

OAK HILL ACADEMY



Private Preparatory School

2026

INFORMATION BOOKLET

FOUNDATION PHASE

GRADE 1 - 3

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 our 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.

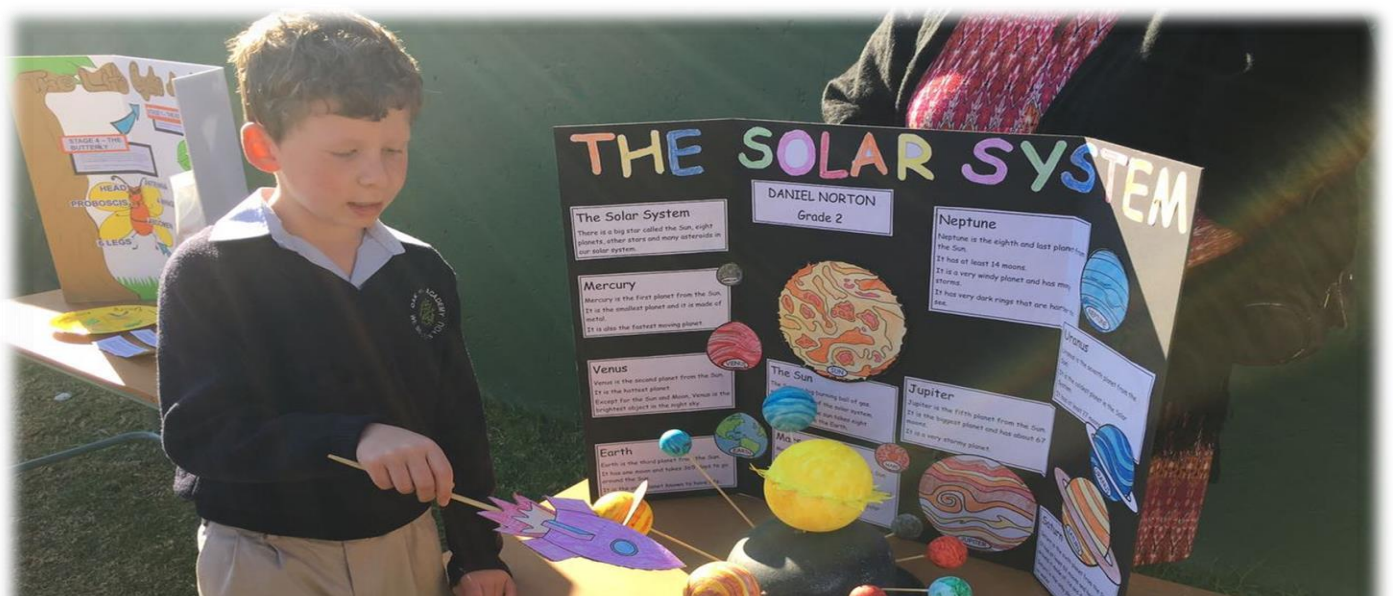
Our programme carefully considers all aspects of a child's development: emotional, social, physical and cognitive. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is developmentally appropriate and that builds upon 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 – R2100.00	Re-registration Fee: Gr 2 & 3 – R600.00
Grade 1 to 3 (06:30 – 13:15)	R4500.00
Grade 1 to 3 (with aftercare)	R5850.00

HOURS

07:30 – 13:15	Monday – Thursday
07:30 – 13:00	Friday
13:00 – 18:00	Aftercare

PAYMENT

The rates quoted are payable monthly (January to 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 1st Registration:

- Completed, signed, and dated Registration Form, Contract and Debit order.
- 2 recent passport photos of your child.
- Copy of latest Report. and a 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

13:30 – 15:00	R70 or part thereof
13:30 – 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 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.

SCHOOL HOURS

Classes start strictly at 07:30. Oak Hill Academy opens at 06:30 in the morning and closes at 18:00 in the afternoon. These hours are applicable Monday to Friday. Parents of children not attending aftercare may make prior arrangements with our secretary for late collection, at a charge of R70 (13:30 – 15:00) or R120 (13:30 – 18:00).

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

All costs for outings and events for each child are included in the monthly 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 (Mr Gladman Faku).

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.

EXTRA MURAL ACTIVITIES

We offer Music to our grade 1 & 2 pupils. 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 second-hand shop in the school office.

