

RAVENWOOD



Dare to Soar!

ACADEMY

INFORMATION PACK

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About Us

Ravenwood Academy is a cottage school option for parents and learners who want an individual approach to education. We offer a small, safe environment where a child is encouraged to be themselves. We focus on their strengths and eagerness to learn while uplifting their confidence to open their wings and soar!

Set in a cottage-style, garden environment where children can play safely and securely. Our facilities and dedicated staff offer a learning experience which is focused on family values and the nurturing of children as individuals. We meet the child on their level and build their self-confidence, awareness and quench their thirst for learning thus giving them a solid foundation for knowledge throughout their lives.

Our Mission

We aim to produce confident, well balanced, independent thinking individuals who are academically proficient as well as having the tools to enter the real world. Our academics focuses on reading with understanding, mathematics, science and technology , including a well-balanced and practical know-how life skills program.

Parents looking for a small, family orientated educational environment, where your child can grow and reach their full potential without the pressures of being 'lost in the crowd' in a large school environment. We focus all our efforts, on the child and their individual development in all areas, reinforcing their abilities for future learning and success. Our ever-evolving teaching style, methods, up-to-date equipment, and resources offer our learners a comprehensive and well-rounded learning experience, while incorporating values such as respect for self and others, honesty, integrity, kindness, courage, self-confidence and compassion for others.

Our Offerings

Ravenwood Academy offers a unique learning experience, through academia as well as practical know-how that is enriched through interactive life skills such as, Entrepreneurial Skills, Gardening, Cooking, Baking, Sewing, Exercise, Music, Drama, Wood and metal work and Arts and Crafts. As we are a cottage school, all parents must register with the Pestalozzi Trust as a home-schooler. We aim to maintain our small and caring home-style environment.

We offer two curriculums the first is a CAPS aligned curriculum which is integrated with current education trends enhancing the learning experience. The second is an internationally recognised American curriculum (GED). (A laptop is required from grade 6.)

In both offerings we encourage learning through play and practical application of academic material, making learning enjoyable, interesting, and fun. We aim to develop a child's listening and reading skills so that they are able to assimilate information independently. We will endeavour to identify any area a child is having difficulty with and provide additional support to resolve any issues. If a problem persists, we may require parent support to assist with corrective action.

We are driven, dedicated and caring individuals who seek to nurture, encourage and build each child in our care to the child's fullest potential, emotionally, academically and socially. We create an environment of mutual respect and appreciation with our learners.

School Times

- There will be a teacher or assistant available from 07h00am each morning to receive your child. Please note that no child may be dropped off prior to this time.
- Our timetable begins at **08h00am**. Please ensure your child is at school by no later than **07h50am**.
- The academic school day ends at:
Monday – Thursday at 14h00pm. Fridays at 13h00pm.
- Aftercare is available at an addition cost which is an annual fee of R18 000. The fee is charged as a monthly instalment of R1500 per month. This is from 2pm to 5:30pm.
- Children not enrolled in aftercare must be collected by 14h15pm. Late collection will be charged at R100.00 for every 15-minute intervals and billed accordingly.
- Should your child not be attending school for any reason, please be so kind as to inform the school by 07h30am.
- If your child is absent due to illness for more than two days, he/she must produce a doctor's note when he/she returns to school.
- If your child does wake up with a snotty nose or any symptoms of illness, please keep them at home until they are well.

Dress Code

The learners are allowed to wear their own appropriate clothing, and shoes must always be worn. Please ensure that your child wears either sandals or closed shoes daily. No painted nails, facial piercings, excessive jewellery or inappropriate hair colours. Hair should be kept neat and tidy and out of the learner's eyes. Boys to be clean shaven.

Nibbles & Nosh

Please provide your child with healthy, nutritious lunches and snacks through-out the week. The learner may bring a bottle of water although we do have a water dispenser and a cup for each child. Bubble gum or chewing gum is not allowed at School.

We have a canteen that serves lunch options at reasonable prices. (Menu will be provided) This is a pre-paid option whereby parents pay an amount into the school account and the child then orders and the amount is deducted from the pre-paid amount. When funds are low you will receive a message to top-up. We also provide a small tuck shop that sells sweets, chips, cool drinks, baked goods and other snacks.

