

Tuition Terms and Conditions - Lisa McNee English Tuition

Name of Child:		Hourly Rate: £30		
Date and time of tuition sessions - additional hours or alternative times may be available during holiday periods, providing a space is available.				
Monday	Tuesday	Wednesday	Thursday	Friday
Please ensure that payments are made before the end of the day of the lesson. If no payment has been made ahead of the next lesson a reminder email or text will be sent out. If the payment is still not made, the next scheduled lesson will not take place until the balance has been paid.				
Unarranged Absences (such as sickness):		Lisa McNee English Tuition operates a 24 hours cancellation policy and reserves the right to charge the client in full if a lesson is cancelled at short notice.		
Arranged Absences (such as holiday):		If at all possible, 7 days notice so that the session can be swapped to another time or cancelled for that week.		
Tutor holidays and bank holidays		Sessions during school holidays and bank holidays can often be arranged on request. If the weekly session falls on a bank holiday, I will endeavour to deliver that session or provide an alternative time.		
Tutor sickness		If Lisa McNee English Tuition has to cancel a session, I will always try to provide 24 hours notice. If this is not possible, I will contact you to cancel the session and no payment will be required. If payment has already been made this will be refunded		
Notice period required is 7 days by either party so that Lisa McNee English Tuition may conclude their work with the student. This cancellation provision applies after tuition has commenced.				

To be completed by the Parent/Guardian

I, the parent/guardian, agree to the conditions set out in this agreement and agree to provide a reasonable notice period of any changes that need to be made to this agreement.

Signed _____ Date _____

To be completed by Lisa McNee-Briggs

I, the tutor, agree to the conditions set out in this agreement and agree to provide a reasonable notice period of any changes that need to be made to this agreement.

Signed

Date: 5/7/2021

L McNee-Briggs

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Safeguarding Policy

1. Introduction

Lisa McNee English Tuition will ensure that students are given tuition in an enjoyable and safe environment. Lisa McNee-Briggs has a moral and legal obligation to ensure that, when given responsibility for young people, the young persons are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004).

2. Policy Statement Lisa McNee English Tuition is committed to ensuring that:

- (a) the welfare of the child is paramount;
- (b) all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity are able to receive the benefit of tutoring in a safe environment;
- (c) all reasonable steps are taken to protect children from harm, discrimination and demeaning treatment and to respect their rights, wishes and feelings;
- (d) all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
- e) Lisa McNee-Briggs holds a current enhanced DBS which is on the update service. Update Service ID: C6876858987
- (f) Lisa McNee-Briggs participates in annual safeguarding training-copy of the certificate can be provided

3. Virtual-Learning Terms and Conditions

- (a) Students should try to use a communal space such as a dining room. Avoid bedrooms unless there is a designated area for study. Please do not sit or lie on a bed.
- (b) The location needs to be quiet and away from other distractions.
- (c) Personal appearance - always be appropriately dressed, even if casual and, regardless of the time of day or night, avoid sleepwear or anything similar.
- (d) Remember that mirrors or windows could display items you are not expecting to be seen.
- (e) Check that the camera angle is straight ahead and stable.
- (f) Ensure you have a strong wi-fi connection to ensure quality video and audio.
- (g) No recording of the session or part of the session, unless by prior arrangement.