



Private Preparatory School
2021



INFORMATION BOOKLET
INTERMEDIATE 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

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.

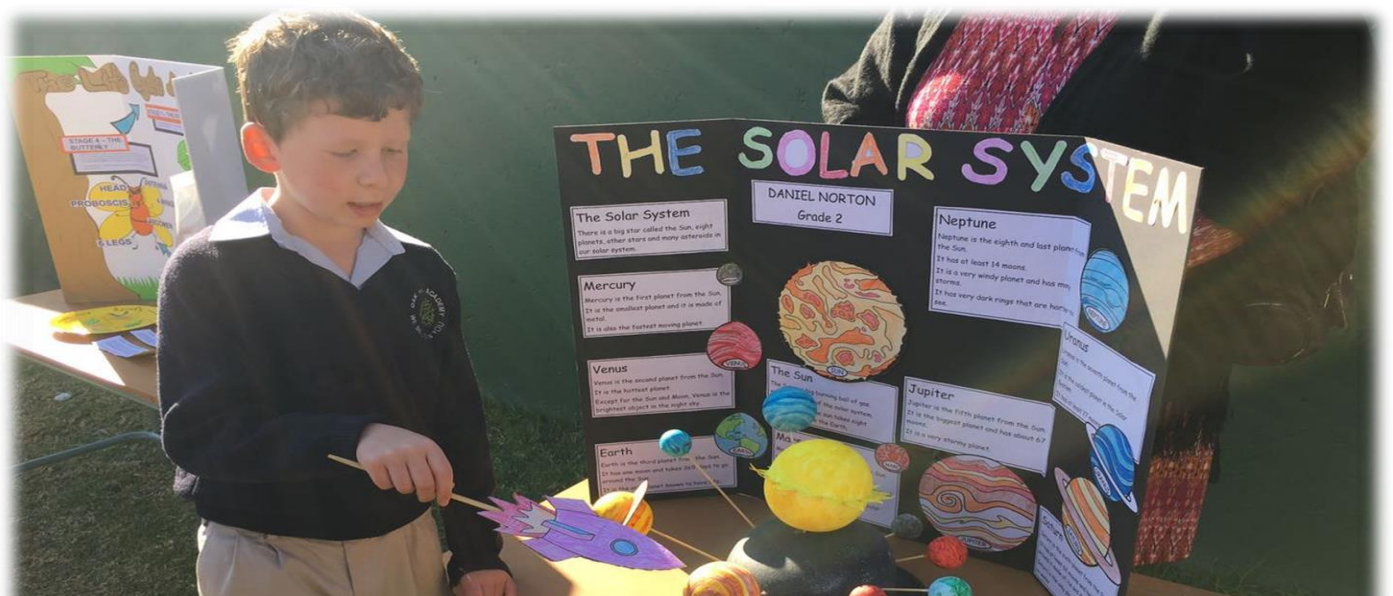
Our programme carefully considers all aspects of a child's development: emotional, social, physical and cognitive. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is developmentally appropriate and that builds upon 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 st Enrolment Fee and Grade 1 to 7 – R1500.00	Re-registration Fee: Gr 2 to 7 – R500.00
Grade 4 to 7 (06:30 – 13:45)	R3250.00
Grade 4 to 7 (with aftercare)	R4300.00

HOURS

Grade 4-6	07:30 – 13:45	Monday – Thursday
	07:30 – 13:30	Friday
Grade 7	07:30 – 14:15	Monday – Thursday
	07:30 – 13:45	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 R1500.00 is payable on date of first enrolment and a R500.00 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.

OAK HILL ACADEMY BANK DETAILS

Oak Hill Academy
Standard Bank – Clearwater Mall
Branch Code: 001206
Current Account No.: 371049407
Reference: Child's Name & Surname

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

14:00/14:30 – 15:00	R50 or part thereof
14:00 – 18:00	R85 or part thereof
18:00 – 18:15	R85 or part thereof
18:15 – 18:30	R140 or part thereof
After 18:30	R150 for every 15 minutes or part thereof

NOTICE OF TERMINATION

One government terms written notice (letter/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 any notice to your child's teacher.

OAK HILL ACADEMY SCHOOL UNIFORM

We have a 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).

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

Ballet, Soccer, 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	R600.00 (excl. camp)	See booklist	R1319.00
Grade 5	R600.00 (excl. camp)	See booklist	R1331.50
Grade 6	R600.00 (excl. camp)	See booklist	R1353.30
Grade 7	R600.00 (excl. camp)	See booklist	R1508.80

TEXT BOOK PACKS FOR GRADE 2 & 3 (See Booklist 2021)

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 supply us with your old text books and we can try to 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 OR call 011 792 8751.

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

GRADE 4 BOOKLIST FOR 2021

<u>Subject</u>	<u>ISBN</u>	<u>Title</u>
English	9780636110137	Platinum English Gr 4
	9780636138773	Platinum English Gr 4 Reader
	9780141365459	James and the Giant Peach
	9780141354828	Charlotte's Web
	9780620325837	English Handbook & Study Guide
	9780199118748	Oxford Popular Dictionary
Afrikaans <u>FAL</u>	9781415424872	Via Afrika Afrikaans Gr 4
	9781415424889	Via Afrika Afrikaans Gr 4 Leesboek
	9780799367195	My Ouma is 'n Filmster
	9781868901289	Pharos Tweetalige Skoolwoordeboek
	9780620325844	Afrikaans Handbook & Study Guide
Natural Science	9781431010288	Solutions for all N/Science & Tech. Gr 4
Social Science	9780636083448	Platinum Social Sciences Gr 4 L/B
	9780199070374	Oxford Primary Atlas for SA
Mathematics	9781431009725	Solutions for all Mathematics Gr 4
	9780636166189	Instamaths Gr 4 Caps
Life Skills	9780636135727	Platinum Life Skills Gr 4