Activities

As previously mentioned, we have a wide range of activities for our learners. We make use of age-appropriate equipment, under supervision, i.e. glue guns in some art and craft activities, sharp utensils and food processors in the cooking & baking lessons. All wood and metal working lessons, as well as gardening tools and science lab equipment are carefully monitored.

There will be various Outing Days during the year. Additional fees will apply.

Birthdays

We love to celebrate birthdays at Ravenwood Academy. When your child is celebrating his/her birthday, you are welcome to send in goodies for **ALL** the children. Please ensure these are either, individual cupcakes, pizzas, donuts etc. Cupcakes can be ordered through the tuckshop too.

Medical Protocol

- If a child is injured whilst on the property, he/she is to report the injury to the teacher or assistant on duty. We have first aid kits on hand and there is always a trained first aider available.
- If your child has been vomiting, running a high fever or has a runny tummy, he/she **MUST NOT** attend Ravenwood Academy. If your child has contracted an infection or contagious disease of any kind, it is your duty to notify Ravenwood Academy so that we can take the necessary action and precautions.
- Should your child be injured, become ill or develop a temperature of 38°C or higher whilst in our care, you will be contacted to collect your child from Ravenwood Academy.
- Any child who is sick and requires medication should stay at home until they have completed the medication and only return to school once they are well. Administering and dispensing of medication is not permitted by teachers and staff and therefore the parents' responsibility.
- Should a child require any medication while at school, written and signed consent must be given before any action will be taken. Our first aider will keep a detailed record of any and all medication given. An example of which: Panado for a headache.
- In the event of emergencies, Ravenwood Academy reserves the right to obtain medical assistance from any medical doctor available and the resulting costs will be the responsibility of the parent/s and/or legal guardian (Please ensure you have attached a copy of your medical aid card to the application form).

School Fees

Please refer to our fee structure attached. For first time enrollees a once off non-refundable deposit equivalent to one month's school fees is required to secure your child's place and an annual, non-refundable, administration fee of R1000.00 per child is required on completion of the Enrolment Form.

This admin fee will be due at the beginning of each year with the January fees or at the acceptance of your application. This admin fee is part of the January Fees and is non-negotiable.

Fees are payable in advance **before the 1st of each month**, over twelve months, notwithstanding that your child is absent from Ravenwood Academy whether due to illness, holidays, or any other reason.

Unpaid accounts will result in your child being suspended from Ravenwood Academy and the child's report will be withheld until such time as the full outstanding amount is settled. Please refer to our terms and conditions for the full debtor's policy.

Termination

- Enrolment shall be valid for a full, or the remainder of the current academic year. A fee schedule for the following year will be sent out and re-enrolment form will be emailed to you which will need to be completed and return to the school confirming that your child will continue attending Ravenwood Academy for the following year.
- Please note that **a-full-terms notice period (3 months)** is required should you wish to terminate your contract.
- All notices must be in writing and e-mailed to info.ravenwoodacademy@gmail.com no later than the **1st day of your last attending term**. Late notices will **NOT** be accepted, and the relevant term fees will apply. This includes the end of a year and the beginning of the next year. Full terms notice in writing is still required.
- Should the child be enrolled in our Aftercare Service a full terms notice in writing is required to terminate the contract.
- It is the responsibility of the parent/s and/or legal guardian/s to give Ravenwood Academy notice of termination of enrolment in writing.
- This agreement shall also immediately terminate in the event that it is necessary for Ravenwood Academy to dismiss the child from the premises for whatever reason, including disciplinary reasons or failure by the child or parent to comply with the rules and regulations of Ravenwood Academy. (A copy of our Disciplinary Code is available on request.)

