



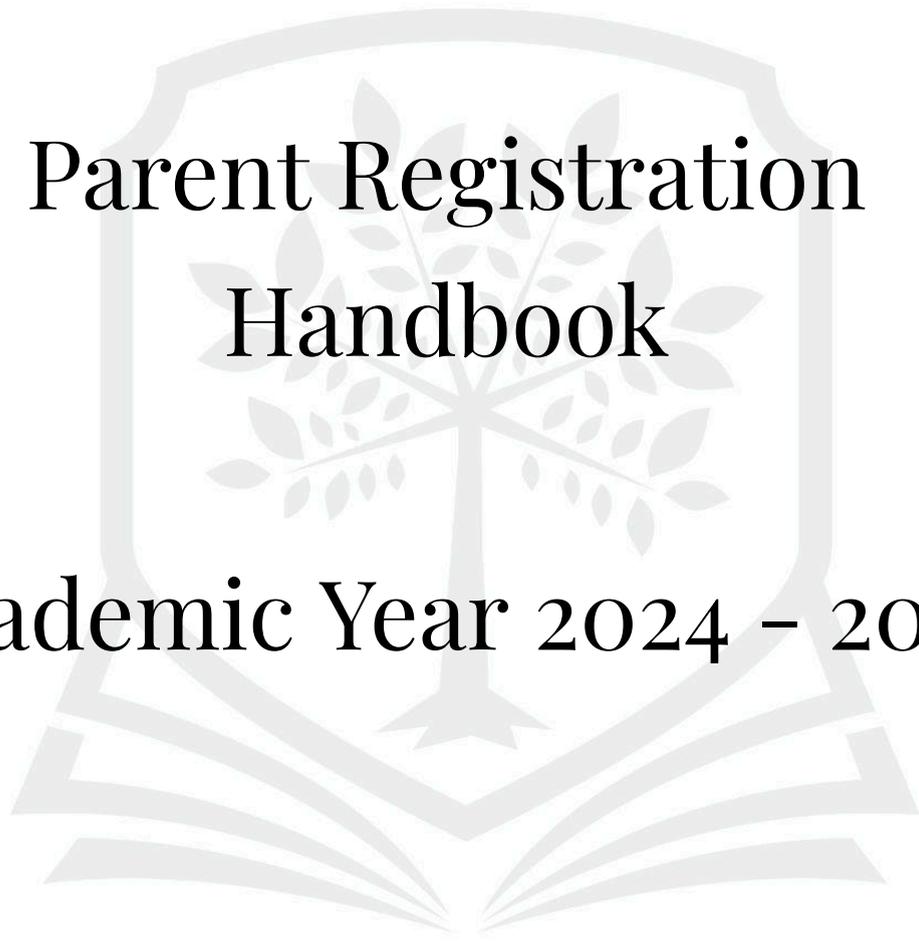
# OAK MEADOW

INTERNATIONAL SCHOOL PHUKET

EXCELLENCE IN EDUCATION, EXCELLENCE IN LIFE

## Parent Registration Handbook

### Academic Year 2024 – 2025





# OAK MEADOW

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## Introduction

Welcome to Oak Meadow International School, Phuket. We have created this handbook to introduce you to Oak Meadow School and provide you the parents with as much introductory information as possible. Upon successful registration, the Parent & Student grade level Handbook will be shared with you.

## Objectives

It is our goal to ensure your child feels comfortable where they are safe, secure, and cared for. We strive to do our utmost to produce an optimal environment for which is conducive to learning. Additionally, we aim to teach all our students to respect themselves, classmates, and teachers. Students will be encouraged through positive reinforcement of our school's Mission and Vision Statement. We also strive to create a structured learning environment where individuality and creativity can still flourish.

## Curriculum

Our curriculum is obtained directly from America. The Calvert Curriculum was originally designed as a homeschooling curriculum and is now adapted for brick-and-mortar, large-group learning in our school. Each subject is provided with a Teacher's Manual which contains step-by-step instructions as well as materials needed such tests, quizzes, etc. This allows our teachers to focus more on in class instruction and one-on-one instruction with students.



