



The Immaculate Equestrian Academy Elite

(Pty) Ltd 2013/172230/07 Impaq Centre No. H4647

Plot 123, End Road, Golfview, Walkerville
Cell no. 082 087 3538 or 016 065 0080 e-mail info@iea-elite.co.za

Our Vision

To be the academy of choice for equestrians and aspiring entrepreneurs alike.

Our Mission and Values

In an environment of integrity, hard work and responsibility we aim to provide the best of both worlds. Academic skills and equestrian skills of an international standard.

Communication and correspondence

Correspondence concerning any academic matter must be addressed to The Principal and written in letter or e-mail form. Staff may only be telephoned during their admin periods. No member of staff will be called out of class to deal with unexpected communications. Please make an appointment if the matter cannot be settled telephonically. Annual parent meetings are held at The IEA Elite hall however educators are available during the termly breaks and parents are encouraged to meet with them.

Address details

Plot 123B End Road, Golfview, Apple Orchards, Gauteng
GPS co-ordinates S26° 27.016', E27° 56.479'
Correspondence should be addressed to the office E-mail: info@iea-elite.co.za
or The Board. E-mail: director@iea-elite.co.za
PO Box 1311, Walkerville, 1876
Telephones: Office 016 065 0080 or 082 087 3538

Please inform the admin office immediately of any change of address, telephone numbers, e-mail addresses or medical aid details. It is imperative that you do this in writing for the benefit of our records. Remember in case of an emergency, its your child's safety that is sacrificed if we are not able to contact you timeously.

Pledge of loyalty

I will take pride in my appearance and remember, always, that I am a representative of *The Immaculate Equestrian Academy Elite*. I will endeavour to, by my actions and my words, represent my tutor centre in the highest possible regard. I will play my part in helping The IEA Elite become greater than it was before for future generations to come.

Lost property

The IEA Elite will not be held responsible for any valuables lost, damaged or stolen on our premises or during excursions. Parents are advised to discourage learners from bringing valuable items to The IEA Elite. All personal belongings must be individually and clearly marked.

Cell phone policy: Although learners will be allowed to have cell phones they need to be switched off and stored away in their locker during classes.

We have a zero tolerance policy towards cell phones being used during class or at inappropriate times. Learners disregarding these rules will have their cell phone confiscated in its entirety (i.e. including SIM card, battery etc.) and locked in the admin office safe. The learner will receive demerits and the phone will have to be collected by an adult from the office after two full weeks.

Each time the infringement occurs the period of confiscation will increase as well as the demerits. After the fourth infringement the learner will be banned from carrying their cell phone altogether.

Time table

Learners collected late will be charged an additional R100.00 per half hour.

It is imperative that learners arrive on time. Consistent late coming, will result in demerits being issued.

If you need to collect or drop off your child at any other times, this will need to be arranged with the admin office in advance.

Visitors: No visitors will be permitted to visit learners during tuition times without prior arrangements being made with the admin office. The right of admission to *The Immaculate Equestrian Academy Elite* is strictly reserved.

Tuck shop

Our full day tuition fees include a light lunch therefore only snacks will be available from the tuck shop. Learners may hold a tuck shop account, monies must be paid in advance each month. Boarders receive 3 meals a day included in tuition fees.

Hours: 10am to 10:20 & 3pm to 3:20pm Monday to Friday .

Excursions and day trips

Outings are organised on a regular basis throughout the course of the year, both academic and recreational. These outings are not compulsory, although the attendance of learners is highly recommended.

The cost is NOT included in tuition fees and will need to be paid separately in advance.

(See attached price list for monthly tuition fees, deposits and additional costs).

Transport

Transport can be arranged to and from the airport with our reputable shuttle service, but please liaise with the office in this regard, well ahead of time. Payment is directly to the shuttle service. The cost is NOT included in tuition fees and will need to be paid separately in advance.

Daily transport offered from surrounding areas at a nominal fee, please liaise with the office in this regard.

Sanesa, Egasa & Pony Club

SANESA is a vibrant and dynamic organization, acknowledged by the South African Equestrian Federation (SAEF) and SASCOC, and has dedicated itself to promoting all forms of Equestrian sport within the South Africa's schools' community. These competition fees are at an additional charge.

At The IEA Elite we aim to produce well equipped personnel who will have the knowledge, confidence and practical experience to be able to work successfully in any sphere of the ever growing equine industry in South Africa. EQASA (Equestrian Qualifications Authority of Southern Africa) has identified 22 career paths (riding & non-riding) in the industry. We provide equestrian training in line with EQASA syllabus and requirements of the EQASA certificate examinations. These examination fees are at an additional charge.

The Pony Club is an international youth organisation which helps to develop equestrian sport by encouraging young people to have fun whilst learning to ride, and to take good care of ponies or horses. This club carries an annual membership fee.

Enrichment programmes

Cultural and enrichment programmes:

Cultural and enrichment programmes are compulsory for full day learners and boarders. Fees are additional and will depend on the activity chosen by the learners per year. Each year, learners select one of a range of activities from a list. Our academy's co-curricular cultural and enrichment programme is aimed at developing the "whole" child and it is our intention to focus on a holistic approach in this development. Learners are given the opportunity to showcase further talents and may even participate in and study these activities formally, whilst enrolling for examinations, eisteddfods, etc. Some examples of activities include: Swimming, knitting, art, drama, dance, yoga, photography, IT (Computer studies – web design, software, etc.) Music instrument i.e. Piano and other.

Health and safety

We follow the guidelines stipulated in the Health Act of 1977 Act 63 regarding childhood diseases indicating the length of time a child should stay off. Please do not send your child to the tutor centre if they are sick. Parents will be phoned from the admin office if a learner becomes ill during tuition times and needs to be collected before the official day ends.

In the case of a learner suffering from a permanent or recurring illness, please inform the admin office immediately for record purposes. Provide the relevant information to the admin office in order for such information to be kept in the learners file.

Please refrain from sending your child to the tutor centre with any of the following ailments:

- Any infectious disease
- Lice or nits
- A heavy cold or cough
- Infected eyes
- A contagious rash
- A temperature above 37.8°C
- Chronic vomiting or diarrhoea.

Should your child suffer from asthma, they must have their inhaler on them at all times.

Learners who are allergic to bee stings must carry their kit with them at all times.

All learners are expected to be punctual. A doctor's note is required for any absence longer than two days, or where the absence occurs on a Friday or a Monday, or where a learner misses a scheduled test, Impaq Exam or portfolio task.

If a learner has been absent for any reason, it is the responsibility of the learner to find out what work was missed and to catch up with the relevant work in their own time.

Equestrians need to wear the relevant safety gear when riding the horses or working at the stable yard.

All learners should have an up to date tetanus injection . . . Ask your doctor for details.

Our premises are monitored by CCTV.

Grievance procedure

Should you encounter any problems at *The Immaculate Equestrian Academy Elite* please bring it to the attention of The Board in the form of a written letter or an e-mail. Every attempt will be made by The Board to settle the grievance in a non-prejudiced manner.

Should the grievance be difficult to resolve, a meeting may be called with the parent, the teacher and The Board in an attempt to resolve the grievance.

We encourage open and honest communication between parents, the tutor centre and learners. Any unsolicited communication outside of these guidelines will be regarded as a breach of contract.

Outside Instruction

Please note that The IEA Elite does not allow any of our learners to have outside horse riding instruction with other instructors during weekdays. Learners are welcome to arrange outside instruction for weekends should there be a need. The IEA Elite pride ourselves on having suitably qualified instructors who can teach our learners on the required levels in each riding discipline.