**Kate Parker**

**Independent Literacy Consultant and Teacher**

The Following Terms and Conditions apply once tuition has been agreed and arranged:

1. You are responsible for the payment of tuition fees at a cost of £60 per hour. By signing the slip at the bottom of this form, you are accepting responsibility for the payment of these fees.

2. Before lessons formally commence, I will complete two informal assessment sessions so I can work out a specific teaching programme tailored to your child’s individual needs. These sessions will be charged at the same rate above. At this point you will be given the opportunity to formally commence lessons, which can then be booked in blocks of 10, or occasionally less as recommended. I am happy to meet any time with parents or teachers at the same rate.

3. Once the informal assessments (“Getting to know you”) have taken place, I will discuss my recommendations and explain the proposed teaching programme, with clearly defined targets.

4. Once the timing of lessons has been decided for each block of sessions, I will provide an invoice with dates and times of lessons. The block of lessons must be paid for in advance of the lessons taking place.

5. Once a block of lessons has been invoiced, the full block of lessons needs to be completed. If you wish to terminate tuition this needs to be done at the end of the agreed block.

6. 24 hours’ notice must be given for a missed lesson. Refunds will not be given for missed lessons if less than 24 hours’ notice is given, as time will have been allocated and preparation done. Last minute illness is an exception, with one “grace lesson” accepted per block. I reserve the right to charge if this is a regular occurrence.

7. If I need to cancel a lesson you will be offered an alternative time.

8. I am happy to communicate with your child’s school and teachers and will be happy to support and reinforce their teaching if considered appropriate.

9. I am happy to liaise with other professionals/outside agencies. Professional meetings will be charged to you at the rate of £60 per hour.

9. I am happy to work with your child online, face to face or in their school if agreed with the Headteacher. I have a current DBS certificate that I can provide to schools.

If you have any further questions, please get in touch before signing the form below.

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 I have read the terms and conditions and am happy to pay Kate Parker as a teacher for my child as outlined above. I have read Kate’s privacy notice.

Signed:

Date: