

Welcome

A very warm welcome to Bury Tuition Centre. Here at the Centre we strive to do everything we possibly can to help your child achieve their personal academic goals and reach their full potential.

The Centre Owner and Principal Teacher at Bury Tuition Centre is Shazia Tahir, a highly experienced, fully qualified teacher who has taught both Key Stage One and Two in the state sector and is passionate about bringing the best out of every child. She oversees a team of hardworking, dedicated, and highly experienced teachers who take great pride in helping and nurturing every child that comes to the Centre.

This prospectus is designed to give you as much information as possible about what we do here at Bury Tuition Centre. We want all prospective clients to feel confident, secure and comfortable with sending a child to us for tuition, and it is important that you feel that any and all questions that you may have are answered as fully as possible. If you cannot find the information that you are looking for within the prospectus, then please do not hesitate to ask Shazia or our Centre manager.

Shazia Tahir.
Centre Owner and Principal Teacher.

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1. What we do

Bury Tuition Centre provides professional tuition to students with a wide range of differing needs and aspirations. We cater for children who are having difficulty with their schoolwork to those who would like to be extended. We are happy to accept children with learning difficulties, disabilities or health issues if we feel that they would benefit from our services. Our small group sizes mean that each student receives one to one attention, and can be accelerated at the appropriate rate.

Our programmes are designed to give students the motivation to succeed:

- ✓ Progress is always made at the child's own pace, so that he or she is extended and challenged, but never overwhelmed.
- ✓ Time is allowed for all concepts to be thoroughly understood before progressing to the next stage.
- ✓ High achieving students are allowed to progress to more complex and challenging work if their tutor feels that it would be beneficial. Schools often stop students from doing this as they do not like one child to be further ahead than the others in their class.
- ✓ Peer group pressure may have stopped your child asking for help at school. This is highly unlikely at Bury Tuition Centre.
- ✓ Small groups of up to 4 mean that your child's problems can be identified quickly and dealt with effectively.
- ✓ Subject specialists mean that your child is receiving quality tuition from a qualified teacher.
- ✓ Intensive exam revision classes and summer school means that your child will always have extra support leading up to tests and exams.
- ✓ Regular feedback to parents and guardians ensures that you are always informed about your child's progress.
- ✓ Bury Tuition Centre is Ofsted registered, meaning that we have to adhere to the same standards of safeguarding and care as schools. This gives parent's extra peace of mind.

Although we utilise computers as a learning tool your child will never spend their lessons "just sitting at a computer".

2. Assessment and Consultation

Before enrolment we carry out an assessment on every child. The initial assessment takes approx. 1 hour and will enable us to determine what level your child is currently working at and how that compares nationally. Primary school children will be assessed in English and Mathematics, while secondary school students will be assessed in English, Mathematics and where appropriate Science.

All assessments performed at the Centre are **FREE** of charge. We do not require A Level students to

complete an assessment, however they will be asked to attend a meeting at the centre to discuss their individual needs and requirements with a subject specialist.

Each student's detailed appraisal is discussed openly and honestly with their parent or guardian. If we feel that a child's difficulties are minor and that regular school will probably correct them, then we will say so.

If we believe the situation warrants professional assistance, we will outline what needs to be done and parents can decide whether or not to enrol with Bury Tuition Centre.

We will discuss the results with you and explain how we would teach and support your child depending upon their individual requirements. If at any point you feel that what we offer is not right for your child, then you can walk away having made no financial outlay or commitment. If you do decide to enrol your child, they will be offered a place with the teacher we feel is best equipped to support their individual learning needs.

3. Why Bury Tuition Centre is so successful?

Children try harder when they know they can be successful. We emphasise the positive aspects with every child so that outright failure is eliminated. Bury Tuition Centre provide an opportunity to repair damaged confidence and self-esteem, in an atmosphere of encouragement where learning can be challenging but fun. We provide the resources, the motivation and the expert tuition and the children do the rest!

The Centre is successful because...

