



Welcome Guide

Contents:

- Welcome
- Signing up
- First session
- Face to face and online tuition
- Group sessions
- Areas covered
- Pricing strategy
- Discounts
- Payments
- Bookings and policies
- Communications
- VLE – Microsoft Teams
- Social media channels
- Equipment
- Resources
- Examinations
- Identification and security clearance

Welcome

Welcome, and thank you for choosing Mr James Maths Tuition to help with your studies. Mr James Maths Tuition currently offers both face-to-face and online tuition; allowing you as the student to do what is best for you, with the support from flexible tutors. I hope that you find this guide useful, and that it answers all your questions.

My name is Brad James, and I am the Director of Mr James Maths Tuition, founded in 2017. I have over 7 years teaching experience in mathematics, both as a secondary school teacher of mathematics, and personal tutor. Growing from strength to strength, I have been grateful to have had the opportunity to work with so many amazing students in that time.

I have a very high track record of helping students achieve the grades that they need to go into further education, whether this be college, sixth form or university.

Signing up and your first session

Signing Up:

- Online registration form
- Allocation of a tutor
- Arrange a date to conduct assessment

First Session:

- Assessment and putting together a personal learning plan

Plan of Action:

- Estimate of the hours which are needed
- Personalised learning plan
- Online teams account set up (Your tutor will talk you through setting up your account to ensure that you are able to get the most out of what is provided).

You will be able to access the following:

- Checklists
- Homework tasks
- Practice papers
- Topic resources

If you opt for online tuition, Microsoft Teams will allow for screen sharing and file sharing as well as a chat function.

Face to face and online tuition

If a student books face to face sessions, and would like an online session one week instead, they will need to provide their tutor with at least 24 hours notice so that this can be changed, and vice versa.

Face to Face sessions will take place at the students registered address, or a mutually convenient place for both the student and the tutor. (This would need to be agreed in advance of the session taking place). If the student is under 16 years of age, a parent would need to be present during the session.

Online sessions require the use of a device which is compatible with Microsoft Teams. Although students tend to prefer to use their mobile phone, a laptop or table would be more convenient for the sessions due to the need for screen sharing. In addition to this, students will also need access to a webcam and microphone to all for communication to take place during the session. **Sessions will only be conducted using the students registered Teams account.**

Group sessions

There are some instances where group sessions may be useful and productive. If this is the case, please make clear upon booking that this is the option that you would prefer. The prices for grouped sessions are different and will be confirmed prior.

Pre-Planned Group sessions for revision, primary and secondary may also be available. Please ask for details and dates.

Locations covered

As we offer online sessions in addition to face to face sessions, this allows greater flexibility for sessions to take place further afield. If you are living out of the Lincolnshire area, and require support with Maths, then this may be the option for you.



Services offered

Services which are currently offered are identified below:

Functional Skills

- Level 1
- Level 2
- Level 3

GCSE

- Foundation
- Higher
- Resits (Adult Learners)

Additional Services Offered

- 11+
- SATS (Standard Attainment Tests)
- QTS (Qualified Teacher Status) Skills Check Preparation

Exam Boards

- EDEXCEL
- AQA
- OCR

Pricing strategy

Prices of sessions are set and non-negotiable. Please see a list of these prices below:

- **Primary face to face sessions** - £30.00 per hour
- **Primary online sessions** - £25.00 per hour
- **Secondary face to face sessions** - £35.00 per hour
- **Secondary online sessions** - £30.00 per hour
- **Group Sessions** – Grouped sessions are priced separately due to several factors.
Prices will be made clear upon booking of sessions.

There are discounts which are offered for sessions which have been booked in bulk and paid for in advance. Please note that the prices for face to face sessions are different to the prices for online sessions.

Upon registration, your tutor will confirm which of the above categories your booking will come under.

Bookings on a weekly basis will not have dates and times secured unless booked and paid for in bulk. Primary prices would apply for bookings for the 11+ or SATS preparation sessions.

<u>Tuition Package Prices</u>	
<u>Primary:</u>	<u>Secondary:</u>
5 hours (online) - £110.00	5 hours (online) - £130.00
10 hours (online) - £210.00	10 hours (online) - £250.00
20 hours (online) - £400.00	20 hours (online) - £480.00
50 hours (online) - £1000.00	50 hours (online) - £1180.00
	100 hours (online) - £2300.00
5 hours - £140.00	5 hours - £160.00
10 hours - £270.00	10 hours - £310.00
20 hours - £550.00	20 hours - £600.00
50 hours - £1340.00	50 hours - £1450.00
	100 hours - £2800.00

 07497 277696

 www.mrjamesmathstuition.co.uk

 info@mrjamesmathstuition.co.uk

 www.facebook.com/mrjamesmathstuition/

 [mrjamesmathstuition](https://www.instagram.com/mrjamesmathstuition)

 [@mrjamestuition](https://twitter.com/mrjamestuition)

Payments

Payments for sessions need to be made in advance and prior to the session taking place.

