

Private Tutoring Terms & Service Agreement

Operating Standards, Service Terms & Client Agreement

Tutor:	Tom Wicks
Contact Email:	tomwickstutoring@gmail.com
Delivery Modes:	Online (secure platform) & In-Person (Student's Home Only)
Policy Review Date:	August 2026 (Annual Review)

1. Purpose & Scope

This Tutoring Terms & Service Agreement establishes the contractual framework and expectations governing all private tuition delivered by Tom Wicks. It applies to both online sessions and in-person lessons delivered at the tutee's home.

2. Lesson Delivery & Scheduling

- **Tuition Format:** Lessons are delivered either online via agreed secure video platforms (e.g. Microsoft Teams) or in-person strictly within the student's home.
- **Minimum Duration:** The standard minimum session duration is one (1) hour.
- **Commencement & Scheduling:** Tuition commences on an agreed start date and continues on a regular or ad-hoc schedule as mutually agreed between Tutor, Parent/Guardian, and Student.

3. Fees & Payment Terms

- **Fee Inclusivity:** Hourly rates are inclusive of session delivery, prior preparation time, and the setting and marking of supplementary homework tasks.
- **Payment Schedule:** Invoices must be settled within 48 hours following each completed session, or in advance where agreed.
- **Payment Method:** Payments must be made via direct electronic bank transfer to the nominated account (Tom Wicks).
- **Rate Revisions:** Fees may be adjusted periodically; any price adjustment will be communicated to the Parent/Guardian with at least 30 days' advance written notice.

4. Tutor Obligations & Educational Disclaimers

- **Dedicated Direct Tuition:** All sessions are planned and delivered directly by Tom Wicks. Tuition is never sub-contracted to third-party tutors.
- **Lesson Preparation & Homework:** The Tutor will thoroughly prepare lessons tailored to the student's exam board specifications and, with parental consent, set and mark regular practice tasks.

- **Progress Disclaimer:** The Tutor will apply professional skill and effort to support academic progress; however, specific grades or examination outcomes cannot be guaranteed, and the Tutor cannot be held liable for examination results.
- **Academic Integrity:** The Tutor will guide learning and understanding but will under no circumstances write, complete, or produce assessed coursework or school homework on the student's behalf.

5. Student & Parent/Guardian Responsibilities

- **Punctuality & Readiness:** The Student is expected to attend every scheduled session on time and prepared with appropriate materials. If a student is late, the lost time cannot be made up at the end of the session.
- **Tutor Travel Delays:** Where in-person travel is delayed due to unavoidable traffic, the lost time will be made up in full by the Tutor.
- **Task Completion:** The Student agrees to complete agreed homework assignments in a timely manner to ensure steady progress.
- **Supervision:** For all sessions (in-person and online), a responsible adult (18+) must remain in the home throughout the duration in accordance with the Safeguarding Policy.

6. Cancellation & Rearrangement Policy

- **24-Hour Notice Requirement:** Sessions may be cancelled or rescheduled by providing at least 24 hours' written notice.
- **Late Cancellations:** Cancellations made with less than 24 hours' notice, or missed sessions where no notice is provided, will be charged at the full session rate.
- **Habitual Cancellations:** Repeated or continuous cancellations may result in the forfeiture of the recurring time slot or termination of tuition.

7. Agreement Termination

- **Termination Notice:** This tutoring agreement may be ended by either the Tutor or the Parent/Guardian at any time via written communication (email), subject to settling any outstanding fees or pre-paid credits.
- **Immediate Termination:** The Tutor reserves the right to terminate tuition immediately in cases of non-payment, unacceptable conduct, or persistent safeguarding non-compliance.

8. Client Acceptance

By booking tuition sessions, Parents/Guardians confirm their acceptance of these Terms and the accompanying Safeguarding, Online Safety, and Privacy Policies.