NMASCHOOLS

PROSPECTUS

Growing Minds. Growing Character.

NORTHCLIFF | LINDEN | PRIMARY SCHOOL

Our Vision

To nurture confident, compassionate, and unique individuals who strive for excellence in learning while remaining humble.

- Teamwork
- Self-Belief
- Honesty
- Passion
- Respect
- Determination

OUR MISSION

To inspire a love for learning in a warm, supportive environment where every learner feels respected, and encouraged to reach their full potential...
ACADEMICALLY, SOCIALLY, AND EMOTIONALLY

"When educating the minds of our youth, We must not forget to educate their hearts"

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WELCOME TO NMA

At NMA, we create a warm, nurturing environment where learners are encouraged to grow, explore, discover and achieve with confidence.

Our Campuses

NMA Pre-School (Northcliff)

Established in 1998, NMA Pre-School (Northcliff) has grown into a trusted independent school known for its caring approach to early childhood education.
We are committed to providing a warm, happy, and structured environment where young learners feel safe, valued, and inspired to learn.

NMA Linden

Established in 2007, NMA Linden proudly continues the values and traditions of our Northcliff branch while supporting the developmental and educational journey of every child in our care.
Together, our pre-school campuses provide a joyful foundation where children are encouraged to learn, grow, and flourish.

NMA Primary School

At NMA Primary School, we are dedicated to providing a high standard of education within a balanced, supportive, and engaging learning environment.
With small class sizes, learners receive individual attention that nurtures their academic, emotional, social, and personal growth.
We strive to develop confident, responsible, and independent young individuals who have a genuine love for learning and a strong sense of self-worth.

OUR MOTTO

We believe in educating and nurturing the whole child.

Every learner should feel:

- Valued
- Respected
- Encouraged
- Supported
- Inspired to reach their full potential

We warmly welcome families from diverse backgrounds and are committed to building an inclusive school community rooted in kindness, mutual respect and understanding.

GENERAL INFORMATION

At NMA Schools, we are committed to creating a safe, nurturing, and enriching environment where every learner is supported according to their age, stage of development, and individual potential.
We believe that every child deserves to feel loved, valued, encouraged, and inspired each day. Our goal is to create a school experience where learners grow in confidence, character, and a love for learning

Registered & Compliant

NMA is a registered, educationally zoned school committed to maintaining high educational and safety standards.

Our educators are:

- SACE registered
- Professionally qualified
- First Aid Trained
- In possession of valid police clearances

We are registered with the relevant educational and regulatory bodies, including:

- Department of Basic Education
- Umalusi
- Department of Health
- Department of Social Development
- AMS

What We Offer

Early Childhood Development

Toddler, Nursery, Grade RR and Grade R programmes are designed to build strong developmental foundations.

Primary School Education

Grade 1 to Grade 7 education is focused on academic and spiritual growth, confidence, discipline, and holistic development.

"A strong foundation today creates confident leaders tomorrow."

Small Classes, Meaningful Learning

At NMA Schools, we believe every child deserves to feel seen, heard, and supported. Our small class sizes of approximately 16-22 learners allow educators to build meaningful connections with each learner and create a nurturing environment where children can truly thrive.

This allows for:

- Individual attention and guidance
- Better classroom engagement and participation
- Personalised support for every learner
- Strong educator-learner relationships
- Improved confidence and learning outcomes

Safety & Peace of Mind

The wellbeing and safety of our learners remain at the heart of everything we do. We strive to create a secure, caring environment, where parents can feel comfortable and confident entrusting their children to our care.

Our campuses are:

- Linked to a professional security company
- CCTV monitored
- Carefully supervised throughout the school day

Providing families with added peace of mind every step of the way.

Our Learning Environment

We aim to create warm, encouraging classrooms where learners feel valued, inspired, and motivated to grow.

Our learners are encouraged to:

- Ask questions with confidence
- Build self-esteem and independence
- Show kindness and respect to others
- Think creatively and independently
- Develop a lifelong love for learning

EDUCATIONAL PHILOSOPHY

At NMA Schools, we are committed to excellence in education while nurturing confident, happy, and well-rounded learners.
Our leadership team and educators work collaboratively to create a caring and inspiring environment where every child feels valued, encouraged to explore their abilities, and supported in reaching their full potential.
While we follow a structured curriculum, we also encourage creativity, curiosity, confidence, and critical thinking.
We offer a routine-based CAPS compliant syllabus in accordance with the National Curriculum Statement.

Our Approach to Learning

We believe that meaningful education balances academic growth with emotional, social, and developmental progress, laying the foundation for a bright future.

Our programmes are guided by:

- CAPS-aligned curriculum (National Curriculum Statement)
- Early Childhood Development (ELDA) principles
- School Readiness programmes
- Weekly theme-based learning
- Age-appropriate developmental milestones

ECD Programme Includes

Our Early Childhood Development programme is designed to stimulate young minds through purposeful play and guided learning.

Key focus areas include:

- Language and communication
- Mathematics concepts
- Science awareness
- Creative arts and music
- Gross and fine motor development
- Storytelling and show-and-tell
- Social confidence and independence

Primary School Programme

At NMA School, our Primary School learners are guided through a balanced and nurturing academic programme designed to encourage confidence, growth, and a love for learning. We strive to create an environment where every child feels supported, inspired, and motivated to reach their full potential.

Focus areas include:

- Strong academic foundations
- Independent learning and critical thinking
- Confidence and leadership development
- Discipline, responsibility, and respect
- Holistic learner growth and well-being

Language Medium

The language of instruction at NMA Schools is English.
Break-away Islamic Studies classes are offered to Muslim learners, nurturing both academic development and strong Islamic values. We follow a comprehensive Jamiat approved syllabus that develops the love of Islam and emphasises the mercy of Allah.
During this time non-Muslim learners participate in supervised academic support or enrichment activities designed to keep them positively engaged in learning.

