



For children (under 16yrs)

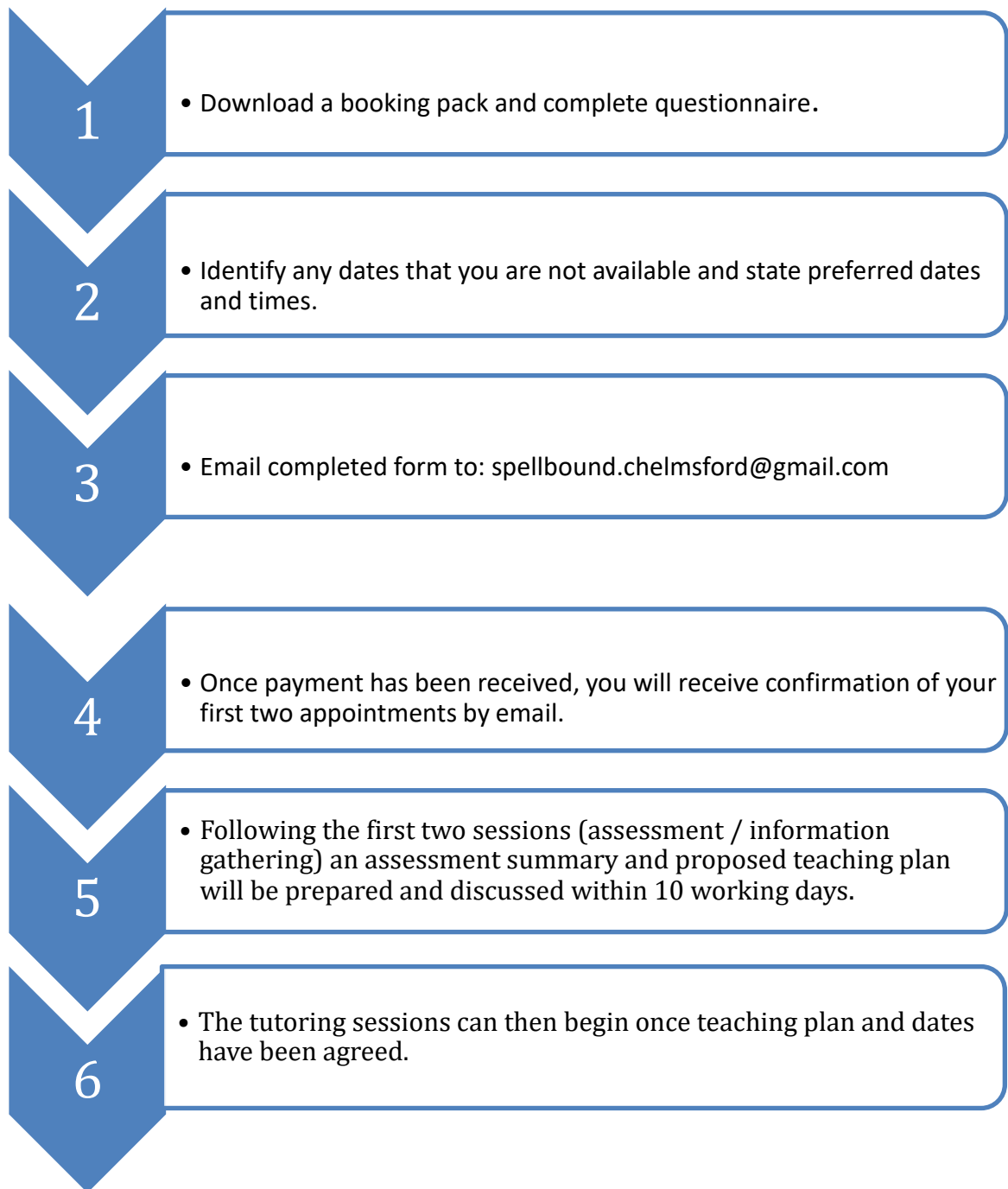
CONFIDENTIAL PRE-TUITION QUESTIONNAIRE

Full Name of Child:		Age:	
Date of Birth:		School Year:	
Name of parent / carer:			
Home address:			
Contact Tel No: (mobile)		(work)	

Payment details <ul style="list-style-type: none">• By cheque payable to Spellbound• By bank transfer: Account name: Spellbound Bank: HSBC Account number: 62467720 Sort code: 40-17-08• In cash
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I would like the tuition to take place at:	Tutor's address	Home address
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The Tuition Booking Process:



Terms and Conditions for Tuition.

