

# TUTORING AGREEMENT (Updated: 4<sup>th</sup> May 2022)

## Aims of Miss Bianca's Tutoring:

- To allow students who participate in our program to have a safe and happy experience (more information regarding Child Safety and how Miss Bianca's Tutoring is committed to implementing Child Safe Standards, can be located in our Child Safe Policy & Code of Conduct)
- Support and respect our children, their families, and our workers
- To provide personalised and individualised tutoring
- To help build the students self-confidence, competence and the students self-efficacy
- Ensure that academic weaknesses are addressed and remediated as far as possible
- Supplement mainstream education
- Work towards and/or achieve the goals set out in the initial information form

## Tutoring Services

- Miss Bianca's Tutoring offers individualised private tutoring tailored to the needs of your student.
- Miss Bianca's Tutoring also offers:
  - Homework & Assignment Assistance, including Proof Reading.
  - Workshops, including exam and study skills, and test preparation (small group max. 6).
  - School Readiness Classes focusing on the development of the foundation of numeracy and literacy, social skills, fine and gross motor skills (small group max. 6).
  - Breakfast Club, includes breakfast, small group educational activities and homework assistance before school.
  - Homework Club, includes snacks, homework and assessment assistance and small group educational activities.

## Approach

- Miss Bianca's Tutoring approach is supported by the latest educational research and we believe that every student learns differently, so not one Individual Learning Plan will be the same.
- In the Initial Assessment, we will complete a diagnostic test and observe the students strengths and learning style. This will influence future tuition and their Individualised Learning Plan, which is influenced by the NSW Syllabus and Australian Curriculum Outcomes.
- Our individualised plans are based upon:
  1. Identify the students' needs, strength and focus areas
  2. Develop a personalised learning plan
  3. Master each skill and outcome before moving on, to enhance long-term retention.

## Scheduling/Booking of Tuition

- Students can book individual tutoring sessions directly through Miss Bianca, or <https://bookings.gettimely.com/missbiancastutoring1/bb/book> .

## Rates (as of 1<sup>st</sup> March 2022)

- Private Tutoring
  - Weekday: \$35/hr
  - Weekend: \$40/hr
- Additional Services
  - Workshops: \$20/workshop
  - School Readiness Program: \$20/session
  - Homework Club: \$15/session
  - Homework & Assessment Assistance: \$30/hr

## Payments

- Miss Bianca`s Tutoring will provide an invoice after every tutoring session. Invoices are to be paid within 24 hours, by bank transfer or cash. From mid-May, payments will be able to be paid via EFTPOS.
- If the invoice is not paid without any explanation, all tutoring sessions will cease till the invoice is paid and late fees may apply.
- If you are experiencing financial hardship, please contact Miss Bianca`s Tutoring to make other arrangements.

## Cancellations, Rescheduling & Refunds

- Any cancellations or rescheduling require a minimum notice of 24 hours, less than 24 hours notice will require the full tuition amount to be paid.
- Cancellation of fewer than 24 hours will be considered for a refund on compassionate grounds, COVID-19 or a family emergency upon an email explaining the circumstances be received within two days.

## Student Responsibilities

- To ensure every student gets the most out of their tutoring sessions, students should have all their study materials ready to go at the beginning of the session (including water, homework, books, stationery supplies, etc.).
- Tutors will not complete homework or assignments on behalf of the student, however, they may assist them to complete it and overcome any areas of difficulty.
- Students may not have a friend present for tutoring sessions unless agreed upon in advance with Miss Bianca`s Tutoring.

## Australian Tutoring Association (ATA) Obligations:

- All feedback, written or verbal, given to the client should be clear and unambiguous and should not be intended to either mislead clients or create future enrolments or business.
- Reports may be written or verbal. Reporting must be done at least once per semester when the length of tutoring is for at least one semester.
- The ATA Code of Conduct is available from the Australian Tutoring Association website or on request, from Miss Bianca`s Tutoring.

If you have questions or would like clarification regarding any of the above, please contact us at [bianca@missbiancastutoring.com](mailto:bianca@missbiancastutoring.com) or 0416 736 662.