

Sound Roots – Tutor Handbook Summary

(September 2025)

This handbook is a quick-reference guide to your key commitments as a Sound Roots tutor. It summarises the full Terms & Conditions (which remain the legal agreement).

1. Engagement

- You are a self-employed tutor working with Sound Roots.
 - You represent Sound Roots when teaching in schools or to private pupils.
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2. Lesson Delivery, Commitments & Cancellations

- Be punctual, professional, and follow the agreed timetable.
 - Private pupils: Sound Roots aims to deliver **6 lessons per half term**.
 - Notice: **6 lessons** (applies equally to parents and tutors).
 - Schools: **1 term's notice** (applies equally to schools and tutors).
 - If a school cancels with less than **48 hours'** notice, Sound Roots may still authorise payment.
 - If a private pupil cancels with less than **24 hours'** notice, Sound Roots may still authorise payment.
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3. Communication

- All communication about fees, scheduling, or policies must go through Sound Roots, not directly with parents.
 - Notify Sound Roots immediately of any timetable changes or illness.
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4. Safeguarding & Conduct

- Follow safeguarding policies (school + Sound Roots).
 - Be professional and respectful at all times.
 - Keep an up-to-date enhanced DBS.
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5. Payment & Commission

- Invoice Sound Roots monthly with your register.
 - Net fees = Gross fee minus agreed commission (normally 20%).
 - Payment is made within 1 calendar month.
 - Travel Policy (Home Lessons)
 - Free travel up to 5 miles each way.
 - Beyond this, mileage is charged at MU Rate (currently £0.56 per mile).
 - If distance isn't practical, lessons may be offered online or at another location.
 - For school placements: no travel fees will ever be charged, but tutors are free to turn down work if the school is further than you want to travel.
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6. Insurance & Liability

- You must hold your own public liability insurance.
 - Any equipment you use must be safe.
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7. Confidentiality & Data

- Treat all pupil, school, and Sound Roots information as confidential.
 - Handle data in line with GDPR.
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8. Non-Compete

- For 12 months after leaving Sound Roots, you may not directly provide services to schools or clients introduced by us without written consent.
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9. Policy Updates

- Policies may be updated; you'll be informed in writing.
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10. Quick Contacts

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Lauren Peters – Administrator
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This handbook is a summary only. Please refer to the full Terms & Conditions (September 2025) for full details.