

# Imagination Inspiration Innovation

Aiming for the sky; together we will fly!

We really hope you enjoy your time at Bedford Tutor and will provide as much support as we can to ensure you/your child benefits from lessons here. In return, we ask you to please ensure you follow the below terms. These were devised to make sure every session is beneficial in helping each student reach their potential.

## 1) Regular Communication

Annabel requires regular communication from every student/parent to ensure lessons are planned according to the individual student's needs. Annabel sends regular e-mails/texts to ensure high-quality tuition is provided at all times, for all students. Annabel has found, through experience, that those who regularly communicate about tuition gain more - over time - from studying at Bedford Tutor. If students/parents frequently fail to answer e-mails/texts and are not open in providing details about the support they/their child needs, no further tuition will be provided.

## 2) Attending on a Regular Basis

All lessons at Bedford Tutor (with only a few very minor exceptions) are offered to weekly customers only; regular tuition is beneficial for all students. All weekday students are expected to commit to weekly sessions and should be willing to attend every week unless they are unwell or have an urgent medical appointment/family matter. Annabel cannot reschedule lessons for after-school activities, term-time vacations or other leisure pursuits and those who frequently cancel lessons due to other appointments will not be offered further tuition.

### 3) Good Behaviour

The Swallow Room was designed to be a safe environment and a weekly risk assessment is carried out to ensure the area remains free from obvious risks.

Therefore, all students who attend Bedford Tutor are expected to behave safely and sensibly at all times. Lessons are designed to be fun for all ages; students are given choices on lesson structure and activities to ensure continued enjoyment. Primary lessons include a mixture of seated and floor activities and time at the table is modified according to the age/requirements of the individual child.

### **Behaviour Policy At Bedford Tutor**

If a child behaves badly, they are asked to stop and spend a few minutes sitting quietly on the sofa. If the bad behaviour continues, a parent/guardian will be contacted and asked to come into The Swallow Room. If children frequently behave poorly, and no improvement is made over a period of three weeks, no further tuition will be offered.

Examples of bad behaviour:

- 1) Swearing or abusive language
- 2) Running in the classroom
- 3) Refusing to stay seated when working
- 4) Unkindness/rudeness to another child
- 5) Unkindness/rudeness to Helena or Annabel
- 6) Touching displays without asking
- 7) Using resources in an unsafe way, e.g stabbing themselves with a pencil
- 8) Throwing items

If a student commits the below, they will be asked to cease tuition immediately:

- 9) Maliciously damaging resources
- 10) Any physical violence towards Helena, Annabel or another student