 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: Mondays, Tuesdays, and Thursdays at 3.30pm, 4.30pm, 5.30pm. |

We would like to attend Face to Face OR Online(please circle).

Student’s Name including family name

School attending

Year Level in 2022

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:

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,

To make the most of the time I spend with your son/daughter, please read these terms and conditions.

**Payment**

Payment is payable per term into this bank account:

Ms T G Playne BSB 633 000 ACCT 162484224.

Your payment reserves your spot for the duration of the term. Refunds are not given for ‘change of mind’.

**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. Alternatively, they are always welcome to attend online.

**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 keep parents informed of student progress usually in person or online 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.

**Online Arrangements**

I use Google Meet and Google Drive. Each student has a private share folder where our work is kept and homework is listed. Parents and students can also access this folder at any time.

**Parents communicating with Tamara**

Please let me know straight away if you or your child 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.

**2021 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 IF your payment reaches my bank account by the Early Bird Discount Deadline. Term fees are due prior to the start of each term. Please allow time for your bank to transfer fees. Please don’t give yourself the early bird discount if you are late.

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: MON 31 Jan** | $100Pay by Friday 29/10/21 | After deposit balance of $ 584Pay by Friday 27/12/21 | After deposit balance of $ 620Pay by Friday 24/1/22 |
| **Term 2 (10wk)****Start: TUES 19 April** | $100Pay by Friday 25/3/22 | After deposit balance of $ 660Pay by Friday 1/4/22 | After deposit $ 700Pay by Friday 8/4/22 |
| **Term 3 (10wk)****Start: MON 11 July** | $100Pay by Friday 17/6/22 | After deposit balance of $ 660Pay by Friday 24/6/22 | After deposit $700Pay by Friday 1/7/22 |
| **Term 4** **(7 weeks, depends)****Start: TUES 4 Oct** | $100Pay by Friday 9/9/22 | After deposit balance varies. Notice will be sent out.Pay by Friday 16/9/22 | After deposit balance varies. Notice will be sent out.Pay by Friday 23/9/22 |

**PUBLIC HOLIDAYS**

**Term 2**

Monday students will be ***re-scheduled to Friday after each public holiday***. \*There is also the flexibility to have the session on the public holiday if preferred except for ANZAC Day.

\*Easter Monday 18 Apr will be rescheduled to Friday 22 Apr\*

ANZAC Day Monday 25 Apr will be rescheduled to Friday 29 Apr

\*Labour Day Monday 2 May will be rescheduled to Friday 6 May\*

**Term 3**

EKKA holiday will be worked as usual as there are students in different LGA’s celebrating on different days.

**Term** **4**

Queen’s Birthday Monday 3 October students will be rescheduled to Friday 7 October.