



Aspire to Achieve

Aspire Private Tutoring

Customer Handbook

ENGLAND



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Table of Contents

3	Company Summary	16	Lesson Protocol
4	Tutoring Process	17	Tutoring Services
5	Our Features	20	Special Features
6	Our Purpose	35	Tutors
8	Lesson Settings	37	Pricing
9	Lesson Deliveries	38	Conclusion
9	Educational Levels		
10	Curriculum Scope		



Company Summary

At Aspire Private Tutoring, we believe every student is unique, which is why we tailor our tutoring services to meet their individual needs. Our personalised approach considers each student's learning style, strengths, and areas for improvement, ensuring lessons are result driven. Whether preparing for exams, tackling specific challenges, or developing confidence, we employ targeted strategies to help every learner achieve their academic goals. This is essentially attained through our exclusive features such as complementary *Introductory Meetings*, student *Microsoft Teams* accounts, *Lesson Reviews*, *Student Learning Profiles*, *Individual Learning Plans*, *Lesson Sequences*, *Personalised Learning Plans*, and *Support Programs*. Do not worry, you will learn more about these later!



Our services involve a triangle of the student, their guardian, and their tutor. With our team of qualified tutors, we render tutoring services at a pace that suits students' learning styles. We provide tuition for a wide range of subjects within the National Curriculum for England from Levels 1 to 12. This is offered as face-to-face or online tutoring lessons which can be conducted through individual or group formats, again addressing the unique requirements of our students. With a commitment to accessibility, our tutors are also available outside of lesson time to answer any questions, alleviating the need to wait for the next lesson! Building strong relationships is central to our approach. This is why our tutors act as mentors, fostering a positive and motivating environment for students to excel. Through this employment of innovative teaching strategies, we strive to enhance students' learning beyond the traditional classroom.

Tutoring Process

Here is an outline of your journey with us here at Aspire Private Tutoring! This is designed to provide you with a clear understanding of what to expect, from your initial enquiry to ongoing support and progress reviews. We believe that a structured approach is key to achieving academic success, and we are here to make each step as smooth and effective as possible! We also understand the urgency of academic support, therefore we make a thorough effort to connect students with tutors in a prompt manner. This even means starting tutoring as soon as next week!

01

Initial Enquiry



You communicate with one of our Learning Advisors to discuss your academic needs, goals, and challenges. Through this communication, we gather information to ensure tutoring is tailored to your specific requirements. You are also provided with customer handbook to understand our services further.

02

Tutor Confirmation

We connect you with one of our qualified tutors based on your specific academic requests. They will contact you directly via email and/or mobile to discuss tutoring. You can better get to know them by reviewing their *Meet Your Tutor* document, which will be emailed to you. You are also invited to a complementary *Introductory Meeting* where you can meet with your tutor online!

03

Introductory Meeting (optional)

This 15 minute complementary online meeting involves meeting the tutor to discuss your academic strengths, areas for improvement, and learning goals. During this time, you will also complete your *Student Learning Profile* with your tutor which outlines your ultimate academic goals. If you choose not to attend this meeting, this form will be sent to you via email. This is vital for the tutor to understand your needs and goals while also allowing you to build a positive rapport with them, laying the foundation for a successful learning partnership. Here, you and your tutor can also schedule a regular weekly timeslot for lessons!

04

Lesson Planning

Using the information gathered, your tutor develops your very own student *Microsoft Teams* account where you will have access to all essential materials including your *Individual Learning Plan*, *Learning Sequence*, *Personalised Learning Plan*, *Lesson Reviews*, *Support Programs*, and *Curriculum Information*. This ensures a focused and effective approach to your academic goals. Keep reading to learn more about our key features.

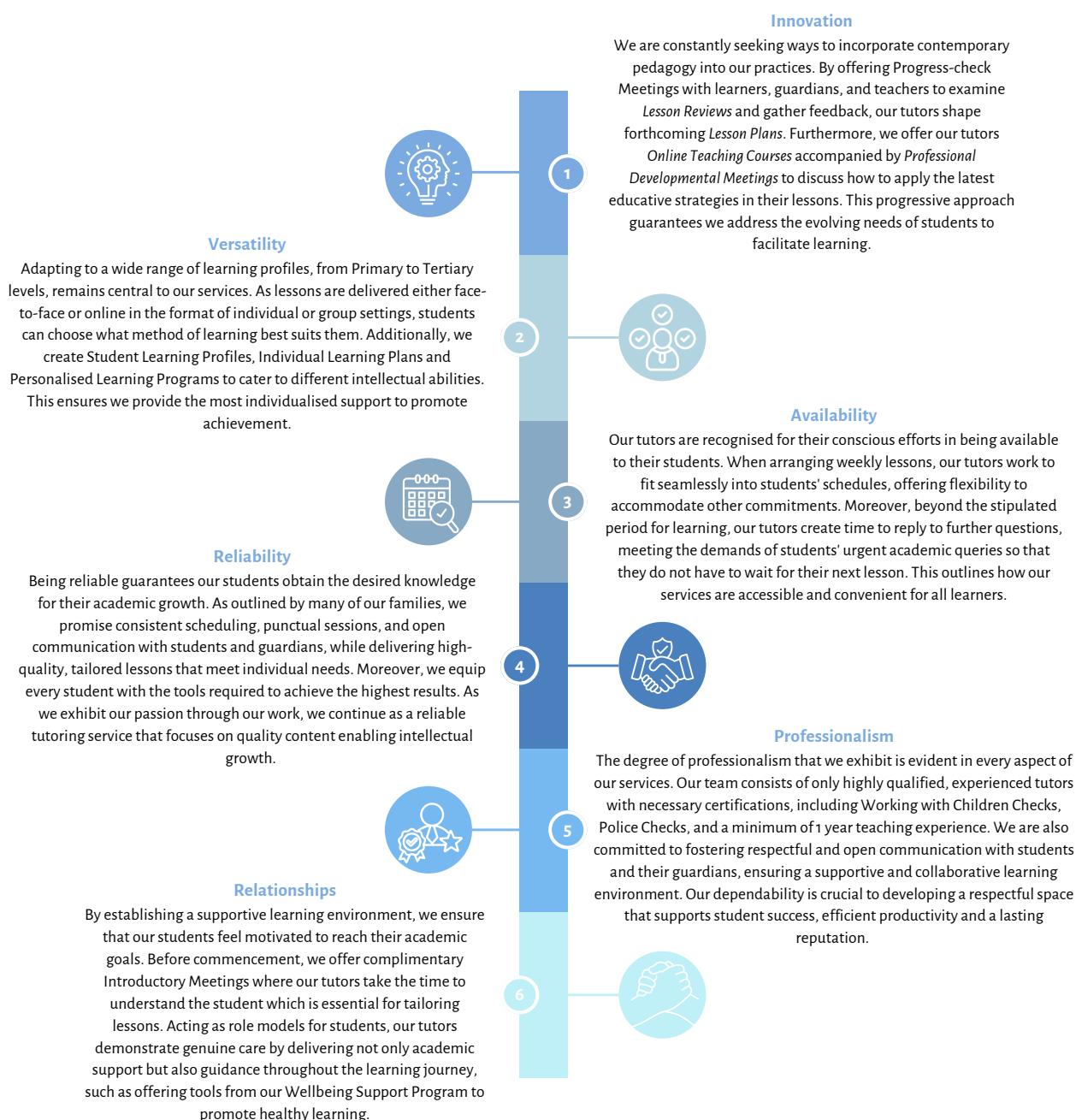
05

Tutoring Begins

Now, get ready to start seeing those results! Your lessons will focus on targeted support to address your academic needs, build confidence, and ensure steady progress towards your learning goals. Please note that all business queries are to be forwarded to info@aspireprivatetutoring.com.au, and all academic queries are to be forwarded to your tutor. We are so excited to see you achieve!

Our Features

At Aspire Private Tutoring, we deliver on our word, being a reliable partner dedicated to nurturing intellectual growth and unlocking students' full potential. These six features shape our purpose in the education sector by ensuring that we meet the diverse needs of students to provide consistent, high-quality support.



Our Purpose

At Aspire Private Tutoring, our purpose in the education industry is to provide tailored, high-quality tutoring that supports every student in achieving their full academic potential. We are dedicated to fostering positive learning environments that empower students to excel, build confidence, and develop agency that will aid them throughout their education and beyond.



MISSION



What are we doing now?

Our mission is to provide personalised tutoring services that cater to the unique abilities of every student. Whilst working across a range of educational levels and curricula in England, our experienced tutors deliver individual or group lessons, either face-to-face or online. With a focus on results, we address learning gaps, shape study habits, foster positive learning environments, and develop essential lifelong skills. We are dedicated to empowering students of all ages and abilities to achieve their academic potential through this personalised, high-quality tutoring.

VISION



What do we hope to achieve?

Our vision is to become a leading provider of personalised education, helping students achieve academic excellence. We aim to establish inclusive environments that are reinforced by strong student-tutor relationships where students receive not only academic support but also guidance on their well-being. This will motivate students to better understand themselves, develop agency, and embrace a love for learning. Through this mentorship, we aim to deliver tuition tailored to each student's abilities for ultimate success, addressing a need often overlooked in traditional classroom settings.

STRATEGY



How are we going to achieve this?

Our strategy is to offer lessons that are unique to every student. We employ only experienced tutors who utilise evidence-based teaching methods, engaging resources, and personalised strategies to support each student's unique learning needs. This is shaped by Student Learning Profiles, Individual Learning Plans and Personalised Learning Programs. Through understanding student differences and fostering collaboration, we will ensure continuous improvement.

