



Private Preparatory School

INFORMATION BOOKLET

2021

GRADE R



WORKING TOGETHER WE CAN ACHIEVE THE EXTRAORDINARY

OUR VISION

Our school values every child and will work to ensure that each child feels proud of who they are and of their achievements. Within this supportive ethos, we will provide a broad, balanced, enriched and thinking curriculum for all our children.



We aim to celebrate successes in all areas of school life, motivating the children to become lifelong learners. Each child will be given every opportunity and challenge to achieve their full potential in a happy, secure, family atmosphere and stimulating, vibrant inclusive environment.

We will support each child in meeting their challenges and strive to promote independent learning by providing an environment in which children can learn from their mistakes and build on successes. Each individual's self-esteem is recognised as being at the heart of the learning process. Development of the whole child and of their self-confidence and efficacy will be at the core of our aims.

We aim to provide first-hand experience of learning outside the classroom to help make subjects more vivid and interesting for pupils and enhance their understanding. We aim to be the lead learner in the community, offering outstanding opportunities to maximise the learning potential of pupils, ensuring excellent teaching and learning strategies are used to have the greatest impact on pupil's attainment, achievement and well-being.

We have the best interest of the pupils and staff at heart. Learning should be fun! Everyone in the school community should feel appreciated, with an ethos of trust, openness and evaluative dialogue, where pupils and staff can feel valued, respected and listened to. We need to have high expectations of ourselves and the pupils.

Staff development will ensure a highly developed team that will respond to the challenges of school life with dedication, commitment and professionalism. Staff will feel trusted, valued and respected, emphasising the school as a community of learners on all levels.

The school will maintain its place at the centre of the community, being viewed with a sense of pride by all who recognise that the future of our community and society at large rests in the investment we make in our children.



WELCOME

We are delighted that you are interested in applying to Oak Hill Academy.

As you become familiar with the school during our guided tour, you will find Oak Hill Academy to be an exciting, challenging, and supportive academic environment that offers each pupil an opportunity to develop to his/her full potential in a loving and secure environment. We hope that your family will join our great team, and help us prove to our children that we believe in them!



OUR SCHOOL

While Oak Hill Academy started in 2014, our Pre-Primary school, Little Bean Early Learning Centre, is well known for its balanced educational program for body and mind, heart and soul, while incorporating art, sport, and community service. This is why we believe that we can now also offer this to our Oak Hill pupils. We believe in our pupils! We want to give them the opportunity to grow into their best selves, and to reach out to embrace and empower themselves with the knowledge they will receive from the best education.

Our programme carefully considers all aspects of a child's development: emotional, social, physical, and cognitive. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is developmentally appropriate and that builds upon itself year by year. We believe that our curriculum will inspire a love of learning, build self-confidence, and foster in our students the ability and desire to contribute to their community.

We realize that the first years of a child's academic life are crucial ones in establishing positive attitudes and disposition toward learning. We value a young child's natural desire to learn through creativity and self-expression. We strive to build upon our students' curiosity, while instilling in them a spirit of cooperation, a respect for others and for their ideas, and a satisfaction in personal intellectual growth.

OAK HILL ACADEMY CURRICULUM

The curriculum at Oak Hill Academy is based on the Curriculum Assessment Policy Statements (CAPS) as designed by the Department of Education. The teachers work hard to develop lessons that are relevant and exciting for our learners.

Our teachers use interactive whiteboards for teaching and learning. We organize educational presentations at the school and at educational venues. Our aim is to keep our learners informed of current events.

The CAPS curriculum is extensive and covers a range of subjects. Our Foundation Phase (Grade R-3) learners study three languages; English - as a Home Language (HL), Afrikaans - as their First Additional Language (FAL) and Zulu as an additional language.

In Grade 4, our learners will be doing Afrikaans as their FAL and are required to continue with their choice until Grade 7.

