

Parent Handbook

JCM Primary School



Learning for the Future!

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Welcome to JCM Primary School

Dear Parents,

We are delighted to welcome you and your child to the JCM family. At JCM, we are committed to creating a warm, nurturing, and engaging environment where every child feels safe, valued, and inspired to learn. We believe that the early years and primary school lay the foundation for a lifelong love of learning, curiosity, and confidence.

In the early years our approach is child-centred and play-based, drawing on best practices from Reggio Emilia, Montessori, and Waldorf. We focus on developing the whole child – academically, socially, physically and emotionally—whilst always celebrating each child’s individuality. Our passionate educators work closely with families to build strong partnerships and a supportive school community where every child can thrive.

In Middle and Upper Primary we also maintain close relationships with families and hold respect for the individual child at the forefront of what we do in the classroom and beyond. However as our children grow – so to the academic expectations.

This Parent Handbook has been designed as a helpful guide to support your journey with us. It outlines our school policies, daily routines, and expectations, and provides insight into how we work together to create a meaningful and enriching learning experience for your child.

We encourage you to read through it carefully and keep it as a reference throughout your time with us. Should you have any questions or require further support, please don’t hesitate to reach out.

We look forward to a wonderful period of learning, growth, and connection with you and your child at JCM.

Warm regards,

Michelle Smith

JCM Schools Director





Vision, Mission, and Educational Philosophy



Our Vision

We envision a nurturing and inspiring learning environment where young children develop a lifelong love for learning. We aim to cultivate curiosity, creativity, and confidence in every child, preparing them for future academic and social success.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating early childhood education that fosters the intellectual, emotional, and physical development of each child.

We strive to:

- Encourage independent thinking and problem-solving skills.
- Support the social and emotional growth of children through meaningful interactions.
- Foster creativity and imagination through hands-on learning experiences.
- Partner with families to create a strong home-school connection.

Our Educational Philosophy

At JCM Primary School, we believe that children learn best when they are actively engaged, curious, and inspired. Through a balance of play, exploration, and guided discovery, we create meaningful learning experiences that support each child's growth. Our curriculum is designed to nurture the whole child—academically, socially, emotionally, and physically—by thoughtfully integrating a range of educational approaches that encourage creativity, critical thinking, and a lifelong love of learning.

01 Mathematical Concept development

- Builds strong number sense and confidence with problem-solving.
- Develops understanding of patterns, shapes, and relationships.
- Encourages logical thinking and real-world application of maths.
- Promotes curiosity and perseverance through hands-on exploration.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Builds strong reading, writing, speaking, and listening skills.
- Develops confident communication and creative expression.
- Expands vocabulary through rich language experiences.
- Fosters a lifelong love of reading and learning.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.

Student Profile

At JCM , we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



**Curious
learner**



**Confident
communicator**



**Creative
thinker**



**Growing
individual**



**Joyful
Learners**



**Kind
friend**



We believe that every child is capable, competent, and ready to learn in their own unique way.

Our goal is to guide them in building confidence, curiosity, and compassion as they take their first steps in their educational journey.



Curriculum & Teaching Methods



AT JCM , WE BELIEVE THAT EDUCATION SHOULD BE ENGAGING, HANDS-ON, AND DEVELOPMENTALLY APPROPRIATE. OUR CURRICULUM IS CAREFULLY DESIGNED TO NURTURE ACADEMIC, SOCIAL, EMOTIONAL, AND PHYSICAL GROWTH IN YOUNG CHILDREN WHILE MAKING LEARNING FUN AND MEANINGFUL.

Our Curriculum

At JCM Primary School, our curriculum is grounded in the rigorous benchmarks and achievement standards of the Australian Curriculum Assessment and Reporting Authority, ensuring clear progression and high expectations in both literacy and mathematics. The Australian Curriculum provides a structured sequence of learning and defines the quality of achievement expected at each stage of a child's development .

This strong academic foundation is delivered through the inquiry-based framework of the IB Primary Years Programme, where learning is conceptual, connected, and student-driven. Through guided inquiry, children explore big ideas, ask questions, and develop deep understanding, rather than simply memorising content.

