



**Private Preparatory  
School 2026**



**INFORMATION BOOKLET  
INTERMEDIATE & SENIOR PHASE  
GRADE 4 - 7**

**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. Everyone'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 of 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 TO OAK HILL ACADEMY

We are delighted that you are interested in applying to Oak Hill Academy. As you become familiar with the school 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

We are well known for our balanced educational programme for body and mind, heart and soul, while incorporating art, sport, and community service. 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.

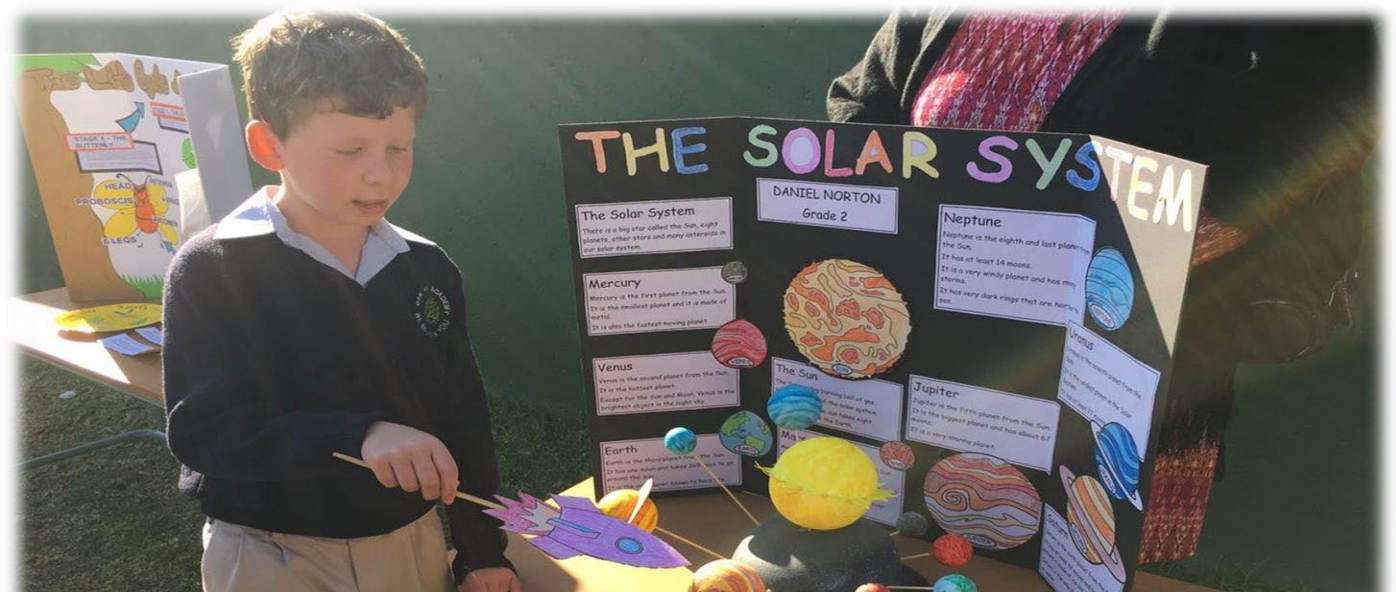
Our programme carefully considers all aspects of a child's development: emotional, social, physical and cognitive. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is developmentally appropriate and that builds upon 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.

## OUR STAFF AND PUPILS

Our teachers are extraordinarily talented, passionate and dedicated people. They are encouraged to select, expand on, modify, and even invent their curricula, fostering an unparalleled sense of ownership and creativity in the classroom.

The heart of Oak Hill Academy is the relationship between inspiring, caring teachers and talented, motivated, and engaged pupils. In our classrooms our pupils pursue a rigorous and challenging course of academics that prepares them for success in their future.



## FEES

1 <sup>st</sup> Enrolment Fee and Grade 1 to 7 – R2100.00	Re-registration Fee: Gr 2 to 7 – R600.00
Grade 4 to 7	R4500.00
Grade 4 to 7 (with aftercare)	R5850.00

## HOURS

Grade 4-6	07:30 – 13:45 (Monday – Thursday)	07:30 – 13:30 (Friday)
Grade 7	07:30 – 13:45 (Monday & Wednesday)	07:30 – 14:15 (Tuesday & Thursday)    07:30 – 13:30 (Friday) 13:30 – 18:00    Aftercare

## 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 one (1) 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.

## REGISTRATION / RE-REGISTRATION FEE

A Registration fee of R2100.00 is payable on date of first enrolment and a R600.00 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.

### What you would need to supply on 1<sup>st</sup> Registration:

- Completed, signed, and dated Registration Form, Contract and Debit order.
- 2 recent passport photos of your child.
- Copy of latest Report. and Copy of updated immunization card.
- Last Report
- Transfer Card
- Registration fee and school fee for the first month.

