Workshop Annexure A

What to expect:
Cribnotes is operated by the owner, Michelle van Heerden, as well as her assistants and "markers". Each workshop is focused on the work covered in the previous term at school. Students are provided with a summarised version of notes and we cover the "highlights" of the previous term. We will revise each topic and provide additional exercises for each section covered. Students will be contacted before the workshop and must please provide us with the chapters names covered at their school in the previous term

What to bring:
Please bring a workbook and stationery. We will provide the notes for the day. Don't forget your calculator!

Important Info
We keep classes small (6-8 students per class) to ensure individual attention. If we have more than 6 learners in a class, a marker will accompany the teacher. The marker's function is to mark exercises which frees up more time for the teacher to spend with the students.

Breaks will be provided. If a learner needs less or more time for breaks, we will evaluate the situation and accommodate them. Learners are welcome to snack while they work. Please pack a lunch or provide some money for something from the shop. I will send an assistant to the shop for the students

Workshops will be conducted over one (6 hours) or two days (3hours per day) depending on available time

Venue:
Cribnotes classroom, Shop 10 E, Welgemoed Plaza, Bakker Street, Welgemoed

Payments:
Workshops are charged at R1100 for the Workshop. Please note that fees are payable a week before the workshop

Banking details:
Cribnotes Private Pty Ltd
FNB
Cheque Acc
Acc: 63071480594
Reference: Invoice Number
Payment confirmation to be sent to: cribnotesct@gmail.com

Students Code of Conduct:

At Cribnotes, we create a comfortable and safe environment for our learners to master Science and Mathematics. We ask that all students please adhere to some ground rules so everyone can fully benefit from classes

1. Please keep talking in the class to a minimum
2. Please treat facilitators with the same respect that you are treated with.
3. Please do not enter the classroom when the previous class is still in session as it is disruptive. We will start the last marking 5min before the end of the session. If you have been marked, you may leave.
4. Class times and extra sessions (especially extra sessions) will be organized and communicated directly with you, Please relay the information to your parents as they have to cart you around 😊
5. Students must please communicate directly with me when marks become available. We use your marks to focus on certain areas of work, prepare for classes more effectively and set reachable goals for you. We love to brag about your marks to your parents in our quarterly progress reports.
6. Class cancellation must please be done 48H in advance. If you cancel on the day, you will forfeit that class. Please communicate directly with me with regards to cancelling a class as we could reschedule for emergencies or illness
7. Please remember to bring your notes along to every class.
8. Please keep your facilitator updated on work that is being covered at school and which chapters will be covered next. We prep notes well in advance so this will be greatly appreciated.
9. Please inform your facilitator as soon as you have test dates. The sooner we know, the better we can plan your extra session and try and fit in as many sessions as possible.

We look forward to welcoming you as part of Cribnotes' family and assisting you in achieving your goals.