



Tuition Terms and Conditions

Thank you for choosing ACed for your child's tutoring needs. We are very excited to be part of this learning journey and aspire to teach with passion, inspiration and energy. Please take a few moments to read the terms and conditions below, which are in place to ensure clarity for all parties.

Teaching and Learning Space

We appreciate your support with ensuring that the teaching and/or learning space is quiet and distraction free so that pupils can remain engaged and focused. Please ensure your child has a suitable desk space to work at, along with appropriate stationary for recording if required.

Tutoring sessions

- Tutoring sessions refer to structured instructional periods provided by ACed.
- A regular day and time for tuition sessions is generally agreed upon in advance. If you wish to make changes to days/times, we will always be flexible where possible but would request at least one week's notice where possible.
- Tuition sessions will last for one hour, unless otherwise arranged. Pupils should be ready to start their lessons at the agreed time; if this is not the case, I may not be able to teach for the agreed duration due to later appointments.
- During school holiday periods, we are always happy to rearrange lesson timings to suit individual pupils and their families.

Cancelling Lessons

- If you need to cancel or rearrange lessons in advance due to holidays or other commitments, ACed will require notice of at least 2 weeks. Where possible, we will endeavour to arrange alternative times/days for lessons.
- If cancelling lessons due to illness, we will require a minimum of 24 hours notice; we reserve the right to charge for lessons should inadequate notice be given.
- Should we need to cancel a lesson, we will always aim to give at least two weeks notice, or 24 hours notice in cases of illness. ACed will aim to arrange alternative times/days for lessons.
- Frequent Cancellations: If lessons are cancelled more than three times in a term, ACed reserves the right to review and potentially terminate the tutoring agreement.
- Late Arrival: If a student is more than 15 minutes late for a session, the session may be cancelled and charged in full as a no-show.
- To discontinue tutoring sessions, four weeks' notice is required. Refunds for prepaid lessons will not be given if the required notice is not provided.

Payment

- Lessons are charged at £75 (per hour) for KS1 and KS2 students and £60 (per 45 minutes) for EYFS students
- Invoices will payable in advance of the sessions.
- Payment can be made through PayPal (alicecharteris@gmail.com) or via BACS:
Account name: Mrs Alice K Charteris
Account number: 43855368
Sort code: 40-47-17

Additional Charges

- Lesson Preparation: While basic lesson preparation is included in the tutoring fee, significant additional preparation time requested by the client (e.g. creating bespoke materials or adapting

content for specific needs) may incur extra charges. These will be discussed and agreed upon in advance.

- For extensive project or assignment assistance beyond regular tutoring sessions, additional charges will apply. The rate will be discussed and agreed upon prior to commencing the extra work.
- Reviewing Student Work: Reviewing substantial amounts of student work outside of regular tutoring sessions will be charged at a rate of £30 per half hour.
- While brief email and phone communications are included, extended support and consultation requiring more than 15 minutes will be billed at £40 per half hour.
- ACEd will advise of any resources or materials for parents to order that will support their learning.

You can contact ACEd via WhatsApp/text, email or phone:

E: alicecharteris@gmail.com

T: +447737 494965

W: www.ac-ed.co.uk