## OAK HILL ACADEMY BANK DETAILS

Little Bean & Oak Hill

Standard Bank – Clearwater Mall

Branch Code: 051001

Current Account No.: 402216105

Reference: Family Number & Surname

## LATE COLLECTIONS (Half day pupils must be collected by 14:00)

14:00 – 15:00	R70 or part thereof
14:00– 18:00	R120 or part thereof
18:00 – 18:15	R120 or part thereof
18:15 – 18:30	R200 or part thereof
After 18:30	R210 for every 15 minutes or part thereof

## NOTICE OF TERMINATION

One government term's written notice (letter/email to [accounts@oakhillacademy.co.za](mailto: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 any notice to your child's teacher.

## **EDUCATION**

Each child will require a Grade-specific Stationery and Workbook/Copies pack when starting at Oak Hill Academy and for each subsequent year. The stationery can be ordered directly from our stationery suppliers – CAPMOR Stationers (please see stationery list for more information).

## **OUTINGS AND EVENTS**

Outings and events for each child are included in the school fees. Please note that outstanding school fees will result in your child not being allowed to participate in these activities.

## **SCHOOL REPORTS**

These are issued in March, June, September and December. We have parent's contact week 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 our Principal.

## **ACADEMIC CONCERNS**

We recommend an Educational Psychologist, Speech and Language Therapist and Occupational Therapist who would be able to assist you and your child with any school related problems. Oak Hill Academy also offers extra academic lessons and Remedial classes

## **EXTRA MURAL ACTIVITIES**

For more extra murals please see extra murals list.

## **BREAK**

Please pack a healthy lunch for your child to have during break time. No sweets or fizzy cold drinks please. These will be sent back home. A healthy cooked lunch will be provided for full day pupils. View menu in our Kitchen.

## **SECURITY**

Please escort your child into the property and hand him/her over to the teacher on duty. Please do not allow anyone to enter the premises with you. We have a security guard, Bavon on duty during school hours.

## OAK HILL ACADEMY SCHOOL UNIFORM

We have a small second-hand shop in the office

### Summer Uniform – Girls Grade 4 – 7

Short sleeved, light blue shirt with school badge  
Stone skirt  
Navy sleeveless pullover with badge (not compulsory)  
Navy long sleeve jersey with badge  
Navy cap with school badge  
Navy blue blazer with school badge (compulsory)  
White ankle socks  
Black school shoes  
Navy school backpack with school badge (large)

### Winter Uniform – Girls Grade 4 – 7

Long sleeve light blue shirt with school badge  
Stone girls long pants or navy stockings and skirt  
Navy sleeveless pullover with badge (not compulsory)  
Navy long sleeve jersey with badge  
School tie  
Navy blue blazer with school badge (compulsory)  
White ankle socks  
Black school shoes  
Navy scarf, gloves and beanie (not compulsory)  
Navy school backpack with school badge (large)

### P.T. Outfit – Girls and Boys

White golf shirt with school badge  
Navy shorts (summer)  
Navy tracksuit (winter)  
White ankle socks  
White takkies  
Navy cap with school badge (Also used for PE)  
Navy tog bag with school badge

### Summer Uniform – Boys Grade 4 – 7

Short sleeved, light blue shirt with school badge  
Stone Bermuda shorts / stone chinos  
Navy sleeveless pullover with badge (not compulsory)  
Navy long sleeve jersey with school badge  
Navy cap with school badge  
Navy blue blazer with school badge (compulsory)  
Beige socks  
Black school shoes  
Navy school backpack with school badge (large)

### Winter Uniform – Boys Grade 4 – 7

Long sleeve light blue shirt with school badge  
Stone chinos  
Navy sleeveless pullover with badge (not compulsory)  
Navy long sleeve jersey with school badge  
School tie  
Navy blue blazer with school badge (compulsory)  
Beige socks  
Black school shoes  
Navy scarf, gloves and beanie (not compulsory)  
Navy school backpack with school badge (large)

### UNIFORM SUPPLIER:

Student's Schoolwear & Sports  
Trinity Village Shopping Centre  
Cnr Eastwood & Knoppiesdoring Street  
Randpark Ridge Ext. 21  
Tel. 011 795 4305

## UNIFORM

Pupils are always to wear their uniform neatly and with pride, both at school and in public areas. Pupils are to wear full uniform on all occasions unless specified to the contrary.

Shirts must be tucked in and shoes must be polished. (Coloured shirts may NOT be worn underneath school shirt). Blazers must be worn on Mondays, Tuesdays & Thursdays – Wearing a blazer is compulsory.

## HAIR

**Girls** are required to tie their hair up if it touches their collar. Hair must not hang in their eyes or faces. It must be clipped back neatly and not be merely tucked behind the ears. Navy or light blue Alice bands may be worn as an accessory. Bands that tie up the hair must be navy blue or light blue. No butterfly, banana or bulldog clips are allowed. Standard, conventional clips are allowed.

**Boys** are required to have their hair cut in a short, conventional hairstyle. Hair should not touch their collar and should be trimmed away from the ears.

**Girls and boys** may not colour, tint or put highlights into their hair. Gel and hair-wax may not be used.

## NAILS

Nails should be kept neat and short. Pupils may not wear nail polish.