Admission Process

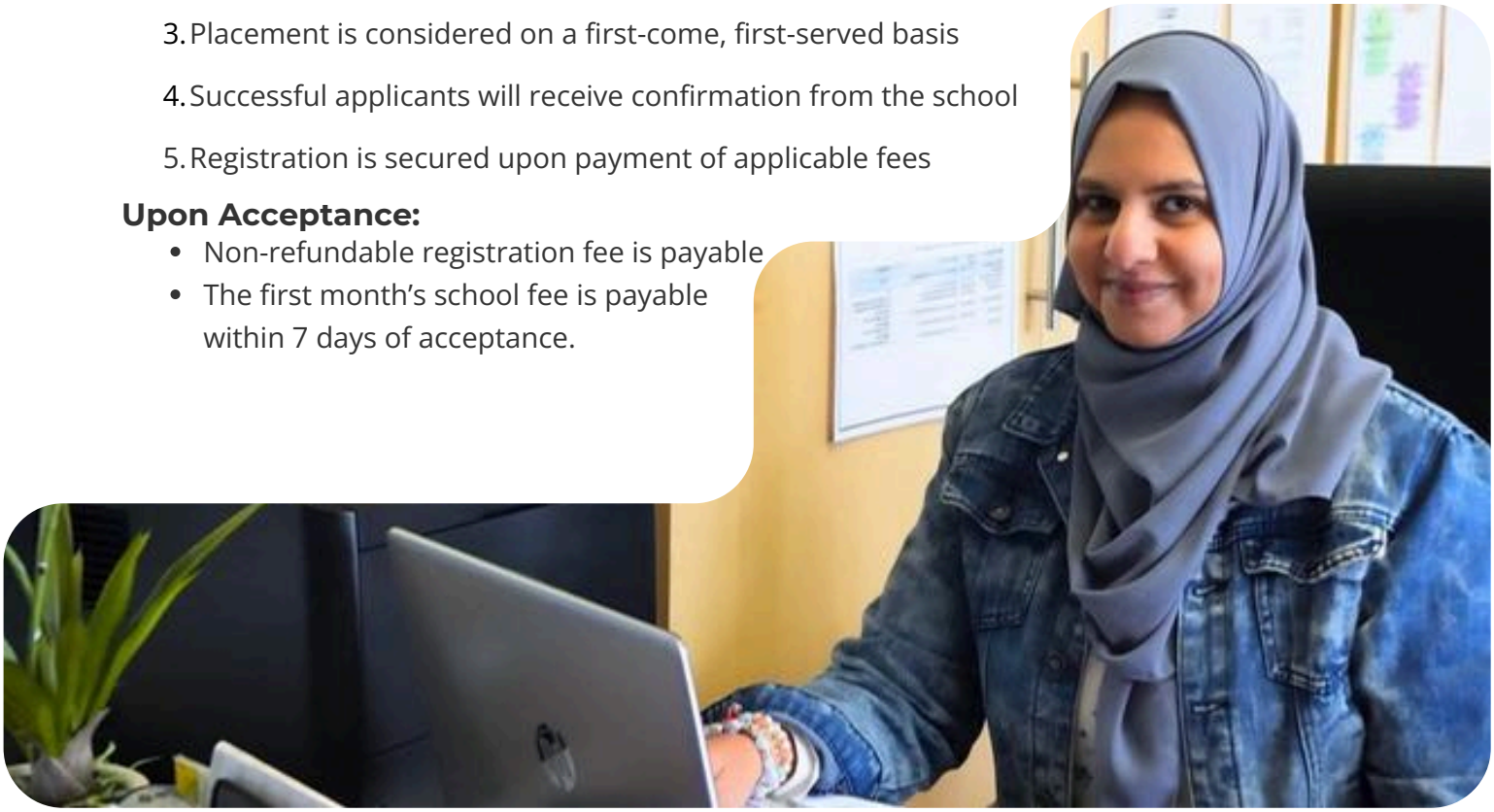
We warmly welcome applications throughout the year, subject to availability.

Focus areas include:

1. Complete the application form
2. Submit required supporting documents
3. Placement is considered on a first-come, first-served basis
4. Successful applicants will receive confirmation from the school
5. Registration is secured upon payment of applicable fees

Upon Acceptance:

- Non-refundable registration fee is payable
- The first month's school fee is payable within 7 days of acceptance.



Assessments For Entry

Grade 1

To ensure every learner begins their grade 1 journey with confidence and support, all learners entering grade 1 are required to complete a school readiness assessment conducted by an Occupational Therapist.

Grade 2 and Above

A baseline assessment will be conducted at the beginning of the academic year to help us better understand and support each learner's academic progress and individual needs. Parents will be informed of all dates and arrangements where applicable.

Required Documents

- Copy of learner birth certificate / ID
- Parent / guardian identification
- Previous school report
- Transfer card (if applicable)
- Immunisation / relevant records if requested

"A strong foundation today creates confident leaders tomorrow."

OUR CLASS STRUCTURE

A warm, nurturing environment thoughtfully designed to support every stage of your child's growth and development.

TODDLER / NURSERY

Our youngest learners are gently guided through a play-based programme where learning happens through exploration, creativity, and joyful experiences.

Activities include:

- Drawing, painting and creative art activities
- Cutting, pasting, threading and fine motor development
- Puzzles, block building, and problem-solving activities
- Fantasy play and imaginative exploration
- Early exposure to literacy and language
- Introduction to early numeracy concepts
- Building confidence, friendships, and social skills

During creative time, educators work closely with smaller groups to encourage school readiness and independence in a calm and caring environment.

GRADE RR

Learners continue to grow in confidence and independence while developing language, literacy, numeracy, and school readiness skills within a supportive learning environment.

GRADE R

Grade R offers a structured yet warm and child-friendly environment which prepares learners for a smooth and confident transition into formal schooling.

Learners are supported in developing:

- Foundational literacy skills
- Early numeracy concepts
- Independence and responsibility
- Classroom readiness
- Confidence building

Completion of Grade R is compulsory prior to progression to Grade 1.

PRIMARY PHASE

Our Primary School provides a nurturing and structured environment where learners are encouraged to grow in confidence, strive for excellence, and reach their full potential in every aspect of their development.

