

RAL ACADEMY – Rise Above Limits

Terms, Conditions, and Financial Information of RAL Academy

1. General Information for Preparation & Registration for the New Year

- 1.1. We aim to prepare in advance for the upcoming academic year to ensure a smooth transition.
- 1.2. All learners, both new and returning, are required to re-register with Impaq and RAL Academy.
- 1.3. Enrolment at RAL Academy is limited to a specific number of students. Current learners will receive priority for registration.
- 1.4. RAL Academy primarily offers the Impaq curriculum but also supports various other curricula.
- 1.5. RAL Academy functions as a Tutor Centre for learners from Grade 6 to Grade 12.
- 1.6. A non-refundable registration fee of **R1500** is required for all new entrants.

Payable by 1 December to secure your place at RAL for January 2025.

- 1.7. Should a learner decide to leave RAL Academy for any reason, a notice period of two calendar months is required.

2. Centre Administration Information

Banking Details:

- **Account Name / Rek Naam:** RAL Academy
- **Bank:** Absa Cheque
- **Branch / Tak:** 632005
- **Account Number / Rek Nr:** 411 7240 076
- **Reference / Verw:** Your Surname / u Van

Contact Information:

- **Address:** 5 Aurora Street, Vergesig, Durbanville, 7550
- **Principal:** Ingrid Burger-Du Plooy - 084 590 9088, ingrid@ralacademy.co.za
- **Head Facilitator:** Jordan Willett jordan@ralacademy.co.za
- **Facilitator:** Susan Williams susan@ralacademy.co.za
- **Accounts:** Aidan Carstens aidan@ralacademy.co.za

3. Financial Information

3.1. There are two payment plans available:

- 10-month payment plan (compulsory for Grade 12)
- 12-month payment plan

3.2. For Grade 12 learners, fees must be fully paid before the November end-of-year exam, hence the 10-month plan is mandatory.

3.3. All payments are due on or before the 5th of each month.

3.4. A two-month notice period is required if a learner intends to leave RAL Academy.

3.5. RAL Academy reserves the right to review and adjust fees annually. Parents will be notified of any changes.

3.6. RAL Academy reserves the right to refuse admission to any student who does not comply with the rules of the Tutor Centre.

3.7. Learners with outstanding fees will be denied access to the Centre until the balance is settled in full.

4. General Information

4.1. RAL Academy Tutor Centre serves as an intermediary between IMPAQ and the parent. We acknowledge that not every parent is an expert in every subject, which is why we provide facilitators to enhance the homeschooling experience. Additional facilitators may be employed as deemed necessary by the Centre. Note: IT is not supported by RAL Academy.

4.2. RAL Academy is not a registered school but operates as a Tutor Centre. We provide a safe and structured environment where learners can study and receive guidance from facilitators who monitor their progress across various curricula. We follow a structured timetable and assist learners with specific learning barriers.

4.3. Daily classes are provided for Mathematics, English, and Afrikaans. Our aim is to address each learner's unique challenges in any subject.

4.4. RAL Academy employs a qualified remedial teacher with 29 years of experience, specializing in languages, Mathematics, and Drama. We also have a facilitator with a BSc degree in Mathematics and Science, who previously taught at "Master Maths" for 5 years and at Vierlanden Akademie for the past 12 years. Additionally, we offer the services of tutors in Economic Management Sciences, Consumer Studies, EGD, and CAT. Should a

learner require assistance in a subject outside our expertise, it is the parent's responsibility to seek additional help.

4.5. Our facilitators assist learners with planning and ensure the timely submission of tasks and tests. We are also a certified examination centre providing supervision during tests and exams. All assessments are conducted under strict control and delivered to Impaq.

4.6. All tests and exams, except for the final Grade 12 November exam, are conducted at RAL Academy premises. SACAI determines the location of the final Grade 12 exam.

4.7. RAL Academy follows the same academic calendar as government schools. Attendance is voluntary and remains the responsibility of the parent and learner.

4.8. We encourage early completion of applications for the new academic year to ensure timely receipt of materials and books. Learners are encouraged to read their prescribed language books during the December holidays.

4.9. For learners under the age of 16 who wish to pursue home schooling, it is the parent's responsibility to register with the Department of Education, Western Cape. Please do not use our Centre's information in any form. The agreement is solely between the parent and the Department of Education. Forms are available on the "WCED Home-school" website.

5. Tutor Centre Rules

5.1. All learners are expected to adhere to a code of honour, demonstrating respectful behaviour towards facilitators, fellow learners, and the Centre, which also serves as the private residence of the Burger-Du Plooy family.

5.2. Cell phones are permitted only during breaks or when specifically allowed by facilitators for projects.

5.3. Cell phones are strictly prohibited during tests and exams.

5.4. Learners are expected to maintain a neat and clean appearance. Girls should dress modestly. Clothing with crude language, sexual or offensive images, or texts is not allowed.

5.5. Centre operating hours are 09:00 - 14:00 (Monday to Thursday) and 09:00 - 13:00 (Friday). Early drop-off can be arranged from 07:30.

5.6. There is a designated break during which learners can eat and drink.

5.7. Filtered water, tea, and coffee are provided. A toaster, fridge, and microwave are available for use.

5.8. During summer months, or when weather permits, learners may swim during breaks. Bikinis or two-piece swimsuits are not allowed.

5.9. Learners are welcome to celebrate their birthdays with treats, cake, or pizza (optional).

5.10. Smoking, vaping, and the use of drugs are strictly prohibited on RAL Academy premises.

5.11. All vehicles must park in the designated parking area at the end of the street or Aurora Spar for drop-off and pick-up. No hooting is allowed to signal students. Please do not park in front of the house, as it is a busy road.

6. WhatsApp Group

6.1. Once an application has been received and approved, the parent and learner will be added to a WhatsApp group for general communication between facilitators and learners. This also ensures that parents stay informed.

6.2. Personal matters will not be discussed in the group. Individual communication will be conducted separately as needed.

6.3. No abusive or crude language will be tolerated in the group.

7. Medical Information

7.1. RAL Academy understands the importance of privacy regarding children's medical and personal history. However, it is beneficial for facilitators to have relevant background information to best support each learner. We accommodate learners with depression, bipolar disorder, ADHD, specific learning difficulties, Asperger syndrome, and those who have been previously bullied. All information will be treated as strictly confidential.

7.2. Please include all relevant documentation, psychologist reports, and previous concession applications with your application.

Acknowledgment

I acknowledge full responsibility for all tutor fees and understand that any legal costs incurred for the collection of outstanding fees will be charged to the parent/guardian's account.

I, (name): _____

Parent/Guardian of learner (name): _____

_____ hereby acknowledge that I have read and agree to all the terms and conditions of RAL Academy.

Signature: _____ **Witness:** _____ **Date:** _____