



Group Tutoring Terms and Conditions

Welcome to TuitionSpace!

We are delighted you have chosen us to support your child's learning journey. Please read the following Terms and Conditions carefully. By booking and attending group sessions, you are agreeing to the terms outlined below.

GENERAL INFORMATION

This agreement sets out the terms under which TuitionSpace ('we', 'us', 'our') provides group tutoring services to pupils and families ('you'). By enrolling in our group sessions, you accept these Terms and Conditions as a legally binding contract. You acknowledge that you have read and understood them, and that they apply to any group services purchased from us. Tutors may change during the course of tuition depending on availability, but all are fully qualified teachers.

CANCELLATION POLICY

- Clients must provide a minimum of 48 hours' notice to cancel or reschedule a booked group session.
- Where possible, we will try to offer an alternative, subject to availability.
- Cancellations made with less than 48 hours' notice will be charged in full.
- In cases of illness or exceptional circumstances, we may, at our discretion, offer a rescheduled session.
- This policy helps us ensure fairness and manage group spaces effectively.

PAYMENT TERMS

Group tutoring is invoiced monthly in advance. An invoice will be issued before the start of each month and must be paid in full by the stated due date. Payments can be made via bank transfer or by cash on the first tutoring session of the month. Receipts are available upon request. Fees are non-refundable, including where sessions are missed, unless TuitionSpace cancels a class and no suitable alternative can be arranged. If payment is not received on time, TuitionSpace reserves the right to suspend tuition until fees are settled.

HEALTH AND SAFETY

- Parents/guardians must ensure pupils arrive and leave the venue safely.
- Please notify us of any allergies, medical conditions or additional needs before sessions begin.

ILLNESS

If your child has a contagious illness (e.g. sickness, diarrhoea, chicken pox, conjunctivitis), they must not attend until fully recovered and clear of symptoms for at least 48 hours. Please inform us of any medical conditions or symptoms that may affect participation.

VIDEO AND PHOTOGRAPHY

- Filming or photography during sessions must stop immediately if requested.
- Materials provided by TuitionSpace must not be copied or distributed without permission.
- With consent, TuitionSpace may take photos or videos for promotional purposes. If you do not wish your child to be included, please inform us in writing before sessions begin.
- Families must not share images or videos of other children without the parent/guardian's permission.

VALUABLES

All personal belongings are brought at the pupil's own risk. TuitionSpace cannot accept responsibility for lost or damaged property.

LIMITATION OF LIABILITY

TuitionSpace will provide tuition with reasonable care and skill but cannot guarantee specific academic outcomes. We accept no liability for indirect or consequential loss arising from tuition.

DATA PROTECTION

Personal information is collected only for the purpose of providing tuition, processing payments and communicating with you. Data is handled in line with UK GDPR and the Data Protection Act 2018. We will not share personal details without consent, unless required by law or safeguarding concerns.

CODE OF CONDUCT

- To maintain a positive learning environment:
- Pupils must arrive on time and with required materials.
- Respectful behaviour is expected towards staff and peers at all times.
- Disruptive or unsafe behaviour may result in removal from the group.
- Parents/guardians must collect pupils promptly at the end of sessions.
- Open communication is encouraged—please raise any concerns directly with TuitionSpace.

CHANGES TO TERMS AND CONDITIONS

TuitionSpace and its teachers reserve the right to update or modify these terms and conditions at any time. Participants will be notified of any significant changes.

CONTACT OR CONCERNS

If you have any questions or concerns regarding these terms and conditions, please contact us at;

Phone: +44 7488 281744

Website: www.tuitionspace.co.uk

Email: info@tuitionspace.co.uk

Address: 68A Antrim St, Lisburn, BT281AU

