9 March 2020

Dear Parents/Carers

Languages tuition

I am writing to inform you that our Foreign Language Assistants are now offering the chance for private tuition. These sessions could provide an excellent opportunity for your child to gain additional support in the language(s) that they study. Lessons will take place after school from 3.40pm to 4.40pm in the Learning Resource Centre.

The opportunity to hold private tuition in the Learning Resource Centre has several advantages:

- A safe and secure staffed environment for both students and Foreign Language Assistants.
- Access to school resources and research facilities.
- A secure payment system.
- Informal advice and support available from HGS staff on the planning and preparation of relevant resources.

The languages on offer will be French, Italian and Spanish. Unfortunately, our German assistant has no availability. Lessons will be charged at £24.00 per hour and will run from 3.40pm to 4.40pm.

The process for making bookings is as follows:

1. Students sign up by returning the reply slip below from a parent indicating all the slots when the student would be available. You may indicate these in order of preference (1,2,3 etc.).
2. Places will be allocated on a first-come first-served basis and reply slips will be dated upon receipt.
3. Contact details for the Assistant will be provided.
4. We will confirm by email that the slot is available and you will then be invited to make a payment online.
5. Payment should be made online in advance for a bundle of six lessons at a time. ‘Private Language Tutoring’ payment option can be found online under the Products section and an amount of £144 needs to be paid. If you believe you are eligible for financial support for such an opportunity please let us know.
6. After the six lessons, if there is no-one on the waiting list for your slot, you would be able to sign up for another set of six lessons, should you wish.

Terms and conditions

- Lessons will be charged at £24 per hour.
- Lessons will be prepared and work marked (if not done with the student during the lesson) outside the lesson.
- Where possible the Assistants must be warned of a cancellation due to a planned absence one week in advance and the lesson will be rescheduled, preferably in the same week.
• Where little or no notice is provided of a cancellation (e.g. on the day or a ‘no show’) the full fee will still be payable.
• If parents would like to stop the lessons, we require one week notice so we have the opportunity to advertise the remaining slot to other students.
• Lessons will run during term time only and will run until the end of May when the assistant team leave.
• Payment must be made at least one week in advance, otherwise lessons will cease and the slot may be given to another student if payment is not received when requested.

The timetable will be managed by the assistants and overseen by MFL staff.

If you would like to make a booking please complete the form below by placing a tick on the relevant day and returning it to Mr Stipetic/Miss Martín in the MFL office next to A25.

The payment system is now live and places will be filled on a first-come-first-served basis. We will contact people on the waiting list as new places come up.

I look forward to hearing from you.

Yours sincerely

Mr A Stipetic  Miss E Martín
Faculty Leader, MFL  Learning Manager, MFL
MFL tuition

Please detach this slip and return to Mr Stipetic/Miss Martin in the MFL office next to A25.

I would like my child (name) …………………………………………………………………… in form …………………….. to begin lessons with the Foreign Language Assistant on the day indicated below which will start in the next two weeks. I have read the terms and conditions.

Once Miss Martin confirms availability for the lesson, you will be instructed to pay online.

<table>
<thead>
<tr>
<th>Language</th>
<th>French - Camille Etienne</th>
<th>Italian - Nadia Rossi</th>
<th>Spanish - Magali Núñez</th>
<th>Spanish - Elena Martín</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Contact details:

Name: …………………………………………………………………………………

Email: …………………………………………………………………………………… (please write very clearly)

Mobile phone: …………………………………………………………………………

Home phone: …………………………………………………………………………

Signed: …………………………………………………………………………………

Date: ……………………………………………………………………………………