



TERMS & CONDITIONS
Year 4
Reviewed April 2026

Please ensure you have read these Terms and Conditions carefully before registering and paying for tuition. These Terms and Conditions are between Cedar Tree Tuition and the client and are deemed to be accepted when the client completes the registration form and pays the deposit via the website.

TUTOR QUALIFICATIONS

All Cedar Tree Tuition tutors are fully qualified teachers. The tutor selection process includes obtaining professional references and carrying out DBS checks for all tutors and teaching assistants. All staff receive a formal induction prior to working with children.

Cedar Tree Tuition is a professional member of The Tutors' Association (membership number: 63915732). The Tutors' Association is the leading professional membership body for tutoring and the wider supplementary education sector in the UK and is recognised by the UK government. Membership signifies a commitment to its Code of Practice and to maintaining the highest standards of safeguarding, professional conduct, and ethical behaviour.

Cedar Tree Tuition operates policies and procedures covering safeguarding, complaints, child collection, and data protection.

INSURANCE

Cedar Tree Tuition holds appropriate public liability and professional indemnity insurance to ensure all sessions are delivered in a safe and professionally managed environment.

THE CURRICULUM

Our tutors deliver a carefully structured curriculum for pupils preparing for the South West Herts Schools Consortium examinations. If sessions are missed, children are expected to catch up at home, ideally with appropriate adult support. Tuition takes place in a calm and focused learning environment designed to support concentration and progress.

Each one-hour session is split between Mathematics and Verbal Reasoning. The programme runs from September to July and is delivered in three termly blocks aligned with school term dates. Occasionally, the first and last weeks of term may not include sessions; parents should refer to the payment schedule for exact dates. Payments are made in advance on a termly basis or instalment plans are available.

Breaks in tuition align with half term, Christmas, Easter, and summer holidays as observed by Hertfordshire County Council schools. Homework may be set during holiday periods to support ongoing learning.

We recommend that pupils begin tuition at the start of Year 4 to allow sufficient time to cover the full curriculum, consolidate learning, and complete revision and test practice. Pupils only have one opportunity to sit the examinations; therefore, sufficient preparation time is essential. Learning is designed to complement school education by strengthening core skills, building confidence, and supporting academic development. Tutors aim to build positive relationships with pupils so they feel safe, engaged, and motivated to achieve their full potential.

HOMEWORK

Homework is set after each session based on the content covered, except during test weeks when no homework is set. Preparation for entrance examinations requires a shared approach between tutors, pupils, and parents, and regular completion of homework at home significantly supports progress.

Homework should be completed across the week rather than in a single sitting, where possible. If pupils feel overwhelmed, they may complete selected questions from each

exercise to ensure steady progress. Answer guides and instructions are emailed to parents in advance; pupils should not complete homework before the session, as it is used for teaching and review purposes.

Parents are asked to mark homework at home so that tutors can use session time to address misconceptions and extend learning. This also provides parents with valuable insight into their child's progress and areas for development. Immediate feedback is an important part of building confidence and supporting learning outcomes.

TEST PRACTICE AND FEEDBACK

One in every four sessions is a test session. These tests are designed to familiarise pupils with exam conditions, identify gaps in learning, and track progress against the wider Cedar Tree Tuition cohort.

Parents receive feedback via an anonymised data report assigned to their child. This report highlights areas of strength and areas requiring further practice. Common errors are reviewed in subsequent sessions, and test papers are returned after the following lesson. Parents are encouraged to review these with their child at home.

For queries or concerns, parents should contact info@cedartreetuition.co.uk. Due to safeguarding and supervision responsibilities at drop-off and collection times, staff are unable to hold detailed discussions at these times. Where necessary, a phone or Teams call may be arranged.

TEST OUTCOMES

While Cedar Tree Tuition strives to support excellent outcomes and places strong emphasis on preparation and wellbeing, many external factors can influence test performance. We cannot accept responsibility for any specific test result or school placement outcome.

Parents are responsible for registering their child for entrance tests. Basic guidance may be provided, but the responsibility for registration remains with parents or guardians.

Further information is available at <https://www.swhertsschools.org.uk>, along with additional guidance on our website.

BEHAVIOUR

Good behaviour is essential for effective learning. We aim to provide a safe, supportive, and respectful environment in which pupils can thrive.

