

Tutee Agreement

Updated 02/24

Please read this document carefully with your parents.

Starting lessons signifies agreement.

Practicalities

- I understand that once my parents and I have agreed and paid for a series of lessons with my tutor, there is a no cancellations policy. If I need to miss a lesson (e.g. due to illness), I must inform my tutor as soon as possible, so the tutor can leave work in the Google Doc for me to complete when I'm feeling better. I understand that I will be charged regardless. (PREP understands that sometimes emergencies and unavoidable situations occur and may use discretion to waive these charges.)
- I understand that if my tutor needs to cancel a lesson, I will be refunded or the lesson rearranged, as I/my parents prefer.
- I will bring the relevant books and files as well as a computer and/or writing paper as required to my lessons.
- I understand that if I am more than 10 minutes late for an online lesson, then my tutor will leave a note in the Google Doc, and close the zoom. She will be available for the full duration of the booked lesson, however, I or my parents will need to email or call her in order to say that I'm ready, and to ask her to re-open the zoom.
- If I ever need to email my tutor, I will copy at least one parent or caregiver in to that email.
- On zoom, I will keep my camera on. If this is impossible for tech reasons, I will communicate this to my tutor well in advance, and endeavour to solve the issue as soon as possible.
- I will always be appropriately dressed for lessons (no dressing gowns!) and will ensure that I am in a space in the house where nobody will walk past who would not wish to be seen on camera.
- I will give half a term's notice of cancelling lessons, OR they will end when my exams finish, if I am in an exam year. (Please note that if, for instance, you are doing your GCSEs, you will need to let your tutor know if you intend to carry on with tutoring for A levels.)

Philosophy of Learning

- I understand that successful learning is dependent on desire to learn; I will take ownership of my learning and be proud of my work.
- I will work to the best of my ability.
- I understand that in order for my tutor to be able to help me, I must first try and help myself. I will ask questions, speak up when I don't understand something and welcome constructive criticism.
- I understand that results are never guaranteed by the tutor, as they are dependent on my own work.

Payment details

- Payment for the first lesson is taken at the time of booking.
- After that first lesson, if the tutee is happy to continue, payment is due for the rest of the half term.
- Payment is due by the date given in the email, which is usually the last day of the holiday before the start of the new half term; late fees of £5 per day will apply after this.
- If a lesson is unpaid, it will not take place.

Home Education (1:1 and groups)

- I understand that I and my parents are responsible for booking any exams I wish to sit. PREP does not book or facilitate exams.
- Weekly group lessons do not constitute enough teaching or learning for a GCSE/iGCSE/A level syllabus; all work done in group is therefore designed to support home learning, not replace it.

What you can expect from your tutor

- I will treat you and your work with respect, complete marking promptly and offer constructive feedback.
- I will answer your questions honestly.
- I will not do your work for you!
- I will only email students directly with express permission from their parents, and will always copy a parent/caregiver in.
- I will not engage in WhatsApp/text conversations with students up to and including Year 11. For students in Years 12 and 13, I require express permission from parents, if the student wishes to communicate with me this way. The only communication that is appropriate in this way is, for instance, the sending of work for marking, or messages about lateness/missed lessons. If any inappropriate messages are ever received by WhatsApp/text/email or any other messaging service, tuition will be cancelled with immediate effect and a refund for remaining lessons will not be given.
- There are extremely strict rules around coursework. I will not ever, under any circumstances, break them.

Starting lessons signifies agreement.
