



OAKLEIGH GRAMMAR  
EMPOWERING YOUNG MINDS

## ARROWSMITH PROGRAMME ENROLMENT PACKAGE

### A COGNITIVE PROGRAMME FOR STUDENT WITH LEARNING DIFFICULTIES

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Oakleigh Grammar is currently running the Arrowsmith Programme at full capacity, and a waiting list is in place.

Oakleigh Grammar is excited to be leading the way in providing a world leading innovative programme which will alter the lives of young people with learning difficulties.

Around 1 in 10 children in Victorian primary and secondary schools have learning difficulties. Most do not qualify for additional funding, and any help they do get, treats symptoms without addressing the root causes. Oakleigh Grammar is committed to developing students as confident and caring lifelong learners. While we recognize the efforts and achievements of our teachers and parents, we know that we could do better, especially in how we educate students with learning disabilities.

Learning disabilities are notoriously hard to identify, and easily masked by coping mechanisms instinctively put in place by the sufferer. Too often such learning disabilities are misinterpreted as defiance, laziness or simply low intelligence.

It is widely acknowledged that learning dysfunctions in younger years quickly escalate to behavioural, emotional and social problems later in school and adult life. It is no accident that 50% of children in juvenile Detention Centres have a speech or language disorder.

The Arrowsmith Programme assists teachers, parents and students to think and act differently in addressing student learning disabilities.

It literally teaches our children to think differently. By turning on the parts of their brain that are weaker, it strengthens their capacities and enables them to learn and progress in ways not possible in the past. Unlike other approaches, it is a cognitive programme that alters the brain structure and has proven results.

The programme has proven effective for students experiencing difficulties with reading, writing and mathematics, comprehension, logical reasoning, problem solving, visual and auditory memory, non-verbal learning, attention, processing speed and dyslexia.

The Arrowsmith Programme is a different approach but it is not new. Founded on Neuroscience Research and over 30 years' experience, it is the brainchild of Barbara Arrowsmith-Young (the author of 'The Woman Who Changed Her Brain'). It currently runs in Canada, the United States, New Zealand and Australia, with new schools opening in the Middle East and Malaysia.

After a three to four year programme students can function without special education assistance. Students return to a full academic curriculum at their appropriate grade level following the completion of the programme.



#### OAKLEIGH GRAMMAR

ABN: 32 337 676 694  
Address: 77-81 Willesden Road, Oakleigh Vic 3166  
Phone: (03) 9569 6128  
Fax: (03) 9568 6558  
Email: [administration@oakleighgrammar.vic.edu.au](mailto:administration@oakleighgrammar.vic.edu.au)  
Website: [www.oakleighgrammar.vic.edu.au](http://www.oakleighgrammar.vic.edu.au)  
Correspondence to: PO Box 2120 Oakleigh Vic 3166  
CRICOS Registration Number: 03423G

## The typical student enrolled in an Arrowsmith Programme class

- Is of average or above average intelligence
- Has a combination of the learning dysfunctions that are described in the Descriptions of Learning Dysfunctions on the Arrowsmith website and in the Arrowsmith Brochure.
- Does not have severe intellectual, cognitive, emotional or behavioural disorders that would significantly affect his or her ability to participate in the Arrowsmith Programme.
- Does not have acquired brain injury or an autism spectrum disorder
- Is of elementary, secondary or post-secondary school age

These are guidelines only. There are many students who fall within these guidelines; others who may require further consideration and still others for whom we feel this programme cannot provide meaningful benefit.

## Details of the programme

Oakleigh Grammar has offered 40 places in 2016/2017, and is now taking applications for 2018/2019.

Fees will be \$22,000 pa, inclusive of the regular tuition fees. There is an initial deposit of \$5 500 on acceptance of the offer into the Arrowsmith programme and the balance in Terms 1, 2 and 3.

Oakleigh Grammar's regular Student Application Process and Terms of Business apply to all applicants. An additional application is required to be made for admittance into the Arrowsmith programme.

Students will attend 4 x 40 minutes session (160 minutes) of Arrowsmith Classes per day and then attend regular classes with their year level. The Arrowsmith programme takes up half of the school day.

Students are expected to complete 60 minutes of homework per night and 120 minutes on the weekend.

## How to apply

1. Attend a school tour and an Arrowsmith information session
2. Complete application forms for:
  - Enrolment at Oakleigh Grammar
  - Enrolment in the Arrowsmith Programme



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- Parent Consent Form
3. Attend an interview
  4. Accept the letter of offer and pay a non-refundable deposit

## OAKLEIGH GRAMMAR ARROWSMITH ENROLMENT FORM APPLICATION FOR STUDENT ADMISSION (Complete a separate copy of this page for each child)

Your enrolment in the Arrowsmith Programme at Oakleigh Grammar requires additional information, including a more detailed admissions and interview process to determine whether your child will benefit from participation in the Arrowsmith Cognitive Training Programme.

