

## **TUITION AGREEMENT**

**Certificates for DBS and Public Indemnity Insurance, as well as all teaching credentials may be viewed on request.**

**As an Associate Member of PATOSS (registration number IA8118), I am bound by their code of ethics, which can be viewed at <https://www.patoss-dyslexia.org/About-Us/Code-of-Ethics>**

### **Registration:**

After an initial enquiry, a preliminary meeting will be held to ascertain the needs of the learner and to decide if remediation is able to go ahead. If we decide to proceed, you will be given a *Family Questionnaire* to complete. The learner will be given a *Pupil Questionnaire*. If appropriate, you will be given a *School Questionnaire* to pass on to the school for completion. At this stage, we will decide on the frequency and duration of lessons. The recommendation is usually for one hour's teaching each week.

A pre-teaching assessment session (of a minimum 1.5 hours' duration) will then be arranged. After this, outcomes will be summarised in an email and can be discussed face to face, if wished. A personalised teaching plan will be created and evaluated on a termly basis. This will be amended in line with progress made.

### **Teaching:**

Following the assessment session, teaching is ready to begin. The approach to teaching and learning will be very much multi-sensory in nature and will tap into the learner's interests and strengths so as to secure engagement. For more information, please look at [www.lotustutoring.co.uk](http://www.lotustutoring.co.uk).

### **Ongoing Assessment:**

This will happen naturally as part of the teaching programme. Informal assessments will generally be given towards the end of a teaching programme to ascertain which targets have been met. At the end of each term, I will write a brief report, outlining the material covered and the progress made by the learner.

### **Communication with Parent:**

Communication between us will happen informally and *briefly* at the end of each lesson. Generally, correspondence will be by email. If a problem arises on either side, we can arrange to meet to discuss and resolve the issue.

### **Attendance:**

It is expected that every effort will be made to attend *all* lessons that are scheduled. Although occasional illness on both sides is unavoidable, regular lesson attendance must be made a priority so that progress is not adversely affected.

### **Punctuality:**

It is expected that learners will arrive for any assessment or teaching sessions on time. If a learner arrives late, there is no guarantee that the full session will be given. However, *depending on the reason for the lateness*, every effort will be made to ensure that the learner is taught for the full amount of time. If, for some reason this is not possible, there will be no reduction in the fee for that lesson.

If you are late collecting your child at the end of the lesson, it will be at my discretion as to whether a charge for the additional time will be made.

**Cancellations:**

For lesson cancellations where less than 24 hours' notice is given, you will normally be charged the full lesson fee. If your child is ill, however, I will charge only half *unless I have already resourced the lesson, in which case I will have to charge the full amount*. In case of illness, every effort will be made to reschedule the lesson for that week so that the learner does not lose out on teaching time.

*Please note that any lessons cancelled due to non-curricular events will normally be charged for in full.*

**Termination of Agreement:**

If you wish to terminate the tuition agreement, two weeks' notice (or payment in lieu) will be required in writing.

If I wish to terminate the tuition agreement, a notice period of two weeks will also apply.

**Safeguarding:**

The physical, mental and emotional safety of learners is of paramount importance and I acknowledge my moral and statutory responsibility to protect all the children I teach from harm. For full details on this issue, please read the Lotus Tutoring Safeguarding Policy Statement together with the Child Protection Procedure, both of which have been written following guidance from the NSPCC.

I complete an online annual refresher course in Child Protection with the NSPCC (<https://learning.nspcc.org.uk/training/child-protection-tutors>) and my practice complies with the most recent government guidance, *Keeping Children Safe In Education 2022*. An up-to-date Child Protection Training certificate may be viewed on request.

Public Indemnity Insurance is in place and the relevant certificate can also be viewed on request.

I ask that, while teaching is in progress, you venture no further than 20 minutes away, keeping a mobile phone on at all times.

**Siblings on the Premises:**

So that attention is kept firmly on the learner before, during and after lessons, with no distractions, the preferred option is that siblings do not attend pick up or drop off. However, if it is *absolutely necessary*, on occasion, to bring them, it is *essential* that they *stay with you at all times and do not wander off around the house or garden by themselves*.

**Homework, Equipment and Resources:**

To help facilitate progress by boosting your child's memory during the week between lessons, I will strongly encourage him / her – as a minimum requirement each week - to look over content covered during the previous lesson. This is aimed at reducing the amount of lesson time spent recapping material.

It is recommended that any learning resources given to your child are kept in a folder so that they can be easily transported to and from lessons each week.

Any learning resources lent out, such as games for consolidation, will be logged and must be returned the next lesson. Any resources which are not returned will be billed for at the end of the term.

**Confidentiality and Data Protection:**

It is stated in the PATOSS Code of Ethics that its members must have “the highest regard for the confidential nature of the work undertaken and individual records kept, safeguarding confidentiality at all times”. Please view my GDPR Privacy Notice accompanying this tuition agreement. By signing below, you are consenting to me collecting, holding and using the personal information you have provided me with in the ways listed.

**Behaviour:**

Please view the accompanying Behaviour Contract which outlines expectations for behaviour for your child when on the premises, as well as setting out what can be expected of me. We will all need to sign up to this before teaching commences.

In the unlikely event of a learner's behaviour becoming disruptive to the teaching and learning, you will be informed and, if the situation persists, I will cancel the arrangement with immediate effect.

**Fees and Payment:**

The 2023/4 payment details are as follows:

**Initial Meeting:** FREE

**Pre-teaching Assessment:** £60

**Lessons:** £35 / hr

*To reduce time-consuming administration, payment must be made half-termly in advance.*

*If this proves difficult financially, please let me know as soon as possible and we will work something out.*

**I confirm that I have read and agree to the above.**

**Signed:** .....  
**(Parent of Learner)**

**Date:** .....

**Signed:** *K.S. Joyce*  
**(Lotus Tutoring)**

**Date:** .....