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## Admissions Team

[lj@omisphuket-edu-th.com](mailto:lj@omisphuket-edu-th.com) - English

[fon@omisphuket-edu-th.com](mailto:fon@omisphuket-edu-th.com) - ภาษาไทย

[carsten@omisphuket-edu-th.com](mailto:carsten@omisphuket-edu-th.com) - 中文

[cixin@omisphuket-edu-th.com](mailto:cixin@omisphuket-edu-th.com) - 中文

[natalia@omisphuket-edu-th.com](mailto:natalia@omisphuket-edu-th.com) - Русский

[sjung@omisphuket-edu-th.com](mailto:sjung@omisphuket-edu-th.com) - 한국인

## Communication

We always aim to have clear and open channels of communication between our parents and the school. Our staff is always available to you for any questions or concerns you may have. Constructive feedback is always welcome. We also urge all of our parents to update their contact details when they have a change of phone number or email address.

## ClassDojo

For day-to-day communication with parents, we use ClassDojo. Your child's homeroom teacher will ensure that you are connected with your child's teachers if you have any academic or personal concerns. This should be your first point of contact with your child's teachers.



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## Communication with ClassDojo

Communication with students, families, and staff - all in one place!

### Gradelink

For detailed academic information, we use the Gradelink platform. Here you have full access to your child's schedule, assignments, class grades, report cards, and more. You can also reach out to your child's teacher directly on Gradelink via the Parent Portal on the application or the website.



**Gradelink**<sup>®</sup>  
Student Information System



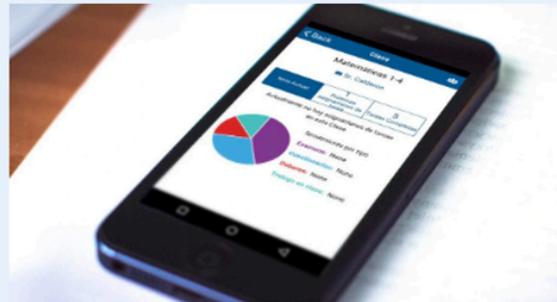
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## Student/Parent Mobile App

Get Gradelink on the go. The Student/Parent Mobile App helps students and their parents keep on top of their academic performance. With it, they can easily view schedules, class and assignment grades, attendance, upcoming homework and more. Volunteers can even enter and track [service hours](#). Download it today for free!



## School Hours

- OMIS Kindergarten students should arrive at school at **08:00**, and be picked up at **15:00**
- OMIS Primary students should arrive at school at **07:45** and be picked up at **15:00**
- OMIS High School students should arrive at school at **07:45** and be picked up at **15:10**

## Uniform and Dress Code

- Students must come to school in the appropriate school uniform
- Please ensure their hair is neat and presentable

## Meal Times

- Please inform homeroom teachers if your child has any allergies or dietary restrictions they should be made aware of



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Please also note that lunch is included in the fees at no extra cost therefore if your child has a specific special diet they should prepare their food, and a microwave will be provided. No refund for meals will be

provided

- Oak Meadow has a Health School Policy, where **no** candy, potato chips, fast food, or any other 'junk food' is allowed for children's personal snacks and/or lunches
- **Breakfast:** 07:00-07:40, breakfast will stop being served after 07:40
- **Lunch:** please see your child's individual school timetable

### Late Pick-Up

- Please ensure timely pick-up of your child following lessons or After School Program
- A friendly reminder that a late pick-up fee will be charged for any child picked up after 5:10. Any pick-up after 5:10 will be charged an initial 200 baht. An additional 200 baht per child per 15 minutes will be charged to your school account.

### School Field Trips

Our school groups have a field trip at the end of each academic year. We request that all parents provide the necessary items relevant for the field trip i.e. sunblock, water bottle, snacks, extra clothing, etc.

### Lockers

Every child in Primary and High School will be provided with a locker. Any damage to the locker will be required to pay a damage fee of 1000 baht.

### Enrollment Procedure

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

- All application forms must be completed
- All necessary and related documentation must be submitted
  - Copy of student's passport



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- Copy of parent's passport
- A copy of the most recent school report card
- A current photo of the student
- All children are placed according to ability, **NOT** only by age
- If a child does not pass the entrance exam for the age-appropriate grade level, a lower grade-level entrance exam must be successfully completed

### School Fees

The due dates for termly school fees need to be paid before each school holiday.

