

LITTLE FOXES TUTORING SERVICES

Tracey Fox

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www.littlefoxes-tutoring.com



Terms and Conditions

Please note that these Terms and Conditions are subject to change, but you will be notified of any changes in advance.

Acceptance of Terms and Conditions

You as the parents/ Guardian of the student will be deemed to have accepted and agreed these terms and conditions when you arrange a session of tuition by the Tutor.

General Terms and Conditions

Lessons will take place either in person at the tutors or students home or at an agreed venue or online through an online platform.

The tutor is responsible for co-ordinating the tuition with the student through the parent of guardian and will request any background information needed. Any information about the student- for example progress reports, notes addresses will be stored safely.

Provision of Teaching and learning resources used in the lesson will be provided for by the tutor. Please however have stationary available for the student to use. If the student is being tutored online, the student will need a white board and pen provided by the parent of guardian of the student.

Learning spaces in the family home or agreed venue need to be quiet with preferably no or little distractions. A table or desk is also preferred. Similarly online students need a quiet space with little distraction around them. Please be mindful that online students may need support with ICT and support with focussing from time to time so it's a good idea to keep a watchful eye.

Obligations of the Tutor

- The Tutor agrees to attend all scheduled lessons at the agreed time.
- The Tutor agrees to send all the relevant information needed for the lesson 24 hours before the lesson begins.
- The Tutor agrees to carry out the necessary research prior to each lesson to maximise the students learning time.
- The tutor agrees to keep all information regarding the student's education confidential unless written

permission has been granted by the student to disclose. This includes any work that the student has produced during or out of lesson times.

-The Tutor will tailor the lessons to the students learning style. The Tutor will make sure lessons progress at the pace of the student, whilst ensuring the student is being appropriately challenged.

-The Tutor will give feedback to both student and parent/guardian about the progress.

Obligations of the Student

-The student agrees to attend all scheduled lessons and to have a good attitude to learning.

-The student shall be on time for all lessons.

-The student agrees to complete any homework or classwork assignment set by the Tutor.

- The student is to attend lessons well prepared with all the equipment they will need. E.g. a pencil, rubber and paper. If it is an on-line lesson, a white board and white board pen would be helpful.

Liability

The tutor is directly engaged by the student, parent/guardians only to provide tuition and is not responsible for the safety, welfare, well-being, and care of students, or for the protection of any persons property. In cases where the student is under the age of 18 years or an adult with learning difficulties, a responsible adult (other than the tutor) must be present at the premises at all times whilst the tutor is there. In addition, a tutor cannot be held responsible for chaperoning minors, nor guarding a house and household affects while tutoring.

Lesson Schedule

Tutoring runs on a weekly basis at the same agreed time during maintained (state) school term dates, unless otherwise agreed. Lessons missed during these term times are chargeable. Please note, I am unable to align holidays with private school term dates.

Any changes to the schedule by the student will need to be agreed in advance and will be subject to the Tutor's availability. If the changes cannot be accommodated by the tutor, then full payment for the lesson is applicable.

There will be no charge to the parent/guardian if the tutor has to reschedule a lesson which leads to the cancellation of the lesson. The parent is not liable for payment of lessons that fall on bank holidays. A catchup lesson can be requested subject to finding a mutual time. Extra lessons can be booked in school holidays on request as agreed by the tutor, Student and Parent/Guardian

Fees

There is no requirement for you to register or pay any registration fees up front.

Online tutoring at a rate of £40.00 per hour.

Face to Face at a rate of £45.00 per hour

This is inclusive of any preparation time required for the lesson.

Payment needs to be received monthly in advance via either cash or bank transfer. Payments need to be received before the first session of each month. If payment has not been received, then the lesson will be

cancelled, and you will risk losing your regular lesson slot. You will receive an invoice every month 1 week before payment is due. Payment for additional lessons will be included in the months invoice and is due before the first session.

Payments are to be made by cash or bank transfer:

Acc number—48304166

Sort code—600804

Name—Miss T J Fox

Data Protection Act

If you provide personal data, you are consenting for that data to be used by the tutor. The tutor will use this information to contact the student, parent/guardian and to support the student in their studies.

The tutor takes the protection of your personal data very seriously and treats your personal data confidentially.

Privacy Policy

My mission is to provide students and their family with an outstanding tutoring experience that helps students to build on their confidence and knowledge and to install in them a love of learning that lasts a lifetime. In order to do this, I may need to collect some information from you. Your privacy is important to me, and my privacy policy is an opportunity to be transparent with you about the personal data I may collect, why I collect it and how I protect it.

If after reading this privacy policy you still have questions, please don't hesitate to contact me.

Information I may collect from you: Name, Address, telephone number, child's name, child's age, child's needs including any additional needs information, an EHCP, school reports or reports from other tutors, assessments plus any other information you freely submit. In addition to this I may hold assessment details, notes and reports written by myself. Your data may be processed to improve personalised communication with you, to improve the service I provide so I can tailor lessons, so they suit the learning styles of your child.

By completing any online or web-based form you are giving your express permission for us to contact you with any services that will be of direct benefit to you until such time you inform us you no longer wish to be included or contacted.

Where will your information be stored? Your personal data will be stored securely on a laptop which is kept in a locked safe when not in use. Any written notes are also stored in locked safe when not on my person.

Termination of Contract

This tutoring contact can be terminated by the Tutor, Student or Parent/Guardian at any time with 30 days prior notice.