



Oak Hill Academy

PRIVATE PREPARATORY SCHOOL

Grade R Information Booklet

**A compact parent guide for school life,
fees, routine, uniform and care in 2027.**

Working together we can achieve the extraordinary. Grade R at Oak Hill gives children a confident bridge into formal schooling in a warm, structured and caring environment.



2027
INFORMATION BOOKLET

Grade R
OAK HILL ACADEMY

DBE
REG. NO. 700401395

A warm, confident start to school

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 Academy started in 2014 and grew from the trusted Little Bean foundation. The programme considers the whole child: emotional, social, physical and cognitive development.

Grade R is built around a rich, developmentally appropriate curriculum that inspires curiosity, cooperation, self-expression and confidence.

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.

OUR STAFF AND PUPILS

Our teachers are passionate, dedicated and creative. The heart of Oak Hill is the relationship between caring teachers and motivated pupils in a classroom environment that prepares children for future success.

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 R learning includes language, mathematics, life skills, creative arts, music, movement, practical discovery and readiness for Grade 1.



WHAT GRADE R BUILDS

Confidence to participate in class routines, group work and school life.

Early literacy, phonics, listening, speaking and handwriting foundations.

Mathematical thinking through oral maths, concepts, puzzles and practical activities.

Social maturity, independence, creativity, physical development and readiness for Grade 1.

Fees, hours, payment and enrolment

2027 FEES

ITEM	AMOUNT
Registration fee	R850
Re-registration fee	R500
Grade R half day 06:30-13:00	R3 250
Grade R full day aftercare 06:30-18:00	R3 800

SCHOOL HOURS

- Oak Hill opens at 06:30 and closes at 18:00, Monday to Friday.
- Classes start strictly at 08:30.
- Half-day pupils must be collected by 13:00.
- Parents of children not attending aftercare may arrange late collection with the secretary at R110 per afternoon.

FIRST ENROLMENT

- Birth certificate and vaccination record.
- Copies of both parents' ID documents.
- Last school report and transfer card where applicable.
- Two small updated photos of your child.

PAYMENT

- Fees are payable monthly, including 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
13:15-15:00	R80 or part thereof
13:15-18:00	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 calendar month'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. Verbal notice or notice given to a teacher is not accepted.

School reports are issued in March, June, September and December. Parent evenings are held once a term. Additional appointments can be arranged through the office.

Routine, uniform and readiness

GRADE R DAILY RHYTHM

08:30-08:50	Register, weather, greetings, news and oral work.
08:50-09:20	Language: listening, speaking and theme discussion.
09:20-09:50	Mathematics: class activities, oral maths and group work.
09:50-10:20	Life Skills, Physical Education or Science.
10:20-11:00	Break.
11:00-11:40	Handwriting, phonics and reading.
11:40-12:40	Creative Arts, Music and Drama, story, poem and song.
12:40-13:00	Lunch and aftercare transition.

EDUCATION AND READINESS

The Grade R CAPS structured Foundation Phase programme is presented during school terms. School readiness testing is done in July every year, and an Educational Psychologist is available to assist with school-related concerns.

UNIFORM

- White golf shirt with school badge.
- Navy shorts or navy jeans.
- White ankle socks and white takkies.
- Navy cap with school badge.
- Optional: sleeveless pullover, long sleeve jersey, tracksuit, tog bag, winter padded jacket and backpack with badge.

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

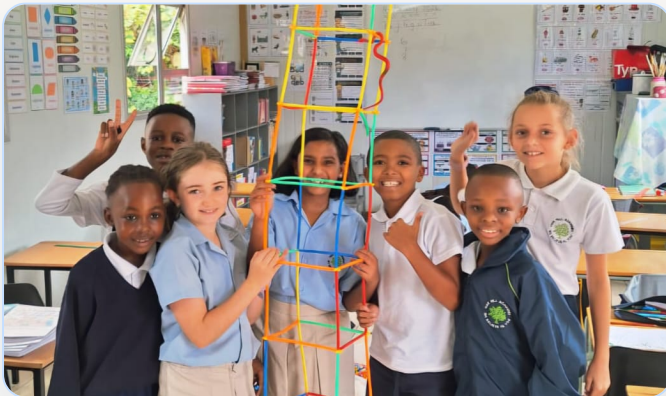
STATIONERY AND ITEMS

- Grade-specific stationery and workbook/copies pack is required for each child.
- Stationery packs can be ordered from CAPMOR Stationers, Randridge Mall, 011 792 8751 or admin@capmor.co.za.
- Please send two recent small photos, a plastic art apron, an activity/colouring book and a small labelled container for sight words.

SNACK AND HOMEWORK

Please pack a healthy lunch for break time. No sweets or fizzy cold drinks. A healthy cooked lunch is provided for full-day pupils.

Homework is sent home every Monday and should be completed, signed and returned every Friday.



DAILY EXPECTATIONS

Pupils are to wear their uniform neatly and with pride at all times, both at school and in public areas. Coloured shirts may not be worn under the white golf shirt, and the school cap must be worn during PE lessons and outdoor play.

Please ensure your child brings his or her school bag and books every day. Books and packs should be clearly labelled so that class routines stay smooth and belongings are easy to return.



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 children to enter unaccompanied.
- 3 Let us know by phone call or written notification when someone else will collect your child. Only a phone 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

Oak Hill follows a formal Medication and Illness Management Policy. Medication is administered only when essential during school hours and written parent authorisation has been completed.

Medication must be current, in its original packaging, clearly labelled with the child's name, dosage and instructions, and handed directly to a staff member. It may not be sent in a bag, lunch box or personal belongings.

Old, unclear or other-person medication, routine over-the-counter remedies, vitamins and supplements will not be administered. Chronic, allergy, asthma or emergency medication must be discussed with the school and may require a medical action plan. Please keep medical details updated. The full policy is available from the office.

EXTRA MURALS

Registration forms are available at the first free lesson. Extra-mural fees may not be paid into the Oak Hill Academy account.

- Netball - Sweetness, Radiokop.
- Soccer - Coach Bavon, Radiokop.
- STEM Engineering - Claudie, 011 679 2931.
- Playball - Roxanne Broughton, 078 474 2929.
- Ballet - Lindsey Ollewagen, 083 372 0181.
- Swimming - Claudie or Euline through the school office.

KEY CONTACTS

OHA Weltevreden Park

Secretary / Principal: Euline
Office: 011 475 6867
Email: lb1@oakhillandlittlebean.co.za

OHA Radiokop

Secretary: Claudie
Principal: Debbie
Office: 011 679 2931
Email: lb2@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 feel free to discuss your child with the class teacher after 13:00, or contact the school secretary to arrange an appointment with the principal or teacher.

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.

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

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

Children who are unwell should remain at home until they can participate comfortably. If symptoms appear during the day, parents may be contacted to collect the child.