

HOMWORK

The learners have a long and demanding day at Tshwane Muslim School and the quantity of homework that they are required to do is kept to acceptable levels, commensurate with their age group. From Grade 4 the quantity of time spent on homework is likely to increase, but no learner should spend more than two hours on his/ her homework. If your child seems to be taking a great deal more time doing his/ her homework, then please have a word with the teacher to ascertain the reason for this. It is of equal concern if no homework is completed. Once again, a word with the teacher will certainly help.

LUNCH BREAKS

The learners have a short mid – morning first break of 15 minutes. Foundation Phase learners have first break at 9:30 – 9:45 and a lunch break at 12:10 – 12: 30. Intermediate and FET Phase learners have a first break at 10:00 – 10:15 and a lunch break from 12:40 to 13:30 at which time they will also attend Zuhr Salaah. The learners should bring a healthy lunch and something to drink for these break times. There are separate tuckshops for boys & girls.

ZUHR SALAAH

Zuhr salaah is performed at school for all learners from grades 4-12. Learners must attend the salaah program with due punctuality and diligence.

SCHOOL FEES

GRADE	TOTAL ANNUAL FEES	FEES PAYABLE OVER 10 MONTHS JAN - OCT
JG-GR	R26 800.00	R2 680.00
1 - 3	R33 800.00	R3 380.00
4 - 7	R36 500.00	R3 650.00
8 - 9	R40 200.00	R4 020.00
10-12	R45 700.00	R4 570.00

TEXTBOOKS

All textbooks are provided by the school at a nominal fee and included in the school fees and will be replaced and updated regularly so that the best resources are always available for the pupils at Tshwane Muslim School.

- Parents will have to pay for any lost reader/textbook.
- International Benchmark test, Olympiads, etc. are compulsory and associated cost will have to be paid by the parent.

STATIONERY

Grades Junior Group – Grades 3

Learners will be provided with necessary exercise books and stationery; however, pencils, rulers and sharpeners will need to be replenished by parents as the need arises. Learners will be provided with a list of additional stationery required.

Grades 4 – 12

Learners are provided with all the necessary exercise books as required for their particular grades and subjects.

Stationery items are supplied in order to ensure that learners are adequately equipped. They are, however, required to purchase their own pens.

LOCKERS

Lockers are available for hire to Intermediate and FET learners at a cost of R150-00 for the year. Terms and conditions apply in the contract form.

EXCURSIONS

Learners are obliged to wear the school uniform on excursion unless otherwise stated (Musallahs must be carried for Salaah)

UNIFORMS

School uniforms are available from Abbassi Islamic Shop, Erasmia Crossing, next to OK Mini Mark, behind Caltex Garage (Dawson Motors), telephone No. 012 374 3145.

It is our intention to keep the uniform at Tshwane Muslim School as simple and as practical as possible. All school clothing must be clearly marked with the learner's name and grade. All learners must wear the official school uniform.

ITEMS AVAILABLE AT ABASSI

Junior Group (Summer)	Junior Group (Winter)	Grade R (Summer)	Grade R (Winter)
School Tracksuit	School Tracksuit	School Tracksuit	School Tracksuit
Powder Blue Goller with school logo	Powder Blue L/S Goller with school logo	Navy Blue Goller with school logo	Navy Blue L/S Goller with school logo
Black Tekie (velcro)	Black Tekie (velcro)	Black Tekie (velcro)	Black Tekie (velcro)
School & Lunch Bags	School & Lunch Bags	School & Lunch Bags	School & Lunch Bags
Navy or White Anklets	Navy or White Anklets	Navy or White Anklets	Navy or White Anklets
Sun hat (school logo)	Navy: School Jersey	Sun hat (school logo) Beanie & Gloves	Navy: School Jersey Beanie & Gloves
Grades 1-3 Boys	Grades 1-3 Girls	Grades 4-12 Boys	Grades 4-12 Girls
Daily Uniform	Daily Uniform	Daily Uniform	Daily Uniform
Navy school uniform	Navy school uniform	Navy school uniform	Navy school uniform
Golf white T Shirts: TMS T-shirts TMS Tracksuit pants	Golf white T Shirts: TMS T-shirts TMS Tracksuit pants	Sports Clothing: White Golf T-shirts TMS Tracksuit pants	Sports Clothing: Navy Golf T-shirts TMS Tracksuit pants
School Jersey / jacket	School Jersey / jacket	White topi	White Burqa
Black School Shoes	Black School Shoes	White /black socks	White /black socks
White /black socks	White /black socks	School bag / Quraan Bag	School bag / Quraan Bag
School bag / Quraan Bag	School bag / Quraan Bag	Quraan Bag	Quraan Bag

ADDITIONAL ITEMS FOR INCLEMENT WEATHER

	TMS School Jersey Or TMS School Blazer	TMS School Jersey or TMS Blazer	
	Only the white/navy T-Shirts will be allowed under the kurta	Only navy round collar T-Shirts will be allowed under cloaks	

PARENTS PLEASE NOTE: ONLY TMS JERSEYS ARE ALLOWED.

