

Behaviour and Attendance Policy

Our primary goal is to provide a safe and conducive learning environment for children during their tutoring sessions.

This behaviour policy outlines the expectations, rules, and consequences that will be enforced to ensure a positive and productive tutoring experience for everyone involved. By adhering to this policy, we aim to foster respect, responsibility, and cooperation among the children and tutors.

Respectful behaviour

- Respect for Tutors: Children are expected to treat their tutors with respect and courtesy. Disruptive or disrespectful behaviour towards tutors will not be tolerated.
- Respect for Property: Children must respect the property of the home where tutoring takes place, as well as any materials or resources provided by the tutor. The costs of any intentional damage or misuse of property will be charged to the parents/carers.
- Respect for others: Children must treat their peers, family members, and any other individuals present with respect and kindness. Bullying, name-calling, or any form of disrespectful behaviour will not be tolerated.

Attendance and Punctuality

- Timeliness: Children are expected to arrive on time for their tutoring sessions. Punctuality not only demonstrates respect for the tutor's time but also ensures that the full allotted session can be utilised effectively. In the event of unavoidable delays, parents/guardians must inform the tutor as soon as possible. The lesson will only take place in the allocated time slot, unless otherwise organised 24 hours prior to the lesson. The tutor has the right to terminate the lesson if the student is 15 minutes late.
- Attendance: Regular attendance is crucial for the child's progress. Parents/carers should notify the tutor at least 24 hours in advance if a session needs to be rescheduled or cancelled. Excessive absenteeism without a valid reason may result in a review of the tutoring arrangement. Parents/carers should contact Tutors via email, cc'ing evermoreeducationuk@gmail.com or through the group WhatsApp chat with parents, tutor and Co-Directors.
- Punctuality: To ensure and enhance the child's progression, tutors will work with parents to continue learning support at home, whilst the tutor is not present. This homework is

vital to be completed and crucial to the progression of the child, therefore excessive absence of home learning without a valid reason may result in a review of the tutoring arrangement.

Personal Conduct

- Personal hygiene: Children are expected to arrive for their tutoring sessions clean and appropriately dressed. Maintaining good personal hygiene is essential for a healthy and comfortable learning environment.
- Prohibited items: Children must not bring or use any prohibited items during the tutoring sessions, including weapons, drugs, alcohol, tobacco products, or any other illegal substances.
- Confidentiality: Children must respect the privacy and confidentiality of others. Personal information shared during tutoring sessions should not be disclosed to unauthorised individuals.

Consequences

- Warnings: In case of minor infractions, tutors will sensitively explain more appropriate behaviour expected.
- Parental involvement: For persistent or severe misbehaviour, the tutor will involve the child's parents/guardians to discuss the issue and jointly determine appropriate corrective measures.
- Termination of tutoring: In extreme cases where a child repeatedly demonstrates severe misconduct or poses a threat to the safety of others, the tutoring arrangement may be terminated, with no refund of fees.

Parent/Carer Support

- We encourage parents/guardians to reinforce the behaviour policy and support tutors in maintaining a positive learning environment. Open communication between tutors and parents/guardians is vital for addressing any concerns and ensuring the child's progress and well-being.

Upon accepting tuition with Evermore Education, the parents/carers agree to comply with the behaviour policy for home tutoring. A copy of this policy will be sent prior to tuition commencing.

This policy was last reviewed in July 2024.