



# OATLANDS PREPARATORY SCHOOL

African Street P O Box 991 Grahamstown 6140

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Principal: Mrs Rosaria de la Mare

## APPLICATION PROCEDURE FOR ADMISSION TO OATLANDS PREPARATORY SCHOOL IN 2018

**Please note:** Completion of the Application Form **does not** mean that the learner **has been accepted**.  
**We strongly advise that you apply for admission at more than one school due to the fact that we receive many more applications each year than we have space available.**  
*A copy of our Admissions Policy is available on request or may be viewed on our website.*

An application for admission will be considered after taking into account the following:

1. The parent(s) must fully complete and sign the School's Application Form for the Admission of a Learner and attach the required supporting documentation.
2. Applications will be accepted from Tuesday, the 18<sup>th</sup> of April 2017.
3. The application form together with the supporting documents, must be delivered to the school **prior to 12 noon on Wednesday, the 31<sup>st</sup> of May 2017**. Should you not receive written confirmation of acceptance or non-acceptance by the end of August 2017, kindly contact the school office.
4. **IMPORTANT INFORMATION - Application Forms will not be accepted unless all the following documentation is attached:**
  - 4.1 An official unabridged Birth Certificate of the learner indicating the details of both parents.
  - 4.2 Proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
  - 4.3 **Progress report** from the school at which the learner is presently enrolled.
  - 4.4 Identity documents of both parents. In the case of a deceased parent, a copy of the Death Certificate is required.
  - 4.5 Legal guardians who are not the biological parents of the learner will need to provide a court order as proof of guardianship.
  - 4.6 Parents who are temporary residents in South Africa must provide the school with a copy of their passport and work visa. A copy of the learner's passport and study visa must also be provided. Asylum seekers must provide proof that they have applied to the Department of Home Affairs to legalise their status.
  - 4.7 Identity photograph of the learner.
5. Late applications will only be considered once all applications received by the closing date have been dealt with and then only if there are still places available.
6. Once the applications have been processed, applicants will receive written notification of the outcome.
7. Should application for admission be made after the closing date due to one or both of the child's parents being transferred by their employer, proof of transfer must accompany the application.
8. **Successful applicants** will be required to pay a deposit of R1 200,00 to secure the learner's place. This amount will be deducted from the first term's fees and must be paid by the stipulated date.
9. Proof of payment of the deposit is to be accompanied by the following forms, duly completed and signed:
  - Learner Information Form
  - Confidential Information Form
  - Financial Undertaking Form
  - Consent and Indemnity Form
  - Undertaking to pay school fees where the payer is not a parent (where applicable)



## APPLICATION FOR ADMISSION IN 2018

FOR OFFICE USE ONLY

Admission Number \_\_\_\_\_

Admitted to Grade \_\_\_\_\_

### DETAILS OF LEARNER:

Learner's full names and surname: \_\_\_\_\_

Learner's date of birth: \_\_\_\_\_ Grade applied for: \_\_\_\_\_

Learner's home language: \_\_\_\_\_

Name of school at which learner is currently enrolled: \_\_\_\_\_

Names of any relatives who are attending or have attended Oatlands or who are applying for admission to Oatlands in 2018:

\_\_\_\_\_ Relationship to learner: \_\_\_\_\_ Year(s) attended: \_\_\_\_\_

\_\_\_\_\_ Relationship to learner: \_\_\_\_\_ Year(s) attended: \_\_\_\_\_

Please indicate any special needs the learner may have: \_\_\_\_\_

### DETAILS OF FATHER:

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### DETAILS OF MOTHER:

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### NAME OF PERSON RESPONSIBLE FOR PAYMENT OF FEES: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_ (If this is not the biological parent of the child an "Undertaking to Pay Full School Fees where the Payer is not a Parent" must be signed)

### DETAILS OF GUARDIAN/S (or family member/s in place of or in addition to mother or father who is/are responsible for the learner's care):

(1) Relationship to learner (eg. step-father, grandmother, etc.): \_\_\_\_\_

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(2) Relationship to learner: (eg. step-father, grandmother, etc.): \_\_\_\_\_

