

EATW Bulletin 5



May 2017

English
All The Way
revised September 2023



**MANDATORY
Attendance**

Dear parents & students,

It has come to our attention that recently some students have been applying for consecutive weeks of leave, resulting in attending just one or two classes within the month. We certainly do not intend to speculate that EATW classes *have been ticked off all too casually and randomly*.

It is definitely a bad idea to miss so many classes in a row albeit understandable when students need to prepare for school exams or other obligatory events / engagements. Students are expected to finish all saved worksheets for submission in the next class. Accumulated assignments reflect bad time management, while good time management should be well nurtured since primary. **It is therefore incorrect and unwise to merely consider completing all the saved worksheets 'task complete'.**

We hope priorities are set and commitments honoured, thus **we seek all parents' and students' cooperation to adhere to lessons duly committed.** We stress the importance of students' attendance in the enrolled class, as teachers often have spontaneous activities carried out. We strongly advise against students randomly joining another class just to make up for the missed class, as it often disrupts / hinders the normal proceedings of the original class. As such, coming across the same worksheet or going through the same page in the WP is inevitable.

Only **ONE** make up class is allowed per student per month. Refunds or credit for the unattended class cannot be applied to the new invoice should a proposed make up class be declined. Make up classes can only be arranged within the same month and not carried over to a new month.

*** EATW full cycle spans from Sep to July, a total of 11 months.** Please let us know well in Advance if your child will be taking leave during long holidays e.g. Christmas / CNY / Easter and other foreseeable circumstances e.g. picnic or sports day so we could better prepare the monthly invoices and be able to prep/adjust our lesson plans accordingly. *For other leave application details, kindly refer to the latest EATW Bulletin(s).

While we appreciate eager students insisting to attend albeit mildly unwell (please don a facemask), those sick with fever; flu; cough or other infectious diseases please be considerate and kindly stay at home to recuperate. All sick leaves must be supplemented with a valid doctor's certificate (original or copy) for that unattended class to be debited from next month's invoice. (For details regarding sick leave kindly refer to our latest Bulletin) A reminder that all make-up classes could only be arranged subject to feasibility and availability. **ALWAYS let your child bring pocket tissue to class.**

Should three or more weekly lessons be cancelled consecutively, EATW reserves the right to offer the place to another student without further notice.

Post-dated cheques and cash are NOT accepted.

All inevitable / impromptu changes / cancellations or discrepancies subject to EATW's discretion and final decision.

EATW is not another tutorial factory to churn out exam robots that are moulded to answer standard questions but dazed and lost when it comes to having to use and speak good, simple English confidently.

This is what makes EATW special.

With immediate effect, each student can only apply for a maximum of two prior dates of leave each month, i.e. attending a minimum of two lessons per month is obligatory.
Thank you for your attention.

Cheers, Auntie Carol & Auntie Liza