

EATW Bulletin3



English
All The Way

July 2016

revised September 2023

Casual Leave and Sick Leave

Dear parents & students,

Kindly take a minute to read this REVISED and UPDATED circular as this is IMPORTANT.

Apply for casual leave

1) EATW now ONLY ACCEPTS one month prior application of leave as we believe most appointments / ECAs are well informed / arranged in advance. Any leave abruptly taken within the same month, or same day spontaneous notification of leave, is NOT refundable and ineligible for a make-up class. A valid leave application is eligible for ONE OFF *make-up class to be arranged that suits both parties. A makeup class of such could only be arranged subject to feasibility and availability but **NOT** obligatory. *All make-up classes need to be taken within the same month of absence. Failure to attend the make-up class for whatever reason is considered a forfeiture of such, and no further make-up classes will be rearranged.

2) Anyone expected to attend a class yet **not showing up** will be automatically deemed ABSENT, and regrettably, is not entitled to a make-up class or refund in any manner.

3) A maximum of TWO prior classes of leave / month is accepted.

Apply for sick leave

4) To avoid the least embarrassment / confusion, we would like to stress that 'same day notification', any ad hoc leave taken or classes cancelled that are initiated by parents for any seemingly valid reasons other than **sickness, will not suffice for the paid class to be debited from next month's invoice. It is also ineligible for any make-up in another class slot.

5) **Absence on the same day of class due to sickness needs a valid medical certification issued by a registered doctor/ practitioner submitted to EATW in the next class within a week before the paid fee of such a class is liable for a debit from next month's invoice, or a make-up class *to be considered*. Please note that **only a true copy or a photocopy** of the doctor's cert is regarded a valid proof of sickness, but NOT MERELY a WA image of the doc cert sent. Medication bags / pill pouches are invalid and unacceptable.

Withdrawal / Temporary Suspension

6) PLEASE have the courtesy to inform EATW **AT LEAST ONE MONTH PRIOR** (i.e. four classes excluding red dates) should anyone wish to withdraw / temporary suspend from a class without a confirmed return date. Please DO NOT "just disappear" as all class materials will still be kept aside for 'no-show' students. All 'disappearances' will be counted as ABSENT and FULL PAYMENT WILL BE charged accordingly. Students are obliged to pay a month's fee for hasty withdrawals without one month's prior notification even if the student is unable to attend any lessons at all.

7) To ensure apt communication, any application of leave / withdrawal is to be conducted between a parent / guardian and EATW either by phone or via email and WA / SMS. Any other means of notification e.g. verbal message / memo submitted through a child /maid is unacceptable and invalid.

AOB

8) All classes cancelled due to black rainstorm / typhoon #8+ / class closures advised by the EDU e.g. inclement weather conditions or courses disrupted / called off as such are **NON-REFUNDABLE/NON-DEDUCTIBLE & INELIGIBLE FOR MAKE-UP**.

9) EATW classes operate as normal even when typhoon #3 or amber / red rain warning sets in. Parents opting out at their own discretion will not have the unattended class refunded or made-up.

Disclaimer

10) EATW is authorised to handle any medical situation as we see fit. All students assume their own responsibility and agree not to hold EATW accountable for any loss or damage to anyone's properties. EATW reserves the right to make the final decision in case of disputes or any unforeseeable changes made.

Cheers,
Auntie Carol & Auntie Liza

We actually think little about rules and all that, but then we figure that we do need a few to safeguard and ensure a happy EATW community woven in mutual trust, respect, harmony and cordiality. And something for us to fall back on when required.
Thank you for your attention.