

CAM Educational Services

Terms and Conditions

Professional Conduct

Professional Independence & Integrity expected from CAM Educational Services includes:

Avoiding any action which might compromise integrity and/or bring discredit on the profession;

Ensuring that advice and recommendations are based on impartial consideration of all pertinent facts, circumstances and opinions derived from reliable and relevant sources;

Declaring at the first possible opportunity any personal, financial or business relationship or interest which might be thought to influence judgement or objectivity and withdraw from any assignment where judgement or objectivity might be compromised;

Refraining from being involved in inappropriate relationships with those to whom being offered a professional service;

Refraining from any actions which might be construed as harassment;

Never using, knowingly and without permission, copyright material or proprietary data or material to which is not entitled and acknowledge the source of any published or other research material used in the work;

Take steps to ensure reasonable safety and supervision in the use of all procedures and equipment used in professional practice;

When publicising work or services, give only information which is honest, factual and relevant to the profession of SpLD teacher assessor;

Seek at all times, to promote high standards within the profession of SpLD teacher/ assessor.

Responsibility to Client

Responsibility should ensure:

Consideration of the needs of the individual learner as paramount;

Respect individual, cultural and role differences, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status;

Respect the knowledge and experience, views, aims and preferences of the client;

Have the highest regard for the confidential nature of the work undertaken and individual records kept, safeguarding confidentiality at all times;

Subcontract work only with the client's agreement;

With client's approval, refer the client to another professional or another service where that is considered in the client's best interests, declaring any personal interest in such further work if it exists;

Ensure that, as appropriate, all programmes and advice are discussed and agreed with the client before being finalised;

Discuss and agree with the client changes of approach and methods when these are considered to be in the client's best interests;

Tutoring

Aims

The tutoring services offer work in partnership with parents and school. At the onset, the aim of the tutoring is discussed and agreed. Through tuition CAM Educational Services strives to improve attainment as a result of tutoring, however this is not guaranteed. Where challenges are met, these are shared with parents and reviewed. Feedback is given verbally at the end of each session and fuller communication shared on a half termly basis.

Cancellation

If a session is cancelled with less than 48 hours' notice, the lesson may still be charged depending on the situation.

Charges

A set price for tutoring is £45 per hour. Travel expenses and timing is travelling is set at £5 for 15 minutes. If additional costs need to be added, you will be informed before tutoring commences.

Charges will be reviewed each September or earlier if the need arises due to exceptional circumstances.

Payment

Payment must be received within 48 hours of the session. An invoice will be provided via email for the session. Any late payments may be charged interest and subsequent teaching may not be guaranteed.

Payment can be either via BACS or cash.

Assessment

The parental questionnaire, which serves as an agreement for the assessment, must be signed and submitted before the assessment. Dates can only be provisionally held for 48 hours, until a deposit of £100 is received. This deposit is not refundable unless CAM services terminate the assessment. A completed parental questionnaire, visual difficulties questionnaire and school questionnaire are required at least 48 hours in advance of the assessment

A full assessment typically lasts around 3 hours, but testing for Access Arrangements will be shorter. Full payment of £490 is due before the assessment report is released.

An assessment report will be emailed to you within 15 days of the assessment taking place. It may be that further communication between parents and school is required after the assessment. A report will not be released until full payment is received.

CAM Educational Services reserves the right to not accept a referral, terminate an assessment or not circulate a report if the client fails to cooperate and the validity of the process is no longer intact or if the terms and conditions outlined above are not complied with.

If an assessment is cancelled with less than 48 hours' notice, there may be a charge of 50% depending on the situation.

Policy Adopted August 2022

Policy to be Reviewed August 2026