Summer Uniform – Girls Grade 1 – 3

Short sleeved, light blue shirt with school badge
Stone culottes
Navy sleeveless pullover with badge (not compulsory)
Navy cap with school badge
White ankle socks
Black school shoes
Navy school backpack with school badge

Winter Uniform – Girls Grade 1 - 3

Long sleeve light blue shirt with school badge
Stone girl's long pants or navy stockings and culotte
Navy sleeveless pullover with badge (not compulsory)
Navy long sleeve jersey with badge
School tie
Navy cap with school badge
Navy winter padded jacket with school badge
White ankle socks
Black school shoes
Navy scarf, gloves and beanie (not compulsory)
Navy school backpack with school badge

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 1 – 3

Short sleeved, light blue shirt with school badge
Stone Bermuda shorts
Navy sleeveless pullover with badge (not compulsory)
Navy cap with school badge
Beige socks
Black school shoes
Navy school backpack with school badge

Winter Uniform – Boys Grade 1 - 3

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 cap with school badge
Navy winter padded jacket with school badge
Stone socks
Black school shoes
Navy scarf, gloves and beanie (not compulsory)
Navy school backpack with school badge

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.



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

1 x Activity/Colouring book (\pm 120 pages)

1 Small flat container for sight words (Please label with child's name) – Grade 1 only

ADDITIONAL FEES

	ACTIVITIES/OUTINGS	TEXTBOOKS/COPIES	STATIONERY
Grade 1	Included	TBA	TBA
Grade 2	Included	TBA	TBA
Grade 3	Included	TBA	TBA

TEXT BOOK PACKS FOR GRADE 1, 2 & 3 (See Booklist 2026)

These can be purchased from PNA or Book Bound

- **Grade 1, 2 & 3 Text books can be purchased second hand form 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.**

CONTACT DETAILS

OHA Radiokop

Office: 011 679 2931

Secretary:

Email: lb2@littlebean.co.za

Principal: Debbie

084 580 6002 – debbie@oakhillacademy.co.za

Suggestions/Concerns: Debbie

Accounts: Anton

Email: accounts@oakhillacademy.co.za

Uniform:

Student's Schoolwear & Sports

011 795 4335

Trinity Village Shopping Centre

Cnr Eastwood & Knoppiesdoring Street

Randpark Ridge Ext. 21

Stationery:

CAPMOR Stationers

011 792 8751

Randridge Mall

Cnr Kayburne & John Vorster Rd

Randpark Ridge

Textbooks:

PNA

011 958-0499

Featherbrooke Village, Shop 9 & 10

Corner Hendrik Potgieter & Peter Rd

Ruimsig

BOOK BOUND

011 792 5743

Unit 7

Fern Towers, corner Struik & Hyaluma Streets

Ferndale

Randburg

Transport:

Rekha

084 607 5502

Jabu

074 640 9846

Website: <https://www.oakhillacademy.co.za>

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 of 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, stationery 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 Thursday.
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 practical equipment and 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 three languages; English – as a Home Language (HL) and Afrikaans – as their First Additional Language (FAL) and IsiZulu.

In the Foundation Phase (Grade R-3), learners also study Mathematics and Life Skills.

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.

OAK HILL ACADEMY'S HEALTHY SCHOOL SNACK IDEAS

Serving healthy snacks at preschool sets a great example for children and can be simple to prepare.

Fruits and Vegetables

Bananas - Cut into quarters or halves with peel on
Melons – Cubed or use a baler for fun shapes
Oranges – Wedges
Plums, Peaches and Nectarines - Pitted & cut in half
Broccoli – Cut into small florets
Cherry tomatoes – Serve as is
Fruit smoothies
Apples with cinnamon

Apples and Pears – Sliced into wedges
Berries - Serve as is
Grapes – Serve as is
Sugar Snap Peas – Serve as is
Cucumbers – Sliced
Fruit bars
Applesauce

Breads and Grains

Whole Wheat Crackers or Pretzels
Pita Bread
Fruit or Vegetable Muffins
Oatmeal based cookies

Whole Wheat Breads
Tortillas
Granola Bars - Choose lower sugar, whole grain
Bread sticks

Protein Foods (Meat / Meat Alternate)

Hard Boiled Eggs
Nuts - Chop into pieces
Nut Butters - Spread peanut butter or almond butter on fruit, vegetables, bread or crackers
Beans – Make bean dips like refried bean dip or hummus
Yogurt - Try using plain, low fat yogurt and serving with fruit or a touch of honey
Cheese - Slices of Cheddar or Gouda or Cottage Cheese
Cheese sticks
Small pieces of cut up chicken, beef, or turkey

MORE

Cut up fruit and yoghurt
Half of an English muffin with melted cheese
Cheese cubes and dry bread sticks
Cottage cheese with fruit or vegetables
Kebabs - fresh pineapple, orange pieces, apple chunks, etc.
Egg bread & tomato sauce
Snack mix consisting of items such as non-sugared cereals, pretzels, and dried fruits

Cheese and whole grain crackers
Fish fingers
Bananas dipped in wheat germ
Whole wheat crackers with tuna
Fruit
Popcorn

* If you don't like spreading mayo or butter on your child's sandwiches because of the high fat content, try spreading a thin layer of cream cheese on the bread instead.