



Celebrating

60 years of
Academic
Excellence

SIXTY
YEARS
OF BELONGING

**ROOTED IN
EXCELLENCE**

MARIST BROTHERS LINMEYER
PRE-SCHOOL • PRIMARY • HIGH SCHOOL

**Primary School Guidebook for
Parents/Guardians and Students**

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Marist Brothers Linmeyer is recognised as a leading school of choice, known for providing a nurturing, joyful and supportive environment where students can thrive. The sense of belonging that defines the school is woven into daily life; in classrooms alive with curiosity, on playgrounds filled with friendship, in worship opportunities and in the shared traditions that bind generations of families together.



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Welcome to Marist Brothers Linmeyer!



We are pleased that you have decided to join our Marist family. We trust your educational journey will be filled with wonderful memories, great experiences and many successes.

This guidebook is an overview of Marist Brothers Linmeyers' aims, expectations, services and procedures. Please read through the guidebook carefully and discuss it as a family. It has been written to provide you with the information that will make your education purposeful and rewarding in every aspect.

Thank you for embarking on this journey with us.

PHILOSOPHY

Our students receive an excellent, well-rounded education from dedicated and highly qualified teachers. We develop attributes and skills that will equip them to face lifes' challenges with confidence. Our aim is to interact with our students in a manner that will allow them to reach their full potential and assist them in dealing with the world around them.

It is our goal that all our students complete their Marist education as competent individuals, responsible citizens and adaptable human beings.

MISSION

Marist Brothers Linmeyer is committed to developing a dynamic, holistic curriculum that is relevant to the needs of our students.

VISION

Providing excellence in education and gospel values within a family environment.

CHARACTERISTICS

The discipline and life skills we teach our students throughout their educational journey are built on our five characteristics: Family Spirit, Love of Work, In the Way of Mary, Presence and Simplicity. These characteristics promote resourcefulness and independence. The values we aim to instil in our students are Humility, Modesty and Simplicity. It is our hope that every student leaves our school prepared, inspired, encouraged and ready to achieve their every endeavour in the future.



ORGANISATIONAL STRUCTURE

Our school has three sections that cater to the four educational phases of schooling in South Africa:

Section	Grade	Phase
Pre-School	Grade 00 (PR) – Grade 0 (R)	Foundation Phase
Primary School	Grade 1 – Grade 3	Foundation Phase
	Grade 4 – Grade 6	Intermediate Phase
	Grade 7	Senior Phase
High School	Grade 8 – Grade 9	Senior Phase
	Grade 10 – Grade 12	Further Education and Training Phase

A GLOBAL BRAND



Our five South African Marist schools are all part of a global education initiative

Some facts about our Marist world

**over
750 000
students**

**600
schools**

**80
countries**

**5
continents**

Did you know there are 27 Marist universities in 10 countries?



St Joseph's Marist College Cape Town



Sacred Heart College Marist Observatory Johannesburg



St Henry's Marist College Durban



St David's Marist Inanda Johannesburg



Marist Brothers Linnmeyer Johannesburg



FACILITIES

Our beautiful facilities complement, enhance and broaden our students' educational experiences:

- A school uniform shop that stocks all our clothing requirements on our campus.
- Dedicated parking inside and outside our perimeter walls.
- Covered secure student-waiting areas.
- 24-hours, 7-days-a-week security guards.
- A CCTV security system covering all the sections of the school and the car park.
- A music centre, the Marcellin Block, situated in its own building.
- A Resource Centre, the Marian Resource Centre, consisting of over 1 000 square metres of space.
- A therapy centre that consists of six offices for the use of outside professionals.
- An indoor heated 25m pool and a dedicated catic gym.
- Two computer centres
- STEAM Room for Coding & Robotics

ST JOHN PAUL II CATHOLIC COMMUNITY

We form part of the La Rochelle Parish Community and St John Paul II Parish. You are most welcome to join our vibrant and family-oriented parish.

SCHOOL TERMS AND HOLIDAYS

Marist Brothers Linnmeyer runs a three-term academic year. Our holidays occur in April, August and December. Parents/guardians are requested to arrange their holidays to coincide with official school holidays.

SCHOOL HOUSES

The four school Houses are Geddes (Blue), Valerian (Red), Benedict (Green) and Frederick (Yellow). Students are all allocated to Houses once they reach Grade 1. Siblings are always placed in the same House. Various Inter-House activities held throughout the year contribute points to each House.

UNIFORM STOCKISTS

Marist Brothers Linnmeyer Uniform Shop

East Street, Linnmeyer

Mulbarton Outfitters

True North Road, Mulbarton

Simply School

59A Newmarket Mall

6 Heidelberg and Ring Road East, Alberton

Economic Outfitters

21 Booyens Road

Booyens, Johannesburg

Our second-hand uniform shop is run by volunteers and stocks a complete range of items in good condition at reduced prices.



