



An agreement between the Home Tuition Service and the family of:

- The family must be willing to support the practical aspects of tuition - lesson times, the teaching environment, the readiness of the student to be taught, the need for homework to be done regularly and well.
- There **must** be an adult family member (18+) present **at all times** when the tutor is in the home; at the tutor's discretion, it may not be necessary for this person to remain in the same room. It is **not** acceptable for the responsible adult to be in bed whilst tuition is taking place.
- There should be a table to work from and televisions should be switched off during lesson times. The teaching area should be smoke and substance free. Students should be dressed appropriately.
- In a 2.5 hour session, there is likely to be a break of approximately 15 minutes.
- The family should be prepared to share academic information with the tutor and also give the tutor details about anything which would affect lessons – e.g. medication, allergies, phobias, concentration span.
- The family should treat the tutor with respect and consideration and should inform him/her when and if there are issues or worries about the lessons or about student progress. Where there is a problem which they feel unable to discuss with the tutor, they should contact the Lead Home Tutor :

Jo Mulley
21 Owlet Road,
ShIPLEY
BD18 2LU
Tel: 01274 582995

- Tutors should be given at least 24hr notice if the lesson is to be cancelled. If a lesson needs to be cancelled on the day and a tutor cannot be contacted, parents should ring the Home Tuition Office as soon as possible.
- Lessons may only be cancelled by parents/carers.
- Lessons should be a **priority** and should only be cancelled for genuine medical reasons of which **diagnosed** anxiety is one. Minor ailments should **not** preclude attendance at tuition sessions. Where lessons have been cancelled with insufficient reason or teaching has not taken place for three sessions over a half term period, the home tuition provision **may** be removed at the discretion of the tutor and

management. Each case will be considered individually, but home tuition can only be provided where it is being used correctly.

- The family should be prepared to attend all School and CAMHS reviews and to support the integration process where applicable.
- Students should do all work and homework as requested and treat the tutor with respect.

I agree to the above conditions.

Parent/Carer:

Student:

Date: