

Students to be enrolled

Pupil 1

Name: _____

Gender: M/F

Age: _____

DOB: _____

School Attending: _____

School Year: _____

Are there any disabilities/illnesses/allergies we need
to know about?: _____

Tuition start date: _____

Tuition day: _____

Tuition Time: _____

Subject: GRFS/KS1/KS2 English/KS2 Maths/11+/SATS/
Secondary English / Secondary Maths / A Level

Pupil 2

Name: _____

Gender: M/F

Age: _____

DOB: _____

School Attending: _____

School Year: _____

Are there any disabilities/illnesses/allergies we need
to know about?: _____

Tuition start date: _____

Tuition day: _____

Tuition Time: _____

Subject: KS1 / KS2 English / KS2 Maths / 11+ / SATS /
Secondary English / Secondary Maths / A Level

Parents/Guardians information

Title: _____ Name: _____

Relationship to pupil: _____

Address: _____

Postcode: _____

E-Mail: _____

Mobile number: _____

Any other contact number/s: _____

Title: _____ Name: _____

Relationship to pupil: _____

Address: _____

Postcode: _____

E-Mail: _____

Mobile number: _____

Any other contact number/s: _____

Emergency contact

Name: _____ Number: _____

Relationship to pupil: _____

Conditions of Enrolment

We undertake to provide tuition by professionally qualified teachers on the conditions outlined below:

- You are aware of the homework that is required (max 3 pieces) and will do your best to see that this is completed
- You ensure that your child’s attendance is regular and punctual, and that fees are paid on time (see payment options below)
- A deposit of the cost of one session will be required before your child can begin tuition and this will be returned to you in the form of a final lesson when tuition is terminated
- Notice must be given before fees are due for the next payment block (monthly 1st- see payment calendar) or, if paying termly/annually, before the term/year finishes. Students will be expected to complete the sessions left in the block/term/year and deposits will not be refunded
- Poor attendance and/or unpaid lesson fees may result in the termination of tuition
- In case of absence we can provide you with the following options:
 At home lesson: If notice is given before four o’clock during weekdays (3.25pm session before start of lesson) and before nine o’clock on Saturday morning for a student who is going to be absent on the Saturday. We can change the lesson to an at home lesson which can then be completed within the next 5 days (this allows 2 days before the next lesson for teachers to plan.)
 Kip Online Zoom Lesson: These will only be granted where students must self-isolate and we have at least 24 hours prior notice. These lessons must be taken at the same time as their normal lesson. Please note that due to the time and organisation of these Zoom lessons, we cannot replace missed lessons for reasons given in the table above, with Zoom lessons. Zoom lessons are only for students who need to self-isolate for a period of 10-14 days. (please refer to the missed lesson policy for further details)
- All primary school aged children must be collected by a parent/adult from the centre; they must not leave the premises alone
- Secondary school children may leave the premises after their sessions, however, if you would prefer your child to be collected, then please make your teacher and child aware
- Please note that Kip teachers should not be approached for private tuition. This goes against their work agreement and puts our teachers in an uncomfortable position.
- COVID: Please read our Covid measures on our website. By sending your child into our centre you agree that they do not have any Covid symptoms or have been in contact with anyone showing covid symptoms. If we have any concerns that your child is not well, we will be checking temperatures electronically and will call you to collect them if need be.

Payment options (please tick your preferred option) If you would like to know more about payment and payment options, please refer to our payment calendar.

Monthly payments (4 week blocks) by card by childcare vouchers

Payment can be made by childcare vouchers or by giving us details of a debit/credit card where we can set up automatic monthly payments to be debited on the 1st of every month.

Termly payment (14 week blocks) by card by childcare vouchers

You will be invoiced every 14 weeks and will receive a free lesson every term if you choose this option. 14 lessons for the price of 13.

Annual payment (48 week blocks) by card by childcare vouchers

You will be invoiced every 48 weeks and will receive 6 free lessons if you choose this option. 48 lessons for the price of 42.

Photo Permission Please tick the box if you give consent for your child to be photographed

Social Media Centre Displays Kip Mag newsletter Leaflets Website

Personal Information and Data Handling

I understand that personal information relating to the delivery of Kip McGrath tuition will be retained by Kip McGrath Tuition Brentwood LP for administrative and research purposes and to enable *me/my child to undertake Kip McGrath tuition. I am aware that data relating to Kip McGrath tuition is submitted to Kip McGrath Head Office in Australia for monitoring and research purposes and is retained by Kip McGrath Tuition Brentwood LP for a limited time and thereafter securely destroyed

Signed _____ Date _____

How did you find out about us?

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Kip McGrath Website • Banner • Postcard/Leaflet | <ul style="list-style-type: none"> • Facebook • School newsletter • Tesco’s ad • Sainsbury’s ad • Google search | <ul style="list-style-type: none"> • A-frame/signage/passing by • Car Signage • Returning Student • Sibling attends/attended |
|---|--|--|

Recommended by _____ Other _____