We focus on:

- Building strong academic foundations
- Encouraging discipline, responsibility, and respect
- Developing leadership skills and confidence
- Independent and curious learners
- Supporting the holistic growth of every child

AGE REQUIREMENTS & SCHOOL HOURS

Group	Age Requirement	School Hours
Toddler / Nursery	Turning 3 by March or 4 during the year	08:15 – 12:15 (Fri: 11:00)
Grade RR	Turning 5 during the year	08:00 – 12:30 (Fri: 11:15)
Grade R	Turning 6 during the year	07:45 – 12:45 (Fri: 11:30)
Grade 1	Turning 7 during the year	As per annual timetable
Grades 2 – 7	Age appropriate placement	As per annual timetable

IMPORTANT PLACEMENT POLICY

At NMA Schools, we believe that every child deserves the best possible start to their educational journey. To ensure learners are placed in the environment most suitable to their age and stage of development, placement is strictly age appropriate.
A valid Grade R certificate of completion is required for entry into Grade 1.
While we understand that every child's journey is unique, exceptions cannot be accommodated.

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

SCHOOL TERMS

At NMA Schools, we follow a four-term academic year designed to provide a balanced and enriching learning journey for our learners.

Please note that term dates may differ slightly from Gauteng Department of Education school calendar.

Parents will always be kept informed of important dates, including religious holidays and special events. A yearly planner will also be shared to assist families with forward planning and preparation throughout the year.

DROP-OFF & PICK-UP POLICY

The safety, happiness, and well-being of our learners, remain our highest priority. We kindly ask all parents to work with us by following the schools' drop-off and collection procedures.

Security & Access

- Gates open at 7:15am
- Learners may not be dropped off before opening times, as supervision is only available once gates open
- For the safety of all, gates remain locked during the school day
- We kindly request that parents avoid parking on the road to help maintain safe traffic flow around the schools

COLLECTION TIMES

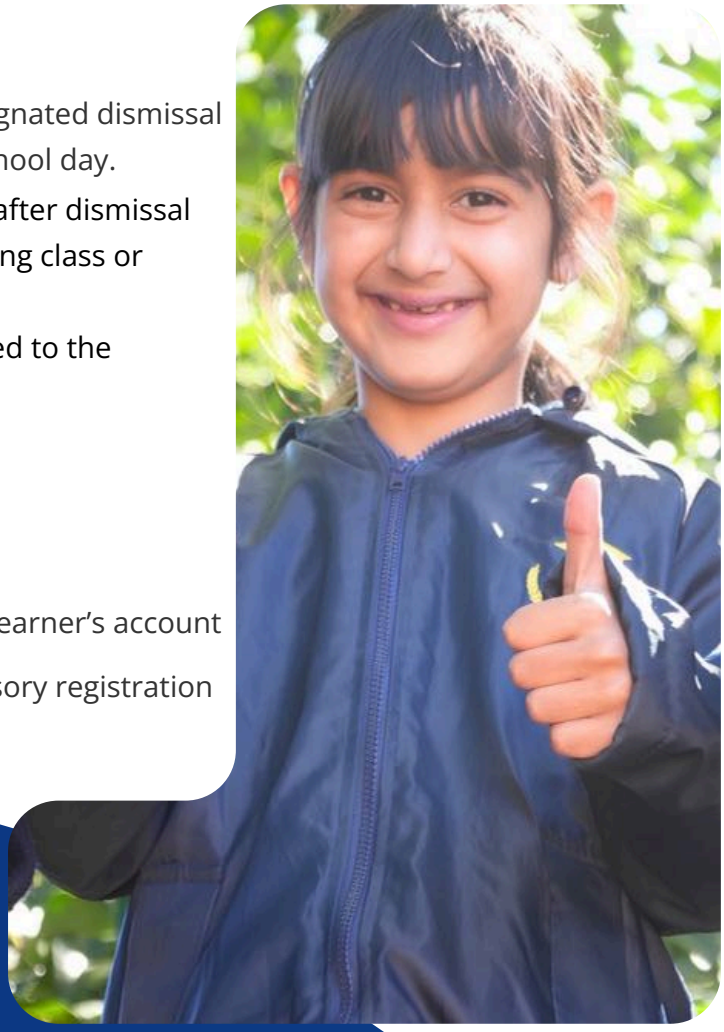
Learners should be collected promptly at their designated dismissal times to ensure a smooth and secure end to the school day.

- Teachers are on duty 10 minutes before and after dismissal
- Only registered learners may remain for waiting class or aftercare
- Learners not collected on time may be directed to the waiting class

LATE COLLECTION POLICY

To ensure proper supervision and staffing:

- A late collection fee may apply
- Late collection charges may be added to the learner's account
- Repeated late collection may require compulsory registration for aftercare or waiting class



WAITING CLASS

A supervised space is available for learners waiting for siblings or for short waiting periods. To ensure we provide the best care and supervision, this service is available to parents who have registered for waiting class in advance.

AFTERCARE (NORTHCLIFF AND PRIMARY)

Our aftercare service is available during school terms in a safe, caring, and relaxed environment.

Operating Hours

- Monday to Friday until 5:00pm
- During Ramadaan until 4:00pm

Important Notes

- Prior registration is required
- Learners must bring meals, drinks, and snacks
- Full fees remain applicable regardless of attendance patterns
- Unfortunately, Day-rate aftercare is not available

PARENT CONDUCT & SAFETY

The safety and wellbeing of learners, staff, and families remain our highest priority. We kindly ask all persons entering the school premises to conduct themselves respectfully and responsibly at all times.

Parents are kindly requested to:

- Follow all school procedures
- Respect staff guidance and directions
- Drive carefully, patiently on and around the school premises
- Avoid blocking gates, entrances, or access points
- Maintain calm, respectful, and considerate conduct at all times

SAFETY FIRST

These procedures are in place to help us maintain a calm, secure, and nurturing environment for every member of our school community.

We sincerely appreciate your support, kindness, and co-operation in helping us keep our learners safe and happy.

HEALTH & SUN PROTECTION

South Africa's beautiful sunshine allows our learners to enjoy outdoor play, and learning, and with our warm summers, we encourage simple sun-safe habits to keep our children happy, healthy and comfortable.
As part of our commitment to our learner's well-being, all learners are kindly requested to wear their caps while outdoors.

LUNCH & NUTRITION

At NMA Schools, we believe that healthy nourishing meals help our learners grow, learn , remain focused, and thrive each day.
Learners are encouraged to bring a well-balanced lunch and drinks to school.

