

# Almaaz Education & Training

(Pty) Ltd T/A

Company Registration: 2016/426787/07

## Otters' Creek Junior School

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2026 ~ Prospectus



*Touching the hearts of those we teach*

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# Otters' Creek Schools

**1998 – 2026**

*Celebrating 28 years in education*

## **Our proud history**

In 1998, Yumna Allie, a young primary school teacher, who taught grade 6 for 10 years, started a playgroup at her home in Ottery, for her young 3-year-old daughter and a few neighborhood friends. Very soon the small playgroup grew, and an informal business was started in 1998. Yumna furthered her education in the field of Early Childhood Development in 1999 and 2000, specializing in Grade R.

In 2001, Kenwyn Primary's School Governing Body (SGB) offered her the opportunity to start a Grade R class as a feeder to their Grade 1 classes. After 12 years at Kenwyn Primary, when the lease expired in July 2012, Yumna and her late husband bought the property in 30 Enslin Road Ottery and moved the pre-primary school there in July 2012.

In 2014, the educational authorities, WCED (Western Cape Education Department) requested that the school's name be changed since we were no longer in the suburbs of Kenwyn. Collaboration between the families at our school and the staff produced a new name for our school. We were delighted to start 2014 with a new name and logo - **Otters' Creek Pre-Primary**.

We offer a tried and tested pre-primary school curriculum to children from 12 months - 6 years old, with ***school readiness*** as our focus.

In 2018 we proudly opened the doors to **Otters' Creek Junior School**, in Ferness Estate, offering Grade 1-3 and now we have grades 1 to grade 7.

In 2025 we opened **Otters' Creek Baby Centre** accommodating infants and toddlers to the age of 24 months.



**2026**  
**Otters' Creek Junior School**  
*Touching the hearts of those we teach*

**Prospectus**

**Vision Statement**

**Otters' Creek Schools** are reputed educational institutions. We deliver a dynamic curriculum that equips children from 12 months to 12 years old with relevant knowledge and practical skills that support their existence in the world they live in.

We value commitment to the children we serve, sincerity in our interaction with them and proficiency in delivering our material in a practical and concrete manner. We strive to leave our learners inspired and motivated through our child-centred approach to learning and teaching. We recognize the need to diversify our teaching techniques. We are committed to keeping teachers' skills up to date and relevant.

**Mission Statement**

Our mission is to understand the personality, needs and strength of every child.

We commit to seeking out every opportunity to enrich our learning environment.

We promise to keep our content diverse and our approach holistic and creative.

We dedicate ourselves daily to be productive and goal orientated.

We are strict to assess learner performance monthly.

We strive to revisit teaching strategies regularly, especially to maintain our ethos of inclusion.

We are dedicated to inspiring and empowering our teachers through regular staff development and training workshops.

We pledge to partner with parents and to involve them as much as possible in all school events.

We dedicate ourselves to pursuing every avenue possible to invite individuals, organizations and companies to mentor and partner with us on a regular basis to benefit the learners, its staff and the school community.

### **Private and Independent Junior School**

We are a private and an independent school. We do not receive government financial aid or subsidy at this stage. Our staff and our operational costs are paid exclusively from school fees. We are partially registered with WCED. We follow the CAPS curriculum as a minimum standard, but we diversify and enrich our programme.

### **We are an Inclusive School**

We accommodate a small number of learners with mild to moderate disabilities in our mainstream class. To this end we adapt our goals for these learners, and we change our teaching strategies for them. We also have a facilitator in the class from grades 1-6 to assist with task completion and general support.

Learners who need learning support are supported by a language and Mathematics tutor.

### **Our Staff**

Only qualified teaching staff with a bachelor's degree in education (B. Ed) as a minimum qualification are employed from Grade 1-7. We are fortunate to have qualified teacher assistants in our classes, with NQF Level 4 & Level 5 education qualifications.

### **Class Sizes**

We accommodate the following maximum numbers in

Grade 1 to 4: Maximum 20 learners

Grade 5 to 7: Maximum 20 learners

### **Operational Times**

**We follow the WCED school calendar.**

We open at 7:00 a.m. Monday to Friday to receive learners before school starts.

