



PROSPECTUS 2025

1. Constitution

- Garden Route Academy of Excellence are co-educational, dual medium Centres, catering for Learners from Grade 1-12. (Depending on the Centre: Sedgfield, Knysna, Plettenberg Bay)
- We endeavor to make the facility affordable whilst maintaining small classes.
- This enables each child to have quality time with their tutor and receive focused, stimulating and exciting education as an individual while functioning as a group.

2. Educational Principles

- Dual medium, co-educational, affordable with Tutors who are eager to embrace a broad manner of tuition.
- Small classes, where each child has quality time with their tutor, receiving focused, stimulating and exciting education.
- The Academy of Excellence uses predominantly Impaq as its curriculum provider. Impaq is approved by the Department of Education, and offers the CAPS syllabus. All course material is sent at once, and the learner works through the course at his/her own pace. Please note that the Academy fees and Impaq fees are totally separate. Please go to www.impaq.co.za to get their fee structure.
- Learners supplied by other curriculum providers will also be accepted at the Academy.
- Independent learning is promoted while the tutor remains on hand to help with concepts the learners are struggling with.
- Learners are encouraged to practice self-discipline.
- Garden Route Academy of Excellence is ***not a school***, but functions as homebased Education Support Centres; ***and the parent is still responsible for the primary education of the learner.***
- Garden Route Academy of Excellence are Centres which will be bringing about change in society by educating the learners about different aspects of everyday life and will not only be focusing on the basic curriculum. Learners will be taught values, morals, responsibility, self-love and self-acceptance as well as a variety of skills that are not available in other Centres/Schools.
- In addition to the standard CAPS curriculum, learners of The Garden Route Academy of Excellence will be taught a variety of activities that will be beneficial to their future in society and the community.

3. General Information

- Owners: Marcia Caldecott - 083 446 5508
Richard Barthus – 084 916 8429
- **ONLY AVAILABLE BETWEEN 8H00 AND 15h00 MONDAY TO THURSDAY AND FRIDAYS BETWEEN 8H00 AND 13H00**
- Academy hours Monday to Thursday 08h00 – 13h00
- Friday 08h00 – 12h00
- Email: sedge.ae@gmail.com
- Sedgefield Centre address: Suite 2, Waterstone Junction, 26 Main Road, Sedgefield, 6573

4. Management (Owners)

- Management shall be responsible for all matters pertaining to education, discipline and ensuring that the Academy is running efficiently.
- Management shall have the right to request any parent to remove his/her child from the Academy.
- Management shall be entitled to appoint all members of staff and tutors.
- Management will ensure that all the policies set out for the Academy will be adhered to. Any breach of these policies will result in disciplinary action being taken against the person/persons.

5. Admission Policy

- Admission will be at the discretion of Management. A non-refundable registration fee is payable upon acceptance of the learner, and then annually before the end of November to secure a position in the Academy for the following year.
- The Academy is open to Learners from Grade 1 to Grade 12 (Depending on the Centre)
- Applicants, together with their parents or guardians, will be asked to attend an interview with Management before enrolment can be finalised.
- The following documentation must be handed to Management along with the admission forms.
- **Certified copies of the following documents:**
 - a. Certified copy of Child's ID document/birth certificate
 - b. Certified copy of Both Parent's identity documents
 - c. Latest report

6. Academy rules/Disciplinary Code

- No learners are allowed to leave the school premises during school hours without Management's permission.
- All litter must be placed in refuse bins or waste paper baskets.
- Malicious damage caused to any Academy property (de-facing walls, desks, books, breaking windows, tearing books, breaking toys) will result in the parents being invoiced for the full repair thereof or the replacement thereof.
- Learners are expected to obey instructions issued by any staff member.
- Learners are expected, at all times, to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the Academy.
- No learner has the right, at any time, to behave in a manner that will disrupt the learning activities of other learners, or will cause another learner physical or emotional harm.
- No physical or verbal abuse will be tolerated.
 - Foul language will not be tolerated.
 - No smoking on Academy premises.
 - No alcohol or drugs and/or illegal substances will be allowed onto the Academy premises nor in

the direct areas surrounding the Academy. **NO TOLERANCE!!**

- No weapons of ANY kind will be allowed onto the Academy premises.
- Be mindful of your dress code.

