

Earthlings Learning IGCSE Terms of Service

This document outlines the brief terms of service on how the course is run. It's all a bit dry, but hopefully it clears up any potential confusion over some aspects of the course, should they ever arise.



Homework and progress

- Deciding to what extent the student participates in homework is primarily for the parent/guardians to decide with their child. Many students find homework stressful, and it would be impossible and inappropriate for me to enforce completion of homework for all students. Parents and guardians know their children best and while homework is very useful, it is not compulsory. I leave it to parental discretion as to how they best want to approach this but am happy to support this however I can
- Completing mock exams and end-of-unit tests is strongly advised to help me assess progress and give an idea of predicted grades or whether they are ready to sit an exam or not. These will sometimes be done in class, but may require completion as homework. Again, these are optional, and I leave this to the parents'/guardians' discretion.

Cancellation and leaving the course

- Plans and situations can change; if, for any reason, you need to leave the course, you are NOT obliged to pay the full course fee. Once a month has begun, students are eligible for the whole month's payment.

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Emails and correspondence

- I try to respond to all emails as quickly as possible, but during busy periods such as exams or new course starts, emails can take a little longer to respond. For this reason, if a question is urgent, please make that obvious in the email title, rather than adding it to a homework email or replying to an existing thread. This will help me identify more urgent emails and greatly increase my response time.
- Please ensure that homework is labelled along with the student's name to improve marking turnaround.
- I aim for a maximum turnaround of two weeks for homework feedback. During busy periods, this may take longer than expected, and your patience is appreciated. I like to make it as detailed as possible, which can take some time!

Absence and illness

- Students may not attend classes if they are unwell or have other commitments, and while I appreciate being informed, you don't need to do so. Classes are recorded for this purpose, and students can catch up at a later date.
- As a solo operation, I may be unwell or unable to attend a class. If such a case happens, I have allowed one sick day per year during the course schedule, which won't be made up with a rescheduled class.
- Should I have to cancel more than one class, it will be made up at either a matching timeslot during a week we normally have a holiday or another timeslot during weekdays at the earliest convenience.
- Unfortunately, it may be impossible for a class to be rescheduled to a timeslot where everybody can attend, so catching up with the recording may be necessary for students who can't attend.

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Safeguarding and student safety

- Given the online setting, the likelihood of safeguarding issues arising is much less than in a face-to-face setting, but I still have a duty of care for students during class times
- I have safeguarding training and will, to the best of my ability, monitor any potential safeguarding concerns, reporting them to parents or responsible authorities as necessary.
- Classes are recorded for security reasons as well as review purposes and can be used as a record in case any safeguarding concerns arise.
- During the first class or upon joining the class, cameras are necessary for me to check student identity.
- Recordings are stored securely and will only be available to class members. Class members retain access to these recordings for one year following the end of the course, after which they will be securely deleted along with any identifying information.
- Any indication of any discrimination of any kind or any attempts at bullying will be dealt with in collaboration with any parents involved.
- Further details can be found in my safeguarding policy.

Hopefully, that covers everything. If you do have any other specific questions you feel haven't been addressed here, please contact me at earthlings.learning@proton.me

Damian Webb, Earthlings Learning

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