Literacy and Numeracy are embedded across all areas of learning, reflecting their importance as core capabilities that underpin success in every subject. Students build strong reading, writing, and communication skills alongside the ability to apply mathematical thinking in real-world contexts, supported by clearly defined developmental progressions .

At JCM, this integrated approach ensures that students not only achieve high standards in Literacy and Mathematics, but also develop critical thinking, problem-solving skills, and a deep conceptual understanding—preparing them to thrive as confident, capable, and lifelong learners.

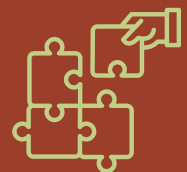
Our curriculum focuses on these key developmental areas:



Social & Emotional Development



Language & Literacy



Early Math & Problem-Solving



Science & Discovery



Fine & Gross Motor Skills



Creativity & Imagination



Teaching Methods

At JCM Primary School, our teaching methods are child-centred, engaging, and responsive to each learner. We combine guided instruction with inquiry-based learning, encouraging students to explore, question, and think deeply. Through hands-on experiences, collaboration, and meaningful real-world connections, our teachers support children in developing confidence, independence, and a lifelong love of learning.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

We balance thoughtful teacher instruction with child-led exploration, empowering every learner to develop confidence, curiosity, independence and a lifelong love of learning.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.

What is Inquiry Learning?

Inquiry learning is a child-centred approach where students learn by asking questions, exploring ideas, investigating real-world issues and making connections across different subjects. In the IB Primary Years Programme, inquiry is at the heart of learning. Instead of children only memorising facts, they are encouraged to wonder, research, think deeply, discuss, create, reflect and take action.

An inquiry programme covers important concepts and themes that help children understand themselves, others and the world around them. Through units of inquiry, students may explore topics such as identity, communities, nature, science, history, sustainability, communication, cultures and how the world works. These units often include English, Mathematics, Science, Social Studies, Art, Technology and Personal and Social Learning, allowing children to see how learning is connected rather than separated into isolated subjects.

The benefits of inquiry learning are that children become more curious, confident and independent learners. They learn how to ask good questions, solve problems, work with others, communicate their thinking and reflect on their progress. It also helps children develop important life skills such as creativity, resilience, empathy, critical thinking and responsibility.

At JCM, we use the inquiry method because we believe children learn best when they are actively involved in their learning. Inquiry allows each child to bring their own ideas, experiences and questions into the classroom, while still developing strong academic skills. It supports our goal of nurturing thoughtful, capable and compassionate learners who are prepared to understand and contribute positively to the world around them.



Inquiry Vs Traditional learning



Inquiry learning does not mean that children are left to discover everything on their own, and it does not replace important subject content. Instead, it gives children a meaningful context for learning that content. Teachers still explicitly teach key knowledge and skills in areas such as English, Mathematics, Science, History and Geography, but these are often connected to a bigger idea or real-world question.

For example, in a traditional lesson, children might learn facts about animal habitats, forces, migration, water cycles, ancient communities or local history. In an inquiry programme, they still learn this content, but they explore it through questions, investigations, discussions, books, research, experiments, field trips and hands-on tasks. This helps children understand not only what they are learning, but also why it matters and how it connects to the world around them.

The IB inquiry programme is carefully planned by teachers. Each unit has clear learning goals, key concepts, subject knowledge and skills that must be taught. Teachers map the curriculum to make sure that children are covering the necessary content across traditional subject areas such as Science, History, Geography, English and the Arts. This means inquiry learning is not random; it is structured, intentional and guided.

At JCM, we balance inquiry with explicit teaching. Children may investigate, ask questions and share ideas, but teachers also teach vocabulary, facts, reading skills, writing structures, mathematical processes, scientific concepts and historical knowledge directly when needed. This allows children to build strong foundations while also developing curiosity, independence and critical thinking. In this way, inquiry learning helps children go deeper. They are not simply memorising information for a short time; they are learning to use knowledge, explain their thinking, make connections and apply what they know in different situations. This is why JCM uses inquiry alongside strong academic teaching: it supports both content knowledge and the skills children need for lifelong learning.