Booking

- Tuition can be booked either individually or a 10 session block, with a level of discount available. Booking a block of sessions, guarantees a regular time slot is made available.
- Tuition can be scheduled to take place between the hours of 8 am to 6 pm Monday to Friday and between 10 am and 4 pm on Saturday.
- Tuition must be booked in advance and is available throughout the year, including school holidays.

Rearrangement/Cancellation

We recognise that sometimes it may be necessary to postpone a session at short notice due to an unavoidable situation. In such cases we will work with you to rearrange a mutually convenient alternative date/time. We would kindly request that as much notice as possible is provided if a scheduled session cannot be attended.

- If cancellation or postponement is necessary by the student, 24 hours notice is required to avoid a possible cancellation fee. The cancellation terms are as follows:
- No charge is applied if more than 24 hours notice is given.
- £20 is payable if notice of cancellation is received less than 24 hours prior to the lesson or assessment unless due to unforeseen circumstances such as sudden illness, bad weather.
- If rearrangement of a tuition session or sessions is necessary due to unavailability of the tutor for whatever reason, we will endeavour to provide as much notice as possible. In this event the session[s] will be rescheduled for a mutually convenient time.

Fees and payments

- The current fees for services offered by us are as published on the website.
- Fees are reviewed every 12 months. The client will receive written notice of any increases no less than one month before payment is due.
- Fees for tuition and assessments are payable in cash, bank transfer or cheque.
- Fees must be paid in advance of each lesson or in cash on the day. Receipts will be provided on request.

I understand that on receipt of my booking pack containing the required completed document, Spellbound will contact me to agree an appointment date and time for the 2 initial assessment sessions. I agree to be bound by these terms and conditions.

Signature:	
Name (print):	
Date:	

Concerns:

Summarise why you think your son / daughter is in need of private tuition with regard to:

Word reading: *(recognition of sounds within words, word blending, guessing)*

Reading Comprehension: *(understanding what is read, answering questions, omitting words from sentences)*

Spelling: *(choosing the correct sound, seemingly random, swapping letters round)*

Writing / handwriting: *(backward letters, omitting words, crossing out)*

Memory: if applicable *(repeating back information, ability to follow instructions)*

Has your child ever been assessed for these difficulties? If yes, please give details.

Early development and Health:

Are you aware of any delays in your child’s development in any of the following areas? If yes, please give details.

- **Speech and language** e.g. late to start speaking, mispronunciations etc.

- **Motor skills:** e.g. late to walk, difficulty holding a pencil

- **Social skills:** e.g. making friends

Has your child’s vision and hearing been formally tested?

Is there any family history of language or literacy difficulties? *(Please do not give names)*

Can your son / daughter hold age-appropriate conversations in English?

Does he/she have English as a second or additional language?

Education:

Which subjects does your child enjoy at school?

Apart from English, which subjects does your child find difficult?

Please give details of any extra support which he/she is receiving at school.

Does your child have a positive attitude towards school and learning?

What are your child's current literacy levels as reported by the school? *(If known)*

Has the school raised any concerns about your son / daughter?

Have you discussed your concerns with them?

Do you have any concerns about your child's behaviour at home or at school?

Do you have any concerns about your child's attention or concentration?

Do you have any concerns about your child's confidence or self-esteem?

Do you have any concerns about your child's memory, e.g. ability to remember a list of instructions?

Do you have any concerns about your child's co-ordination skills?

Hobbies and Interests:

What does your child enjoy doing at home / out of school?

Does your child have a particular area of interest (e.g. a particular sport, book / tv character etc – all my lesson resources are tailor-made for my students and I aim to reflect their interests where possible)

Additional information: *(optional)*

Thank you for completing this background information.