



HIGH SCHOOL PROSPECTUS 2018

Oakley House High School is an independent special needs school supporting learners who struggle to achieve their potential in a mainstream classroom. The school's aim is to provide a complete education whilst enabling learners to develop self-confidence, independence, a sense of responsibility and academic competence across the curriculum.

At **Oakley House High School** we aim to offer sympathetic assistance to learners whose learning difficulties affect their ability to achieve their potential in a mainstream classroom, our priority being to restore confidence and to develop a positive attitude to learning by providing specialised teaching within an atmosphere of support and understanding for each learner's specific needs. We do this in the context of following the CAPS curriculum.

We focus on emotional well-being, the building of independence, supporting learners in their area of need, and academics with a view to a Matric pass according to the CAPS curriculum.

Criteria for acceptance

Applicants should be of average cognitive ability, or above, and must have an assessment from an educational psychologist – not older than two years – indicating that they have Specific Learning Difficulties. As a small specialist school with a very limited number of places, we carefully assess the suitability of each learner before making a decision as to whether we can offer a place. Oakley House High School will not offer any learner a place unless the staff feels confident that they can help him or her. Oakley House High School will not accept learners who have emotional or behavioural problems which might seriously inhibit their progress or compromise the learning of others.

Assessments

Apart from the psycho-educational assessment (to determine potential), it may also be necessary for a learner to have a scholastic assessment (to determine actual functioning) on enrolment. If deemed necessary, a Speech and Language Therapy assessment may also be requested. All assessments are additional costs. If your child has had any of these assessments within the last 12 months, copies of the written reports are required.

Curriculum

Oakley House High School follows the National Curriculum (CAPS) for Grades 7 - 12.

The compulsory subjects for Grades 10, 11, 12 are:

English Home Language
Afrikaans First Additional Language
Mathematics OR Mathematics Literacy
Life Orientation
Physical Education

The subject choices (learners choose 3) offered for Grade 10, 11, 12 are:

Business Studies
Computer Applications Technology (CAT)
Tourism
Life Sciences
Physical Sciences
Visual Arts
Engineering Graphics and Design (EGD)
Design
History
Information Technology (IT)

(Visual Arts, Design, EGD and IT are offered off campus by external service providers in the afternoons)

Specialised therapy

We offer counselling sessions with our in-house registered counsellor to address the social, emotional and behavioural needs of our learners.

When necessary, we refer learners off campus for more specialised therapy. As these therapists work in their private capacity, fees and payments would be a private arrangement between therapist and parents.

Extra-curricular activities

Oakley House High School offers supervised homework classes from Mondays to Fridays, as follows:

| | |
|---------------------------------|---------------|
| Mondays, Tuesdays and Thursdays | 15h00 - 16h00 |
| Wednesdays | 14h30 - 15h30 |
| Fridays | 13h15 - 14h15 |



Learners are expected to sign up for a Club of their choice that meets in the Wednesday Utility Period. Example: Eco-Club, Photography, Current Affairs, Choir, Outdoor, Paws and Claws, etc.



In addition, there are also a number of 'paid for' extra murals offered by external service providers in the afternoons. To date we have had: Drama, Hip Hop, Self Defence, Computer Club, etc.

Supplementary Lessons are provided for those learners needing small group instruction and extra support. All sessions take place after school during the week. These are mostly geared towards the core subjects in the GET Phase, and whichever subjects teachers feel need intervention in the FET phase.

Specialist staff

All staff are SACE registered and carefully selected for their expertise and ability to understand our learners. Staff receive training and support in teaching learners with specific learning difficulties. Regular training sessions are conducted by our in-house specialist training coordinator.

Teacher / child ratio – Grades 7 to 12

Small classes ensure individual attention and a caring and supportive environment.

A ratio of 1:12 in Grade 7 and 1:15 in Grades 8, 9, 10, 11 and 12 enables teachers to work towards developing each learner's strengths as well as guiding them to use compensatory strategies to overcome areas of weakness.

Homework

Homework reinforces the work done in class, it alerts the teacher to work that is not fully understood and it teaches independence and self discipline. It is an important part of educating the whole child. Parents are asked to support homework to the degree necessary and to sign homework diaries. A scheduled plan of homework ensures that the burden is spread and no learner is expected to do more than the daily maximum, provided they keep up with project work and assignments. Homework must return to school each morning so that follow-up can take place. Homework is recorded in a Learner Planner, which doubles up as a valuable form of daily communication.

Medication

The normal procedure is for any necessary medication to be given by parents at home. However arrangements can be made for special circumstances to prevail – as in the administering of Ritalin for example. Where it is agreed that medication is kept and administered at Oakley House High School, a relating schedule will be completed and signed by the administering staff member.

