

## Policy for timetabling and timekeeping

Yorkshire English School provides timetabled classes and homework. The School expects all learners to attend all their classes in a timely manner.

The timetable is as follows for full time courses:

**Monday to Thursday:** 09.30 to 11.00; 11.15 to 13.00; 13.45 to 15.00. Learners on 15 hour per week courses finish at 12.45.

All classes finish at 12.45 on **Fridays**.

(Ladies only classes start at 10.00 and finish 13.15)

The School expects learners to attend every required lesson. In cases where a learner cannot attend for any reason we ask that the learner calls the School to explain why s/he cannot attend.

If a learner arrives more than 5 minutes late for a lesson they are marked as 'late' on the register. If a learner arrives 20 minutes or more late they will only be allowed into the class at the teacher's discretion.