Class Structure & Organisation

Multi Age Classrooms

At JCM Primary School, our multi-age classrooms are a conscious and intentional choice, designed to reflect how children naturally learn and grow within a community. Rather than separating students strictly by age, we create environments where children learn alongside peers at different stages of development, fostering a sense of belonging, collaboration, and shared responsibility.

In this setting, younger children are supported and inspired by older peers, gaining confidence and exposure to more advanced thinking. At the same time, older students deepen their own understanding by mentoring others, developing leadership, patience, and a strong sense of responsibility.

This approach allows our teachers to personalise learning more effectively, meeting each child at their individual level and supporting continuous progress, rather than being confined to fixed age-based expectations. It also aligns strongly with our focus on inquiry, where learning is fluid, responsive, and driven by each child's readiness and curiosity.

Benefits of multi-age classrooms at JCM:

- Encourages peer learning, mentorship, and collaboration
- Develops leadership, confidence, and responsibility in older students
- Builds confidence and aspiration in younger learners
- Allows for personalised, ability-based learning rather than age-based limits
- Supports continuous progress without unnecessary repetition or gaps
- Strengthens social skills, empathy, and respect for others
- Creates a strong sense of community and belonging
- Promotes flexibility, adaptability, and independence

At JCM, our flexible learning spaces and multi-age classrooms work together to create a rich, inclusive environment where every child is supported, challenged, and empowered to thrive.



Classroom Focus

Lower primary

Foundation to Grade 2

In the lower primary years (Foundation to Grade 2) at JCM Primary School, our focus is on building strong foundations for lifelong learning through a balance of the ACARA framework and the IB Primary Years Programme (PYP).

Guided by the Australian Curriculum, we prioritise the development of core literacy and numeracy skills. In these early years, children learn to read with confidence, write with purpose, and develop a strong understanding of number, patterns, and problem-solving. Learning is carefully sequenced using ACARA benchmarks to ensure steady progression and clear achievement standards.

Within the PYP framework, this learning is delivered through inquiry, where children explore big ideas in meaningful and engaging ways. Students are encouraged to ask questions, make connections, and develop conceptual understanding across subjects, rather than learning in isolation.

There is also a strong emphasis on:

- Language development through speaking, listening, reading, and writing
- Early mathematical thinking and real-world application
- Social and emotional development, including independence and self-regulation
- Play-based and hands-on learning experiences
- Building curiosity, creativity, and confidence as learners
- At this stage, the focus is not only on what children learn, but how they learn—developing positive attitudes, strong learning habits, and a love of discovery that will support them throughout their schooling.



Classroom Focus

Middle primary

Foundation to Grade 3 & 4

In the Middle Primary years (Grades 3 and 4) at JCM Primary School, students build on their foundational skills and begin to develop greater independence, responsibility and depth in their learning through a balance of the Australian Curriculum (ACARA) and the IB Primary Years Programme (PYP).

Guided by the Australian Curriculum, we continue to strengthen literacy and numeracy while extending students' knowledge and skills across all learning areas. Children develop greater fluency and comprehension in reading, communicate increasingly complex ideas through writing, and apply mathematical understanding to problem-solving and real-world situations. ACARA achievement standards provide clear benchmarks for progression and ensure that learning remains purposeful, structured and appropriately challenging.

Through the IB PYP, students explore meaningful concepts and real-world issues through inquiry. They are encouraged to ask thoughtful questions, investigate different perspectives, make connections across subject areas and take increasing ownership of their learning. Rather than simply acquiring knowledge, students learn to think critically about how and why things work and how their learning connects to the world around them.

