**A-Star Tuition Info sheet**

Please provide as much detail as you can on the ‘Info’ sheet:

**Parent’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s year group: \_\_\_\_\_\_\_**

**Teacher’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Examination Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s current grade: \_\_\_\_\_\_\_\_\_\_**

**Target grade: \_\_\_\_\_\_\_\_\_\_**

**Feedback from school** *(a brief report of the student’s progress at school)****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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**Home address:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child suffer from any learning difficulties?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any Medical conditions that I need to be aware of?**

This contract will involve the following parties: the student, the student’s parent(s) and the tutor.

**Terms & conditions**

**Student’s obligation:**

1. The student is expected to be punctual for his/her scheduled lesson.
2. The student is expected to follow the tutors instructions at all times.
3. The student will not backchat the tutor.
4. The student must bring the necessary equipment/books to every session. Failing to do so can dilute the effectiveness of the lesson.
5. The student must give 100% effort in order to achieve their target grade.
6. The student must complete their homework/assignments on time. Failure to do so will hinder the chance of attaining the target grade.

**Parent’s obligation:**A Parent must ensure their child is punctual for their scheduled session. If the child is running late, the session will not overrun to compensate for lost time.

If you have to cancel a particular session for whatever reason, you must inform the tutor at least 5 hours before the start time of that particular session. For instance, if a session is scheduled to take place on a Thursday at 6pm, you must inform me of a cancellation no later than 1pm on that day. The cancelled session will thus be rescheduled for a later date. Failure to inform me at least 5 hours before will mean a ‘catch-up’ session will not be rearranged and hence, you will not be refunded for that session.

Parents must ensure their child completes the work/assignments set by the tutor. Much of the child’s success will be down to how much effort is put into their homework. Failure to complete their homework on a regular-basis will jeopardise their chance of attaining their target grade and hence, the student will be withdrawn from the program. Payments made up to that date will not be refunded.

**Tutor’s obligation:**

The tutor must be encouraging at all times. The tutor should be aware that different children have different learning abilities and so they must be patient when teaching a particular topic/concept. Tutors must understand that any form of criticism can seriously demoralise the child and have an adverse affect on their progress.

The tutor has to be well-organised. He has to arrive at a face-to-face session on time. If the tutor has to cancel a session for whatever reason, he must inform the parent/child in good time and thus, rearrange a ‘catch-up’ session at the next convenient day/time slot.

He/she will list a set of learning objectives, prior to a session. They will keep a record of each session, stating what was learnt during the session. A copy of this log must be sent to the child’s parent so they’re fully aware of the child’s progress.

The tutor will identify the key weaknesses of the student. These weaknesses will be given extra focus during lessons - addressing these problems will determine whether a child achieves their target grade or not.

When the tutor marks the student’s work, he/she will provide feedback where necessary. Detailed solutions will not be given immediately. He/she will provide clues so the student has a chance to rectify their problems on their own first. This is very important for one’s learning. The tutor will decide when it is appropriate to provide detailed solutions i.e. after the student has attempted to solve the problem several times on their own first. The detailed solution will be provided in lesson or on their worksheet/homework.

Worksheets/revision tools will be provided in electronic format. Due to the scale of printing for multiple students, any one student will not receive all materials in hard copy. If the tutor feels a particular sheet/tool is required in hard-copy, he/she will print it out. Likewise, past papers/mark schemes will only be provided, in electronic format unless the tutor feels otherwise.

**Signed**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**