

ADDITIONS

Tutoring

Fees and Invoicing Policy

Fees for the sessions will be invoiced at the beginning of each half term or from the date the pupil starts the tutoring sessions for the remaining weeks.

The fees are to be paid in advance and are non-refundable.

If the usual tutor is unable to take a session due to sickness or holiday, another tutor will teach the session, having liaised with the tutor that normally takes the session, and therefore will either be given or will find appropriate resources for the pupil.

If the pupil normally has a face to face session but only an online session is available with another tutor, then the family will be refunded the difference.

In the event that the session cannot be covered by another tutor, a full refund for that session will be given.

An email will be sent out two weeks before the end of term asking if the pupil would like to continue with the sessions. If a reply has not been received by the given date, we will assume that the tutoring place is no longer required, and therefore the space will be offered to another pupil.

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