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

.....  
SIGNATURE OF PARENT/LEGAL GUARDIAN

.....  
Date



## UNDERTAKING BY PARENTS/GUARDIANS

1. I/We hereby apply to have my/our child, (full name of child) ..... admitted as a learner at OATLANDS PREPARATORY SCHOOL and confirm that he/she complies with the basic criteria as stated in the School's Admissions Policy.
2. I/We hereby certify that I/we are the biological/adoptive parents of the above-named child and/or have **legal custody and/or guardianship** of the above-named child.
3. I/We undertake to adhere to the terms and conditions stipulated.
4. I/We understand and confirm that the Principal or any duly authorised person, will act in *loco parentis* in any matter and at any time during which I/we have entrusted my/our child to the care of the school.
5. I/We confirm that all information provided to the school was given voluntarily and I/we understand that, unless I/we have instructed the school expressly and in writing to the contrary, the school may:
  - 5.1 include photographs, with or without name, of my/our child in school publications or in press releases to celebrate the school's or my/our child's activities or achievements;
  - 5.2 supply information and a reference in respect of my/our child to any educational institution which I/we propose our child may attend. The school will take care to ensure that all information supplied is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the school cannot be liable for any loss I/we or my/our child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained in any report or report given by us;
  - 5.3 store the data in its files and electronic systems;
  - 5.4 generate academic, attendance, behavioural and other school-related records;
  - 5.5 use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of my/our child at the school (including, but not limited to contacting us; placing my/our child in a class; entering him/her in exams, competitions, leagues and the like; updating the school roll and alumni register; and researching and reporting on school demographics or performances);
  - 5.6 pass it on where required to do so as part of school reports, testimonials and confidential reports, and for statistical or research purposes, or when legally required to do so.
6. I/We understand that Oatlands Preparatory School is a **fee-paying school**.
7. I/We jointly and severally undertake to pay school fees and I/we understand the following:
  - 7.1 The compulsory annual school fees for 2018 will be adopted by the majority of parents at the AGM to be held in November 2017.
  - 7.2 School fees are payable in advance and are due on the first day of school.
  - 7.3 School fees may be paid in 10 equal monthly instalments, at the beginning of each month, from January to October.
  - 7.4 5% discount will be allowed on annual fees paid in full on or before 28 February 2018.
  - 7.5 A deposit of R1,200 is payable upon acceptance of my/our child. This amount will be deducted from the compulsory annual school fees. Should my/our child not attend the school, this fee will be refunded to me/us upon written request, providing the school with banking details for a refund.
  - 7.6 In terms of Section 39 of the South African Schools Act, parents are liable for the payment of compulsory school fees.
  - 7.7 In terms of Sections 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  - 7.8 In terms of family law, both parents are **jointly and severally liable** for the payment of the school fees **irrespective of their marital status**.
  - 7.9 In the event of the non-payment of school fees, the school will institute legal action against **both parents irrespective of maintenance and court orders which may exist between the parties**.

- 7.10 The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
- 7.11 Parents who are unable to pay school fees may apply for an exemption from the payment of fees. Such application will be assessed according to the exemption regulations as gazetted by the government. The application will be assessed according to the combined income of the parents.
- 7.12 The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
- 7.13 The school may conduct an enquiry and/or information search about the parents with a credit information bureau, persons acting as their agents and/or credit grantors.
- 7.14 If parents(s) fail to meet their school fee obligations the school may record their non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
- 8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
- 9. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
- 10. This commitment in its entirety will be valid from the day on which it is signed by the parent/guardian to the day on which the pupil officially leaves the school.
- 11. The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent/guardian, and in his/her personal capacity.
- 12. The signatories hereto hereby choose *domicilium citandi et executandi* (physical address) as:

Address of father/guardian:.....

Address of mother/guardian: .....

In the event of a change of address, parents are to notify the school in writing.

**DECLARATION**

I, .....hereby declare that the information recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details listed. I understand that should any of the information supplied by me be found to be false, action may be taken against me as in point 9 above.

Signed on this ..... day of ..... 20.....

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**FATHER/LEGAL GUARDIAN**

I, .....hereby declare that the information recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details listed. I understand that should any of the information supplied by me be found to be false, action may be taken against me as in point 9 above.

Signed on this ..... day of ..... 20.....

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**MOTHER/LEGAL GUARDIAN**

# OATLANDS PREPARATORY SCHOOL

## RULES & GUIDELINES FOR LEARNERS, PARENTS AND EDUCATORS



### 1. School times

Grade R: **08h00 to 12h30**. There is no sport for Grade R.

Grades 1 & 2: **07h30 to 13h30**, except for **Fridays** when school ends for these grades at **12h30**. Sport is included in the school day and will take place during school hours.

