

GUIDELINES FOR TUITION

LESSONS & CLASSWORK

1. Lessons can be either face-to-face or remote (i.e. by Teams or Googlemeet). Face-to-face lessons are preferred, with at least 1 face-to-face lesson per group of lessons.
2. Please be ready for each lesson: have paper / a pen or pencil / a calculator, and your last homework ready to hand.
3. After the lesson, make sure all work is filed away in an A4 ring binder. (If you're not sure where things go or how to organize your folder, then ask me.)

HOMEWORK

4. For each hour's tuition, I aim to set 1-2 hours of homework. The deadline is to complete the homework and email in the results the day before the next lesson.
5. Be neat: use lined paper, and underline your answers. If you need to do additional working, draw a margin to do it in. Also, take note of how long you are spending on your homework. (If a particular homework takes longer than 2 hours, then stop - you may be doing it all wrong!)
6. After doing your homework, mark it in red or green pen. For any you get wrong, put what the answer should have been. After marking, try the corrections - many corrections are obvious once you know what the answer should have been! Put © once corrected, e.g.

$x + 1 = 5$		$x + 1 = 5$
$x = 5 + 1$		$x = 5 - 1$
$x = 6$ X	$[x = 4]$	$x = 4$ ©

Try as many of the corrections as possible. If necessary, we can go through some corrections at the start of the next tutorial, but generally it's better if you can sort them out yourself!

7. At the end, count up the total number of all possible questions and score yourself out of this. Count any parts (a), (b), (c)... as one mark each.
8. Please email me the homework results 24 hours before the next lesson, giving both the percentage scores BC and AC (before corrections and after corrections). If you get any questions wrong and are unable to correct them, please scan in your attempted solutions.

PAYMENT & COMMUNICATION

9. Lessons are booked ahead in groups of 4-6 lessons (depending on the frequency of lessons). Payment is due in advance of the start of each group of lessons.
10. Shortly before the end of each cycle, I will email a report, listing the lessons done and progress made. At the start of the last lesson itself, it is helpful to have a brief 'catch up' with the parent and student, to discuss any issues arising and plan the next group of lessons.

Phil Prentice, mathematics tuition for GCSE and A-level

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Frequently Asked Questions

LESSONS & CLASSWORK

Q: Why are face-to-face lessons preferred to remote lessons?

A: Several reasons: (1) the tutor can see what the student is writing at all times; (2) the student's concentration can be significantly better, particularly for Year 7, 8 and 9; (3) it is easier to check that students are organizing their notes properly. With this in mind, my strong preference is for any new student to have their first group of lessons entirely face-to-face.

However, there is an obvious convenience factor for remote lessons, especially if the student lives relatively far away from 90 Brunswick Crescent. So a 'hybrid' method is possible: a minimum of one face-to-face per group of lessons; a remote lesson if either person has sniffles or a cough; otherwise the student is free to choose either remote or face-to-face.

Q: Do all students have weekly lessons? How long are the lessons?

A: Most have weekly one-hour lessons. Some students have two lessons a week (when additional progress is urgently needed), or one lesson per fortnight (generally long-term students working ahead of school level). Lessons may also vary in length, from 45 mins to 90 mins, depending on the needs of the student.

HOMEWORK

Q: Is homework compulsory, for every lesson and for all students?

A: Yes.

Q: Is homework marked by the tutor?

A: No, generally it is marked by the student, sometimes with the parent's help. Maths is usually straightforward to mark, and self-marking allows for instant feedback - meaning that the student can see immediately if they are getting the answers right or wrong, then try the corrections.

Q: How important is it to try the corrections?

A: More than important - corrections are VITAL. Every correction is a wonderful self-learning opportunity - allowing you to learn where you have gone wrong, how to put it right, and even how you might avoid making similar mistakes in the future. In my opinion, a good approach to corrections is the single biggest factor in the making of a good student!

COMMUNICATION

Q: Can I phone at any time? When should I phone rather than email?

A: You can try my landline number 020-8920-0528 at any time (within reason) but the best times to reach me for longer calls are weekday mornings 8:30-10am. Telephone is strongly preferred to email for anything urgent (e.g. rearranging an upcoming lesson) or anything requiring longer discussion (e.g. a poor exam result at school).

Q: What happens if the parent forgets to pay the fees?

A: I will email through a reminder. If payments are repeatedly late, then I will add a 'late payment' charge - so please watch out carefully for the report and invoice.

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