Kindly Note:

- No fizzy drinks are permitted
- Healthy lunch boxes are encouraged
- Nutritious options such as sandwiches, fruit, cheese, yoghurt, nuts, raisins, and juice are recommended
- During the colder winter months, slightly larger portions are encouraged to help keep tummies full and warm

Foods Best Enjoyed In Moderation And Should Be Avoided As Part Of School Lunch:

- Crisps
- Cakes
- Sweets
- Excessively sugary snacks

If your child leaves home early in the morning , kindly ensure lunch portions are sufficient for the day.

"Healthy bodies, curious minds, confident learners."

ILLNESS & ABSENTEEISM

At NMA Schools, the health, safety and well-being of our learners will always remain a priority.
We kindly ask that children attend school only when they are feeling well and healthy enough to participate comfortably in the school day.

Parents are kindly requested to keep the teacher or office informed of the following:
• Illness
• Allergies
• Medical concerns
• Absence for any reason

Should a learner become unwell during the school day, parents or guardians will be contacted promptly.
Our sick room provides short-term care and comfort until collection arrangements are made.

Important Notes:
• Medication may not be sent in a learner's bag
• Learners are not permitted to self-administer medication
• Multivitamins are also regarded as medication
• Primary School learners are required to submit a sick note following absence

Regular attendance plays an important role in your child's learning journey, growth and overall academic progress. We truly appreciate the support and co-operation of our parents in helping us maintain a healthy and caring school environment.

WHEN TO STAY HOME FROM SCHOOL

Fever
A temperature of 37.8'C or higher.

Coughing
That won't stop or other breathing related problems.

Diarrhea or Vomiting
Within the past 24 hours.

Rash
Body rash with itching and or fever.

Head Lice
Itchy head, active head lice.

Eye Infection
Eye or eyes are red and or oozing a yellow or green discharge.

WHEN TO RETURN BACK TO SCHOOL

Fever
Fever free for 24 hours without the use of fever reducing medication such as paracetamol / acetaminophen.

Coughing
Cough is mild and infrequent and evaluated by a doctor if needed.

Diarrhea or Vomiting
Free from diarrhea or vomiting for 24 hours and evaluated by a doctor if need be.

Rash
Free from the rash, itching or fever and evaluated by a doctor if need be.

Head Lice
After obtaining a clearance certificate from a doctor.

Eye Infection
Once eye infection is cleared by a doctor.

SPORTING & EXTRA CURRICULAR ACTIVITIES

At NMA, we believe in nurturing the whole child, encouraging not only academic growth, but also confidence, creativity, movement, teamwork, and joyful participation. Through sport, cultural and extra-mural activities, our learners are given opportunities to explore their interests, build friendships, develop new skills, and most importantly, have fun while learning and growing.

PRE-SCHOOL (GRADE R AND BELOW)

A variety of optional extra murals may be offered at an additional fee, including:

- Biokinetics
- Wish for Kids
- Playball Kidd
- Munchkins
- Tumbling Tigers
- Experibuddies
- Pottery

(Programmes subject to change)

PRIMARY SCHOOL

Our Primary School learners benefit from a compulsory biokinetics programme, led by a qualified biokineticist at no additional cost, helping to promote healthy development, co-ordination, and overall wellbeing.

We also offer seasonal sporting programmes such as:

- Cricket
- Soccer
- Netball
- Athletics
- Team activities

In addition, our educators also facilitate a variety of educator led extra-murals at no additional costs, allowing learners to explore new hobbies, creativity, and teamwork in a fun relaxed environment.

These may include:

- Pilates
- Creative club
- Knitting
- Table tennis ..... to name just a few

A variety of additional paid extra-murals will also be offered.

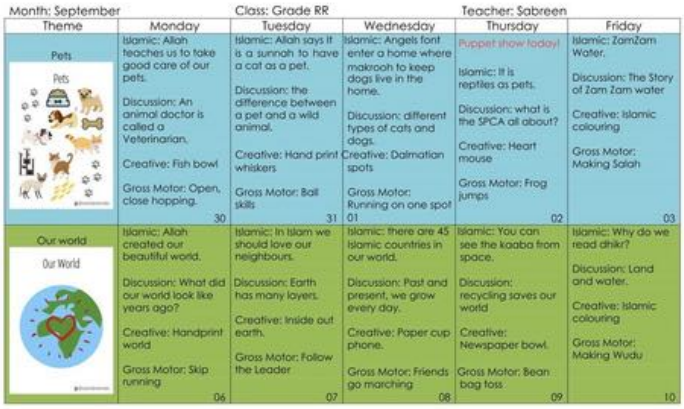
MONTHLY ROSTERS & TERM PLANNING

Grade R and Below

Parents receive a monthly roster designed to help keep families informed, prepared, and involved in their child's learning journey.

This includes:

- Weekly themes and classroom focus area
- Important dates and upcoming events
- Items and resources needed for class activities
- School readiness tips and ideas to support learning at home
- Relevant school updates and events



Month: September | Class: Grade RR | Teacher: Sabreen

Theme	Monday	Tuesday	Wednesday	Thursday	Friday
Pets	Islamic: Allah teaches us to take good care of our pets. Discussion: An animal doctor is called a Veterinarian. Creative: Fish bowl Gross Motor: Open, close hopping. 30	Islamic: Allah says it is a sunnah to have a cat as a pet. Discussion: the difference between a pet and a wild animal. Creative: Hand print whiskers Gross Motor: Ball skills 31	Islamic: Angels font enter a home where makrooh to keep dogs live in the home. Discussion: different types of cats and dogs. Creative: Dalmatian spots Gross Motor: Running on one spot 01	Puppet show today! Islamic: It is reptiles as pets. Discussion: what is the SPCA all about? Creative: Heart mouse Gross Motor: Frog jumps 02	Islamic: ZamZam Water. Discussion: The Story of Zam Zam water Creative: Islamic colouring Gross Motor: Making Salah 03
Our world	Islamic: Allah created our beautiful world. Discussion: What did our world look like years ago? Creative: Handprint world Gross Motor: Skip running 06	Islamic: In Islam we should love our neighbours. Discussion: Earth has many layers. Creative: Inside out earth. Gross Motor: Follow the Leader 07	Islamic: there are 45 Islamic countries in our world. Discussion: Past and present, we grow every day. Creative: Paper cup phone. Gross Motor: Friends go marching 08	Islamic: You can see the kaaba from space. Discussion: recycling saves our world Creative: Newspaper bowl. Gross Motor: Bean bag toss 09	Islamic: Why do we read dhikr? Discussion: Land and water. Creative: Islamic colouring Gross Motor: Making Wudu 10

