

Terms & Conditions – Dorset Grammar Prep

1. General

Dorset Grammar Prep provides term-time only tuition for the Dorset 11+, including English, Maths, Verbal Reasoning, Non-Verbal Reasoning and Quest Thinking Skills. Tuition is offered in small groups (maximum 4 pupils) and one-to-one sessions, either in person or online.

2. Fees & Payment

- **Small-group tuition is £20 per session.**
- **One-to-one tuition is £40 per hour.**
- **Fees are charged per half term, based on the number of teaching weeks in that half term.**
- **Payment is due in advance, before the first session of each half term.**
- **Your child's place is reserved for the full half term once payment is received.**
- **No fees are charged during school holidays.**

3. Cancellations & Absences

- **If your child misses a session for any reason (illness, holidays, clubs, appointments), the fee remains payable, as their space is reserved for them each week.**
- **If Dorset Grammar Prep cancels a session, a refund or rescheduled session will be offered.**
- **Sessions cannot be swapped, transferred, or made up at a later date.**

4. Notice Period

- **A four-week notice period is required if you wish to end tuition.**
- **Notice must be given in writing (email or message).**
- **Fees for the notice period remain payable, even if your child does not attend.**

5. Group Tuition

- **Group sizes are capped at four pupils.**
- **Fees remain fixed regardless of attendance.**
- **Spaces cannot be filled temporarily if a child is absent.**
- **Group composition may only be adjusted at the start of a new half term.**

6. Behaviour & Suitability

- Children are expected to behave respectfully and follow instructions.
- If behaviour consistently disrupts learning, Dorset Grammar Prep may recommend one-to-one tuition or, in rare cases, end tuition.
- If group sessions are not suitable for your child (e.g., due to anxiety, SEN needs, or pace), a move to one-to-one tuition may be advised.

7. SEN Support

Dorset Grammar Prep is experienced in supporting children with ADHD, ASD, dyslexia, anxiety, working-memory difficulties and processing challenges.

However:

- Parents must inform Dorset Grammar Prep of any diagnosed or suspected needs.
- Adjustments will be made where possible, but some children may require one-to-one tuition for appropriate support.

8. Online Safety (for online sessions)

- A quiet working space is required.
- Cameras must remain on throughout the session.
- Sessions may not be recorded by parents or pupils.
- A responsible adult must be present in the home during online tuition.

9. Resources & Intellectual Property

- All Dorset Grammar Prep resources are for personal use only.
- Materials may not be copied, shared, distributed, or used outside of Dorset Grammar Prep.
- Parents agree not to share resources with other families, tutors, or online platforms.

10. Safeguarding

- Dorset Grammar Prep follows safeguarding best practice.
- Parents must ensure children are dropped off and collected promptly.

- For online sessions, an adult must be present in the home.
- Any safeguarding concerns will be handled in line with statutory guidance.

11. Communication

- All communication should be made via email or message.
- Dorset Grammar Prep will respond within reasonable working hours.
- Parents will be informed of any timetable changes, cancellations or updates.

12. Agreement

By enrolling your child at Dorset Grammar Prep, you agree to these Terms & Conditions.