Uniform

Oakley House High School learners wear a comfortable uniform which can be purchased from the school's secretary and *School and Leisure* in Rondebosch. There is no summer and winter uniform; learners can choose which items are the most comfortable.

Snacks and lunches

Oakley House has a tuckshop that operates on a Friday at break. The tuckshop offers what we consider to be healthier option and pre-orders are available.

Please note that learners are responsible for their own food choices but sugary foods and drinks are not permitted.

Learners are encouraged to have a bottle of water with them each day. We believe that a learner's diet has a direct influence on his or her ability to concentrate effectively.

Discipline

It is essential that all learners at Oakley House High School are made aware of the importance of good, well-mannered behaviour. A Code of Conduct and an incentive/encouragement (Merit) and sanction scheme (Demerit/Detention) are signed by learners and parents and every effort is made to reinforce whatever school rules are in place at the time.

Generally speaking we believe that action and reminders to prevent poor behaviour are much more desirable and effective than a stream of punishments. The learners are always encouraged to take ownership of their behaviour and to help devise solutions to any problems that arise.



Stationery

Parents are required to provide their learner's personal stationery items, for example pens, pencils, colouring pencils, notebooks, files, as well as all textbooks and workbooks required in the grade. A stationery list is available on enrolment. A separate photocopying levy is payable each year and this goes towards costs of individual printing and academic hand-outs and modules throughout the year.

School calendar

Oakley House High School operates according to the WCED school calendar unless otherwise informed.

School Hours

Grade 7 - 12

| | |
|---------------------------|---------------|
| Monday, Tuesday, Thursday | 07h50 - 14h45 |
| Wednesday | 07h50 - 14h15 |
| Friday | 07h50 - 13h00 |

Notice period

Should parents wish to withdraw their child from Oakley House High School, written notice must be given not later than the first week of the learner's proposed final term, failing which the fees for the following term will be payable in full, whether or not the learner returns to school.

We reserve the right to make amendments to the prospectus from time to time as and when the need arises.

OAKLEY HOUSE HIGH SCHOOL FEES

January - December 2018

TUITION FEES

| TUITION FEES | Monthly Fees (12) <i>(1 January - 1 December, except for Grade 12)</i> | Quarterly Fees | Annual Fees | Discounted Annual Fees <i>(if paid before 31 January 2018)</i> |
|--|---|----------------|-------------|---|
| Grades 7 - 11 | R7 920.00 | R23 760.00 | R95 040.00 | R90 288.00 |
| Grade 12 <i>(Monthly fees payable over 10 months: 1st payment on 01/01/2018, thereafter on the 1st of each month, up to and including 01/10/2018.)</i> | R9 504.00 | R23 760.00 | R95 040.00 | R90 288.00 |

ENROLMENT FEES FOR NEW LEARNERS

In addition to the tuition fees (*if selected*), the following fees shall be payable by parents/legal guardians for all newly enrolled learners:

- An Observation Fee in the amount of **R1 100.00** (see Application Procedure)
- Non-refundable placement fee in the amount of **R19 800.00**

The non-refundable placement fee shall be allocated by Oakley House High School towards administration charges, school development costs, teaching resources and classroom equipment.

ADDITIONAL FEES

Parents/legal guardians shall be liable for an annual fee in the amount of **R1 650.00** for each learner that they have registered at Oakley House High School. This fee is in respect of academic handouts and modules, and includes printing and photocopies.

Sundry charges may be applicable and are payable upon receipt of the monthly statement from Oakley House High School. The following items *inter alia* may be included under 'sundry charges':

- Facilitator support
- Stationery supplied by Oakley House High School
- Workbooks or textbooks supplied by Oakley House High School
- School outings and school camps
- Extra-mural activities
- Costs associated with the Matric Farewell

APPLICATION PROCEDURE

January - December 2018

Due to the disruption caused to learners of interested parents and others touring the school throughout the day, we closely follow the application procedure as set out below. Please note that no interviews or tours will be granted without prior arrangements being made.

Consideration for admission is based on the following requirements:

Submission of the following documents

Parents are requested to first submit the following documents to the school for the relevant staff to determine whether an applicant fits our criteria for acceptance:

1. Copies of current (last 12 months) professional assessments
2. Copies of school reports
3. Recent visual and auditory screening reports
4. Application form

Please note that the school reserves the right to do reference checks with previous schools and/or other professionals.

Interviews with principal, deputy principal or heads of department

1. Based on the information taken from the above documents, an interview with the principal, deputy principal or heads of department may be arranged.
2. A tour of the school is given at this time.
3. Based on the suitability of the submitted assessment reports, further assessments may be requested.
4. If all is in order, an observation period for the learner is arranged.

