**Sam Reid Tutoring Terms and Conditions**

By booking Sam Reid for tutoring sessions you are agreeing to the below terms and conditions:

Sam Reid is referred to throughout as 'tutor'. You, the client or prospective client, are referred to as 'client'.

* The fee is £85 per hour.
* Fees are agreed at the outset and are reviewed on an annual basis.
* Payment may be by e-transfer or BACS and is expected within 7 days of the issue of an invoice.
* For sessions of 2 hours or less (including but not limited to regular weekly sessions), the cancellation period is 48 hours. Cancellation of all or part of the agreed tutoring hours will be charged at full cost if the tutor is unable to rebook this time.
* If the child or children do not attend on time or need to leave the session early, please note that sessions will start and finish at the agreed times (whether the session is residential, online or a home visit).
* Once booked and confirmed with the tutor via email or message, block booked session’s dates and times are final. Cancellation of all or part of the agreed tutoring hours will be charged at full cost if cancelled within 6 weeks prior to block bookings. This applies to block bookings during school holidays, weekends etc.
* Though any cancellation of a block booking less than 6 weeks before the date of tutoring will incur a cancellation fee equal to the work lost for that period, the tutor will attempt to fill the cancelled slots whenever possible. If the tutor is successful in rebooking cancelled slots, the client will not be charged for any slots filled – though this may not be possible at short notice.
* When undertaking residential tutoring, the number of hours must be agreed in advance. Please note that if you decide at any point during the period of residential tutoring that you wish the tutor to do fewer hours of tutoring, the agreed fee for the original number of  hours still stands. This is because the tutor is booked months in advance and if sessions are cancelled last minute, they cannot be rebooked.
* Additional residential tutoring hours may be agreed with the tutor.
* The timetable for the hours of residential tutoring must also be agreed in advance; these hours are then chargeable. However, the tutor will try to be flexible whenever possible.
* Reasonable expenses and travel costs will be charged for residential tutoring and home visits.
* The tutor does not offer a ‘day rate’ and, as such, time outside of the tutoring hours, whilst respecting the family’s privacy, routine, etc. are at the tutor’s discretion.
* Written progress reports are available and will be charged at the hourly rate.
* Communication between client and tutor is an integral part of the tutoring process. It can be requested by either party during the session and will take place during session time.