



## 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 13h45.** Sport and after school activities are not compulsory and take place from **14h00 to 15h00,** Monday to Thursday. On **Fridays** school ends for these grades at **12h30.**

Children in Grades 1 to 7 are to arrive at school by **07h20** at the latest. **The school gates are open from 7am.**

**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 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.

**If cellphones are brought to school they are to be handed in at the office before school and may be collected after school. The school will not be held responsible if cellphones/personal property is lost or damaged.**

#### 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 collect pupils. Please do not park on the pedestrian crossing, there is plenty of parking next to Stanton Field.

Parents and transport providers collecting children from Grades R to 2 are requested to park and then walk to collect their children from the school. Pupils may not respond to hoots or cross the street unless accompanied 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 or by parents dropping off or collecting children, 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

Please inform the school/teacher when your child is absent from school. 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 only be administered at school if the school is provided with a letter of permission from the parent/guardian to do so. The school may not give permission for children to be absent from school.

#### 4. Outings

Parents are required to sign a Consent Form 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 and fizzy 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. Uniform

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

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

**Grades 1 to 7 will wear this uniform for sport as well**

#### UNIFORM FOR SPORTS MATCHES

Long white socks are worn for hockey and cricket. In Winter a navy school tracksuit must be worn over the sports uniform.

**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 jackets. Oatlands tog bags personalised with your child's name may be ordered from Xtreme Embroidery.

### **Jewelry**

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 kept clean, 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 may wear black hair extensions** which must be kept in a neat bun, plait or ponytail.

### **8. 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.

### **9. Governing Body**

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

### **10. 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 or bullying between learners or any form of bad language is not tolerated. Honesty, truthfulness 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.

### **11. Parent involvement**

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

There are open 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 if necessary, the principal.**