## JEWELLERY

Pupils are not permitted to wear any jewellery. This includes bracelets and necklaces. Girls with pierced ears may wear one set of silver or gold small studs or sleepers. These must be placed in the lower part of the earlobe and not have any colours.

Boys may not wear any earrings.

Medic-Alert bracelets or necklaces may be worn for safety reasons.

## MAKE-UP

Pupils may not wear make-up or lip gloss.



## EXTRA MURALS AND EXTRA ACADEMIC PROGRAMME AVAILABLE

English, Maths, Afrikaans

Netball, Chess, Hockey, Athletics, Rugby, Cricket, Drama and Public Speaking, Soccer and Swimming

## TO PURCHASE OR BRING FROM HOME

2 x Recent small photographs – one for class teacher and one for the office

1 x Plastic Apron for painting – in order to adequately protect the uniform

## ADDITIONAL FEES

	ACTIVITIES/OUTINGS	TEXTBOOKS/COPIES	STATIONERY
Grade 4	Included	See booklist	TBA
Grade 5	Included	See booklist	TBA
Grade 6	Included	See booklist	TBA
Grade 7	Included (Except camp)	See booklist	TBA

## TEXT BOOK PACKS FOR GRADES 4 to 7 (See Booklist 2025)

These can be purchased from PNA, Featherbrooke or Book Bound in Randburg.

- Text books can be purchased second hand from the office when available.
- You are welcome to sell all second hand text books to parents. Please send these to the office to be purchased/sold.

Please allow us to sell us your old text books and we can sell them as second hand books to parents.

## ORDERS FOR STATIONERY PACK

**Banking details:** Tulawell, FNB, Randpark Ridge, Account No. 62468564937

### Payment for stationery packs:

Payment on collection or EFT prior to collection.

Email: [admin@capmor.co.za](mailto:admin@capmor.co.za) OR call 011 792 8751.

Capmor Stationers, Randridge Mall, Cnr John Vorster & Kayburne Ave, Randpark Ridge.

## CONTACT DETAILS

### OHA Radiokop

**Secretary:** Claudie

**Principal:** Gladman/Debbie

**Suggestions/Concerns:** Debbie

**Accounts:** Anton

Office: 011 679 2931

Email: [lb2@littlebean.co.za](mailto:lb2@littlebean.co.za)

011 679 - 2931

084 580 6002

Email: [debbie@oakhillacademy.co.za](mailto:debbie@oakhillacademy.co.za)

Email: [accounts@oakhillacademy.co.za](mailto:accounts@oakhillacademy.co.za)

### Uniform:

Student's Schoolwear & Sports

Trinity Village Shopping Centre

Cnr Eastwood & Knoppiesdoring Street

Randpark Ridge Ext. 21

011 795 - 4335

### Stationery:

CAPMOR Stationers

Randridge Mall

Cnr Kayburne & John Vorster Rd

Randpark Ridge

011 792 8751

### Textbooks:

PNA

Featherbrooke Village, Shop 9 & 10

Corner Hendrik Potgieter & Peter Rd

Ruimsig

011 958-0499

011 792 5743

BOOK BOUND

Unit 7

Fern Towers, corner Struik & Hyaluma Streets

Ferndale

Randburg

### Transport:

Rekha

084 607 5502

Jabu

074 640 9846

**Facebook:** <https://www.facebook.com/oakhillacademy.co.za>

## ADMINISTRATION PROCEDURES

1. Oak Hill Academy must be notified immediately of ANY CHANGE IN YOUR ADDRESS OR TELEPHONE NUMBERS.
2. 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.
3. 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.
4. Please ensure that your child brings his/her school bag and books to school every day.
5. Homework will be sent home every Monday, and must please be completed, signed and return to class every Friday.
6. Your child's vaccinations must be up to date. **Proof of vaccinations to accompany registration forms.**
7. Please let us know when someone will be collecting your child, by phone call or written notification. Only a call from parents will be accepted, not from aunts or grandparents, etc.

## 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. 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 and Afrikaans, Mathematics, Natural Science, Social Science (History & Geography) Economic Management Science, Art & Culture, Technology and Life Orientation.

## 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 minor, your child may attend school.
- **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.** If mild, child may be in school.
- **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.** Not contagious, may attend school.
- **Rash.** We are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.
- **Stomachache.** Light stomachache, no diarrhea, vomiting or temperature. Feed light foods to him/her. May return to school.
- **Stomachache.** Vomiting, severe cramping. Must be kept home for 24 hours after last episode.
- **Diarrhea.** 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. A vinegar and water rinse will soften the nits so you can comb them out. We will require a note from the pharmacy when the child returns.
- **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.** Mild. Your child only vomited once, and he/she may still attend school.
- **Vomiting.** Chronic. 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.

**PLEASE NOTE:** If your child is too ill to come to school, they must have a doctor's note. Without a doctor's note we will have no choice but to give your child a 0% for any assessments, Cycle Tests, Exams & Class Tests missed.