

Contract, Terms and Conditions.

Scheduling:

1. You will receive a live google docs link to the schedule at the start of each term. Any changes will be shown on that schedule. You should check the schedule regularly for changes.
2. Lessons may be at any time during the school day, including; breaks, lunchtimes and regular school lessons.
3. We cannot take requests for, or avoid, specific times. Our teachers' schedules must fit students' needs and their own other commitments.
4. Lesson times will change each half term, but will usually be at the same time each week during the half term. We find this helps students remember when to come.
5. Lesson times may change due to trips and other events etc. You should check the schedule each week, and make sure your child has access to the live schedule link we will send you.

Supporting Students:

1. The choice of when/if to make exam entries, for which grade, and with which exam board, is the decision of the tutor. We will always include the student in these decisions, but the choice must ultimately be made by the tutor.
2. You will provide suitable books and instruments for your child, with the guidance of our tutors.
3. We are sometimes able to help find 2nd hand instruments and books from our other students and online sources. If you would like our help to do this, please talk to your tutor.
4. Some of our tutors specialise in teaching children with SEN needs. If you would like more information about what we can do to support your child, please contact us at toftstutors@gmail.com

I (print name): _____ have read and accept the terms

and conditions above: _____ (sign). Date: _____



Invoices:

1. Invoices will be paid within 7 days. Otherwise, lessons may be stopped until the balance is paid.
2. If payment is not received after a written request from us, a £40 late fee will be applied to cover our costs of pursuing the debt.
3. If payment is still not received, we may pursue the debt through small claims court or other means.
4. Lessons are booked a term in advance and invoiced for the whole term. The lessons are payable whether or not your child attends those lessons. You are booking the time slot.
5. There are 3 terms in a year:
 - a) Christmas Term = September 1st - Christmas Break (end of December).
 - b) Spring Term = January 1st - Easter Break (usually in early April).
 - c) Summer Term = After the Easter break - Summer break (usually mid-July).

Cancellations and Notice periods:

1. You must give written notice to stop lessons before the final lesson of a term to inform us that you do not wish for your child to continue lessons in the following term. If notice is not received in time, your child will be automatically enrolled for the next term.
2. In the case of planned events such as medical appointments, school trips or exams, you must give a minimum of **3 days' notice** (72 hours). The lesson may then be rescheduled if the tutor has availability. If sufficient notice is not received, the lesson will not be rescheduled.
3. In the case of sickness, **24 hours' notice** must be given in order to reschedule if an alternative time is available. The exception to this is sudden bereavement or hospital emergency. The tutor will make every reasonable effort to reschedule if possible.
4. If the tutor needs to cancel a lesson, you will be offered an alternative time or refunded the cost of the lesson in the next invoice. No refund will be offered for lessons that your child forgets to attend or does not give notice for an absence.

I (print name): _____ have read and accept the terms

and conditions above: _____ (sign). Date: _____





toftstutors@gmail.com

07895 262 484

www.toftstutors.com

Student Name (please print): _____

Name of School: _____

Instrument: _____ Age: _____

Have you ever received free school meals or qualify for pupil premium funding? _____

Level of learning:

☐ Beginner

☐ Grade _____

☐ Played for _____ years.

Special Educational Needs (please give details if applicable):

Student Phone number (if you consent to us including them in a whatsapp chat group with yourself and the tutor to share resources and targets): _____

Student email address: _____

Bill payer name (please print): _____

Home Address: _____

Email address: _____

Contact telephone number: _____

I confirm that I understand and accept all terms and conditions of Tofts Tutors.

Signed (parent/guardian): _____

Date: _____