VALUES



What do we value?

We prioritise a student-centered approach, tailoring lessons to each individual's needs and fostering an environment where all students feel respected and supported. Committed to excellence, our experienced tutors use evidence-based methods and engaging resources to inspire growth. We uphold integrity and professionalism, ensuring trust and transparency with families. Above all, we aim to ignite a passion for learning, helping students build confidence and develop skills that last a lifetime.

SUCCESS

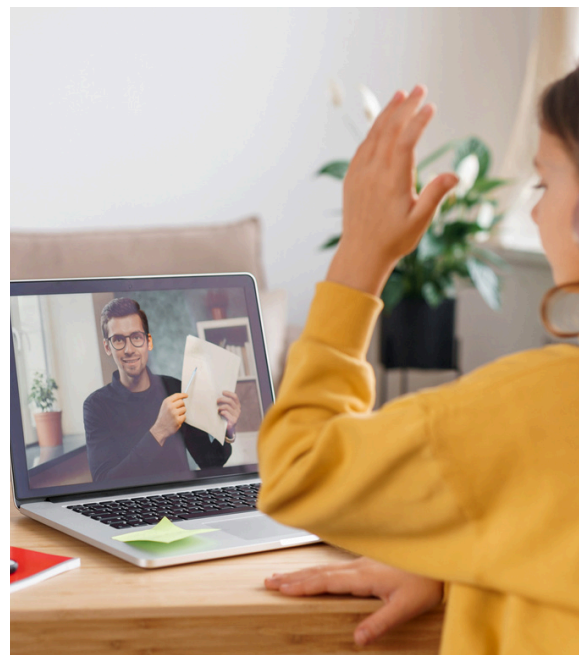
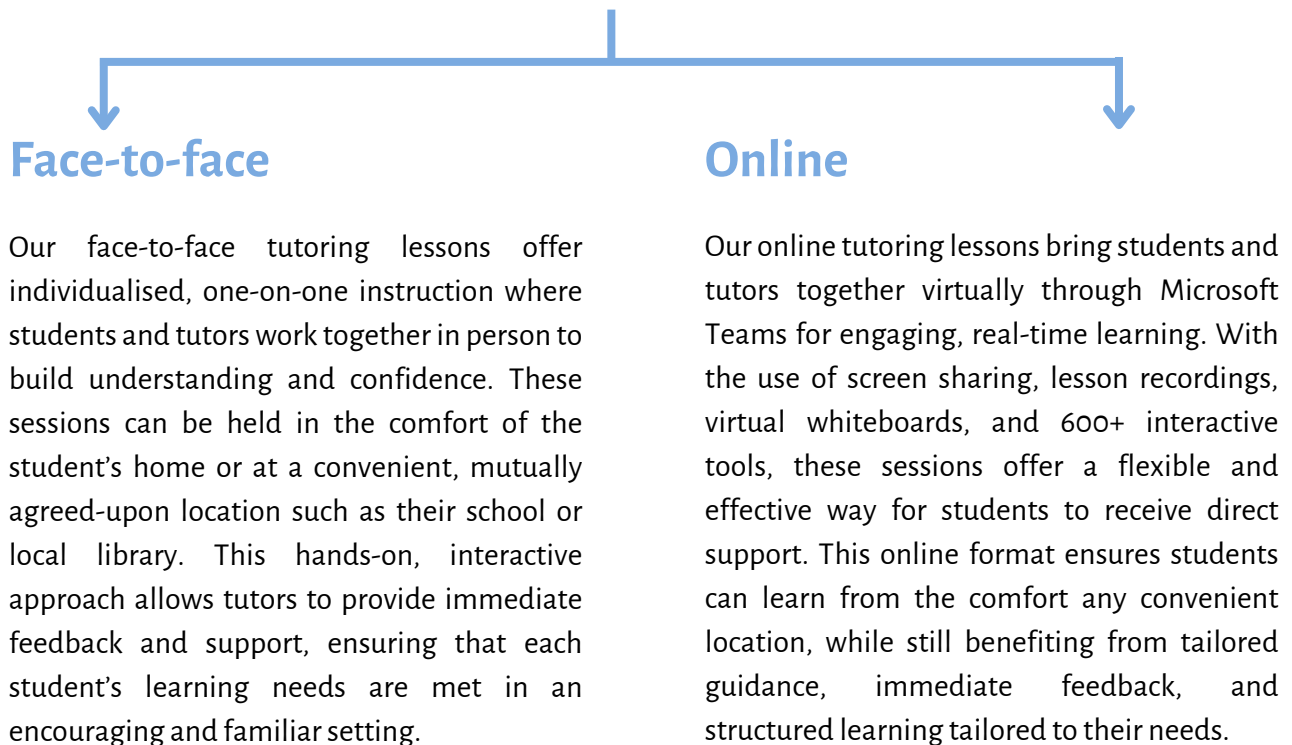


How will we measure this?

We measure success by tracking student progress through consistent assessments and feedback. Success is reflected in our Lesson Reviews and Progress-check Meetings where improved academic performance, increased confidence, and the achievement of individual learning goals is outlined. We also value the positive feedback from students and guardians. Ultimately, our success is seen in students' growth, their ability to overcome challenges, and their continued academic achievements over time.

Lesson Settings

At Aspire Private Tutoring, we offer flexible lesson settings to suit every student's needs, providing both face-to-face and online sessions. Whether in the comfort of your home or through interactive virtual classrooms, our tutors create a focused and engaging learning environment tailored to support each student's success.

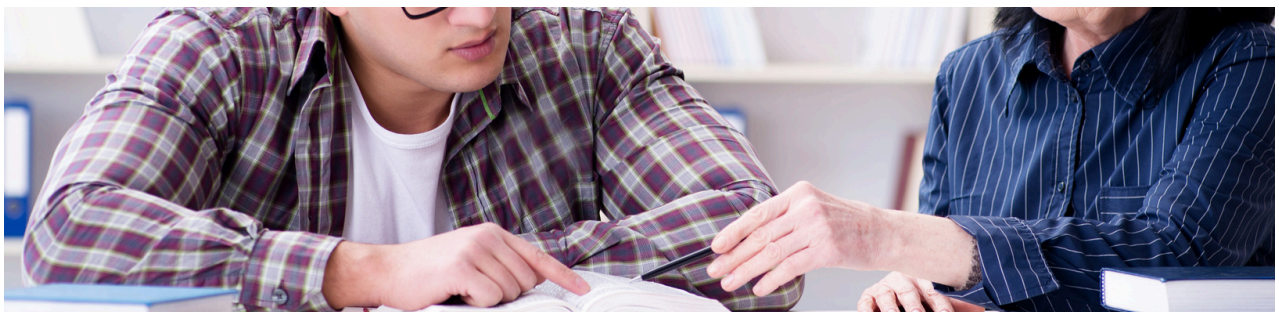


Lesson Deliveries

We offer both individual and group lesson options at Aspire Private Tutoring, allowing students to choose the format that best suits their learning style. Whether one-on-one for personalised attention or in a collaborative group setting, our lessons are designed to foster engagement and academic growth.

Individual

Our individual lessons provide one-on-one support tailored to each student's unique learning style and academic needs. In these focused sessions, students work closely with a tutor who is dedicated to their progress, ensuring personalised attention, targeted feedback, and a pace that suits the student. This approach helps build confidence, strengthen understanding, and maximise each learner's potential.



Group

Our group lessons offer an engaging learning experience where students work alongside peers with guidance from a dedicated tutor. Group sizes range from 2 to 5 students, allowing for a collaborative environment while maintaining individual attention. Students can join a pre-existing group or start in a new group with others at a similar level. This setup fosters teamwork, encourages discussion, and provides a supportive space where students can learn from one another while receiving focused instruction tailored to the group's needs.



Educational Levels

At Aspire Private Tutoring, we support students across a range of educational levels, from primary through to tertiary. Our tailored tutoring services are designed to meet the needs of each student, whether they're starting their educational journey or preparing for advanced studies.

Key Stage 1 (KS1)

Tutoring is offered in English, Maths, and Science for Years 1-2, according to the National Curriculum for England.



Key Stage 2 (KS2)

Tutoring is offered in English, Maths, and Science for Years 3-6, according to the National Curriculum for England.



Key Stage 3 (KS3)

Tutoring is offered in English, Maths, and Science for Years 7-9, according to the National Curriculum for England.



Key Stage 4 (KS4)

Tutoring is offered in a range of subjects for Years 10-11, according to the National Curriculum for England.



Post-16

Tutoring is offered in A Levels, BTECS, or other qualifications for Ages 16-18, according to the National Curriculum for England.



Tertiary Level

Tutoring is offered in various courses for post Secondary Level studies, according to the National Curriculum for England.



Curriculum Scope

At Aspire Private Tutoring, we cover a wide range of subjects across the National Curriculum for England, including English, Maths, Science, and more. Our tutors are equipped to support students in various areas, ensuring personalized guidance to meet academic goals at every level.



Being a nationwide business, our tutors are equipped to provide tuition for all Departments of Education covered across England.



Key Stage 1 (KS1): Ages 5–7 (Years 1–2)

Key Stage 1 (KS1) of the English National Curriculum is for students aged 5 to 7 (Years 1 and 2) and focuses on developing foundational skills across a range of subjects. In English, students learn to read, write, and develop basic grammar and punctuation skills. Mathematics covers number recognition, basic operations, measurement, and shapes. Science introduces concepts like living things, materials, and basic physics. Students also engage in art, design and technology, geography, history, computing, music, and physical education. Additionally, they explore personal, social, health, and economic education (PSHE) and religious education (RE), fostering well-rounded development.