Observation period of 5 days

1. A non-refundable fee of **R1 100.00** covers the cost of assessment and administration during the observation period.
2. The learner's performance is observed for a period of five full school days.
3. If necessary, a brief scholastic assessment may be administered to determine performance levels in English and Mathematics. The results are for diagnostic and placement purposes only, and no written report is given to parents.
4. Acceptance is based on the results of the assessment and the classroom and playground observations by teachers during this period.

On acceptance

1. A second interview is arranged with parents, teacher and principal.
2. Parents receive enrolment forms, contact details of therapists to arrange assessments and/or sessions, invoice and fees agreement, school policy and code of conduct.
3. Acceptance is based on receipt of the following:
 - » Non-refundable Development Levy
 - » Annual Photocopying and Printing Levy
 - » Tuition fees for the month that the learner starts

APPLICATION FOR ENROLMENT

PERSONAL INFORMATION OF THE LEARNER

A certified copy of the learner's identity document / birth certificate must accompany this form.

First name(s): _____

Surname: _____

Date of birth: _____ Identity number: _____

Home telephone: _____ Male Female

Residential address: _____

Number of siblings: _____ Home language: _____

Hand dominance: _____ Foot dominance: _____

Any special medical conditions: _____

Chronic illness(es): _____

Current medication: _____

Allergies to medicine: _____

Allergies to food: _____

Recent operation(s): _____

Recent hospitalisation: _____

Family doctor: _____ **Fax:** _____

Telephone number: _____ **Mobile:** _____

Name of emergency contact person: _____

Relationship to learner: _____

Home telephone number: _____

Work telephone number: _____

Mobile: _____

PERSONAL INFORMATION OF THE MOTHER / GUARDIAN

A certified copy of your identity document must accompany this form.

First name(s): _____

Surname: _____

Date of birth: _____ Identity number: _____

Residential address: _____

Home telephone: _____ Mobile: _____

Occupation: _____

Company / Institution: _____

Work telephone number: _____

Email address: _____

Marital status (please tick): Widower Divorced Single Married

PERSONAL INFORMATION OF THE FATHER / GUARDIAN

A certified copy of your identity document must accompany this form.

First name(s): _____

Surname: _____

Date of birth: _____ Identity number: _____

Residential address: _____

Home telephone: _____ Mobile: _____

Occupation: _____

Company / Institution: _____

Work telephone number: _____

Email address: _____

Marital status (please tick): Widower Divorced Single Married

FINANCE

Person responsible for all school fees: _____

Bank: _____

Branch code: _____

Account name: _____

Account number: _____

Residential address: _____

MEDICAL AID INFORMATION

Name of Medical Aid: _____

Medical Aid number: _____

Medical Insurance Plan: _____

Medical Aid telephone: _____

ACADEMIC DETAILS OF THE LEARNER*Copies of the learner's latest school report and all current assessment reports must accompany this form.*

Present school: _____

Present grade: _____

Present class teacher: _____

Grade(s) repeated: _____

School's telephone: _____

REASON FOR REFERRAL *(please tick)*

| Scholastic difficulties | Behavioural | Emotional | Other |
|-------------------------|--------------------|------------------|-------|
| Reading | Temper outbursts | Weepy | |
| Spelling | Frustration | Fearful | |
| Mathematics | Aggression | Anxious | |
| Comprehension | Poor concentration | Dependent | |
| Language | Hypoactive | Wide mood swings | |
| Memory | Hyperactive | Poor self-esteem | |
| Organisation | Attention Deficit | | |
| Planning | ADHD | | |

| Specialist involved | Name | Contact numbers | Assessment report (y/n) | Date of assessment |
|-----------------------------|------|-----------------|-------------------------|--------------------|
| Psychologist | | | | |
| Psychiatrist | | | | |
| Paediatrician | | | | |
| Occupational therapist | | | | |
| Speech & language therapist | | | | |
| Physiotherapist | | | | |
| Remedial therapist | | | | |
| Neurologist | | | | |
| Eye specialist | | | | |
| Ear specialist | | | | |
| Other | | | | |
| Other | | | | |

Please add any comments or further information which may be relevant:

Full name *(please print)*: _____

Signature: _____ Date: _____

| For Office Use | | |
|--|--|-----------|
| Accepted: YES <input type="checkbox"/> NO <input type="checkbox"/> | Admitted to grade: | To start: |
| Date: | Admission number: | |
| Name: | Emis transfer form: YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Sign: | Emis unique number: | |