

# TFB Tutoring

Specialist Home-based Support for Children with Learning Difficulties

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[www.tfb-edu.com](http://www.tfb-edu.com)

Please complete the form below or contact us through email or phone.

Parent/Guardian Details	Child's Personal Details
Title:	Forename:
Forename:	Surname:
Surname:	DOB:
Contact Details including Telephone No.	Year Group in School:
Relationship:	Areas of support required:

## Policies

1. As part of our registration process, we would require access to all the details of your child regarding their health, emotional, behavioural and learning difficulties as well as any reports from teachers and outside professionals such as EP, SALT, GP, or OT.
2. All the information is stored safely and strict confidentiality is maintained regarding your child's information.
3. Fees for our sessions will need to be transferred directly to our bank account, details of which will be provided at the time of registration.
4. Sessions will run strictly to their allotted time schedule. A delayed start will therefore mean reduced time for the session. Parents must ensure the children are brought to the session on time.
5. Most sessions will be one to one and based on the child's individual needs. On certain occasions, where two or more children are doing the same activity, they may be required to work in a group of 2 or 3. Sufficient allowance will be made to the time allotted for the session to ensure the activities are completed and to ensure that adequate support is provided to each child during the session.