There is a strong emphasis on:

- Developing confident, fluent and thoughtful readers and writers
- Applying mathematical knowledge to increasingly complex problems and real-life situations
- Strengthening research, communication and critical-thinking skills
- Encouraging independence, organisation and responsibility for learning
- Exploring concepts through inquiry, investigation and hands-on experiences
- Collaboration, respectful communication and learning from different perspectives
- Creativity, curiosity and confident problem-solving
- Developing the attributes of thoughtful, caring and internationally minded learners

During Grades 3 and 4, children begin to transition from learning foundational skills to using those skills as tools for deeper learning. Our aim is to develop capable, curious and increasingly independent learners who are confident asking questions, making connections, taking appropriate risks and engaging meaningfully with the world around them.



Classroom Focus

Upper primary

Grade 5 –7

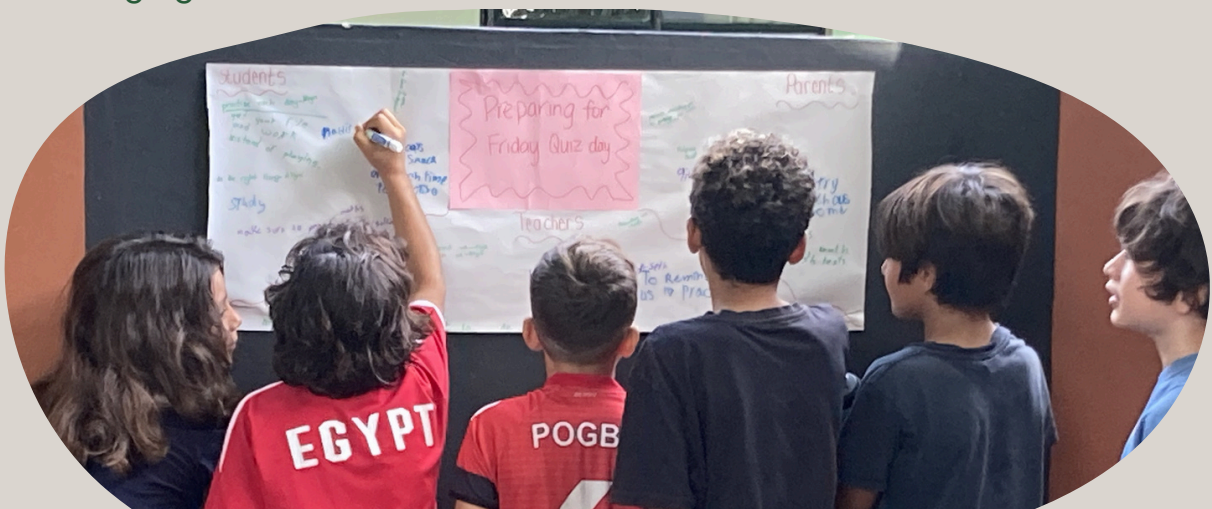
In the upper primary years (Grades 5 – 7) at JCM Primary School, the focus shifts towards deepening understanding, strengthening academic skills, and developing confident, independent learners through the integration of the ACARA framework and the IB Primary Years Programme (PYP).

Guided by the Australian Curriculum, students build advanced literacy and numeracy skills. They learn to read with greater comprehension and critical thinking, write with clarity and purpose across a range of genres, and apply mathematical concepts to solve complex, real-world problems. ACARA benchmarks ensure clear progression and high standards of achievement.

Within the PYP inquiry model, learning becomes increasingly conceptual and student-driven. Students explore big ideas across subjects, make connections between disciplines, and are encouraged to think critically, ask deeper questions, and take ownership of their learning.

There is a strong emphasis on:

- Advanced literacy skills, including comprehension, analysis, and structured writing
- Mathematical reasoning, problem-solving, and real-world application
- Critical and creative thinking across all areas of learning
- Research skills and the ability to inquire, investigate, and present findings
- Independence, responsibility, and effective learning habits
- Collaboration, communication, and leadership development
- Social and emotional growth, resilience, and adaptability
- At this stage, students are not only building strong academic foundations but also developing the skills, mindset, and confidence needed to thrive in future learning environments and an ever-changing world.





Teacher-Student Ratio

Class sizes

Teacher Child Ratios

At JCM Primary School, our exceptionally low student-to-teacher ratios are one of our most important and distinguishing features. We intentionally prioritise small class sizes to ensure every child receives personalised attention and high-quality support.