Seasons	Islamic: Allah created summer to keep us warm. Discussion: Each season lasts for three months. Creative: Handprint sunflower Gross Motor: Balance on one leg 13	Islamic: Allah created spring for beautiful flowers to grow. Discussion: Days are longer in summer. Creative: Fork flowers Gross Motor: Mirror, mirror 14	Islamic: Allah created autumn for us to see how colours change. Discussion: leaves change colour and fall of trees in autumn. Creative: smudge leaves Gross Motor: Swimming on our tummy 15	Islamic: Allah created winter for us to play in the beautiful snow. Discussion: Days are shorter in winter Creative: Cotton wool hats Gross Motor: superman 16	Islamic: Say Bismillah before starting anything. Discussion: Allah created all our beautiful seasons for a reason. (weeks recap) Creative: Islamic colouring Gross Motor: Making Salah 17
The great outdoors	Islamic: Allah created the fish in the ocean for us to eat. Discussion: Fishing Creative: Fish bait Gross Motor: wheelbarrow 20	Islamic: Allah created the beautiful mountains to shade the world. Discussion: Rock climbing Creative: Mountain painting Gross Motor: Wall push ups 21	Islamic: Allah created rivers for us to travel on. Discussion: River rafting Creative: Juice box boat (Please send in 1 juice box for the activity) Gross Motor: Bunny hops 22	Last day of term 3! Our Party theme is camping! School closes at 10:3am 23	Happy Heritage Day! 24

*Value for themonth:RESPECTOURENVIRONMENT!

Primary School

Parents receive a term outline indicating the scope of work and learning goals for the term. This helps families support revision, reinforce concepts at home , and stay connected to their child's academic progress.

SCHOOL UNIFORM

Grade 1 to 7

At NMA Primary School, we encourage learners to wear their uniform with pride as it reflects a sense of belonging, unity, and school spirit. Learners are expected to wear the correct school uniform in accordance with the school code of conduct.

GIRLS UNIFORM

- School tunic
- Navy school leggings
- School socks
- School jersey
- School cap
- School beanie set
- School jacket (Grade 1–3)
- School blazer (Grade 4–7 compulsory)

Sports / PE Days:

- School tracksuit
- School golfer
- Plain black sneakers

Additional:

- Plain navy short burqa (for Islamic classes)
- Learners are required to wear their burka and jacket (grade1 to 3) and blazer (grade 4 to 7) when representing the school at all external events

BOYS UNIFORM

- Grey school pants with belt
- School socks
- White school shirt with logo
- School jersey
- School cap
- School beanie set
- School jacket (Grade 1–3)
- School blazer (Grade 4–7 compulsory)

Sports / PE Days:

- School tracksuit
- School golfer
- Plain black sneakers

Additional:

- Plain navy-blue topee (for Islamic classes)
- Learners are required to wear their topee and jacket (grade 1 to 3) and blazer (grade 4 to 7) when representing the school at all external events

WEAR IT WITH PRIDE, REPRESENT WITH EXCELLENCE

GENERAL APPEARANCE

At NMA Schools, we encourage our learners to take pride in their appearance and wear their uniform with confidence and dignity. A neat and well-presented learner reflects self-respect, discipline, and pride in our school community.

- Boys are encouraged to keep their hair short, neat and tidy
- Girls with long hair should have their hair neatly tied using a blue hairband
- Learners are requested to wear official school uniform items only

Uniforms are available from the school's approved supplier:

ABCBAZAAR

📍 59 Pollack Avenue, Newclare, Randburg, 2093
📞 011 477 8623
🌐 www.abcschoolwear.co.za
✉️ abcbazaar@telkomsa.net

IMPORTANT REMINDER

To help keep belongings safe, we kindly ask that all uniform items be clearly labelled.
While every effort is made to assist learners locating misplaced items, the school cannot take responsibility for lost clothing or personal belongings.

BOOK PACKS

Book packs are required for learners from Grade RR and above to ensure they are fully equipped and ready for a successful year of learning.

Parents will receive communication regarding:

- The Purchase process
- Collection arrangements
- Required items for each grade

We encourage learners to arrive on the first day of school with their complete book pack so they feel confident, prepared, and ready to begin the term.
Please note that the school cannot take responsibility for books purchased from external suppliers.

STATIONERY

A stationery list and order form will be shared with parents before the start of the academic year.

We encourage parents to assist the learner by ensuring that:

- All required items are purchased before the start of term
- Learners arrive fully prepared for the first day
- Stationery is replenished during the term when needed

Thank you for partnering with us in creating a positive and well-prepared learning environment for every learner.

SPECIAL DAYS

At NMA Schools we cherish celebrating special moments that make childhood so memorable and meaningful.
Should you wish for your child to celebrate their birthday at school, we kindly ask that individually wrapped cupcakes be sent along for the class to enjoy.
Party packs will be sent home with parents at the end of the day, allowing families to continue celebrating these precious moments together in their own special way.

IN-HOUSE EVENTS

Throughout the year, our learners enjoy a variety of fun, engaging and educational in-house events designed to make learning meaningful and memorable.

These experiences aim to:

- Inspire a love for learning
- Build confidence and independence
- Encourage participation and teamwork
- Create joyful memories that our learners will treasure

Kindly Note:

- There are no additional costs for in-house events, as we believe every learner should have the opportunity to participate and enjoy these special experiences.
- Parents are required to complete an indemnity form for certain events and activities.

OUT-OF-HOUSE EVENTS (EXCURSIONS)

GRADE RR AND ABOVE

At NMA Schools we believe that some of the best learning happens beyond the classroom walls. Our carefully planned excursions give learners the opportunity to explore, discover and experience the world around them in meaningful and exciting ways.

These outings encourage curiosity, confidence, independence, and real-world learning while creating special memories with friends and educators.