- ✓ We only employ qualified teachers with experience of working within schools, colleges or universities.
- ✓ We offer a free, no obligation assessment.
- ✓ We discuss your concerns and we understand that parents usually have an accurate idea of how their child is performing at school.
- ✓ We work with your child to find their strengths and weaknesses and then build upon this.
- ✓ We discuss results confidentially and are honest about whether or not we can help.
- ✓ There are no hidden costs and payments can be made weekly.
- ✓ There is no contract or minimum enrolment period.
- ✓ All equipment and resources are provided.
- ✓ Discounts are available for 2 or more lessons or when siblings attend together.
- ✓ Individual, graded programmes are tailored to every child.

- ✓ We plan for your child to be successful in **every** lesson.
- ✓ Specially written programmes, exclusive to Bury Tuition Centre, enable children to learn in a motivating and fun way.
- ✓ We have a 100% pass rate for 11+ examination students.

Professional, caring, qualified and experienced educators....

- We are not an agency providing tutors - We own and operate our own Centre.
- We guarantee that your child will be placed in the care of a professional, experienced and qualified teacher.
- Your child's teacher will understand your child's problems.
- We create a positive learning environment that promotes success for all.

Our teachers come from a range of backgrounds and subject specialisms which allows us to offer a wide range of subjects from KS1 right through to A level.

4. What subjects do we offer?

4.1. Key Stage One – Key Stage Three

4.1.1. **Reading:** All types of reading difficulties are catered for. These range from children who are virtual non-readers, to children who have only minor difficulties. Reading relates to every area of your child's education, so if your child is weak in several areas we will usually suggest helping with reading first.

4.1.2. **Spelling:** We cater for students who are in the early stages of spelling development, through to older pupils who have not yet developed all spelling competencies. Not all children grasp spelling automatically 'as they go along'. Many need to be taught formally. A confident speller will also blossom as a better reader and writer.

4.1.3. **11+ Examination:** We offer tutoring to prepare your child for any of the 11+ entrance examinations within a 30 mile radius. We have access to past papers from all schools and are up to date on any changes that have been made to the way the examinations are carried out.

4.1.4. **English:** We assist students to improve their skills in grammar, punctuation, word knowledge, vocabulary and creative writing.

4.1.5. **Mathematics:** We help children who have missed out on the development and understanding of basic concepts that prevent them from making further progress. We also assist others who are just experiencing difficulty in one area of mathematics. And **yes** we do teach tables!

4.1.6. **SAT's Preparation:** We offer extensive tuition in both Key Stage one and Key Stage two SAT's preparation. Our tutors are aware of any changes to the way the tests are to be carried out or presented and will teach your child the skills they need to successfully pass these ever more challenging exams.

4.2. **Science:** Many students who are in their first or second year of secondary school find science a challenge as they struggle to grasp new concepts, theories and ways of learning. We are able to break topics down and explain them in a way that students better understand. This helps children to become more engaged in the sciences and sets them up with a solid foundation for their GCSE examinations in the following years.

4.3. GCSE

4.3.1. **English Language and Literature:** Strong language skills are the key to basic learning and understanding in all other academic subjects, and for some students grasping these skills does not come easily. Our tutors will help your child to master the basics such as grammar, punctuation and spelling, as well as sentence structures, use of paragraphs and creating and utilising a more extensive vocabulary. Once these skills are in place we are then able to help students with much more challenging areas such as understanding and analysing text, writing in different styles (narrative, monologue, factual, etc.) and answering examination questions.

4.3.2. **Mathematics:** Our tutors will help students to utilise the core skills they have already learned in Maths and expand them into tools that will help students to understand more complex mathematical themes and subjects. Some students may need to be taken right back to the very basics of mathematical learning in order for them to understand the more difficult topics and areas of study at GCSE level. It is often the case that students feel more confident after being re-introduced to earlier concepts and are able to grasp newer topics and ideas much more quickly and thoroughly as a result of this.

4.3.3. **Science:** Science can be very confusing at GCSE, with a multitude of courses at varying levels on offer with numerous exam boards. Our specialist tutors are trained to teach all courses with every exam board, including Additional Science and IGCSE. They will help your child to grasp the core ideas and concepts that create the strong

foundations of scientific understanding before helping them to move forward with more challenging topics.

