



HIGH SCHOOL PROSPECTUS 2019

Oakley House High School is an independent school specialising in supporting learners who struggle to achieve their potential in a mainstream classroom. The school's aim is to provide a complete education sensitive to the academic, social and emotional needs of the learners.

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, be it for academic, social or emotional reasons. Examples of difficulties include ASD, ADHD, dyslexia processing and working memory challenges, anxiety, etc. Our priority is to build 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 an age-appropriate context of building independence, and of following the CAPS curriculum, our aim being for all learners to achieve a National Senior Certificate pass at the end of Grade 12.

Oakley House High also offers an alternative stream program for learners unable to cope with the CAPS curriculum. This stream caters for learners between 13-18 years of age and is divided into the 'ASDAN' and Transition Focused Education (TFE) phases. Learners enter the ASDAN class at 13 years of age, leaving in the year they turn 16. Learners then have the option of progressing to the two-year TFE phase, leaving in the year they turn 18.

This prospectus pertains to individuals interested in following the CAPS curriculum. For those looking for a more skills-based education, please see the Alternative Stream Prospectus.

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 a Specific Learning Difficulty. As a small specialist school with a very limited number of places, we carefully assess the suitability of each learner during a week-long observation period 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 come at additional cost. 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, incorporating Physical Education

In addition, learners in Grade 10, 11 and 12 must choose three of the following:

- Business Studies
- Computer Applications Technology (CAT)
- Tourism
- Life Sciences (Grades 11 and 12 only)
- Physical Sciences
- History
- *Visual Arts
- *Engineering Graphics and Design (EGD)
- *Design

*(*Offered in the afternoons off-campus by external service providers in Claremont). The school does not provide transport.*

Oakley House has a strong commitment to blended learning and all learners are required to have their own Apple iPad at school daily. The iPads are variously used to meet special needs requirements, to promote learning, as a platform for e-books, and as a personal organisation device.

We view Reports as record of past achievement but also as the basis for setting new directions. Detailed reports are emailed to parents at the end of each term. The Term 1 report comes with a Class Teacher comment, while the Term 2 and 3 reports come with comprehensive Subject Comments.



Extra-curricular activities

- **Supervised Homework Classes** – 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



- **Clubs** – Learners are expected to sign up for a **Club** of their choice that meets in a Wednesday Utility Period. Current examples include Newsletter, Photography, Hiking, Outdoor, Paws and Claws, etc.

A number of **'paid for' extra murals** are run by external service providers in the afternoons, depending on demand. To date we have had: Drama, Hip Hop, Self-defence, Computer Club, etc.

- **Supplementary Lessons** – These are provided for those learners needing even further academic support. All sessions take place after school during the week. The lessons are mostly geared towards the core subjects in the GET Phase, and subjects identified as needing intensive intervention in the FET phase.
- **Sport** – Oakley House offers cross country from the school premises as part of the Western Province League. Learners are otherwise welcome to participate in sport at the nearby Bergvliet High School.

Specialist staff and support

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 from our in-house specialist training centre that offers a range of accredited face-to-face and online courses geared towards inclusive education.

Various models of in-class facilitation are available for learners needing individual assistance. To maintain standards, all facilitators are on the Oakley House staff. Facilitation is put in place by mutual agreement with parents and comes at additional cost.

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. Fees and payments to referred providers is a private arrangement between therapist and parents.

Oakley House supports learners' applications for the concessions relevant to their need. Concessions are offered for examinations and include extra time, scribing, reading, prompting, use of a computer, etc. Concession support (involving human readers/scribes/promoters) is provided at an extra cost.

Teacher/learner ratio – Grades 7 to 12

Small classes ensure individual attention and a caring and supportive environment, and enable teachers to work

towards developing each learner's strengths as well as guiding them to use compensatory strategies to overcome areas of weakness.

Homework and structuring of work

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 homework burden is spread and no learner is expected to do more than the daily stipulated maximum, provided they keep up with project work and assignments. Homework is recorded in a Learner Planner, which doubles up as a valuable form of daily communication.

Oakley House further assists learners with structuring their time by breaking projects into smaller tasks with intermediate deadlines. A calendar of these deadlines is issued to learners termly. Tests are written on an ongoing basis and are likewise published in a termly Test Calendar.

Leadership

At Oakley House we believe in accountability, ownership and leadership as important life attributes and we have a number of structures promoting both personal and institutional leadership. Oakley House has a House System and House Heads are appointed to assist in managing the House structure and organising events. Each class has a Class Representative to act as their mouthpiece. Class Representatives meet for fortnightly discussions. More informally, clubs offer further opportunity for involvement and leadership and we regularly hold Community awareness and outreach projects. Here too, learners are encouraged to show themselves as leaders capable of making a difference.



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

We believe that a learner's diet has a direct influence on his or her ability to concentrate effectively. Oakley House has

a tuckshop that currently operates on Tuesdays and Thursdays at break. The tuckshop is run by our TFE students and endeavours to offer what we consider to be healthier options. Pre-orders are available.

Being high school, learners are otherwise 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.

Discipline

It is essential that all learners at Oakley House High School are made aware of the importance of good, well-mannered behaviour and we expect adherence to the standards that make our school a safe environment and one that is conducive for learning. 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 undesirable 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.

As part of our commitment to discipline and a safe environment, learners **may not** carry cellphones during the school day.

Stationery

Parents are required to provide 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 (Grades 7-12)

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

The school gates open at 07h00 daily. Please note that there is no aftercare and parents are encouraged to collect their children as soon as possible after their day is finished.

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 2019

TUITION FEES

TUITION FEES	Monthly Fees <i>(1 January - 1 December, except Grade 12)</i>	Quarterly Fees	Annual Fees	Discounted Annual Fees <i>(if paid before 31 January 2019)</i>
Grades 7 - 11	R8 680.00	R26 040.00	R104 160.00	R98 952.00
Grade 12 <i>(Monthly fees payable over 10 months: 1st payment on 01/01/2019, thereafter on the 1st of each month, up to and including 01/10/2019.)</i>	R10 416.00	R26 040.00	R104 160.00	R98 952.00

ENROLMENT FEES FOR NEW LEARNERS

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

- An Observation Fee in the amount of **R1 210.00** (see Application Procedure)
- **Non-refundable** placement fee in the amount of **R21 780.00.00**, payable on acceptance of admission.

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, payable on 1 January, in the amount of **R1 815.00** 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 2019

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. Application form

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

Interviews with principal or heads of department

1. Based on the information taken from the above documents, an interview with the 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 210.00** covers the cost of assessment and/or administration during the observation period.
2. The learner's performance is observed for a period of five full school days.
3. A brief scholastic assessment is usually 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 general 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 NO

Admitted to grade:

To start:

Date:

Admission number:

Name:

Emis transfer form: YES NO

Sign:

Emis unique number: