



# Teachers Teach Tuition



## Terms and Conditions

### Conditions of Enrolment

Once enrolled please keep us informed of changes to details – importantly: contact and emergency contact phone numbers and medical conditions. Our email address is [info@teachersteachenfield.co.uk](mailto:info@teachersteachenfield.co.uk)

Here at Teachers Teach Tuition Centre we are professionally qualified teachers. We will teach your child to the best of our ability - on the understanding that you are aware of the homework that is required - and will do your best to see that this homework is completed.

Please ensure that your child's attendance is regular and punctual.

We do not sanction inappropriate behaviour at the centre. A copy of our *Behaviour Policy* is available upon request. We will do our best to resolve issues of poor behaviour, however, in the interests of fairness to all of our students and families, this may result in us removing your child from our register either temporarily or permanently.

**Missed lessons** - Missed lessons must be paid for (at the point of missing them or upon return to the next lesson). If we are informed of the absence by 10.30 am on the day of absence (8am on Saturday), we will be able to arrange a *catch up lesson*. We will not be able to give a catch up lesson unless this notice is given. This is because we will be unable to make alternative arrangements at short notice - which will be to our cost.

**Deposit** - There is a requirement to give two weeks notice to the centre director to withdraw your child from lessons. It is for this reason that we take a deposit equal to 2 weeks (2 lessons) so that we are aware of our schedule for potential new students. The deposit is non-refundable. The deposit will cover payment of the final 2 lessons, whether attended or not.

**Holiday sessions** - **Holiday sessions are offered and booked strictly by appointment only**, and on the basis that there are a minimum number of students in attendance.

There is very limited availability of holiday sessions. ***Once a holiday session(/s) is booked, cancellation of the session/s is not possible***; once school is closed it is completely impractical for us to offer that session to someone else, regardless of what notice is given. We open during holidays i.e. half term, Summer etc. so that our students (many of whom will have exams approaching) have the opportunity to continue lessons once our normal, term time schedule is paused. These sessions are usually offered during the day rather than after school hours. We are happy to offer flexibility where possible so please ask us.