



Oak Hill Academy

PRIVATE PREPARATORY SCHOOL

Grade 1-3 Information Booklet

A compact parent guide for Foundation Phase school life, fees, uniform and care in 2027.

Working together we can achieve the extraordinary. Oak Hill gives Grade 1-3 learners a structured, caring and challenging Foundation Phase journey.

2027
INFORMATION BOOKLET

Gr 1-3
OAK HILL ACADEMY

DBE
REG. NO. 700401395

A confident Foundation Phase journey

WELCOME

We are delighted that you are interested in applying to Oak Hill Academy.

Oak Hill is an exciting, challenging and supportive academic environment where each pupil is encouraged to develop to his or her full potential in a loving and secure setting.

Our aim is that families join our team and help us show children that we believe in them.

Our school values every child and works to ensure that each child feels proud of who they are and of their achievements.

OUR SCHOOL

Oak Hill is known for a balanced educational programme for body and mind, heart and soul, while incorporating art, sport and community service.

The programme considers the whole child: emotional, social, physical and cognitive development. It builds year by year so learners develop knowledge, confidence and a love of learning.

OUR STAFF AND PUPILS

Our teachers are talented, passionate and dedicated. They create classrooms where learners are challenged academically and supported as individuals.

The heart of Oak Hill is the relationship between inspiring, caring teachers and motivated pupils.

VISION HIGHLIGHTS

A broad, balanced, enriched and thinking curriculum.

A happy, secure, family atmosphere.

Independent learning, self-esteem and resilience.

First-hand learning beyond the classroom.

CURRICULUM

The Oak Hill curriculum follows the CAPS framework. Foundation Phase learners study English as Home Language, Afrikaans as First Additional Language and Zulu as an additional language.

Grade 1-3 learners study Mathematics and Life Skills, with practical equipment, whiteboards, classroom activities, educational presentations and learning beyond the classroom.



WHAT GRADE 1-3 BUILDS

Strong English, Afrikaans and isiZulu language foundations.

Mathematical confidence through practical and written work.

Independent learning, resilience and responsibility for homework and books.

Creativity, sport, service, curiosity and readiness for the next phase.

Fees, hours, payment and enrolment

2027 FEES

ITEM	AMOUNT
First enrolment / Grade 1 registration	R2 300
Re-registration: Grade 2 and 3	R800
Grade 1-3 school day 06:30-13:15	R4 900
Grade 1-3 with aftercare 06:30-18:00	R6 300

SCHOOL HOURS

- Oak Hill opens at 06:30 and closes at 18:00, Monday to Friday.
- Classes start strictly at 07:30.
- School ends at 13:15 Monday to Thursday and 13:00 on Friday.
- Aftercare runs from 13:00 to 18:00.
- Late collection may be arranged with the secretary and charged according to the collection times.

FIRST ENROLMENT

- Completed, signed and dated registration form and contract.
- Two recent passport photos of your child.
- Latest report, transfer card and updated immunisation card.
- Registration fee and the first month's school fee.

PAYMENT

- Fees are payable monthly from January to December, in advance, on or before the last day of each month.
- Fees remain payable when a child is absent through sickness or holiday.
- Interest or penalty fees may be added to fees paid after the last day of the month.
- If payment is missed for one month, the school may refuse entry until the account is up to date or the balance is paid in advance.

BANKING DETAILS

Little Bean & Oak Hill
Standard Bank, Clearwater Mall
Branch code: 051001
Current account: 402216105
Reference: Family number and surname

Only registration fees and school fees should be paid into the school bank account. All other payments are made to the office in cash.

LATE COLLECTIONS

TIME	FEE
13:30-15:00	R80 or part thereof
13:30-18:00	R130 or part thereof
18:00-18:15	R130 or part thereof
18:15-18:30	R220 or part thereof
After 18:30	R230 per 15 minutes or part thereof



NOTICE OF TERMINATION AND REPORTS

One government term's written notice, by letter or email to accounts@oakhillacademy.co.za, is required to remove a child from the school and must be acknowledged in writing by the Accountant. A full government term's fee is charged in lieu of notice.

School reports are issued in March, June, September and December. Parents' contact week is held once a term. Additional appointments can be arranged through the office.

School life, uniform and learning

SCHOOL DAY

06:30	School opens for early drop-off.
07:30	Classes start strictly. Learners should be settled and ready.
Break	Please pack a healthy lunch. No sweets or fizzy cold drinks.
13:15	School closes Monday to Thursday.
13:00	Friday collection and aftercare handover.
18:00	Aftercare closes.

EDUCATION AND SUPPORT

Each child requires a grade-specific stationery and workbook/copies pack. Stationery can be ordered from CAPMOR Stationers. Textbook packs for Grade 1, 2 and 3 are purchased according to the 2027 booklist.

Recommended Educational Psychologists, Speech and Language Therapists and Occupational Therapists can assist with school-related concerns.