- English
- Mathematics
- Science
- Art and Design
- Computing
- Design and Technology
- Geography
- History
- Music
- Physical Education (PE)
- Personal, Social, Health and Economic Education (PSHE)
- Religious Education (RE)



Key Stage 2 (KS2): Ages 7 to 11 (Year 3 to 6)

Key Stage 2 (KS2) of the English National Curriculum is for students aged 7 to 11 (Years 3 to 6) and builds on the foundations laid in Key Stage 1. In English, students develop their reading, writing, grammar, and punctuation skills, while mathematics covers more complex topics such as fractions, decimals, and problem-solving. Science deepens understanding of biology, chemistry, and physics. Students also study geography, history, art, design and technology, music, physical education, and computing. Modern foreign languages are introduced, and personal, social, health, and economic education (PSHE) and religious education (RE) continue to be taught.

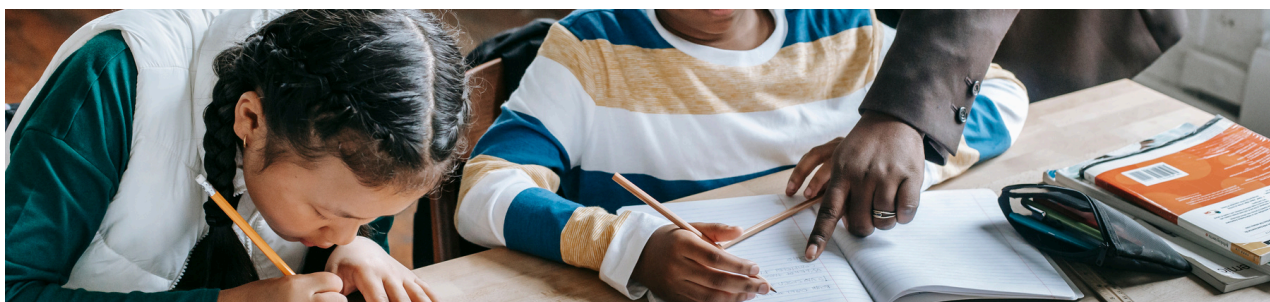


- English
- Mathematics
- Science
- Art and Design
- Computing
- Design and Technology
- Geography
- History
- Music
- Physical Education (PE)
- Personal, Social, Health and Economic Education (PSHE)
- Religious Education (RE)
- Foreign Languages (French, German, Italian, Vietnamese, Chinese)



Key Stage 3 (KS3): Ages 11–14 (Years 7–9)

Key Stage 3 (KS3) of the English National Curriculum is for students aged 11 to 14 (Years 7 to 9) and focuses on broadening knowledge and skills across a range of subjects. In English, students further develop their reading, writing, and speaking skills. Mathematics expands to include algebra, geometry, and data handling. Science covers biology, chemistry, and physics in more depth. Students study languages (such as French, Spanish, or German), geography, history, art, design and technology, music, physical education, computing, and religious education. Additionally, personal, social, health, and economic education (PSHE) and citizenship are key components, preparing students for more specialized learning in Key Stage 4.



- English
- Mathematics
- Science (Biology, Chemistry, Physics)
- Art and Design
- Computing
- Design and Technology
- Geography
- History
- Languages (Modern Foreign Languages, typically French, Spanish, or German)
- Music
- Physical Education (PE)
- Religious Education (RE)
- Personal, Social, Health and Economic Education (PSHE)
- Citizenship



Key Stage 4 (KS4): Ages 14–16 (Years 10–11, leading to GCSEs)

Key Stage 4 (KS4) of the English National Curriculum is for students aged 14 to 16 (Years 10 and 11), focusing on preparing for GCSEs. Students study core subjects including English Language, English Literature, Mathematics, and Science (either combined or separate subjects). They also choose from a range of optional subjects, such as history, geography, languages, art, design and technology, music, and physical education. Students develop skills and knowledge for further education or work, with an emphasis on exam preparation. Religious education and citizenship are also typically included. This stage leads to GCSE exams, which are essential for post-16 options.



- English Language and Literature
- Mathematics
- Science (Combined Science or separate GCSEs in Biology, Chemistry, and Physics)
- Art and Design (various specialisms, e.g., Fine Art, Photography)
- Computing
- Design and Technology (various specialisms, e.g., Product Design, Food Technology)
- Geography
- History
- Languages (e.g., French, Spanish, German, or other)
- Music
- Physical Education (PE)
- Religious Education (RE)
- Citizenship
- Optional GCSEs (e.g., Business Studies, Media Studies, Drama, Psychology, etc.)



Post-16: Ages 16–18 (A Levels, BTECs, or other qualifications)

Post-16 education in the English National Curriculum, for students aged 16 to 18, offers a range of qualifications such as A Levels, BTECs, and other vocational courses. Students typically choose 3-4 subjects to specialize in, such as Mathematics, Sciences, English, History, Languages, Business, or Art. This stage focuses on deepening knowledge in chosen fields, preparing students for higher education, apprenticeships, or employment. Alongside academic studies, students may also undertake the Extended Project Qualification (EPQ) or vocational qualifications like BTECs in areas like Health and Social Care, IT, or Engineering. Post-16 education is crucial for further career progression and university entry.



A Levels (typically 3-4 subjects from a wide range, such as):

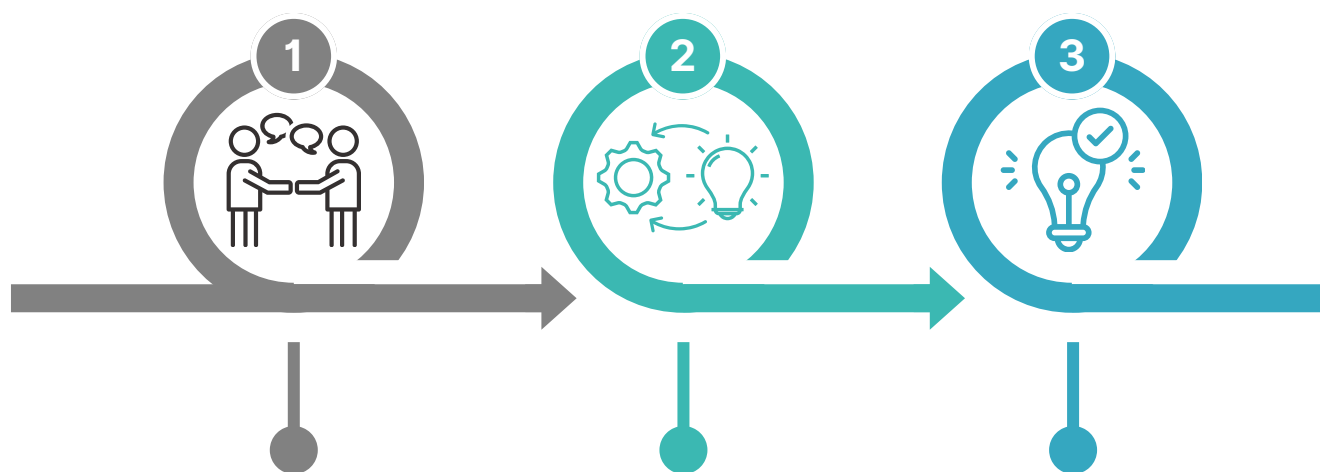
- English Literature
- Mathematics
- Biology
- Chemistry
- Physics
- History
- Geography
- Languages (e.g., French, Spanish, German)
- Art & Design
- Music
- Psychology
- Economics
- Business Studies
- Sociology
- Politics
- Physical Education

BTEC or Vocational Qualifications (e.g., in subjects such as Business, Health and Social Care, IT, Engineering, or Creative Media)

Extended Project Qualification (EPQ)

Lesson Protocol

Our lesson protocol is designed to provide a structured, engaging, and personalised learning experience. Each session begins with setting clear objectives and activating prior knowledge, followed by focused teaching and interactive learning. We conclude by reviewing key concepts, addressing questions, and setting goals for continued progress, ensuring student success.



Introduction

At the beginning of every tutoring lesson, the tutor greets the student warmly, creating a comfortable and welcoming environment. The learning objectives for the session are clearly outlined, helping the student understand what will be covered and why it is important.

The tutor may briefly review previous lessons to assess retention and activate prior knowledge, ensuring continuity in learning. Expectations for the session are set, emphasising engagement, focus, and open communication. The tutor may also ask the student about their current thoughts, questions, or challenges to tailor the lesson to their immediate needs and interests, fostering motivation and readiness.

Teaching & Learning

Next, the focus is on active teaching and learning. The tutor presents new concepts or skills using tailored explanations, examples, and interactive activities to match the student's learning style. The student is encouraged to engage through questions, problem-solving, and practice exercises. The tutor provides feedback, guidance, and clarification as needed, ensuring the student understands and applies the material. This period also involves ongoing assessment, with the tutor monitoring progress by updating *Lesson Reviews* and adjusting the approach to suit the student's pace and needs. The goal is to deepen understanding, reinforce learning, and build confidence.

