VISION

To develop uniqueness and excel at the art of learning while remaining humble.



Teamwork



Self-Belief



Honesty



Passion



Respect



Determination

OUR MISSION

To encourage the love for learning in an environment where all learners feel respected and supported while growing as young individuals and reaching their full potential.

GENERAL INFORMATION

NMA is an educational zoned and registered school. Our educators all have a police clearance and are SACE registered. We are registered with the Department of Basic Education, Health Department, Department of Social Development and AMS. We offer early childhood education as well as a primary school, Grade 1 to 7. Your child will get the training, support and care that's appropriate for their age and stage of development. We take pride in what we offer and trust that our environment will suit our parents and the needs of their child. We are linked with a Security Company and the ECD Centres are CCTV monitored, allowing parents peace of mind when entrusting their little ones to us.

We take pride in small class setups of between 16 and 20 learners per class, offering an individualised learning program.

EDUCATIONAL

At NMA we pride ourselves in "education". The Director, Principal and our team of educators work together to ensure our educational program allows our learners to reach for the stars. While our teachers have a set syllabus to follow, innovative methods are encouraged.

APPROACH

We follow an integrated scientific approach based on developing the needs of a child as well as skills development. Our programme involves concepts developed by the Gauteng Education Department, the Early Childhood Development Programme (ELDA) and a School Readiness Programme. We offer a routine based CAPS compliant syllabus in accordance with the National Curriculum Statement.

The ECD Program includes language, creative and perceptual development as well as mathematical concepts, scientific concepts, music, movement, stories, gross and fine motor co-ordination, news, show-and-tell and baking.

Lessons and activities are centred and structured around a weekly theme.

Learners at the primary school are given the opportunity to explore and develop according to

their capabilities. Educators take pride in teaching the core subjects ensuring all learners are given an equal opportunity to excel during their primary school years.

Language Medium

Teaching will take place in English.

Break-away Islamic classes are offered to our Muslim learners. Non-muslim learners continue with secular activities during this time.

APPLICATION PROCEDURE



Application forms are available online for submission.

Confirmation and placement takes place on a first come basis. As soon as your child is accepted and you are notified thereof, a non-refundable registration fee and the first month's school fee [non-refundable] is payable. The amount should be paid within 7 days to ensure confirmation of enrolment.

Learners registering for grade 1 are required to complete a school readiness test offered by an Occupational Therapist, affiliated to NMA at a cost of R250.

Learners in grade 2 and above will be required to complete an entry level assessment prior to confirmation. Parents will be notified of date and time of assessment.

Transfer cards and the latest report needs to be attached to the application form.

THE CLASS SETUP

Toddler / Nursery / Grade RR

This is informal with planned, differentiated activities set out for each day and include drawing, modeling, painting, reading, cutting, pasting, threading, construction work, assembling puzzles and blocks, playing with educational toys, fantasy play, etc. During the creativity hour, the teacher educates a small group of pupils at a time, teaching them specific school readiness skills related to the activity. Pupils are encouraged to engage in as many activities as possible, although the main activity is compulsory.

Grade R

A formal and yet child friendly setup to help learners bridge the gap from grade R to grade I and to cope with the demands of formal schooling in primary school. Learners are given the opportunity to learn scholastic concepts in an environment that is relaxed and child friendly.

Our groups work strictly according to age appropriate activities.



Primary

A formal setup to allow the child to grow and achieve during his / her foundation and intersen phase years.

Our groups work strictly according to an age appropriate syllabus as per GDE requirements.

Regrettably, no exceptions will be made. All activities in respective groups are age appropriate and the Principal and staff at NMA will not be able to accommodate parents wishing to place their child in a group above his/her age. Our Grade RR year does not bridge the gap to grade I and all learners have to complete grade R before going on to grade I.