PRIMARY SCHOOL

THE LEARNING ENVIRONMENT

Our teachers create environments and schedules that allow students to actively participate with learning materials and with each other, which is how they learn best. They encourage students' efforts and give personal feedback to support their continued learning and self-confidence. They also:

- design organised spaces that invite our students to discover, choose activities, and interact with others.
- choose materials and activities that inspire curiosity for learning and helps makes subjects more tangible.
- use strategies that support deeper levels of understanding, like asking students questions to help them delve deeper into what they are studying and encourage them to come up with different solutions.
- offer many opportunities to practise social skills during group work and whole class discussions.

STAFF

The cornerstone of any successful school lies in the quality of its teachers. Our empathetic, committed and passionate teachers are subject specialists in their fields. In everything they do, they strive to maximise the potential of every student, while nurturing a sense of pride, self-worth, responsibility and integrity in their students' young lives. At Marist Brothers Linmeyer, we believe these qualities are catalysts for personal development and success.

Our staff enjoy the work environment and conditions which contributes greatly to the schools' very positive atmosphere.

HOURS OF OUR RECEPTIONIST

Our friendly receptionist is on hand to assist you from 7h00 until 15h30.

NUMBER OF STUDENTS PER GRADE

Grade 1: 4 classes: ± 20 per class

Grade 2: 4 classes: ±25 per class

Grade 3: 3 classes: ±25 per class

Grade 4, 5 6 and 7: 3 classes: ±27 per class

CURRICULUM AND SUBJECT OFFERING

FOUNDATION PHASE: The Foundation Phase lays down the building blocks for the educational foundation of children between the ages of four and nine (Grade PR to Grade 3).

Continuous assessment, parent meetings and reports keep our parents/guardians well informed of their childrens' progress. We encourage students to develop confidence and to become more independent within their school environment and life.



GRADE R-3 SUBJECTS: We offer the following compulsory subjects:

English (Home Language)

Afrikaans (First Additional Language)

IsiZulu (First Additional Language)

Mathematics

Life Skills/General Studies

Religion classes, Music and Movement, Art, IT, Coding & Robotics and Physical Education are facilitated by specialists; ensuring that every aspect of the child's intellectual, emotional and physical growth is covered.

We work with the CAPS curriculum in a different way. Your child will be assessed and have relevant reports at the end of each term, to ensure, they can apply their understanding to any other schools. Our way of teaching will promote enquiry with the children offering the themes and ideas. We want to create an environment where children will want to and be able to learn.

INTERSEN PHASE: Students move through a well-planned schedule. The model aims to create autonomy and purpose in learning, improve mastery of objectives and build intrinsic motivation in students.

Using a social-emotional curriculum, we work hard to teach students how to manage their emotions, build healthy relationships with others, and practice mindfulness at school and home.

GRADE 4-7 SUBJECTS: We offer the following compulsory subjects:

English (Home Language)

Afrikaans or isiZulu (First Additional Language)

Mathematics

Social Sciences – History and Geography

Natural Sciences & Technology

Life Orientation which includes CAD(Grade 7) Religion, Life Skills, Physical Education and Creative Arts

IT, Coding & Robotics

CAD (Creative Art & Technology) and Economic Management Sciences (Grade 7)

ISASA (THE INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA) CLUSTER GROUPS

The Shared Assessment initiative encompasses Primary School curriculum development, which is coordinated by teachers and heads of schools. Teachers attend subject-specific cluster meetings.

ENTRANCE ASSESSMENTS

Entrance assessments take place throughout the year. Students who pass the entrance assessments will be contacted for an interview. Successful interview candidates are contacted telephonically. Unsuccessful candidates are notified in writing via email.



GRADE 8 SCHOLARSHIP EXAMS

Marist Brothers Linmeyer offers four academic scholarships to students of exceptional ability entering Grade 8. Applicants are ranked and shortlisted based on their overall entrance testing aggregate. A limited number of students are invited to participate in the scholarship exam.

TERTIARY SUCCESS

Our students achieve particularly well at our top universities. In 2019 and 2022 we received the top feeder school in Gauteng from the University of Witwatersrand. In 2024 we received top feeder school awards from Eduvos and Varsity College. Students regularly achieve over 80% pass rates (compared to 33% - our national average) at this prestigious institution. This is evident that the Marist characteristic of Love of Work is ingrained, resulting in a good work ethic coupled with perseverance and commitment.

LANGUAGE CHOICES

In the Intersen Phase of students' education, they study either Afrikaans or isiZulu as their First Additional Language. The choice of language is made at the end of Grade 3, so that students start their chosen language from the start of Grade 4. This enables more academic teaching and mastery time in that language during their Intersen years.

EDUCATIONAL SUPPORT CENTRE

We offer on-site additionally paid for educational support. Our wonderful dedicated team is made up of an educational psychologist, remedial and occupational and speech therapists.

No stigma attached to therapy: There is absolutely no stigma attached to therapy sessions. Be that, during or after school. In fact, our students love going to therapy with Aunty Marcelle, Aunty Sandy, Aunty Adelle, Aunty Neelam and Aunty Karen.

SUPPORT

CLASS THERAPY SUPPORT: Speech and language therapy also forms part of classroom instruction from Grade 0 until Grade 2. These weekly, half hour sessions focus on the development of auditory processing skills. This includes phonological awareness, auditory discrimination and auditory memory.

