



*The Immaculate Equestrian Academy Elite*  
(Pty) Ltd 2013/172230/07 Impaq Centre No. H4647

Plot 123B, End Road, Golfview, Apple Orchards  
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## *Boarding Information*

Boarding is a unique experience for a young person. Not only will you learn how to cope with living away from your family and friends, but also how to make decisions whilst being taught how to live within a community composed of a variety of different people. Your actions are not only a reflection on yourself, but also have an impact on others who live with you. Hence, you may need to give away some of your individual freedoms for the good of the whole as you learn to recognise the rights of others and thus continue to acquire tolerance and understanding of them. Boarding at The Immaculate Equestrian Academy Elite can then foster the development of one self in the areas of self responsibility, accountability, self-discipline, independence, leadership, organisation, teamwork, personal care, and growth.

### Learners accommodation:

A House Parent lives in separate accommodation from the boarding houses with direct access to the dormitory and is responsible for the care and well being of the learner's he/she oversees. Boarding learners bring their own bedding in order to create a more homely environment and are responsible for keeping their rooms tidy. Cleaning staff do regular cleaning of the rooms. Laundry services are offered and is done during week days, once weekly. Only term boarder may send bedding linen and extras in for laundry. Private room boarding as well as dormitory style boarding options available.

### Post matric accommodation:

Teachers lives in separate accommodation from the post matric communal houses and oversees the well being of the post matric learners. Boarders bring their own bedding in order to create a more homely environment and are responsible for keeping their accommodation clean and tidy at all times. Cleaning staff do weekly cleaning of the house. Laundry services are offered and is done during week days, once weekly. Only term boarder may send bedding linen and extras in for laundry. Private room boarding as well as shared room options available.

## *Post Matric / Learner details*

Please complete learner's details below:

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell no (if applicable): \_\_\_\_\_ e-mail address: \_\_\_\_\_

# *Boarding terms and conditions*

## GOING OUT FOR WEEKEND

- Most weekends include one or another formal activity such as Equestrian Clinics, Equestrian Competitions, Riding Lessons, etc. Learners will also join the equestrian team supporters club to competitions even if they are not competing or do not ride.
- During free time on weekends learners have the opportunity to watch TV, play table tennis/hang out at stables and with dorm parents on outings ... etc
- During some weekends boarders will be offered the opportunity to draw cash, purchase necessities and watch movies on a trip to the mall
- Boarders will not be allowed to come and go at will during the weekends and, if they are not signed out for the entire weekend, may leave the premises only for sanctioned activities unless permission has been granted and by permission from parents or dorm parents and The Board. Should boarders have equestrian activities or a school function on Saturday morning, they may stay in Boarding until this is completed, but must inform us by the previous Thursday afternoon if they are going to leave afterwards..

## GOING OUT FOR WEEKEND

- Boarders who are leaving for the weekend must sign out in the register in the office and we must receive a permission email from your parent/s or guardian/s before you are allowed to leave The IEA Elite premises.
- Boarders may go out for weekends, but they must be signed out in writing by a parent for the weekend, and in again when they return at the office (Please indicate whether you will be returning on Sunday evening or Monday morning- this is for the Sunday dinner served@ 6pm)
- Boarders may go out for weekends (not portions of weekends), but parent/s or guardian/s must notify the office by email by the previous Thursday afternoon for catering and duty purposes.
- With special permission, boarders may go out for Sundays. The same regulations apply as with weekends. Boarders must leave after breakfast and return no sooner than 5pm
- Boarders going out for the weekends with anyone other than people previously approved by their parents and noted by the office and or dorm parent must obtain written permission from their parents.
- All boarders going out for the weekend must leave by 5pm on Friday and return by 5pm on Sunday, if they wish to join us for Dinner, which is served at 6pm on Sundays. (These times will be strictly enforced.)
- Breakfast, lunches and dinners are served at the times specified and the Dining Hall will close/be locked 30 minutes after the stated meal serving.
- No boarders will be allowed to eat after the doors are closed

## TERM BEGINNING AND END ARRANGEMENTS:

### First day of Term Arrangements:

- All boarders are to be back in time for roll call at 5pm on the date given, which will be the day before the term starts.
- If for some reason a boarder cannot be back in time, the dorm parent on duty must be informed at the earliest possible convenience.
- All boarders may be dressed in casual clothing on departure and arrival at The IEA Elite boarding house.

### Last Day of Term Arrangements:

- Parents are earnestly requested not to seek permission for boarders to leave the academy before the official break up time, as this becomes disruptive to the academic program.
- However, boarders living far from this area are subject to the times of available flights and or long distance travel in which case exceptions will be made with prior consent from the office.
- Where the academy is required to transport boarders to and from the airport, notice must be given in advance at least 48 hours.
- Where boarders are to be collected at the end of a holiday, notice should be given well before the end of the previous term. Parents are also requested to observe the dates given for school holidays as staff, catering and support, are not available to run the Boarding Houses outside of the tuition terms. (Note: Staff are only on duty for the term only including cleaning staff, kitchen staff, etc.)
- For any reason that a boarder needs to stay a few days into the holidays, application must be made with the office well in advance and days accommodation and meals will be charged accordingly as arrangements for staff must be made as well as kitchen supplies for meals, etc. A daily boarding fee of R255.00 per day will apply.