"Making little people comfortable in a big, big world"

Toddler/Nursery	turning 3 by March or 4 in the year	8:15 to 12:15 Friday 8:15 to 11:00
Grade RR	turning 5 in the year	8:00 to 12:30 Friday 8:00 to 11:15
Grade R	turning 6 in the year	7:45 to 12:45 Friday 7:45 to 11:30
Grade 1	turning 7 in the year for Grade 1 learners must have completed Grade R at a registered school / ECD	7:40 to (dismissal time TBC)
Grade 2 to 7	producing a report confirming the current years grade.	7:40 to (dismissal time TBC)

School Terms

NMA works on a 4 term year. Terms may differ slightly to GDE school holidays (i.e. the school may close earlier or open before other GDE schools during holiday breaks). Parents will be notified about religious holiday breaks. Parents will be given a year planner at the beginning of the year to help them plan better.

Drop-off and Pick-up Policy

For safety and security reasons it is compulsory for all parents to adhere to our drop-off and pick-up policy.

NO EXCEPTIONS WILL BE MADE!

In the event of parents being separated, we are not allowed to stop a child leaving with either parent unless otherwise stated by court order.

For Security Reasons

Our school gates will open at 7:15am (Primary School) and 7:30am (Northcliff and Linden). No child is allowed to be dropped off prior to this time.

The gates will be closed once school resumes and reopened at group departure time.

Parking on the road as per JRA Regulations, is strictly prohibited, so please arrive according to gate opening times. A spot fine of R500 will be given to parents not adhering to our parking rules.

- * For security reasons our gates will be locked during our school day.
- * **PLEASE ENSURE YOUR CHILD IS COLLECTED AT THE GROUP DISMISSAL TIME.**
- * Teachers will be on duty 10 min prior to group times and 10 minutes after group times.
- * A waiting class will be available for learners waiting for their siblings and only applicable to learners who have registered for this service.
- * Only learners registered for our aftercare / waiting class are taken care of after group dismissal time.

- * Parents who have not signed up and who's children are not collected timeously will be fined.

Aftercare

NMA Northcliff and the Primary School has an aftercare during school terms, that runs from dismissal time to 5:00pm Monday to Friday and to 4pm during Ramadaan. Parents of learners at Linden who require aftercare will have to make arrangements for their children to be taken to aftercare. Learners who attend aftercare need to bring along two lunches and extra drinks and snacks for the day. Parents signing up for aftercare will be charged the full rate irrelevant of pick-up times and number of days attended. Please note we do not have a day rate for aftercare and under no circumstances will learners be allowed to attend aftercare for the day.



Sunstroke Protection

While South Africa is blessed with an excellent climate, our summers demand that we employ protective measures to prevent our children from the dangers of exposure to the sun's rays. As part of this programme, all our children will be required to wear caps while outside.

Lunch

Children bring their own lunch and drinks to school [no fizzy drinks are allowed].

A healthy lunch box should contain a selection from the following: whole-wheat sandwiches, fruit, carrot-sticks, nuts and raisins, cheese and juice. Please increase portions during winter. If your child leaves home early, please ensure that his lunch box provides for his needs. Potato crisps, cakes, and sweets are not nutritious for a growing child, and will not be allowed.

Illness

Learners should be healthy when they attend school. Parents are requested to inform the teacher of any health problems or allergies that the child may have. **If your child has a cough or a cold, or any other symptoms, please keep him/her at home** as this will speed his/her recovery and prevent him/her from spreading the illness to the other children.

Parents will be contacted if their child becomes ill at school. Please advise the school should your child stay away from school for any particular reason.

Our sick room facility allows for short term supervision should a child get ill at school. It is of utmost importance that learners do not attend school if they are ill.

Please do not send medication in your child's bag. This could be hazardous to your child and other learners at school. Children are not responsible enough to administer their own medication. Multivitamins are also a form of medication and should not be given to your children to bring to school.

Sporting and Extra Curricular Activities

NMA follows a holistic approach and a great emphasis is placed around the sporting programs.

Preschool (Grade R and below)

A variety of extra murals are offered at an additional fee. These include:

- Biokinetics
- Wish for Kids
- Playball
- Kiddienastics
- Tumbling Tigerz
- Experibuddies

(subject to change)

Primary School

We offer a compulsory biokinetics program with a qualified biokineticist at no extra cost.