Participation Requirements:

- Parents will be informed well in advance of each excursion
- A completed indemnity form is required
- Payment via EFT must be made before the specified deadline

We encourage all learners to participate and enjoy these enriching experiences together.

EXCURSION ATTIRE

To ensure comfort, safety, and unity, learners are required to wear the following:

Grade R & Grade RR

- School T-shirt
- School cap

(T-shirts are available directly from the school by pre-order)

Grade 1 – 7

- Full school uniform or
- School tracksuit (as advised depending on the type of excursion)

CREATING MEMORIES THAT LAST

At NMA, we treasure opportunities that allow learners to learn, grow, and connect beyond the classroom.
Through celebrations, events, and excursions, we aim to create joyful and meaningful experiences that nurture each learner's confidence, happiness, friendships, and love for learning.

"Growing hearts, inspiring minds, and creating beautiful memories together."

ASSESSMENTS

PRE-PRIMARY

Assessments are done in a gentle, relaxed, and encouraging environment throughout the term.
They are naturally woven into daily classroom activities, allowing learners to feel comfortable and confident—often without even realizing that they are being assessed.
Our aim is to support each child's individual growth while nurturing a love for learning in a positive and caring atmosphere.

SCHOOL READINESS

We encourage all Grade R learners to complete a school readiness assessment during the year, conducted by a qualified therapist, to help ensure a smooth and confident transition into primary school.

- Parents will be notified well in advance
- Assessment costs will be communicated accordingly
- Many primary schools require this assessment upon enrolment

These assessments help provide valuable insight into each learner's development and allow parents and educators to work together in supporting their educational journey.

PRIMARY SCHOOL

At primary level, learners are assessed through a balance of :

- Formal tasks
- Informal activities
- Daily classroom participation and engagement

These assessments help educators to :

- Monitor and celebrate progress
- Identify strengths and talents
- Support areas needing development
- Adapt teaching strategies to meet a learners' needs

"Every child learns differently — every child matters."

REPORTS

PRE-PRIMARY

Reports are issued twice a year to keep parents informed and connected to their child's learning journey.

GRADE R AND ABOVE

Reports are issued at the end of each term, giving parents meaningful insight into their child's growth, progress and development throughout the year.

REMEDIAL SUPPORT

At NMA, we believe that every learner is unique and deserves to feel supported, encouraged, and valued.
Our remedial support programme is designed to assist learners who may benefit from additional guidance, helping them build confidence and reach their full potential.

SUPPORT AREAS MAY INCLUDE:

- Language development
- Fine and gross motor skills
- Perceptual development
- Concentration and focus
- Processing skills

OUR APPROACH

- Learners are carefully observed and supported by educators
- Educators work closely with the Principal / Director to ensure each learners needs are understood
- Parents are kept informed and involved every step of the way

Where beneficial, referral to a qualified therapist may be recommended to further support the learner's development.

INDIVIDUAL SUPPORT PLANS

Should additional support be needed:

- A collaborative support plan may be developed
- Parents, educators, and relevant specialists may work together closely
- Structured support and remedial intervention may be implemented where necessary

Our goal is to ensure that every learner feels supported with care, confidence, dignity, and compassion.

WORKING TOGETHER

By working hand in hand with parents, we strive to nurture, guide, and inspire every learner to grow into the best version of themselves and reach their full potential.

ACCOUNTS OFFICE

Shawfeeka manages all fee-related enquiries and is always happy to assist our NMA families.
Should you need any support or have questions regarding your account, please feel free to contact her:

📞 ***082 442 4881***

📩 ***shawfeeka@nmaschools.co.za***

We are always happy to assist and support our families.

SCHOOL FEES

School fees are payable in advance and are due on or before the 1st of each month. At NMA, we are committed to providing a nurturing, high quality learning environment for our learners. The timeously payment of school fees helps us continue supporting our educators, maintaining our facilities, and creating the best possible educational experience for every child.

We sincerely appreciate your partnership and support in keeping accounts up to date, as it plays an important role in the smooth running of the school and care we provide to our learners.

PAYMENT METHOD

- All payments are to be made via EFT
- Please note that cash payments are not accepted

IMPORTANT NOTICE

We kindly ask parents to ensure that accounts remain up to date. Ongoing non-payment may unfortunately affect your child's continued placement at the school. Should you experience any financial difficulties, we encourage you to communicate with the accounts office so we may assist and support you where possible.

ADDITIONAL POLICIES

Online Learning (If Applicable)
In the event of a national lockdown or similar circumstances:

- Learning and academic support will continue online
- Standard school fees will still apply to ensure continuity of education and school operations .

DE-REGISTRATION

Should you wish to deregister your child from NMA Schools, we kindly request a three-month written notice period. This allows us to plan ahead and ensure a smooth transition for both your child and the school. (Unfortunately, this fee will not be waivered)

Fee Agreement

To help us keep our records up to date, parents are kindly requested to:

- Sign the fee agreement
- Return the completed document with the application form

RE-APPLICATIONS

Re-applications will only be considered for learners whose fee accounts are up to date. We truly value the continued trust families place in our school community and look forward to welcoming our returning learners each year.

BILLING SYSTEM

Monthly statements will be emailed to parents for convenience and easy record keeping.

Please note upon enrolment, parents remain responsible for the full academic year's fees. Should any concerns arise, we encourage open communication with the school office so that we may assist where possible.

OUTSTANDING FEES PROCESS

At NMA Schools, we understand that unforeseen circumstances may sometimes arise. In the event of outstanding fees, the following process will be followed with care and professionalism:

1. A friendly reminder via telephone or SMS
2. First written reminder
3. Second written reminder
4. Final communication, which may include the termination of enrolment if the matter remains unresolved.

We value our partnership with parents and always aim to work together in the best interest of our learners.

SCHOOL POLICY IN THE EVENT OF PARENTAL SEPARATION

At NMA Schools, our priority will always be the wellbeing, safety, and best interests of our leaners. In the event of parental separation, the school will act in accordance with the relevant legal documentation provided to us.

- Both parents will continue to have access to the learner's school related information unless a valid court order states otherwise
- Both parents remain jointly responsible for all school-related matters, including school fees and communication.

Where legal custody arrangements are in place:

- The school will respectfully adhere strictly to the terms outlined in the official legal documentation provided.
- Parents are kindly requested to ensure that all legal documents submitted to the school are relevant, updated, and kept current.