During these class sessions, the therapist is able to monitor students' progress and identify those having difficulties in targeted areas.

ACADEMIC SUPPORT: Students experiencing difficulties are offered academic support by their subject teachers in English, Mathematics, isiZulu or Afrikaans.

AFTERCARE AND HOMEWORK SESSIONS: Monitored aftercare services are available from after school until 17h15. A lunch is provided, and homework is completed under supervision, although reading needs to continue in the home space. Children on the property later than 14h15 should attend aftercare.

SPIRITUAL

Our Religious Education Programme is designed to suit the needs of our students, as part of our secular-society in which we all live. Spiritual education is provided via the formal curriculum, as



set out by the Catholic Schools Office and the Catholic Institute of Education. Students take part in daily Bible reading and prayers, monthly school masses and also have the opportunity for termly confessions with our school chaplain.

As a grade, students take part in Retreat Days, the content of this day draws on our religious education curriculum. We mark important feasts in our school year by the celebration of mass and following tradition.

Preparation for the Sacraments of Reconciliation, Holy Eucharist and Confirmation is offered to Catholic students in accordance with diocesan policy. Marist Brothers Linmeyer provides students with a sound spiritual foundation on which to base their daily lives.

OUTREACH

Our school believes that community service, in the form of outreach, is an essential part of the development of the child. An outreach programme is actively encouraged with all classes in our school 'looking after' a charity of their choice. These include homes for abandoned babies, children, senior citizens and other groups who support the underprivileged in some way.

Several other drives are also supported throughout the year like grocery and pet food donations, can pull-rings and bread buddies. An annual contribution is made to Hospice; other charities are supported by funds raised from students for civvies days.

Our outreach programme ensures that each child has an opportunity to contribute to the community at large.

MINI CITY COUNCIL

The Johannesburg Mini Council is made up of Grade 7 councillors from local Johannesburg primary schools.

Marist Brothers Linmeyer has been privileged to be involved with the council for many years. The council, a registered non-profit organisation, provides community services to under-privileged people and animals in Johannesburg. Projects range from the Easter Egg Drive and Have a Heart Winter Donations, to visits to organisations in need.

RECYCLING IS IMPORTANT TO OUR SCHOOL

By educating our students about the importance of recycling, we are inspiring them to think about how their personal actions affect the planet and their future environment. Learning about recycling means that students are more likely to adopt it as a habit, helping to make them conscientious adults. This encourages students to implement their recycling tactics in their everyday life, helping to tackle the waste they produce at home.

INFORMATION TECHNOLOGY

We aim to incorporate evolving technology, relevant to the needs of our students and teachers whilst establishing a balanced learning environment.

To incorporate evolving technologies, and simplifying processes the Primary School engages in interactive teaching tools such as Apple TVs and iPads to provide technology enriched lessons. Platform based skills are taught using Google G Suite and Knowledge Network.

The use of technology, both informations and designs, is integrated into many aspects of our curriculum and develops skills which will grow students into responsible and skilled digital citizens.



Coding and Robotics are becoming a more integrated aspect of our curriculum. Technology is used as an integrated tool that enhances the lesson in the classroom.

ASSESSMENTS

We use both formative and summative assessment throughout the year. Formative assessment is a continual process of assessing the childrens' learning through tasks, projects and other classwork. It is, therefore, imperative that children work consistently throughout the year and not just when there are summative assessments (tests and exams).

They simply cannot rely on last-minute cramming for fact retention.

We issue three reports during the year. The first report will be followed by a parent/teacher interview during which academic progress will be discussed, as well as how well the child has settled into their new grade. The following two reports will reflect an accumulation of academic progress, performance skills, attitudes and values.

Please note that formal summative assessments missed due to illness or extended holidays cannot be made up.

HOMEWORK

Homework is an essential part of your child's educational progress. Between 20 - 60 minutes, depending on the child's grade level and work-pace, needs to be set aside for this purpose every day from Monday to Thursday. Consolidation, revision and reinforcement of concepts taught at school is the focus.

Homework helps students develop valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for their grade level.

While homework is a student's responsibility, it also enables parents/guardians to learn more about what their child is doing in school and become involved in the learning process. We recognise the value of family time in a student's life and learning, and we aim to only intervene with purposeful homework.

HOMEWORK MAKE-UP AND ABSENCE FROM ASSESSMENTS

Regular attendance and arrival on time is expected of all students. While there may be circumstances that prevent a student from attending school on a given day, it is the responsibility of the parent/guardian to notify the school of such absence. Excessive absences or tardiness will be addressed and dealt with.

If parents know their children will be absent due to a family obligation or a school-related activity, they should speak to their teachers prior to the absence, in order to stay on-track. Teachers are not expected to create extensive individual programmes, however, for students who miss school for long periods, due to illness or other approved reasons, the teacher will provide some support to help the child continue in the programmes successfully upon their return. Similarly, teachers may make recommendations for remediation or enrichment activities to support learning over long holidays and as appropriate throughout the year.

