

WRITE FOUNDATIONS PTY LTD



## **Term Plan Policy – Individual Tutoring Package (Online included)**

### **Booking & Payment**

A term package must be booked and the deposit paid in advance to secure your child's place.

Balance is due prior to the first session of the term.

### **Sessions & Attendance**

Each package covers 9 weeks of one-on-one sessions across the school term (the first 9 weeks).

Sessions are delivered face-to-face at the student's home (or agreed location).

OR Online links will be sent via Zoom link upon receiving deposit confirmation.

Please make sure you have the Zoom app downloaded prior to the first session.

If a student is unwell, parents are asked to provide at least 24 hours' notice to reschedule.

### **Cancellations & Make-Ups**

With 24 hrs' notice, one make-up session per term may be arranged (subject to availability).

Missed sessions without notice are non-refundable.

WRITE FOUNDATIONS PTY LTD



### **Tutor Commitments**

Lessons are tailored to your child's learning needs and delivered with a hands-on approach where needed.

With online tutoring, share screen will be used as a part of teaching and practice, although paperwork may be also sent via email to practice at home for reinforcing taught concepts.

Progress updates are provided throughout the term via face-to-face chats or weekly emails.

### **Parent Commitments**

Parents ensure a safe and quiet environment for tutoring to take place.

Parents agree to communicate any learning needs or changes that may affect the sessions.

Parents print out the necessary documents emailed to support learning.

### **Refunds**

Term packages are non-refundable once the first session has commenced.