

# School of Mathematic Excellence



## TERMS AND CONDITIONS - Group classes

### Zoom / Equipment

All lessons will be carried out via Zoom. You will need to download the Zoom app in advance and make a free account. You can download it here: <https://zoom.us/download>

For every lesson, your child will need to join my Zoom meeting 5 minutes before their allotted time and wait to be let in by me. Zoom will ask you for details when joining the meeting, please use the following.

Meeting ID: 759 651 4834

Password: ilovemaths

All pupils require a **scientific** calculator for **every** session. If a pupil does not have the correct equipment, they will not be able to continue in the lesson. **My recommended calculator is a Casio fx-83GTX**, and has all the functionalities needed for our sessions. I am unable to advise or assist on the workings of other makes / models during the session, so pupils should already understand how to use their own.

### Safeguarding

I will not allow any device into a session if I do not recognise the name (this includes 'iPad 1', for example) so please ensure all devices are set up correctly well in advance of the lesson starting. I am unable to assist with any individual tech issues once the session begins, and I do not check my emails during or before lessons. Any other immediate concerns regarding safeguarding will be reported to parents/carers directly, or the local authority/police.

### Payment

All group classes are invoiced half termly, a month in advance, and must be paid by the deadline. When joining a class, places are only secure once payment is made. Due to the popularity of the classes, once you have been offered a space you have 1 day to make payment, otherwise the place will be released. Please make payment to the following.

#### **School of Mathematic Excellence**

Sort

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Account

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### Late Payment

Any late payments beyond the deadlines stated in email communications will incur a 20% charge.

## Lateness to lessons

Due to the group nature and short length of the classes, any pupil who is more than 5 minutes late will not be allowed into the session. Content is taught promptly as soon as the lesson starts, and I am unable to go back and repeat information as this is disruptive to the rest of the class who arrived on time.

## Home Education GCSE exams

Parents / carers are fully responsible for booking their child's GCSE exams by the national deadlines.

## Cancellation Policy

Home education daytime classes :: all lessons are recorded, so if your child misses a lesson due to illness or otherwise they are able to access it at a later date, including any online activities etc. Due to all the content and classwork still being accessible, I cannot offer refunds for individual sessions within a block.

Evening group classes :: if you give 24 hours notice of not being able to attend a session, I can record it so the student is able to catch up in their own time. Individual sessions cannot be refunded.

Cancellations :: complete cancellations of any group class are possible once per half term. The half termly cancellation deadline date is the same as the payment deadline, and is stated in email communications.

My sessions run during term time (including bank holidays), and I will specify the dates of such on each invoice. I am happy to send you my term dates if you would like these all in advance. Increasingly, schools have varying dates for term times across the country, so naturally my dates may not always fall during your child's local school term. When I do take time off during term time (this is very rare), I will let you know in advance so we can either rearrange or skip a lesson.

Thank you so much for taking the time to read this. If you have any questions at all, please don't hesitate to contact me via email or my Facebook business page. My working days are Mon-Thurs and any contact will be responded to on these days.

Finally, thanks very much for joining and I look forward to working with your child.