



Home-School Tutoring & Educational Services (U.K.)

WELCOME TO TUTORS! WE NEED MORE TUTORS IN ALL AREAS

To return back to the main website, please click the 'back' button in the top left of the browser window.

This is an open invitation to all potential tutors. We need more tutors to register with us in all the areas where we have a Home-School Tutoring Office established at present. Please see the Map and Listings on this web-site – your Registration is made directly to each Area office. *(if there is no local office at present, please see the end of this letter to register your interest for the future.)*

All teachers, graduates or other persons who can offer to tutor a specialist subject are invited to register for teaching or other educational services. Although we particularly need teachers of Mathematics, English, Science, Languages and teachers for special needs and learning difficulties, we welcome tutors of ALL school and college subjects. Also professional tutors in subjects such as Accountancy and Law are increasingly required.

We seek to maintain the high standard of professionalism for which Home School Tutoring is recommended and to continue the provision of quality tuition.

We want you to enjoy tutoring through Home-School. There is *no* obligation to accept any tutoring or teaching opportunity that is offered to you if you do not feel comfortable. And if you are teaching in a school at present, the pupils offered to you will not be from that same school. Even if you can only spare one or two hours per week, you are most welcome to register. All arrangements are made between yourself and the client, to your mutual convenience.

You will be rewarded well for your tuition both in terms of remuneration and in satisfaction. This is a personal service and you are valued by our organisation and by the people to whom you are recommended.

As an organisation we fully support the work done by our schools and colleges in both the state and independent sectors of education, but we all accept that there are times when additional help can make all the difference to confidence and achievement. We invite you to join us and use your skills in this way.

Opportunities Available

As an Educational Agency, our main service to the public is in home tutoring. Most of this is in addition to a pupil's work at school or college when extra help is requested. Some of this home tutoring can be to help with exam preparation for a limited period, whilst on other occasions, the home tutoring can become long-term support and encouragement. Tutoring can be either in your own home or in the home of the pupil, according to circumstances.

We are also sometimes asked by schools to recommend suitable teachers for their full/part-time or supply needs and occasionally a company or language school will approach us for recommendations if a specialist is required for consultancy or tuition. You are asked to specify on the Registration Form if you are interested in these additional opportunities besides home tutoring.

Availability of Work

We are regularly asked how much work can be expected once you have registered with us. As each area is subject to different factors, predictions can be misleading. There are however, some tutors to whom we are able to offer more assignments than others. Reasons for this may possibly be due to a combination of factors:

- (a) The subject(s) you can offer (some subjects are requested more frequently – as explained above).*
- (b) The area in which you live and whether or not you can be mobile as well as available in your own home.*
- (c) The professional way in which you conduct the assignments, leading to recommendations from clients and from Home School Tutoring itself.*
- (d) Your reliability and promptness in returning the commission to the Agency each month.*

Fees and Remuneration

When you contact your local Home-school Tutoring Office as a potential tutor, you will then be able to receive specific details of the fees that you can expect to receive for the level and subject you teach.

For now, however, general information is given which we hope will encourage you to register:

- We believe our fees to be fair and realistic for the professional services that you will give. We want our tutors to continue to tutor through Home-School for many years – and many do – a recommendation in itself.
- You do not have to arrange the fees yourself with the client. Home-School Tutoring recommends you personally to the client and arranges the fees with each client for you. You are paid direct, the full fee, from the client when you tutor. The fee always includes the normal 20% commission fee to the Home-School Agency. All our teachers are trusted to send that in to us. You receive your money from the client immediately – we wait for you to send us our commission percentage, which you do at the end of each month. We send you a form; you fill in the number of lessons that you have taken during the month and then send in the commission from the client that belongs to the Agency.

Lesson Appointment Cards

We aim to give you help and support when you start tutoring with us and Lesson Appointment Cards are available to assist you to be professional and business-like with each new client.

Interest charges on late payments of Commission

We give you up to 6 days after the end of each month to send in the commission to us that is due. If you send it in late, after that, then we do expect you to add interest charges – this is all explained on the Monthly Report Forms which you will receive when you start tutoring. Should the Agency have to take steps to recover the commission (collected by the tutor from the client but not passed to the agency by the tutor) then the tutor will be liable for all of the agency's costs, charges and expenses directly or indirectly incurred in obtaining or enforcing the payment.

We thank tutors for their promptness in sending in the Monthly Report Forms and commission without the need for reminders. It sustains the pleasant working relationship between us.

Inland Revenue /Insurance

Please note that these matters are your own responsibility. We do not “employ” our tutors – we RECOMMEND you and rely on your professional judgement to carry out your tutoring assignments responsibly. We do however, advise that all tutors are aware of their responsibilities under the Inland Revenue self-assessment system.

Cancellation of Lessons

We want to aid you in your professionalism. We advise that you state to each new client your terms of business concerning the payment of the fees and your policy concerning cancellation of lessons. Show them the Lesson Appointment Cards (which you can request when you start tutoring) and point out to them the words on these concerning cancellations.

We advise that tutors who accept short-notice cancellations without disapproval, quickly lose pupils and do not become established so easily. We cannot become involved in situations where clients fail to keep appointments and if a cancellation fee is requested by the tutor because of the inconvenience caused by the client, then that fee is determined and administered by the tutor, and is due in total to the tutor without any Agency involvement.

Books and Equipment

All tutors are responsible for their own books and equipment and Home-School cannot be asked to recover losses. Clients will often be willing to purchase books recommended to them by tutors. Should tutors need advice on possible text-books or past examination papers we can possibly put them in touch with other tutors who are teaching similar subject-levels and we can also supply the addresses of examination boards.

Confidentiality

The Client's confidentiality is respected in all circumstances and there must be no contact with a pupil's school or college unless express permission from the client is given. There are circumstances in which the school is pleased to liaise with the tutor, but it must be the client who gives this directive.

Disclaimer

The Home-School Agency will not be held responsible for any injury, loss, accidental damage, personal indictment or any other claim whatsoever arising in connection with any tutoring or teaching assignment. Tutors, teacher and other professional persons are recommended to clients on the basis of their professional suitability and personal character, on the information obtained by the agency in good faith.

Our Statement of PRINCIPLES and CODE OF PROFESSIONAL CONDUCT is declared below:

- 1. Home-School supports the work carried out by teachers in both the state and the independent sector of education.**
- 2. We aim to help pupils gain confidence and to reach their full potential as individuals, both in character and achievement.**
- 3. We teach by positive encouragement and with a pastoral concern for the individual.**
- 4. The conduct of tutors registered with Home-School will give no cause for reproach or concern whilst in a position of trust.**

We ask that all tutors who register with Home-School are in agreement with these statements.

Register now – contact your local Home-School Tutoring Office:

Please now contact the Home-School Tutoring office in your area to request further information and the Registration Form – you will find their details on this web-site under the relevant Area. They will be pleased to hear from you.

No Home-School Tutoring Agency in your Area yet?

If there is no Home-School Tutoring Agency operating in your area at the moment, you may like to consider owning and running that area yourself. Please look at the page on this web-site "Become an Associate".

Or – you may like to register your details with Home-School U.K. as a potential tutor – to be available when we do start in your area. In this case, please either write or e-mail your name, address, the subject(s) you can offer to tutor and your contact number(s) to Home-School Tutoring U.K. (by e-mail or by post only please.)

We look forward to hearing from you and to welcoming you as a tutor with us.

To submit a request for further information and for your registration form, please [click here](#).

Yours sincerely,

Margaret Sweetland, Home-School U.K.
And each Area Home-School Tutoring Associate.

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