This allows our teachers to truly know each learner and tailor teaching to their individual needs, ensuring children are both supported and challenged. It also creates a calm, engaging classroom environment where meaningful interactions, deeper thinking, and strong relationships can flourish.

At JCM, we exceed international guidelines because we believe that personalised learning and quality connections are essential—not optional—setting us apart from other schools in Maputo.

Class Level	Age Group	Teacher-Student Ratio
Foundation – Grade 2	5 – 7 years	1 teacher : 6 children
Grade 3 – 4	8 – 10 years	1 teacher : 7 children
Grade 5 – 6	10 – 12 years	1 teacher : 9 children

Each class is led by a qualified teacher with additional qualified classroom teachers as support.

very Small class sizes allow for individualised attention and active engagement in all activities.

Role of Our Teachers

Our dedicated teachers play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, academic and emotional development.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

02 Observing and assessing children's progress

to ensure they are meeting academic, physical, social and cognitive milestones.

04 Fostering a safe and inclusive school environment

where children feel valued and respected.



By providing a well-balanced structure that combines guidance and freedom, JCM Primary School allows children to explore, discover, Learn and grow at their own pace.

Our Learning Spaces

A Green Oasis in the Middle of Maputo

At JCM Primary School, we believe that learning is not confined to four walls—our entire campus is a dynamic and purposeful learning environment. Every classroom and shared space is thoughtfully prepared to be safe, engaging, and stimulating, allowing children to thrive both academically and emotionally.

Filled with natural light and connected to the outdoors, our environments encourage movement, exploration, and a strong relationship with nature. Our flexible learning spaces adapt to the needs of each lesson and learner, supporting collaboration, creativity, and independence. By creating environments that are open, responsive, and ever-evolving, we nurture in our students the ability to be flexible, adaptable, and confident in a rapidly changing world. 🌱





Daily Schedule & Routine



At JCM Schools, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible school experience

School Hours & Drop-Off/Pick-Up Policy

01 **Operating Hours**

Monday – Friday, 7:30 AM – 3:00 PM (2pm on Fridays)

02 **Morning Drop-Off**

7:30 – 8:00 AM (Late arrivals require prior notice or report to the office)

03 **Afternoon Pick-Up**

2:00 – 3:00 PM (early departures require prior notice or report to the office)

04 **Pick-Up Authorization**

Only listed guardians, drivers and nannies may pick up a child. Any change in arrangement like playdates, etc. must be communicated in advance.

Office Communications

Please notify the office of any changes in plans like playdates or alternative pick-up arrangements – the Office contact number is +258 87 456 4756



Life Skills Activities

our extra curricular program

At JCM Primary, our Life Skills Programme runs from Monday to Thursday, between 2:00 and 3:00pm. This programme is designed to support the development of the whole child, helping students build confidence, independence, creativity, teamwork, resilience and practical skills beyond the classroom.

Activities may include areas such as art, sport, movement, mindfulness, gardening, cooking, digital skills, problem-solving, drama, debating, social skills, sewing, crochet, environmental awareness and other hands-on learning experiences. These sessions give children opportunities to explore new interests, develop responsibility and learn valuable skills for everyday life.

We are proud that the majority of these activities are paid for by the school, allowing all children to take part in a rich and varied programme as part of their JCM learning experience.





Daily Schedule

Time	Activity	Description
7:30 – 8:00 AM	Arrival & Free Play	Transition activities and social interaction.
8:00 – 8:30 AM	Morning Meeting	Welcome songs, calendar review, and word of the week discussion.
8:30 – 9:30 AM	Class Time	Literacy or Numeracy learning time
9:30 – 10:00 AM	Snack Time	Healthy snack and free play outside
10:00 – 12:30 PM	Class time	Literacy, Numeracy and Inquiry class time. also specialist rotations (art, pe, & Portuguese)
12:30 – 1:15 PM	Lunch	Social mealtime and table manners practice, then free play outside.
1:15 – 2:00 PM	Lower primary – story time, reflection and pack up. Middle & Upper primary – specialist Rotations	Specialist rotations (Art, PE, & Portuguese)
2:00–3:00	Life skills Activities	Child selected Life Skills
3:00	Dismissal	All Children collected – no supervision after 3:15PM