In the Foundation Phase (Grade R-3), learners also study Mathematics and Life Skills. In the Intermediate Phase (Grade 4-6), our learners will study English, Afrikaans, Mathematics, Natural Sciences & Technology, Social Science (History & Geography) and Life Skills.

Our Grade 7 learners will study English, Afrikaans, Mathematics, Natural Science, Social Science (History & Geography), Economic Management Science, Art & Culture, Technology and Life Orientation.



FEES

Registration Fee	R550.00	Re-Registration Fee	R350.00
Grade R (Half Day)	R2800.00		
Grade R (Full Day - Aftercare)	R3600.00		



HOURS

06:30 – 13:00 Half Day 06:30 – 18:00 Full Day

PAYMENT

The rates quoted are payable monthly (incl. December), in advance, on or before the last day of each month. Please note that school fees are payable in full - even when your child is sick or you are going on holiday, to ensure your child's place, when he/she returns. Interest/penalty fees will be levied on any fees paid after the last day of each month.

Should a parent or guardian fail to make payment for a period of 1 (one) month, the school reserves the right to refuse entry to the child until such time as the school fees have been paid up to date, and the parent or guardian has signed a debit order authorisation or paid the balance of the year's fees in advance. **NB!** – Only Registration Fees and School Fees to be paid into school bank account. All other payments to be made to the office in cash.

LATE COLLECTIONS (Half day pupils must be collected by 13:00)

13:15 – 15:00	R50 or part thereof
13:15 - 18:00	R85.00 or part thereof
18:00 – 18:15	R85.00 or part thereof
18:15 – 18:30	R140.00 or part thereof
After 18:30	R150.00 for every 15 minutes or part thereof



NOTICE OF TERMINATION

One Calendar Months written notice (letter or email to accounts@oakhillacademy.co.za) is required to remove a child from the school (to be acknowledged in writing by the Accountant only). A full government term's fee will be charged in lieu of notice. Please do **NOT** give verbal notice or notice letters to your child's teacher.

ENROLMENT / RE - REGISTRATION FEE

A registration fee of *R550.00* is payable on date of first enrolment, and *R350.00* re-registration fee for each subsequent year that your child attends Oak Hill Academy. **NB!** Failure to pay a re-registration fee **DOES NOT** constitute notice that your child will not be returning the following year. This fee is non-refundable.

EDUCATION

The CAPS structured Foundation Phase education & development program is presented during school terms.

SCHOOL REPORTS

These are issued in March, June, September and December. We have parent's evenings once a term. Should you wish to discuss your child's progress any other time, please don't hesitate to contact the office for an appointment with your class teacher and/or the Principal.

SCHOOL HOURS

Classes start strictly at 08:30. Oak Hill Academy opens at 06:30 in the morning and closes at 18:00 in the afternoon. These hours are applicable Monday to Friday. Parents of children not attending aftercare may make prior arrangements with our secretary for late collection, at a charge of R50/R85 per afternoon.



STATIONERY, WORKBOOKS & COPIES

Each child will require a Grade-specific Stationery and Workbook/Copies pack (Workbook packs will be given directly to the class teacher) when starting at Oak Hill Academy and for each subsequent year. The stationery can be ordered directly from our stationery suppliers – CAPMOR Stationers - 011 792-8751.

Workbooks must be ordered and paid for in cash to the school office – R650.

OUTINGS AND EVENTS

An annual fee of R500.00 must please be paid in cash on or by the first day of school to the office for all outings and events for the year.

EXTRA MURAL ACTIVITIES

We offer Music to our grade R pupils. Music costs R100 per term and is compulsory. (Part of Language Development Program) See list of other Extra mural activities offered to our Grade R's.

Music fees must please be paid in cash directly to the office.

SNACK

Please pack a healthy lunch for your child to have during break time. No sweets or Fizzy cold drinks please. Any of these brought to school will be send back home. A healthy cooked lunch will be provided for full day pupils.

SCHOOL READINESS

We have an Educational Psychologist who would be able to assist you and your child with any school related problems. School readiness tests are done for Grade R pupils in July every year.