**Term 1 25 June**

**Term 2 10 December**

**Term 3 1 April**

Late payment charge is 1000 baht/week or 200 baht/day

### Equivalent Grade in International Education Systems

Age of Student	Oak Meadow	USA / Canada	UK	Thailand	Australia	New Zealand	India
<b>Kindergarten</b>							
3-4	KG 1	Pre-School	Nursery	Anuban 1	Pre-School	Pre-School	Nursery
4-5	KG 2	Pre-School	Reception	Anuabn 2	Pre-School	Pre-School	Kindergarten 1
5-6	KG 3	Kindergarten	Year 1	Anuban 3	Kindergarten Preparation	Primary 1/2	Kindergarten 2
<b>Primary School</b>							
6-7	Grade 1	Grade 1	Year 2	Prathom 1	Year 1	Primary 1/2	Standard 1

<b>7-8</b>	Grade 2	Grade 2	Year 3	Prathom 2	Year 2	Primary 3/4	Standard 2
<b>8-9</b>	Grade 3	Grade 3	Year 4	Prathom 3	Year 3	Standard 1	Standard 3
<b>9-10</b>	Grade 4	Grade 4	Year 5	Prathom 4	Year 4	Standard	Standard 4
<b>10-11</b>	Grade 5	Grade 5	Year 6	Prathom 5	Year 5	Standard	Standard 5
<b>Middle School</b>							
<b>11-12</b>	Grade 6	Grade 6	Year 7	Prathom 6	Year 6	Form 1	Standard 6
<b>12-13</b>	Grade 7	Grade 7	Year 8	Mathayom 1	Year 7	Form 2	Standard 7
<b>13-14</b>	Grade 8	Grade 8	Year 9	Mathayom 2	Year 8	Form 3	Standard 8
<b>High School</b>							
<b>14-15</b>	Grade 9	Grade 9	Year 10	Mathayom 3	Year 9	Form 4	Standard 9
<b>15-16</b>	Grade 10	Grade 10	Year 11	Mathayom 4	Year 10	Form 5	Standard 10
<b>16-17</b>	Grade 11	Grade 11	Year 12	Mathayom 5	Year 11	Form 6	Higher Sec 1
<b>17-18</b>	Grade 12	Grade 12	Year 13	Mathayom 6	Year 12	Form 7	Higher Sec 2



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## Refundable Deposit for New Students

Once your child(ren) has been successfully accepted to Oak Meadow you will need to pay a refundable deposit of 30,000 baht.

In order for the deposit to be returned the following conditions must be met:

- Students must have completed one academic year
- All fees in arrears must be paid
- Notice must be given in writing one month prior to the last month of the academic year (last month of Term 3 is June). If notice is not given, parents will forfeit their deposit
- The withdrawal form must be submitted to the school office and obtain a record of the submission

## School Refund Policy

- Refund for Term 1: Withdrawal must be given to the Administration Office 60 days before the first day of Term 1
- Refund for Term 2: Withdrawal must be given to the Administration Office 40 days before the first day of Term 2
- Refund for Term 3: Withdrawal must be given to the Administration Office 40 days before the first day of Term 3

## Method of Payment

- All fees are paid in Thai Baht only
- We accept cash, cheques, bank deposits, and credit card payments
- A copy of the deposit slip is required as proof of payment

For Bank Transfers

**Bank Name:** Siam Commercial Bank

**Beneficiary Name:** Oak Meadow International

**Account Number:** 4350382855



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Please send the bank slip as proof of payment to

[accounting@omisphuket-edu-th.com](mailto:accounting@omisphuket-edu-th.com)

## Visa Information for New International Parents and Students

Once your child(ren) has been successfully accepted to Oak Meadow and the deposit has been paid they will need to apply for an Education Visa, and you may need to apply for a Non-O Visa as the parent of the child. These visas are normally issued in the Thai Embassy outside of Thailand.

After confirmation of the deposit has been received we can begin to process your visa documents. Please account for 30 days for our Administrative staff to prepare your documents. This is due to the fact that the school must request paperwork from the Ministry of Education to support your visa application.

After you have received your school documents please prepare the following documents for your visit to the Thai Embassy

- Original passports
- Passport photos
- Birth certificate in English (certified translation accepted)
- OMIS documents
- Copy of flight itinerary/tickets to Phuket

*Please make sure you have all the documents above ready before you visit the immigration office.*

*The requirements may change without the school being informed.*

*As a school, we try our best to provide accurate and up-to-date information. However, we are not in any control of immigration or embassy rules.*



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## One-Year Visa Extension

After your child has begun studying in OMIS you will need to apply for a one-year extension to your visa.

