



**Making Education a Priority (MEaP)  
Twilight School**

**Attendance and Fee Policy**

I/We, Parents or Legal Guardian of .....

Year group:.....

School/College: .....

Agree that **Making Education a Priority (MEaP)** provides Twilight School & Holiday Educational Tuition/Support to the above named child/ren. I/We accept to make the necessary arrangements for the smooth running of the tuition and will manage to get the Student all the learning materials for both the Twilight School & Holiday Tuition.

**ATTENDANCE & TWILIGHT SCHOOL POLICIES**

- Ensure regular attendance, good punctuality and to give ample time of notice of any reason for absence.
- Sign my/our child/ren in and out at the reception desk provided.
- Encourage and support my child in their work and attitude towards work and the learning environment.
- Ensure that my child attends the Twilight School well prepared, with the appropriate stationery items and workbooks.
- Pay for the replacement of any damaged or lost books and materials.
- Support the policies of the Twilight School including prompt and full payment of fees and assisting my child to respect the rules and regulations of the Twilight School. Agreed that my child will be deregistered for bad behaviour and that my child will have to be deregistered for a place on the waiting list.
- Agreed to provide the appropriate & recommended study resources and materials for my/our child/ren.
- That I am/we are encouraged to speak to my/our child/ren regarding the quality of work, and YLN would welcome any feedback from me/us. I/we have the right to terminate the contract with YLN with prior warning and given reason why.

**FEE'S PAYMENT POLICY**

- I/We would honour the minimal monthly fee of £48.00 per Child (Cheque or Standing Orders) made payable to Making Education a Priority in advance and payable on the 1<sup>st</sup> of every month which will be subject to review with adequate notice.
- No refunds will be given for any classes missed due to non-attendance/part refund may be payable on full year payments with a minimum of one month's notice and subject to administration charges.
- No student will be allowed entry to the school if fees are 2 weeks or more in arrears.
- Students will be removed from the school register list until all outstanding fees have been paid and subjected to another recruitment interview.
- No student will be permitted on the school waiting list until all outstanding fees have been paid.

Failure to maintain this contract may result in the revoking of your child's/ren's place at the Twilight School.

**DECLARATION**

I/We have read and understood the above declaration

**Parent or Legal Guardian**

Name:.....

Address:.....

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.....Post Code .....

Tel: .....Mobile Number.....

Email.....

Signature.....Date.....

**DIRECTOR**

Name:

Signature.....Date.....