



Dear Parents and Guardians,

A very warm welcome to Landmark Academy 2026!

We are excited to have you and your children as part of our school family. We look forward to a successful and joyful year of learning, growth, and excellence.

School Hours

- Monday to Thursday: 07:30 – 14:30
 - Fridays: 07:30 – 13:30
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Lunch Times and Lunch Rules

Lunch will be between 10:00 and 11:00.

Please note the following:

- No sweets, fried foods, chocolates, or sweet treats
 - Only still water and milk are allowed
 - Flavoured milk is acceptable
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Code of Conduct

Please carefully read our Code of Conduct available on our website:

www.landmarkacademy.co.za

All rules regarding behaviour, tardies, detention, and discipline are clearly explained there.



Programme for This Week

From Wednesday, 14 January 2026 until Friday, 15 January 2026, it will be Orientation Week.

Wednesday: Soccer demo for the whole school

- All learners must wear sports clothing.

Thursday: Mini chess demo

Learners must wear Thursday uniform (formal wear):

- Grades 1–7 girls: golf shirt and skort
- Grades 1–7 boys: golf shirt and formal shorts
- Grade RR–R: golf shirt with Grade R skort or shorts

Friday: Swimming demo at Orchard Aqua Swimming

- Learners must pack a swimming costume and towel if they wish to swim.
- Swimming is not compulsory but encouraged.

All extracurricular activity forms will be given after each demo.

Next Week

On Monday (19th January) there will be a dance demo (ballet and acrobatics).



All learners must wear Monday formal uniform.

Baseline Assessments

This week includes baseline assessments.

These help us understand where each learner is academically so we can support them effectively.

Assemblies

Assemblies take place every Monday and Thursday.

All learners must attend assembly.

Christianity and God lead the way at Landmark Academy.

Tuck Shop

Every Friday we have a tuck shop. Hotdogs and sweets will be sold at school, learners will be handed the tuckshop list. Friday Tuck shop will begin on the 23rd of January 2026

On Fridays only, learners may bring sweets and fried foods in their lunchboxes.

Emergency Contacts & Communication



Parents will be added to their class WhatsApp groups by their registered class teacher.

You will know your child's registered class teacher from Wednesday, 14 January.

School contact numbers:

- Admin: 083 537 8495
- Operations & Finances (Miss Khensi): 060 411 4828
- School Leader (Miss Tilly): 083 688 1557

Miss Tilly can refer you to any teacher you may need.

Uniform

Uniform is bought at the school.

Uniform price lists are the same as 2025 and are available on our website.

If you cannot find the list online, please request it from the school.

Transport & Late Collection Rules

- Transport drivers may NOT drop off or collect learners outside school premises.
- All learners must be dropped and collected inside the school.
- Visitors must always sign in at reception.
- If you fetch a learner during school hours, you must sign them out.

When a learner is in detention, only parents or registered guardians may collect the learner.



Late coming in the mornings will result in a fee.

Please refer to the Code of Conduct for details.

Homework Expectations

Grades R–3:

- Teachers will communicate homework through WhatsApp groups.
- This may be weekly or daily updates.

Grades 4–7:

- Learners will write homework in their diaries.
 - Parents must check diaries daily.
 - Long-term assignments may also be shared in WhatsApp groups.
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Drop-off and Pick-up Rules

- Gates close at 07:30. Late arrivals receive a tardy (refer to the code of conduct).
 - Follow gate-duty staff instructions at all times.
 - Ignoring instructions may result in a tardy and possible detention.
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UPDATED POLICIES (PLEASE READ CAREFULLY)

Sick Learners & Absenteeism

- Parents must inform the teacher if a learner is absent.
- If absent for more than 2 days, a doctor's note is required.



- Sick learners must stay at home to protect others.
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Medication at School

- No learner may carry medication.
 - Medication must be handed to the teacher with written instructions.
 - Asthma pumps are allowed only if the learner knows how to use them properly.
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Valuables

- Phones, jewellery, and money are not allowed.
 - Only money is allowed on Fridays (tuck shop day).
 - The school is not responsible for lost or stolen items.
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Birthdays

- Birthdays must be reported to the teacher first.
 - Teachers must be informed in advance if a birthday will be acknowledged during school hours.(Mon-Fri)
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Communication Rules

- Teachers will not answer calls during school hours.
 - Communication will be through WhatsApp only.
 - Respect school working hours when messaging.
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Stationery

- Classroom stationery stays in class.
 - Homework packs and stationery go home for homework use only.
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Weather Rules

- Hats and sunscreen are encouraged in summer.
 - In rainy weather, only navy blue dry macs may be worn.
 - School tracksuits may only be worn when the weather becomes cold or rainy. On normal days, learners should wear the correct school uniform.
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Bullying Policy

- Bullying will not be tolerated.
 - Bullying cases go straight to detention.
 - Continued bullying after detention will result in suspension.
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Our **affordable aftercare**

- session is open from 2:15 - 5:30 PM. From the 1st of February 2026. Kindly request the aftercare form at the reception/admin.
- Let your child experience a learning path with our specialized educators by assisting with the homework and general studies. Allow children to be off academic activities at home (time to bond with him/her).

We are excited to begin this journey with you and your children.

Thank you for trusting Landmark Academy.

Kind regards,

Landmark Academy Management.