Grades 3 to 7: **07h30 to 14h30**, except for **Fridays** when school ends for these grades at **13h30**. Sport is included in the school day and will take place during school hours, HOWEVER an extra half hour will be added at the end of the school day to allow for longer practice times. Pupils will therefore finish at **15h00** from Monday to Thursday.

Children in Grades 1 to 7 are to arrive at school by 07h20 at the latest.

**The school gates are open from 6.50am. Learners may not be left standing unaccompanied outside the school before the gates open.**

Learners are to be fetched promptly when school or sport ends. Teachers are not responsible for learners left at the school after hours. Parents whose children are consistently collected late will be charged a late collection fee. There is an excellent after-care facility at the school which learners may attend by prior arrangement.

**Office Hours:** Monday to Thursday: 07h30 to 15h00  
Friday: 07h30 to 14h00

**Second-hand** clothing will be on sale between 08h30 and 10h00 daily.

**CELL PHONES AND TOYS OF ANY KIND MAY NOT BE BROUGHT TO SCHOOL.**

### 2. Road safety

Parents should take care to observe the traffic signs near the school. The Luke Street entrance (at the back of the school) is to be used to both bring and fetch pupils. Parents and transport providers collecting children from Grades 1 to 3 are requested to park and then walk to collect their children from the field. Parents and transport providers of Grade R children are requested to enter the school grounds and fetch the children from their classroom. Learners may not respond to hoots, or cross the street unaccompanied by an adult. Please do not park on the pedestrian crossing, there is plenty of parking next to Stanton Field. Learners may not leave the field or the school grounds unaccompanied by a responsible person.

**PLEASE NOTE: Luke Street is a one-way street entered via Hill Street which exits through Douglas Lane.**

**The FRONT ENTRANCE in African Street MAY NOT be used by learners, as this street has become increasingly busy and dangerous.**

The Luke Street gate will be locked during school hours. Anyone wanting to enter the school during these times should ring the bell at the front entrance in African Street.

Learners riding bicycles to and from school need to have a letter of permission from parents and must wear a cycling helmet. Bicycles are to be chained up securely in the place provided.

### 3. Absences

When children are absent from school, **a telephone call explaining their absence is required**. Please notify the office immediately if your child has **a contagious infection** and keep your child at home until he/she has recovered. Medication will not be administered at school. The school may not give permission for children to be absent from school.

### 4. Indemnity

Parents are required to sign an Indemnity document to allow their children to attend outings, visits or walks. Please be assured that every precaution is made to ensure your child's safety at all times. The cost of outings is not included in the school fees.

### 5. School lunches

Children need to bring a small, healthy lunch to school each day. Sandwiches with a protein filling such as cheese, egg, meat or peanut butter are recommended, together with a fruit. A small bottle of water is also necessary. **Pies, juice, flavoured water and cold drinks are not allowed.**

**Please do not include sweets, chips, biscuits or cake in the lunches.** Birthday celebrations are an exception, when pupils may bring a slab cake or cupcakes to share with their class.

### 6. School equipment and property

If school equipment is damaged, broken or destroyed by a child, parents or guardians are required to replace or pay for the item concerned. This includes windows, toilet seats, books, computers and sports equipment.

### 7. Governing Body

The school's Governing Body is made up of five parents, the principal, two educators and one member of the administrative staff. The Governing Body serves to guide and support the principal in management and financial decisions.

## 8. Uniform

### GRADE R

<b>Girls</b> <b>Summer Uniform</b> Navy Oatlands bermudas or navy boxer shorts Navy or white Oatlands golf shirt or Oatlands t-shirt Brown sandals or white tackies/white tackies with navy trim and short white socks Oatlands hat or cap	<b>Winter Uniform</b> Oatlands tracksuit Navy or white Oatlands golf shirt or Oatlands t-shirt Plain navy jersey Fleece lined Oatlands navy jacket White tackies/white tackies with navy trim and white socks Oatlands hat or cap
<b>Boys</b> <b>Summer Uniform</b> Navy boxer shorts Navy or white Oatlands golf shirt or Oatlands t-shirt brown sandals or white tackies/white tackies with navy trim and short white socks Oatlands hat or cap	<b>Winter Uniform</b> Oatlands tracksuit Navy or white Oatlands golf shirt or Oatlands t-shirt Plain navy jersey Fleece lined Oatlands navy jacket White tackies/white tackies with navy trim and white socks Oatlands hat or cap

