



www.homeschooltutoring.co.uk

Area Advisor and Tutor Manager: Victoria Bharj BA (Hons), M A
204 Cooden Drive Bexhill-on-Sea
East Sussex TN39 3AH
†: 01424 8485 86 or 07366 994195
vicky.bharj@homeschooltutoring.co.uk

Thank you for your interest in becoming one of our registered tutors.

I am the Home-School Tutoring Area Advisor and Tutor Manager for Sussex and Kent and do hope you will join us.

Home-School Tutoring which was founded in 1984 aims to provide a quality, local service, focusing on building strong connections between our Clients and Tutors in a friendly and supportive relationship.

To register with us as a tutor, please fill out our registration form and read and agree to our terms and conditions.

Please also provide us with supporting documentation, details of which are on the registration form. There is no charge for registering with us and we look forward to receiving your full information and signed Registration Form.

Tutoring Hours

We are unable to guarantee a specific number of Tutoring hours, However, please keep us informed of your requirements regarding the amount of work you would like in your subject(s) and levels. There may, however, be times when we do not have requests for your subject in your area. We always work hard on your behalf to attract more clients to give you the hours you want.

Our Clients include:

- parents who ask for additional help for their children, usually after school or weekends
- home-educating families
- adult students
- schools across Sussex and Kent (private and state)
- East Sussex County Council
- Kent County Council
- charities and other organisations.

Fees

We negotiate with the Client on your behalf and do our best for you and for the Client. We will always ensure you know and are happy with the exact tutoring fee per hour that you will receive as negotiated with the Client.

Besides general administration costs, the admin fee includes:

- costs of your insurances
- our marketing costs to promote our/your services
- our time commitment in making this a local, personalised tutoring service of quality to both you our tutors and to our clients.
- support and encouragement of our tutors

Examples of Tutoring fees negotiated with clients:

Total charge to the client £32: the tutor will receive £25.60 (HST Admin Fee is £6.40)

Total charge to the client £35: the tutor will receive £28.00 (HST Admin Fee is £7.00)

Total charge to the client £40: the tutor will receive £32.00 (HST Admin Fee is £8.00)

How you will receive payment for your Tutoring

The clients you tutor will pay for the Tutoring services and the Area Advisor services in one of these agreed ways:

Payment Method 1:

The Client will pay the full fees, inclusive of our HST admin fee, direct to the Tutor.

With this method, you keep your own agreed tutoring fee and you agree to account to us and pay to us the Admin fee of 20% to HST at the end of each month.

Payment Method 2:

When working for local authorities and charities, tutors submit a monthly log to us. We then invoice the client for the lessons given, inclusive of the HST inclusive admin fee.

You will be paid for your tutoring directly into your own bank account once that invoice has been settled by the Client.



Reduced Fees

If you are approached directly by a new Client who is a friend or sibling of a Home-School Tutoring Client, we will reduce the HST Admin Fee to 10%.

Inland Revenue

You are not an employee of Home School Tutoring and therefore you are responsible for your own tax and National Insurance. We advise therefore that you keep your own records of your earnings from Tutoring (including expenses) for your own income tax responsibilities and self-assessment returns.

Insurance for our Registered Tutors

As a Tutor registered with Home-School Tutoring, you are insured by us for Public Liability (PL) and Professional Indemnity Insurance (PII) for ALL TUTORING assignments arranged by us and for your own private Clients brought into Home-School Tutoring for cover.

Safeguarding

If you do not have a current DBS Certificate that we can accept, we can arrange that for you. Tutoring children is a regulated activity and you must have an Enhanced DBS certificate.

When you are giving tutoring lessons, we advise that you risk-assess each situation for your own protection.

It is advisable that another adult be in the house during tutoring sessions; but if this is not possible in all cases, we suggest that you obtain a signed Disclaimer from the Client agreeing to the situation. We can supply you with a suitable Form if you need it.

Home-School Tutoring has a Safeguarding Policy which must be read once you have completed your registration with us.

If you become concerned about any potential child protection/safeguarding issue in any specific tutoring situation, please contact us immediately.



www.homeschooltutoring.co.uk

Confidentiality

At Home-School Tutoring we respect the Client's confidentiality. Please do not contact a student's school or college unless you have been given specific permission to do so.

We look forward to welcoming you to the Home School Tutoring team of tutors in this area.

Please contact me directly if you need any further information or assistance in the registration process.

Yours sincerely

Victoria Bharj BA (Hons) MA

Sussex and Kent Area Advisor and Tutor Manager