 Tamara Playne B. Bus (Communication), Grad. Dip. Ed.

 Registered Teacher and Certified Success Coach

 36 Louis St, Wynnum Q 4178

 www.tamaraplayne.com

 0413 931 870

Thank you for choosing Tamara’s Tuition.

|  |  |  |  |
| --- | --- | --- | --- |
| Please list your preferred times. | First preference | Second preference | Third preference |
|  |  |  |
| Time slots are: Tuesdays, Wednesdays, and Thursdays at 3.30pm, 4.30pm, 5.30pm, 6.30pm |

Student’s Name including family name

School attending

Year Level in 2020

Date of Birth

Class teacher or English teacher

Student’s mobile phone number

Student’s email

Anything I should know? E.g. has asthma

How did you discover Tamara’s Tuition?

Contact Parent

Parent’s mobile phone number

Address

Email address

If last term/semester’s results are known please complete the following:

Term 1/2/3/4 in 201\_

Assessment Item Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_

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Assessment Item Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_

Overall Semester Grade: \_\_

Please acknowledge the following by signature:

If required we will plan absences with a fortnight’s notice and arrange a make-up tutorial where possible.

Two make-up tutorials are allowed per term subject to availability and make-ups cannot be ‘rolled over’ to the next term. I understand that regular attendance is important for my child’s progress.

Signature

**Tamara’s Tuition Terms and Conditions**

Dear Parent/Guardian,

I want to keep my business practice as simple as possible. Here are a few rules about Tamara’s Tuition to make the most of the tuition time I spend with your son/daughter.

**Payment**

Payment is payable per term into this bank account:

Ms T G Playne BSB 633 000 ACCT 162484224.

**Timing**

**Arriving early**

Students are asked to wait till their usual start time as I may still be with another student.

If you are early students can wait on the seat on the porch.

**Arriving late**

Students/parents are asked to text me if they are running late on 0413931870. Regardless of arrival time the lesson will need to finish on time.

**Session Length**

The session lasts 50-55 minutes. I ask that parents are ready to collect their student promptly. At the end of each session I will discuss the progress of an individual student with the parents.

**Absences and cancellations**

Much planning and preparation goes into each tutorial.

*At least a fortnight’s notice* to cancel a session is required.

Where possible make-up session times will be offered. No more than two make ups will be given per term. Make up sessions cannot be ‘rolled over’ to next term.

If you do cancel a session, please do not consider it cancelled unless you *receive a confirmation* from me. There have been cases where text messages have been sent but not received.

*If your child is sick* please do not send them to tuition. Please give as much advance notice as possible, obviously this cannot be much in advance.

**Preparing for Tutorials**

Homework given at tutorials is expected to be completed in time for the next session.

Students should always bring the following:

School homework book Assignment Task Sheets

Tamara’s Tuition exercise book Classroom work to date

Any set texts Laptop and charger

**Communicating with Parents**

I will keep parents informed of student progress usually in person at the end of each session. If you prefer I can email or text progress and recommendations. Please understand that if your student is present I may modify my feedback appropriately.

If there are *significant concerns* regarding assessment deadlines etc I will contact you immediately.

**Parents communicating with Tamara**

Please let me know straight away if you or your student has any concerns with the tuition. I am open to feedback.

I look forward to working with your son/daughter and helping them be their best.

Regards,

Tamara

**2020 Tamara’s Tuition Term Fees and Dates**

Term fees are broken into two parts. The first is a $100 holding deposit due at the end of each term to secure your tutorial slot.

The deposit is then deducted from the term fee.

Early bird discounts apply to the first 5 people who pay in full prior to each term. Term fees are due 7 days prior to the start of each term. Please allow time for your bank to transfer fees.

Please make payment to

Tamara G Playne

Bendigo Bank

BSB 633 000

ACCT 162484224

|  |  |  |  |
| --- | --- | --- | --- |
|  | **$100 holding deposit** | **Early bird price** **(includes 5% discount)** | **Full term price****Payable 7days before term** |
| **Term 1 (9wk)****Start:3 Feb** | $100Due Friday Nov 8 2019 | After deposit balance of $522Available to first five people | After deposit balance of $555.20Pay by Monday 20 January |
| **Term 2 (10wk)****Start:20 April** | $100Pay by Friday 20 March | After deposit balance of $592Available to first five people | After deposit $628Pay by Tuesday 14 April |
| **Term 3 (10wk)****Start:13 July** | $100Pay by Friday 19 June | After deposit balance of $592Available to first five people | After deposit $628Pay by Monday 6 July |
| **Term 4 (varies 6 to 8wk)****Start:6 October** | $100Pay by Friday 11 Sept | After deposit balance varies. Notice will be sent out. | After deposit varies. Notice will be sent out.Pay by Monday 28 September |

PUBLIC HOLIDAYS

Term 2 Monday students May 4 will be rescheduled.

Term 4 Mondays students will start in week 2 (Fees will be reduced accordingly).