

AbbSchool Extended Tuition

All girls seeking placement must newly enrol as continuation from the previous year is not assumed. Except for Term 1, enrolment is automatically continued from term to term unless written advice to the contrary is received.

PAYMENT ARRANGEMENTS:

- Enrolment in AbbSchool is on a 'pay before you play' basis.
- For **TERM 1** you will be required to pay tuition fees when enrolling.
- If you wish to withdraw your child after enrolling and paying, please contact the AbbSchool office and a credit will be applied to your account for future activities.
- For **TERMS 2, 3 & 4** students are automatically rolled over. Fees for these terms are due prior to term commencement.
- An adjustment period in Term 1 **ONLY** will be in place until Friday Week 3 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. Withdrawal for Terms 2, 3 & 4 **MUST** be advised prior to commencement of term.

The following information outlines the enrolment conditions for the AbbSchool Extended Tuition program. Please read the conditions listed below before accepting.

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 strongly discourage movement between styles and classes on a term basis.

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 or ringing 9473 7827 (Snr) or 9473 7615 (Jnr).
- **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 Term 1 lessons will begin in the week commencing **Monday Week 2** and in Week 1 for all other terms.
- 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 you enrol early.
- Private lessons in Communication Skills and Speech & 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.