



## Individual Tuition Policy

At Collingham, parents are able to arrange individual tuition for their children either on an on-going basis, to support them generally in their studies, or for a short period to catch up on work, after illness, for example, to aid the student in relation to the understanding of a particularly challenging topic.

Valuing individuality and being able to offer individual attention are key to Collingham's core values and we are delighted to be able to offer such support to our students.

### **Arranging Individual Tuition**

Individual tuition should always be arranged through the student's Personal Tutor. The Personal Tutor will notify the parent of the fees for the tuition required and record how many sessions are required or whether they will continue on an on-going basis.

### **Payment for Individual Tuition**

Termly courses of individual tuition will be invoiced in the same way as other course fees (payment within two weeks of receipt). A termly course is deemed to be any tuition that takes place weekly over more than 10 continuous term-time weeks.

Fees for all other individual tuition will be taken by Direct Debit. In these cases, parents should ensure that the Bursar is in receipt of a completed Direct Debit Form (a copy is included in the College's Welcome Pack or can be requested from the Bursar at [eileen.tang@collingham.co.uk](mailto:eileen.tang@collingham.co.uk)). The tuition cannot be confirmed until the Bursar is in receipt of the Form.

### **Cancellation of Individual Tuition**

If a student is unable to attend a lesson through illness or for any other reason, the parent or guardian must notify the College by e-mail ([london@collingham.co.uk](mailto:london@collingham.co.uk)). Unless 24 hours' notice of absence is given, the fee will be charged as normal.

### **Cancellation of Termly Courses of Individual Tuition**

Termly courses of individual tuition must be cancelled in the same way as all other courses, in writing and giving one term's notice, according to the Collingham terms and conditions.

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**Applies to:**

- The whole college along with all activities provided by the college, including those outside of the normal college hours;

**Availability**

- This policy is made available to parents, staff and students in the following ways: via the College website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2017

Dr Sally Powell, Principal

Edward Browne and Robert Marsden, Board of Directors