The school also offers a sporting program. Our coach covers a comprehensive seasonal sporting program such as cricket, soccer, athletics and basketball.

Learners who wish to pursue skills at a specific sport are encouraged to do so.

A variety of additional fee paying extra murals will be on offer.

Monthly rosters

Grade R and Below

- * A monthly roster will be given to you at the beginning of each month. Rosters will update you, the parent, on themes, school readiness hints, items the children may need to bring to school and other important issues.

Scope of Work (Primary School)

A roster indicating the scope of work covered will be shared with parents at the beginning of every term. This is to ensure parents are kept up-to-date and are able to monitor their home revision program.

SCHOOL UNIFORM

Preschool (Grade R and Below)

Although school uniforms are encouraged they are not compulsory.

Primary School (Grade 1 to 7)

Uniform is compulsory according to the school code of conduct.

Girls Uniform

- School Tunic
- Navy School leggings (not available from NMA school shop)
- Plain white ankle socks (not available from NMA school shop)
- School Jacket (Grade 1-3)
- School Blazer (Grade 4-7)
- School Jersey
- School Beanie Set
- School Cap
- For PE / Sports Days girls must wear a school tracksuit, golfer and plain black sneakers
- Plain navy short burqa - to be worn for Islamic classes

Boys Uniform

- Grey School pants (not available from NMA school shop)
- Plain grey socks (not available from NMA school shop)
- School white shirt with Logo
- School Jersey
- School Jacket (Grade 1-3)
- School Blazer (Grade 4-7)
- School Cap
- School Beanie Set
- Plain navy blue topee - to be worn during Islamic classes
- For PE and Sports Days boys must wear a school tracksuit, golfer and plain black sneakers

Learners attending school must have a neat haircut. Girls with long hair must have their hair tied up with

a blue hairband (According to the school code of conduct). Boys must have a neat short haircut.

Uniforms can be purchased via the website, by completing the online order form. Orders will only be processed once sizes are confirmed with a fitting and payment has been made as no exchanges are allowed. Parents are welcome to make an appointment for a fitting at the school uniform shop which is situated at NMA Northcliff.

Remember to clearly label all items of uniform. Non school uniform items will not be allowed.

Threads Uniforms (@ NMA School)

Contact: Sabreen - 062 187 5324

Book Packs

Book packs are required for grades RR and above. Parents will be notified about purchasing of books. It is of utmost importance that learners arrive on the first day of school with their book packs. Unfortunately the school will not be held responsible for books that are purchased from external suppliers.

Stationery Lists

A stationery list and order form will be emailed to parents. Parents are required to purchase the necessary stationery via the school service provider or any other stationery store. Please ensure that your child has all the necessary stationery for the first term. You will be required to top-up stationery should the need arise.

Birthdays

Should you wish to share this special day with your child's class, please send individually wrapped cup cakes. Party packs will be handed to the parents of the children at the end of day, to give to their child at their discretion.

In-House Events

Learners will attend various in-house events during the course of the year. These are educational and parents are encouraged to allow children to participate. No additional fees will be payable for these events. Parents will be required to hand in an indemnity form which gives consent for a child to participate in activities/events.

Out-House events

Grade RR and above

Learners will be taken on excursions during the course of the year. These are educational and parents are encouraged to send learners on outings.

Parents will be notified of outings and will be required to complete an indemnity and pay via EFT prior to the excursions should they want their child to participate.

All learners attending an excursion must wear

Grade R and RR - The school T-Shirt and Cap

Grade 1 to 7 - Full school uniform



Assessments

Pre-Primary

Continuous assessments are carried out in a relaxed, casual manner. This takes place throughout the term and is intensely done. Children are mostly unaware of assessments taking place.

We encourage learners in Grade R to attend a school readiness assessment offered during the course of the year by a qualified therapist. (Parents will be notified on the cost of this assessment). A school readiness assessment is required by most primary schools upon enrolment.

Primary School

Formal and informal assessments / tasks will be carried out according to our assessment plan which will be shared with parents.

Reports

Pre-Grade R reports are given out in June and December.

Grade R reports are given out for all four terms.