In the case of illness or any other circumstance beyond the student's control, preventing him/her from attending school on the day of an assessment or assignment submission:



- The parents/guardians must provide a medical certificate or an affidavit on the day of return after an absence.
 - The student must complete the assessment or submit the assignment on the day of return.
- It is the parents' responsibility to inform the school on the first day and each successive day of a students' absence.

If parents/guardians choose to take their children out of school for other reasons, such as an extended holiday, they should understand this might negatively affect the education of their children. Permission needs to be granted from the principal in this regard.

SPECIAL CIRCUMSTANCES

It is essential that we are notified of any significant changes in living arrangements or other circumstances in your home. This will allow us to better assist your child in dealing with these changes.

FAMILY/PERSONAL LOSSES

Marist Brothers Linmeyer offers a warm, welcoming environment, where students feel connected and safe, and teachers feel supported and valued. Our teachers are always on hand to assist, to listen and to offer an ear or shoulder to cry on. Our school psychologist has helped many students through trauma, loss and personal issues. Where necessary, we encourage parents/guardians to advise the teacher of any changes in their own lives, or that of their child/ren.

LIFE-SKILLS

This subject is offered as an important and very relevant subject. Open discussions around matters of diversity and differences takes place, as well as the need to respect each gender. We focus on human rights and responsibilities guiding children to be more aware and successful humans. Guidance, support or advice, on making common sense decisions are given in these safe discussions. We hope to enable all students to live meaningful lives through mental well-being, self-awareness, appreciation of humanity in others.

STUDY SKILLS

Through the various learning styles and a range of different ways, children are taught a variety of ways to study. These may be as simple as reading their notes, 'teaching their teddies' or using concept maps and making notes to study from in preparation for tests.

DIGITAL CITIZENSHIP

We offer a comprehensive digital citizenship curriculum to ensure that our students use technology responsibly. Parents/guardians are also educated in monitoring and setting up their childrens' devices to ensure digital safety at home. Equipping students with skills for life, will allow them to be empowered to become confident and responsible global citizens who will make the difference.

Grade 7, 8 and 9 are part of the junior phase of High School. For this reason, students in Grade 7 are automatically accepted into High School.

DEVICES

Our Grade 6 and 7 students use iPads to enhance learning.



ST MARCELLIN AWARD

Every year, well deserving Primary School students may receive a Marcellin award.

To be eligible to receive this award, students' presence and interactions with their peers should be reflective of our Marist Characteristic In the Way of Mary. Students' actions should imitate Marys' tenderness, strength and constancy of faith. Their lives should inspire others to do better every day.

TEXTBOOKS AND STATIONERY

Stationery and textbook lists for the following year are added to the School App. For your convenience, we offer a few preferred suppliers that can assist with making up stationery and textbooks packs for you according to the requirements of each grade.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in at least one extra-curricular activity per term. We offer the following extra-curricular activities:

SPORTS: Cricket, Swimming, Mini Soccer, Soccer, Netball, Chess, Tennis, Squash, Touch Rugby, Rugby, Table Tennis, Padel, Basketball.

CULTURAL: Altar Servers, Art Club, Choir, Drumming, Eisteddfod, IT Club, Marimbas Music, Public Speaking, School Productions.

EDUCATIONAL AND LEADERSHIP TOURS AND DAY OUTINGS

Voluntary educational and leadership tours are undertaken on an annual basis. The students relish each and every moment on these jam-packed, adventure-filled days. School outings to a variety of exciting destinations and workshops conducted by professionals include puppet shows, theatrical productions and talks such as sun awareness and other health topics are thoroughly enjoyed by all students. It is our aim that every student, while at Marist Brothers Linmeyer, enjoy happy, productive and successful days.

SPECIAL DAYS

DEAR Days: The first terms' special days include a Drop Everything and Read Day (DEAR) where we celebrate a love of reading. Children are involved in various literacy activities and also come dressed up as their favourite book character. We host Hooked-on-Books and each grade has a theme based on a novel or an author. Reading aloud and listening to stories in our school languages is the main focus of the day.

Cultural Celebrations: During the week of Heritage Day, we celebrate our rainbow nations' pot of diversity and culture and also explore other cultures. Children engage in the arts, tradition, various cuisines, celebrations and the various aspects which make our cultural experiences richer.

A CARING SCHOOL

Our school believes that this is each child's safe space from home. We try to instil this through our Life Skills Programme, our faith-based celebrations, assemblies and line-ups that respect for each other, kindness and living by gospel moral values is important to building our children's moral compass.



HANDOVER MEETINGS/GRADES

At the end of the year, teachers from the previous grade introduce the new grade's teachers to the children.

We also meet and give the new team guidance and help them know a bit about each child in order to help support and develop each child's potential.

ACCOMMODATIONS AND SUPPORT

Our children have access to remedial support, if needs be, and a team of support therapists such as occupational therapists and speech and language therapists. Children with barriers are given assistance for formal assessments.

