



Charlotte Johnson

Private Tutor

Experienced in one-to-one tuition at Primary, Secondary and GCSE education level.

Charlotte Johnson's Tuition

Terms and Conditions (September 2017)

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3. Contact Details

The contact details for Charlotte Johnson's Tuition is as follows:

Mobile: 07731741888

E-mail: tutorwho@gmail.com

4. Student Details

Contact details for students are to be kept up to date and I must be informed of any changes. These details must include a postal address, a contact number and an e-mail address.

As per the Data Protection Act (1998), all information given will be kept secure and will only be used by myself. If parent/student details are needed to be referred to another tutor, I will seek permission from the parent in person or by text first.

5. Fees & Payment

Payment to Charlotte Johnson's Tuition must be paid in cash on the day or by invoice within seven days of invoice being given.

As of 1st September 2017, lessons will be charged at the following rates per hour:

£20	Early Years/Key Stage 1 (Year 1 – 2)
£25	Primary/Key Stage 2 (Year 3 – 6)
£25	Key Stage 3 (Year 7- 9)
£30	GCSE (Year 10 – 11)

For those still paying the old rates per hour, they will increase to the new rates on 1st November 2017.

Cash payments

All cash payments are recorded and declared on a yearly tax return.

Invoice payments

If payment is to be made by invoice, my payment details will be provided and it must be paid within seven days of invoice being given in person/sent by e-mail. If invoice has not been paid within seven days, a reminder message will be sent and tuition sessions may be withheld until payment is made.

6. Cancellation of Lessons

Tutor Cancellation

If I cancel for any reason then there will be no charge to parents and I will try to rearrange the lesson if possible.

Parent Cancellation

Lessons cancelled by parents with less than 48 hours' notice must still be paid for unless it has been cancelled in exceptional circumstances.

Consistent Parent Cancellation

I reserve the right to terminate tuition if lessons have been cancelled on a regular basis (three times or more in one term) and to offer the tuition to a student on the waiting list.

7. Termination of tuition

Termination of Lessons

If a parent wishes to terminate their regular tuition sessions, I require 2 weeks' notice prior to the end of term/half-term in **person or by telephone**.

This ensures that I have received notice and that I do not need to charge the parent for future missed lessons as per the cancellation policy.

Termination of Lessons due to exams

If a student is taking GCSE's or KS2 SATs exams, students are expected to attend up until the date of the first exam (or until the date of the last exam if parents wish to continue until then). For students taking KS2 SATs exams, I require notice as to whether tuition will cease and resume in September or whether it will continue until end of term.

8. Student Progress

Verbal Feedback

At the end of each lesson, verbal feedback will be given to parents.

E-mail Feedback

Feedback can also be e-mailed to parents if requested.

Progress Disclaimer

Whilst I ensure that the student makes satisfactory progress, this cannot be guaranteed and I cannot be held accountable for the academic success or otherwise of the student.

9. Damages & Losses

I provide resources/textbooks for classroom and homework use. If resources are damaged through misbehaviour or lost between lessons, I reserve the right to claim the cost back from parents. This enables a suitable replacement to be found. If homework resources are continually lost, it will no longer be provided as part of the service.

10. Acceptance of Terms & Conditions

I confirm that I have read the terms and conditions booklet and I accept the Terms & Conditions within.

Signed: _____

Date: _____

Print Name: _____

Name of tutee: _____