

## Terms and Conditions – Forest 1<sup>st</sup> Tutoring - 2025



### Payment, Cancellations and Timekeeping

Payment is by bank transfer *before* the lesson takes place or *on the day*. Cash is welcomed for all face-to-face lesson on the day.

I will be asking for a weekly *commitment for sessions for each half term* a week before sessions begin. By booking a regular, guaranteed term time session you agree to attend and to pay for all available sessions at your chosen time. If there is a date you cannot do, then please let me know before the half term starts and pay for the sessions that you can do accordingly.

If you cancel within 24 hours of the session, full payment for the session will be due. If you cancel within 5 days before the session, half payment will be due.

Lessons cancelled by myself will be re-scheduled at a mutually convenient time or will be refunded if applicable.

Holiday tuition can be arranged on an ad-hoc basis to support your child.

If a student arrives late to a session, I cannot guarantee the full timeslot because I may have other students arriving after your lesson or other commitments. However, I will endeavour to give your child the maximum amount of time possible.

I reserve the right to cancel tuition in the event of frequent cancellations or late payment.

### Illness

If your child is ill (and this is any type of illness, not just COVID or flu) please cancel the session and if someone in your home has COVID or COVID type symptoms, I ask that you also do not send your child. If you know your child has a temperature or a new/contagious cough, please do cancel the lesson. I work with a lot of children and do not want to pass germs between homes and schools. If your child arrives poorly to a session, I will contact you to pick them up.

I have the same sickness policy as schools, if your child has sickness or diarrhoea please ensure that they do not attend classes until *48 hours of the symptoms have passed*. I am happy to run catch up sessions during term and holiday time if your child is ill and lessons need to be made up. If this is not possible, I will give you a full refund.

### Lesson preparations and marking

The fee includes my lesson preparation and teaching time. Lessons are bespoke and planned for carefully, supporting the learning journey for your child.

Marking outside of a lesson (e.g. full feedback on a writing task) will be charged at £40 an hour.

### Group size

I teach children in groups where possible. Exceptions for this are when children have specific SEND needs requiring them to work with me individually. In my home, groups will be no larger than 4 children. Outside my home (e.g. in the village hall) there will be a minimum adult to child ratio of 1:5. I can assure parents that I will never compromise on the quality of teaching and learning for children.

### Pricing

This will be updated on my website and if there are any changes, parents will be given a minimum of a half term's notice.

### Parking

If there is a space on my driveway (the central 2 spaces) feel free to park – for the duration of your child's session if you wish. Take care pulling out onto the road as it is busier than it looks.

### Food and Drink

Please send your child to each session with their book/ folder and a filled water bottle. I will provide a snack if they wish so please inform me of any allergies that your child has.

### Contact

Please feel free to contact me via email at [nicola@forest-1st-tutoring.co.uk](mailto:nicola@forest-1st-tutoring.co.uk). I aim to respond within 2 working days