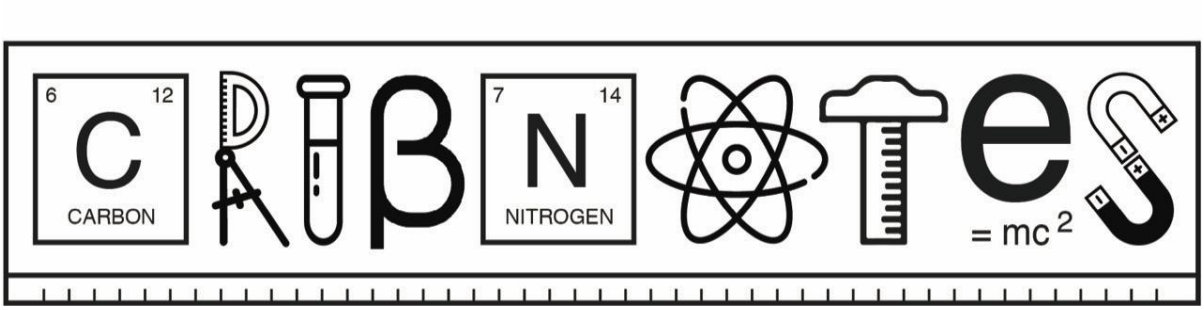


Annexure A
Options:
One on One tutoring –
2 students –
3 students –

a Hour can be shared between siblings or peers. Maximum of 3 students per group. Class will be designated at primary student's residence in the same hour. Cancellations within the group will be charged accordingly (see cancellation policy)

What to expect:
The student/s will be paired with a facilitator that best suits their needs. The facilitator will provide notes that are CAPS/IEB/Cambridge accredited and work through the material with the student/s.

Concepts will be retaught from the beginning and additional exercises will be provided for home and class work. The Student may contact their facilitator at any time with question if they are struggling with schoolwork or homework between 8:00 and 21:00

Class frequency and cancellation:
Students should participate in at least one class per week within the school term (until exams have been written in Term 2 and Term 4 and continue to last week of term 1 and 3). Sessions will be booked in a weekly timeslot at a time that is convenient for the student as well as the facilitator. We strongly advise that students stay in their weekly allocated time. The rhythm of weekly classes help with concept grasping and is highly beneficial to the learning process. Consistence also helps tutor manage their schedules more efficiently.

Cancellation or rescheduling (for emergencies) of sessions must be done 48 hours in advance unless it is an emergency. Classes cancelled in less then 48 hours prior to session will be charged at 50%. Classes cancelled on the day of session will be charged at 100%. Two weeks' notice is required for cancellation of private lessons

Progress reports:
Progress reports will only be issued to parents in term 1,2 and 4 (via Email) and in term 3 (and copy with registration form for following year). Reports can only be issued if marks have been received. If you have not received a report by the 3d 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.

What to bring:
Please have a workbook and file ready that is exclusively for extra classes. We will provide the notes. Don't forget your calculator!

Test Sessions:
Test sessions with a group will be arranged for private students before tests and exams at a discounted rate (Welgemoed Classroom). Please note that we will need two weeks notice to

setup a session for them

Test sessions can also be conducted at your home. Test sessions are always better conducted in person but can be done online if need be. Students must inform their facilitators as soon as test/exam dates are released so we can fit them into as many sessions as possible

Venue:
Your home
Online

Payments:
Please note that an invoice will be sent at the end of the month. A annual registration fee of R200 is due with registration form (invoice will be sent). 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

Banking details:
Cribnotes Private Pty Ltd
FNB
Cheque Acc
Acc: 63071480594
Reference: Invoice Number
Payment confirmation to be sent to: info@cribnotes.co.za (not mandatory)

Alternative Details
Cribnotes Group (PTY) LTD
FNB
Cheque Acc
Acc: 63041652587
branch code: 210655
Reference: Invoice Number

Term and Conditions:
Cribnotes' primary objective is to help your child improve marks and understand concepts within their respective subjects. If homework needs to be given to enforce this, we will do so. If homework is not done repeatedly, Parents will be notified via email. If no improvement is made with regards to work being done, we reserve the right to cancel classes.
Classes that are cancelled or moved around will be flagged and parents will be informed via email. If this trend continues, we reserve the right to cancel tuition from our side.

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 treat Tutor with the same respect that you are treated with.
2. Class times and extra sessions (especially extra sessions) will be organized and communicated directly with you, Please relay the information to your parents. 😊
3. Notes form class are not to be shared with students that are not part of the Cribnotes family
4. Students must please communicate directly with their Tutor 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.
5. Class cancellation must please be done 48H in advance. If you cancel on the day, you will

forfeit that class. Please communicate directly with your Tutor with regards to cancelling a class as we could reschedule for emergencies or illness

6. Please keep your Tutor 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.
7. 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.