



Herein contains a contract to provide educational services, and is held to exist between **The London Tutors Ltd** [referred to as "TLT" within this document] and the **parent/guardian/carer** of the enrolled child [referred to as the "client" within this document]. The following clauses apply to all services stipulated within this contract for the duration of the Year 4 academic year which runs from January 2022 through to July 2022.

### **Terms & Conditions.**

1. TLT services consist primarily of weekly Saturday classes in a designated school and an online class during the weekday evening.

**12 pm to 2 pm at John Lyon School**  
**6 pm to 6.45 pm Monday Online Class**

2. The TLT Saturday training programme is payable termly, at a rate of **£400**, to be paid on or before the 5th day of January/May

Alternatively, one can pay £205 on January 5th; £205 on February 5th; £205 on May 5th; £205 on June 5th.

Any client wishing to remove their child from the course will be obliged to provide TLT with no less than one term's notice by email communication. Failure to do so does not absolve the client from their obligation to remunerate TLT for the current or following month's fee, whichever applies. Where the client fails to satisfy this obligatory remuneration, where no notice has been provided, TLT reserves the right to initiate debt recovery action via a professional debt collection agent for the amount owed according to this contract.

3. Additional fees will apply to extra optional services offered throughout the year, which will be advised at the time they arise.

4. It is required that all payments are to be made via an online banking facility, either via standing order or by direct bank transfer. All such payments must be made out to the following details:

**Financial Institution: Barclays Bank PLC**  
**Account name: The London Tutors Ltd**  
**Sort Code: 203716**  
**Account Number: 83230651**

5. The client will **NOT** be refunded if their child fails to attend any lessons.

6. In the event of class cancellation due to unforeseen circumstances or as a result of "force majeure", such as extreme weather conditions or Covid lockdown. TLT will WhatsApp all relevant clients no later than 7 am on the morning of the class informing them of the cancellation. All cancelled classes will be replaced by **online classes on Saturday from 12 pm to 2 pm**

7. TLT reserves the right to make timetable changes deviating from the attached schedule as circumstances demand. The same applies to teaching staff changes.

8. All specified weekly homework must be marked by the client by the required time deadline to ensure that the necessary student progress is monitored and maintained. The exception is English composition homework which will be marked by TLT staff. TLT will not be held accountable for student progress failure where such deadlines are not adhered to.

9. TLT requires the following preparedness from all students with respect to class attendance. Arrive at least 5 minutes prior to class commencement; the possession of a ring binder, pencil case with the usual contents, and a notepad; a packed lunch or snack bag with a water bottle are also required.

**10.** TLT expects the following from all students during all scheduled times. They must respect their teachers and peers. Inappropriate or disruptive behaviour will not be tolerated. No food consumption in the classroom. It is the client's responsibility to ensure their child complies. TLT reserves the right to exclude students from lessons at its own discretion.

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*(Print name of Student)* *Date*

**11.** During lesson breaks TLT may offer students the chance to play in the school playing area of the teaching venue. All such play activities will be supervised by a responsible adult at all times. The client must inform TLT in advance of any existing injuries or medical conditions which might preclude their child from taking part. By signing this contract you are automatically providing permission for your child to use these facilities as described. Any wish not to be bound by this clause, meaning a wish to exclude your child from such activities, needs to be communicated by email on the day of signing this contract. The involvement of your child in an accident which has occurred due to circumstances beyond TLT's control and any injuries incurred thereof, will not confer any legal liability whatsoever on TLT.

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*(Print name of Client)* *Date*

**Client's Signature:**

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Address

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Emergency contact numbers and email address

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**12.** The client must ensure their child takes care of their personal belongings throughout all TLT class sessions. TLT will not accept liability for loss or damage to such belongings incurred due to the student or client negligence.

**13.** The client fully accepts all the clauses laid out in this contract to provide services, notwithstanding their rights as contained within the Consumer Rights Act 2015.

**14.** COVID 19 is an unprecedented situation which we are forced to confront in our everyday lives. If classes are cancelled due to a school lockdown or staff illnesses, we will continue classes by Webex (online)

**15.** By signing this contract the client is agreeing to be bound by the obligations conferred upon them by all terms and conditions contained herein.