The Travelling Tutor
Terms and Conditions

1. Logistics & Environment
    - Designated Workspace: A designated workspace must be provided. This should be well lit and quiet with two chairs. Access to a plug and also wifi would be advantageous.
    - Adult Supervision: A responsible adult must be present in the home for the duration of the session if the student is under 18. Lessons should take place in common areas (e.g., dining room) with the door open. The Travelling Tutor is on the DBS update service and will always carry a current, enhanced DBS certificate with them.
    - Right to Terminate: If no responsible adult is present upon arrival, or if the adult leaves during the session, the lesson will be terminated immediately. In this instance, the full fee for the session will still be charged.
    - Travel Fees: Travel fees are included in the hourly rate.

2. Payment and Cancellation

    - Late Arrival: If a student is late, the session will still end at the scheduled time, and the full fee applies as The Travelling Tutor will likely have another student afterwards. If the session starts late due to The Travelling Tutors fault/travel then the full time will be completed and I will contact the next clients to let them know of any delays.
    - Cancellation Window: 48 hours' notice is required to cancel or reschedule a session. If cancelled within this window, 75% of the fee will be returned to you so that I can cover travel planning and lost time.
    - Late Cancellations: If notice is given with less than 48 hours’ notice the full session fee will remain payable to cover preparation time and lost earnings.



- Invoicing: A 25% deposit is required at the time of booking and full payment is due 2 hours before the session starts. Failure to do this may result in the session being cancelled and your deposit lost.
- Tutor Cancellation: In the unlikely event that I must cancel, I will provide as much notice as possible and offer a full refund or a rescheduled session at no extra cost.

3. Safety and Liability

- Public Liability: Public Liability insurance in place for £1,000,000
- Health & Hazards: Please ensure animals are kept in another room. Please also let The Travelling Tutor know if there are any allergies or medical conditions which may impact on learning.
- Right to Terminate: The Travelling Tutor retains the right to end a session immediately if we feel it is unsafe or if the environment becomes unsuitable (e.g., the supervising adult leaves the house).

4. Professional Boundaries

- Communication: All bookings and progress communication must go through the parent/guardian, not the student's personal phone or social media.
- Social Media: The Travelling Tutor will not accept any requests or follows from students unless in agreement with the parent/carer.
- Ending Tuition: If a long term arrangement for tutoring is set up then a notice period for terminating that arrangement will be two weeks notice from either party.