



Oak Meadow International School

Where Education Truly Matters...



Oak Meadow

Parent's Handbook

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Oak Meadow



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Introduction:

Welcome to Oak Meadow International School, Phuket. We have created this handbook to eliminate any misunderstandings and provide you, the parents with as much information as possible.

Objectives:

It is our goal to make your child feel that Oak Meadow is their second home where they can feel safe, secure, loved and comfortable. We strive to do our utmost to produce an optimal environment which is conducive to learning. We also hope to teach all our children to respect themselves, classmates, and teachers. Children will be encouraged through positive reinforcement. We also strive to create a structured environment without being too rigid.

Curriculum:

Our curriculum is obtained directly from the United States. Calvert curriculum was originally designed as a homeschooling curriculum and is now adapted for larger classes. Each subject is provided with a teacher's manual which contains step by step instructions as well as materials needed, schedules tests and so on. Our curriculum allows our teachers more time for teaching and one on one time with each student. Our curriculum also doesn't stifle our teachers with admin duties, but rather promote a system where the teacher is always available to the student.

Communication:

We hope to have open channels of communication between parents and the school. We request that you come to us first. Remember our door is always open. Any constructive criticism or positive input will always be welcome. We also urge all our parents to update contact details when they change phone numbers or address.





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Enrollment policy:

The following applies when enrolling a new student into the school:

- All application forms must be completed in full.
- All necessary and related documents must be handed in.
 - Copy of Student's Passport
 - Copy of Parent's Passport
 - A copy of last school report
 - A photo of student, parent or guardians
- All children are placed according to ability and NOT age.
- If a child does not pass an entrance test for applicable grade a lower grade test must be completed in order to correctly place that child.

Uniform and dress code:

- Children must come to school in full uniform.
- Please ensure that hair is kept neat and clean.

School hours:

- Oak Meadow International School opens at 08:00 and closes at 17:00. Please keep in mind that classes end at 15:00 and parents are welcome to fetch their children any time after 15:00. Please ensure that all children are at school no later than 08:05 as this is when we do our morning assembly.

School fees:

- The due date for termly school fees needs to be paid before each school holidays.
 - Term 1 25th June
 - Term 2 10th December
 - Term 3 1st April
- If payment is overdue longer than the time allocated, the school may suspend service until payment has been made in full.
- **The late payment charge is 1000Baht per week/ 200Baht per day**





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Deposit:

- A refundable deposit of 30,000 baht will be paid by all students.
- In order for deposit to be returned the following rules apply:
 - 1} Child needs to complete one academic year
 - 2} All fees in arrear need to be paid in full. Notice must be given in writing one month in advance before the last month of the academic year (last month of Term 3 is the month of June). If notice is not given, parents will automatically forfeit their deposit.
 - 3} Complete the withdrawal form and submit it to the school admin office.

School refund policy:

Refund for term 1: Withdrawl form must be given to admin office 60 days before the first day of Term 1.

Refund for term 2: Withdrawl form must be given to admin office 40 days before the first day of Term 2.

Refund for term 3: Withdrawl form must be given to admin office 40 days before the first day of Term 3.

Method of Payment

- All fees are paid in Thai baht only. We accept Cash, Cheque, Bank deposit, and Credit cards. A copy of deposit slip or screenshot is required as proof of payment. -

For bank transfers,

Bank name: Siam commercial bank

Beneficiary name: Oak meadow International

Account no: 4350382855

- Please send bank slip as proof of payment to acc@oakmeadowphuket.com





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Meal times:

Please inform kitchen staff or teachers of any allergies or special dietary requirements. Please also note that NO candy, potato chips or any other Junk food. All junk food WILL be confiscated.

Breakfast: 07:30-08:00 NO breakfast will be served after 08:00.

Lunch: Check your child's schedule

Late pick up:

- Please try to fetch your children on time as our staff leave at 16:00. Also, keep in mind that some staff members have their own children.
- Any child that remains in the school after 16:00 will be charged a fee of 200 baht for the first 15 minutes and an additional 200 baht per child per 15 minutes period thereafter. Fees must be made immediately to the teacher on duty when you pick up your child accordingly. (ASP not included)

School Field Trips:

Our school have a field trip at the end of every term. We request that all parents provide their children with the relative items necessary for the field trip, e.g. Sunblock cream, water bottle, snacks, extra clothing, etc.

Lockers:

Please note that all children will be provided with a locker. Any broken locker will be charged at 1000 baht.

We hope that the information provided has been sufficient and implore that you submit any additional questions to us in writing via email for future reference.





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Visa information for New parents and students from overseas

Please make sure you have all the following documents ready before you visit immigration office. The requirements may change without school being informed. As a school we try our best to provide this information. However, we are not in any control of immigration or embassy rules.