SECURITY

On enrolment, your fingerprint will be registered to grant you access to the property. Please escort your child into the property and hand him/her over to the teacher on duty. Do not allow your child to enter the premises unaccompanied. Please do not allow anyone to enter the premises with you. Our security guard is on duty during school hours.

ADMINISTRATION PROCEDURES

- Oak Hill Academy must be notified immediately of any change in address or telephone numbers.
- Please ensure that all medicines are marked and discussed with the relevant teacher. Oak Hill Academy does not administer Anti-Biotics and Vitamins.
Please do not leave medication in your child's bag. Children will not be given any medicine (including pain and fever medication e.g. Panado, Stopayne etc.) if the medication file has not been filled in, signed and dated by the child's parent or guardian.
- For the safety of all concerned - no children with contagious illnesses may come to school. Should a child with a contagious illness arrive at the school, the school shall have the right to refuse the child entry or if the child is already at the school, the school shall have the right to phone the parents or guardian to collect the child immediately. The child shall be kept in the office until collected. Also, children with head lice will be sent home immediately. See Illness Report
- Your child's vaccinations must be up to date. **Proof of vaccinations to accompany enrolment forms.**
- Please let us know when someone else will be collecting your child, by phone call or written notification. Only a phone call from parents will be accepted, not from aunts or grandparents etc.
- Please ensure that your child brings his/her school bag and books to school every day.
- Homework will be sent home every Monday, and must please be completed, signed and returned to class every Friday.

All fees for shows, activities, outings etc. MUST be paid for in cash to the office and NOT as part of school fees.



GRADE R - OAK HILL ACADEMY WINTER/SUMMER SCHOOL UNIFORM

Grade R Uniform

White golf shirt with school badge
Navy shorts or navy jeans
White ankle socks
White takkies
Navy cap with school badge



Not compulsory:

Navy sleeveless pullover with badge
Navy long sleeve jersey with school badge
Navy tracksuit (winter)
Navy tog bag with school badge
Navy winter padded jacket with badge
Navy school back pack with school badge

OUR UNIFORM SUPPLIER –

STUDENT'S SCHOOLWEAR AND SPORT

Trinity Village Mall
Knoppiesdoring Avenue
Tel: (011) 795-4305

UNIFORM

Pupils are to wear their uniform neatly and with pride at all times, both at school and in public areas. Pupils are to wear full uniform on all occasions unless specified to the contrary. Coloured shirts may not be worn under the white golf shirt. School cap must be worn during PE lessons and when playing outside.

CONTACT DETAILS

OHA Weltevreden Park

Secretary: Kumen

Principal: Candice

Office: 011 475-6867

email: lb1@littlebean.co.za

074 836 1294 – lb1@littlebean.co.za

OHA Radiokop

Secretary: Claudie

Principal: Debbie

Office: 011 679-2931

email: lb2@littlebean.co.za

084 580 6002 – debbie@oakhillacademy.co.za

Suggestions/Concerns (Debbie)

084 580 6002

email: debbie@littlebean.co.za

Accounts (Anton)

email: accounts@littlebean.co.za

email: info@littlebean.co.za

Uniform:

Student's Schoolwear & Sports
(Trinity Village, Beyers Naude Drive)

011 795-4335

CAPMOR Stationers
(Randridge Mall)

011 792-8751

admin@capmor.co.za

Transport:

Rekha

084 607 5502

Jabu

076 553 7494



TO PURCHASE OR BRING FROM HOME

2	Recent small photographs (1 for class teacher and 1 for office)
1	Plastic apron for art - In order to adequately protect the uniform
1	Activity/Colouring Book (+/- 120 pages)
1	Small flat container for sight words (Please label with child's name) Plastic Tupperware can be purchased from the office. (R7.00 each)

WORKBOOKS/COPIES

1	Grade R Handwriting books	R100.00
1	Homework book	R90.00
2	Grade R Language books	R180.00
2	Grade R Maths books	R180.00
1	Life Skills book	R100.00
		R650.00

ADDITIONAL FEES

ACTIVITIES	MUSIC	WORKBOOKS/COPIES	STATIONERY
R500.00 per year	R400.00 per year	R650.00 per year	R1 453.60

Stationery to be paid directly to the suppliers.