LEARNERSHIP STUDENTS

The school has a group of learnership students who are studying teaching part time and get on-the-job training. The interns form part of the academic and sporting staff.

CYCLE TESTS AND EXAMS

From Grade 4, children have termly cycle tests. The Grade 6 and 7 students write exams in the second term and all Grade 4-7 students write exams at the end of the year.

TEACHER TURNOVER

Our teachers do not generally leave and we have a very balanced and stable staff. Our teachers are experienced and are very involved in caring for and nurturing our children.

AWARDS AND HONOURS EVENING

At the end of the year, we celebrate our top achievers and those who achieved academic excellence at an Awards Morning as well as an Honours Evening.

THE TRANSITION FROM GRADE 3 TO GRADE 4

The transition from one grade to another can be challenging. Parents/guardians and teachers can support students during this transition by:

- having routines. Ensure bags are packed the night before according to the time table and extra mural activities.
- ensuring students have the correct stationery at the beginning of the year. A simple idea of a transparent pencil bag with basic stationery (pen, pencil, eraser, sharpener and highlighters) and a 2nd pencil bag with art supplies (pencil colour, markers etc.) may make it easier for students.
- colour coding their time table in a way that matches the covers of their books.
- assisting in highlighting deadlines. Desk planners and monthly calendars are helpful.
- encouraging independence and responsibility. However, support and assist when necessary.
- allowing students to express themselves and recognise these emotions.

ALL CHILDREN ARE KNOWN AND LOVED

With a distinctive Marist Style - The "Golden Rule" for Marist Educators

Our style of educating is based on a vision that is truly holistic, and that consciously seeks to communicate values. While we share such a vision with many, especially in church circles, we use



a distinctive pedagogical approach which Marcellin and the first Marists initiated and, which was innovative in many of its aspects.

We share their intuition that “to bring up/educate children properly, we must love them, and love them all equally “. From this principle flow the particular characteristics of our style of educating: Family Spirit, Love of Work, In the Way of Mary, Presence and Simplicity. We seek to adopt these attitudes and values as our way of inculturating the Gospel. It is their sum and their interaction which gives our Marist style its spirit-inspired originality.

GENERAL INFORMATION

SCHOOL PROPERTY

Our school is a clean, safe environment that is conducive to learning. It is expected that the building will remain free of graffiti, damage or misuse. We strive to maintain a healthy setting and depend on each student to uphold their part by showing respect for school property. It is the students’ responsibility to maintain a beautiful environment.

LOST PROPERTY

Lost possessions are collected daily and placed in the lost property box. Our receptionist can direct you to the lost property box. At the end of each term all lost property will be displayed.

LABELLING CLOTHES

Labelling your child’s clothing offers a quick and effective way to keep their belongings a little safer. In the event that an item is lost, or is picked up by the wrong child, labelling ups the chances that the item will be returned to the right child without you having to buy new clothes or accessories.

MARIAN RESOURCE CENTRE

The MRC is open to all students and parents/guardians from Pre-School to Grade 12.

Physical books are loaned out each week when the library is open. Students are asked to return books on time. Lost books or books that are not returned on time will be charged at the end of the school year.

Opening hours are posted outside the MRC and families are encouraged to utilise the space. In order to maintain a high quality collection of resource materials, items that are lost or damaged beyond repair will be billed for the cost of purchasing a new replacement.

TUCK SHOP

Our tuck shop is open daily from 7h30 until 15h30. A wide range of healthy delicious meals, all freshly prepared on the premises, are always on sale. There are often new and exciting eats and treats added to the menu.

LUNCHCARD SYSTEM

Marist Brothers Linmeyer has implemented a cashless card-based system called LunchCard and Yoco, that allows students to make purchases at the tuck shop using a card instead of cash. Use of the card will not be compulsory and cash will be accepted at the tuck shop.



HEALTHY SNACK AND LUNCHES

Providing children with a healthy lunch is vital to their health and overall well-being. Since school lunch and academic performance are interwoven, it is important that children have the option of healthy food choices. The benefits of healthy lunches that include vitamins and fatty acids will contribute to achieving this goal.

BIRTHDAY CELEBRATIONS

The school and the teachers will make each child feel valued and special on their birthday. Please check with the teacher with regards to providing special treats for their child's birthday.

NO HAT, NO PLAY

A sun-hat forms part of the school uniform and must be worn every day when going outdoors. If your child comes to school without a hat, we shall need to keep them in the shade.

BEHAVIOURAL GUIDELINES AND MEDIATION PROCESS

We practice positive behaviour management using specific tools in our Foundation Phase and Intermediate Phase models. With firm boundaries, we build positive behaviour.

In this way we, as teachers and parents/guardians, can support the experiences your children are going through.

When it comes to our attention that a child is consistently unable to co-operate within reasonable means, we continue with a more intense period of observation. Both teachers and parents/guardians will assist in the process of discovering how to support the needs of the child. The school and home need to work together.

If there is additional assistance needed, the parents/guardians will be informed and encouraged to assist in this process for the well-being of their child.