Parents will be contacted if behavioural concerns arise. In cases of persistent disruption or behaviour impacting others, we reserve the right to suspend or discontinue sessions. Any damage to property must be reimbursed by parents or guardians.

Mobile phones are not permitted during sessions. Photography and video recording are also not permitted. Cedar Tree Tuition may request permission to take photographs or recordings for marketing purposes, but consent will always be obtained in advance. Safeguarding is taken extremely seriously. Please refer to our separate Safeguarding Policy for further details.

ADDITIONAL NEEDS

Parents must provide full details of any additional needs, including diagnosed special educational needs (SEN), at the time of registration. Information previously shared by schools should also be included where relevant.

The more information provided, the better we are able to support each child. If we determine that we are unable to meet a child's needs, we will advise parents accordingly. Any sessions already delivered will remain non-refundable.

Parents should also be aware that adjustments such as extra time may be requested for entrance tests, subject to school approval.

Regular assessments help parents understand their child's progress relative to the cohort and support realistic expectations for school placements.

MEDICAL NEEDS

Parents and carers must inform Cedar Tree Tuition of any medical conditions, allergies, or health needs at the time of registration. This information is essential to ensure the safety and wellbeing of all pupils. Parents must also inform us promptly of any changes to medical circumstances.

VENUE CHANGE

If a change of venue is required, parents will be informed as early as possible. In the event of venue unavailability, sessions may temporarily move online. If a session falls on a Bank Holiday and cannot be held in person, a recording or alternative learning material will be provided.

If a school event coincides with a scheduled tuition session, Cedar Tree Tuition will endeavour to offer reasonable flexibility and alternative arrangements where possible. However, refunds will not be provided for sessions missed due to such clashes.

RESOURCES

Pupils are responsible for their personal belongings. Cedar Tree Tuition accepts no responsibility for loss or damage of items brought to sessions.

Each child must bring a pencil case containing:

- Two pens (one blue, one coloured)
- A pencil
- A ruler
- A rubber
- A pencil sharpener
- A protractor
- A pair of compasses

A short break is provided before sessions. Parents should provide a snack and drink, ensuring that no food contains nuts.

Each term, a £55 fee is charged for workbooks, printed materials, homework resources, and assessments. Once payment for the term has been received, pupils will be issued with all required materials. Late starters will still be charged the full resource fee.

Pupils are encouraged to maintain a system for learning and recording vocabulary. Details are provided in introductory communications. Cedar Tree Tuition also uses an online Quizlet classroom to support vocabulary learning.

CENTURY

An optional online learning account is available through the Century platform at a subsidised rate. Century uses adaptive learning technology to personalise tasks for each pupil, helping to strengthen understanding, revisit key concepts, and close knowledge gaps. It is designed to support independent learning, revision, and ongoing practice alongside tuition. Access details and opt-in information will be shared prior to the start of each term.

TERM SCHEDULE, PAYMENT AND FEES (2026 – 2027)

Term dates	Amount	Enrolment & payment deadlines
<p><u>Autumn Term 2026</u></p> <p>Monday 7th September – Friday 23rd October</p> <p>HALF TERM (no session)</p> <p>Monday 2nd November – Friday 11th December</p> <p><i>Please Note: No sessions in the first and last weeks of term</i></p>	<p>13 sessions @£30/session Resources: £55 Total due: £445</p>	<p>Monday 10th August 2026</p>
<p><u>Spring Term 2027</u></p> <p>Monday 4th January – Friday 12th February</p> <p>HALF TERM (no session)</p> <p>Monday 22nd February – Friday 19th March</p>	<p>10 sessions @£30/session Resources: £55 Total due: £355</p>	<p>Monday 23rd November 2026</p>
<p><u>Summer Term 2027</u></p> <p>Monday 12th April – Friday 28th May</p> <p>HALF TERM (no session)</p> <p>Monday 7th June - Friday 16th July</p> <p><i>Please Note: No sessions in the last week of term</i></p>	<p>13 sessions @£30/session Resources: £55 Total due: £445</p>	<p>Monday 15th March 2027</p>

Payment must be made by the deadlines listed above. If you enrol your child after these dates, payment is due immediately and must be received before the start of the first session.

If your child enrolls partway through the term, you will be charged a pro rata amount of the full fee. Payments are made via the website and GoCardless.