Primary School

Learners will be given formal and informal tasks to assess if he/she has achieved the outcomes for relevant learning areas. Reports are handed out after the holidays for the 1st, 2nd and 3rd term and upon closing in December.

Remedial Teaching

NMA offers a remedial teaching plan for parents who require additional assistance for their child. Learners with a minor lag in language, fine and gross motor development, perception, concentration or processing will be monitored closely. Our teachers together with the Principal / Director will advise parents of the need to refer their child to a related therapist should this be beneficial.

If the child displays weakness in a certain learning area, the team (pupil, parents and teacher) will be required to put in a special effort to prevent future learning delays and remedial teaching or a remediation plan will be drawn up.



Bursar's Office

Shawfeeka handles all fee related enquiries. Please feel free to contact Shawfeeka at any time regarding statements.

Monthly fees to be paid on or before the 1st of each month.

Remember school fees are payable in advance and not in arrears. As an institute our valued educators have to be paid by the 25th of each month and we as NMA are only able to pay our educators if parents pay timeously. Fees are strictly payable by EFT.

Your assistance in fees being paid on time will be appreciated as it is for the education of your child and to ensure the smooth running of the school.

Should you have any general queries kindly contact Shawfeeka on 082 442 4881 or email at shawfeeka@nmaschools.co.za

Regrettably, your child's name will be taken off our list, should monthly fees not be up to date.

Learners whose fees are not paid prior to the beginning of the month will risk losing their place at NMA.

- * Should our country experience a lock-down again, we will automatically resort to online learning at the normal fee and no concessions will be made.
- * Should you want to de-register your child a 3 months notice will apply. Under no circumstances will this fee be waived.
- * Please sign and return the fee agreement attached to the application form.

Re-Applications will only be considered for learners whose fees have been paid timeously.

Billing System

A statement is emailed to parents on a monthly basis. Upon enrolment you will be billed for the entire year. The following steps will be followed for recovery of fees:

- a) Initial telephonic/sms message
- b) 1st written notification
- c) 2nd written notification
- d) Notification of termination

School Policy in the event of parental separation

Please note that in the unfortunate event of the parents separating from one another without a legal divorce, both parents will be permitted access to the child and his/her progress as well as held responsible for all issues relating to the child including the payment of all dues.

Regrettably, in the event of custody being granted to one of the parents in terms of the law, only such a parent will be granted access to the child with such a parent responsible for matters pertaining to the child including the payment of all fees and dues.

The school needs to be informed in writing with the necessary legal guardianship documents attached about legal custody in the case of divorce. Hand written letters and emails will not be accepted. By law we are not allowed to withhold information from either parent unless otherwise stated by court order. The Principal as well as the teachers will not entertain parental conflicts with each other as our focus is on the child and the well-being of the child. In the case of no custody being granted, both parents will have to take responsibility of school fees and application forms should be signed by both parents.

January Fee	Upon acceptance
February Fee	Payable before 1 st February
March Fee	Payable before 1 st March
April Fee	Payable before 1 st April
May Fee	Payable before 1 st May
June Fee	Payable before 1 st June
July Fee	Payable before 1 st July
August Fee	Payable before 1 st August
September Fee	Payable before 1 st September
October Fee	Payable before 1 st October
November Fee	Payable before 1 st November
December Fee	Payable before 1 st December

Traffic Regulations

Please make use of the parking area. No on-road parking is allowed as per traffic department regulations.

We know that some of you are in a hurry, but remember there are children walking in and out of the school building.

These lives are precious!

Please be alert when REVERSING as little ones could be out of your view

Please do not block our entrance and exit gates.

DO NOT SPEED IN THE PARKING AREA!



NMA SCHOOL COMMUNICATIONS POLICY

Introduction

The use of a communications policy document within NMA school is essential to ensure efficient and effective communication between teachers and parents and so provide a clear framework for all teachers and parents to work within.

Good communication between teachers and parents is imperative to the quality of education provided by NMA school. Within the service of educating young people there are bound to be differing opinions between home and school. Where these are smoothly managed the process continues to grow in a positive manner. Where the relationship is damaged, due to intolerance, disrespect or other unacceptable behaviour, the growth of the child may be adversely affected.