Conclusion

At the end of every tutoring lesson, the tutor summarises the key concepts covered using the *Lesson Review*, reinforcing the student's understanding. This recap helps consolidate the learning and ensures the student leaves with a clear grasp of what was taught. The tutor also asks the student to reflect on what they learned and any challenges they faced, fostering self-awareness and critical thinking. Any questions or areas of confusion are addressed, and the tutor sets goals for the next session. To close, the tutor provides positive feedback, boosting the student's confidence and motivation for continued progress, while reminding them of any practice or preparation needed before the next lesson.

Tutoring Services

We offer a wide range of services to support students at all academic levels. Regardless of what goal you have, we provide tailored support, ensuring that you have access to the help you need to succeed.

General Academic Tutoring

We offer tailored tutoring to meet the diverse needs of students. Whether students require subject-specific support in core-subjects, preparation for upcoming assessments, or the opportunity to work on concepts beyond their current grade level, our tutors are here to guide them. This service is highly flexible, allowing students to choose how they want to structure their sessions - whether it is reinforcing what they are learning in class, focusing on challenging concepts, preparing for upcoming assessments, or jumping ahead of their curriculum. This ensures students are able to access that one-on-one support for academic growth that is often unavailable at school.

Homework Help

No need to stress! Our tutors are available to answer questions, clarify concepts, and provide guidance to help students solve problems on their own. We empower students to develop independent learning skills by ensuring they understand the material, without doing the homework for them. This fosters confidence and self-reliance, helping students become more capable and efficient in completing their homework independently.

Examination Program

Are those exams getting close? We offer tailored sessions designed to prepare students for their final exams. These sessions employ effective examination strategies, learning materials, key curriculum information and past exam papers. Our tutors work closely with students to identify areas for improvement, reinforce understanding, and build confidence in tackling exam-style questions. Through targeted support, students are equipped with the skills and knowledge needed to perform at their best in their final exams.

Selective Entry Exam Coaching

We help students prepare for competitive entrance exams, such as those for selective high schools and academic scholarships. Being very familiar with this process, our tutors provide focused coaching sessions that cover all aspects of the exam, including problem-solving, time management, and test-taking strategies. Students receive tailored support in areas such as reasoning, comprehension, mathematics, and writing, ensuring they are fully prepared for the demands of the exam. With personalised coaching, we help students build confidence and achieve their best possible results in the highly competitive selective entry process. You have got this!

Holiday Acceleration Program

Time to get ahead! We provide students with a head start by focusing on key areas during school holidays. These intensive sessions provide an opportunity to catch up on missed material, reinforce learning, or get ahead of the curriculum. Students can work on strengthening their understanding of challenging concepts, preparing for upcoming assessments, or exploring new topics to extend their learning using our own resources. The program offers a focused and flexible approach, ensuring students return to school with increased confidence and a solid academic foundation for the term ahead.

Special Educational Needs Support

We meet the unique needs of each student through Personalised Learning Programs. These programs are designed to support students with various learning challenges, including ADHD, dyslexia, and other special educational needs. Our tutors, who receive guidance through Inclusion Training, also work closely with each student to implement strategies that enhance learning and build confidence. We also collaborate with Behaviour Support Therapists and classroom teachers to ensure a holistic approach to each student's development. This collaborative and individualised support helps students thrive academically and personally, ensuring they receive the assistance they need to succeed.

Life Skills Program

It is essential that students are equipped for real life! We provide students with essential skills to excel both academically and in everyday life. These workshops cover a wide range of topics, including study support, time management, organisation, goal setting, effective communication, and many more. Students learn how to balance their academic responsibilities with personal life, improve their focus and productivity, and build habits for long-term success. The workshops are designed to equip students with practical tools and strategies to manage their learning and personal growth, helping them become more independent.

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Career Pathway Coaching

Choosing a career is definitely one of the most biggest challenges that students will face! We help students explore and navigate their future career options. Through personalised one-on-one sessions, students receive guidance on identifying their strengths, interests, and goals, which helps them make informed decisions about potential career paths. Our tutors assist with setting academic and personal milestones, exploring vocational and tertiary education options, and developing essential skills for success in the workplace. Whether students are deciding on subjects for future studies or planning for post-graduation, we ensure they are well-prepared for the next steps in their academic and professional journey.

Student Resources

Looking for additional resources? We have got you covered! We provide students with supplementary resources to support and enhance their learning. These materials are carefully selected to reinforce key concepts, offer further practice, and deepen understanding across various subjects. Whether it is extra worksheets, practice tests, reading materials, or online tools, our resources are tailored to meet the individual needs of each student. By providing additional support outside of tutoring sessions, we help students consolidate their knowledge, boost their confidence, and achieve their academic goals more effectively.

Special Features

What sets Aspire Private Tutoring apart is our personalised approach, experienced tutors, and flexible lesson settings. We offer tailored support across a wide range of subjects and educational levels, ensuring every student receives the attention they need to succeed. Our commitment to quality, flexibility, and student-centered learning creates a unique and supportive environment for all learners.

