



## **Easter Revision Course Terms and Conditions 2022**

### **Information About Us**

1. We are a charity registered in England and Wales. Our charity number is 310493 and our registered address is 25 Henley Road, Ipswich, IP1 3SG.
2. If you have any questions or complaints, please contact us. You can contact our team at [easter-revision@ipswich.school](mailto:easter-revision@ipswich.school).

### **General Terms:**

3. The decision to accept an application of a potential student shall be at our sole discretion.
4. Our obligations and liabilities are exhaustively defined in this agreement.
5. You agree to comply with the School's safe and responsible use of facilities and conduct, including due care and attention for yourself and other students/staff.
6. There may be occasions where we have to cancel a course. We will do our best to let you know of such cancellations as far in advance as possible.
7. We reserve the right to make reasonable alterations to the course provided, including the delivery method without notice.
8. We will not be liable for or responsible for any failure to perform any of our obligations under this agreement which are caused by any event that is outside our reasonable control.
9. We will not be liable to you for any loss, damage or theft of any property you bring onto our premises.
10. Disruptive students or students who endanger others may be asked to leave the course and/or premises. No refund will be given in such instances.
11. Most students find that time with our tutors helps to improve their subject knowledge and exam technique, however, no guarantee of improved grades is made on the purchase of this product.
12. No photography or video photography is permitted on the site without the expressed permission of Ipswich School. You may not post remarks or imagery to the internet that could identify another student or staff member.
13. Lost property found on the site may be held for up to one week before being disposed of as we see fit.
14. You agree to advise us immediately of any changes to the student or parent/guardian details provided.

**Course Provision:**

15. 2022 Easter Revision Courses at Ipswich School will run Monday 11th - Thursday 14th April 2022 and Tuesday 19 April - Friday 22 April 2022 inclusive.
16. Ipswich School will fully endeavour to run all courses as advertised but also reserves the right without prior notice or consultation to:
  - a. Withdraw a course if a course is undersubscribed and therefore in the opinion of the School not viable.
  - b. Cancel a booking if a course is oversubscribed and in the opinion of the School an additional group is not viable.
  - c. For GCSE courses, moving morning courses to afternoon courses and afternoon courses to morning courses. This would only occur in exceptional circumstances if necessary for course viability.  
(If terms 3.a and/or 3.b are implemented the course fee will be fully refunded).
17. Some subject combinations may not be possible due to timetabling restraints.
18. Students may elect to attend either one, two, three or four subjects at GCSE over one or two weeks, which will run in either morning (09.30-12.45) or afternoon (13.15-16.30) sessions for the duration of the 2 weeks, or one or two subjects at A Level, over one or two weeks, which will run in the morning (09.30-12.45) and afternoon (13.15-16.30) sessions for the duration of the 2 weeks.
19. Students will receive approximately 12+ hours (GCSE) and 24+ hours (A Level) of tuition for each subject during the course of the week(s). Students may also be provided with homework assignments to complete between lessons. 15 minutes of break time is allowed for in each morning/afternoon session.

**Online Learning:**

20. Online course seats are delivered via Google Meet technology.
21. Students online will usually attend the same course as students attending face-to-face.
22. IT equipment and resources must be provided by students as per the below section 'IT Equipment/Resources'.

**Face-to-face Learning:**

23. We strongly recommend that students have the IT equipment/resources detailed below, in case they need to sit some or all of their course online due to uncontrollable circumstances.

**IT Equipment/Resources:**

24. The following IT equipment/resources are required to join our classes via an online seat:
  - a. Stable internet connection, fast enough for extended video conferencing.
  - b. Laptop, desktop computer or tablet with a camera, speakers and microphone (phones are not recommended).
  - c. A quiet, well lit working space with a comfortable chair and tabletop.
  - d. Access to Google Meet video conferencing software and an active email account.

- e. Paper and writing materials as well as any other subject-appropriate materials (i.e. calculator for maths courses).
- f. Access to a printer may also be beneficial.

**Course Cancellation:**

- 25. Occasionally, courses must be cancelled due to reasons beyond our control. In such cases, a full refund will be offered, or transfer to another subject where possible.
- 26. All courses are subject to minimum numbers of students. Alternative subject options or refunds may be offered in case minimum numbers are not met.
- 27. Occasionally courses may need to be moved online. Virtual courses will be offered in place of face-to-face tuition in such circumstances.

**Bookings:**

- 28. All bookings must be paid for in advance.
- 29. All bookings are accepted on a “first-come-first-serve” basis.
- 30. Completion of the online booking form is an application only and places are only confirmed on receipt of confirmation in writing and payment of fees due.
- 31. Your right to cancel. If you wish to cancel this booking you can do so under the following terms and conditions:
  - a. The Consumer Credit Act gives you a 14-day “cooling off” period to cancel your agreement with us and receive a full refund. The “cooling off” period starts the day after the date you made this booking.
  - b. Cancel your agreement with us after the 14-day “cooling” off period but on or before 28 February 2022 and receive a full refund, less a £50 admin fee.
  - c. Cancellations outside the 14-day “cooling off” period and after the 28 February 2022 are non-refundable and will be charged in full.
  - d. Cancellations should be sent in writing to The Director of Easter Revision (easter-revision@ipswich.school).

**COVID-19:**

- 32. Should a student be unable to attend their face-to-face course due to COVID-19 isolation, a virtual seat will be offered instead where possible. No refund will be given.
- 33. Students attending face-to-face classes must maintain social distancing and face-covering guidelines and any other COVID-19 measures in place at the time of the course. These will be clearly communicated to students.
- 34. Students attending face-to-face classes must not be symptomatic of COVID-19 and neither should anyone in their household.