



1. Lesson Fees

Our Tutors

From £80 per hour at student's home

Company Directors, Dara or Matthew

£100 per hour at student's home

£70 per hour at Dara or Matthew's home

Ancillary Services

Administration: £30 per hour

Additional holiday work: £30 per hour

Assessments: from £100

Marking: £30 per hour

2. Services

- (i) Base-line assessment with oral feedback (written feedback at parents' request)
- (ii) Full written report on base-line assessment
- (iii) Tuition for a range of subjects
- (iv) Online tuition
- (v) Resources
- (vi) Feedback on content learnt in each lesson (within allocated lesson time)
- (vii) Personalised feedback with targets for improvement (within allocated lesson time)
- (viii) Formative Assessment
- (ix) Examination preparation and practice
- (x) Mock Interview preparation and practice
- (xi) Applications to schools
- (xii) Recommendation of schools to apply for

3. Ancillary Services

- (i) Administration
- (ii) Full written report on base-line assessment
- (iii) Marking outside of lesson time
- (iv) Editing/Proof-reading
- (v) Discussions pertaining to your child outside of the lesson
- (vi) Recommendation and research on schools to apply for
- (vii) Preparation of additional holiday work

4. Lesson Format

- The lesson fee includes planning time, preparing and creating suitable resources that are tailored to the student's needs, photocopying costs, the delivery of the lesson, travelling time and costs, oral feedback (within allocated lesson time).
- Parents are kindly reminded that planning time may take over an hour prior to each lesson, and that this is included within the lesson fee.
- For Mathematics, the tutor will focus on one main learning objective each lesson; the student will learn to apply the skills onto solving unfamiliar problems and puzzles similar to the exams, which extends their mathematical thinking.
- For Mathematics, the student will be encouraged to explore, discover and hypothesise rules and methods instead of being 'told' to use a set formula or method.

5. Feedback

- Oral feedback will be given to parents at the end of each lesson. This will take place in the last ten minutes of the allocated lesson time.
- The nature of this feedback is to let parents know what was learnt in the lesson so parents can help with the homework set by the tutor.
- Parents are kindly reminded that any additional time taken outside of the allocated lesson time will impact on the tutor's next student, and therefore is chargeable at the rate of the full lesson fee.
- Parents are kindly requested to ask any additional queries via email or phone so the feedback time can be used to focus on the student's learning.

6. Homework

- The tutor will set homework to be completed by the next lesson.
- Parents are kindly requested to support the tutor by assisting their child to complete this homework and make it a part of their weekly routine.
- Parents will be briefed on the techniques taught by the tutor during the feedback time at the end of each lesson to help with this homework.
- For Mathematics, mental arithmetic is pivotal as it impacts on the speed and enjoyment of solving mathematical problems. If your child struggles with rapid recall of times tables, please help your child to master them. The tutor will give guidance on this.
- For Mathematics, please write a letter 'H' next to the questions where your child needed a lot of help by someone at home.
- For English, vocabulary learning is a vital part of the homework; your role, as parent, is especially important in helping your child's vocabulary development. Please ensure that any new words that arise from homework are added to the Glossary and learned.

8. Stationery and Books

- A list of stationery and books will be provided.
- Parents are requested to ensure that these items are purchased in preparation for lessons.

9. Method of Payment

- We collect payment on behalf of all our tutors. Parents are kindly reminded no form of any payment should be given to our tutors.
- An invoice will be emailed to you every academic half term. The dates vary as each academic year differs; they are usually at the end of October, December, February and during mid April, June, July.
- Payment must be made either by bank transfer or cheque made payable to Exceptional Academics **within 7 days of receiving the invoice.**
- Bank details are detailed on invoices. Lessons with Dara or Matthew are invoiced separately to lessons with our tutors.

10. Cancellation Policy

- Parents are politely requested to provide as much notice as possible should a lesson need to be cancelled or re-arranged to ensure that this slot is not lost entirely.
- Should a parent cancel within less than 48 hours' notice, the parent is liable to pay for the lesson.
- Where possible, an alternative lesson may be organised providing enough notice is given.
- If the tutor has to cancel a lesson, the tutor will always ensure this lesson is made up either in term time or during the holidays.

11. Term Time

- Lessons run alongside school term times, however these do vary from school to school.
- Therefore, parents are politely requested to provide the tutor with as much advance notice as possible of holiday plans.

12. Holiday Lessons

- These may be booked in addition to the lessons provided during term time.
- Parents are politely requested to book these in as far advance as possible to ensure all students can be catered for during these busy periods especially in preparation for examinations.
- These will be charged for separately, depending on the parents' specific requirements.
- Parents are asked to adhere to the payment policy above.
- Holiday packs may be provided at parents' request and are chargeable.

13. Tutor Referrals

- Parents are very welcome to make tutor referrals but must do so through either Dara or Matthew.

14. Termination of lessons

- Should parents wish to terminate lessons, once again, they are politely requested to provide as much notice as possible.
- If this occurs during term time, parents forfeit the fees for the remainder of the term and will be billed accordingly.

15. Parent and Exceptional Academics Agreement

I agree to the terms and conditions outlined above

DARA HANLEY/ MATTHEW CHAN
Directors of Exceptional Academics

Date

PARENT'S NAME (please print above)

PARENT'S SIGNATURE (please sign above)

Date