Objective

The objective of this policy is to ensure that all parents and teachers understand the procedure for communicating issues which affect the education of the children. The teachers have a need to communicate with the parents at regular intervals and the parents are invited to communicate with the teachers as and when required.

According to the Constitution of our country every human being is entitled to be treated with dignity. This policy attempts to bring this value to the attention of all the stakeholders involved in the education of the children of NMA school.

Acceptable means of communication between parents and teachers:

- All legitimate and fair concerns need to be addressed between individuals in the following manner.
- A polite telephone call via the school office.
- A pre-arranged meeting at the school.
- Where confidential or sensitive information is communicated it must be sent in a sealed envelope to the recipient.
- Telephonic contact via the school office is acceptable provided that parents understand that teachers cannot return calls immediately. Calls will be returned as soon as possible.
- The teacher and the parent should under no circumstances discuss a child's progress in the presence of learners and other parents.
- When dealing with an issue the appropriate channels must be followed to resolve the issue.
- Confidentiality will be observed by the teacher, parent and management of the school.
- Meetings will be arranged at times that suit both parties. Where either party is unable to attend the meeting the other party needs to be notified timeously. Should the meeting be missed an appropriate apology to the other party must be offered.
- Communication via email is the preferred method of communication.

Unacceptable means of communication between parents and teachers

- Communication which is demeaning and derogatory in nature





- Meetings conducted in the classroom without a prior appointment
- Rude remarks in a communication book are unacceptable and will not be tolerated

Teachers must endeavour to:

- Listen
- Remain calm and professional
- Respect the parents and their concerns
- Meet the needs of the child first
- Never victimize a child after a meeting
- Return calls ASAP
- Make themselves available
- Reply to messages in books
- Provide professional follow up should it be required
- Keep appointments
- Reply to parents email ensuring the Principal is cc'd at all times.

Teachers will not:

- Accept verbal abuse
- Discuss children in public areas
- Be rude in response to parents
- Ignore messages (if these are received)
- Victimize children
- Ignore genuine concerns

- Tolerate classroom interruptions
- Wait more than ten minutes from the allocated time for appointments
- Respond to anonymous letters but will pass them to the Principal / HOD
- Discuss internal matters or child related concerns with other teachers or parents
- Discipline learners in a harsh tone with negative remarks
- Respond to a parent via WhatsApp or a cell phone call

Parents must endeavour to:

Recognize and respect the professional status of teachers at all times

Treat teachers and teachers assistants with respect at all times, particularly in the presence of the children

Communicate with teachers and teachers assistants in a courteous and dignified manner

Avoid discussing individual concerns with other parents or third parties

Refrain from entering the teaching areas during school time, unless invited to do so for purposes of a pre-arranged meeting with a teacher. In all instances, a parent must however first report to the school's office

Channels for Addressing Concerns:

1. Meet teachers to discuss matters irrespective of what the issue is
2. Principal

EASY PAYMENTS TABLE 2025

As far as possible, we are a non-cash operating school and all payments must be made by eft or bank transfers into respective accounts. Please supply a copy of the deposit slip to the office. The school works on an annual fee income which is divided over 12 months to make payment easier for parental management.

Re-registration fee for learners returning to NMA = R 1500

TODDLER GROUP

Registration Fee (Upon Acceptance)	R 2,000
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Per month (3 days / Jan to Dec)	R 2,000
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Per month (5 days / Jan to Dec)	R 2,200
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Nursery

Grade RR

Grade R

Registration Fee (Upon Acceptance)	R 2,000	R 2,000	R 2,000
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Per month (Jan to Dec)	R 2,550	R 2,850	R 3,050
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PRIMARY SCHOOL

Registration Fee (Upon Acceptance)	R 2,000
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Per month (Jan to Dec) : Grades 1, 2 & 3	R 3,250
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Per month (Jan to Dec) : Grades 4, 5, 6 & 7	R 3,450
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AFTERCARE | WAITING CLASS | HOLIDAY CARE

Please indicate on the application form your choice of aftercare / waiting class and holiday care. - you are not allowed to swap options during the course of the year.

