

Make Up Policy

- **All lessons need to be paid** for, irrespective of attendance on the day.
- No other club, nursery or private school allow make-up lessons for missed days and we offer this service as a privilege, not as a right.
- **Each student has a limit of 6 lessons they can re-arrange per academic year.**
- We therefore advise make-up sessions to be arranged only under **exceptional circumstances**:
- **School Commitments**
- **Work Experience**
- **School concerts/Parent evenings/sport matches**
- **Bereavement**
- **Illness**
- **Holidays**

- Make-up lessons can only be arranged if notice is given before **four o'clock** during weekdays and before **nine o'clock on Saturday morning** if a student is going to be absent on the Saturday.
- Parents who would like to book a make-up need to phone the centre on 01277 554020 to discuss availabilities. If no spaces are available, we advise parents to phone **between 3 and 4 o'clock** on days that are **convenient for them** to check for possible late cancellations.
- Make-up lessons must be made up within 3 weeks of absence and can't be carried over between term times, or transferred to siblings /friends. Neither can it be added on after the last tuition lesson at Kip McGrath.
- Please note that although the lesson is planned by your child's teacher, the make-up lesson might be with another Kip Teacher or scheduled online as a @Home lesson.
- We are open regardless of adverse weather conditions unless notified otherwise.
- **Scheduled & Missed make-up lessons cannot be rearranged again.**
- **Please note that the receptionist or manager can only offer spaces if we have availability.** Please treat them with respect and courtesy at all times.