New Applicants

In order for your child to study in OMIS, you will need to apply for Education visa for your child and you may require a NON-O visa as the parent. These visas are normally issued in Thai embassy outside of Thailand.

After your child has been accepted in OMIS, you will need to pay the deposit of 30,000THB before school starts to process your visa documents. Allow for 30 days for our Admin staff to prepare your documents. This is due to the fact that the school must request paperwork from the Minister of Education to support your request.

After you've received school documents, please prepare the following list for your visit to the Thai embassy.

- Original passport
- Passport photos
- Birth certificate in English (translation is accepted)
- Documents from OMIS
- Copy of airticket to Phuket

One-year visa extension

After your arrival in Phuket and OMIS your child has started to study in OMIS, you will need to make a one-year extension on your current visa.





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Documents are Required for Guardians

- Application form.
- A letter from the school confirming your child's status in OMIS.
- A bank letter confirming your THB 500,000 deposit that was paid into your account. (The account must be in your name)
- Bank statements for the last 3 months. (new applicants only need 1-month bank statement)
- One passport photo.
- Passport page with identification details.
- Passport page with Non-Immigrant visa stamp.
- Passport page with last arrival in Thailand stamp.
- Arrival card. (T.M.6)
- Each child's passport page with identification details.
- Each child's birth certificate.
- House registration or lease agreement, with a copy of the property Owner's ID card.
- Bank book updated over the past 3 months.
- A photo of you with your child in front of your house number, the house number must be visible on the picture.
- A fee of approximately THB 2,000.

Documents are Required for student

Application form (acquire from immigration office)

Original and Photocopies of the following:

- Passport page with identification details.
- Passport page with Non-Immigrant visa stamp.
- Passport page with last arrival in Thailand stamp.
- Arrival card.
- A letter from the school confirming your child's status in OMIS.
- One passport photo.
- A photo of student standing in front of your house number, the house number must be visible on the picture.
- A fee of approximately THB 2,000.





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Special promotion Tuition Fees

1. Fees upon registration

All fees must be paid in full before a student starts the school.

- **Administration and placement test fee** (paid once, non-refundable): 3,000Baht
This fee covers entrance test; interviews; administration and registration; placement.

- **Entrance Fee :**
Entrance fee (paid once; Non-refundable): 50,000Baht for/child.

- **Deposit:**(Paid once only, refundable): 30,000Baht/child.

The deposit fee will be refunded on the permanent withdrawal of the student. The student must study in OMIS for at least one academic year and finish the current academic year enrolled already.

Written notice of intention to withdraw must be given to the school office on or before the 31st of May.

- **Book and stationary fee** (paid yearly): 10,000Baht/child for Grade1-12, 5,000Baht/child for Kindergarten.

This covers all academic books & online materials for the whole year, also includes all the stationery and art materials needed for the year.

- **Accidental insurance** (paid yearly): 900Baht

The accident insurance covers up to 20,000 Baht per accident.

Comprehensive accident insurance is the responsibility of parents





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2. Tuition Fees

	Term 1	Term 2	Term 3	Annual Fee
Kindergarten	88,000	66,000	66,000	220,000
Grade 1-5	112,000	84,000	84,000	280,000
Grade 6-8	128,000	96,000	96,000	320,000
Grade 9-12	144,000	108,000	108,000	360,000

Tuition fee includes the following:

- All cost related to procuring of curriculum and testing;
- All cost related to maintenance of the school property;
- Breakfast and lunch for all students;
- Termly and yearly report for all students

3. Additional charges

- All students must wear school uniforms; this can be purchased at the reception area.
- Extra-curricular classes offered in the afternoon
- Parents will be billed for any damage to school property incurred through negligence or rough play.

4. Payment due dates / late payment fees

- The due date for termly school fees needs to be paid before each school holidays.

Term 1 25th June

Term 2 10th December

Term 3 1st April

- If payment is overdue longer than the time allocated, the school may suspend service until payment has been made in full.
- **The late payment charge is 1000Baht per week/ 200Baht per day**

5. Discount

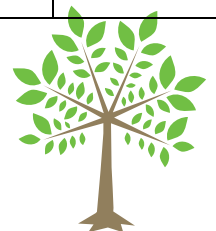
- The second child in school will receive 5% discount on the Tuition fee. The third child in school will receive 10% discount on the Tuition fee.



