



MAKE UP LESSON POLICY

At Leopold Swim School we want your child to swim as often as possible as we value their safety and want them to continue to improve.

The following conditions apply:

The school must be notified prior to absence by 9am for morning classes and 3.45pm afternoon classes on the day the class is held on, to gain approval for a make-up lesson. Notification can be via email, phone or completing an Absentee Form on the Leopold Swim School App. If the school is not notified the lesson is lost.

The Parent/Guardian of the student needs to arrange the make-up lesson. Make up lessons can be booked at reception, by phone or completing a Make Up Request Form on the Leopold Swim School App. The student will then be allocated a lesson on another day. Students that will be away during the last week of term need to book a make up prior to missing the scheduled lesson.

If the scheduled time for the make-up lesson does not suit the lesson is lost and cannot be re-scheduled.

Make-up lessons cannot run over into the next term, they must be taken within the term that they have missed.

Maximum of 2 make-up lessons will be available each term.

Make-up lessons will NOT BE BOOKED if swim fees have not been paid in full.