Music, Activity and Book fees need to be paid in cash to the office.

TO ORDER STATIONERY PACKS

Email us: admin@capmor.co.za, call us: 011 792 8751

Visit us: Capmor Stationers, Randridge Mall, cnr John Vorster and Kayburne Ave, Randpark Ridge

Payment for stationery packs:

Payment on collection or EFT prior to collection

Banking details:

Tulawell, FNB, Randpark Ridge, Acc number: 62468564937

BANKING DETAILS FOR OAK HILL ACADEMY

Oak Hill Academy

Standard Bank (Clearwater Mall)

Branch Code: 001206

Current Account No: 371049407

Reference: Child's Name & Surname

Please note that ONLY school fees and Registration fees are to be paid into this account!



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30 – 08:50	Register, Weather, Greetings, News, Oral	Register, Weather, Greetings, News, Oral	Register, Weather, Greetings, News, Oral	Register, Weather, Greetings, News, Oral	Register, Weather, Greetings, News, Oral
08:50 – 09:20	LANGUAGE Listening & Speaking Theme Discussion	LANGUAGE Listening & Speaking Theme Discussion	LANGUAGE Listening & Speaking Theme Discussion	LANGUAGE Listening & Speaking Theme Discussion	LANGUAGE Listening & Speaking Theme Discussion
09:20 – 09:50	MATHEMATICS Class Activity Oral Mental Maths Revision of Concepts Maths Group Work	MATHEMATICS Class Activity Oral Mental Maths Revision of Concepts Maths Group Work	MATHEMATICS Class Activity Oral Mental Maths Revision of Concepts Maths Group Work	MATHEMATICS Class Activity Oral Mental Maths Revision of Concepts Maths Group Work	MATHEMATICS Puzzles
09:50 – 10:20	LIFE SKILLS Physical Education	SCIENCE Knowledge & Experiments	SCIENCE Knowledge & Experiments	LIFE SKILLS Physical Education	LIFE SKILLS Knowledge
10:20 – 11:00	B	R	E	A	K
11:00 – 11:20	LANGUAGE Handwriting	LANGUAGE Handwriting	LANGUAGE Handwriting	LANGUAGE Handwriting	LANGUAGE Handwriting
11:20 – 11:40	Phonics/Reading	Phonics/Reading	Phonics/Reading	Phonics/Reading	Phonics/Reading
11:40 – 12:20	LIFE SKILLS Creative Arts	LIFE SKILLS Music and Drama	LIFE SKILLS Physical Education	LIFE SKILLS Creative Arts	LIFE SKILLS Music and Drama
12:20 – 12:40	LANGUAGE Story, poem & song	LANGUAGE Story, poem & song	LANGUAGE Story, poem & song	LANGUAGE Story, poem & song	FREE PLAY
12:40 – 13:00	LUNCH AFTERCARE	LUNCH AFTERCARE	LUNCH AFTERCARE	LUNCH AFTERCARE	LUNCH AFTERCARE