## DROP OFF AND COLLECTION TIMES

- All learners are to be dropped off at the boarding house between 5pm and 6pm latest on Sunday nights. Learners are to be collected after 5pm and no later than 6pm on Friday nights. The office will require special notice in writing of any day learner or weekly boarder who will be staying in over the weekend.
- Should the learner require to stay at the boarding facility over the weekend or even a Friday night, an additional fee of R255.00 per day/night will be charged to the parents account.

## LAUNDRY

- Learners must put their laundry in their laundry bags and out in the designated collection point
- (currently outside the kitchen on the veranda)
- All of the learners laundry items must be clearly marked with his/her name.
- Laundry items which are not marked will not be washed!
- Laundry days are given to learner on application
- Only termly boarders may send bedding and linen into be washed
- All boarders will be invoiced for clothing labels as and when they are required if items are not labelled.
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## TRANSPORTATION COSTS:

Transportation to and from OR Tambo International Airport is available @a cost of R300.00 per person.

## TERM IN WEEKENDS

- Equestrian competitions, equestrian training and any other official commitment to an activity will always take precedence over a weekend out

## TERM OUT WEEKENDS

- Once a term the Boarding Houses have out/off weekend over the mid term break. This normally coincides with a public holiday and or school holiday day off.
- All boarders are required to sleep out on out weekend over the mid term break.

## VISITORS

- Learners will bring a list of friends whom they may visit. If learners want to visit people who are not on this visiting list, a letter amending the list or giving special permission must be given by parents.
- Day learners are not allowed to visit the Boarding House, except for official, sanctioned events or with permission from management.
- Boarding Houses/residences are to be entered only by the boarders who are allocated rooms there, their parents (at designated times) and the boarding house staff.

## TRAVELLING & LIFTS

- It is a rule that no learner will travel in a car driven by another learner. No boarder will drive a car, motor cycle or pedal cycle and may not be carried as a passenger unless permission is granted in writing by parent and The Board. This includes weekends.
- Parents of learner who will be given lifts on leave-out weekends must give permission by letter or email.
- Hitch-hiking is forbidden. The academy will not be held responsible for any mishaps that might occur as a result of learner breaking this rule.

## GENERAL RULES

- Whenever boarders leave their rooms for long periods of time i.e. for more than 30 minutes then all electrical appliances must be turned off. Please ensure that you allow fresh air into your room by opening your windows but you must ensure that you close all room windows when you leave on Fridays if you are out for the weekend.
- Boarders must ensure that they switch off their room lights as well as bathroom lights when they have left these locations.
- Boarder's rooms must be kept neat & tidy at all times and beds always made.
- You should report any technical issues/repairs or problems in your rooms to your dorm parent and or via sending an sms to Rudi 079 981 5644(Maintenance Manager)
- No electric blankets are permitted in your beds. No additional electrical appliances such as heaters, kettles, toasters, microwaves, any type of kitchen appliance, sandwich maker, etc., or televisions are permitted in the boarding house whatsoever unless written consent from the board has been given.
- Further Highlighted Wardrobes are to be locked at all times and The IEA Elite will not be held responsible for any loss of property should it have been unlocked
- Learners are to observe the dining etiquette in the dining hall in order that all may enjoy their meals in a pleasant environment. No loud noises such as talking loudly, laughing or singing loudly is permitted in the dining or study hall.
- Sunday to Thursday learner residence quiet time is from 8:30 and lights out is at 9:00pm. Friday to Saturday quiet time 9:00pm
- No boarder may be in possession of cigarettes, alcohol or drugs or be in the presence of any boarder who is using them. If found in your possession this will result in immediate expulsion. No alcohol or any other illicit substances will be allowed in the residences/boarding houses. (No boarder may smoke, drink alcohol or take or be under the influence of drugs)
- Posters, banners, flags, etc. depicting alcohol, drugs, cigarettes, smoking, violence, and anything with sexual connotations are prohibited in the boarding house.
- No learner may be in possession of a BB gun, knife, martial arts weapons, etc
- No learners may enter (those portions of) the buildings designated for the opposite sex. This includes post matrics. Failure to adhere to this rule can lead to expulsion.
- Learners are to keep the dormitory clean and tidy at all times.
- Strictly no cell phones are permitted to be used during homework/study time in the boarding house or at dining hall



# Boarding checklist

Checklist of personal items to pack for boarding.

Packing for the whole year can be fun and stressful as you try to remember everything you might need for your boarding experience. Here are some important things to know and a list to help keep you on track!

## Provided in Dormitory

Microwave

Refrigerators with Freezer

Television & DVD Player

bedside table

Study hall desks and chairs

Wardrobe with latch

Wireless Access to Internet on Dorm computer

Vacuum

Dustbin

Bed and Mattress (standard size)

Window curtains

## Necessary Items (All items must be labeled with child's name)

IEAE golf shirts

Sun hat, beanie and scarf

Civvies (T-shirt, jeans, jacket)

School dry mac, black jersey and tracksuit

Coat hangers

Bedspread or comforter and sheet - single

Pillows

Pillowcases

Blanket

Alarm clock

Bible/Reading books

Bedside lamp

Coffee, tea, hot choc, sugar or snacks

Water bottle, eating utensils (for dorm use: plate, cup, fork, spoon, etc.)

## Optional

Bicycle

Camera

Takkies, gumboots and slops

Horse riding apparel

Underwear and socks

Underwear washing bag

Laundry bag

Toiletry items & sun block

Towels & washcloths

Shower caddy or Toiletry bag

Bathrobe/gown & PJ'S

Storage containers

Locker pad lock and key

Umbrella

Pictures

Laptop/or iPad/Tablet