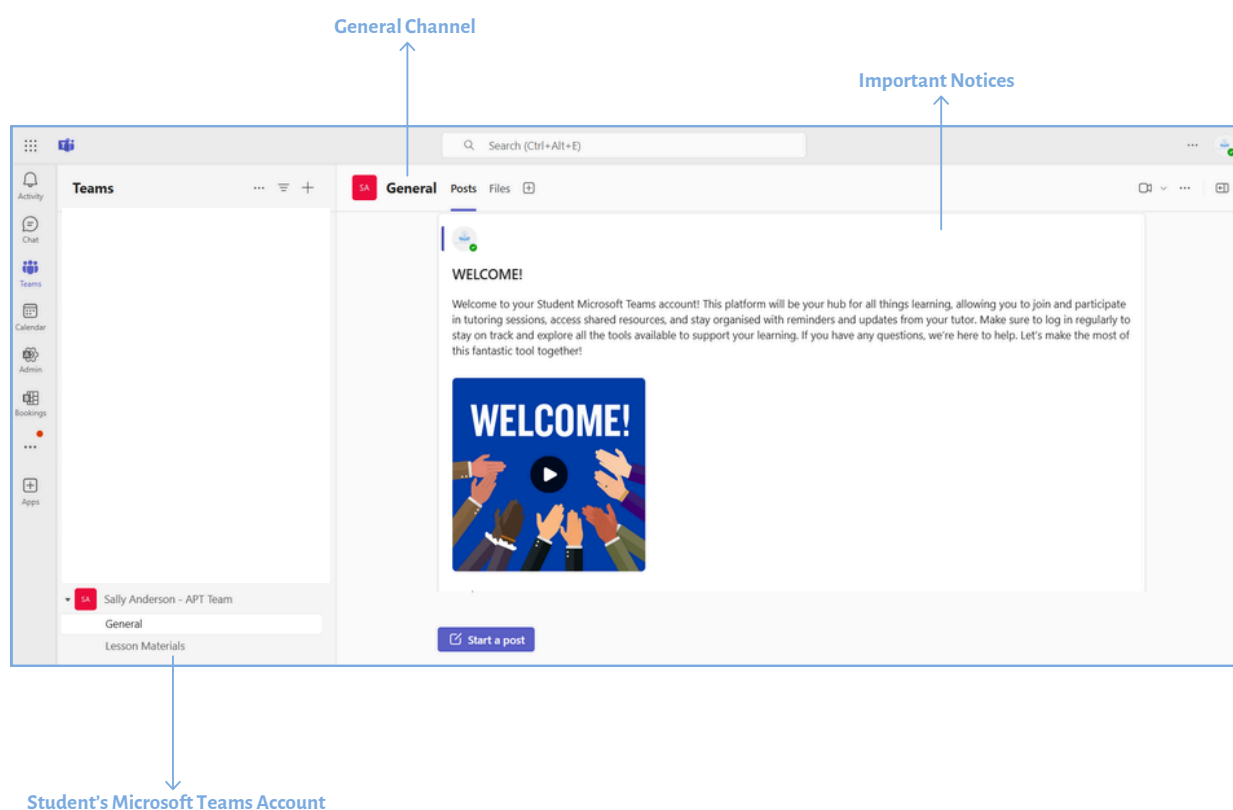
➔ Microsoft Teams

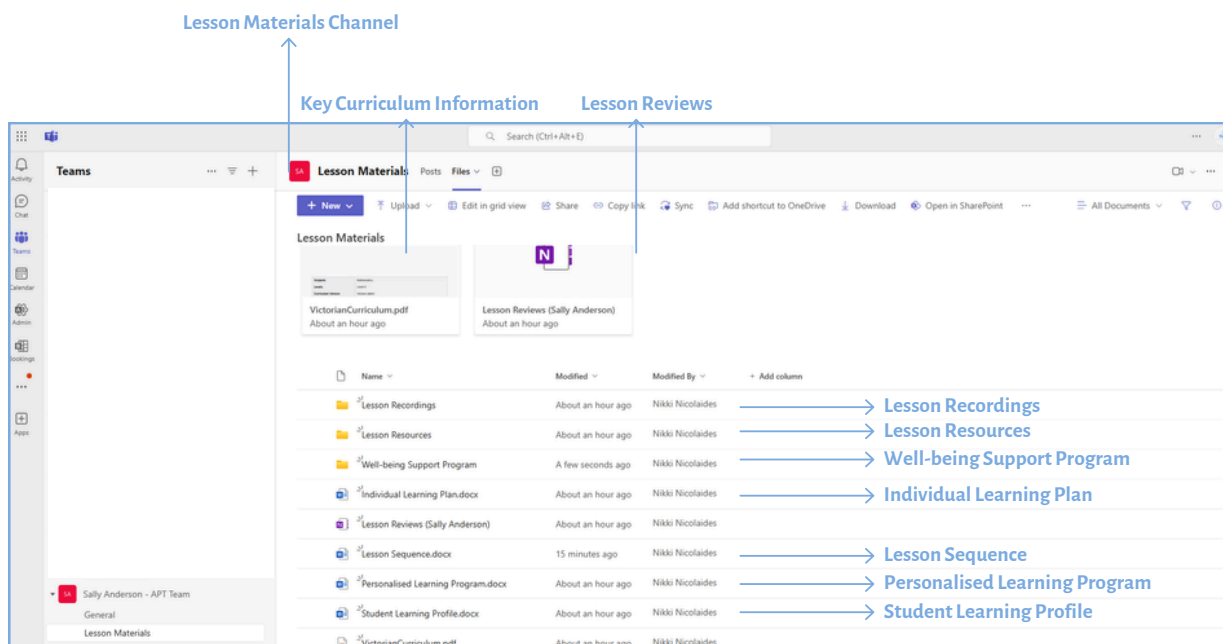
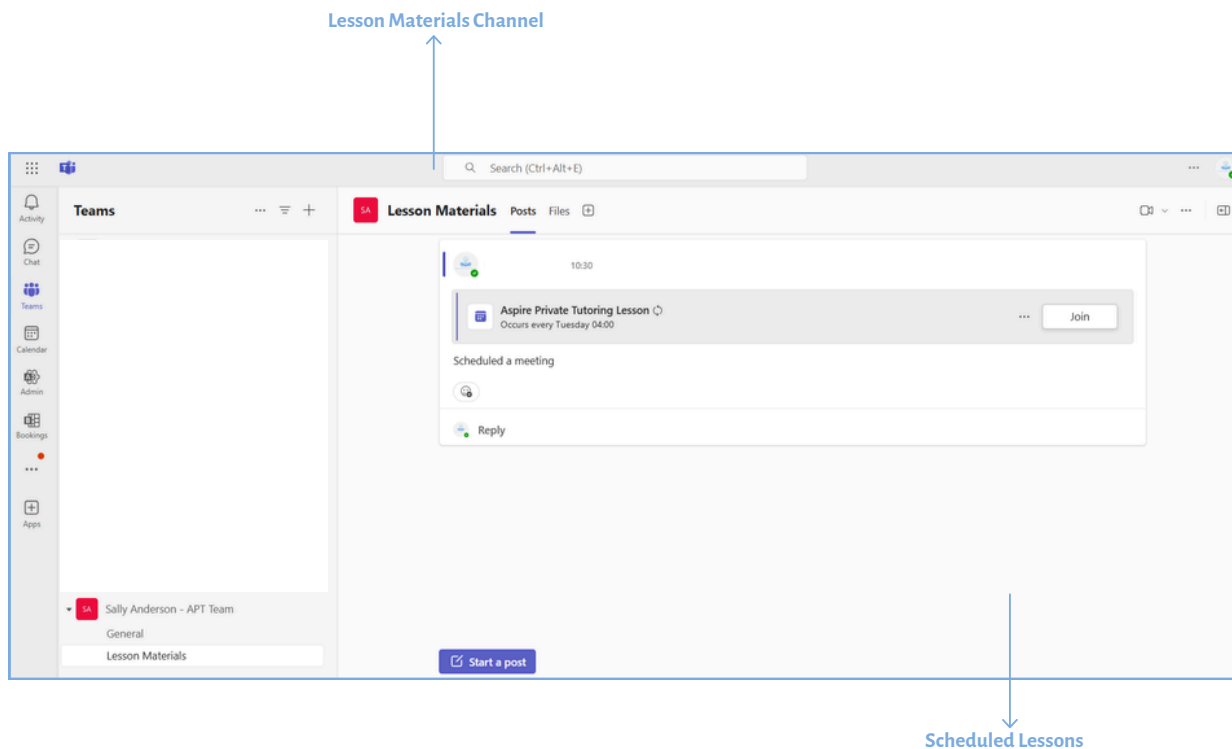
We rely on the Microsoft Teams platform to facilitate all of our services. Each student has access their own Microsoft Team. In this team, students, guardians, teachers and tutors can easily communicate, keep track of scheduled lessons, view lesson recordings, access lesson resources, utilise 600+ interactive educational materials, and access Key Curriculum Information, Learning Sequences, Lesson Reviews, Student Learning Profiles, Individual Learning Plans and Personalised Learning Programs.

There are two channels in each Team:

General: This channel is for access to general discussion.

Lesson Materials: This channel is for access to scheduled lessons, lesson recordings, additional resources, Key Curriculum Information, Lesson Reviews, Student Learning Profiles, Individual Learning Plans and Personalised Learning Programs.





→ Student Learning Profile

Our Student Learning Profiles are designed to help tutors understand their student's unique learning needs, goals, and preferences before lessons begin. Prior to commencement, students are asked to complete a form that asks key questions. By completing this form, students provide valuable insights into their strengths, challenges, and interests, enabling tutors to structure lesson sequences that are tailored to their individual requirements. This ensures a more personalised and effective learning experience, helping students achieve their goals with confidence and ease.

Student Information

Outline your details below for our documentation.

1. Student Name::

2. Year Level:

3. Subject:

Learning Goals

It is important for you to share your learning goals because it helps us understand exactly what you want to achieve. When you communicate your goals, we can plan lessons that focus on what matters most to you, whether it is improving your grades, mastering a topic, or preparing for an exam. This ensures the lessons are relevant and effective, and it also helps you stay motivated as you can track your progress towards your goals. The more we know about your goals, the better we can support you on your learning journey.

4. Why have you decided to do tutoring? *

5. Have you attended tutoring before? *

☐ Yes

☒ No

6. What motivates you to learn? *

I really want to get good grades. In primary school, I used to be one of the top students but now I am falling behind in class.

7. What specific goals do you hope to achieve through tutoring? (for example: improve grades, understand a specific topic, prepare for an exam...)

I really want to improve my grades. I have topic tests at the end of each unit. I want to score at least above an 80% in my next topic test. This will be really exciting for me because I have never scored above an 80% in m

8. Do you have an upcoming assessment? If so, please outline what it is and when it is due.

Yes, Trigonometry Topic Test. This will be on the 4th of December. No notes or calculator is allowed.

Current Understanding

It is important for you to tell us about your current understanding because it helps us know where you are starting from. By understanding what you already know, we can focus on areas that need more attention and avoid covering things you are already confident about. This allows us to use our time effectively and make sure the lessons are tailored to your needs. Sharing what you find easy or challenging helps us provide the right level of support and ensures that we work at the pace that is best for you.

9. How difficult is this subject for you? *

0	1	2	3	4	5	6	7	8	9	10
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Not difficult Very difficult

10. What areas of this subject do you consider to be your strengths? *

I have always found Algebra to be my strength in mathematics.

11. What areas of this subject do you consider to be your weaknesses? *

I really struggle with Trigonometry. For instance, I don't quite understand Pythagoras' Theorem or even calculating angles using Sin, Cos, or Tan.

12. Do you currently feel behind in your classwork? *

☒ Yes

☐ No

13. Rate your overall enjoyment in this subject at school. *

★ ★ ☆ ☆ ☆

Learning Style

It is important for you to share your learning style with us because it helps us teach in a way that suits you best. Everyone learns differently - some people understand better through visuals, others prefer hands-on activities, and some find step-by-step explanations most helpful. By knowing how you learn best, we can adjust the lessons to match your strengths, making the learning experience more effective and enjoyable for you. This way, we can work together to find the methods that help you understand and retain the information more easily.

14. How do you learn best? (for example: through practice, visuals, discussions, reading...)

I learn best when my teacher first shows me what to do, then I practice that.

15. What types of resources do you find helpful? (for example: worksheets, videos, interactive activities, notes...)

I enjoy watching video tutorials and even worksheets where I can then practice questions and correct them.

16. Do you have any preferred teaching methods? (for example: examples, real-world applications, step-by-step explanations...)

I do enjoy step-by-step explanations and using colours to highlight the stages of working out.

17. How easy is it for you to concentrate in lessons?

0	1	2	3	4	5	6	7	8	9	10
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Not easy

Very easy

18. Are there any additional support needs, learning preferences, or concerns that your tutor should know about?

I have been recently diagnosed with ADHD.

Resources

It is important for you to provide us with any resources you use in class because it allows us to align our support with your school curriculum. These resources, such as textbooks, assignments, or study guides, gives us insights into the specific content and expectations of your course. By using the same materials, we can reinforce key concepts, clarify challenging topics, and help you to stay on track with class requirements. This consistency boosts your understanding, improves your performance in class, and makes tutoring sessions more relevant and effective.