We are not responsible for learners' safety if they are dropped off at school before 7:00 a.m. without adult supervision.

### **Daily Programme**

Grade 1 & 2: 7:45 a.m. until 1:30 p.m. & 1:45 p.m. respectively

Grade 3 -7: 7:45 a.m. until 2:30 p.m.

Fridays: End at 12:00 p.m. & 12:15 p.m. respectively

Aftercare: 1:30 p.m./ 1:45 p.m. – 5:30 p.m. (Grades 1 & 2)

2:30 p.m. – 5:30 p.m. (Grades 3 - 7)

### **Our school will be closed on the following days:**

Eid (Muslim religious holiday) if it falls on a weekday.

Please make alternate arrangements for child-care, possibly for these 2 days per annum.

**We do not offer holiday care. We are closed on all school holidays.**

### **School Daily Programme**

WCED CAPS is our basic curriculum. Our programme is holistic and diverse. It is child centred.

We start our teaching programme at 7:45 a.m. every day. Class timetables are issued at the start of the year.

### **Breaks**

The children have 2 breaks. The breaks are staggered for Grades 1-3 and then for Grades 4-7. Each child needs enough sandwiches, fruit and some water or juice for 2 breaks.

Parents may pack extra fruit, yoghurts or biscuits.

**Please try to keep to a healthy diet and minimize sweets and chocolates.**

### **Tuck Shop**

The school runs a tuck-shop every day. Orders are placed and paid for in advance. No late orders can be accommodated.

A list of items will be shared in due course. We use the Karri App for these purchases and payments. No cash is handled at school.

### **Foundation Phase Teaching Programme**

#### **Grades 1**

Monday – Thursday: From 7:45 a.m. until 1:30 p.m.

Fridays: 7:45 a.m. until 12:00 p.m.

Aftercare: 1:30 p.m./ 1:45 p.m. – 5:30 p.m.

#### **Grade 2**

Monday – Thursday: From 7:45 a.m. until 1:45 p.m.

Fridays: 7:45 a.m. until 12:00 p.m.

Aftercare: 1:45 p.m. – 5:30 p.m.

#### **Grade 3**

Monday – Thursday: From 7:45 a.m. until 2:30 p.m.

Fridays: 7:45 a.m. until 12:00 p.m.

Aftercare: 2:30 p.m. – 5:30 p.m.

### **Intermediate & Senior (Intersen) Phase Teaching Programme**

#### **Grades 4 - 7**

Monday – Thursday: From 7:45 a.m. until 2:30 p.m.

Fridays: 7:45 a.m. until 12:15 p.m.

Aftercare: 2:30 p.m. – 5:30 p.m.

### **After School Care Service**

Aftercare is a separate service.

We charge a separate aftercare fee of R750 per month for 11 months.

Please apply for a place in aftercare with the school administrator.

Please send a change of clothing every day to keep their uniform clean.

We will only provide after-school care and a space to complete homework.

Parents must provide extra meals and snacks for aftercare.

The children will be given an opportunity and space to complete their homework. One of our assistants will supervise homework activities, but parents are encouraged to oversee its completion at home.

Any challenges or queries about homework must be discussed with the class teacher and not the aftercare staff member.

| <b>Mondays to Thursdays</b> | <b>Aftercare Times</b> |
|-----------------------------|------------------------|
| <b>Grade 1</b>              | 1:30 - 5:30 p.m.       |
| <b>Grade 2</b>              | 1:45 - 5:30 p.m.       |
| <b>Grade 3 - 7</b>          | 2:30 - 5:30 p.m.       |
| <b>Fridays</b>              | 12 & 12:15 - 5:30 p.m. |

### **Foundation Phase Grades 1-3: Class Facilitation**

- Learners with mild to moderate disabilities will need learning support daily on a one-to-one basis.
- To this end, we provide a general class facilitator to assist such learners.
- Only the learners that have been identified will work with the help of the class facilitator.
- An individual learning support plan is drawn up and teachers, facilitators and parents will work on this plan comprising of learning goals, etc.
- Parents are involved and included in this learning support plan to the extent that the plan prescribes what parents' role is at home to assist their child reach his goals.
- If the need arises, parents may be asked to appoint a private facilitator to assist their child since their child may need strict one-on-one learning support throughout the day. This is for the parents' own account.