Please indicate which of the following assessments your child has had in the past and for which you can provide documentation where possible:

- Educational Psychologist Assessment
- Current WISC IV (within the past 5 years)
- Hearing and Eye sight testing (conducted within the past 2 years)

Please note that a WISC or Educational Psychologist Assessment is required to complete the enrolment application. Applications may be submitted prior to an assessment being completed with the understanding that to progress in the enrolment process a WISC must be completed.

Are you in the process of undertaking a WISC assessment? YES / NO      Expected date of report:

Is your child's current learning programme being modified to accommodate their needs as a learner? YES\* / NO

\*Please provide any relevant reports or Individual Learning Plan from your child's current teacher/s, Head of Department or Principal to indicate how their learning programme is being modified to accommodate their specific learning needs and attach it to this application.

Please advise if your child is participating in any hearing, vision, neuro feedback or sensory therapy programmes currently and identify which programme they are participating in.

Please advise if your child is currently on a diet or eating plan that is specifically related to a



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behavioural or learning dysfunction:

Please advise if your child has participated in any other form of neurological cognitive training programme in the past including Fast ForWord, Cogmed or Luminosity.

The Arrowsmith programme is designed to address very specific cognitive dysfunctions. Please complete the Arrowsmith Programme® Cognitive Profile Questionnaire found on the Arrowsmith website (<https://www.brainex.net/protoQuest/User.html>) and attach the report print out.

By signing below you acknowledge that you have read and understand the Arrowsmith Programme at Oakleigh Grammar schedule of School Fees; have visited the Arrowsmith.org website and read the detailed descriptions of the 19 Learning Dysfunctions identified by Barbara Arrowsmith-Young and answered all questions in the Cognitive Profile Questionnaire truthfully and to the best of your knowledge; you have also read and understand the application and enrolment process as outlined in the Arrowsmith Programme at Oakleigh Grammar and acknowledge that enrolment of any student in the programme is at the discretion of the Arrowsmith Programme teaching staff and Principal at Oakleigh Grammar.

Signature of Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**CONFIDENTIAL**

**Arrowsmith Programme Application Appendix A: Advice from current school**



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Please ask a current teacher, Head of Department (HOD) or Principal at your child's school to complete this page on behalf of your family.

The information shared in this document is intended to provide a snapshot of your child's current learning experiences, and responses given are a small part of the data collected by Arrowsmith Staff at Oakleigh Grammar to help inform the enrolment application process.

Student's Name: \_\_\_\_\_ Current year level: \_\_\_\_\_

Please rate this student against the criteria below, where 0 is 'Needs attention', 3 is 'Satisfactory' and 5 is 'Excellent'.

General Classroom behaviour	Needs attention	0	1	2	3	4	5	Excellent
Works collaboratively with peers	Needs attention	0	1	2	3	4	5	Excellent
Respect for peers learning	Needs attention	0	1	2	3	4	5	Excellent
Motivation to learn autonomously	Needs attention	0	1	2	3	4	5	Excellent
Organisation of school materials	Needs attention	0	1	2	3	4	5	Excellent
Completion of homework tasks	Needs attention	0	1	2	3	4	5	Excellent
Attendance at school	Needs attention	0	1	2	3	4	5	Excellent
Punctuality to school	Needs attention	0	1	2	3	4	5	Excellent
Respect for school rules	Needs attention	0	1	2	3	4	5	Excellent

Does this child demonstrate difficulties with the current school curriculum? If so, how?

Does this student have any learning difficulties, disabilities or dysfunctions currently known to the school? If so, please list them below.

Is the student's current learning programme modified to accommodate their specific learning needs? If so please provide a brief description of what these accommodations are (attach relevant documentation if applicable).



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Name of person/s completing this form: \_\_\_\_\_

Position at School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I acknowledge that the information offered in this document is accurate to the best of my understanding and records.

Please return via scanning and emailing directly to:  
[admissions@oakleighgrammar.vic.edu.au](mailto:admissions@oakleighgrammar.vic.edu.au)

## ARROWSMITH PROGRAMME APPLICATION FORM

Please complete the following pages and return along with copies of the requested documentation:



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1. Most recent school report
2. Individual Learning Plan, or similar
3. NAPLAN results, if applicable
4. Psychological Assessment, i.e. WISC or similar
5. Other reports and assessments, i.e. Speech, Occupational Therapy, Vineland

Child's Name: \_\_\_\_\_

Current Year Level: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Please tell us about your child: \_\_\_\_\_

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Please list any additional learning support received at school and outside of school:

i.e. speech therapy, occupational therapy

\_\_\_\_\_



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The Arrowsmith Programme has identified 10 learning dysfunctions listed in the table below. Please note below your observations of any of the 10 Cognitive Areas.

