



Welcome to The Pan African Academy – Live Zoom Lesson Provision

PLEASE READ OUR TERMS & CONDITIONS CAREFULLY

OUR PROMISE TO YOU

We will provide your child with first class group tuition in African history. Lessons will be engaging and insightful and your child will develop a stronger sense of the history of Africa. We will work on historical skills and encourage curiosity always.

OUR ENROLMENT POLICY

Once we receive your completed registration form, we will invoice you for payment. Once payment has been received then your child is officially enrolled for online lessons.

FEE PAYMENT

Fees must be paid at least 7 days before the start of term. Failure to do so may result in your child losing their place in the live lessons. Invoices will be emailed to you towards the end of each term, to allow you time to make payment for the following term.

Termly fees are non-refundable and money will not be reimbursed for missed lessons unless in exceptional circumstances.

If you are having difficulty with payment, please contact us so we can discuss. As part of our academy community, your child's place with us is valued and assistance may be available.

Our fee structure is as follows:

£60.00 Termly Enrolment Fee (6 weeks)

£40.00 Termly Enrolment Fee for each additional child within the same family

ATTENDANCE AND PUNCTUALITY

It is expected that students will attend online lessons regularly and on time. In the event of absence or lateness for any reason, we ask Parents and Carers to inform us as soon as possible. We view our online lessons in the same way as we view lessons in the classroom and continuous lateness can be very disruptive. We appreciate your support in this regard.

BEHAVIOUR

We have the highest expectations for behaviour of our students at The Pan African Academy and consistently disruptive behaviour will not be tolerated. We expect students to remain on mute when asked to do so and to follow the teacher's instructions at all times. We want to foster a positive and safe learning environment for all and so will work closely with parents to ensure any issues are dealt with before they escalate.

SCHOOL CALENDAR

We operate on a 6 week term basis, running largely alongside the mainstream school calendar. Our terms are Autumn 1, Autumn 2, Spring 1, Spring 2, Summer 1 and Summer 2. Further details of precise dates can be found on our website.

ACADEMY NEWSLETTER

We will send out the academy newsletter via email once a term. This will outline what the children have been doing, special achievements and upcoming events. If you would like to include anything in the newsletter then please contact the academy at info@panafricanacademy.org.

COMPLAINTS / SUGGESTIONS

If you have any complaints and/or suggestions on the operation of the academy, please call us on 020 3813 1109 or send an email to info@panafricanacademy.org

We welcome your feedback as only by working together will we achieve the best for our children.

Ekaete Alfred

Director and Principal of The Pan African Academy