



TERMS OF BUSINESS

1. The function and business of the Tutoring Agency **Tutortastic** is to introduce students to Tutors registered with us, subject to teaching experience.
2. When a tutor is offered an introduction (the opportunity to tutor a student), tutors are required to follow the administrative procedures overleaf.
3. Prior to being offered an introduction, prospective tutors must complete a Registration Form, provide suitable references and an up to date DBS Certificate.
4. Lessons are to take place either in the tutor's home or the home of the student. If the tutor is required to go to the home of the student, travelling expenses are to be claimed back through their own 'self-assessment' tax return.
5. The rates of payment, as correct from **April 2015** are listed above. These are the tutor's payment. Agency fees are charged to the clients on booking.
6. The tutor is responsible for asking the parent/guardian/bill payer to sign their timesheet at the end of each lesson. One student per timesheet please. This is then e-mailed to **office@tutortastic.co.uk** and payment will be made into the tutor's bank account on 25th day of each month. Timesheets need to be e-mailed by 10th of each month for payment on 25th of the same month i.e a timesheet handed in on 10th June will be paid on 25th June.
7. Tutors are able to charge for a lesson if cancelled within 24hrs of the scheduled lesson. This needs to be signed off on the timesheet as a missed lesson.
8. Agency fees apply on every lesson and parents/guardians are aware of the full price of the lesson and not the 'tutors fee' price. Discussion of agency amounts vs fee amounts must not be discussed with the client/parent as this is seen as highly unprofessional and can lead to a dismissal from the company.
9. All tutors registered with **Tutortastic** act as self-employed agents and are responsible for:
 - Their own book keeping and accounts and return to the Inland Revenue and National Insurance contributions.
 - Public Liability Insurance. **Tutortastic** is unable to indemnify any claims made by our clients.
 - Obtaining a Criminal Records Bureau Disclosure – now a DBS check, if they have not already done so.
10. Tutors are asked to inform the agency if they are no longer available for tuition and when tuition with a student ceases.
11. If a tutor is unable to continue tutoring a student introduced by **Tutortastic**, they must give 14 days' notice to ensure that an alternative tutor can be found.
12. If a tutor is sick on the day of tuition, it is up to the tutor to arrange another date/time for the lesson.



ADMINISTRATIVE PROCEDURES

1. When an introduction to a student is made by **Tutortastic**, it is then up to the tutor to contact the client/parent within 24 hours to arrange their first lesson.
2. A Student's first lesson is usually an 'assessment' lesson, whereby the tutor gains an insight into what level the child is and how they can help.
3. After making an initial arrangement with a new student, the tutor must notify **Tutortastic** via email **office@tutortastic.co.uk** and notify them of their first lessons' arrangements. Any subsequent lessons after this time can be done by the tutor only.
4. Tutors are required to gain a signature at the end of every lesson taught and a separate timesheet needs to be completed for each student they tutor.
5. Timesheets need to be scanned and e-mailed to **office@tutortastic.co.uk** by no later than 10th each month.
6. Any student removed from the **Tutortastic** register and then taught privately by an existing tutor is against our terms of business and any tutor found to be doing this will be dismissed.

Tutortastic Limited – Company Number – 9587631