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Age of Pupil	Oak Meadow Class	Equivalent class in other Educational system					
		Uk	THAILAND	USA/CANADA	AUSTRALIA	NEW ZEALAND	INDIA
Kindergarten							
3-4	Tots	Nursery	Anuban 1	Pre-School	Pre-School	Pre-School	Nursery
4-5	Bloomers	Reception	Anuban 2	Pre-School	Pre-School	Kindergarten	Kindergarten 1
Primary							
5-6	Graders	Year 1	Anuban 3	Kindergarten	KG / Prep	Primary 1 / 2	Kindergarten 2
6-7	Grade 1	Year 2	Prathom 1	Grade 1	Year 1	Primary 3 / 4	Standard I
7-8	Grade 2	Year 3	Prathom 2	Grade 2	Year 2	Standard 1	Standard II
8-9	Grade 3	Year 4	Prathom 3	Grade 3	Year 3	Standard 2	Standard III
9-10	Grade 4	Year 5	Prathom 4	Grade 4	Year 4	Standard 3	Standard IIV
10-11	Grade 5	Year 6	Prathom 5	Grade 5	Year 5	Standard 4	Standard V
Middle School							
11-12	Grade 6	Year 7	Prathom 6	Grade 6	Year 6	Form 1	Standard VI
12-13	Grade 7	Year 8	Mathayom 1	Grade 7	Year 7	Form 2	Standard VII
13-14	Grade 8	Year 9	Mathayom 2	Grade 8	Year 8	Form 3	Standard VIII
High School							
14-15	Grade 9	Year 10	Mathayom 3	Grade 9	Year 9	Form 4	Standard IX
15-16	Grade 10	Year 11	Mathayom 4	Grade 10	Year 10	Form 5	Standard X
16-17	Grade 11	Year 12	Mathayom 5	Grade 11	Year 11	Form 6	Higher Sec 1
17-18	Grade 12	Year 13	Mathayom 6	Grade 12	Year 12	Form 7	Higher Sec 2



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OAK MEADOW 2023-2024 ACADEMIC CALENDAR

Month	Mon	Tue	Wed	Thu	Fri	WK	Key Dates	Important Dates
August 2023	7	8	9	10	11		12 Aug	Mother's Day of Thailand
	14	15	16	17	18			
	21	22	23	24	25		21-24 Aug	Staff Training Days
	28	29	30	31	1	1		25th Orientation Day/Parent's meeting
								Term 1: 28/08/2023 - 15/12/2023
September 2023	4	5	6	7	8	2		
	11	12	13	14	15	3		
	18	19	20	21	22	4		
	25	26	27	28	29	5		
October 2023	2	3	4	5	6	6		
	9	10	11	12	13	7	13 Oct	Anniversary of the passing of King Bhumibol- School closed
	16	17	18	19	20		16-20 Oct	Term 1 Midterm break- School closed
	23	24	25	26	27	8	23rd	Chulalongkorn Day - School closed
	30	31	1	2	3	9		
November 2023	6	7	8	9	10	10		
	13	14	15	16	17	11		
	20	21	22	23	24	12		
	27	28	29	30	1	13		
December 2023	4	5	6	7	8	14	5 Dec	His Majesty the Late King's Birthday- School closed
	11	12	13	14	15	15	15 Dec	Parent's meeting
	18	19	20	21	22			Christmas Break - School Closed
	25	26	27	28	29			
January 2024	1	2	3	4	5			
	8	9	10	11	12	16		Term 2: 8/01/2024 - 5/04/2024
	15	16	17	18	19	17		
	22	23	24	25	26	18		
February 2024	29	30	31	1	2	19		
	5	6	7	8	9	20		
	12	13	14	15	16	21	19-23 Feb	Term 2 Midterm break- School closed
	19	20	21	22	23		26 Feb	Makha Bucha Day - School closed
March 2024	26	27	28	29	1	22		
	4	5	6	7	8	23		
	11	12	13	14	15	24		
	18	19	20	21	22	25		
	25	26	27	28	29	26		
April 2024	1	2	3	4	5	27	5 Apr	Parent's meeting
	8	9	10	11	12		8-19 April	Songkran Break; Songkran Festival - School Closed
	15	16	17	18	19			
	22	23	24	25	26	28		Term 3: 22/04/2024 - 28/06/2024
	29	30	1	2	3	29		
May 2024	6	7	8	9	10	30		
	13	14	15	16	17	31		
	20	21	22	23	24	32		
	27	28	29	30	31	33		
June 2024	3	4	5	6	7	34	3 Jun	Queen's Birthday - School closed
	10	11	12	13	14	35		
	17	18	19	20	21	36		
	24	25	26	27	28	37	28 Jun	Parent's meeting
July 2024	1	2	3	4	5		1 Jul	Summer Holiday - School Closed
	8	9	10	11	12		26 Aug	
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					

	Staff training days
	School Holidays
	Thai Holidays
	School days
	Parent's meeting
	First day of school

2023-2024 Academic year Summary	
Term 1=	72 Days
Term 2=	59 Days
Term 3=	49 Days
Total=	180 Days

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