



Training for Transformation, equipping for life

The International College Preparatory Institution

OAKS EXCELLENCE ACADEMY Handbook

Vision

Transformation of East Africa through Individualized Biblical Education.

Mission

We provide distance learning education through a Home delivered school curriculum that reaches our world for Christ one life at a time through Biblical Educational reform.

Core Values

- Godliness (Corinthians 2:15). Passionately spreading the aroma of Christ.
- Excellence (2 Timothy 2:15). Serving with diligence.
- Relationship – Building vibrant learning supportive communities.

Our Goal

The main objective of Oaks Excellence Academy is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favour with God and man. When one develops a heart of God it means; focusing with great intentionality, on four pillars spiritual, academic, moral and social (SAMS), so that all students are taught from solid biblical principles to integrate God's word into critical areas of their lives

BENEFITS OF OAKS EXCELLENCE ACADEMY

1. Oaks Excellence Academy is a private co – educational institution that partners with Christian families to provide a comprehensive college preparatory education from a Biblical worldview in a Christ centred environment.
2. Oaks Excellence Academy is a non – denominational Christian school that is committed to partnering with Christian families to create and enhance a Christian community that complements and supplements families’ values.
3. We are intentional in our approach to educating students in a way that reflects godliness, excellence, and relationships, all to the glory of God.
4. We are intentional to integrate a Biblical worldview in curricula.
5. We place an equal importance on academic excellence and spiritual development of students.
6. We work with academic counselors, who model Christlikeness.
7. We embrace and provide support and services to students with special needs and their parents.
8. We provide virtual tutors where necessary to assist with the academic work.

Services:

Three core services provided are:

1. Academic and Administrative Services.
2. Educational materials, resources and activities.
3. MEND toward Christlikeness(Mentoring, Equipping, Nurturing and Discipleship)

1. Academic and Administrative Services

- a. Registration and support supervision of Homeschools.
- b. We offer accountability to uphold the Oaks Excellence Academy standards.
- c. We respect the parents’ freedom to choose how to best educate their children.
- d. We provide academic projection and counseling.

- e. Regular assessment and moderation of students' progress.
- f. Educators' training and parent conferences.
- g. Continuous in – service training for parents and teachers through workshops, seminars and educators' conferences.
- h. Facilitate of The Student WAVE Congress. A platform that allows growth in all competencies.
- i. Keeping cumulative academic records for each student.
- j. A full- fledged career guidance and counseling services for students and parents. Oaks Excellence Academy acknowledges students will have different graduation routes best suited for them. We provide tertiary liaison, placement, academic counseling, and letters of recommendation.
- k. Learning support services for parents with children with exceptionalities or learners with diverse academic needs

2. Educational Material and Resources

- a. Access to curricula that integrates a Biblical worldview in education.
- b. Access to a learning resource centre to advance the learning experience for parents, students and teachers in any education sector.
- c. Organizing educational field trips and workshops and other practical learning opportunities.

3. MEND towards Christlikeness – (Mentoring, Equipping, Nurturing & Discipleship)

- a. Provide opportunities for students to get mentorship through family interactive activities.
- b. Equip students with life skills, social skills and character training through discipleship and mentorship.
- c. Nurturing of students' gifts and talents through provision of an annual calendar of extra – curriculum activities.
- d. Discipleship of parents and students through growth groups, family retreats and in partnership with other church or Para – church organizations.

Academic and Administrative Services

Registration and Support

We provide a cover for all parents with students from Pre – School/PP1 to Grade 12. Students are placed at their chronological academic performance level. Support is available for each learner to progress within their learning ability and uniqueness.

Upon registration parents should indicate who the primary teacher is. In cases where tutor are engaged, kindly note the **Qualifications for a tutor:**

For Early Learning Students, Pre – School – Grade 3

1. Be an ECD trained teacher or a P1 teacher
2. A practicing born again Christian
3. Provide Referees

For learners Grade 5 – Grade 7

1. Minimum requirements - P1 trained teacher
2. A practicing born again Christian
3. Provide Referees

For Grade 7 - High School

1. Minimum Requirements – Undergraduate teacher
2. A practicing born again Christian
3. Provide Referees

High school requires more specialized teaching for the student to develop proper academic skills for their subjects. Parents will therefore need to engage teachers in different subjects where applicable.

The Regional Coordinator will conduct interviews/orientation for the tutors in their region to ascertain their ability to cope with work and to bridge the gap.

Where a parent engages a tutor, both the parent and the tutor should undergo CEMEA training. Both should attend workshops organized by the office. The primary responsibility for home schooling rests with the parent not the tutor.

Regional Support System

Oaks has a unique support system built up over the last 23 years of our existence. The contextualized support system is pegged on relationship building as academic services are provided.

Oaks Regions.

Oaks Excellence Academy has three administrative regions:

Ruby

Sapphire

Jasper

1. Led by a regional coordinator who is an academic advisor as well.
2. Our seasoned academic advisors have a wealth of experience to manage children at different grade levels and ages.
3. The regional coordinator receives and provides initial orientation to all new parents

Role of the Regional Coordinators.

They run Oaks Excellence Academy regional offices. Regional Coordinators have the skillsets required to manage home Educators.