Enrollment Policies & Required Documents

At JCM Primary School, we are committed to an inclusive admissions process that welcomes each child as an individual. To ensure we can provide the best possible support, all applications require the submission of relevant documentation, along with a baseline assessment and classroom observations. This process allows us to understand each child's strengths, needs, and readiness, ensuring a positive and successful start to their learning journey at JCM.

Enrollment Eligibility

Children must meet the following requirements to enroll at JCM Primary School

- F Foundation** 5 years old The child must;
- turn 5 years old before joining our foundation class.
 - be toilet trained
 - be able to communicate their needs
 - be independent in dressing and managing personal hygiene

01 Grade 1 6 years old The child must turn 6 years old before joining Grade 1.

02 Grade 2 7 years old The child must turn 7 years old before joining Grade 2.

03 Grade 3 8 years old The child must turn 8 years old before joining Grade 3.

04 Grade 4 9 years old The child must turn 9 years old before joining Grade 4.

05 Grade 5 10 years old The child must turn 10 years old before joining Grade 5.

06 Grade 6 11 years old The child must turn 11 years old before joining Grade 6.

children from grade 1 to 6 will be requested to sit baseline assessments before entering JCM Primary School

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

1. **Completed Registration Form**
available at the school office or on our website www.jcmschools.com
2. **BI or passport copy of child**
3. **Copy of Parent ID**
4. **Copies of Authorised person's ID**
5. **Vaccination card / certificate**
6. **Passport photo**
7. **Prior School Reports**

All required documents must be submitted either physically or electronically before the child's start date.



Enrollment Process



STEP 1 **Family Meeting & School Tour**

Parents and children are encouraged to visit the school, meet the teachers, and observe the classroom environment.



STEP 2 **Application Submission**

Parents must fill out the enrollment form and submit all required documents.



STEP 3 **Admission Confirmation & Payment**

Once accepted, families will receive an invoice for the registration fee and first tuition payment. Payment must be received before the child starts



STEP 4 **Orientation & First Day of School**

Before starting with us, we will discuss and review with parents the expectations, classroom procedures, and transition tips for their child.

Tuition & Fees Policy

Tuition Rates (Per Child)

2 fee structures – Corporate and Individual

Individual Fees: Families who are paying privately and do not receive financial assistance from an employer or company qualify for the reduced individual rate.

Corporate Fees: Families whose tuition is partially or fully covered by an employer or company are charged the corporate rate.

Currency: Fees are listed in US Dollars (USD) but are payable in Mozambican Meticals (MZN) using the Standard Bank Mozambique daily exchange rate on the day of payment.

Registration Fee: A once-off registration fee of \$750 per child applies to all new enrolments.

Year Structure: The calendar year is divided into two semesters of 6 months each

Sibling discount of 10% is offered to the 2nd child, 3rd child receives 15% discount.

Twins pay only 1 registration fee.

Primary school fees **include all class materials and books** – excluding the child's personal pencil case.

Fees are invoiced per semester (6 months) – special arrangements can be made upon discussion with the director.

JCM Primary School All grades	Corporate fees (\$USD)		Individual fees (\$USD)	
	Per year	Per term	Per year	Per term
	14,200	7,100	8,400	4,200



Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

At JCM, we value the uniqueness of every child and family and offer flexible attendance options; however, consistency and routine are essential for your child's wellbeing and learning. It is important that children arrive with enough time to play, settle, and ease into the rhythm of the day before our formal start at 8:00am. Late arrivals can be disruptive to both your child and the class, so we ask for your support in ensuring a calm and timely start each day.

Reporting Absences

- Parents must call, whatsapp or email the school office before 8:00 AM to report an absence.

info@jcmschools.com or 87 456 4756

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.