OUTINGS AND REPORTS

Costs for outings and events are included in monthly school fees. Outstanding fees may prevent participation. School reports are issued each term.

UNIFORM

- Summer: light blue short-sleeved shirt with badge, stone culottes or Bermuda shorts, navy cap, socks and black school shoes.
- Winter: long-sleeved light blue shirt with badge, stone pants or chinos, navy jersey, tie, padded jacket and cap.
- PT: white golf shirt with badge, navy shorts or tracksuit, white ankle socks, white takkies, navy cap and tog bag.
- Navy backpack with school badge is required.

Uniform supplier: Student's Schoolwear and Sport, Trinity Village Mall, Knoppiesdoring Avenue, 011 795 4305.

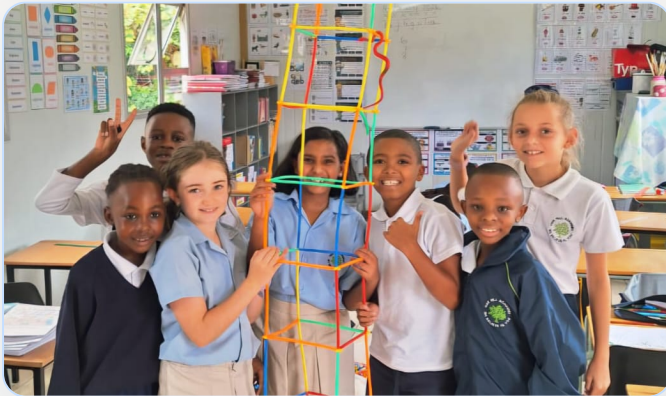
TO BRING FROM HOME

- Two recent small photographs: one for the class teacher and one for the office.
- Plastic painting apron to protect the uniform.
- Activity or colouring book of about 120 pages.
- Grade 1 only: small flat container for sight words, clearly labelled.

HOMEWORK AND EXTRAS

Homework is sent home every Monday and must be completed, signed and returned to class every Thursday.

Music is offered to Grade 1 and 2 pupils. Further extra-mural information is available from the school.



DAILY EXPECTATIONS

Pupils must wear full uniform neatly and with pride, both at school and in public. Shirts must be tucked in, shoes polished and coloured shirts may not be worn under school shirts.

Hair, nails and jewellery must follow school rules. Please ensure your child brings his or her school bag, stationery and books every day.

Health notes and useful contacts

ADMINISTRATION AND SAFETY

- 1** Notify Oak Hill immediately of any change in address or telephone numbers.
- 2** Please escort your child into the property and hand him or her to the teacher on duty. Do not allow anyone to enter with you.
- 3** Let us know by phone call or written notification when someone else will collect your child. Only a call from parents will be accepted.
- 4** Children with contagious illnesses, head lice or fever must stay home until well enough to return. Vaccinations must be up to date.

MEDICATION

A medication release form must be filled out with the parent's name, amount and dates to be administered.

All medication must be kept in its original container. Ask your child's teacher where the medication release forms are located.

SUPPLIERS AND EXTRAS

Music is offered to Grade 1 and 2 pupils. Please see the extra-mural list for more activities and payment details. Extra-mural fees may not be paid into the school bank account.

- Uniform: Student's Schoolwear and Sport, 011 795 4335.
- Stationery: CAPMOR Stationers, 011 792 8751.
- Textbooks: PNA, 011 958 0499; Book Bound, 011 792 5743.
- Second-hand textbooks may be available through the office.

KEY CONTACTS

OHA Radiokop

Secretary
Office: 011 679 2931
Email:
lb2@oakhillandlittlebean.co.za

Principal

Debbie
084 580 6002
debbie@oakhillandlittlebean.co.za

Suggestions / concerns

Debbie
084 580 6002
debbie@oakhillandlittlebean.co.za

Accounts

Anton
accounts@oakhillandlittlebean.co.za

CAPMOR Stationers

Randridge Mall
011 792 8751
admin@capmor.co.za

Transport

Rekha: 084 607 5502
Jabu: 074 640 9846

HEALTHY SNACK IDEAS

Fruit

Bananas, apple wedges, berries, orange wedges, grapes and melon cubes.

Vegetables

Cucumber slices, cherry tomatoes, broccoli florets and sugar snap peas.

Grains

Whole wheat crackers, pita bread, muffins, granola bars and bread sticks.

Protein

Yoghurt, cheese, hard-boiled eggs, hummus, tuna and small chicken pieces.

SCHOOL COMMUNICATION

Please contact the office for an appointment with the class teacher or principal if you would like to discuss your child's progress outside parent contact week.

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

WHEN TO KEEP YOUR CHILD AT HOME

Fever of 37.5 degrees or higher: keep your child home for 24 hours or until the fever subsides without medication.

Vomiting, diarrhoea, severe stomach ache, contagious rash, pink eye, flu symptoms or head lice require time at home.

Green nasal discharge, chronic coughing, sore throat or ear infection may need medical advice before returning.

A medication release form is required before medication can be administered at school.