

Tuition Terms and Conditions

Brooke Tutoring



Name of Child		Hourly Rate £				
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	Saturday	Sunday
All payments must be made in full before the session takes place. If no payment has been made ahead of the date and time of the scheduled session, no further tuition will take place.						
Unarranged Absences (such as sickness)		You may cancel a session by giving at least 24 hours' notice. If less than 24 hours' notice is given, full payment will still be due.				
Arranged Absences (such as holiday)		You may request 1 session per school term (4-month period) as arranged absence without forfeiting your child's place or cost for that session.				
Tutor holidays and bank holidays		Sessions are available through school holidays if requested. Sessions falling on bank holidays will be able to be rearranged at a mutually convenient time.				
Tutor sickness		The tutor may cancel a session with 24 hours' notice and will apply any money paid to a future session.				
Notice period required is 2 weeks by either party. The tutor has the right to refuse to continue working with a child with immediate effect in special circumstances.						
All contact should be emailed to SBrooketutoring@outlook.com .						

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 the Tutor

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 _____.