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Superior Tuition Package Role and Expectations of the Tutor

The tutor and client have a copy of this document.

1. The tutor will be punctual. Where this is not possible they will provide a range of arrival times e.g. between 5 and 5:30pm. They will make every attempt inform the client at the earliest opportunity if there is an unexpected hold-up, or if they need to cancel or rearrange the lesson. (Ash Tutors is always available as a backup for these instances.)
2. The tutor will teach the client for 1 hour to the very best of their teaching ability. The lessons will be planned in advance, and be based on the tutor's assessments of the client's strengths and areas for development. They will also take into consideration the school's targets and assessments (if provided) and will keep the stated and agreed 'Tuition Goals' as the overall aim.
3. The tutor will perform initial assessments and share the information with the client. Regular assessments will be carried out as part of the continual teach - assess - teach - cycle. The client will be informed of the results of these assessments, and of the student's rate of progress at regular intervals.
4. Feedback on current progress will be provided every lesson in whatever form the tutor prefers - this may be verbal or written.

5. In instances when the TUTOR has had to cancel a lesson that cannot be rearranged, then he/she will inform Ash Tutors - to arrange amendments of the Agency Fees.
6. The tutor will make every attempt to give AT LEAST 5 week's notice should they have to permanently finish tutoring a client.
7. The tutor will plan and provide individually tailored homework in various forms (may be a worksheet / a web resource to access / a task etc...) It will be specific to the client's needs and goals, and not just a 'time-filler'.
8. Where appropriate some of the homework may be delivered using an online learning environment called 'Edmodo' (this tends to be more appropriate for younger children – not always). The tutor will take responsibility in 'teaching' the child how to access it, and will provide appropriate tasks through that medium. Depending on the tuition goals - Edmodo may not be the best medium of delivery.
9. The tutor will provide a list of websites and resources that will help the client to progress further. It is reasonable to update this list every half term.
10. The tutor will provide past exam paper practice where necessary, and provide instruction on 'test technique' to aid in the achievement of particular grades in standard exams or SATS.

Notes about the Superior Tuition Package, and which areas are omitted:

- a. Homework will be one task or activity for ONLY 30 minutes (roughly) per week (this can vary depending on age and ability). There will not be any additional activities on this tuition package.
- b. The tutor WILL NOT provide a revision plan for the client.