ILLNESS REPORT

- **Cold.** Mild, no temperature, feeling okay. If there are no other symptoms, and if discharge from the nose is clear, then your child may attend school.
- **Fever.** A warning that all is not right with the body. If your child has a fever of 37.5 degrees or higher after adding a degree under the arm, then you must keep your child at home for 24 hours or until the fever subsides (without medication).
- **Sinus Infection.** Greenish discharge from nose might be a sign of infection. Child needs to stay home until gone or return with approval from your doctor.
- **Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. Child needs to stay home until gone or return with approval from your doctor.
- **Sore Throat.** Child may appear to have one of the following: Swollen Tonsils or glands, white spots in throat, hurts when swallows and/or complains of not feeling well. You might need to seek advice from your doctor. Child needs to stay home until gone or return with approval from your doctor.
- **Rash.** We are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.
- **Stomach Ache.** Vomiting, severe cramping. Must be kept home for 24 hours after last episode.
- **Diarrhoea.** After the third loose stool or if hard cramping, child must stay home 24 hours after last episode.
- **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medication for 48 hours and have a doctor's release before returning to the school.
- **Ear Infection.** Suspected, complains of ear hurting. Needs to be on medication and have a normal temperature with no pain before returning or return with approval from your doctor.
- **Head Lice.** If we detect the nits or lice, you will be required to pick up your child. Child may return after he/she has been treated with a medicated shampoo and ALL THE NITS ARE REMOVED.
- **Allergies.** Runny nose and slight congestion. Your child may remain in school.
- **Flu.** You must keep your child home for 24 hours after the last symptom.
- **Vomiting.** Your child vomited more than one time today. You must keep your child at home until 24 hours after he/she vomits.
- **Medications.** A medication release form must be filled out with your name, amount and dates to be administered. All medications must be kept in their original container. Ask your child's teacher where the medical release forms are located.



EXTRA MURAL ACTIVITIES OFFERED

(Registration forms will be available at the 1st free lesson)

Extra mural fees may not be paid into the Oak Hill Academy account.

Music fees must please be paid in cash to the school office.

MUSIC (Compulsory)	OHA, Weltevreden Park - 011 475-6867	OHA Radiokop - 011 679-2931
NETBALL	Sweetness – Radiokop	
SOCCER (Little Kickers)	Jason – 011 678-5343	
POTTERY	Nina - 011 762-1795 or 083 320 4032	
STEM ENGINEERING	Claudie – 011 679 2931	
RUGGA KIDS	Henri - 011 460 0547 or 082 924 5903	
PLAYBALL	Roxanne Broughton - 0784742929	
BALLET	Lindsey Ollewagen – 083 372 0181	
SWIMMING	Candice – 011 475 6867	



OAK HILL ACADEMY'S HEALTHY SCHOOL SNACK IDEAS

Serving healthy snacks at preschool sets a great example for children and can be simple to prepare.

Fruits and Vegetables

Bananas - Cut into quarters or halves with peel on for convenience

Apples and Pears – Sliced into wedges

Melons – Cubed or use a melon baller for fun shapes

Berries - Serve as is

Oranges – Wedges

Grapes – Serve as is

Plums, Peaches and Nectarines - Pitted and cut in half

Sugar Snap Peas – Serve as is

Broccoli – Cut into small florets

Cucumbers – Sliced

Cherry tomatoes – Serve as is

Fruit bars

Fruit smoothies

Applesauce

Apples with cinnamon

Breads and Grains

Whole Wheat Crackers or Pretzels

Pita Bread

Fruit or Vegetable Muffins

Oatmeal based cookies

Whole Wheat Breads

Tortillas

Granola Bars - Choose lower sugar, whole grain

Bread sticks

Protein Foods (Meat / Meat Alternate)

Hard Boiled Eggs

Nuts - Chop into pieces

Nut Butters - Spread peanut butter or almond butter on fruit, vegetables, bread or crackers

Beans – Make bean dips like refried bean dip or hummus

Yogurt - Try using plain, low fat yogurt and serving with fruit or a touch of honey

Cheese - Slices of Cheddar or Gouda or Cottage Cheese

Cheese sticks

Small pieces of cut up chicken, beef, or turkey

MORE

Cut up fruit and yoghurt

Half of an English muffin with melted cheese

Cheese cubes and dry bread sticks

Cottage cheese with fruit or vegetables

Fruit kebabs - fresh pineapple, orange pieces, apple chunks, etc.

Egg bread & tomato sauce

Snack mix consisting of items such as non-sugared cereals, pretzels, and dried fruits

* If you don't like spreading mayo or butter on your child's sandwiches because of the high fat content, try spreading a thin layer of cream cheese on the bread instead.

