
DaVinci Program Policy

Introduction

The DaVinci Program is one of Crimson Global Academy's unique learning modes, offering personalized one-on-one instruction for students aged 8-18. This program enables students to navigate a comprehensive curriculum at their own pace, designed to maximize learning efficiency and adaptability. Ideal for those with busy schedules or a preference for flexibility, DaVinci ensures top academic performance with experienced CGA teachers providing expert guidance at every step.

This DaVinci Program Policy should be read together with the [CGA Enrollment T&Cs](#) and CGA's other policies which can be found [here](#). In the event of any conflict between this Policy and the CGA Enrollment T&Cs, the latter will prevail.

Orientation/Onboarding

- Before joining lessons, it is compulsory that students complete the steps in the welcome email, which include activating their accounts, completing the [Induction Course](#) and attending an [Orientation Session](#).
- For students under 12, it is compulsory that parents attend the orientation session and the first few lessons.

Attendance Policy

- DaVinci provides flexible scheduling options, but it is important for both students and teachers to establish and maintain a consistent weekly schedule. Students need to book and confirm lessons in advance.
- Confirmation of lesson attendance should be made at least 24 hours prior to the lesson start time by accepting the booking request on Crimson App. If no confirmation of lesson attendance has been received 24 hours in advance, the teacher reserves the right to cancel the lesson.
- Any cancellations or rescheduling requests must be submitted at least 24 hours in advance by notifying the teacher and emailing mycga@cga.school.
- Except where there is a valid reason, any no-shows, late cancellations/rescheduling (within 24 hours of the session), or lateness exceeding 30 minutes will be dealt with as follows:
 - First occurrence: A warning will be issued.
 - Subsequent occurrences: A penalty of 0.5 hours will be deducted from the student's package.
- In case of multiple student absences resulting in penalties (hours subtracted), the teacher may not have sufficient hours to cover the entire curriculum. The student can either self-study the remaining material, or additional hours may need to be

purchased.

- The [DaVinci Term Dates](#) do not include pre-scheduled holidays. Students are responsible for arranging their own holidays by discussing and agreeing upon these breaks with their teacher, before emailing the agreed holiday dates through to mycga@cgaschool. It is crucial to ensure these breaks are integrated into personalized course schedules in a manner that does not disrupt learning timelines or exam preparations.
- If a student is unresponsive/stops attending classes without notice for more than one month, we reserve the right to remove the current teacher allocation from the student's Crimson App. A new teacher allocation will need to be made once the student decides to continue. Extended periods of unresponsiveness may result in delays and affect academic outcomes.

Predicted Grades

- Predicted grades are provided by DaVinci teachers to students only for A2 and AP classes, and only in the following circumstances:
 1. A2 Students
 - Predicted grades are awarded to A2 students only if 1) they have written the AS exam and have the result (must be sent to CGA if the exam was sat at a third party test center), or 2) they have completed more than 50% of the A2 DaVinci course. In both cases, students must write a mock exam (invigilated by their DaVinci teacher) to get a predicted grade.
 2. Advanced Placement (AP) Students
 - In exceptional cases, when explicitly required by a university for applications, CGA can provide AP predicted grades upon request (i.e. Oxford/Cambridge early deadline applicants).
- Predicted grades are expected to have parity across all instances of the same course. This is ensured by using a standardized curriculum and assessments.

Reports and Transcripts

- Reports: Students will receive periodic grade reports which set out their progress.
 - Grade reports are provided by DaVinci teachers to students after completing the below milestones hours and internal examinations (if applicable). Grade reports are based on graded work completed by the student throughout the course. All grades are recorded in Canvas.
 - [DaVinci Greenwich Intake \(students who joined Sep-Dec\)](#):
 - **1st Report (Progress Report - grade not included on a transcript)**
 - No internal exams
 - Report sent home on 31st Oct
 - **2nd Report (Mid-year Report)**
 - Internal exams from Jan 15th to Jan 19th
 - Report sent home on 31st Jan
 - **3rd Report (Third Report)**

