

# BASIC GUIDELINES FOR TUITION

## LESSONS & CLASSWORK

1. Please be on time for lessons. If possible, aim to arrive a few minutes early, so that you are waiting for the previous lesson to finish.
2. Please keep your tutorial work organized in an A4 ring binder.
3. Please be ready for your tutorial: have paper / a pen or pencil / a calculator ready, and have your homework ready to go through.

## HOMEWORK

4. For each hour's tuition, I aim to set 1-2 hours of homework. Please set aside time during the week to do this work.
5. There is no point in doing tutorials if you don't do the homework. If you have no time to do the homework (e.g. if you were ill or if things came up), please contact me in good time to rearrange the tuition - I won't charge for a cancellation given 24 hours' notice.
6. Be neat: use lined paper, and underline your answers. If you need to do additional working, draw a margin to do it in. Also, take note of how long you are spending on your homework. If a particular homework takes longer than 2 hours, then stop - you might be doing it all wrong!
7. After doing your homework, mark it in red or green pen. For any you get wrong, put what the answer should have been. After marking, try the corrections - many corrections are obvious once you know what the answer should have been! Put © once corrected, e.g.

$x + 1 = 5$		$x + 1 = 5$
$x = 5 + 1$		$x = 5 - 1$
$x = 6$ X	$[x = 4]$	$x = 4$ ©

Try to do as many of the corrections as possible. If necessary, we can go through some at the start of the next tutorial, but it's much better if you can sort them out yourself.

8. At the end, count up the total number of all possible questions (counting parts of questions separately) and score yourself out of this. If this mark is below 50% or if there are lots of corrections you cannot correct, let me know before the next class!

## COMMUNICATION

9. At regular intervals (every 3-6 lessons) I will email a report, listing the lessons done and progress made. This includes provisional bookings for the next group of lessons, and an invoice.
10. Generally, a good time for phone communication is weekday mornings between 8:30 and 10 am, using the landline number 020-8920-0528.

**Phil Prentice, mathematics tuition for GCSE and A-level**

Tel: 020-8920-0528 Website: [www.philsmathspage.co.uk](http://www.philsmathspage.co.uk) Email: [philprentice@btinternet.com](mailto:philprentice@btinternet.com)

# Frequently Asked Questions

## LESSONS & CLASSWORK

**Q: Do all students have weekly lessons? How long are the lessons?**

A: Most have weekly 1 hour lessons. Some students have two lessons a week (when additional progress is urgently needed), or one lesson per fortnight (generally long-term students working well ahead of school level). Lessons can also vary in length, from 45 mins to 90 mins, depending on the needs of the student.

**Q: What happens if I arrive very early or late?**

A: If you are 5-10 minutes early, then that's good - maybe we can make an early start, or maybe you might have to wait a few minutes. If you are more than 10 mins early, I'd recommend you phone ahead to check that I'm in. If you are likely to be more than 5-10 mins late, then I would appreciate it if you could phone ahead to let me know - note also that I do not extend lessons / refund money in these cases.

**Q: Will I be charged if I miss a lesson?**

A: There is no charge for lessons cancelled with 24 hours' notice. If a lesson is cancelled with less than 24 hours' notice, I may charge, either for a full lesson or half a lesson, depending on the reason why the lesson was cancelled, whether the lesson was cancelled or rearranged (to a mutually-convenient time), whether this is the first cancellation or if it is happening repeatedly etc.

## HOMEWORK

**Q: Is homework compulsory, for every lesson and for all students?**

A: Yes.

**Q: Is homework marked by the tutor?**

A: No, generally it is marked by the student, sometimes with the parent's help. Maths is usually fairly straightforward to mark, and self-marking allows for instant feedback - meaning that the student can see immediately if they are getting the right answers or not, and try the corrections.

**Q: How important is it to try the corrections?**

A: More than important - corrections are VITAL. Every correction is a wonderful self-learning opportunity - allowing you to learn where you have gone wrong, how to put it right, and even how you might avoid making similar mistakes in the future. In my opinion, a good approach to corrections is the single biggest factor in the making of a good student!

## COMMUNICATION

**Q: What should the parent do when they get the report?**

A: I'd like to hear your reply! The easiest way to communicate is by email - please let me know things like: (1) Is the student enjoying the lessons? Do they feel they are benefitting from them? (2) Do they do the homework in good time, or are they leaving it until the last minute? (3) Is there any feedback from school (e.g. reports, parent evenings, school exam results etc.)?

The minimum level of communication required from the parent is to tell the student that the report has been received and the fees have been paid.

**Q: What happens if the parent forgets to pay?**

A: I will email through a reminder. If payments are repeatedly late, then I will add a 'late payment' charge - so do please watch out for the report and invoice.

**Q: Can I phone at any time? When should I phone rather than email?**

A: You can try my landline number 020-8920-0528 at any time, within reason, but the best times to reach me for longer calls are weekday mornings 8:30-10am. Telephone is strongly preferred to email for anything urgent (e.g. rearranging an upcoming lesson) or anything requiring longer discussion (e.g. a poor exam result at school).

**Phil Prentice, mathematics tuition for GCSE and A-level**

Tel: 020-8920-0528 Website: [www.philsmathspage.co.uk](http://www.philsmathspage.co.uk) Email: [philprentice@btinternet.com](mailto:philprentice@btinternet.com)