

Terms and Conditions for Whitemere Tutoring

Effective Date: 29 September 2026

1. Introduction These Terms and Conditions govern the provision of tutoring services by Anna Prudente-Poulton, to be known hereafter as Tutor to the student and are intended to set out the expectations, rights, and responsibilities of both parties. By engaging in tutoring sessions, the Student agrees to these Terms.

2. Services Provided The Tutor agrees to provide educational assistance in the subjects of English, History, Classical Civilisation and Latin to the Student. Tutoring sessions will be held at mutually agreed-upon times and locations, which may include in-person or virtual formats.

3. Scheduling and Cancellations

- **Scheduling:** Tutoring sessions will be scheduled in advance and agreed upon by both the Tutor and Student.
- **Cancellation Policy:**
 - Sessions must be cancelled at least 48 hours in advance. Failure to provide adequate notice will result in a full session charge.
 - In case of an emergency, the Tutor may make exceptions at their discretion.
- **No-Show:** If the Student fails to attend a scheduled session without prior notice, the Student will be charged for the full session.

4. Fees and Payment

- **Hourly Rate:** The Tutor's hourly rate is between £47 and £52 per hour.
- **Payment Methods:** Payment for tutoring services is due at the end of each session, weekly, or monthly. Accepted payment methods include cash, bank transfer or Paypal.
- **Late Payments:** If payment is not received within 7 days, a late fee of £10 will apply.
- **Additional Charges:** Any additional expenses (e.g., travel costs, materials) must be agreed upon in advance.

5. Confidentiality The Tutor agrees to keep all information about the Student, including personal information, academic records, and tutoring progress, strictly confidential. The Student's information will only be disclosed to third parties with written consent from the Student or as required by law.

6. Tutor's Responsibilities The Tutor will:

- Provide professional and quality tutoring services.
- Create a customised learning plan tailored to the Student's needs and goals.
- Be punctual and prepared for each session.
- Provide a safe and conducive learning environment, whether in-person or virtually.

7. Student's Responsibilities The Student agrees to:

- Attend scheduled sessions punctually and be prepared for each lesson.
- Inform the Tutor in advance if they are unable to attend a session or if they need to cancel.
- Provide any necessary materials or resources for the lessons.
- Communicate openly with the Tutor regarding any concerns or learning difficulties.

8. Termination of Services Either the Tutor or the Student may terminate tutoring services with one week's written notice. The Tutor reserves the right to terminate the tutoring relationship if the Student fails to meet their obligations, including consistent late payments or lack of participation.

9. Liability The Tutor will not be held liable for any damages, losses, or injuries that may occur during the tutoring sessions, except in cases of negligence or misconduct. The Student assumes full responsibility for their own actions during the tutoring sessions.

10. Governing Law These Terms and Conditions shall be governed by and construed in accordance with the laws of the UK without regard to its conflict of law principles.

11. Amendments The Tutor reserves the right to modify or update these Terms at any time. Any changes will be communicated to the Student, and continued use of the tutoring services constitutes acceptance of the revised Terms.

12. Acceptance of Terms By scheduling or attending a tutoring session with the Tutor, the Student acknowledges that they have read, understood, and agree to these Terms and Conditions.

Signature

A handwritten signature in black ink, appearing to read 'Anna Prudente-Poulton', written in a cursive style.

Anna Prudente-Poulton

Tutor

29 September 2026