GRADE 5 BOOKLIST FOR 2020

<u>Subject</u>	<u>ISBN</u>	<u>Title</u>
English	9780636136106	Platinum English Gr 5
	9780636138780	Platinum English Gr 5 Reader
	9780007323128	The Lion, the Witch and the Wardrobe
	LIONWITCHWKBK	The Lion, the Witch and the Wardrobe Workbook
	9780141365374	Charlie and the Chocolate Factory
	9780620325837	English Handbook & Study Guide <i>(Keep from Gr 4)</i>
	9780199118748	Oxford Popular Dictionary <i>(Keep from Gr 4)</i>
Afrikaans FAL	9781415424902	Via Afrika Afrikaans Gr 5
	9781415424919	Via Afrika Afrikaans Gr 5 Leesboek
	9780799384444	Spaghetti tussen my tone
	9780620325844	Afrikaans Handbook and Study Guide <i>(Keep from Gr 4)</i>
	9781868901289	Pharos Tweetalige Skoolwoordeboek <i>(Keep from Gr 4)</i>
Natural Science	9781431010325	Solutions for All N/Science & Tech Gr 5
Social Science	9780199052387	Oxford Successful Social Science Gr 5
	9780199070374	Oxford Primary Atlas for SA <i>(Keep from Gr 4)</i>
Mathematics	9780796058928	Premier Maths Gr 5
	9781869260330	Number Fun Book 5
Life Skills	9780636135734	Platinum Life Skills Gr 5

GRADE 6 BOOKLIST FOR 2020

<u>Subject</u>	<u>ISBN</u>	<u>Title</u>
English	9780636136113	Platinum English Gr 6
	9780636138797	Platinum English Gr 6 Reader
	9780141359786	Bridge to Terabithia
	BRIDGE WB	Bridge to Terabithia Workbook
	9780435120030	The Secret Garden
	9780142426425	Fish in a Tree
	9780620325837	English Handbook & Study Guide <i>(Keep from Gr 5)</i>
	9780199640942	Oxford Paperback English Dictionary
Afrikaans FAL	9780799383621	Dromers
	9781415424933	Via Afrika Afrikaans Gr 6
	9781415424940	Via Afrika Afrikaans Gr 6 Leesboek
	9780620325844	Afrikaans Handbook and Study Guide <i>(Keep from Gr 5)</i>
	9781868901289	Pharos Tweetalige Skoolwoordeboek <i>(Keep from Gr 5)</i>
Natural Science	9781431010363	Solutions for All N/Science & Tech Gr 6
Social Science	9780199057702	Oxford Successful Social Science Gr 6
	9780199070374	Oxford Primary Atlas for SA <i>(Keep from Gr 5)</i>
Mathematics	9781431009800	Solutions for All Maths Gr 6
	9781869260255	Number Fun Book 6
Life Skills	9780636135741	Platinum Life Skills Gr 6

GRADE 7 BOOKLIST FOR 2020

<u>Subject</u>	<u>ISBN</u>	<u>Title</u>
English	9781431013982	Solutions for All English Gr 7
	9781431019755	Solutions for all English Gr 7 Reader
	9781405226660	War Horse
	9780636019867	Meet Shakespeare
	9780620325837	English Handbook & Study Guide <i>(Keep from Gr 6)</i>
	9780199640942	Oxford Paperback English Dictionary <i>(Keep from Gr 6)</i>
Afrikaans FAL	9781770029286	Piekfyn Afrikaans EAT Leerderboek Gr 7
	9781770029309	Piekfyn Afrikaans EAT Leesboek Gr 7
	9781869196912	Die swart Kat
	9780620325844	Afrikaans Handbook & Study Guide <i>(Keep from Gr 6)</i>
	9781868901289	Pharos Tweetalige Skoolwoordeboek <i>(Keep from Gr 6)</i>
Natural Science	9781431014521	Solutions for All Natural Science Gr 7
Social Science	9780636115446	Social Science Today Gr 7
	9780199070374	Oxford Primary Atlas – Revised <i>(Keep from Gr 6)</i>
Mathematics	9781431014422	Solutions for All Maths Gr 7
	978186926015	Number Fun Book 7
Life Orientation	9781415421949	Via Afrika Life Orientation Gr 7
Technology	9780636140042	Platinum Technology Gr 7
Creative Arts	9780636141087	Platinum Creative Arts Gr 7
EMS	9781430711469	Viva EMS Gr 7

CONTACT DETAILS

OHA Radiokop

Secretary: Claudie

Principal: Debbie

Suggestions/Concerns: Debbie

Accounts: Anton

Office: 011 679 2931

Email: lb2@littlebean.co.za

084 580 6002 – debbie@oackhillacademy.co.za

084 580 6002

Email: debbie@littlebean.co.za

Email: accounts@littlebean.co.za

Email: info@littlebean.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

BOOK BOUND

3 High School Shopping Centre

Malibongwe Drive

Fontainebleau

Randburg

011 792 5743

Transport:

Rekha

Jabu

084 607 5502

076 553 7494

Facebook: www.oackhillacademy.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. Our Foundation Phase (Grade R-3) learners study two languages; English – as a Home Language (HL) and Afrikaans – as their First Additional Language (FAL).

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 OR Zulu, 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 missed.