- 4.3.4. **Statistics:** Statistics GCSE's are usually undertaken as part of an Additional or Higher Mathematics GCSE course that has been chosen by the student as one of their GCSE options.

Many of our GCSE tutors are qualified examination markers, which gives them additional knowledge and insight as to how your child can gain the highest possible grades.

4.4. A Level

We offer highly specialised tuition in the following A Level subjects:

- **Biology**
- **Chemistry**
- **English Language**
- **English Literature**
- **Mathematics**
- **Statistics**

All of our A Level teachers are specially trained to teach post 16 education. They have in depth knowledge of their chosen subject and have all taught A Level within a school or college setting.

5. What happens in lessons?

A lesson lasts for 80 minutes, with students rotating between individual time with their teacher, computer work, written studies, correction, completion of unfinished homework and issuing of new homework. There will be up to three other students in any one session, each working quietly on their own individual programme of study.

6. What about homework?

We expect some homework to be completed each week. This provides valuable follow up, extension and reinforcement of concepts covered during the lesson. It also encourages a routine approach to study, even for younger students. It should not be left until the night before - a little each evening promotes greater learning and fosters superior study habits in your child.

A purple PVC wallet for homework will be given to your child. Homework is not normally given during holidays. However, if you do want your child to receive homework during holidays, please let us know.

We do not allow students to complete their school homework during their tutoring session. Your child may bring their homework into the session in order to ask for advice and support but they will only be allowed to spend a maximum of five minutes discussing this with their tutor. If your child often struggles with their homework then it is worth noting that most high schools run a homework club after school, which is usually staffed by teachers who can help with any basic queries that your child may have.

7. When do lessons take place?

Lessons are currently held after school during term-time, from Monday to Friday and all day Saturday. A copy of our term dates can be found on the notice board in the waiting area (these tend to coincide with Bury school holidays).

If your child's session falls on a bank holiday and you do not want them to miss a week, we can arrange for your child to attend on an alternative day. We also offer some sessions during school holidays though places are limited. Details of holiday sessions are posted on the notice board in the run up to each break.

Our tutoring hours during term time are as follows:

Monday	4:00 – 7.30pm
Tuesday	4:00 – 7.30pm
Wednesday	4:00 – 7.30pm
Thursday	closed
Friday	4:00 – 7.30pm
Saturday	9.30 - 3.30pm

Most students begin with one session per week though some parents, whose children are significantly behind or have a particular examination imminent, often elect for two or more lessons per week.

8. How long will my child need tuition?

Tuition is not an instant fix. Students need to be committed and focused in order to make steady progression. The speed your child progresses at is directly related to a number of factors, including:

- ✓ Attitude towards learning
- ✓ Attendance
- ✓ Regular, consistent & careful completion of homework
- ✓ How much 'catching up' is required
- ✓ Attitude towards mainstream school
- ✓ Support and encouragement from family

We ask you to encourage all of the above to ensure that you are getting best value from the investment you are making in your child's education.

9. Conditions of enrolment

We provide lessons designed to improve your child's understanding of the chosen subject. We set homework for **ALL** students each and every week, and it is important that parents do their best to see that it is completed.

We also enrol your child on the basis that you ensure that attendance is regular and punctual.

Being free from the distractions found at school and at home is a key benefit of studying at our Centre and your child is expected to focus and work without disturbing other children.

9.1. Attendance

Once a child is offered a place in one of our tutoring sessions, this place is guaranteed for as long as tutoring is required. Upon enrolment, a place is reserved for your child on a mutually convenient day and time. **This time slot cannot be taken by another student, therefore a fee is payable whether your child attends or not.**

It is best for your child's continued progress to attend at his/her appointed time each week. If your

child has to miss a session through illness, school trips or any other unavoidable reason, please contact us as soon as possible so a 'make-up lesson' can be arranged for the same week. **Make-up sessions take place at 3.30pm on a Saturday.** You can contact us at any time by phoning the centre on **0161 797 7707** or sending a text message to **07527675842**. Since make-up lessons involve placing your child with another teacher please try to keep this to emergencies only.