Juniors are to wear shorts underneath dresses and skirts.

Senior boys are to wear belts to ensure underwear is covered.

Senior girls are to make sure, underwear is covered and have no revealing tops.

- Repeated flouting of rules and disregard for the needs of others may result in the offending party being asked to attend a disciplinary discussion. In the event of a repetition of the unacceptable behaviour, the child may be asked to leave the Academy.

7. Appearance/Clothing

- Learners are expected to be neat, clean and have their hair well groomed.
- Learners to be dressed appropriately.
- Juniors are to wear shorts underneath dresses and skirts.
Senior boys are to wear belts to ensure underwear is covered.
Senior girls are to make sure underwear is covered, and have no revealing tops.
- There is no Academy uniform.

8. Stationery Lists

- The following stationery lists are the basic requirements for your child to learn/work effectively and efficiently for the year. If your child is in Grade 10-12 then the stationery requirements will fit the subjects chosen.

GRADE 1-3

Pencils
Eraser
Sharpener
Ruler
Pritt Glue
Scissors
Roll up crayons

GRADE 4-6

Pencils
Blue Pens
Eraser
Sharpener
Ruler
Pritt Glue
Roll up crayons
Home Language Dictionary
Eng/Afrik Dictionary
Scissors
2x Quad and Margin Books (book with squares)
5x72 page Exercise Books
Maths Set

GRADE 7-9

Pencils

Blue pens

Eraser

Sharpener

Ruler

Pritt Glue

Scissors

Roll up crayons

Maths Set

Home Language Dictionary

Eng/Afrik Dictionary

Highlighters

2x Quad and Margin Books(book with squares)

9x 72 page Exercise Books

GRADE 10-12

Pencils

Eraser

Sharpener

Blue pens

Ruler

Pritt Glue

Scissors

Home Language Dictionary

Eng/Afrik Dictionary

Highlighters

Maths Set

2x Quad and Margin (books with squares)

7x 72 page Exercise Books

9. Assessment by professionals

- Parents will be notified of problems without delay and recommendations will be made to the type of intervention required.
- Problems are only brought to the parent's attention after observation over a reasonable period of time, and parents are expected to respond by taking the recommended action advised.
- Management is to be kept informed on which steps have been taken to address the problem.
- Progress reports are to be submitted to Management.

10. Illness

- Please DO NOT send a sick child to the Academy.
- Parents will be phoned if learners become ill during the day and will need to be fetched.
- Should your child suffer from allergies or asthma, please inform Management in writing, together with a treatment plan in the event of your child having an attack/allergic reaction. Along with this, the necessary medication should be given to Management (clearly marked with the child's name and surname). This is so the necessary medication can be administered before we can get the child to the doctor. No medicine is to be put in the child's bag please. All medication should be left with Management with written instructions as to its use.
- No learner is to be at the Academy if he/she has
 - a. had diarrhoea in the past 24 hours
 - b. Vomited in the last 24 hours
 - c. A temperature above 37.8 degrees
 - d. A rash
 - e. A septic sore anywhere
 - f. Infected eyes
 - g. Yellow/green nasal secretion
 - h. An exceptionally heavy cold/cough
 - i. Ringworm
 - j. Scabies
 - k. Lice
 - l. Any other infectious disease

11. Valuables

- The Garden Route Academy of Excellence will not be held responsible for any valuables lost at, or on the way to the Academy.
- Parents are advised to discourage learners from bringing valuable items and toys.
- Cell phones may be brought to the Academy (Grade 7 – 12 Only) however they must be used responsibly.
- All personal belongings must be CLEARLY MARKED!