### GRADES 1 to 7 (this uniform will also be worn for sport)

<b>Girls</b> <b>Summer Uniform</b> Navy Oatlands bermudas Navy or white Oatlands golf shirt Brown sandals or white tackies/white tackies with navy trim and short white socks Oatlands hat or cap	<b>Winter Uniform</b> Oatlands tracksuit Navy or white Oatlands golf shirt Plain navy jersey Fleece lined Oatlands navy jacket White tackies/white tackies with navy trim and white socks Oatlands hat or cap
<b>Boys</b> <b>Summer Uniform</b> Navy boxer shorts Navy or white Oatlands golf shirt brown sandals or white tackies/white tackies with navy trim and short white socks Oatlands hat or cap	<b>Winter Uniform</b> Oatlands tracksuit Navy or white Oatlands golf shirt Plain navy jersey Fleece lined Oatlands navy jacket White tackies/white tackies with navy trim and white socks Oatlands hat or cap

**ALL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.**

### UNIFORM FOR SPORTS MATCHES

An Oatlands golf shirt, white shorts, and white socks with tackies must be worn for sports matches.

Long socks are worn for hockey.

In Winter a navy school tracksuit must be worn over the sports uniform.

It is compulsory to wear a navy wide-brimmed hat for cricket and tennis.

**A clean sports uniform must be brought to school to wear for matches.**

Birch's stock the bermudas, rugby shorts, tracksuits and jerseys whilst Xtreme Embroidery stocks the Oatlands golf shirts, hats, caps, tracksuits and fleece lined tracksuit tops. Oatlands tog bags personalised with your child's name may be ordered from Xtreme Embroidery.

### Earrings

Small gold or silver stud earrings may be worn, by the girls only. Loop earrings may not be worn.

Boys may not wear earrings. No necklaces, bracelets or rings may be worn.

### Hair

**Dreadlocks are not allowed.**

Hair may not be dyed, bleached or tinted. Hair must be neatly cut, tied back and secured out of the eyes with navy, white or black clips or hairbands. Fringes must be cut above the eyebrows. Hair for boys must be kept short and neat.

**Girls from Grades 4 to 7 may wear black hair extensions** but the following rules apply: no hanging extensions, fringes or loose hair are allowed.

Hair must be kept in a neat small bun or French plait and needs to be clean and washed regularly. If the wrong hair braids/styles are applied, your child will be requested to have them removed immediately.

## 9. Parent involvement

Parents are encouraged to become involved in their child's schooling at Oatlands.

There are open afternoons or evenings when parents are invited to view their child's work and to speak to the teachers. At times visiting speakers are invited to talk on child-related issues.

**Should individual, in-depth discussions be required, appointments should be arranged at a time convenient to parents, teacher and principal. Should a child have any concern, no matter how small, parents are encouraged to contact the child's teacher or the principal.**

## 10. School fees

In accordance with the regulations contained in the South African Schools Act, Act No. 84 of 1996, the Governing Body of the School presents the annual budget, which includes the school fees for the following year, to the parent body for approval at its Annual General Meeting. Oatlands is a fee paying school and the Act makes provision for the legal enforcement of the payment of fees by parents. The school also adopts and implements the regulations gazetted by the government for full or partial exemption from the payment of fees by parents who qualify. Application forms and information are available from the bursar's office.

**11. Discipline**

It is a fact that children who come from a secure, happy home with well-established boundaries need very little discipline. It is also irrefutable that for effective teaching to take place, children need discipline. All games and sport need to have rules strictly adhered to for a successful outcome. At Oatlands, a firm but caring attitude to discipline is exercised.

Aggression between learners or any form of bad language is not tolerated. Honesty and truthfulness are strongly encouraged and respect for others and their belongings, is stressed. The school strives to instill self-confidence and self-discipline in its pupils.

A strong culture of learning has always existed at Oatlands and children must develop a diligent and conscientious attitude towards their schoolwork. Teachers will insist that work be neatly completed each day. Homework must be supervised and signed by an adult on a daily basis.

**DECLARATION**

I, .....hereby declare that I have read through the Rules & Guidelines for learners, parents and educators and agree to abide by them.

Signed on this ..... day of ..... 20.....

\_\_\_\_\_  
**FATHER/LEGAL GUARDIAN**

**DECLARATION**

I, .....hereby declare that I have read through the Rules & Guidelines for learners, parents and educators and agree to abide by them.

Signed on this ..... day of ..... 20.....

\_\_\_\_\_  
**MOTHER/LEGAL GUARDIAN**