19. What is your teacher's email address? *

nikkinicolaides@hotmail.com

20. Do you have access to a learning sequence for the topic? This includes a list of topics that you will be learning about over the term. This should also include possible upcoming assessment dates. It is **essential** that your tutor has access to this. If you already have access to this, please ensure that you email this to your tutor. If you do not, you need to ask your teacher to email this to you. *

☒ I have it and I will email this to my tutor

☐ I do not have it, so I will ask my teacher to send it to me and I will email this to my tutor

21. List the resources that you use in class (if you use a textbook - specifically include the name of the textbook) *

Year 9 MathsQuest Textbook

22. Often, students are provided with a username and password to a portal online so they can view learning resources at school. Do you use a student portal at school? *

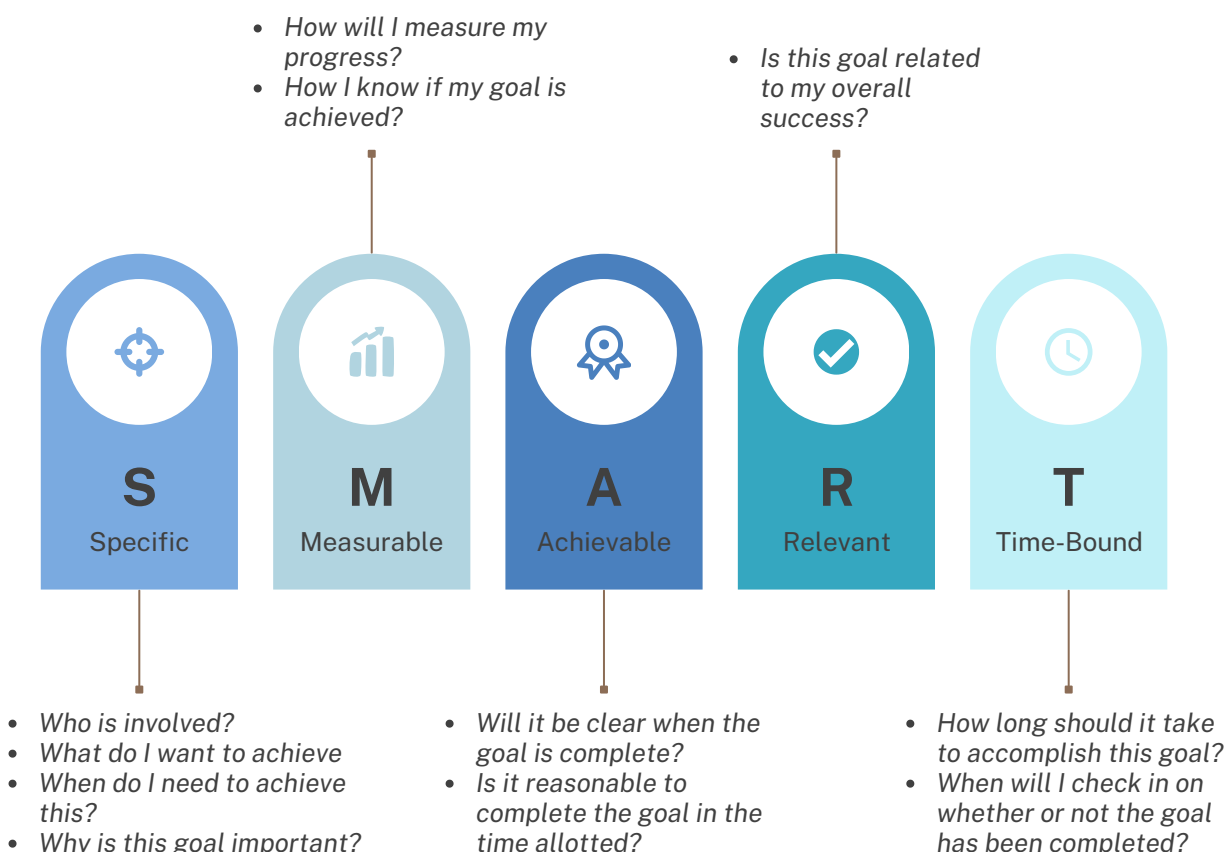
☒ Yes, I do

☐ No, I don't

→ Individual Learning Plan

The Individual Learning Plan (ILP) is a personalised roadmap designed to guide each student's learning journey. Developed during the *Introductory Meeting*, this plan is created collaboratively by the tutor and student to outline clear learning objectives through the use of SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound). These goals are addressed during every lesson to track progress and evaluate success; once a goal is achieved, a new one is created, fostering a mindset of continuous improvement and lifelong learning.

The ILP is a key part of our proactive approach, ensuring lessons are structured and tailored to the student's unique needs. SMART goals provide a focused framework, making it easier to track progress, measure success, and adjust strategies as needed. By breaking larger objectives into manageable steps, the ILP keeps students motivated and confident as they work toward achieving their goals. Ultimately, the ILP ensures every tutoring session is purposeful, results-driven, and designed to maximise the student's success.





INDIVIDUAL LEARNING PLAN (ILP)

Student Name: Sally Anderson

Year Level: Year 9

Subject: Mathematics

Lesson Setting: Face-to-face

Lesson Delivery: Individual

Tutor Name: Alexandra Goulding

Long-term Goal:

- Build foundational math skills and improve confidence in basic arithmetic and problem-solving, aiming for a solid understanding of core math topics by the end of the school year.
-

Strengths

- Demonstrates a strong ability to memorize and recall mathematical formulas.
 - Attentive and diligent in completing assignments and exercises during tutoring sessions.
 - Has a good understanding of basic arithmetic operations and can manipulate fractions and decimals with ease.
-

Areas for Improvement

- Needs additional practice with applying trigonometric ratios in worded problems, especially with real-world contexts.
 - Struggles with interpreting the significance of the trigonometric ratios in different problem types, such as non-right-angled triangles.
 - Could improve time management during assessments.
-

Teaching Intervention:

- After solving a problem, Sally can verbally explain each step to the tutor to reinforce her understanding and identify any areas of confusion.
- Sally's tutor can demonstrate how to solve trigonometric problems step-by-step, ensuring Sally understands the process before having her try similar problems independently.
- Sally can draw and label her own triangles to better visualize the relationships between angles and sides, which will strengthen her understanding of trigonometric concepts.
- Sally's tutor can create specific practice problems focusing on areas where Sally needs improvement, such as applying the sine, cosine, or tangent ratios in different contexts.



- Sally can work on applying trigonometric concepts to real-world scenarios, such as calculating the height of a building or the angle of a ramp, making the content more engaging and relevant.
-

Current Goal:

By the 4th of December 2024, Sally will achieve 80% accuracy in solving trigonometry problems involving right-angled triangles by mastering the use of sine, cosine, and tangent for calculating missing sides and angles.

- **Specific:**
Sally will focus on solving problems that require using trigonometric ratios (sine, cosine, and tangent) to calculate either missing sides or angles in right-angled triangles. This includes both theoretical questions and applied word problems.
 - **Measurable:**
Success will be determined by her ability to consistently score 80% or higher on practice quizzes and tests. These assessments will include at least 10 problems of varying difficulty, completed within a set time limit.
 - **Achievable:**
Sally will build her skills progressively through structured lessons that break down each concept into manageable steps. She will start with guided examples, followed by independent practice and timed tests.
 - **Relevant:**
This goal directly supports Sally's preparation for her trigonometry test, improving her confidence and ability to handle key concepts tested.
 - **Time-bound:**
This goal will be achieved by the 4th of December 2024, with weekly evaluations to ensure consistent progress. Each week will focus on specific sub-skills leading to overall mastery.
-

Review and Adjustments:

Review Date: 15/11/2024

Progress will be tracked weekly using quiz scores and student feedback.

→ Lesson Sequence

Lesson sequencing is a structured approach that supports students' learning by building skills progressively. By starting with foundational concepts and gradually introducing more complex topics, students develop confidence and a deeper understanding of the subject. This strategy allows tutors to address gaps in knowledge while reinforcing key skills through practice and review. Here, lesson sequencing is tailored to meet individual student needs, ensuring a clear and logical progression. Each tutor creates their own lesson sequence for their students, comprised of a series of lesson plans that aim to target their student's SMART goal. This personalised approach not only strengthens academic abilities but also fosters confidence and independence, empowering students to achieve their learning goals effectively and successfully.



Aspire Private Tutoring

LESSON SEQUENCE

Student Name: Sally Anderson

Year Level: Year 9

Subject: Mathematics

Lesson Setting: Face-to-face

Lesson Delivery: Individual

Tutor Name: Alexandra Goulding

Lesson	Learning Objectives	Focus Area	Activities	Homework
1	<ul style="list-style-type: none"> - Understand the basic trigonometric ratios: sine, cosine, and tangent. - Apply SOH-CAH-TOA to right-angled triangles. - Calculate missing side lengths using trigonometric ratios. 	Introduction to Trigonometry	<ul style="list-style-type: none"> - Define trigonometric ratios (sine, cosine, tangent). - Explore SOH-CAH-TOA using right-angled triangles. - Practice calculating missing side lengths. 	Complete a worksheet with basic trigonometry problems.
Lesson 2	<ul style="list-style-type: none"> - Use inverse trigonometric ratios to calculate angles. - Build confidence with scientific calculator functions. - Avoid common calculation errors. 	Angle Calculations	<ul style="list-style-type: none"> - Solve for angles using inverse trigonometric ratios. - Practice using a scientific calculator. - Explore common errors when solving for angles. 	Solve 8–10 questions involving angle calculations.
Lesson 3	<ul style="list-style-type: none"> - Solve real-world trigonometric problems involving heights and angles. - Identify the appropriate trigonometric ratio for word problems. 	Applications in Word Problems	<ul style="list-style-type: none"> - Solve problems involving heights, distances, and angles of elevation/depression. - Break down word problems into steps. 	Attempt a set of word problems with mixed difficulty levels.

→ Lesson Reviews

Unlike other tutoring businesses, at the end of each tutoring lesson, our tutors create a report called a 'Lesson Review'. This document is comprised of four distinct sections. This file is accessible to our tutors, the students and their guardians, which is located on their Microsoft Team. These sections are further outlined below.

Classwork Resources: This section includes a list of all materials that the tutor used during their lesson.

Homework Resources: This section (optional) includes the materials that the tutor specified for homework.