### **Intersen Phase: Grade 4-7: Intervention and Learning Support**

- Learners with mild to moderate disabilities will need learning support daily.
- Our objective is to phase out co-dependent learning and phase in independent learning.
- To this end the learners who have been identified as needing learning support will follow a school designed learning support timetable.
- We have identified a great need to strengthen the learners' numeracy and literacy skills.
- The learning programme is based on the individual learners' learning support plan.

### **The School Based Support Team (SBST)**

The SBST comprises of the coordinator, and a teacher from each phase as well as the principal.

Their task is to manage the learning support programme in the school.

The coordinator holds a weekly meeting with the relevant teachers to discuss the learning support plans.

Teachers refer their challenges to the SBST who assists where they can.

The coordinator liaises with the parents and therapists to set up and facilitates meetings and treatment schedules.

The SBST also liaises with the WCED about learners from grade 4-7 who need accommodations and concessions for examinations and tests.

The coordinator ensures every learner in the learning support programme has an updated learner profile and portfolio. These are confidential documents and kept locked in the principal's office.

### **Extra Lessons After School (Lucky Lates)**

Learners in all grades are consistently assessed throughout the term with class tests, mental tests, spot tests, etc.

Based on the outcomes of these assessments, teachers will arrange for extra lessons after school to assist these learners.

Dates and times that these extra lessons will take place will be communicated in advance so that learners can be fetched later or forfeit their extra mural lessons.

Parents are expected to support this programme by responding accordingly.

This service is free of charge.

### **Occupational, Physio, Speech and Language Therapy**

Often teachers will identify the learners' need for intervention and support from therapists like an Occupational and Speech and Language therapist.

We have a few therapists contracted to work at our school to treat these learners.

Parents are strongly encouraged to budget for these treatments if the need arises.

Failure to follow up on these referrals will seriously disadvantage your child.

Parents contracts with these service providers are independent and OCJS will not be responsible for any fees owing.

### **Enriching the Learning Experience**

We are passionate about making school meaningful and for learning to be relevant and empowering.

We constantly seek opportunities to offer the learners more than the CAPS curriculum.

We will be offering an enrichment programme that makes learners excited to come to school.

We are including school camps, robotics and coding and much more. At the time of printing this prospectus, arrangements for these learning prospects are still in the research phase but please watch this space.

### **Reading Initiative for 2025**

We started this initiative in 2024, and we will be extending it further in 2025. We are constantly engaging with various NGO's whose focus is reading, to support us to drive a **READING** culture at our school. We want to transform the way we teach reading. We

want to drastically reduce the number of children who cannot read with meaning. We are looking forward to rolling out this plan extensively next year.

### **Parent Partnerships**

We enjoyed the fruits of this initiative in 2024. Parent initiatives delivered a great family movie night. This is the first of many. We hope to drive this initiative more strongly in 2026. **(each year)**

We want to tap into parents' knowledge, wisdom and resources to grow the school in every way possible. Our future is looking bright, but we can't walk this journey without our parents.

Parents are asking us to establish grades 8 & 9, but we need your help to achieve this goal.

We are looking forward to more parent-teacher-school engagements whether it is academic or social.

We acknowledge the need for stronger bonds between all the stakeholders who are invested in the children at our school.

We envisage having a recreational room for learners to de stress (Fuse ball, snooker etc.)

### **School Based Extra Mural Activities**

The staff offer these activities free of charge. Days and times will be communicated on the Prosum App.

### **Summer Codes**

Foundation Phase: Obstacle, ball skills, crafts, t-ball

Intermediate & Senior Phase: Volleyball, science club, cricket, dance

### **Winter Codes:**

Foundation Phase: Obstacle, ball skills, crafts, t-ball

Intermediate & Senior Phase: Netball, soccer, choir, science club, volleyball

### **Private Extra Mural Activities**

These services are offered by private service providers and the fees are paid to them.

This list is subject to change, depending on the needs.

Times for these will be confirmed at the end of January next year.

Lessons start the first week in February.