We attempt to reinforce positive behaviour, and redirect children before problems occur. In cases of severe behaviour issues, parents/guardians are contacted to attend a meeting with the teacher to create a plan to ensure the child's success.

The system rewards positive behaviours and consequences for negative behaviours. While verbal reprimands are usually appropriate and sufficient to correct minor misbehaviour, some incidents may be disruptive enough or persistent enough to warrant interventions such as losing privileges, staying after class, or receiving demerits. The merit/demerit system is a school-wide discipline plan that is focused on behaviour and is not connected to academics.

REWARDS SYSTEM

We believe affirmations are a powerful and holistic way of building a positive mind and happy children. They create a safe learning environment and bring positivity into children's lives.

ANTI-BULLYING POLICY

We do not tolerate bullying of any kind. If you suspect your child might be a victim, please notify your class teacher immediately. The Primary School has an Anti-bullying Policy that is available for viewing on our school website.



CONFLICT RESOLUTION

When conflict arises, our teachers approach the situation quickly and calmly, stopping any hurtful behaviour or language. We listen to all sides of a conflict. Rather than solving the problem for children, we help generate ideas of how they might solve the problem. When a solution is determined, we confirm the plan they have agreed to, repeating it back to them. We always encourage children to be problem solvers. Teaching problem-solving skills is a part of our curriculum. It helps children learn to resolve conflicts on their own.

STUDENT-PARENT-SCHOOL TRIANGLE

It is important to remember that your child's education is a joint responsibility between the school, the child and you as a parent. The triangle illustrates the importance of parents/guardians and teachers working together to support the student. The parent and teacher form the solid base of the triangles, securely supporting the student, who is reaching his or her highest potential.

PARENT-TEACHER FORUM

Each year the school year begins with a general parent meeting followed up with a grade specific talk that also allows for one-on-ones with the teachers.

HEALTHY PARENT/GUARDIAN CHILD RELATIONSHIP

The most important relationship to a child is the one they develop with their parent/guardian.

Show your love: Treat every interaction as an opportunity to connect with your child. Greet them with warm expressions, give eye contact, smile, and encourage honest interaction.

Say 'I love you' often: A simple 'I love you' can have a major impact on your long-term relationship with your child.

Set boundaries, rules, and consequences: Children need structure and guidance as they grow and learn about the world around them.

Listen and empathise: Acknowledge your child's feelings, show them you understand, and reassure them that you are there to help with whatever they need.

Be together: The key is to just enjoy each other and commit to giving your child your undivided attention.

Be available and distraction-free: Setting aside just 10 minutes a day to talk to your child, without distractions, can make a big difference in establishing good communication habits.

Eat meals together: Eating together as a family can often lead to great conversation and bonding time with your child.

Create parent-child rituals: Quality, one-on-one time with your child can strengthen the parent-child bond, builds up your child's self-esteem, and lets them know that they are special and valued.

AFTERCARE

Primary School aftercare starts at 13h30 and ends at 17h30.

Our well-supervised aftercare facility is managed by highly qualified staff employed by Marist Brothers Linmeyer. Children are given an afternoon snack and juice.



We provide an outdoors environment where children can play old fashioned games e.g. hopscotch, chat and have fun with their friends. Focused homework supervision classes ensure that children receive academic support and guidance. Please note, students may not leave the Pre-School aftercare without being signed out by an adult.

HOLIDAY SCHOOL

The aftercare facilities are not open on public holidays; mid-term breaks or the December holidays. It is, however, open during the April and August holiday with an additional fee being charged.

Our holiday programme runs from 07h15 to 17h15 and includes fun-filled outings and activities.

LEAVING EARLY

Students are not permitted to leave campus before the end of the school day without permission from their class teacher and may not leave via an e-hailing service. Parents/guardians need to sign out and collect their children from reception.

In an unplanned situation, parents/guardians should report to reception to gain assistance from the school staff for dismissal of their child.

COLLECTING CHILDREN

Children will need to be collected by a responsible adult. The school will not allow a child to go home with another person besides their parents/guardians unless the school has been informed (by their parent). This can be done by notifying the teachers in the morning or by telephone during the day should an alternative arrangement be made. The messages will be checked regularly to ensure we are up to date. Children leaving early must be collected from reception.

SCHOOL ATTENDANCE

Good attendance at school is not just valuable, it is essential. Going to school is directly linked to improved exam performance which should in turn lead to further learning opportunities and better job prospects. Schools record details of students' attendance and absence at school.

TRANSPORTATION

Marist Brothers Linmeyer now offers transport. Parents/guardians can visit our school website www.maristbl.co.za or call our offices for more information.

SAFETY AND SECURITY

BUILDING ACCESS AND SECURITY

Our school is open from 7h30 to 15h30.

Our receptionist is available to assist from Monday until Friday from 7h30 to 15h30. Members of the school community and visitors are able to enter and exit when school is open. The school reserves the right to refuse entry to any person deemed a risk to the learning environment.

Security guards are onsite 24-hours a day to ensure a secure school environment. They closely monitor and record visitor access on campus. Security cameras are installed in various locations throughout the school to monitor student movement and ensure student safety at all times.



