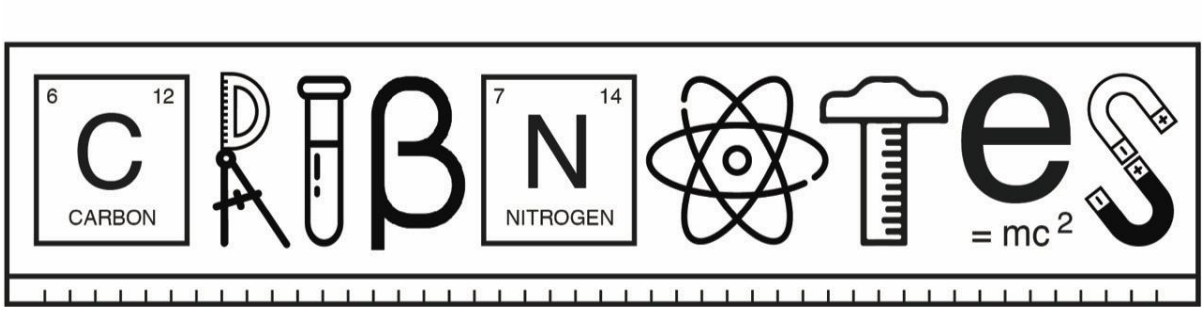


Annexure A:

What to expect:
Cribnotes is operated by the owner, Michelle van Heerden, as well as her assistants and "markers". Each topic in the CAPS /Cambridge/IEB curriculum is taught from scratch with additional notes and exercises that are provided. We try and stay ahead of school classes, so the student will effectively be taught the same thing twice. This ensures that homework from school can be done, and students are practicing as much as possible. Students should always feel free to bring questions from school to class. Our main objective is to spend as much time and energy on your child as possible 😊

Additional support:
Students are added to a class what's app group which will be administrated by Mrs v Heerden and her assistants. The groups are used for communication about classes in addition to extra support for schoolwork. Students are free to ask questions in the group or privately message their teacher if they need additional support with work. We ask that students please not message between the hours of 21:00 and 7:00 (unless its an emergency 😊)

Personal information of students will not be shared or stored in line with the POPI act. Cell numbers are only used to give students access to their respective groups. We ask that students respect the privacy of their fellow students

Prerequisites:
No minimum marks are required. Students must however be dedicated and willing to participate in class sessions as well as homework activities (if needed).

What to bring:
Please bring a workbook and file that is allocated specifically for extra lessons. Notes will be provided for each class. Don't forget your calculator and Cribnotes notes!

Class allocation:
We keep our routine weekly classes small (6-9students 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. A one-hour session per week (per subject) is allocated to each group. This is the minimum amount of contact time allocated to each class.

Extra sessions (Test and Exam sessions) are scheduled before tests and exams which range from 1 to 2 hours sessions, pending the students' grade. Sessions will be arranged in such a manner to best try and accommodate students and parents' schedules. Please check the google drive for class allocations if you have forgotten your weekly slot or extra time slots. The link is available in group description on the class whats app groups and via the email sent upon registration for Parents

The table below indicates hour allocation per term for weekly (1H) classes and test sessions. Please note that this is an estimate and we might have a few hours more/less pending the student's schedule and needs. Variations in term lengths account for fluctuation in hours

Note that in term 3, **GR 12s** will finish the curriculum ASAP which frees up test hours for revision and prelims prep. In term 4, we will be revising in test format only for each section

Grade	T1 1H	T1 Tests	T2 1H	T2 Tests	T3 1H	T3 Tests	T4 1H	T4 Tests
8	10	6	10	6	10	6	6	10
9	10	6	10	6	10	6	6	10
10	10	7	10	8	10	7	6	12
11	10	8	10	10	10	8	4	16
12	10	10	10	12	14	12	0	24

Venues:
Please note that venues are subject to availability and may change
Classes are taught in person and we have three venues available. Learners will be placed in the closest available venue

1. Cribnotes classroom (Welgemoed) (Monday – Sunday)
https://maps.app.goo.gl/EsViH2MaxZpKf8DC9

2. Milnerton methodist Chruch (Wednesdays)
https://maps.app.goo.gl/v3chscpJTymUAWxs7

3. Strooidak kerk raadsaal (Paarl) (Wednesday, Thursdays – extra session Sat and Sunday Afternnoons)
https://maps.app.goo.gl/omG1mPEcvvwLScfD9

Most weekend sessions (Friday to Sunday) and after hour sessions will be held at the Cribnotes Classroom in Welgemoed. This ensures that the maximum amount of sessions can be scheduled back to back. Please speak to your child with regards to who is in the class with them… you never know, there might be a lift club opportunity 😊

Progress reports:
As we say : "no news is good news" and progress reports will only be issued to parents in term 3 (hard copy with registration form for following year) and term 4 (via email). Reports can only be issued if marks have been received. If you have not received a report by the 3de week of the new term, please get in touch with Mrs. v Heerden. If there is a concern with marks, please contact Mrs van Heerden directly. If there are any concerns from our side you will be notified.

Missed sessions:
If learners are unable to make a session for medical reasons, an additional session can be allocated to bring them up to speed. Sessions that are cancelled for personal reasons/appointments must be done a week in advance if you wish to reschedule.
Sessions that are cancelled on the day will be added towards total hours for the term and cannot be rescheduled .

Payments:
A once off registration fee of R200 is payable upon receipt of the registration document (invoice will be sent). Prices are calculated per term and not per class. Prices are all inclusive for weekly and test sessions. Price variations between grades are due to number of hours spent in test/ exam sessions and the additional notes supplied for these sessions. Please see the class allocation section for the average amount of hours spent per grade.

Arrangements can be made to pay per month. Please notify me via mail (info@cribnotes.co.za) or whats app if you would like to make this arrangement. Monthly payments would consist of the term fees being split into three equal payments.

Monthly payments are a courtesy and if payments are late without communication sent, the following term will be charged in full and the monthly payment option will no longer be available.

Please note that an invoice will be sent at the end of the month/ term and is payable in advance for the following term/month. Fees are due by the 1st and latest the 5th. Please note that if payments are consistently overdue, we reserve the right to cancel class and the client will still be liable for the outstanding balance

Payments are due by the 15th of Dec for term 1, first of April for term 2, 1st of July for term 3 and first of Oct for term 4.

Term 4 payment must be made in full. Arrangements can be made for term 4 payment to be made in two instalments.

Banking details:

Cribnotes Group (PTY) LTD
FNB
Cheque Acc
Acc: 63041652587
branch code: 210655
Reference: Invoice Number
Payment confirmation can be sent to: info@cribnotes.co.za (not mandatory)

Alternative Banking details

Cribnotes Private Pty Ltd
FNB
Cheque Acc
Acc: 63071480594
Reference: Invoice Number

***Classes Vary between R134.61 and R191.67 per hour depending on Grade and Term**
CLASSES ARE CHARGED PER TERM

Cancellation

One calendar month's writing notice is required for termination of agreement.
info@cribnotes.co.za

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. Notes form class are not to be shared with students that are not part of the Cribnotes family
4. 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.

5. 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 😊
6. 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.
7. Class cancellation must please be done 24H 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
8. Please remember to bring your notes along to every class.
9. 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.
10. 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.
11. Please use the google Excel link to check class times which can be found in your whats app group description

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