

## AbbSchool Extended Tuition Program 2019

**(Please return Senior School forms to AbbSchool Office, under the Forum, or SAO  
Junior School forms to Junior School Reception and ELC forms to ELC Reception)**

*All girls seeking placement in 2019 must complete a form as continuation from 2018 is not assumed.*

The following information outlines the enrolment conditions for the AbbSchool Extended Tuition Program 2019. Please read the conditions listed below before signing the consent form. It is recommended that you retain this page for future reference.

**Enrolment is automatically continued from term to term unless written advice to the contrary is received.**

We encourage you to view enrolment in any Dance or Trinity Drama class as an annual commitment, due to the performance goals/outcomes for most classes. In order to develop girls' skills safely and sequentially in Dance, we discourage movement between styles and classes on a term-basis.

### **PAYMENT ARRANGEMENTS:**

- **AbbSchool tuition fees will be billed before the beginning of each term.**
- **Payment must be made by the cut-off date stated on the invoice.**
- **An adjustment period in Term 1 ONLY will be in place until Friday 22<sup>nd</sup> February to allow for enrolment changes without penalty. Except where a medical certificate has been provided, NO REFUNDS for the cancellation of lessons will be issued after this date.**

### **Conditions**

- The guaranteed number of lessons is 32 per year with allowances being made for outdoor education, exams, excursions and variations to the school timetable.
- **Group lesson absenteeism** – Please provide notification of absences from AbbSchool group classes by emailing to [abbschool@abbotsleigh.nsw.edu.au](mailto:abbschool@abbotsleigh.nsw.edu.au) or ringing 9473 7801 and leave a message.
- **Private lesson absenteeism** – If your daughter is ill and unable to attend her private lesson, adequate notice must be given by phoning the individual teacher giving 24 hours' notice; otherwise you will be charged for the lesson.
- All lessons will begin in the week commencing **Monday 4<sup>th</sup> February 2019** and in Week 1 for Terms 2, 3, and 4.
- Applications are processed strictly on a **'first come first served'** basis and it is therefore not possible to guarantee placement in any extended tuition program. To avoid disappointment, it is recommended that forms be returned promptly.
- Private lessons in Communication Skills and Speech and Drama are taught on rotational basis throughout the school day. Senior School girls are not permitted to come out of PDHPE classes for their private lesson.
- Students in Years 7-9 may elect to have their private or shared private Tennis lesson in PE.
- Swimming and diving lessons will continue during camp/challenge week; however, there will NOT be any other AbbSchool activities.
- All Junior School students attending AbbSchool activities must be collected from the activity venue within 10 minutes of its completion. After this time, students will be escorted to After School Care to ensure appropriate supervision and care is provided. Parents will be charged accordingly for the use of ASC.
- All Junior School students enrolled in 4.30pm or 5.30pm classes **MUST** go to After School Care prior to their class beginning unless picked up by a parent. Supervision will NOT be provided by AbbSchool staff.