



INFORMATION AND POLICIES

Updated: 4 January 2019

1. MISSED CLASSES

In the case of absence, students are welcome to attend a make-up class where available. If there are no suitable make-up classes, the student will be emailed the missed material and relevant recordings of the lesson so they can catch up in their own time. A copy of the email will also be sent to the parent's email on record. We require at least **1 hour's notice** to relay the recording instructions to the tutor. Students are encouraged to submit all work and homework from missed lessons, and to ask for clarification on any topics covered.

2. CANCELLED CLASSES

In the case of a class cancelled by the tutor, the student's fee for that lesson will be refunded. Students are welcome to attend a complimentary make-up class if available.

3. HOMEWORK AND MARKING

All homework at Shakespeare Academy has been designed to complement and consolidate what students have learnt in class. Term-time homework should take no longer than one hour to complete. Students are expected to complete all homework.

Tutors will mark all Shakespeare Academy work and homework, and return all work within one week of submission.

4. EXTRA MARKING

Students are welcome to submit up to **ONE** piece of non-Shakespeare Academy English or written work for marking. These include – but are not limited to – school homework and assessments, scholarship applications, and cover letters. For complimentary marking, **a hard copy must be submitted in class**, which tutors will endeavour to mark during the lesson. If a tutor is unable to finish marking during the lesson, and the student wishes to receive feedback, a marking fee applies.

Any non-Shakespeare Academy work submitted to a tutor via email is subject to a marking fee. The turnaround time is up to **3 days (60 hours)** from submission.



5. PRIVATE LESSONS

Students may reschedule up to **one** lesson every term. If no alternative time can be agreed upon, the student will be given one lesson credit for the following term.

Private students may submit up to **ONE** piece of non-Shakespeare Academy work for marking every week. After this, marking will be charged at the usual marking rate.

6. SCHOOL HOLIDAY COURSES

Shakespeare Academy typically holds courses and workshops every school holiday. In the April, July, and October holidays, classes are held in the first week from Monday to Friday. These include:

- English grammar (15 hours)
- Writing: essays (15 hours)
- Writing: creative (15 hours)

Longer courses are available in the January summer holidays. These are typically held in the 2-3 weeks before the start of term. Details will be announced in December.

7. NEWSLETTER

All students and parents at Shakespeare Academy are subscribed to our newsletter upon providing email addresses at enrolment. Please add info@shakespeareacademy.com.au to your safe senders' list to ensure you receive every issue. This newsletter is sent out approximately every 6 weeks in Weeks 2 and 8 of term. Students are welcome to submit their writing for consideration and publication.

Links to past newsletters can be found at our Facebook page (<https://www.facebook.com/ShakespeareAcademyAU>).

8. ANNIVERSARY GIFT

Upon completing 4 terms of classes, students at Shakespeare Academy receive an anniversary gift of a congratulatory card, and a \$25 Dymocks voucher. These will be given in the final lesson of the term.



9. COMPETITIONS AND GIVEAWAYS

Shakespeare Academy runs at least one competition every school year for the following groups:

- Years 5-6
- Years 7-9
- Years 10-12

Competition instructions will be sent to students' emails, so please ensure info@shakespeareacademy.com.au is on your safe senders' list.

Flash giveaways are sporadic, and held in class or on our social media pages – keep your eyes peeled for those.

10. PAYMENT METHODS

We currently accept payment by cash, cheque, or EFT. Tax invoices can be issued upon request.