CAR ACCESS STICKERS

Two access stickers are allocated to each family upon enrolment. Cars not displaying access stickers on the windscreen, will not be permitted into Marist Brothers Linmeyer without signing in. Additional stickers are available from reception.

EMERGENCY DRILL AND EVACUATION PROCEDURES

Emergency drills are vital to ensure the safety of the students entrusted to the schools' care. We adhere to all local requirements and guidelines related to school emergency procedures. Students will learn these procedures and the evacuation routes with their classes, understanding the seriousness of emergency evacuation drills. No student or staff member should re-enter the building until the all-clear signal is given.

In the case of an emergency evacuation drill, the fire department and local education authorities may be notified. Guests and visitors on campus will be expected to take part in the evacuation drills.

VISITORS

All visitors must sign in with identification at the entrance gate. Together with security, visitors will proceed to the main office to check in. For security purposes, visitors will need to wear the visitors' name card during their visit. Before leaving all visitors will be required to sign out.

NO-SMOKING ZONE

The school has a strict no smoking policy at all times on the school grounds and in all buildings.

PARKING

Our parking area can be a very busy place at certain times of the day. Please help us to provide a safe environment by driving slowly and being aware of small people in this space. Please be aware that there is limited parking so kindly show consideration for others. Parents/guardians are responsible for encouraging their children to be aware of cars and for holding their hands to keep safe.

Drivers are expected to act in a courteous fashion and to follow the security teams' instructions. The safety of your children is our main concern. It is also important that we show consideration for our neighbours and other road users in and around our school.

KEEN TO BECOME INVOLVED?

FUNDRAISERS

Various fundraising events are held throughout the year. Our Parents Association (PA) is made up of a group of parents who meet regularly to plan events and activities to raise funds for our school. It is always wonderful to see family participation. Our biennial carnival is usually held in July. Our carnival is always well supported and enjoyed by both parents/guardians and students alike. Each of our grades is involved in a particular activity on the day. The success of this event is reliant on the support received from our Marist families. We also host golf days, Pre-School fun days, etc.

All monies raised will be used to improve our students' educational experience.



CLASS PARENTS

Each class is represented by a class parent. They are the link between class teachers and parents/guardians.

PARENT GET TOGETHERS

Families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at Marist Brothers Linmeyer. Dates and times will be posted.

We host cultural celebrations, Grandparent's Day etc.

As a Marist family, our community always celebrates and acknowledges successes. We are so proud of our Pre-School and Matric graduates. We celebrate our student leaders. We congratulate personal academic successes and we acknowledge students who have made a difference.

COMMUNICATION

SCHOOL APP/SOCIAL MEDIA/EMAILS

The School App and emails are the primary source of information for parents/guardians and students. During the course of the year notices, newsletters and other pertinent information will be loaded onto this platform or sent via email. It is imperative that parents/guardians and students download the School App to stay informed.

Follow us on social media for school news, achievements and the latest updates.

Weekly classroom newsletters are sent out. Please read them. It is the parents/guardians' responsibility to keep up to date by being aware and checking for updates.

PARENTS/GUARDIANS EVENINGS

Formal parent/teacher meetings are scheduled each term in order to facilitate open communication between parents/guardians and teachers regarding students' progress.

The purpose of these one-on-one meetings are to involve the family in the progress of their child as well as, discuss any concerns the family or teacher may have. The earlier an area of concern is identified, the better chance that child has to reach that developmental goal. If your child is struggling to make adequate progress or meet grade-level standards, your child's teacher will work with you to create a plan to ensure your child's success. We aim, where possible, to prevent the need to retain children in the grade level after the school year through our retention prevention programme.

VISITORS' MORNINGS AND SCHOOL TOURS

Visitors' Mornings provide the perfect opportunity for parents/guardians to meet and engage with our staff and to learn more about Marist Brothers Linmeyer. If you are unable to join us for a Visitors' Morning, individual school tours can also be arranged.

DEALING WITH CONCERNS

First thing in the morning, 7h30, meetings can be set up for quick updates and check-ins. If you need a more in-depth discussion, please let the class or subject teacher know and an



appointment can be set up that would be convenient for both the staff member and parent.

Time-sensitive information, such as changes in pick-up arrangements for students, should not be directed to teachers for the reason indicated above. Parents/guardians should contact reception by telephone in this regard.

In the event that the issue requires the teacher to research a concern or collect information, the initial email response from the teacher will be simply to acknowledge the concern. The resolution of the concern will be communicated either via email or in an arranged meeting as soon as possible thereafter.

When matters are of a sensitive nature or when a parent wishes to have a detailed discussion about a students' performance, behaviour or a school policy, email should be used solely for the purpose of arranging a meeting at a mutually agreed time.

Parents/guardians can be assured that the school treats complaints seriously. Confidentiality in all matters is of paramount importance to us. Should you have specific queries or concerns please approach the teachers/persons concerned with the class or activity and attempt to resolve the difficulty.

MEDIA PERMISSION

Photographs of the children in our programmes may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Permission for the use of photographs of your child will be requested each year.

