

Section A : How to get the most out of Maths Lessons with me

Dear Parents, please will you talk through these with your young people so they know what to expect.

1. Our Aims

Our aims are to build confidence and enjoyment of mathematics. Usually mathematical misconceptions and problems occur when a child has missed a topic or has not connected their learning to something they have previously learnt. We need time to unpick the specific areas of difficulties before we can begin to make progress with new topics. Our first question at the start of each session is **“What have you been doing at school/college this week and is there anything you wish to go through again or do some practice examples on?”**

2. Skype Lessons :

We would encourage Students need to be prepared – **have pencil case, calculator, paper, printed out exam or questions I have sent, geometry set. If possible, card to write key notes/flash cards. If they have to search for these we lose time. Finally, a comfortable chair and table also help concentration. Having a drink might also be a good idea.**

3. **Time** : One Hour lessons are approx. 58 minutes of teaching time. Half hour Lessons are 28 minutes of teaching. If there are technological problems, we will aim to make up the time at an agreed session (or extend the next session). Please be prompt for lessons.

4. Face-to-face lessons

In these covid-conscious times we will ask students to arrive at their lesson time, we will give them hand sanitiser and a visor as they stand outside the house.

As they leave and are outside the door, I will receive their visor and give them hand sanitiser. Also a small chocolate bar (in a wrapper). They may wish to bring a bottle of water as this isn't something I can offer at the moment. Parents are asked to meet their young person as they leave the house (if they would normally do this).

After they have left, I will disinfect the wipe clean table cloth (ziflora kills viruses & bacteria).

Teaching time is roughly 5 minutes less than the lesson time to allow this. I have plenty of visors and these will be sterilised at the end of a day.

5. Normal Circumstances

We serve refreshments – this is especially important when lessons are straight after school. This helps your child to focus and feel refreshed before beginning extra thinking. Please notify us of

any allergies or dietary needs. Teaching time is roughly 5 minutes less than the lesson time to allow for change-over.

Section B: Booking and Payments 2020/21

1. **Monthly Bookings & Payment** : After we've had a few lessons and you're happy, we'll book lessons for a month at a time, and invoice you on a monthly basis.
2. Our invoices will have our business bank details. Invoices are usually prepared in the second week of the month and need to be paid within **7 days**. We appreciate prompt payment.

Under normal circumstances, we know that not all parents want to pay monthly, and we understand that. At the moment, we are unable to accept cash, although this may change. (I am hoping a vaccine will be found soon!)

We also ask International clients to meet at the bank charges.

3. **Cancellation or Change to a lesson**

As a courtesy, please allow 24 hours' notice for a change or cancellation for any lesson. We would normally charge for the lesson if we've not had 24 hours' notice and are unable to move classes to suit you. As we tend to be over-subscribed moving lessons at very short notice can be a problem. However, **we always** endeavour to make up any missed lesson – and carry forwards any payment for such a lesson if we cannot. Please be prepared, that if you miss a weekday lesson, we tend to offer you a Saturday lesson as a make-up and via skype.

Obviously, If your child has covid symptoms, please keep them home.

These are on our web site

www.education-unlimited/parents.php

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Director

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