

Terms and Conditions for (Client Name) to access tuition from (Business name)

Thank you choosing to work with The English Tutor. Please find the terms and conditions for our tutoring agreement.

Cost per session/month:	£
Payment Due:	Before sessions either per session or monthly in advance.
Day and time of Tuition:	Mon/Tue/Wed/Thu/Fri/Sat/Sun Insert time of tuition.
Session Cancellation:	48-hour notice period or session will be charged in full. If possible, we will try and rearrange the session
Tutor Sickness:	If I am ill, there will be no charge for cancellation. I will try and arrange an alternative session.
Length of Contract:	To be agreed with parent/carer
Online sessions:	You will need to be able to access Google Classroom and be ready for a prompt start at the agreed time. If there are any issues with the connection, I agree to wait for 10 minutes while a solution is found. I also use Teams in an emergency.
During Sessions	Camera must be turned on during tuition and all mobile devices either off or on silent. Recording of sessions is strictly forbidden, as is taking screen shots. Parent/carer may be in the room whilst the tuition is taking place, but must not intervene. Should the tutee engage in antisocial behaviour, then the session will be terminated without refund.
Bank Holidays/half-term/End of term arrangements	All sessions will stop for a break during these days/sessions can be arranged with prior agreement.
Review Points	We will review every 5-weeks to set targets.
Cancellation	If you intend to cancel the tuition, you will provide at least 2 weeks paid notice. All sessions will still be delivered.

The English Tutor agrees to abide by the agreements set out above. If the need arises to adapt or change anything, I agree to provide 4-weeks notice.

Signed.....
Date.....

I (parent/guardian/carer) agree to abide by the agreements set out above. If the need arises to adapt or change anything, I agree to provide 4-weeks notice.

Signed.....

Date.....