- They manage the region.
- They are in charge of the general operations of Oaks within the region.
- They carry out all administrative work of the region.
- They provide academic counselling in the region.
- Supervise social, spiritual, and academic activities in the region

Through the regions Oaks provides a supportive learning community with three goals:

Commit – Hold parents and students accountable for the students’ development

- **S**piritually- Grow your child to reflect the image of God. (Genesis 1:26 – 27)
- **A**cademically - Grow your child within their potential. (Ephesians 2:10)
- **M**orally- Grow your child to be upright. (Proverbs 11:3)
- **S**ocially - Grow your child as a part of the Body of Christ.(1 Corinthians 12:12 – 27)

In the SAMS Home School Model we want all children to develop, growth and apply all skills/competencies to life. We recognize that each child has great potential and a purpose for life and we are intentional to nurture that.

Connect - Each home school will be guided to:

- Have cumulative records for each grade.
- Participate in social activities.
- Participate in sporting activities.
- Participate in The Student WAVE Congress.

Collaborate - The Regions will host:

- School opening day
- Playgroups
- Field trips
- Community service
- Growth study groups
- Academic counselling days
- School closing day
- Selected activities on the annual calendar of events
- Parent and student orientation programmes
- Annual Award ceremonies

Training

We provide training in different ways:

1. Parents and students' orientation programme.

A comprehensive orientation programme is carried out by the regional coordinator for all new home schools.

2. Educational Consultancy

The academic advisors are available to you for consultation. They provide immediate training for you in a specific area of need or as follow up.

3. Academic meetings

Continuous training through workshops to equip the parents and tutors to manage the day to day programmes in their home schools.

4. CEMEA Training

All new parents are required to undergo the CEMEA training. The aim of the training is to:

1. Provide parents and tutors with the knowledge of how to function effectively as home schools and teachers within a home school set up.
2. Provide parents and tutors with teaching and learning strategies for success and achievement of their learners.

The training will run throughout the year and a graduation done to celebrate this achievement.

The Learning Support Services

The learning support services include the following services

1. Support for parents with students with exceptionalities. We will support these families in coming up with Individual Education Plans and interventions to help the children to excel. Every child is uniquely created, and as God's masterpiece (Ephesians 2:10), we need to work with God to know how to support them to fulfil God's purposes.
2. Support students with academic challenges. As learners progress they could experience difficulty in specific areas. We provide the information and expertise needed to support each learner to succeed and achieve.

Career Guidance and Graduation Services

We are a college preparatory institution. All learners will graduate and move to their areas of calling. As an institution we work with parents to ensure all students meet the requirements for the desired course. We take pride in our culture of ensuring a smooth transition to college for all our students.

Curriculum

Oaks acknowledges that parents have a choice on which curriculum their learners should use. To help us manage and guide the academic progress in your home school, parents should:

1. Indicate the curriculum each child uses.
2. Give the scope and sequence for the curriculum they choose.

- **New MILES (Module of Individualized Learning Series) Programme**

CEMEA has by God's grace written its own line of primary school level curriculum.

MILES is a contextualized programme where a Biblical worldview has been integrated in the local curriculum. These engaging, fun – filled, educative and relevant materials will enhance your teaching and learning experience. Currently we stock PP1 and PP 2 materials.

- **ACE materials**

Our warehouse also stocks and sells ACE materials. Parents need to make their order and will receive their materials within a month of the order.

- **IGCSE and International A Level (British Curriculum)**

Oaks Excellence Academy runs both an online and on – campus school for student ages 11. Students ages 11 join the Year 7 programme. Those that are age 12 join the year 8 class. We carry out a bridging class for students transiting from other curriculum to join the British curriculum.

Library Services

A highlight for Oaks is the provision of subsidized library materials to the home schooling fraternity. The service is available to all home schools registered with Oaks. The library guidelines will give details of the hiring process and costs.

Termly Fees

The termly fee per family which includes Administration and Activity fees.

All students are expected to participate in termly Oaks Activities posted on the calendar of events.

Details of the fee are in the Oaks Excellence Academy fees structure.

Learning for us is when change is evident and witnessed in every student. Learning is transformational and should be experienced. We endeavour to nurture 21st century skills in the learners even as we train them to uphold a Biblical worldview.

COMMUNICATION AND PAYMENT

1. Kindly find telephone numbers for the Oaks Excellence Academy Home School Staff.

- **Principal** – Violet Mohol moholviolet@schooloftomorrow.co.ke
Tel. No. 0726156683
- **Home School Administrator** – Peris Mburu library@oaksacademy.co.ke
Tel. 0725277943
- **Ruby** - Regional coordinator – Joan Tanui joan@oaksacademy.co.ke
Tel No. 0729 823180
- **Sapphire** - Regional Coordinator – Betty Khaoya Betty@oaksacademy.co.ke Tel. No. 0722 607961
- **Jasper** - Regional Coordinator – Susan Aloka
Tel. No. 0720 264366

2. Orders – warehouse@schooloftomorrow.co.ke

Library Orders – library@oaksacademy.co.ke

Please note:

Working hours:

Monday – Thursday

8:30 a.m. – 4:30p. m.

Friday

8:30 a.m.4:00 p.m.

Lunch break

1.00 p.m. – 1.45 p.m.