Cognitive Area	Description of Cognitive Function	Common Features if there is a Problem in this Area
Motor Symbol Sequencing	Ability to learn and produce a written sequence of symbols	Messy handwriting, miscopying, irregular spelling, speech rambling, careless written errors in mathematics, poor written performance
Parent Observation		
Symbol Relations	Ability to understand the relationships among two or more ideas or concepts	Difficulty with reading comprehension, trouble with mathematical reasoning, trouble with logical reasoning, difficulty reading an analog clock, problem understanding cause and effect, reversals of 'b'-'d'; 'p'-'q' (younger students and in more severe cases)
Parent Observation		
Memory for Information/ Instructions	Ability to remember chunks of auditory information	Trouble remembering oral instructions, difficulty following lectures or extended conversations, problem acquiring information through listening
Parent Observation		
Predicative Speech	Ability to see how words and numbers interconnect sequentially into fluent	Problem putting information into one's own words, speaking in incomplete sentences,



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	sentences and procedures	difficulty using internal speech to work out consequences, trouble following long sentences, breakdown of steps in mathematical procedures
Parent Observation		
Broca's Speech Pronunciation	Ability to learn to pronounce syllables and then integrate them into the stable and consistent pronunciation of a word	Mispronouncing words, avoiding using words because of uncertainty of pronunciation, limited ability to learn and use phonics, difficulty learning foreign languages, difficulty thinking and talking at the same time, flat and monotone speech with lack of rhythm and intonation
Parent Observation		
Symbolic Thinking	Ability to develop and maintain plans and strategies through the use of language	Problem being self-directed and self-organized in learning, limited mental initiative, difficulty keeping attention relevantly oriented to the demands of a task necessary for completion, difficulty thinking, planning, problem solving, trouble seeing the main point
Parent Observation		
Symbol Recognition	Ability to visually recognize and remember a word or symbol	Poor word recognition, slow reading, difficulty with spelling, trouble remembering symbol patterns such as mathematical or chemical equations
Parent Observation		
Lexical Memory	Ability to remember several unrelated words	Problems with associative memory, trouble following auditory information, trouble learning names of things such as animals, places, people, colours, days of the week
Parent Observation		
Artifactual Thinking	Ability to register and interpret non-verbal information and plan and	Problems interpreting non-verbal information such as body language, facial expression and



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	problem solve nonverbally	voice tone, weak social skills, difficulty perceiving and interpreting one's own emotions, difficulty thinking, planning, problem solving non-verbally
Parent Observation		
Supplementary Motor	Ability to carry out internal sequential mental operations, such as mental mathematics	Finger counting, trouble retaining numbers in one's head, difficulty making change, problem learning math facts, poor sense of time management, difficulty with time signature in music
Parent Observation		



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## Student Details

Application to Enter Year Level  In

Family Name / Surname

Given Name/s

Preferred Name

Date of Birth

/  /

Gender

Nationality

Residential Address

Postcode

Country of Birth

Is the student of Aboriginal or Torres Strait Islander Origin?

Yes  No

Religious Denomination (if any)

Language/s spoken at home

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Is the student an Australian citizen? Yes  No

If no, what is the visa status of the student?

Type of Visa

Subclass No.

(If not born in Australia, please attach a copy of the student's passport, including visa)

Victorian Student Number (VSN)

(If unknown, please contact your school)

Name of current school

Please provide details of any special educational/psychological/physical conditions concerning the student or her family that the School should be aware of in meeting the student's needs:

English as an additional language  Support in literacy learning areas  Support in numeracy learning areas

Other needs:

Diagnosed Learning Difficulties (please supply all relevant documents)

Does your child have any existing medical conditions? (This information is required for the First Aid Officer's records to allow them to ensure your child is safe and healthy at school, and so that they know how to treat your child in case of injury).

Yes (a separate medical form will be supplied)  No

## Emergency Contact Details

Name

Relationship to student

Best Contact Number

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What are the top three factors in deciding to enrol your child at Oakleigh Grammar? Please rank in importance (from 1 to 3, with 1 being the deciding factor).

