



SMART Centre
the art of education

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ONLINE TUITION POLICY

The following Policy will apply when taking lessons online:

- Your connectivity will be your own responsibility. SMART Centre is not obliged to re-schedule an online lesson whenever connectivity interruptions occur. Any concessions in this regard will be at the discretion of the Tutor concerned. If technical problems occur on SMART Centre's side, alternate arrangements will be made to make up the lost time or missed lesson.
- Requirements for online tuition include;
 - Adequate online capacity
 - Familiarity with the Zoom platform. All online lessons will be offered via Zoom only.
 - **Working camera** – to be switched on throughout the lesson (mandatory). Students are expected to be present and focussed throughout all online lessons. Continuously switching the camera off during the lesson is not acceptable. Students need to be mindful of the fact that others can see them during the lesson and should be appropriately dressed for lessons.
 - **Working microphone** – to be switched on throughout the session for PVT- lessons and, to be muted when joining an online group lesson. Students are required to set themselves up in a quiet spot for any online lessons since noisy environments detract from the general flow and focus of the interaction. When unexpected background noise arises, microphones should be muted.
- All students are requested to be ready and waiting to receive the Zoom meeting codes at the allotted time. Due to the nature of online teaching, it may take a few minutes to wind up the previous session and get your codes to you, so please be patient.
- Zoom login codes are sent via WhatsApp only. Students need to ensure that they have been added to any relevant WhatsApp groups.
- Students need to be respectful of the lessons & should refrain from fiddling with cell phones or other objects while in Zoom meetings.

Please sign this acknowledgement of receipt and return to the office:

PARENT:

I, _____, parent of _____ have read, understood and agree to the Terms & Conditions for receiving ONLINE tuition at Smart Centre.

Signed: _____

Date: _____

STUDENT:

I, _____ have read, understood and agree to the Terms & Conditions for receiving ONLINE tuition at Smart Centre.

Signed: _____

Date: _____