Please note:

While we understand that family circumstances can sometimes be challenging, the school is unfortunately not in a position to mediate or become involved in parental disputes. Our focus will always remain on creating a supportive, stable, and nurturing environment for the child.

MONTHLY FEE SCHEDULE

To assist with smooth school operations, all school fees are payable before the 1st of each month and upon acceptance for January.

CLOSING NOTE

We sincerely value your partnership and thank you for entrusting us with your child's education and growth.

Together, we continue to create a loving, structured, and enriching environment where every learner feels supported, encouraged, and inspired to thrive.

PARKING & TRAFFIC SAFETY

The safety and well-being of our learners, families, and staff will always remain our highest priority.
We kindly ask all parents and visitors to make use of the designated parking areas when dropping off or collecting learners, helping us keep our environment safe and calm for everyone.
To ensure the safety of our children, roadside parking is unfortunately not permitted.

SAFETY FIRST

We understand that mornings and afternoons can become busy during drop-off and collection times and with little feet constantly moving around the school grounds, your patience, kindness, and cooperation truly makes' a difference and are sincerely appreciated.

KINDLY HELP US BY:

- Driving slowly and carefully within the school grounds at all times
- Taking extra caution when reversing, as young children may not always be visible
- Avoid blocking entrance and exit gates
- Following the schools parking and traffic procedures
- Showing patience, courtesy and respect toward staff and fellow families

IMPORTANT NOTICE

- Speeding within the parking area is not permitted
- Unsafe or illegal parking may result in penalties in line with applicable regulations
- Any dangerous driving behaviour may need to be reported to the relevant authorities to ensure the safety of all learners and families

Please Note the school strives to maintain a safe, respectful, and welcoming environment for all learners, parents, staff and visitors. Any individual found causing harm, intimidation, verbal abuse, harassment, or showing disrespect toward another person during drop-off or pick-up times may be subjected to disciplinary action. The school reserves the right to issue a fine of up to R2000 for conduct deemed inappropriate or disruptive on school property. Serious incidents may further result in removal from the premises or referral to the relevant authorities.

WORKING TOGETHER TO KEEP OUR CHILDREN SAFE

Your support and co-operation help us create a calm, safe, and caring environment for every learner.
Thank you for partnering with us in protecting what matters most — our children.

"Safety begins with awareness, patience, and care."

SCHOOL COMMUNICATION POLICY

Introduction

At NMA Schools, we value open, respectful, and effective communication between parents, educators, and management.
We believe that when home and school work together in partnership, children feel supported, encouraged, and empowered to thrive.
Every child's journey is unique, and positive communication plays an important role in their growth, wellbeing, confidence, and education.
While differences of opinions may arise from time to time, we encourage all matters to be approached with patience, kindness, understanding, and mutual respect. By communicating in a calm and constructive manner, we are able to work together in the best interest of every learner.

OBJECTIVE

The purpose of this policy is to provide a clear, respectful and supportive framework for communication between parents, educators, and the school community.

We encourage all communication to reflect:

- Dignity
- Confidentiality
- Respect
- Professionalism
- Cooperation
- Kindness and understanding

Educators may communicate with parents regarding:

- Academic progress
- Behaviour and development
- Learner wellbeing
- School-related matters or concerns

Parents are also encouraged to share any concerns, questions, or feedback through the appropriate communication channels so that we can work together to support each learner in the best possible way.

ACCEPTABLE MEANS OF COMMUNICATION

At NMA Schools we value open, respectful, and positive communication between home and school. Working together helps us create the best possible environment for our learners to grow, learn, and thrive.

PREFERRED COMMUNICATION METHODS

Parents are kindly encouraged to communicate with the school through the following:

- Email remains the preferred method of communication
- Telephone calls may be made through the school office
- Meetings may gladly be arranged in advance where necessary

CONFIDENTIALITY & RESPECT

To ensure professionalism and protect the privacy of all learners and families:

- Sensitive information should be submitted in a sealed envelope or sent directly to the relevant office
- Learners' progress or concerns should not be discussed in the presence of other learners, parents, or un-authorised persons
- We ask that confidentiality and mutual respect be upheld by educators, parents, and management at all times.

COMMUNICATION EXPECTATIONS

We appreciate your patience and understanding as educators remain focused on the care and supervision of learners throughout the day.

- Teachers may not always be able to respond immediately during teaching hours
- Calls and messages will be attended to as soon as reasonably possible
- We kindly request punctuality for scheduled meetings
- Should either party be unable to attend a meeting, reasonable notice would be greatly appreciated

FOLLOWING CORRECT CHANNELS

To help resolve matters fairly, respectfully and efficiently:

- Appropriate communication channels should always be followed
- Concerns are encouraged to be discussed with the relevant educator where applicable
- Management will gladly assist where further support is needed

WORKING IN PARTNERSHIP

We believe that respectful communication builds trust, strengthens relationships, and creates a positive school community where every learner feels supported.
Together, we can nurture each child with care, understanding, kindness and professionalism.

"Safety begins with awareness, patience, and care."

UNACCEPTABLE COMMUNICATION

At NMA Schools, we value kindness, mutual respect, and positive communication as part of creating a safe and supportive environment for our learners, families and staff. To help maintain this environment , we kindly ask that the following behaviours be avoided:

- Rude, aggressive, threatening, or disrespectful communication
- Demeaning, insulting, or derogatory remarks
- Shouting, offensive language, or intimidating behaviour
- Harassment of educators, staff, parents, or learners
- Discussing school matters negatively on social media or public platforms
- Sharing confidential information relating to learners, staff, or families
- Approaching educators during teaching time, arrival, or dismissal in a disruptive manner
- Entering or interrupting classrooms without prior arrangement

We believe that all concerns can be resolved fairly when communicated through the appropriate channels. We value open communication and are always willing to work together in the best interest of our learners.

EXPECTATIONS OF EDUCATORS

Our educators are committed to creating a caring, respectful, and professional environment for all learners and families.

