

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 on Tuesdays and Thursdays between 07h30 and 08h30.

2. Road safety

Parents must 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. Uniform GRADE R

Girls Summer Uniform 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	Winter Uniform 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
Boys Summer Uniform 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	Winter Uniform 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)

Girls Summer Uniform 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	Winter Uniform 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
Boys Summer Uniform 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	Winter Uniform 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.

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

4. 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.

Deposit for new learners

A deposit of R1 000,00 is required from new learners, which is deducted from the first term's fees.

Amount of school fees

The school fees for 2016 are R9 500,00 per annum for Grade R, R10 100,00 per annum for Grades 1 to 3 and R10 600,00 per annum for Grades 4 to 7. These fees were approved by the parents at the AGM of the School's Governing Body held on 4 November 2015.

School fees are payable in advance and parents may make use of the following payment options:

Grade R: Ten monthly payments of R950 p.m. (January to October)

Grade 1 to Grade 3: Ten monthly payments of R1 010 p.m. (January to October)

Grade 4 to Grade 7: Ten monthly payments of R1 060,00 p.m. (January to October)

A 5% discount is given to parents paying fees for the year in full by 28 February 2016.

Payment of school fees

FOR SECURITY REASONS, WE DO NOT ACCEPT CASH PAYMENTS AT THE SCHOOL

Parents are requested to pay fees directly into the following bank account:

Account name: Oatlands Preparatory School

Bank: First National Bank

Branch: Grahamstown

Branch code for deposit in branch: 210-717

Branch code for electronic payments: 250-655

Account number: 62 010 333 128

Fees can be paid in at the branch, via the ATM or by EFT or Stop Order.

**** It is essential that you indicate the child's NAME AND SURNAME when effecting your payment****

5. 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.

6. 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.

7. 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.

8. 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.

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. 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.

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.