When you register your child for tuition, you may pay the deposit via our website. A payment link will then be sent to the email address provided. Cedar Tree Tuition reserves the right to refuse entry to sessions if payment has not been received. Reminder emails will be sent in advance of payment deadlines. You will also receive an email at least four weeks before the start of the next term, inviting you to secure your child's place and arrange payment.

Please see the term schedule above for payment deadlines. Each term, there is a £55 fee for the provision of workbooks, printed homework, Quizlet and assessments.

During school holidays, it may be possible to arrange bespoke one-to-one sessions to address any learning gaps your child may have. Please email info@cedartreetuition.co.uk to request these, subject to availability.

Clients are not permitted to make private arrangements for tuition with tutors introduced by Cedar Tree Tuition. Should you wish to enquire about one-to-one tuition with any of our tutors, please email info@cedartreetuition.co.uk.

CANCELLATION POLICY

At Cedar Tree Tuition, we recognise the commitment you make when enrolling in group tuition sessions for a full term.

To accommodate the planning and delivery of these sessions, we have established the following cancellation policy:

1. Payment Terms

Clients are required to pay for the entire term in advance to secure a place in any group tuition session. This ensures the highest quality of instruction and allows us to maintain small, focused groups.

2. Cancellation by Client

- **Before term start:** Clients who cancel their enrolment more than 14 days before the start of the term will receive a full refund, minus a £25 administrative fee.
- **Within the first two weeks:** If cancellation occurs within the first two weeks of the term, 75% of the total tuition fee will be refunded.
- **After the first two weeks:** No refunds will be provided for cancellations made after this point, unless a replacement can be found for the remainder of the term.

More than 48 hours' notice is required for a refund of a subsequent session, and a £25 administrative fee will apply.

This policy reflects the allocation of resources and the impact on group planning and delivery.

3. Cancellation by Cedar Tree Tuition

Cedar Tree Tuition reserves the right to cancel any group tuition session due to unforeseen circumstances or insufficient enrolment. In such cases, clients will be offered a pro rata refund for the affected sessions or the option to transfer to another group session, subject to availability.

4. Missed Sessions

Missed sessions are non-refundable. Where possible, a transfer to another group may be offered, subject to availability.

5. Notice of Cancellation

All cancellations must be made in writing via email to info@cedartreetuition.co.uk. The date the email is received will be treated as the official date of cancellation.

6. Amendments to Policy

Cedar Tree Tuition reserves the right to amend this cancellation policy at any time. Clients will be notified of any significant changes.

7. Acceptance of Terms

Enrolment in a group tuition session constitutes acceptance of this cancellation policy. If you wish to cancel your child's place for a future term, notice must be provided at least one month before the end of the current term to allow the place to be offered to another pupil. Please refer to the payment schedule for term dates and relevant deadlines.

ATTENDANCE

Termly blocks are fixed, and no refund will be offered if your child misses a session due to illness, holidays, or other unforeseen circumstances. Where space is available, it may be possible for your child to attend an alternative session on another day.

If a tutor is unable to attend a session, we will endeavour to provide a suitable replacement to minimise disruption. If a session cannot be delivered, a refund will be issued for that session.

Please see our Collection Procedure (included in your introductory email) for details on drop-off and collection. Please note that if you are more than 15 minutes late collecting your child, a charge will apply, as outlined in the procedure.

COLLECTION PROCEDURE

For safeguarding reasons, all children must be dropped off and collected on foot at the designated meeting point. Parking is not provided in staff car parks. Collection directly into cars is not permitted, as this presents a safeguarding risk.

Children will only be released to a known adult, and prompt collection is essential. If you are running late, you must inform us as soon as possible; late collection charges may apply. Any early collection requests must be communicated in advance via email to ensure staff availability. To prioritise pupil safety, discussions with tutors should be arranged via email rather than at drop-off or collection times.

COMPLAINTS

All staff at Cedar Tree Tuition aim to provide a high-quality service. We are members of The Tutors' Association and follow its Code of Conduct.

If you are unhappy with the service, please email info@cedartreetuition.co.uk for an informal discussion. If concerns remain, you may request a copy of our formal complaints procedure.

DATA PROTECTION

Cedar Tree Tuition is registered under the Data Protection Act and processes client data solely for the purpose of providing tuition services, including billing and communication.

Data is stored securely using Google Cloud and is not held on personal devices.

If you have any questions, please email info@cedartreetuition.co.uk or call 07394082649.