12. Academy times

- 8h00 – 13h00 Mondays to Thursdays
- 8h00 – 12h00 Fridays
- The Academy shall accept NO responsibility for any child dropped off earlier.
- Similarly, the Academy closes at 13h00 (12h00 on Friday's) so please ensure that you collect your child on time.
- **Please ensure your child arrives on time for their lessons.**

13. Tuck shop

- There is a tuck shop available daily, however, please also do not make the tuck shop the only food source for your child. You must please pack your child a healthy lunch every day, and ensure they have enough water and juice, especially in hot weather.

14. Correspondence

- Correspondence concerning any Academy matter must be addressed to Management and written in letter form/email.
- Tutors/Management may only be telephoned or visited during break or after learning hours.
- Any appointments to be made for after learning hours please.

15. Change of particulars

- Kindly inform Management in writing immediately of any change of address, telephone numbers or email addresses.

16. Academy Fees

- Academy Fees must be paid monthly in advance from 1 January to 1 December (For learners attending on a daily basis for lessons)
- **There ARE NO refunds in the event of absenteeism or holidays (For learners attending daily on a monthly contract)**
- Homework class Fees must be paid on invoice.
- Extra lessons Fees must be paid on invoice.
- Casual Learners Fees must be paid on Invoice.
- Please see attached fee structures
- Should the fees not be paid on time, your child shall not be allowed to attend classes.

17. Methods of payment

- Direct deposit into Academy's account.
- EFT payments
- Cash –however parents must be advised that the Academy will NOT take responsibility for any money that is lost at or en route to the Academy.

Your financial commitment

- The Academy can only reach its full potential if we have your agreement and full support in this regard.
- Since our funding is completely dependent upon these fees, we ask that you meet your responsibility promptly each month.
- Academy Fees are payable in advance over 12 months, with the 1st payment being due before 3 January of each year and the final payment due on the 1 December.
- Please be advised that if paying by electronic transfer, please pay by the **1st** of each month so that the fees reflect in the Academy's bank account by the 3rd of each month at the latest, and cash payments **must be made before the 3rd of each consecutive month.**
- If payment has not been received by the 3rd of each month, the student may not attend the Academy. The period of time that your child is not at school due to non-payment, does not exclude you from paying those month's fees! If the account is outstanding for more than 60 days, the student will forfeit his/her membership to the Academy. This will be detrimental to their studies and the parents will have to pay re-registration fees in the event of you electing to have your child recommence with his/her studies. Please make timeous prior arrangements should you be experiencing difficulties/problems as far as payment is concerned, as this will be **strongly enforced.**
- **Should it become necessary for The Academy of Excellence at any stage to have to phone the parent due to late payments, a charge of R50.00 will be added to your account.**
- Please note that the Academy fees and Impaq fees are totally separate. Please go to www.impaq.co.za to get the respective fee structure.
- **THERE ARE NO REFUNDS IN THE EVENT OF ABSENTEEISM OR HOLIDAYS.**
- Fees must be paid in full to gain access to the following term.
- A compulsory, non-refundable Registration fee is payable on admission of the learner, and then annually before the end of November, to secure a position in the Academy for the following year. Attendance to the Academy will not be secured unless this fee has been paid and the signed agreement received.
- **ONE MONTH'S WRITTEN NOTICE IS REQUIRED SHOULD YOU WISH TO WITHDRAW YOUR CHILD FROM THE ACADEMY, FAILING WHICH, PARENTS ARE LIABLE FOR A FULL MONTH'S FEE IN LIEU OF SUCH NOTICE.**
- **NOVEMBER IS NOT A NOTICE MONTH FOR DECEMBER. IF YOUR CHILD IS A LEARNER AT THE ACADEMY ON THE 1ST OCTOBER, THEN PAYMENTS FOR NOVEMBER, DECEMBER AND JANUARY WILL BE DUE.**