Terms & Conditions

- Junior Cub Scholars is a limited company.
- These Terms and Conditions ('agreement') form the contract between Junior Cub Scholars ('we' or 'us' or 'our') and the Parents or any persons ('you' or 'client') who engage the Service of Junior Cub Scholars on behalf of their son/daughter/dependant ('your child').

Academy hours

- Junior Cub Scholars is open Wednesdays (5pm – 7pm).
- It is important for the student to arrive on time to complete their lesson, likewise, please ensure that you pick up your child on time.
- Class times may be subject to change in the future. 4 weeks' notice will be given.

Behaviour and class environment

- Parents and carers are expected to demonstrate their commitment to the education process by encouraging students and respecting our staff.
- Students are responsible for their own wellbeing.
- We have the right to expel students who breach rules on a regular basis (after consultation with parent or carer) for actions such as (but not limited to) abuse towards staff, any form of bullying, any rude words spoken or written or damage to any Junior Cub Scholars property.
- Junior Cub Scholars's decision in such cases will be final and students/ parents will have no legal remedy against expulsion in such cases.
- Please enter and exit Junior Cub Scholars's premises accordingly and sensibly to avoid disturbance to others.
- All our classes are adult-free zones (other than staff), to keep an atmosphere suitable for studying, as well as safeguarding students.
- Only students can enter Junior Cub Scholars classrooms.
- Should a student cause any damage to the Junior Cub Scholars's property, parents or carers are to be held responsible for compensation including full costs of repair, replacement.
- Payment for damages must be made in full, immediately. Failure to do so will result in legal action being taken, with costs being added onto the final invoice.
- We are a food allergy aware academy. Please do not bring any nuts into the classroom.
- Students are permitted to bring snacks and drinks for the duration of the lesson,

Attendance and absence

- It is vital that the student attends their assigned lesson at the time given to them upon joining.
- 2 days' notice will be required if a student is unable to attend class, to allow us to arrange tutor-class allocation appropriately.
- Failure to follow absence procedure will result in any payment already paid for the lesson(s) to be forfeited.

- You can notify Junior Cub Scholars by email or telephone on +44 7547 161699.
- It is then your responsibility to book for a replacement lesson.
- If a parent or guardian wishes to withdraw their child/children, they must give 4 weeks written notice.
- Junior Cub Scholars does not refund absence, however, if you inform us in accordance to the absence procedure above, we can offer your child/you a replacement time slot within the same 4-week/term period or allow it to be carried over to the next 4-week period. (Only once per 4-week term)
- Absence in relation to an emergency, will require proof/ documentation sent via email to Junior Cub Scholars, as well as outlining clearly the reasons for the absence. Failure to do so will result in any payment made for that lesson(s) to be forfeited.
- Junior Cub Scholars reserves the right to amend the rules and regulations as and when necessary.

Fees

- Fees will be calculated in a 4-week block booking system.
- Payment will be required in advance and invoiced each month.
- In the 3 rd week of the booking, invoices will be sent for the commencement of the next 4 week booking slot to be paid in full, in advance.
- Failure to pay the fees on time may result in sessions being delayed until payment is received.
- Failure to pay can/ will result in the student's place in the academy being withdrawn, without notice.
- If a student cannot attend their lesson the fee will not be refunded but they will receive hours which can be used within the term or following term (only once per term), so long as the correct notification procedure has been adhered to.
- If a student leaves before the end of the month the remaining fee is forfeited.
- If a student leaves without giving the required 4-weeks' notice, an invoice will be sent, which will be required to be paid in full immediately.
- Failure to do so will result in legal action, with costs being added to the final invoice.
- Junior Cub Scholars will not refund remaining fees in any circumstances, unless they are exceptional and proof/ documentation is provided.
- Junior Cub Scholars reserves the right to determine whether the circumstances are exceptional.
- Junior Cub Scholars's decision will be final, and parents/ students agree to comply with Junior Cub Scholars's final decision.
- Method of payments: Bank transfer or card.

Holidays

- We respect and follow national and religious practices.
- If you wish to take time off during those days, then please inform us in-advance and we will assign another time slot.

- Specific dates of Junior Cub Scholars closings will be communicated on our social media sites, website and via email.

Emergency Procedure

- In the rare case it is necessary to cancel classes and close our academy completely we will send messages announcing class cancellations as well as announce on our website and available social media sites.

Liability policy

- Junior Cub Scholars is not responsible for ensuring that any child stays on the premises.
- The academy or tutors are not liable for any student before the student enters or after the student leaves the academy.

Ofsted Guidelines

- Junior Cub Scholars voluntarily complies with key guidelines outlined by Ofsted to ensure we provide a tutoring academy that is of the highest standards in a safe learning environment for your child.

We ensure:

- ○ All staff are DBS checked.
- ○ Staff, premises and equipment are suitable and safe.
- ○ At least one staff member at each centre has completed an approved Paediatric First Aid course.
- ○ First aid kits and accident report forms are available.
- ○ Public liability insurance is current and up to date.