TERMS AND CONDITIONS FOR ONE-OFF WORKSHOPS

Please note that all workshops are for English Literature students only, not English Language or Combined English Language & Literature.

Definitions

The following definitions apply in this document:

'Workshop' means the online group tutoring session provided by the Tutor, the duration of which is outlined in each Workshop description.

'Student' means the individual participating in the Workshop.

'Tutor' means Adèle, who provides the tuition and feedback described in these Terms and Conditions.

1. Tuition

1.1. Workshops are delivered online via Microsoft Teams.

1.1.1. A Teams meeting link will be sent by email once payment for the Workshop has been processed.

1.2. Written work submitted for feedback will be returned with annotations and personalised feedback designed to help Students improve their writing. Rather than assigning grades, feedback will focus on the specific changes that will have the greatest impact on future essays.

1.3. Each Workshop will have a maximum of 6 Students.

2. Payment

2.1. Workshops will be charged at the price outlined in the Workshop description on my website; this will vary based on the duration and content of the Workshop.

2.2. Payment for a Workshop is due upfront on my website to secure a student's place.

3. Submitting work

3.1. Workshops are typically structured around discussing work submitted by Students in advance. This may include an essay paragraph, thesis statement,

conclusion, or other appropriate written work, as outlined in the Workshop description.

3.2. For Workshops, **submitted work should not exceed 400 words**, unless otherwise communicated by email.

3.3. Where appropriate work is submitted before the deadline, written annotations and feedback will be provided before the Workshop. This feedback will form the basis of the discussion during the Workshop.

3.4. Due to the collaborative nature of the Workshop, Students will submit their work via a shared Google Doc for the Workshop. By submitting work to the shared document, Students acknowledge that their work, the feedback provided, and the names and emails associated with their Google accounts will be visible to other participants in the Workshop. In light of this, Students are advised to register Google accounts in their first names only and not linked to school email addresses.

3.5. Work must be uploaded to the Google Doc for the relevant Workshop by the submission deadline communicated by email if the Student would like written feedback. Please note that reminders will not be sent.

4. Student cancellation and non-attendance

4.1. 72 hours' notice is required for the cancellation of a Student's place in a Workshop. Cancellations made within less than 72 hours before the Workshop will not be refunded.

5. Tutor cancellation and rescheduling

5.1. If the Tutor needs to cancel the Workshop due to illness or other unforeseen circumstances, they will endeavour to reschedule the affected Workshop at an alternative time. If the affected Workshop cannot reasonably rescheduled, the fee paid for that Workshop will be fully refunded.

6. Expectations for online Workshops

6.1. If a Student expects to be late for the Workshop, they should notify the Tutor as soon as possible. Workshops will finish at the scheduled time and cannot be extended to compensate for a Student's late arrival.

6.2. Students are responsible for ensuring that they are able to access Microsoft Teams and Google Drive before the Workshop. This may require the Student to download the Microsoft Teams app; the free version is sufficient for Workshops.

6.3. If technical difficulties on the Tutor's side prevent a Workshop from taking place or significantly disrupt the Workshop, the Tutor will make reasonable efforts to resolve the issue or arrange an alternative. Where a Workshop cannot reasonably be completed due to technical difficulties, the affected Workshop will be rescheduled or, where rescheduling is not reasonably possible, the fee for that Workshop will be refunded in accordance with clause 5.2.

6.4. The Tutor will not ordinarily be responsible for technical difficulties arising from a Student's device, internet connection, software, or other equipment used to access the Workshop.

Agreement

By booking onto a Workshop, you confirm that you have read, understood and agreed to these Terms and Conditions.