Demo lessons are held early in January 2026. **Dates to be confirmed.**

1. Europa Soccer Stars
2. Karate
3. Madrassah for Muslim learners
4. Gymnastics

### **School Policies**

School policies are necessary to establish an understanding of expectations centred around behaviour, norms and standards within our school. School policies are put in place to guide the day-to-day functioning of the school as well as to make it a safe and effective place for learning to occur. All our policies are downloadable and available to parents on

our website. The most policies we have in place are listed below, however we have a more comprehensive list that we will not list here:

- Admissions Policy
- School Finance Policy
- School Attendance Policy
- Child Health, Safety and Protection Policy
- Language Policy
- Inclusive Education & Learner Support Policy
- Privacy and Protection of Personal Information Policy
- Learners and Parents Code of Conduct & Discipline Policy
- Staff Code of Conduct
- Communications Policy
- Assessment Policy
- School Uniform Policy
- Anti Bullying Policy

### **Communication**

- All the school contacts details are on the cover page.
- Our WhatsApp groups are strictly for admin use.
- Each teacher and the principal have a school email address. This will be shared with you.
- We have a communications application called **PROSUM**. Messages are posted on this platform.
- **PROSUM** is a safe, lightweight application that delivers all the latest news and information straight to your computer and mobile device, whilst using minimal bandwidth. It has a 2-way communication facility and contains facilities for school fees statements; fees payments; emails, and much more.
- All communication will be posted via the **PROSUM App**, and sometimes on WhatsApp.
- General announcements and school events are posted on the school's Prosum App
- Fees statements are available on your Prosum portal.
- Please check this portal before calling the office for information.
- **Please inform the school immediately if your cellphone number or email address has changed.**
- We also have a Facebook and Instagram page where we post pictures of outings and events at school. We will send you a letter of consent first. We follow all POPI Act protocols.
- Please Like us on Facebook - **Otters' Creek Schools**  
Please ensure you sign our communications policy.

### **Financial Matters**

Please ensure you read and understand the school agreement.

Please sign this agreement and return the hard copy to the school administrator.

**For safety and security reasons, we are a cash free school.**

We accept school fees payments via EFT, on the Prosum Portal, Deposit at an ATM.

We **do not** have card payment facilities.

### **We do not accept cash.**

In unusual circumstances when cash is the only alternative means of payment then a cash handling fee and banking fee of 5% are charged. **Please arrange cash payments in advance with our financial administrator, Soraya.**

A school fees information sheet was emailed to you on admission. Please enquire with our administrator if you didn't receive one or if you have any questions.

All school fees are paid in advance by the 5<sup>th</sup> of each month.

Tuck-shop orders, outings and other events, are paid for via the Karri App.

We have been cognizant of the rising cost of living and have kept our school fees as low as possible with a minimal increase for this year. However, we must raise funds far more robustly to keep our school thriving.

We have partnered with **MY Difference** - a school rewards system parents can swipe at retailers, at no cost to themselves, but it can benefit our school.

### **Dress Code & Uniform**

It is imperative that parents take the responsibility for ensuring that their child adheres to the school's dress code.

The school uniform which includes the attire for Physical Education is compulsory.

We believe a school uniform removes social barriers. It unifies learners and promotes a sense of community and belonging. We insist that every parent ensures that their child respects the school's dress code.

#### **Summer: Girls**

- School Design: Check School dress
- Navy Blue cardigan
- White ankle socks
- Navy Blue opaque leggings are optional. (not footless tights)
- Black school shoes or plain black sneakers (anything neat and comfortable) No crocs unless medical evidence is presented.
- Shoulder length navy blue burqa or scarf for Muslim learners (optional)  
**(For the sake of neatness, the girls MAY NOT wear any other colour scarves or long scarves).**

#### **Summer: Boys**

- Navy Blue shorts or full-length pants (not the track suit pants or jeans)
- School Design: White Golfer T-shirt with school badge
- Navy blue sleeveless or long sleeve pullover or cardigan
- White / black or grey ankle socks
- Black school shoes or plain black sneakers (anything neat and comfortable) No crocs unless medical evidence is presented.

