

Direct Learning Academy - Terms and Conditions

1. Introduction

By enrolling your child at Direct Learning Academy (DLA), you agree to the following Terms and Conditions. These outline the expectations, policies, and procedures that ensure a consistent and high-quality educational experience for all students.

2. Tuition Services

2.1. DLA provides tutoring in English, Maths, and Science for students aged 5-18, across all major exam boards.

2.2. Sessions follow a structured Scheme of Work developed by qualified subject specialists to support academic progress.

3. Class Timings

3.1. Classes operate on weekends at the following times:

- Saturday: 10:00 AM - 12:00 PM
- Saturday: 12:00 PM - 2:00 PM
- Sunday: 10:30 AM - 12:30 PM

3.2. Parents are responsible for ensuring students arrive on time and are collected promptly.

4. Attendance and Punctuality

4.1. Regular attendance is essential for student progress.

4.2. Parents must notify the centre in advance of any absences.

4.3. Repeated lateness or unexplained absences may result in a review of the student's place at the centre.

5. Behaviour Policy

5.1. Students are expected to behave respectfully toward staff and peers.

5.2. Disruptive behaviour, bullying, or non-compliance with instructions may result in disciplinary action, including possible withdrawal from classes.

6. Fees and Payments

6.1. Fees must be paid at the start of each payment cycle as advised.

6.2. Failure to pay on time may result in suspension of tuition services until payment is received.

6.3. It is the responsibility of the parent/guardian to ensure payments are made on time to avoid disruption to the student's learning.

7. Refunds and Cancellations

7.1. No refunds will be given for missed or late classes.

7.2. In exceptional circumstances (e.g. long-term illness), partial credit may be considered at management's discretion.

8. Communication

8.1. DLA communicates with parents via a dedicated WhatsApp group for updates on classes, holidays, and payments.

8.2. Parents should ensure they are added to the group by messaging 07842 566512.

8.3. Urgent or private matters may be communicated via direct message or phone.

9. Health and Safety

9.1. DLA is committed to maintaining a safe and secure learning environment.

9.2. Parents must inform the centre of any relevant medical conditions, allergies, or special educational needs.

10. Data Protection

10.1. Data is used only for administrative, educational, and safety-related purposes and will not be shared without consent.

11. Online Terms Agreement

11.1. In addition to this document, parents must read and sign the full Terms & Conditions form online before tuition begins.

11.2. Submission of the online form constitutes formal acceptance of all academy policies.

12. Agreement

By signing this form, you confirm that:

- You have read and understood the Terms and Conditions listed above.
- You agree to follow all DLA policies.

- You have also read and signed the full Terms and Conditions online.

Parent/Guardian Declaration

Student's Full Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____