SPORTS ATTIRE GIRLS

Grades 1 to 3 (Girls)

Tracksuits and takkies for the entire day (change of clothing not required)

Grades 4 to 6 (Girls)

Sports gear may be worn under kaftan

Grades 7 to 11 (Girls)

The sports gear must be carried in a kit bag. Learners are allowed to wear their gear only during the respective sports periods

- Only black or white takkies
- Only plain navy blue T-shirt
- School tracksuit

SPORTS ATTIRE BOYS

Grades 1 to 3 (Boys)

Tracksuits and takkies for the entire day (change of clothing not required)

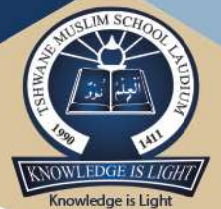
Grades 4 to 6 (Boys)

Sports gear may be worn for the entire day

Grades 7 to 11 (Boys)

The sports gear must be carried in a kit bag. Learners are allowed to wear their gear only during the respective sports periods

- Only black or white takkies
- Only plain white T-shirt
- School tracksuit



TSHWANE MUSLIM SCHOOL

Information Brochure

2024

Darus Salaam Islamic Centre
Corundum Street Extension
Laudium 0037

012 374 3185 / 5663

headmaster@tshwanemuslimschool.co.za

SCHOOL TERMS

1st Term	17 January – 20 March	2nd Term	03 April – 14 June
3rd Term	09 July – 20 September	4th Term	01 October – 11 December

SCHOOL TIMES - GRADE 1-12

School starts at 07:20

PUNCTUALITY

Parents are earnestly requested to ensure that their children are brought to school 10 minutes before school begins, and that they are picked up promptly after school ends. It is distressing for children to arrive late after the day's activities have begun and equally upsetting and unsafe for them to be left waiting to be picked up after their peers have gone home.

Grades 1, 2 & 3	14h00	(Monday to Thursday)
Grades 1,2 & 3	11h45	(Friday)
Grades 4 to 7	15h00	(Monday to Thursday)
Grades 4 to 7	12h00	(Friday)
Grades 8 to 12	15h00	(Monday to Thursday)
Grades 8 to 12	12h00	(Friday)

DISMISSAL TIMES

GRADE RR & GRADE R TIMES

Monday – Thursday	7:45h00 – 12h30
Friday	7:45h00 – 11h30

PROCEDURE FOR DROPPING OFF AND PICKING UP LEARNERS FROM SCHOOL

The safety of our learners is very important and we have noted that recently there is a great deal of traffic congestion in the driveways, particularly when learners are being picked up in the afternoons. This presents a danger to our learners and we appeal to parents and other drivers to exercise extreme caution in the driveways and to follow the directives which will ensure the safety of our learners and the smooth flow of traffic.

The driveways will operate as one way streets during certain times; i.e. in the mornings from: 7:00 a.m. to 7:30 a.m. and in the afternoons from 14:45 to 15:15. This will apply during dismissal times for the Pre School and Foundation Phase as well.

All vehicles must enter only from Gate 1 in the senior section and Gate 3 in the junior section and exit only from Gate 2 and Gate 3 respectively. Please do not use Gate 1 and Gate 3 as exit points during these times.

The driveways will be used as drop off and pick up zones.

All vehicles must proceed to the closest available point to drop off and pick up learners. Sufficient parking bays have been provided. Kindly park all vehicles in the parking bays while waiting for learners.

Please DO NOT use the driveways as parking bays.

There are two assistants in the junior section to help the Foundation Phase learners.

We thank you for your co-operation in ensuring the safety of our children.

COLLECTING CHILDREN AFTER SCHOOL

- This matter is of utmost importance to the well-being and safety of the children, the smooth and efficient running of the school and the demands on the time of the teaching staff. Learners must be fetched within 10 minutes of dismissal at the end of the day.
- If emergencies do arise, parents should immediately telephone the school if they are to be late when collecting learners. In this way a child's anxiety can be allayed and arrangements made to care for him / her until collected. If parents are telephoned by the school to collect a learner who has not been collected promptly, they should respond to this call immediately.
- Under no circumstances are learners allowed to come to school driving their own vehicles.

ATTENDANCE

All learners are required to attend school for the full duration of each school day. If for any reason, your child is unable to attend school, the school must be informed telephonically on the day. The reason for any absence must be submitted in writing to the form teacher upon your child returning to school.

Long periods of absence (overseas trips, holidays, Umrah, and weddings) affect the academic performance of learners, who will also receive a zero for any assessment missed during such absence. Parents are therefore advised to discuss such leave with the school BEFORE planning any such trip. The parents will also have to take responsibility for the catch up of any work missed.

PLANNED LEAVE TAKING

• WE ENCOURAGE PARENTS TO FOLLOW THIS PROCEDURE

Your child must present a letter requesting leave to the Form Teacher on arrival at school indicating the reason for leave, time of collection, who will collect the child and your contact number so that the school can call you to verify the information. If the person collecting the child is not the parent he/she must report to the Main Reception with their ID document. Your child will be waiting at the Reception at an appropriate time to be picked up.

