

ADROIT EDUCATIONAL PTE LTD

**STUDENTS' & PARENTS' GUIDE**

# TUITION & ENRICHMENT PROGRAMME

## 2011



ADROIT EDUCATIONAL PTE LTD

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Dear Students & Parents ,

Welcome & Thank you for entrusting your child in our Tuition & Enrichment programme. At Adroit Educational, we serve to provide the best educational programme, personal development and enrichment resources to enable everyone to develop their creative talents, learning and leadership skills so as to achieve their goals.

We sincerely hope that this Students' & Parents' Guide will be informative towards our classes and other operational matters. With the kind support of all parents, students and staffs in the organization, we look forward to a better learning environment for everyone.

### **Classroom Discipline**

- 1) All Teachers and Students are requested to keep the Classroom clean & tidy. Kindly put back the chairs and table to their original positions after use.
- 2) Please note that "No Food & Drinks" are allowed in the Classroom.
- 3) Students are Not allowed to Vandalize or Remove any properties in the Classroom.
- 4) Please do not litter in class for all rubbish are to be disposed into the bin provided in the classroom.
- 5) Please Switch OFF all Lights & Air-conditioners after lesson.
- 6) During lesson, all students are to pay attention to their teachers and no inconsiderate yelling or shouting are allowed in the class.
- 7) All students are requested to do their assigned Tuition / Enrichment works according to the teachers instruction.

### **Fees Matter**

- 1) Fees must be paid by Cash or Cheque by the 7<sup>th</sup> of every month.
- 2) Fees Paid are not refundable and transferable.
- 3) The school reserves the rights to prevent a student from attending lessons if the students fails to pay by the 14<sup>th</sup> of the month.
- 4) All Payment by Cheque should be crossed and made payable to "Adroit Educational Pte Ltd".
- 5) An Official Receipt will be issued by our staff respectively.
- 6) Should you have any clarification on this, please do not hesitate to contact us.

## **Tuition Classes Regulations**

- 1) Our Tuition classes will follow the system of an average of 8 sessions per calendar month.
- 2) In any case of any holidays that falls on the class schedule, a make-up lesson will be arranged respectively ( if the total number of lessons for the month is below the average as mentioned above).
- 3) If there are more than 8 sessions of the class for the calendar month, there will be no lesson for these subsequent sessions for both students and teachers.
- 4) During these holidays, Students may be assigned homework and they will be requested to complete them respectively as per teachers' instructions.

## **Enrichment Classes Regulations**

- 1) Our Enrichment classes will follow the system of an average of 4 sessions per calendar month.
- 2) In any case of any holidays that falls on the class schedule, a make-up lesson will be arranged respectively ( if the total number of lessons for the month is below the average as mentioned above).
- 3) If there are more than 4 sessions of the class for the calendar month, there will be no lesson for these subsequent sessions for both students and teachers.
- 4) During these holidays, Students may be assigned homework and they will be requested to complete them respectively as per teachers' instructions.

Please feel free to consult our teachers or staff to find out the progress of your child. We hope your child will have an enjoyable learning experience here.

Thank You and Best Regards

Yours sincerely

**Adroit Educational Pte Ltd**

***Philip Leong***

Philip Leong  
Manager



# ADROIT EDUCATIONAL PTE LTD

## PUBLIC HOLIDAYS AND SCHOOL HOLIDAYS FOR YEAR 2011

1 <sup>st</sup> Jan 2011	Sat	New Year's Day
3 <sup>rd</sup> - 4 <sup>th</sup> Feb 2011	Thu - Fri	Chinese New Year
22 <sup>nd</sup> Apr 2011	Fri	Good Friday
1 <sup>st</sup> May 2011	Sun *	Labour Day
2 <sup>nd</sup> May 2011	Mon	Labour Day (Replacement)
17 <sup>th</sup> May 2011	Tue	Vesak Day
20 <sup>th</sup> - 24 <sup>th</sup> Jun 2011	Mon - Fri	Playgroup Mid Term Break
3 <sup>rd</sup> Jul 2011	Sun *	Youth Day
4 <sup>th</sup> Jul 2011	Mon	Youth Day (Replacement)
9 <sup>th</sup> Aug 2011	Tue	National Day
10 <sup>th</sup> Aug 2011	Wed	Day After National Day
30 <sup>th</sup> Aug 2011	Tue	Hari Raya Puasa
2 <sup>nd</sup> Sep 2011	Fri	Teacher's Day
7 <sup>th</sup> Oct 2011	Fri	Children's Day
26 <sup>th</sup> Oct 2011	Wed	Deepavali
6 <sup>th</sup> Nov 2011	Sun	Hari Raya Haji
7 <sup>th</sup> Nov 2011	Mon	Hari Raya Haji (Replacement)
25 <sup>th</sup> Dec 2011	Sun	Christmas Day
26 <sup>th</sup> - 31 <sup>st</sup> Dec 2011	Mon - Sat	Playgroup Year End Break

***There will be no lesson on Public Holidays and PlayGroup Term Break.***

\* The following Monday will be a scheduled Public Holiday.