#### **Unisex Winter**

- School Design: 2-piece track suit
- School Design: Long sleeve stone Golfer T-shirt
- Stone body warmer: long sleeves or sleeveless
- School design Navy blue padded and hooded rain jacket.

- Grey; black or white socks
- Black school shoes or plain black sneakers. No crocs unless medical evidence is presented.
- Black or navy-blue rain boots. (**NO other colours**)
- **Optional Extras: Cap; scarf; gloves, hair accessories. All Navy blue without any name brands or brand logos.**

### **Physical Education Uniform**

- Navy Blue shorts or track suit pants
- School Design: Navy blue short-sleeved Crew neck T- shirt with school badge
- School Design: Inter-house T- shirt (house colour will be given in advance)
- Plain Black sneakers
- **In winter:** the school tracksuit.

### **Uniform Orders**

#### **Please Note.**

1. Our supplier is **M & L Branding**.
2. Place the order directly with the supplier Bronwyn Gordon.
3. A full upfront payment is made before items are manufactured and delivered.
4. Proof of payment and the uniform order must be emailed to her together.
5. Allow 2-3 weeks for collection.
6. We do not handle any orders at school.
7. Queries are handled by Bronwyn.
8. Orders are taken on a termly basis.

|                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M &amp; L Branding</b><br><b>Bronwyn Gordon</b><br><b>Mobile: 084 589 7471</b><br><b>Landline: (021) 761-5712</b><br><b>Email: bsaaيمان7@gmail.com</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Private Transport Operators**

| NAME             | CONTACT NUMBER | AREA                                  |
|------------------|----------------|---------------------------------------|
| Imaad Goosen     | 083 4758207    | Ottery, Lansdowne; Fairways; Parkwood |
| Mikaya Transport | 081 5432447    | Ottery, Wynberg, Fairways             |

- **Please note** that while we share these contact details with you, the responsibility still lies with you to do the necessary checks to ensure your child's safety.
- All drivers who transport children must have a valid Public Drivers' License.
- Ask the operator to give you a copy of his/her PDP license. It must not be expired.

## **2026: Term 1**

### **Administrative Matters**

**Office opens: Wednesday 7<sup>th</sup> January 2026 from 9:00 a.m. until 3:00 p.m.**

Administrators, Shireen Isaacs and Soraya Baradien will be available to assist you with administrative matters.

**The principal, Reza Abader,** will be available to meet with parents when necessary. An advance appointment must be scheduled with Shireen please.

The teachers start school on 7<sup>th</sup> January 2026.

### **Please note:**

***All learners MUST have paid for their stationery and January school fees in advance before Orientation Day. All stationery packs will be given to the learners when they come for orientation.***

### **Orientation for all learners and parents**

Tuesday 13<sup>th</sup> January 2026 (Grades 1-7)

### **Orientation Day Programme for all learners**

**Foundation Phase (FP) learners from 8:45 a.m. until 10:30 a.m.**

- Arrival of FP learners in the hall by 8:45 a.m.
- Introduction of all staff.
- Learners proceed to their classes with their teachers from 9:00 a.m. until 10:30 a.m.
- Dress Code for the learners: Casual clothes
- Please send a sandwich / snack for 10 a.m.
- Parent information meeting with Reza Abader the principal: 9:00 a.m. - 10:15 a.m.
- Parents collect their children at 10:30 a.m.

**Intersen learners from 11:00 a.m. until - 12:30 p.m.**

- Arrival of INTERSEN learners in the hall by 10:45 a.m.
- Introduction of all staff.
- Learners proceed to their classes with their teachers from 11:00 a.m. until 12:30 p.m.
- Dress Code for the learners: Casual clothes
- Please send a sandwich / snack for 11:30 a.m.
- Parent information meeting with Reza Abader the principal: 11:00 a.m. - 12:15 p.m.
- Parents collect their children at 12:30 p.m.

## **Official Start of School**

**Wednesday 14<sup>th</sup> January 2026 at 7:45 am sharp**, fully dressed in summer school uniform.

All stationery that the teacher has indicated must be sent to school on the first day of school.

We would like to take this opportunity to wish you and your child every success for 2026.

Thank you for your most valued support.

Welcome to our school.

**The Otters' Creek Junior School Team**