

Tutor Terms and Conditions

1. I have read and agree to abide by Petersfield Tutors Child Protection, Code of Conduct and Data Protection Policy.
2. I will immediately inform Petersfield Tutors of any Child Protection concerns that arise in the course of tutoring.
3. I have read and agree to abide by Petersfield Tutors Data Protection Policy.
4. I accept that any pupils matched to me via Petersfield Tutors will remain under the agency for 6 months after cessation of my working for Petersfield Tutors.
5. I will refer any students who come to me directly or indirectly as a result of contact through Petersfield Tutors to the agency and not take these students on in my own right.
6. I will ensure that my teaching is to the highest standard possible.
7. I will endeavour to arrive on time for all agreed lessons.
8. I will give a minimum of 24 hours' notice of a cancellation (excepting unforeseen circumstances) and will re-arrange a mutually agreeable time for the session.
9. I will give 3 weeks' notice of a decision to give up a particular pupil or all tutoring.
10. If Petersfield Tutors provide a DBS check for me then I agree to them taking the full cost of this from the first few sessions of tutoring before receiving any income.
11. I am already registered as self-employed and will give my UTR number to Petersfield Tutors or agree to register and provide this number as soon as possible.
12. I am aware that Petersfield Tutors cannot guarantee any work and I am **not** an employee of Petersfield Tutors and am not eligible for any employee benefits.

If submitting by hand:

Signed: _____ Date: _____

Print: _____

Agency: _____ Date: _____