



TERMS AND CONDITIONS

Students are enrolled following an initial assessment, which ensures that the service we provide best fits their needs.

ADMISSIONS

Booking assessments can be arranged by contacting Mohammed Nadeem or Romana Tariq.

Tel: 01535 600009

Mobile: 07415 664924

Email: info@lbctuition.com

Address: 26 Devonshire Street, Keighley, BD21 2AU

PAYMENT TERMS

LBC Tuition fees:

One child	£20 per hour
Two or more children (siblings only)	£15 per hour, per child <i>*please note sibling discount is not available for 11 plus classes or GCSE classes*</i>
11 plus classes	£20 per hour
GCSE classes	£20 per hour for one subject a week (Maths, English or Science) £15 per hour for two or more subjects a week <i>*please note that sessions may be on different days for Maths, English & Science*</i>
One to One sessions	Start at £30 per hour dependent on need and subject

The fees are charged in advance in two block payments for a half term. This is usually one payment for 4 weeks and then another payment for either 2 or 3 weeks depending on the length of the half term. Parents will be notified of the amount due at the time of payment. **Payments are to be made at the start of the FIRST session of the block payment period. If payment is not made in the START of the session, WE WILL HAVE TO SEND YOUR CHILD HOME (Primary aged children will be sent to the waiting room and parents will be informed that they will need to collect their**

child and Secondary aged students will be sent home) All students are entitled to one free assessment when enrolling. The enrolment of students is subject to payment and non-payment can jeopardize a student's place at LBC tuition. LBC Tuition reserves the right to increase the fees at any point, parents to be notified in advance if this is the case.

ABSENCE

Good attendance is vital for good progress in work as it shows both discipline and commitment. **Fees will not be refunded back** in the case of absence. However, the child can make up the missed session within the month of absence/s. The catch up session cannot be carried over to the following month. Alternatively, the child can have the work sent to them via Class Dojo to complete at home. If the child wants to make the missed session up this will be down to the teacher's discretion with regards to the time and day available.

TEACHER ABSENCES/HOLIDAYS

If the teacher is absent or on holiday or for any other reason cannot carry out the session, parents will be notified in advance. LBC will do their best to rearrange the session/s or the money for that session will be refunded back if parents have paid in advance for the session.

HOLIDAYS

If parents decide to take their child/ren on holiday at any point in the year; **fees will not need to be paid** for that period of time. However we do require prior notice if the child is going away on holiday. In order to reserve your child's place upon return from a long absence, a refundable payment of £30 must be paid to LBC Tuition. This will be refunded upon return.

CLASS DOJO

All Parents must sign up to Class Dojo. This is an online system that is used for behavior management by tutors as well for communicating with parents.

HOMEWORK

If parents wish for their children to receive homework, they must purchase homework books via LBC Tuition. Tutors will then set homework through these books in the session. It is the child's responsibility to bring in their book to their next session.

PROGRESS & FEEDBACK

Parents to contact the office if they have any concerns, questions or would like feedback on their child's progress.

MATERIALS

LBC will provide material such as practice exam papers and learning materials, ipads,

laptops, general stationery and books for use within the sessions. Please note that LBC Tuition is **not** responsible for the loss or damage of any personal equipment bought into classes by the students eg. Mobile phones, ipads tablets.

DISCIPLINE

Positive and respectful behaviour is expected from students towards both tutors and fellow pupils. Individuals can be expelled for disruptive behaviour at the discretion of the LBC Tutor.

LATE ARRIVAL

Pupils should aim to arrive a few minutes before the start of the lesson. Any pupil who arrives late can only expect to be given the remainder of their lesson and not the full lesson time unless agreed beforehand. Parents will be expected to call or text for pupils who are running late to give an estimated time of arrival. As we run back to back sessions, it is essential that all parents collect their child/ren on time to ensure a prompt start for the next session.

WITHDRAWAL

Advance written notice of at least four weeks is required if you wish to withdraw a pupil from LBC Tuition. Fail to do so you will still be charged for the whole payment period. If there has been no contact within 5 days you will be sent a letter with an invoice for the outstanding balance. If the balance is not paid in full, this will lead court proceedings. The case will then be sent to small claims court which could result in CCJs against your name.

DISCLAIMER

LBC Tuition cannot be held responsible for any injury or loss of possession during attendance of the tuition session.

STAFF ABUSE

LBC has a Zero Tolerance policy with regards to verbal and physical abuse towards any member of staff. Any kind of assault encompasses any intentional and violent physical conduct and includes verbal abuse as well as threats of and attempted physical assault, these will be taken seriously and reported to the police. Your child will need to be withdrawn out of LBC tuition, any fees outstanding will need to be paid in full preventing from further action been taken.

CONSENT FORM

I have read the above terms and conditions and agree to abide by them and wish to apply for a place for my son/daughter.

CHILD ONE:

FULL NAME:

D.O.B:

SCHOOL YEAR:

CHILD TWO:

FULL NAME:

D.O.B:

SCHOOL YEAR:

CHILD THREE:

FULL NAME:

D.O.B:

SCHOOL YEAR:

CHILD FOUR:

FULL NAME:

D.O.B:

SCHOOL YEAR:

PARENT/GUARDIAN'S NAME:

ADDRESS:

POST CODE:

TEL (HOME):

TEL (MOBILE):

EMAIL:

EMERGENCY CONTACT NAME:

TEL (HOME):

TEL (MOBILE):

RELATIONSHIP TO YOU/CHILD:

IS YOUR CHILD CURRENTLY TAKING ANY MEDICATION THAT WE NEED
TO BE AWARE OF: YES NO

IF SO PLEASE STATE:

I allow/ I do not allow my child _____ to leave the premises on their own.

Please delete as appropriate

I allow/ I do not allow my child pictures to be taken and displayed.

Please delete as appropriate

SIGN: DATE:

I have read, understood and agree to the terms and conditions in this document.

SIGN: DATE:

Please return in person to LBC Tuition.