9.2. Dropping off and picking up

The break between classes is used to set up computers and resources for the next lesson, so your cooperation in picking your child up on time is appreciated.

Children whose parents have not arrived on time will be asked to sit in the waiting area. Students are not to leave the centre without a parent or Guardian unless prior arrangements have been made. If you are running unavoidably late, please try to let us know so that your child does not get unduly concerned.

10. Fees

One session per week up to GCSE	£27.00
Two sessions per week up to GCSE	£49.00
Three sessions per week up to GCSE	£66.00
A-LEVEL session	£32.00
Block booking (10 sessions receive 1 session free)	£270 (KS2/KS3/GCSE) £320 (A-LEVEL)

Family discounts: For 2 or more siblings attending in the same week the charge is £27/ £22 per lesson. A child who attends 2 or more sessions each week also pays £27/£22.

We are registered with OFSTED as a childcare provider and provide care during term time and summer time. Parents who receive **working tax credit** and work for 16 HOURS per week can receive up to 70% off the cost of tuition. Below are the details you need to provide the tax office:-

NAME OF CHILD

HOURS PER WEEK

REFERENCE NUMBER :- EY459598

1

Payments can be made via cash / cheque or BACS TRANSFER (below are the details)

BANK :- BARCLAYS

SORT CODE:- 20-16-08

ACCOUNT NUMBER:- 63927628

PLEASE USE YOUR CHILD'S NAME AS A REFERENCE FOR BACS PAYMENTS.

11. Problems or Concerns

First and foremost, if you are not satisfied with the service being provided for your child please discuss it with us immediately. Not addressing problems quickly can often make matters worse. We genuinely want to know if you or your child has any concerns with any aspect of your experience here. Our aim is to give the best possible service we can so feel free to call us, preferably out of tutoring hours, to discuss any matters that arise.

12. Referrals

The vast majority of our custom is via word-of-mouth from satisfied parents to friends and colleagues or between children at school. We really appreciate your support in this regard so if you are equally satisfied with the progress your child makes here please let others know about it so we can help more children in our community.

Students are also referred to Bury Tuition Centre by schools, Local Education Authorities and health service providers. Because of our reputation we have a growing network of professionals who are happy to refer children to us here at Bury.

13. Keeping you informed

You will gather from the information provided above that we are keen to provide an opportunity for you to talk to us about your child's progress and about any concerns you might have.

In addition, we want to keep parents fully informed about general matters of interest, good news stories and so on. As our Centre grows, so too does the challenge of communicating effectively within our community. To this end we are moving with the times and offer a range of ways to help communication across our network.



You can call us on 0161 797 7707 or text to 07527 675 842



you can go to our website :- www.burytuition.co.uk



You can email us at info@burytuition.co.uk



You can like and follow us on Facebook

14. When it's time to leave

There will come a time when you want to leave Bury Tuition Centre. This is normally because your child has achieved their goal such as catching up in class, completing their GCSEs or passing an entrance exam. There is no binding contract period here but two weeks' notice of your intention to discontinue with lessons would be much appreciated. This provides us with an opportunity to give notice to a child on our waiting list or release the slot for new children being assessed.

15. And finally....

Every child should have the right to seize the opportunities that life provides but for different reasons many fall short of achieving their full potential. We believe that education is essential if your child is going to be successful, well rounded and happy.

Please take a look around. If you have visited the centre during opening hours you will already know that we have created a caring, child-centred, fun environment that is also dynamic and challenging for our students.

With appropriate support from home, we have proven time and time again that we have the expertise and the commitment to meet and very often **surpass our parents' expectations**. This is reflected in the cards, testimonials and other customer comments that you can find in our waiting area and on our notice boards.

If your child needs support, the team here at **Bury Tuition Centre**, will provide the ideal environment to improve confidence, raise attainment and help you meet those all-important goals.