

Writing Symphony 2026–2027

Attendance & Scheduling Policy

Effective September 1, 2026

We understand that illnesses, emergencies, and schedule changes happen. Our goal is to provide flexibility when possible while maintaining consistency for all students and their classes.

If Your Child Will Miss a Class

When possible, please notify Writing Symphony **at least 24 hours in advance** if your child will be absent.

- **Email:** support@writingsymphony.com
- **Text:** (425) 490-8169

Semi-Private Classes

- Semi-private classes include **2 students learning together with 1 instructor**. If a student is absent, a recording of the class will be provided so they can stay up to date with the material.
- Homework remains due as scheduled. The teacher will review the student's work and provide guidance to help ensure they understand the week's objectives and concepts.

Private Instruction

Private instruction offers additional scheduling flexibility. When advance notice is provided, Writing Symphony may be able to extend the student's class end date by one week to allow time to complete missed material.

If We Are Not Notified in Advance

A makeup lesson or class extension may not be available when advance notice is not provided. For semi-private classes, a recording will be provided when available.

Unexpected illnesses and emergencies may be considered on a case-by-case basis.

Changing Your Child's Regular Class Time

Semi-private classes include **2 students who progress through the curriculum together**, so families commit to their scheduled class time when enrolling.

If your child needs a permanent schedule change:

- We will first look for another **semi-private class at the same level and point in the curriculum**.
- If a compatible class is not available, **private instruction at the applicable private lesson rate** may be available.
- A schedule change does **not guarantee placement in another semi-private class**.
- If a student leaves a semi-private class, the remaining student will continue at their original class time while we work to fill the opening with another appropriately placed student.

Please choose your child's regular class time carefully when enrolling.

If the Teacher Misses a Class

If a teacher is unexpectedly unavailable, we will:

- First, make every effort to provide a **substitute teacher**.
- If a substitute is not available, we will try to arrange a **makeup session during the same week**.
- If neither option is possible, the class end date will be **extended by one week** so students receive all scheduled instruction.