- Internal exams from Mar 18th to Mar 22nd
 - Report sent home on 31st Mar
 - **4th Report [iPrimary, Pre-IG, US Diploma, APs only] (End-of-year Report):**
 - Internal exams from April 15th to April 19th
 - Report sent home on 30th April.
- **DaVinci Aoraki Intake (students who joined Feb-May):**
 - **1st Report (Progress Report - grade not included on a transcript)**
 - No internal exams
 - Report sent home on 31st Mar
 - **2nd Report (Mid-year Report)**
 - Internal exams from June 17th to June 21st
 - Report sent home on 30th June
 - **3rd Report (Third Report)**
 - Internal exams from Aug 19th to Aug 22nd
 - Report sent home on 31st Aug
 - **4th [Report iPrimary and Pre-IG only] (End-of-year Report):**
 - Internal exams from Sep 16th to Sep 20th
 - Report sent home on 30th Sep
- **DaVinci May Intake (Primary, Lower Secondary, Pre-IG only):**
 - **1st Report (Progress Report)**
 - No internal exams
 - Report to be written and sent to the Head of Department (“HOD”) by 23rd June
 - Report sent home on 30th June
 - **2nd Report (Mid-year Report)**
 - Internal exams from Aug 19th to 23rd
 - Report to be written and sent to HOD by 24th Aug
 - Report sent home on 31st Aug
 - **3rd Report (Third Report)**
 - Internal exams from Oct 14th to 18th
 - Report to be written and sent to HOD by 21st Oct
 - Report sent home on 31st Oct
 - **4th Report (End-of-year Report):**
 - Internal exams from Dec 2nd to 6th
 - Report to be written and sent to HOD by 9th Dec
 - Report sent home on 16th Dec
- **DaVinci US Summer Intake (US Diploma)**
 - **1st Report (Progress Report)**
 - No internal exams, report based on classwork/assignments
 - Report to be written and sent to HOD by 17th July
 - Reports sent home 22nd July
 - **2nd Report (End-of-year Report)**

- No internal exams, report based on classwork/assignments
- Report to be written and sent to HOD by 4th Sep
- Reports sent home on 9th Sep
 - These dates may be amended by CGA each academic year or as a result of unexpected delays.
- Transcripts: Students may request a CGA transcript showing completion of their courses and grades by emailing mycga@cga.school.
 - Transcripts from CGA are a compilation of a student's progress reports and include grades previously earned. Courses that are in progress with no grades will show "IP".
 - US Diploma Pathway students will only receive the credits for their course upon course completion.

Re-Allocations and Teacher Choice

- We encourage collaboration between the teacher, student, and HOD to foster a positive learning environment and address any issues constructively. Teacher re-allocation will only be considered in unique cases where there is a critical concern significantly impacting a student's education.
- Students cannot choose their teachers based on specific criteria e.g., the university they graduated from, where they are from, gender, or ethnicity. Students will be allocated a teacher that matches their availability and their educational needs.

Internal/Mock Exams

- To ensure students fully benefit from our academic program, it's crucial that they participate in our internal and mock examinations. These assessments are vital for determining predicted grades and are a key component of students' transcripts. Therefore, we ask families to carefully consider these exam dates when planning holidays or other commitments. It may also be necessary for students to miss regular classes to attend these exams.
- You can find out when the exams are in advance by checking the term dates set out [here](#). You can find the full [Internal Exam Policy here](#).

Hours Usage, Expiry and Redirection Policy:

- The DaVinci program offers 1-on-1 classes designed to guide a student through a comprehensive course of study in a given subject. It typically spans over the course of one academic year, as defined by our [intakes](#).
- Students are required to adhere to the specified term dates for their course, including key milestones and internal exam schedules. It's essential to align with the targeted end date for the course as outlined in the intake term dates.
- The recommended initial hours of commitment are outlined below. However, additional hours may be required depending on the student's familiarity with the

subject, the complexity, and their learning pace.

- Primary Courses
 - 40 hours of live instruction + 80 hours of assigned work
- LowerSecondary and Pre-IG courses
 - 50 hours of live instruction + 100 hours of assigned work
- IG courses
 - 50 hours of live instruction + 120 hours of assigned work
- AS and A2 courses:
 - 50 hours of live instruction + 180 hours of assigned work
- Junior High, US Diploma and AP Courses
 - 1-credit course: 50 hours of live instruction + 85 hours of assigned work
 - ½-credit course: 25 hours of live instruction + 42 hours of assigned work
- Unused lesson hours will expire 12 months from the start of the classes.
- It is recommended that students dedicate 2-3 hours of independent study for each hour of lesson time to complete the curriculum within the 50-hour timeframe.
- A minimum of two lessons per week is recommended for timely course completion, taking into account holiday breaks. Adherence to a structured schedule aligned with intake milestones is crucial.

Behavioral Standards:

- All students must follow the [CGA Behavior Policy](#), ensuring a respectful and productive learning environment.