



Terms and Conditions for SK8 Tutoring

Introduction

Welcome to SK8 Tutoring, owned and operated by Kate Smith. I specialise in tailored tutoring for neurodivergent children. It is important to me that I nurture and guide all the children I work with. Supporting emotional wellbeing and mental health are my priority.

These Terms and Conditions outline the expectations and responsibilities of both SK8 Tutoring and my families. By enrolling on one of my programmes, you agree to abide by these terms. When booking a session with me, you agree to the following terms and conditions. Please read them carefully before booking sessions.

Services

I offer tutoring and nurturing services. Sessions are designed to support children's academic, social, and emotional growth using neurodivergent affirming strategies.

Sessions are conducted in formats including 1:1, group sessions, online, or in-person, according to the needs and preferences discussed and agreed upon before commencement. Sessions will take place either in my home or at a local community venue.

Payment Terms

- **Fees:** The fee for each session is agreed at the time of booking and all fees must be paid in advance. Failure to pay beforehand could result in the session not going ahead. I will send an invoice every 4 weeks from the date your child starts with me. The fees must be paid within 7 days of the date on the invoice. Fees will be paid in 4 week blocks.
- **Cancellation:** If you need to cancel a session, please do so at least 48 hours in advance to avoid being charged. If you cancel with less than 48 hour's notice then you will be charged 50% of the cost of the session. If I am unable to carry out the session due to illness or other engagements, I will try my best to rearrange the session to another time that's convenient for all parties. If this isn't possible then a refund will be provided or the cost deducted from the next invoice.
- If you decide not to continue with the sessions, I operate a two-week notice period for cancelling. Please inform me in writing of this decision.
- I work in half termly blocks and will ask parents before the end of the half term if they wish to continue after the holidays.
- **Working days:** I operate on a term time basis following Stockport local authority holiday schedule. I will from time to time offer additional holiday clubs and special sessions. These will first be offered to families I already work with on a first come first served basis.

2. Intellectual Property

All materials provided during tutoring sessions, including but not limited to worksheets, notes, and digital content, are the intellectual property of SK8 Tutoring and are intended

solely for the student's personal use. Reproduction or distribution without explicit permission is prohibited.

3. Privacy Policy

I respect your privacy and the personal information collected during the registration and tutoring process will only be used to facilitate your educational experience. I will not share your information with third parties without your consent.

4. Code of Conduct

Both tutor and student must maintain a professional relationship throughout their engagement. Respectful communication, punctuality, and preparedness are required at all times.

5. Limitation of Liability

I am committed to providing high-quality educational services. However, the progress and results may vary, and I cannot guarantee specific academic outcomes. I will always aim to have an honest conversation with you if I am worried about not reaching specific goals identified at the beginning of the service.

6. Amendments

These terms and conditions may be amended from time to time and you will be notified via email of this. Continued use of my services after any such changes constitutes your consent.

7. Contact Information

For any questions or concerns about these terms and conditions, please contact me at SK8tutoring@outlook.com.

Privacy Policy for SK8 Tutoring

Introduction

At SK8 Tutoring, I am committed to protecting the privacy and security of my clients' information. This Privacy Policy outlines how I collect, use, store, and protect the personal data of my students and their guardians.

Information I Collect

- **Personal Information:** I collect personal information, including names, addresses, email addresses, and telephone numbers, to manage my client relationships effectively.
- **Educational Data:** Information related to your child's academic performance, grades, and other educational needs that help me tailor my tutoring services. This may also include EHCPs, professional reports and information from your child's school.
- **Payment Information:** I process financial data necessary to complete transactions, such as credit card numbers and billing information, securely using encrypted payment processing services.

How I Use Your Information

- To provide personalised tutoring services and support.
- To communicate important account and service information.
- For billing and to process payments.
- To improve my services and offerings through feedback and surveys.

Data Sharing and Disclosure

I do not sell or rent personal information to third parties. Personal data may be shared with third-party service providers who perform services under strict confidentiality agreements. I may also disclose information if required by law.

GDPR Compliance

In compliance with the General Data Protection Regulation (GDPR), I adhere to the following principles regarding the processing of personal data:

- **Lawfulness, Fairness, and Transparency:** Data is processed lawfully, fairly, and transparently.
- **Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in an incompatible manner.
- **Data Minimisation:** I ensure that personal data is adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

- Accuracy: I take every reasonable step to ensure that personal data is accurate and, where necessary, kept up to date.
- Storage Limitation: Personal data is kept in a form which permits identification of data subjects for no longer than is necessary.
- Integrity and Confidentiality: I handle data that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction, or damage using appropriate technical or organisational measures.

Your Rights

Under the GDPR, you have the right to access, correct, delete, and restrict the processing of your data. You also have the right to object to processing and data portability. Requests for access or correction of your personal data can be made by contacting SK8tutoring@outlook.com

Changes to my Privacy Policy

I may update this policy periodically. The latest version will always be sent to parents via email.

Contact Me

If you have any questions or concerns about this privacy policy or my handling of your personal information, please contact me at SK8tutoring@outlook.com