Our educators will always strive to:

- Listen respectfully and professionally
- Remain calm, fair and objective
- Support the best interests and well-being of every learner
- Maintain confidentiality and professionalism
- Respond to communication within a reasonable timeframe
- Honour appointments and provide follow-up where necessary
- Treat parents and learners with dignity, kindness and respect

Together, through mutual understanding and respectful communication, we can continue to build the nurturing supportive environment that makes NMA Schools special.

EXPECTATIONS OF PARENTS

At NMA Schools, we believe that a strong partnership between home and school creates the best environment for our learners to grow, feel supported, and thrive.

We kindly ask our parents to:

- Communicate respectfully and kindly with educators and staff
- Value and support the important role educators play in your child's learning journey
- Address school concerns through the appropriate channels rather than on social media or with third parties
- Follow the school's communication procedures so that matters can be resolved effectively
- Refrain from entering teaching areas during school hours unless arranged through the office
- Conduct themselves respectfully and positively in the presence of learners, staff and other parents

CHANNELS FOR ADDRESSING CONCERNS

Should any concerns arise, we encourage open and constructive communication by following the process below:

1. Communicate with the relevant educator first
2. If necessary, escalate concerns to the Principal or management team

Our aim is always to resolve concerns fairly, professionally and with the best interests of our learners at heart

FINAL NOTE

At NMA Schools, we believe respectful communication, mutual understanding, and kindness help build a positive and nurturing school community.

We sincerely thank our parents and families for walking this journey with us and for working in a spirit of cooperation, respect and care — always keeping the wellbeing and happiness of learners at the center of all we do.

EASY PAYMENTS TABLE

2026 / 2027

NMA Schools is a cashless school and all payments are to be made via EFT or bank transfer into the relevant account.

Kindly submit proof of payment to the office.
We operate on an annual fee structure which is divided over 12 months to assist with easier financial planning.

IMPORTANT FEE INFORMATION

Description	Amount
Re-registration Fee (Returning Learners)	R 1 500
Registration Fee (New Learners)	R 2 000
Payment Structure	January to December

TODDLER GROUP

Programme	2026	2027
3 Days (Jan–Dec)	R 2 150	R 2 350
5 Days (Jan–Dec)	R 2 350	R 2 550

PRE-SCHOOL & PRIMARY SCHOOL FEES

Group	2026	2027
Nursery	R 2 700	R 2 900
Grade RR	R 3 000	R 3 200
Grade R	R 3 200	R 3 400
Grades 1 – 3	R 3 400	R 3 600
Grades 4 – 7	R 3 600	R 3 800

AFTERCARE

(Northcliff & Primary School)

Please indicate if you require aftercare or waiting class on the application form.

Service	2026	2027
Aftercare	**R 1 600 × 10**	**R 1 700 × 10**

WAITING CLASS

(All Centres)

Service	2026	2027
Waiting Class	**R 500 × 10**	**R 550 × 10**

Applicable To:

- Grade 1 – 3 (Dismissal to 3pm)
- Linden & Northcliff (Dismissal to 2pm)

PAYMENT GUIDELINES

- Fees are due on the 1st of each month
- A late payment fee may be applied to overdue accounts
- Accounts must be kept up to date to ensure continued enrolment
- No cash payments are accepted
- Kindly ensure that the correct bank account and payment reference is used for all school fee and related payments. Using the correct reference helps us allocate payments accurately.

THANK YOU

We sincerely value your partnership and thank you for entrusting us with your child's education.

BANKING DETAILS

For Registration & School Fee Payments
Kindly ensure that the correct account is used when making payments.
Please use your child's name and surname as the payment reference.

NMA NORTHCLIFF

Account Name	**NMA Nursery**
Bank	**Standard Bank**
Branch	**Northcliff**
Account Number	**002928728**
Branch Code	**006305**

NMA LINDEN

Account Name	**NMA Extension**
Bank	**Standard Bank**
Branch	**Northcliff**
Account Number	**021234418**
Branch Code	**006305**

NMA PRIMARY

Account Name	**NMA Primary**
Bank	**Standard Bank**
Branch	**Northcliff**
Account Number	**002928485**
Branch Code	**006305**

FOR EVENTS & BOOKS & FUNDRAISERS

Account Name	**NMA**
Bank	**First National Bank**
Branch	**Northcliff**
Account Number	**62808390653**
Branch Code	**250655**

IMPORTANT PAYMENT NOTICE

- Kindly submit proof of payment to shawfeeka@nmaschools.co.za or 0824424881
- Different payment types must be paid into the relevant accounts Incorrect references may delay allocation of payments

THANK YOU

We appreciate your cooperation in helping us maintain accurate and efficient financial administration.

CONTACT DETAILS

We are always happy to assist with any enquiries regarding admissions, school policies, learner wellbeing, or general school information. Our team is here to support and guide you every step of the way.
Should you wish to visit the school please feel free to contact us on 0824428804 to arrange an appointment. We look forward to welcoming you to the NMA family.

SCHOOL CONTACT NUMBERS

Campus	Contact Number	During Office hours
Northcliff	**082 442 8804**	
Linden	**082 442 8804**	**087 355 0390**
Primary School	**082 442 8804**	**087 700 5466 / 071 353 6958**

MANAGEMENT & ADMINISTRATION

Munira
Director (ECD AND PRIMARY) & Principal (ECD)
082 442 8804
Munira@nmaschools.co.za

Shawfeeka
Finance Department
082 442 4881
shawfeeka@nmaschools.co.za

Tasneem
Principal — Primary School
Tasneem@nmaschools.co.za

Sabreen
HOD – Northcliff (ECD) & Linden (ECD)

Nazeera
HOD — Northcliff (ECD)

Frazana
HOD — Linden (ECD)

OUR COMMITMENT

At NMA Schools, our team works hand in hand to create a nurturing and well-rounded educational environment where every learner feels valued, supported and inspired to grow academically, socially, emotionally, and physically.
We believe that strong partnerships between our school and families are at the heart of every child's success, and we cherish the sense of community we continue to build together.

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.

THANK YOU

Thank you for considering NMA Schools to be a part of your child's educational journey.

It is truly a privilege to be entrusted with such an important part of your child's growth, learning experience, and happiness. We look forward to welcoming your family into our NMA community, where every child is valued, nurtured, and encouraged to shine

At NMA Schools we believe that learning begins with love, kindness, and connection- and we are excited to walk this special journey alongside you and your child.