<input type="checkbox"/> International Baccalaureate	<input type="checkbox"/> The Leader In Me	<input type="checkbox"/> 9ways Programme	<input type="checkbox"/> School Grounds & Facilities
<input type="checkbox"/> Open Day	<input type="checkbox"/> Private Tour	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> The size of the school
<input type="checkbox"/> Principal Mark Robertson	<input type="checkbox"/> ELC Coordinator	<input type="checkbox"/> Head of Junior School	<input type="checkbox"/> Head of Middle School
<input type="checkbox"/> Head of Senior School	<input type="checkbox"/> Arrowsmith Program	<input type="checkbox"/> Other (please specify	<input type="text"/>

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## Parent/Guardian Details

### Father/Guardian

Family Name / Surname

Title

Given Name/s

Nationality

Country of Birth

Language Spoken

English only

English and Other Language (please specify)

Other Language only (please specify)

Residential Address

Telephone  
(H)

(W)

Mobile

Email

Preferred Method of Correspondence

Email

Postal Mail

Occupation (for census purposes only)

### Mother/Guardian

Family Name / Surname

Title

Given Name/s

Nationality

Country of Birth

Language Spoken

English only

English and Other Language (please specify)

Other Language only (please specify)

Residential Address

Telephone  
(H)

(W)

Mobile

Email

Preferred Method of Correspondence

Email

Postal Mail

Occupation (for census purposes only)

The student resides with:

Both parents

Mother

Father

Other

Name and age of siblings

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### Connections with Oakleigh Grammar

Did mother or father attend Oakleigh Grammar?

Mother

Father

Final Year:

Did another relative attend Oakleigh Grammar?

Yes

Final Year:

Relation to student

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## Photographic Permission

From time to time, your child may be photographed at school or school events. Please indicate whether you give permission for these photographs to be used for marketing purposes (e.g. on Facebook, in the Newsletter, in brochures, in magazines).

I give permission for my child's photograph to be used for marketing purposes

I DO NOT give permission for my child's photograph to be used in all areas of marketing

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## Oakleigh Grammar Parent Declaration

My signature below indicates that I have read the conditions of enrolment found in the School Enrolment Book and agree to abide by these and any regulations in force at the School. I agree to pay promptly and by the due date all fees and other money due to the School in respect of the child enrolled.

Students will not be permitted to commence a new term whilst any fees remain unpaid, unless written permission has been granted by the Principal or Finance Manager prior to the commencement of the term. It is further agreed that we will be liable to pay the School all costs (including legal and debt collection costs) which result from the non-payment or late payment of accounts.

In cases where there has been substantial non-compliance with the rules and regulations of the School, the School may impose special conditions for the ongoing enrolment of the student which may include the requirement of payment of annual fees before the commencement of the year.

All information relating to account and administration matters shall be provided equally to the signatories to this form, unless otherwise directed by both signatories and consented to by the School.

In respect of any unpaid fees, levies and costs owing by us to you, I hereby grant a charge in favour of Oakleigh Grammar over all my interests (from time to time) in any real property holdings. Should any fees, levies and costs be outstanding for more than 30 days after the due date of the account, I acknowledge that Oakleigh Grammar is irrevocably and unconditionally entitled to lodge a caveat against such real property as valid security for all amounts due and payable to us. Oakleigh Grammar will release any caveat promptly upon payment of all unpaid amounts.

A minimum of an academic term's notice in writing to the School Principal will be given before the removal of a student from the School, otherwise the School has the right to withhold fees or charge the fees for that term.

This application requires the signature of both parents. If both signatures cannot be provided, the circumstances should be indicated to the School, in writing as to why both signatures cannot be provided. If parents are divorced or separated, only one signature is required with proof of sole custodianship.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

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Please return completed Application for Enrolment and all requested documentation to:

### Admissions

Oakleigh Grammar

P.O. Box 2120, Oakleigh, Victoria 3166

77-81 Willisden Road, Oakleigh, Victoria 3166

T +613 9569 6128 | E [admissions@oakleighgrammar.vic.edu.au](mailto:admissions@oakleighgrammar.vic.edu.au) | [www.oakleighgrammar.vic.edu.au](http://www.oakleighgrammar.vic.edu.au)

CRICOS Number: 03423G

Please provide copies of the following documents together with the Application for Enrolment.

A separate application form must be lodged for each student.

Photocopy of Birth Certificate

A copy of the student's two previous school reports and/or relevant NAPLAN reports

Registration Fee of \$100

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### Payment

Payment can be made by cheque (payable to Oakleigh Grammar), Credit Card, Cash or Direct Deposit.

Cash payments can be made in person at School Reception.

Please debit my:

VISA     MASTERCARD     American Express

Amount

Expiry Date

Name of cardholder

Signature

I will pay by Direct Deposit to:

I will pay by cheque.

I will pay by cash.

OAKLEIGH GRAMMAR

Bank: Commonwealth Bank

BSB No.: 063-159

Acc. No.: 10576267

Please enter 'REG' followed by your surname in the description when you make the direct deposit (e.g.: REGSmith).