Tutor Reflection: This section involves the subject, topic, learning objective (from VCAA), lesson outline and feedback.

Student Reflection: This section involves a personal reflection from the student that identifies what they have learnt, what they would like to improve on, and how they will improve.

Lesson: Monday 06/01/2021

Classwork Resources:

- Refer to Chapter 4 Linear Equations from your textbook.

→ Classwork Resources

Homework Resources:

- Please complete the following questions from each chapter.
Chapter 4.3 - 1,4,7,10,13,15,19
Chapter 4.4 - 1,4,6,9,12,13,17,18,20
Please send me a photo of your working out before our next lesson!

→ Homework Resources

Additional Resources:

- Linear Equation | Solving Linear Equations
- <https://www.mathsisfun.com/algebra/linear-equations.html>

→ Additional Resources

Tutor Reflection:

Subjects:	Topic:	Learning Objectives:	Lesson Outline:	Feedback:
Mathematics	Linear Equations	https://victoriancurriculum.vcaa.vic.edu.au/level9?layout=1&d=M <ul style="list-style-type: none"> Apply the distributive law to the expansion of algebraic expressions, including binomials, and collect like terms where appropriate (VCMNA306). 	Today we began by working through Chapter 4.3 Solving linear equations with brackets. After completing worked example 6 together, you completed a 10 minute quiz that was worth 8 marks to consolidate your learning. Then, we moved onto Chapter 4.4 Solving linear equations with pronumerals on both sides. Then we completed worked example 7 together.	<p>Well done! You have been smashing this topic! I really liked how you were consistent with your note taking today. I was also really impressed by your quiz results! An 87% is amazing! You also completed the quiz very quickly, excellent time management skills.</p> <p>I have listed some areas for you to improve on below.</p> <ul style="list-style-type: none"> Multiplication and division from 1 to 12. Adding and subtracting fractions by hand. Adding and subtracting negative numbers.

→ Tutor Reflection

Student Reflection:

Please answer the following...

- During today's lesson, I learnt how to solve linear equations.
- I would like to work on linear equations in application questions.
- I will do this by watching the youtube videos from the 'Additional Resources' and taking notes.
- After today's lesson, I feel ...

→ Personalised Learning Program

The Personalised Learning Program (PLP) is a tailored educational plan designed to support students with Special Educational Needs (SEN), ensuring their unique learning needs are met effectively. By focusing on individual strengths, challenges, and goals, the program provides targeted strategies and accommodations to enhance learning outcomes. We create PLPs to empower students to thrive academically and build confidence in their abilities. Each program is developed collaboratively, incorporating insights from educators, guardians, teachers, and students themselves. By aligning lessons with the student's learning profile, a PLP ensures a supportive, inclusive, and success-driven educational experience.

Here is a list of specific examples of Special Educational Needs that Aspire Private Tutoring has experience in tutoring:

- Dyslexia – Support with reading, spelling, and writing difficulties.
- ADHD (Attention-Deficit/Hyperactivity Disorder) – Strategies to improve focus, organization, and task completion.
- Autism Spectrum Disorder (ASD) – Tailored support for communication, social interaction, and behavior management.
- Dyscalculia – Assistance with understanding mathematical concepts and calculations.
- Dyspraxia (Developmental Coordination Disorder) – Help with coordination, handwriting, and motor planning tasks.
- Anxiety Disorders – Techniques to manage anxiety and improve concentration and classroom participation.
- Sensory Processing Disorder (SPD) – Support for managing sensory sensitivities and improving focus in distracting environments.
- Speech and Language Disorders – Assistance with articulation, language comprehension, and communication skills.
- Intellectual Disabilities – Personalised instruction for students with cognitive challenges to develop academic and adaptive skills.
- Visual or Hearing Impairments – Support with learning strategies tailored to visual or auditory needs, including assistive technology.

These examples reflect the diverse needs we address in our tutoring services, providing individualised support to help each student reach their full potential.



PERSONALISED LEARNING PROGRAM (PLP)

Student Details

- *Name:* Sally Anderson
- *Year Level:* 9
- *Subject:* Mathematics
- *Lesson Setting:* Face-to-face
- *Lesson Delivery:* Individual Tutoring
- *Diagnosis:* ADHD (Combined Presentation - Inattentive and Hyperactive Symptoms)

Diagnosis Overview

ADHD is a neurodevelopmental disorder affecting attention, focus, and activity levels. In Sally's case, her combined presentation includes symptoms of both inattentiveness and hyperactivity:

- *Inattentive Symptoms:*
 - Difficulty staying focused
 - Disorganisation and forgetfulness
 - Easily distracted and difficulty following multi-step instructions
- *Hyperactive/Impulsive Symptoms:*
 - Restlessness and difficulty sitting still
 - Talking excessively or interrupting
 - Impulsive decision-making and actions

Supporting Strategies

To ensure Sally's success, the following strategies will be implemented to support her ADHD symptoms:

- *Clear, Concise Instructions:*
 - Break instructions down into smaller, more manageable steps.
 - Use visual aids (diagrams, examples) alongside verbal instructions.
 - Confirm understanding by having Sally repeat the instructions.
- *Task Breakdown:*
 - Break complex problems into smaller parts to avoid overwhelming Sally.
 - Set clear, realistic time frames for each part of the task.
 - Use timers to manage time and give Sally periodic breaks.
- *Engage Multiple Senses:*
 - Utilize hands-on tools such as whiteboards, visual aids, and diagrams.
 - Allow Sally to take notes in her preferred style (e.g., color-coded or diagram-based).
- *Movement and Breaks:*
 - Allow short, structured breaks between tasks to release energy.
 - Encourage physical movement during breaks (e.g., stretching or walking).



- *Positive Reinforcement:*
 - Offer regular praise and feedback to reinforce her efforts and successes.
 - Use incentives for completing tasks to encourage focus and productivity.
- *Consistent Routine:*
 - Maintain a structured lesson format to create predictability.
 - Ensure all materials are organized before each session.

Learning Goals

Sally's primary goal is to prepare for her Trigonometry test on December 4th. The key focus areas will be:

- *Trigonometry Concepts:*
 - Understanding and applying the trigonometric ratios (sine, cosine, tangent).
 - Using the unit circle for trigonometric functions.
 - Solving problems involving angles and triangles.
- *Study & Time Management:*
 - Develop strategies for effective study and time management.
 - Use visual aids like mind maps and flashcards to aid retention.
- *Organisational Skills:*
 - Support Sally in organizing her notes and study materials.
 - Help her develop a revision timetable to ensure consistent study practice leading up to the test.

Support Plan

To ensure Sally is continuously supported throughout the learning process, the following measures will be in place:

- *Regular Check-ins:*
 - Weekly check-ins with Sally's parents to monitor her progress.
 - Discuss any adjustments to the learning plan if necessary.
- *Take-Home Materials:*
 - Provide simplified notes and formula sheets for Sally to review at home.
 - Offer practical strategies for revision and self-testing.
- *Reflection & Self-Assessment:*
 - At the end of each session, encourage Sally to reflect on what worked well and areas for improvement.
 - Use this feedback to adjust future lessons accordingly.

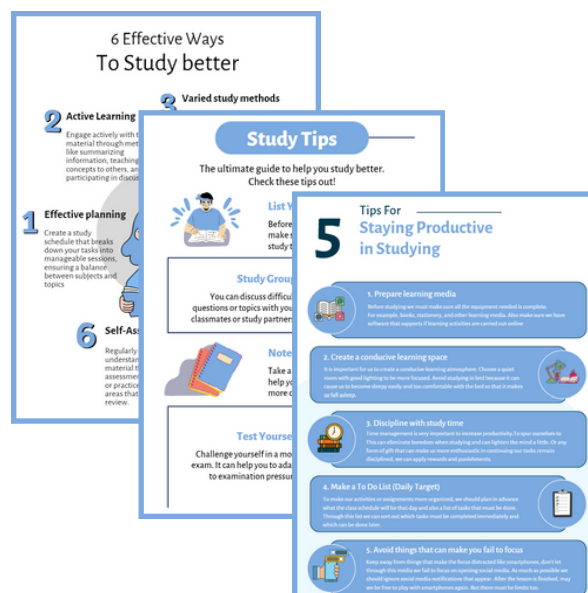
Conclusion

By implementing these strategies and breaking down learning into manageable sections, Sally will be able to manage her ADHD symptoms and focus on mastering the key concepts of trigonometry. The structured approach will support her in building confidence and preparing effectively for her upcoming test. This structured, goal-oriented approach will help Sally make steady progress and succeed in her Year 9 Mathematics course.

→ Support Programs

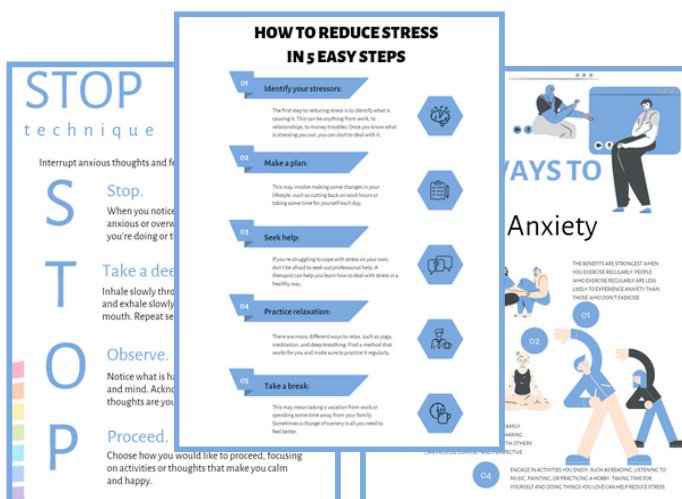
Study Support Program

Our Study Support Program is designed to provide students with the resources they need to excel in their learning journey. Through this program, students receive tailored study materials that include practical study tips, strategies for time management, and advice on effective revision techniques. Whether it's preparing for exams, tackling assignments, or building strong study habits, our program helps students stay focused, organised, and motivated to reach their full potential. We are committed to empowering students with the tools they need to succeed both in and outside the classroom.