Aftercare without Holiday Care	R1,500 x 10	Northcliff & Primary
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Aftercare with Holiday Care	R2,000 x 11	Northcliff
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Waiting Class	R500 x 10	Grade 1 - 3 (Dismissal to 3pm)
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Waiting Class	R500 x 10	Linden and Northcliff (Dismissal to 2pm)
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EASY PAYMENTS TABLE 2026

As far as possible, we are a non-cash operating school and all payments must be made by eft or bank transfers into respective accounts. Please supply a copy of the deposit slip to the office. The school works on an annual fee income which is divided over 12 months to make payment easier for parental management.

Re-registration fee for learners returning to NMA = R 1500

TODDLER GROUP

Registration Fee (Upon Acceptance)	R 2,000
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Per month (3 days / Jan to Dec)	R 2,150
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Per month (5 days / Jan to Dec)	R 2,350
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	Nursery	Grade RR	Grade R
Registration Fee (Upon Acceptance)	R 2,000	R 2,000	R 2,000
Per month (Jan to Dec)	R 2,700	R 3,000	R 3,200

PRIMARY SCHOOL

Registration Fee (Upon Acceptance)	R 2,000
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Per month (Jan to Dec) : Grades 1, 2 & 3	R 3,400
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Per month (Jan to Dec) : Grades 4, 5, 6 & 7	R 3,600
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AFTERCARE | WAITING CLASS

Please indicate on the application form your choice of aftercare / waiting class.

Aftercare	R1,600 x 10	Northcliff & Primary
Waiting Class	R500 x 10	Grade 1 - 3 (Dismissal to 3pm)
Waiting Class	R500 x 10	Linden and Northcliff (Dismissal to 2pm)

Banking Details

Please ensure that you use your child's name and surname as reference. Different payments should be made in the relevant bank accounts according to the type of payment.

For Registration and School Fee Payments

NMA Northcliff

Account Name: NMA Nursery
Bank: Standard Bank, Northcliff
Account: 002928728
Branch Code: 006305

NMA Linden

Account Name: NMA Extension
Bank: Standard Bank, Northcliff
Account: 021234418
Branch Code: 006305

NMA Primary School

Account Name: NMA Primary
Bank: Standard Bank, Northcliff
Account: 002928485
Branch Code: 006305

For Events and Books

Account Name: NMA
Bank: First National Bank, Northcliff
Account: 62808390653
Branch Code: 250655

Please contact the Principal should you wish to make an appointment to visit the school.

Contact Details

Northcliff: 082 442 8804

Linden: 082 442 8804

Primary: 087 700 5466 / 082 442 8804

Munira

(NMA Schools Director & Principal):
082 442 8804

Shawfeeka

(Finance)
082 442 4881

Tasneem

(Principal Primary School)

Sabreen

(HOD Northcliff)

Rooksaar

(HOD Linden)

Our team work closely together to ensure a well rounded program. Giving our learners an opportunity to excel academically, physically and socially.

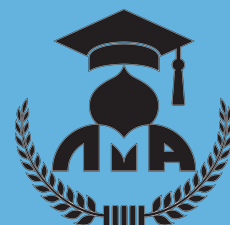
Please contact us for any queries on educational practices or any other information regarding our school policies.



@nmaschools



www.nmaschools.co.za



Children Learn What They Live

If a child lives with **criticism**,
He learns to condemn

If a child lives with **hostility**,
He learns to fight

If a child lives with **ridicule**,
He learns to be shy

If a child lives with **jealousy**,
He learns to feel guilty

If a child lives with **tolerance**,
He learns to be patient

If a child lives with **encouragement**,
He learns to be confident

If a child lives with **praise**,
He learns to appreciate

If a child lives with **fairness**,
He learns to find justice

If a child lives with **security**,
He learns to have faith

If a child lives with **approval**,
He learns to like himself

If a child lives with **acceptance** and
friendship,

He learns to find love in the world!