• EMERGENCY LEAVE TAKING

In the case of an emergency, a call needs to be made to the school half an hour before picking the child up. The following information should be conveyed to the secretary: request for leave, reason for leave, time of collection, who will collect the child & the name of the person collecting the child. Once leave is approved your child will be waiting at reception at the designated time.

• REQUEST FOR IMMEDIATE LEAVE, THIS TYPE OF LEAVE IS DISCOURAGED

Only in the case of an emergency will your child be granted leave on arrival e.g. family funeral. Once approved, the secretary will send for the learner. Please note that leave will only be granted at the request of a parent. Requests will not be entertained from a third party.

• PROCEDURE

Kindly support this process by ensuring that your child is not taken out of school until and unless the Leave Book is completed by the secretary. If anybody other than the parent is collecting the child, the school will have to verify this with the parent.

• APPOINTMENTS DURING SCHOOL HOUR

We strongly discourage making medical, dental or any other appointments during school hours.

ABSENTEEISM FOR ASSESSMENTS

In the event of a learner being absent for a test/ assessments/exam with a valid reason, it is the responsibility of the parent to inform the principal and to provide a valid reason for the absence. The parent must also indicate when the learner will return to school. The learner will be given another opportunity to write the assessment/ test/ exam provided a letter to this effect is received on the day the learners return to school.

SCHOOL PROTOCOL PARENT / TEACHER CONSULTATION

Parents wishing to consult with any Educator/Head of Department/Principal may request an appointment via the School Secretary. Upon entering the school, parents MUST FIRST REPORT TO THE OFFICE where the relevant educator/s will be contacted. PARENTS/DRIVERS WILL NOT BE ALLOWED TO APPROACH ANY LEARNER OR CLASSROOM DIRECTLY.

Parents who require information or have any problem regarding their child's progress at school, may contact the educator or the Head of Department. However, a parent who wishes to lodge a complaint of a serious nature must follow the protocol sequence below:

Make an appointment via the secretary to speak to the: HOD/Deputy Principal / Principal, who will make every effort to resolve the problem within a reasonable time frame (7 days).

HIFZ

Hifz classes are offered to learners who fulfill certain criteria related to their quality of recitation and memorisation. A separate application must be made and certain conditions apply.

ISLAMIC STUDIES

Instruction in Islamic Studies is given to all learners and attendance at these classes is compulsory for all. Tshwane Muslim School uses the Jamiatul Ulama Syllabus which is being used by many schools both nationally and internationally. The syllabus has been designed to meet the spiritual, social and intellectual needs of the learners at the different stages. The Islamic Studies program is revisited regularly.

LANGUAGE GUIDELINES

- All learners will study English as a Home Language and Afrikaans as a First Additional Language.
- All learners will study Arabic as a compulsory language from Grades R to Grades 9 and as an optional subject in Grades 10 – 12.

PHYSICAL EDUCATION

Learners from Grades 1-11 have P.E one day a week during school time. Fitness, endurance, healthy living and skills in soccer, cricket, volleyball, table tennis and various other sporting codes are taught during this time.

AFTERNOON SPORTS

GIRLS	BOYS	
Monday	14h00 – 15h00 (Grades 1-3)	Monday 14h00 – 15h00 (Grades 2-3)
Monday	15h00 – 16h00 (Grades 10 -11)	Monday 15h00 – 16h00 (Grades 4-5)
Tuesday	15h00 – 16h00 (Grades 6 - 7)	Tuesday 15h00 – 16h00 (Grades 10-11)
Wednesday	15h00 – 16h00 (Grades 8 -9)	Wednesday 15h00 – 16h00 (Grades 8 -9)
Thursday	15h00 – 16h00 (Grades 4-5)	Thursday 15h00 – 16h00 (Grades 6-7)

* This schedule may change as the need arises. Parents will be kept informed.

EXTRA CURRICULAR ACTIVITIES (FOUNDATION PHASE)

- Drama/Arts & Craft / Traditional Games / Cooking / Science Club / Reading Club / Board Games between 14h00 -15h00.
- Remedial Classes on a Tuesday between 14h00 -15h00 for learners with learning barriers.

MERIT & DEMERIT SYSTEM

The school has implemented a Merit & Demerit System. The objective is to promote positive discipline, self-discipline, accountability & exemplary conduct.

The system is designed to enhance the whole school discipline in tandem with the Code of Conduct for the learners. The following will be covered: school attendance and late-coming, classroom rules, salaah and assembly rules, playground rules, uniforms, cell phones, bullying and intimidation, fights, haircuts, and homework.

Parents will be informed whenever a Merit or Demerit is issued to a learner.

The following steps will be taken when demerits are given:

- Reprimand/counselling
- Phone call to parent
- Detention
- Meeting with parents
- Internal disciplinary hearing
- External disciplinary hearing
- Suspension from class/school
- Expulsion

The object is ultimately to help the learners develop and maintain self-discipline, respect, and love toward parents, educators, and peers.