



Learning Agreement

Guidelines for Students

Skills School should:

- Ensure that quality work is provided and the agreed curriculum is delivered.
- Inform the student and parent/carer of changes to their learning programme.
- Operate a process of review which seeks feedback from students and parents/carers.
- Provide students with feedback and set deadlines where appropriate.
- Ensure that all information is securely and accurately stored.
- Establish and maintain a professional and active learning environment.

Students should:

- Attend all timetabled classes punctually.
- Behave in a suitable manner towards tutors and peers.
- Inform Skills School if they have problems which may affect their attendance or studies.
- Ask for assistance if they are having difficulties with any aspect of their studies.
- Treat with respect the facilities provided for students.
- Submit any work on time.

Data Protection Act

Data Protection Act 1998 – The information you provide will be securely stored by Skills School Limited. Your personal information will not be shared with any outside agency. From time to time generic information, such as class sizes and statistics, may be shared with outside agencies and/or used for advertising purposes. Such actions will not include the use of any personal information.

At no time will your personal information be passed to organisations for marketing or sales purposes.

At no time will photographs be taken of you or your child/ward without consent first being agreed.

We will not hold on to your personal records for any longer than reasonably necessary. If you have informed us that you do not wish to be contacted about future courses or services at Skills School which may be of interest to you, then your personal information will be destroyed at the end of the academic year in which you completed your studies. Tick the box overleaf if you do not wish to be contacted by Skills School about any future courses or services which may be of interest to you.

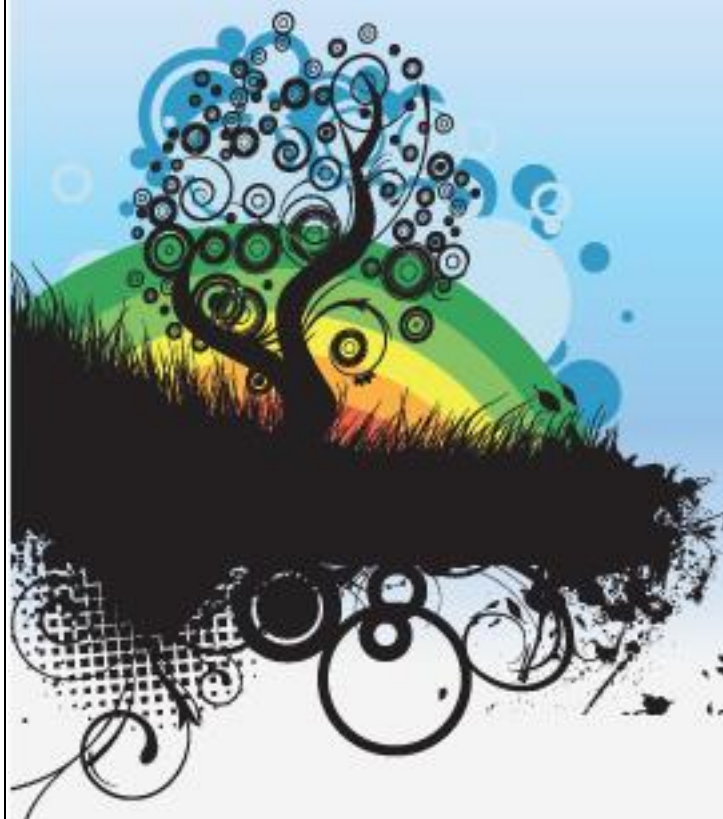


Refunds

Should you change your mind about your enrolment we will fully refund your fees provided you notify Skills School, in writing, within 14 days of the tuition start date. Where tuition is no longer required during the agreed tuition period, Skills School will refund any remaining sessions minus a 14 day notification period.



Enrolment and Learning Agreement 2010/11



6 – 16 Tuition

Enrolment and Learning Agreement 2010/11

A. Child/Ward's details

Surname: _____

Forename: _____

Date of Birth: _____ Gender: Female Male

Nationality: _____

Home Address: _____

Postcode: _____

School: _____ Year: _____

Parent/Carer's Name: _____

Tel: _____ Mobile: _____

Email: _____

Emergency Contact Name: _____ Tel: _____

Do you consider your child/ward to have a learning difficulty that Skills School should be aware of and/or may need to support?

Yes No If YES please state the nature of the learning difficulty: _____

Do you consider your child/ward to have a disability that Skills School should be aware of and/or may need to support?

Yes No If YES please state the nature of the disability: _____

B. Details of required tuition

Subject	Tick Preference(s)	Preferred Day	Preferred Time	Number of Sessions
English				
Maths				
Dyslexia Support				
Other (please specify)				
Total Payable (£25 per session)				

C. Additional Information

Please give a description of any specific curriculum areas your child/ward requires support with (if known):

D. Payment Method (please tick one)

- Cash (Please go to Skills School, Bingham House, 1 Dyer Street, Cirencester)
- Cheque (Please make payable to Skills School Limited)
- Debit / Credit Card (Complete the authorisation below or pay in person at Skills School)

I authorise you to charge £_____ to my debit / credit card.

Card Number:

Valid from: Expires:

Issue No. (Switch): 3 Digit Security Code:

Name of Cardholder: _____

Address (if different): _____

Postcode: _____

Signed: _____

Date: _____

E. Signature

I agree that by signing the Enrolment and Learning Agreement:

- I have read and agree to the conditions overleaf and declare that the information given on this agreement is, to the best of my knowledge, correct.
- I agree to pay the required sessions' instalments prior to the sessions taking place.
- I have had sufficient information, advice and guidance to support my choice of tuition.

Parent/Carer: _____

Date: _____

- I do not wish to be contacted by Skills School about future services or courses which may be of interest to me.