



Holidays and Pre-Planned Absences Policy

Policy Review Date: March 2026

Next Review Date: March 2027



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1. Purpose

The purpose of this policy is to:

- Provide clarity around holidays and absences.
- Protect the sustainability of The Learning Pod.
- Ensure fairness and transparency for all families.
- Allow forward planning for both tutor and families.

Private tutoring operates on reserved weekly time slots. When a session is booked, that time is held exclusively for that student.

2. Student Pre-Planned Absences

The Learning Pod understands that families may take holidays or have pre-arranged commitments.

- Parents are asked to provide at least **48 hours' notice** for any planned absence.
- Pre-planned absences, including holidays, are **not charged**, provided sufficient notice is given.
- If less than 48 hours' notice is given, the session will be treated as a last-minute cancellation (see Section 5).

Extended breaks will be considered on a case-by-case basis.



3. Extended Breaks and Holding Spaces

If a student is absent for an extended period (for example, three weeks or more):

- The session time will usually be held where possible, provided clear notice has been given.
- In some circumstances, where demand is high, the space may need to be offered to another student.

The Learning Pod will always communicate this in advance and aim to be as flexible as possible.

4. Tutor Holidays and Absences

The Learning Pod operates during term time unless otherwise agreed.

Parents will be given at least two weeks' notice of any planned tutor holiday where possible.

Sessions missed due to tutor absence:

- Will not be charged.
- May be rearranged where scheduling allows.

The Learning Pod is committed to maintaining consistency but recognises the importance of planned rest periods to ensure high-quality teaching.



5. Last-Minute Unarranged Absences

Last-minute cancellations are those made with less than 48 hours' notice.

- These sessions may be charged in full, as the time has been reserved and cannot usually be offered to another student.
- Exceptions may be made in genuine emergencies at the tutor's discretion.

6. Illness

If a student is unwell and unable to attend:

- The session will be charged if notice is under 48 hours.
- Where possible, an online session may be offered as an alternative.

If the tutor is unwell:

- The session will not be charged.
- A rearranged session may be offered.

7. Planning and Notice Periods

The Learning Pod plans sessions in advance and prepares personalised resources for each child.

Providing clear notice allows:

- Effective lesson planning.
- Fair scheduling.
- Income stability.

Pre-arranged absences should ideally be communicated as soon as possible and no later than 48 hours before the session.



8. Policy Review

- This policy will be reviewed annually or earlier if circumstances change.

Signed:
Elena Sullivan
The Learning Pod

Date:28.3.26