Health & Wellness Policies



At JCM Schools, we prioritise student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records

A current vaccination record is required upon enrollment and updated annually.

Parents must inform JCM Primary School of any medical conditions (acute or chronic) that we should be aware of, including allergies.

Please also include any allergies or other medical information that might be relevant in the event of an emergency requiring medical treatment by Medievac or hospital doctors

Health Policy

When to Keep Your Child at Home

Children must stay home if they have:

- Fever, diarrhoea, vomiting, conjunctivitis, flu, ringworm, rash, chicken pox, impetigo or any other type of contagious illness.
- In addition, the following applies in the case of sickness:
- Raised temperature or fever – children with a temperature at or above 37.5°C should remain at home and should wait at least 24 hours after the temperature subsides before attending again.
- Vomiting and/or diarrhoea – children should wait 48 hours after vomiting and/or diarrhea disappears before attending again.
- A rash – children should wait 24 hours after the rash disappears before attending again as this could be the first sign of an infection like chickenpox or measles.
- Other signs of a contagious illness – children should wait 24 hours after symptoms disappear before attending again.
- Antibiotics – Children should wait 48 hours after the first dose of antibiotic before attending again. No medication will be given to children at school, except under exceptional circumstances at the discretion of the director.
- Our school maintains a zero tolerance policy for head lice to ensure the health and safety of all students. Any student found to have live lice or nits will be sent home immediately. They may return to school only after appropriate treatment and a head check by school staff confirms they are lice- and nit-free. Regular checks may be conducted to prevent outbreaks.



Accidents and Emergencies

- All our staff are trained in basic first aid.
- Minor accidents and incidents will be treated at JCM according to standard first aid practices which shall be authorised by parents in the signed medical declaration.
- Parents will be informed upon departure in case of minor injuries or, if necessary, by telephone at the time of the incident.
- In the event of an emergency Medivac emergency services and its trained medical professionals will be called to administer emergency medical treatment to a child and transport him/her to hospital in the event of an emergency.
- It is the responsibility of the parents to always be contactable and available in case of emergency. If for any reason you are not contactable or available, then the person identified as your emergency contact should be contactable and available.
- In the event that a parent cannot be reached during an emergency, a child will be taken to the hospital deemed most appropriate by MediEvac medical professionals.
- In case the family decides to transfer a child to a medical centre in Nelspruit, MediEvac informs us that first response is required in Maputo in order to stabilise the patient and obtain a medical report in order to be able to travel to South Africa. Transport to Nelspruit requires that the child be accompanied by the parents and requires the passports of all travellers (child and family). It is not possible for a child to travel without a parent or guardian. In order to be treated in Nelspruit it is also necessary to have made prior contact with a doctor at an emergency medical facility there.





Medication Policy

JCM staff do not administer medication.

Prescription medications require a Drs Authorization Form for script

All medication must be in its original packaging and handed directly to the office.

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.

Staff are trained in EpiPen administration and allergy response.

We promote healthy eating habits while ensuring the safety of all children with food allergies. Our meal and snack policies are designed to encourage nutritious options while maintaining healthy – conscious environment.



School-Provided Meals & Snacks

- we do not provide school meals in the Primary school

Snack & Meal Schedule

Time	Meal	Example
9:30 AM	Morning Snack	Fresh fruit, whole grain crackers, milk/water
12:30 PM	Lunch	Grilled chicken, brown rice, steamed veggies, fruit



Home-Packed Lunch & Snack Policy

- Parents may send home-packed meals if preferred.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas
- Only water as a drink. Students must come with a full drink bottle and refill throughout the day.

Foods Not Allowed

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.
- soft drinks, flavoured milk or juice drinks



Allergy Awareness & Food Safety

- JCM Primary School is not a 100% nut-free campus.
- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures.

If your child has a life-threatening allergy, please work with the school to create an Allergy Action Plan.



Dress Code & Personal Belongings Policy



While JCM does not have a formal school uniform, children are required to wear their JCM school shirts and designated house team shirts on special occasions. On regular school days, we encourage comfortable, weather-appropriate clothing that supports safe movement, active play and independent self-care. Our dress guidelines promote practicality, safety and a shared sense of school identity while allowing children to express their individuality.



