|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Child:** | | | | **Hourly Rate: £** | | | |
| Date and time of tuition sessions - additional hours or alternative times may be available during holiday periods, providing space is available. | | | | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | | **Friday** | **Saturday** | **Sunday- closed** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | | | | | | |
| **Tutee Absences** (e.g., sickness, last-minute clubs, or any form of cancellation of sessions): | | | | * Cancellations and non-attendance will be charged at full price. * Repetitive cancellation of two or more sessions per term will run the risk of opening the slot to our waiting list. | | | |
| **Tutee Arranged Absences** (such as holidays): | | | | * Sessions are charged at term dates for 6 weeks (unless the term-time is longer). * Holiday term-time is excluded from the charge unless a session/s is booked. | | | |
| **Tutor holidays and bank holidays:** | | | | * I work through school holidays and on some bank holidays. * I will give you advance notice when I am due for annual leave. | | | |
| **Tutor sickness:** | | | | * There is no fee, and I will rearrange the session as soon as possible. | | | |
| **Payment:** | | | | * All payments will be made by 6 weeks in arrears. * Payment is due within three days of receipt. * Late payments will incur a fee of £25. * If payment is repeatedly late, the slot will open to our waiting list. | | | |
| **Termination of tutoring:** | | | | * A whole term’s notice is required for terminating tutoring with Learn by Tutor. | | | |

**To be completed by the Tutor**

I, the tutor, agree to the conditions set out in this agreement.

A picture containing text, outdoor, person

Description automatically generated

Signed Date 28.12.2022 .

**GDPR:** All student data is processed and handled under the GDPR 2018 guidelines.