

THESE FORM PART OF SPAAK Education's TERMS OF BUSINESS WITH BOTH STAFF AND PARENTS

1. THE TUITION COURSE

Spaak* Education is always happy to discuss the progress of any student. Provision of exercise books and textbooks is usually the responsibility of the client. However, we are willing to provide textbooks and revision material at the request of a client at an additional charge to the tutoring fee.

Tuition normally consists of one-hour sessions. Longer or shorter sessions should be agreed at an earlier time between the client (who is usually not the student) and tutor. If the student chooses to arrange additional sessions, the tutor must seek permission from the client before the session.

2. RESSPONSIBILITIES

Parents are advised by us that tutors do not assume responsibility of **chaperoning** students and caring for house and contents, and that, especially in case of minors, a parent or responsible adult should be on the premises at all times during tutoring.

3. LOCATION

Spaak* Education arranges for tutors to provide private tuition to clients in one of five possible locations. Once a client chooses a location, only under special circumstances is this varied, and may incur different rate of payment for different venues. The venues could be either, Home, clients' Office space, Tutor's home, pupils' school or a local venue. Spaak* Education works in collaboration with the community and are able to negotiate to use local libraries, Youth halls, local school classrooms, etc

4. TRAVEL

Spaak* Education tries to keep tutors working within a reasonable distance from their homes, or if they wished within striking distance of their place of work. However, as we can have no control of the type, frequency or location of enquiries, we can only make our best efforts at the time of booking.

5. AMOUNT OF WORK

It is appreciated if you keep Spaak* Education up-to-date with your workload requirements – either during our telephone contacts or a note on your timesheet indicating how many more students you are able to take on, or that you are already overloaded. This will help us to keep you well provided with work and conversely stop you being disturbed by unnecessary phone calls.

6. CEASING JOBS

If, for any reason you find you cannot continue with a current job, please inform Spaak* Education immediately, as time is needed to affect the changeover to a new tutor without unduly impeding the student's progress.

If a client decides to stop tuition please indicate on your time sheet the last date of tuition and fax immediately to 0800 471 5339.

7. FEES

Fees are agreed verbally by Spaak* Education on behalf of the client, with the tutor prior to commencement or a contract and are normally set to standard rate appropriate to the level of tuition required, and venue.

8. TIMESHEETS

Completed time sheets must be returned to Spaak* Education immediately after the last session for the calendar month, to arrive at Spaak* Education by the 5th of the new month. This ensures that clients with more than one tutor will not be sent invoices piecemeal. Clients do phone or write to express concern as to what value their bill is when they do not hear from us promptly.

9. PAYMENT

Cheques to tutors covering payment for one calendar month are normally posted by the 15th of the following month. If timesheets are late, there can be no guarantee of payment to tutor by that date for the month.

10. CONTRACTUAL RELATIONSHIP

Spaak*Education acts as agent providing introductions for students to tutors and vice versa. It also collects fees from the client on behalf of the tutor, together with its own fee which is payable solely by the client.

These guidelines form a part of the tutor's contract with Spaak*Education Ltd , tutors and with the client.

11. New Jobs

Once you are provided with a client's detail, you should telephone the client ASAP. If you have not been able to contact a client within two days, or find that you cannot after all take on the job, please inform us immediately. Written confirmation of job details are sent to you as soon as possible. There is no obligation on the part of the tutor to accept any contract offered. We are here to help.

12 EMPLOYMENT STATUS

A tutor is self-employed under contracts for services to provide independent tuition to students. Each contract commences with the first tuition with a student and ends with the last tuition session of that student.

13. TAXATION AND NATIONAL INSURANCE

As self-employed persons, tutors are responsible for conducting their own negotiations with H.M. customs and excise, H.M. inspector of taxes and department of social security concerning any tax and N.I. liabilities that might be incurred.

14. SCHOOL TEACHERS

School teachers are advised that it is considered unethical that they should tutor pupils from the school at which they teach. Please informed Spaak*Education of school(s) at which you are currently teaching.

15. POLICIES

In no way may a tutor's views and opinions be represented as those at Spaak* Education.

We are aware that OUR STAFF will be very professional and inspire confidence at the home in which they will be tutoring. However, we would still recommend that you reinforce this confidence by having a copy of your CRB disclosure with you at all times.

As the UK's newest education recruitment organisation specialising in the recruitment of Home tutors, we can offer you more opportunities in the future than anyone else can.

Name and Signature of Tutor

Date

Please send a signed copy to Spaak Education and keep your copy in a safe place.