COMPLETING AND RETURNING FORMS

Throughout the school year there will be forms sent home for you to complete and return to the school. It is important for you to complete the forms and send them back.

UPDATED INFORMATION

Having the correct contact information about you and your child is essential for us to ensure their safety and to provide effective communication. When necessary, please update us of any changes in your family's details.

PERSONAL FILE

Each child has a personal file at school to which only the staff has access. In it, we keep application and enrolment forms, as well, as copies of detailed progress reports. It would be of help to us if you could let us have copies of any other assessments they may have had. It is also very important for you to let us know about changes in behaviour at home e.g. nightmares, tearfulness, eating poorly, not wanting to come to school, etc. Lastly, please keep the school informed of any changes in contact details, should we need to get hold of you urgently.

FINANCES

THE APPLICATION PROCESS

Applications are accepted at any time of the year. Interested families must complete an online or manual application. For more information, please visit our website: www.maristbl.co.za



SCHOOL FEES

School fees are due on the 1st day of each month. Our school fees are payable over 10 months. The payment may be executed electronically or deposited at the bank. In the event of late payments, the school follows a late-fee process. Interest will be charged at 2% above prime.

For more information, please visit our website: www.maristbl.co.za

A CASHLESS SCHOOL

We would like to keep our school campus as cash-free as is possible. We therefore ask parents/guardians to pay school fees and other costs via EFT or credit card. Please ensure that appropriate references for EFTs are included in electronic payments.

NOTICE PERIOD ON LEAVING

One full school term's notice, in writing, is requested should you decide to remove your child from Marist Brothers Linmeyers. Failure to provide official written notice will result in a term's fees being charged. Parents/guardians are liable for full compulsory fees during the term's notice.

AT MARIST BROTHERS LINMEYER WE OFFER THE FOLLOWING COMPLIMENTARY SERVICES

As educationally-related costs continue to rise, Marist Brothers Linmeyers is committed to help lessen the financial pressure faced by parents. A competitive fee structure has been developed to assist families to educate their children at a high quality, caring and renowned educational institution. School fees cover all grade-related costs including school excursions and camps, extra-curricular activities, guest speakers, book levies and numerous additional exciting and technology-related curricula offerings.



Stationery for Grade PR to Grade 3



Innovative and advanced IT education



Our school medical and safety officer is a qualified paramedic



Academic support and enrichment is provided for all subjects



Specialised coaches for sports



Vision and hearing screening in relevant grades



Grades 4 to 12 camps



All Pre-School and Primary School excursions



Remedial therapist works with Grade 1 - 5 students



Speech and occupational therapists provide whole class therapy for Grade PR - 2 students



MEDICAL:

FIRST AID AND MEDICINE BOX

Most of our teachers have a Level 1 First-Aid qualification.

MEDICATION ADMINISTRATION

In the event that your child needs medication during the school day, our policy is that in order for medication to be administered at school, it must be in the original prescription bottle and clearly labelled with the following: child's name, name of medication, dosage, the date it was prescribed, times to be given, the child's name and doctor's name.

Parents need to fill out a form requesting that the staff member administer medication to their child. The school is not allowed to administer any oral medication without a parent/guardian's permission; this includes aspirin and panado. It is the responsibility of parents/guardians to inform the school of their child's medical needs.

INCIDENTS AND ACCIDENTS

If your child is injured during the day, our medical and safety officer will be called to examine, providing the necessary treatment and care for the injured child. Our receptionist will also contact the parents/guardians, as needed. If we cannot make contact with a parent/guardian, we will call the emergency contact. Please note, it is of vital importance to have contact numbers for both parents/guardians, as well as an emergency third party contact so that we may contact you in the event of illness or an emergency.

In the case of any life-threatening medical emergency or injury, the students' parents/guardians will be contacted as soon as possible. Our medical and safety officer will treat and stabilise the child as necessary. If the child needs to be taken to the hospital, our medical and safety officer will contact emergency personnel to transport the child to hospital. A staff member will accompany the child to hospital during transportation. The receptionist will notify the parents/guardians and instruct them to proceed to the location where the child is being transported.

ILLNESSES

If your child becomes ill during the day, you will be contacted by the school to fetch them. It is extremely important that parents/guardians provide the office with up-to-date telephone numbers including home, office, cellular phone and the number of a friend in case we cannot reach parents/guardians. Your child will need to be signed out of the school at the office.

If your child is absent through illness for an extended period, three days or more, please provide the school with a doctor's note.

ALLERGIES

Parents/guardians are responsible for notifying our medical and safety officer of all physician-diagnosed food, environmental or medical allergies, prior to the child's first day of school.



Follow Marist Brothers Linmeyer on the following platforms:



www.maristbl.co.za
East Street, Linmeyer, 2105
Telephone: 011 435 0600

South African Marist Schools



St Joseph's Marist
College Cape Town



Sacred Heart College Marist
Observatory Johannesburg



St Henry's Marist
College Durban



St David's Marist Inanda
Johannesburg



Marist Brothers Linmeyer
Johannesburg