Dress Code Guidelines

Comfortable, Play-Appropriate Clothing



School T-shirts and House T-shirts are available for sale from the office.

- Children should wear loose, breathable clothing that allows free movement.
- Attire should be weather appropriate
- Your child should attend JCM primary school in simple, practical clothing
- No jewelry (bracelets, necklaces) will be allowed unless required for medical reasons. Earrings, if worn, must be very small studs.
- Your child will get messy from both outdoor activities and indoor activities and their clothing will get dirty so dress them appropriately.
- Girls must use 1 piece swimming costumes for swimming lessons
- Clothing must be appropriate for school - no short dresses/skirts, shoestring straps or midriff tops.
- Parents can provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents in lower primary.

Shoes for Safety

We believe that barefoot is best.....However Closed shoes / runners must be worn for PE classes and excursions.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels or heels.

Personal Belongings

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
labeled with the child's name
- **Lunch & Snacks**
in a clearly labeled re-usable container
- **Pencil case**
Clearly named with personal stationary needs,

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **Expensive or sentimental items**
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.





Parent Involvement Opportunities

We offer various ways for parents to be actively engaged in their child's school experience:



Classroom Involvement

- **Guest Reader Program**

Parents can visit the class to read a story.

- **Special Skills Sharing**

Parents with unique skills (e.g., music, cooking, art) can lead an activity.

- **Helping with Art & Science Projects**

Assisting children with hands-on activities.



School-Wide Community

- **Field Trip Chaperones**

Supervising a small group of students.

- **Event Planning Committee**

Assisting with school-wide events.

- **Fundraising & Donation Drives**

Helping organize fundraising efforts.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Weekly & Monthly Updates

- **Monthly Newsletters**

Sent via whatsapp, summarizing classroom highlights and upcoming events.

- **Monthly Calendars**

Distributed at the start of each month with key dates and activities.

- **Peeks of The week**

Emails sent weekly – outlining events and learning of the week and reminders of what is coming up.

We highly value face to face communication and work hard to maintain an open door policy with all our parents.

Direct Communication

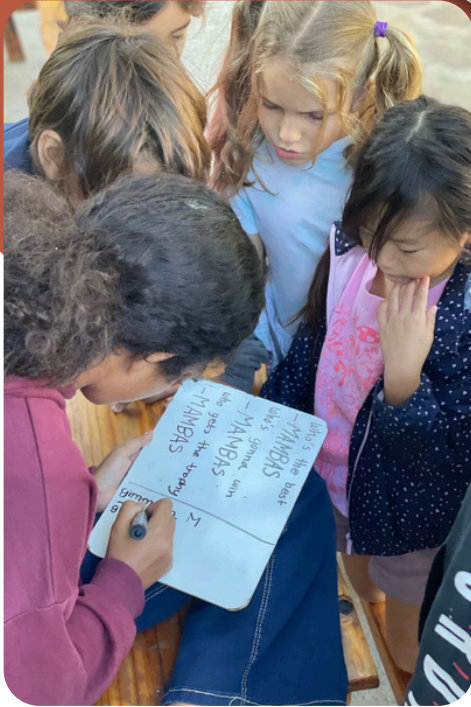
- **Planning Documents**

Class planning documents are shared weekly.

- **Daily Updates via WhatsApp**

- **Email & Phone Support**

Teachers and staff are available for inquiries during school hours.



Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled twice a year to discuss:

- Sent via email, summarizing classroom highlights and upcoming events.
- Distributed at the start of each month with key dates and activities.

Additional conferences can be scheduled if needed.

School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following policies apply:

- All visitors must check in at the front office and wear a visitor's badge.
- Classroom observations should be pre-arranged with the teacher.
- Parents may not enter classrooms during instructional time without prior approval.

Additional conferences can be scheduled if needed.





Learning for the Future!

Jardim das Crianças de Maputo
JCM Primary School



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