

Scheduling

Lessons follow the local state school calendar, and all scheduled sessions are an important part of the programme, as learning builds each week. Children are expected to attend in person or to complete the work set for each session at home if they cannot attend, even if their school terms do not align with the state school calendar.

Holiday Study

To fully cover the curriculum and maintain momentum, some holiday lessons are part of the programme and are charged at the usual rate, whether your child attends in person or completes the work at home. All resources will be provided to support your child's learning, and I am always on hand to help with any queries.

Holiday lessons are scheduled as follows: one lesson during the Easter break, two lessons during the summer holidays, one lesson during the June half term.

Extra lessons can be arranged depending on my availability.

Cancellations and Missed Lessons

If **I** ever need to cancel and cannot find a time to reschedule, I'll email the lesson resources to you **free of charge** so your child can complete them. I will reschedule if possible.

If **you** need to cancel or can't make it for any reason (sickness, school trips, holidays etc), the usual fee still applies. I'll send the lesson materials by email to be completed at home, or I will do my best to find an alternative slot if available.

Payment Terms

A payment reminder will be sent via WhatsApp before the first lesson of each month.

Payment is due in full at the beginning of the month for that month's lessons, and no later than the end of the first lesson of that month.

You can pay by cash or bank transfer.

Resources

All materials will be provided unless you want something extremely specific that I do not have. I do have a wealth of resources and I am always happy to share them with you.

I don't offer direct teaching for VR and NVR, but I can share some resources and offer advice on how to approach these topics.

If you have Atom Learning at home, I can set practice work as a tutor for all topics including VR/NVR, so please let me know.

Illness Policy

If your child is feeling unwell or has missed school, please keep them at home to rest and recover.

Children should not attend lessons if they have been vomiting in the last 48 hours. This helps keep everyone healthy and helps lessons run smoothly.

Ending Tuition

There's no long-term commitment — tutoring needs to be the right fit for your child.

If you decide to stop for any reason before the school year end please give one month's notice.

Confidentiality and Contact Information

Please make sure I have your current contact details so that I can keep in touch easily.

I hold an advanced DBS certificate, which I'm happy to show you when tutoring begins.

All information about your child is kept completely confidential and used only to support their learning. Once tutoring ends, any personal information I hold will be securely disposed of.