Well-being Support Program

Our Well-being Support Program is designed to help students cope with stress and build resilience during their learning journey. Through tailored strategies, we teach students techniques such as time management, mindfulness, and stress-reduction exercises to handle academic pressure effectively. Our compassionate tutors create a safe and supportive environment, encouraging open communication and fostering self-confidence. By addressing emotional challenges alongside academic goals, we aim to empower students to overcome obstacles, achieve balance, and reach their full potential in both school and life.



Tutors

At Aspire Private Tutoring, we take pride in our exceptional team of tutors who are dedicated to fostering student success. Each tutor undergoes a rigorous selection process to ensure they meet our high standards of excellence. All of our tutors are required to have a minimum of one year of teaching experience, bringing valuable insights and practical skills to their sessions.


To guarantee a safe learning environment, every tutor holds a Working with Children Check and a Police Check, ensuring they are qualified and trustworthy. Our tutors come from diverse educational backgrounds and vary in their teaching experiences, which enriches the learning experience for our students.




In addition to their qualifications, all tutors participate in ongoing training to stay updated on the latest educational practices and methodologies. This commitment to professional development, combined with our strict interview process, ensures that we provide the highest quality tutoring tailored to each student's needs. Parents can feel confident that their children are learning from skilled, vetted professionals who are passionate about education.

To help foster positive relationships, we create "Meet Your Tutor" documents, which are essentially tutor profiles. These documents give students a chance to learn more about their tutor's background, teaching style, and interests before their first session. By sending these profiles ahead of time, we ensure that students feel comfortable and confident in their upcoming lessons, and can approach their tutoring experience with a sense of familiarity and trust.

Here are some examples of our Meet Your Tutor documents!



MEET YOUR TUTOR



Ms Selma

Hi!! absolutely cannot wait to get started tutoring with you! Before we do, here's a bit about me!

ENGLISH AND MATHEMATICS TEACHER

✓ Face-to-face ✓ Online

ABOUT ME

Here are some important things that you should know about me!

I am driven by my interest in helping students achieve their academic goals and foster a love for learning. With 3 years of experience, I bring a patient approach to tutoring and tailor my methods to meet individual needs. My focus is on English education for primary/secondary students. Whether it is working on spelling and reading, refining essay writing skills, or literature analysis, I am dedicated to assisting students in developing comprehensive skills that can benefit them beyond the English subject. I am also able to tutor Math and humanities subjects at the primary and secondary levels.

QUALIFICATIONS

Check out some of my qualifications!

- Successfully completed Primary Education
- Successfully completed Secondary Education (VCE)
- Possess a valid Working with Children Check
- Currently completing Tertiary Education (Bachelor of Arts, Political Science, and Communications)
- Provide academic Mentorship to two high school students every year at Aiglon College

FAVOURITES

Get to know me a little bit more!

Colour: Pink
Animal: Cat
Hobby: Reading
Subject: English
Food: Grilled Cheese Sandwich
Sport: Badminton

CONTACT

Need to reach me? Whether you need help with some homework or just need to release some "student steam", find my details here!

Email: selmachoden@gmail.com
Phone: 0466 402 817



MEET YOUR TUTOR



Mr Jared

Hi!! absolutely cannot wait to get started tutoring with you! Before we do, here's a bit about me!

MATHEMATICS AND SCIENCE TEACHER

✓ Face-to-face ✓ Online

ABOUT ME

Here are some important things that you should know about me!

I have a proven track record of excellence in tutoring mathematics and science. My passion for sharing knowledge extends beyond the classroom. Throughout my academic journey, I consistently tutored peers, led group study sessions, and served as a graduate teaching assistant. These experiences not only deepened my subject matter expertise but also allowed me to create a safe and supportive learning environment, fostering the growth and enthusiasm of the students I had the privilege of teaching.

QUALIFICATIONS

Check out some of my qualifications!

- Successfully completed Primary Education
- Successfully completed Secondary Education (GCSE)
- Successfully completed Tertiary Education (Bachelor of Chemical Engineering, PhD in Biomedical Engineering)
- Possess a valid Working with Children Check

FAVOURITES

Get to know me a little bit more!

Colour: Blue
Animal: Cat
Hobby: Salsa
Subject: Math
Food: Oreo Ice Cream
Sport: Ice Hockey

CONTACT

Need to reach me? Whether you need help with some homework or just need to release some "student steam", find my details here!

Email: jaredmcollette@gmail.com
Phone: 0410 094 921



MEET YOUR TUTOR



Mr Peter

Hi!! absolutely cannot wait to get started tutoring with you! Before we do, here's a bit about me!

MATHEMATICS AND SCIENCE TEACHER

✓ Face-to-face ✓ Online

ABOUT ME

Here are some important things that you should know about me!

With over a decade of tutoring and teaching experience spanning from 2011 to the present, I have honed my expertise in Mathematics, Chemistry, and Physics across all levels. My approach to tutoring is deeply rooted in patience and fostering genuine connections with my students, often adopting a friendly, peer-like dynamic to facilitate learning. I firmly believe in the power of trial and error, encouraging students to embrace mistakes as opportunities for growth and deeper understanding. Teaching isn't just a profession for me—it's a passion driven by the joy of witnessing my students succeed and thrive academically.

QUALIFICATIONS

Check out some of my qualifications!

- Successfully completed Primary Education
- Successfully completed Secondary Education (VCE)
- Successfully completed Tertiary Education (Bachelor of Science (Biochemistry/Chemistry), Bachelor of Science (Honours), Doctor of Philosophy (Science))
- Possess a valid Working with Children Check

FAVOURITES

Get to know me a little bit more!

Colour: Blue
Animal: Dogs
Hobby: Reading and Swimming
Subject: Mathematics, Chemistry, and Physics
Food: Sushi, Steak, Burger, Fish and Chips
Sport: Footy, Soccer, and Basketball

CONTACT

Need to reach me? Whether you need help with some homework or just need to release some "student steam", find my details here!

Email: julietgolden@icloud.com
Mobile: 0420 326 915



MEET YOUR TUTOR



Ms Jacinta

Hi!! absolutely cannot wait to get started tutoring with you! Before we do, here's a bit about me!

MATHEMATICS AND ACCOUNTING TEACHER

✓ Face-to-face ✓ Online

ABOUT ME

Here are some important things that you should know about me!

With 3 years' experience in Tutoring and 4 years as a High School Teacher, I have had the opportunity to teach a variety of students with all different personalities and learning capabilities. My passion for positive relationships in teaching & learning is one that has continued to help my students, and I grow as a strong team. My personal focus is not only to improve the academic goals that we set out to accomplish together, but also to support your well-being and have fun! During my time I have taught a variety of subjects including English, Math, Science, HSE, Music, PDHPE as well as students from EAL backgrounds. My area of specialty is Secondary English. Learning is achieved through asking questions and creating time to discuss perspectives and opinions, and I encourage my students to ask questions. I want them to see how their education can shape their mindset and help them become better learners and people.

QUALIFICATIONS

Check out some of my qualifications!

- Successfully completed Primary Education
- Successfully completed Secondary Education (VCE)
- Successfully completed Tertiary Education (Bachelor of Secondary Education in English)
- Possess a valid Working with Children Check
- Possess a valid National Police Check

FAVOURITES

Get to know me a little bit more!

Colour: Yellow
Animal: Wolf
Hobby: Travelling
Subject: English
Food: Chicken Wings
Sport: Rock Climbing

CONTACT

Need to reach me? Whether you need help with some homework or just need to release some "student steam", find my details here!

Email: jacinta.Cambonig@det.nsw.edu.au
Mobile: 0487 319 866

Pricing

While working closely with many families, we have made it our mission to acknowledge various budgeting circumstances to ensure students are able to seek academic help without introducing any financial burdens. There are also no contracts involved and no cancellation fees!



<u>Type of Payment Method</u>		
<u>Type of Tutoring</u>	Pay as you go “PAYG” (per lesson)	Pay upfront “PU” (10 lessons)
Individual Tutoring (Face-to-face or Online)	£45	£350 Save £100!
Group Tutoring (Class sizes available upon request)	£35 Per student.	£250 Save £100!

To confirm payment, an online NetBank transfer is to be made to the business' account. If payment is not processed prior to the set due date, services will be terminated until payment is made. Please note that we provide all instructional materials, resources, and external communications at no additional cost.

Details are described below.

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Conclusion

Our tutoring lessons offer a targeted solution to address students' unique learning needs. We provide intensive and engaging tutoring sessions with experienced tutors to support students with the necessary skills and boost their overall academic performance. Through personalised and flexible teaching strategies and a focus on building confidence, we strive to create a positive learning environment where students can thrive. By investing in their educational journey, we aim to lay a solid foundation for their future success and equip them with the essential skills needed to excel academically. We are confident that our tutoring services will significantly impact your educational outcomes, and we look forward to a positive working relationship with you!

