



PREPARATORY SCHOOL PROSPECTUS 2018

“ Oakley House Preparatory School is an independent remedial school catering for those children who struggle to achieve their potential in a mainstream classroom. The school’s aim is to provide a complete education whilst enabling children to master basic literacy and numeracy skills to a point where they can be reintroduced to mainstream education. ”

At **Oakley House Preparatory School** we aim to offer sympathetic help to children 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 child’s specific needs.

Our focus is the following:

- To rebuild self esteem
- To foster an enjoyment of learning
- To provide a complete education
- To help each child identify his or her own goals and targets
- To identify and reach potential in strengths
- To remedy weaknesses
- To improve language skills
- To reach a functional reading age as soon as possible
- To teach strategies and skills to assist with spelling
- To achieve his or her potential in, and to foster an enjoyment of mathematics
- To motivate each child
- To stretch without overstretching
- To return pupils to mainstream schooling when ready

Criteria for acceptance

Applicants should be of average ability, or above, and have an assessment from an educational psychologist indicating that they have learning difficulties. As a small specialist school with a very limited number of places, we carefully assess the suitability of each child before making a decision as to whether we can offer a place. Oakley House will not offer any child a place unless the staff feels confident that they can help him or her. Oakley House will not accept children 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 child to have a scholastic assessment (to determine actual functioning) on enrolment. If deemed necessary, a Speech and Language Therapy assessment and an Occupational 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. The results of these assessments will determine the starting point of any individual programmes.

Curriculum

Our curriculum provides a specialised, multisensory approach with an emphasis on basic literacy and numeracy skills combined with access to the full National Curriculum. To ensure our children receive an enriching school experience, the learning areas of Art, Music, Drama, Physical Education and Computer Studies form part of our weekly timetable. Study skills are an important part of our curriculum and include learning techniques, memory strategies and organisation skills.

Individual programmes of learning

Children are carefully assessed and individual literacy, numeracy, perceptual and/or behaviour targets are drawn up, appropriate to each child's specific needs. Progress is closely monitored and programmes are regularly reviewed.

Specialised therapy

Speech and Language Therapy and Occupational Therapy, on an individual basis or in small groups, will be arranged for those children who need it. Therapists consult for Oakley House in their private capacity and there is therefore an extra cost to parents for these therapies.

Remedial therapy is provided for those children needing intensive small group instruction and extra support. Most therapy sessions take place at the school during the school day.

Class teachers and therapists work closely together to ensure continuity is maintained. Therapists are part of our multi-disciplinary team and they are involved in all case discussions and feedback meetings with relevant parents.

Specialist staff

All staff are fully qualified in their own field and experienced in teaching children with learning difficulties. At Oakley House every teacher's objective is to remedy each child's challenges as far as they can whilst giving them a confident enjoyment of learning.

Extra mural activities

Oakley House offers a variety of extra mural activities in the afternoons, for example:

Soccer · Cricket · Karate · Playball · Drama · Modern Dance · Hip Hop · Steelband · Computers · Lego Club · Arts & Crafts · Drama Club · Baking · Experibuddies.



Teacher / child ratio

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

A ratio of 1:15 in Grade R and 1:10 in Grades 1 - 6, enables teachers to work towards developing each child'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 required to supervise and assist the child wherever necessary. It is essential that reading takes place each evening and we issue specific guidelines to parents on how to listen to reading. Reading and record books (plus other homework) must return to school each morning so that follow-up can take place. The homework diary is a valuable means of two-way communication between parent and teacher and must be checked for messages on a daily basis.

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, a relating schedule will be completed and signed by the administering staff member.

Uniform

Oakley House children wear a comfortable uniform which can be purchased from the school’s secretary.



Snacks and lunches

We believe that a child’s diet has a direct influence on his or her ability to concentrate effectively. Teachers carefully monitor the lunch boxes to ensure that none of the following is brought to school:

- Sandwich fillings with too much sugar e.g. jams, chocolate spread
- Sweets, cakes, chips, etc.
- Fizzy drinks, Oros, flavoured milk, juice, etc

The children are only allowed to drink water at school and parents are required to provide a labelled water bottle for this purpose. Exceptions to the above may be made for birthday celebrations, but this must be prearranged and will be at the teacher’s discretion.

Discipline

It is essential that all children at Oakley House are made aware of the importance of good, well-mannered behaviour. Oakley House has a Code of Conduct and an incentive/encouragement scheme 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 children 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 child’s personal stationery items, for example pens, pencils, colouring pencils, notebooks, files, etc., 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 handouts and modules throughout the year.

School calendar

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

School Hours

| Grade R | Grade 1 & 2 | Grade 3 | Grade 4 - 6 |
|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| Monday to Friday 08h00 - 13h00 | Monday to Friday 08h00 - 13h00 | Monday to Thursday 08h00 - 14h30 | Monday to Thursday 07h50 - 14h30 |
| | | Friday 08h00 - 13h00 | Friday 07h50 - 13h30 |

Notice period

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

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

SCHOOL FEES

January - December 2018

TUITION FEES

| TUITION FEES | Monthly Fees (12) (1 January - 1 December, except for Grade 12) | Quarterly Fees | Annual Fees | Discounted Annual Fees (if paid before 31 January 2018) |
|--|--|----------------|-------------|---|
| Grade R | R5 920.00 | R17 600.00 | R71 040.00 | R67 488.00 |
| Grades 1 - 6 | R7 200.00 | R21 600.00 | R86 400.00 | R82 080.00 |
| Grades 7 - 11 | R7 920.00 | R23 760.00 | R95 040.00 | R90 288.00 |
| Grade 12 (Monthly fees payable over 10 months: 1 st payment on 01/01/2018, thereafter on the 1 st of each month, up to and including 01/10/2018.) | R9 504.00 | R23 760.00 | R95 040.00 | R90 288.00 |

AFTERCARE FEES: GRADE R – GRADE 6

| AFTERCARE FEES | Casual Rates | Monthly Fees (11) (1 January - 1 November) | Quarterly Fees |
|----------------|-----------------|---|----------------|
| | R110.00 per day | R1 230.00 | R3 690.00 |

ENROLMENT FEES FOR NEW LEARNERS

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

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

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

ADDITIONAL FEES

Parents/legal guardians shall be liable for an annual fee of **R1 650.00** for each learner that they have registered at Oakley House 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 School. The following items *inter alia* may be included under 'sundry charges':

- Facilitator support
- Stationery supplied by Oakley House School
- Workbooks or textbooks supplied by Oakley House School
- School outings and school camps
- Extra-mural activities

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

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. This is not applicable to Grade R learners.

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 5 full school days. He/she should bring Literacy and Numeracy books to school for teachers to see what work has been covered and to determine strengths and weaknesses.
3. A brief scholastic assessment is administered to determine performance levels in Reading, Spelling 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. Payment of the following is due immediately upon acceptance:
 - » 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 NO

Admitted to grade:

To start:

Date:

Admission number:

Name:

Emis transfer form: YES NO

Sign:

Emis unique number: