



Lateness policy

It is important that you are on time for class, so that you do not miss the start of the lesson, and so that you do not disturb your classmates and teacher.

The Essential English Centre opens at **8.30** every day and you are welcome to arrive at any time after that.

Morning class

Morning class starts at **9.00**. You should be in class, ready for the lesson to start at this time.

If you are more than **5 minutes late**, you will not be allowed into class, apart from in exceptional circumstances*. You are welcome to join the class after the morning break.

Morning break

Morning break is from **10.30 to 10.45**. If you are more than **5 minutes late** to class after the break, you will not be allowed into class.

Afternoon class

Afternoon class starts at **13.15**. If you are more than **5 minutes late** to class, you will not be allowed into class, apart from in exceptional circumstances*.

*To be decided by the Director of Studies.