

Private Tutoring Contract

This contract is with regards to:

Name of Tutee:

School Year:

Parent/Guardian:

Address:

Phone Number:

Email:

Session days and times:

to be completed after initial discussion

Focused area(s) of curriculum coverage:

to be completed after initial discussion

Session Information

- Your child will attend as a 1:1/online/group session.
- Sessions are 60 minutes long.

Session Payments

- Sessions are priced at £35 per hour
- All sessions are to be paid for either in advance or before myself or the tutee leave the tutoring location.

Payment to be made in cash or via bank transfer to:

Mrs V J Panter

HSBC

Sort code: **40-35-04**

Account number: **52046296**

- Please put yours or your child's forename/surname as a reference so I can identify your payment.
- Please note, in the event of a non-payment, future sessions will not go ahead. Sessions will resume once payment is received.

Arrival and Departure

- Sessions will start promptly and will finish on time.
- If tutoring takes place in my home, when you are collecting your child, please wait outside for them to come out so any current sessions are not disturbed.
- I am not responsible for your child outside of session times, or outside of the tutoring space and cannot be held liable for anything that happens during these times.

Cancellation Policy

If you need to cancel a session:

I understand that situations arise where sessions may have to be cancelled. Where possible, please inform me of the cancellation in advance of 48 hours. I will try to re-arrange the session with you within that week.

If a cancellation is made with less than 48 hours notice and we cannot agree upon a suitable alternative slot within 7 days, I will require 50% of payment.

If I need to cancel due to illness, I will let you know as soon as possible and you will always receive a full refund for this if payment has been made. However, I will ask you if you would prefer a refund, or for the payment to be carried over to the following session.

Lateness

If your child is late for a session, no refund of monies or time in lieu will be provided.

Session guidance

- You do not need to stay with your child during their tutoring session. It has been shown that children will feel more at ease and relaxed when their parents/carers are not in the room. If you have any queries regarding this, please don't hesitate to discuss them with me.

What your child needs

- Your child will not need any resources or stationery, except for any work they are required to bring back each week. All resources will be provided.
- When tutoring takes place in my home, biscuits will be provided each session* but your child would benefit from having a drink brought with them. Please let me know if you would prefer your child not to have a biscuit.
- If your child is coming straight from school and would like to bring their own small snack to eat at the beginning of the session, that is fine too!

*if your child has any allergies, please let me know here:

Termination of tutoring

There may come a time when your child no longer requires tutoring. Should you no longer require my services, 2 weeks' notice must be given. This allows me sufficient time to re-advertise and fill your session slot.

I reserve the right to terminate my tutoring contract with you with immediate effect.

Your child's progress

- Your child will have their own folder which will hold any notes, assessments and pieces of work they complete.
- All your child's personal details – including a copy of this contract – will be stored on a password-protected hard-drive, to ensure I comply with safeguarding regulations.
- After every session, you will receive an email with a short overview of the activities your child completed during the session and their progress with them.
- You will receive a termly report on your child's progress.
- Please note: whilst as a tutor I will do everything possible to ensure your child meets their academic goals, this is not guaranteed. I cannot be held liable or personally responsible if your child doesn't pass an exam, does not achieve a specific test score or achieve any other academic goal.

GDPR

To run my business efficiently and effectively, I do need to take personal details. These will be kept with the utmost confidentiality on a password-protected hard-drive. If you choose to terminate your contract with me, as per GDPR regulations, these details will be kept for a maximum of 5 years before they are destroyed.

Photos

I would love to have some photos to post on my website/social media channels of children's learning and my sessions in action. In all cases, any school logos on clothing will be blurred out. Please determine below if you would be happy for your child to be involved with this:

I would like/I would not like my child's learning to be shared.

I would be happy/I would not be happy for my child's face to be shared.

I would be happy/I would not be happy for my child's first name to be shared.

Health, safety and regulatory guidance:

- I have full public liability insurance in place for my sessions.
- I have an enhanced DBS certificate.
- If your child is ill (e.g. high temperature, within 48 hours of sickness/diarrhoea, severe cold/cough, hasn't attended school that day) please do not send them to their tutoring session.

Our Tutoring Promises

As a tutor, I will: plan and prepare interesting and engaging sessions for your child in-line with their own personal needs and interests, communicate regularly with you as a parent/carer around your child's progress and remain calm, patient, friendly and fun throughout all sessions.

As a parent/carer you will: ensure your child attends sessions on time, pay for sessions as stated in this contract and keep me informed about any significant changes/issues with your child and their education.

As a tutee you will: be keen to attend all sessions, willing to have fun whilst learning, know it is OK to make mistakes (we all make them!), communicate when you are unsure about something, listen carefully and try your best every session.

By signing this contract, you agree to adhere to all the above points.

Signed(Tutee):

Signed(Parent/Carer):

Signed(Tutor):

Date: