

Natasha Hughes Tutoring – Information, Terms and Conditions;

1. Information and feedback

Sessions take place at my home (1 Hallowes Close, Redhill, RH1 4EB) and last for an hour for 1-1 and 75 minutes for pairs or groups (the location may be subject to change if I decide to work from a venue in Reigate/Redhill in the future). I provide your child with an A4 folder to keep their work in and a notebook to be used for spelling practice and building vocabulary. Children need to bring their folders and notebooks to each session.

For each session, I will complete a feedback sheet so that you know what we have covered in the session with details of any tasks to be carried out before the following week. The purpose of homework tasks is to consolidate any learning from the session and/or to maintain progress with things such as spellings, building vocabulary or times tables.

2. Fees

Fees are £35 per session for 1-1; £25 per session for pairs and £20 per session for groups. Invoices will be sent before the start of each half-term for payments to be transferred within two weeks. Fees include all resources provided.

For 11+ entrance exam preparation, the rate includes the additional marking and provision of past papers. I subscribe to many 11+ websites for high quality resources and past papers and have amassed hundreds of papers over the last 5 years.

3. Absences

As a parent or guardian of a child being tutored, it is your responsibility to check the dates for each half-term and advise me of any sessions which cannot be attended due to holidays or clashes with other activities. I will always try to offer an alternative session time for these however this isn't always possible. Having a full timetable means cancellations on the day due to illness or other circumstances are difficult to rearrange but I will always try my best.

It is at my discretion whether I 'roll over' a session to the next half-term and I am only able to do this once per child per term.

If for any reason, I have to reschedule a session, I will always find an alternative slot to make it up or roll the session over to the next half-term if an alternative session cannot be found.

4. Accountability

I, and any tutors I work with, always strive to provide the best possible service and have seen fantastic results in children's confidence and as well as academic progress. However, I take no personal responsibility for individual exam results or offers of school places but will always endeavour to offer my professional advice and opinion regarding likely outcomes.

5. Notice Period

I would be very grateful to receive a half term's notice should you wish to stop your child's sessions so that I can manage my waiting list accordingly.

6. Date and Privacy Policy

By providing us with your details and any other information, you agree that we may hold this on a secure database. We will not pass your details onto a third party. We may use your contact details to share information of our services and you to join social communications network; you are under no obligation to join or accept such an invitation.

Child's name:	
Child's date of birth:	
Home address:	
Parent/guardian name and signature:	
Date:	