



TERMS AND CONDITIONS SIMPLIFIED

TEACHER AGREEMENT

- The teacher will provide regular lessons as per the calendar.
- The teacher will endeavour to reschedule any lessons due to teacher absence within the same term and will notify parents accordingly. Any lessons not made up will be refunded or carried forward to the following term's invoice.
- The teacher will communicate lesson progress and work set via the Student Portal at each lesson.
- Any changes to contract or lesson arrangements will be notified with at least half a term's notice where possible.

PARENT/CARER AGREEMENT

PARENT/CARER AGREES TO -

- **LEARNING** - support and encourage regular practice between lessons to enable good progress, using the Student Portal to access lesson notes and resources as appropriate.
- **EQUIPMENT** - ensure their child attends fully equipped with necessary resources as requested by the teacher.
- **AVAILABILITY** - to ensure the student is available for all lessons as scheduled and understands that missed lessons will be charged and reschedules are not guaranteed. The onus is on the parent/carer to make themselves available for lessons and not the teacher to reschedule.
- **ABSENCE IN SCHOOL STUDENTS ONLY** - Inform the teacher of any school trips/sickness or other absence as soon as possible to minimise disruption to lessons. Parent/carers understand that while every effort is made to accommodate school activities on lesson day, the lesson is forfeited where this is not possible and the teacher is available to teach. This includes, but is not limited to - school trips/tests/activity days.
- **ABSENCE HOME STUDIO** - inform the teacher of absence as soon as possible. The more notice given, the greater the likelihood of a reschedule, however, this should be kept to a minimum as per point 3.

- **COMMUNICATION** - Communicate with the teacher any needs specific to the student that may impact their learning. All information is kept in the strictest confidence as per the GDPR and Child Protection Policies.
- **LESSON CANCELLATION** - Inform the teacher of lesson cancellation with a minimum of half a term's notice or pay half a term's fees in lieu where such notice cannot be given.

FOR FURTHER DETAIL PLEASE READ THE FULL TERMS AND CONDITIONS DOCUMENT AVAILABLE [HERE](#)