## Documents Required for Guardians

- Application form (acquired from the Immigration Office)

Original and Photocopies of the following:

- A letter from the school confirming your child's enrollment
- A bank letter confirming 500,000 THB was paid into your bank account (the account must have your name on it)
- Bank statements for the last three months, or one month if you are a new applicant
- The bank book updated over the past three months, or one month if you are a new applicant
- One passport photo
- Passport bio-data page (information and picture page)
- Passport page with Non-Immigrant visa stamp
- Passport page with the last arrival in Thailand stamp
- Each child's passport bio page
- Each child's birth certificate
- House registration and lease agreement, with a copy of the property owner's ID card
- A photo of you with your child in front of your house number; the house number must be visible in the picture
- A fee of approximately 2,000 THB



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## Documents Required for Students

- Application form (acquired from the Immigration Office)

Original and Photocopies of the following:

- One passport photo
- Passport bio-data page
- Passport with Non-Immigrant visa stamp
- Passport page with the last arrival in Thailand stamp
- A letter from the school confirming their enrollment
- A photo of your child in front of your house number; the house number must be visible in the picture
- A fee of approximately 2,000 THB

## Tuition Fees

### 1. Fees Upon Registration

**All fees must be paid in full before a student begins school.**

- 1. Administration and Entrance Exam Fee 3,000 THB / child**
  1. Paid once, non-refundable
  2. This fee covers the students' entrance exams, interviews, administration and registration, and academic placement
- 2. Entrance Fee 50,000 THB / child**
  1. Paid once, non-refundable
- 3. Deposit 30,000 THB / child**
  1. Paid one, refundable



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2. The deposit is required in full upon the student's enrollment. This fee will be refunded upon the permanent withdrawal of the student after deducting any outstanding amounts owed to the school.
3. To be eligible for a refund, the student must adhere to the following criteria:
  1. The student must have attended OMIS for a minimum of one full academic year
  2. The student must have been enrolled until the end of the current academic school year.
  3. A written notice of withdrawal must be submitted to the Registrar at least 30 days before the last day of Term 3.
4. **Book and Stationery Fee**
  1. Paid yearly
  2. 6,000 THB / child Kindergarten
  3. 12,000 THB / child Grade 1 - Grade 12
  4. This covers all academic books, online materials, and all the stationery and art materials needed for the academic year.
5. **Accident Insurance 1,800 THB / child**
  1. The accident insurance covers up to 50,000 THB per accident.
  2. Comprehensive accident insurance is the responsibility of the parents



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## 2. Tuition Fees

	Term 1	Term 2	Term 3	Annual Fee
<b>Kindergarten</b>	92,400	69,300	69,300	<b>231,000</b>
<b>Grade 1-5</b>	117,600	88,200	88,200	<b>294,000</b>
<b>Grade 6-8</b>	134,400	100,800	100,800	<b>336,000</b>
<b>Grade 9-11</b>	151,200	113,400	113,400	<b>378,000</b>
<b>Grade 12</b>	189,000	189,000	N/A	<b>378,000</b>

### Tuition Fees include the following:

- All costs related to procuring curriculum and testing
- All costs related to the maintenance of school property and equipment
- Breakfast and lunch for all students
- Termly and yearly reports for all students

## 3. Additional Charges

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



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## 4. Tuition Payment Due Dates / Late Payment

1. Term 1 June 25
2. Term 2 December 10
3. Term 3 April 1

- The due date for termly school fees must be paid before each school holiday.
- 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 1000 THB / week or 200 THB / day**

## 5. Discount

The second child in school will receive a 5% discount on the Tuition Fee, and the third child in school will receive a 10% discount on the Tuition Fee.

We hope this information has been helpful and answered any questions you may have. If you have any further questions or concerns please feel free to contact your relevant Admissions Teams below.

### Admissions Team

[lj@omisphuket-edu-th.com](mailto:lj@omisphuket-edu-th.com) - English

[fon@omisphuket-edu-th.com](mailto:fon@omisphuket-edu-th.com) - ภาษาไทย

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[cixin@omisphuket-edu-th.com](mailto:cixin@omisphuket-edu-th.com) - 中文

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