Ravenwood Academy's Terms 2026

The School operates on a 4 Term ISASA Private School Calendar as follows:

TERM 1	
School Starts	Wednesday 14 th January
School Closes	Friday 27 th March
Public Holidays	Nil

TERM 2	
School Starts	Wednesday 14 th April
School Closes	Friday 26 th June
Public Holidays	Monday 27 th April - Freedom Day Tuesday 28 th April - School Holiday Wednesday 29 th April - School Holiday Thursday 30 th April - School Holiday Friday 1 st May - Workers' Day Monday 15 th June - School Holiday Tuesday 16 th June - Youth Day

TERM 3	
School Starts	Wednesday 22 nd July
School Closes	Friday 23 rd September
Public Holidays	Monday 10 th August - National Women's Day

TERM 4	
School Starts	Wednesday 14 th October
School Closes	Friday 27 th November
Public Holidays	Monday 9 th October - Diwali (School Holiday)

Ravenwood Academy's School Fee Schedule 2026

FEE STRUCTURE:				
Per child	Monthly Fee x 12 Payments (Jan to Dec)	Term Fee X 4 Payments Payable before the first day of each term.	Annual Fee Payable before 1 st January	Deposits Non-refundable when enrolling
Grade RR - R	R 3 300.00	R 9 900.00	R 39 600.00	R 3 300.00
Grades 1 - 4	R 3 630.00	R 10 890.00	R 43 560.00	R 3 360.00
Grades 5 - 7	R 3 850.00	R 10 500.00	R 46 200.00	R 3 850.00
Grades 8 - 12	R 4 620.00	R 13 860.00	R 55 440.00	R 4 620.00
AFTERCARE: 2pm - 5:30pm				
All Grades:	R 1 500.00	R 4 500.00	R 18 000.00	N/A

- A non-refundable deposit equivalent to one month's school fee is required once your application has been accepted to secure your child's space as well as the first month's school fees.
- An annual, non-refundable, administration fee of R 1000.00 per child is required on acceptance of your application.
- This admin fee must be paid in full at the beginning of each year which is part of the January fees or at the commencement of your enrolment along with the non-refundable deposit.
- Fees can be paid annually, per term, or monthly over a 12-month period, please indicate your preference on the application form.
- An annual administration fee of R1000.00 is payable with January fees and is part of the January fees which are payable before the 1st of each month.
- Should a learner be enrolled in our Aftercare Service this is an annual fee, broken into 12-month instalments for the parents' convenience. Aftercare is payable in advance, from January to December regardless of when the learner enrolls. The annual Fee R18 000.00. Should you wish to withdraw your child, a full terms notice in writing is required.
- Each year, every child will be enrolled with the Pestalozzi Trust and the cost thereof added to your account. Approximate cost R400.00 which will be billed to your account around May / June of that year.
- The statement of account will be sent via email around the 23rd/24th of each month. If you do not receive your statement, please notify the school as this will not be accepted as a reason for late or non-payment thereof.

BANKING DETAILS:

SL Hancox
Nedbank
Carlswald Branch
B/code: 198765
Account no: 1011646900
Type: Cheque
Reference: Your child's name or learner number

FEES INCLUDE:

- Exercise books, plastic book bag, art materials and other activity related materials, however, stationery, textbooks (CAPS curriculum) and toiletries are for the parent's own account. A textbook, stationery and toiletries list will be provided.
- American curriculum requires a laptop, with the ability to connect to Wi-Fi, MS word and Adobe PDF reader and stationery are for the parents' account. A stationery list will be provided. (Laptops are only required from **grade 6.**)
- All textbooks are provided for the GED curriculum.

OTHER:

- Please ensure your child always has a marked sunscreen in their bag and a hat during summer.
- Toiletry requirements are listed on the Stationery / Toiletry list which is provided on enrolment.
- Extra stationery must be put into an ice-cream tub, clearly marked with your child's name.
- Should the stationery be depleted, you will be notified and please ensure replacement urgently.
- Any stationery provided by the school will be billed to your account.
- Parents should check their child's stationery at least once per week to ensure that any depleted stationery is replaced urgently as this hinders the flow of lessons and activities when the learner does not have the tools to complete tasks.

Open Door Policy

- We have an open-door policy which means that should you have any queries or concerns you should contact the school and set up a meeting to discuss. **Parental involvement and support are key to ensuring your child has all the advantages and assistance they require to succeed.**