- Cash
- Bank Transfer
- Card Payment
- PayPal
- Apple Pay
- Google Pay

Once a payment has been made, you will be issued with a receipt and text message confirmation.

If you do not receive your receipt, or if you would like an additional copy, please email: Finance@mrjamesmathstuition.co.uk stating the date of purchase.

Bookings and Policies

- Bookings need to be made in accordance with the Bookings Policy.
- Mr James Maths Tuition is fully compliant with all GDPR processes and further information on how we store your data can be found in the privacy policy.

**Both policies are available on our website: www.mrjamesmathstuition.co.uk
or by emailing: policies@mrjamesmathstuition.co.uk**

It will need to be made clear at the time of booking whether this is a face to face, or online session, please note that in order to change this session, a minimum of 24 hours will need to be given to your tutor for this change to take effect. Once a booking has been changed, you will receive an email and text message confirmation of the changes.

Please note that failure to provide 24 hours notice of cancellation of a session will render you liable for the charge of the session, if you pay for your sessions up front, the duration of the session will be deducted from your account.

Communications

We use a range of different communication methods including social media, text message, email, telephone, and WhatsApp. Any of these contact methods can be used to contact regarding general enquiries or bookings. However, to contact your tutor directly, you would need to use their contact details which will be issued at the time of registration.

Please note: There will be times where we need to contact both students and parents, this will be done using the methods listed above.

(Students will have secure access to a Microsoft Teams account where they will be able to communicate with their tutor. Individual tutors cannot be contacted via the general communications channels)

We may also use our communication methods for advertising purposes. You can opt out of this by emailing: Info@mrjamesmathstuition.co.uk

Social media channels

- Facebook – Including Facebook Messenger and Business Suite
www.facebook.com/mrjamesmathstuition
- Instagram [@mrjamesmathstuition](https://www.instagram.com/mrjamesmathstuition)
- Twitter [@mrjamestuition](https://twitter.com/mrjamestuition)

Please note; no personal information will be shared on these platforms.

Equipment

To ensure that students are fully equipped, we recommend that they have the following equipment:

- Scientific Calculator – Casio FX-83GTX
(Please note that the older model has now been discontinued and is no longer used).
- Geometry Set
- Revision Cards (Foundation or Higher Tier)
- Revision Books
- Pen
- Pencil
- Ruler
- Highlighters and different coloured pens

Resources

There are different resources which can be used as part of the session. These usually include PowerPoints, worksheets, and exam practice papers. These can come in different forms, and the students will be issued with an electronic copy of all the resources which are used in the session. These resources will be uploaded to the students Microsoft Teams account.

Please note that under no circumstances, should these resources be shared with other people.

There is the option for paper-based resources which can be used during the session, however, these resources will be charged at the following prices:

- **Practice Papers - £2.50 per booklet**
- **Practice Exam Question Booklet - £2.50 per booklet**
- **Worksheets – 20p per sheet**
- **Homework Booklet - £2.00 per booklet**
- **Maths Booklets – Grade 1-9. £5.00 per booklet**
- **Problem Solving Booklets - £5.00**
- **Examination revision practice papers - £6.00 per booklet**

These prices are clearly identified in our resource subscription policy, please read this policy for further information on how this works. The policy can be accessed via: <https://www.mrjamesmathstuition.co.uk> or by emailing: policies@mrjamesmathstuition.co.uk

Resources which are used as part of the lesson are either free resources which can be obtained from different websites or are licensed to Mr James Maths Tuition where a subscription fee is paid.

Please let your tutor know in advance if you have any special requirements for resources.

There will be no additional charge for any request.

Examinations

As a student of Mr James Maths Tuition, there is also the option to sit either the GCSE or Functional Skills Examinations. Mr James Maths Tuition is not an examination centre, however, we do work with centres in which these can be sat.

In order to be booked in for the examinations, there will be a £50.00 administration fee in addition to the centre fees.

There are several points in the year where the Functional Skills examinations can be sat, however, there are only two opportunities in the year where the GCSE can be sat. The summer series May/June which is the main sitting and the November sitting is for re sits only.

We require 6 months notice to arrange GCSE Examinations.

Please read the Examinations policy for further information on this.

Identification and security clearance

Your tutor will have a photographic identification card which will identify them as a tutor of Mr James Maths Tuition. Your tutor will have this on them at all times, and you can ask to see this at any point. To verify your tutors identity, you can either email: info@mrjamesmathstuition.co.uk or call 07497 277696.

All tutors of Mr James Maths Tuition have an up to date Enhanced DBS Certificate. You can ask your tutor to produce this at any time.

We hope that this guide answers all your questions. If there is anything that you are not sure about, or need further clarification on, please either contact your tutor, or email: info@mrjamesmathstuition.co.uk where one of our team will be more than happy to answer any questions you have.

Thank you for choosing Mr James Maths Tuition!

