



Handbook

Parent and Student

  2025 



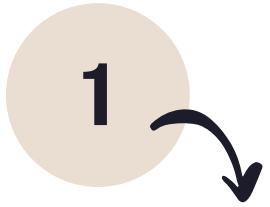


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Welcome!

Thank you so much for choosing Tutoring Horsforth – I'm genuinely delighted to support your child's learning journey.

This handbook includes everything you need to know about how I work. If there's anything you're unsure about or can't find in these pages, you'll find all my contact details on page 3.

When you choose Tutoring Horsforth, you're working directly with me – a qualified teacher who has taught across both primary and secondary schools, and who has delivered specialist SEND and SEMH tuition for several local authorities.

Unlike many larger tuition companies, I don't use generic resources, pre-set lessons or tutor in subjects I have never personally taught or am qualified for. I teach the subjects I specialise in and have taught extensively in real classrooms. This means that every session is grounded in curriculum expertise, classroom insight, and a deep understanding of how learners make progress.

About Me

Hi, I'm Laura – a qualified teacher, experienced examiner and specialist tutor with a passion for helping learners achieve (and often exceed!) their target grades.

I hold a First-Class degree in History, Qualified Teacher Status (QTS) and a Distinction in Access to Education, and I'm proud to be a registered teacher with a National Professional Qualification in Leading Literacy (NPQLL). I've taught across both primary and secondary schools, working with a wide range of learners and always aiming to make education inclusive, engaging and effective.

As an examiner and SATs marker for multiple national exam boards, I know exactly what examiners are looking for. I use that insight to help students build confidence and exam skills – whether they're preparing for Year 6 SATs, GCSEs, A Levels or resits. I've also delivered specialist SEND and SEMH tuition for several local authorities, providing individualised support that's both nurturing and academically focused.

In addition to tutoring, I design and create resources and schemes of work for Classroom Secrets, a widely used UK teaching resource platform. I also produce my own educational posters and printables, which are available to purchase on TES.

My approach is always personalised, supportive and focused on what works best for the individual learner. If you're looking for a friendly, experienced and committed tutor who will work closely with your child to help them feel confident, capable and proud of their progress – you're in the right place.

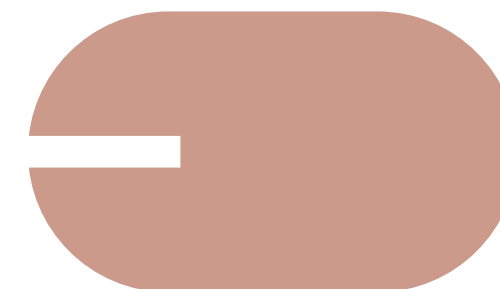
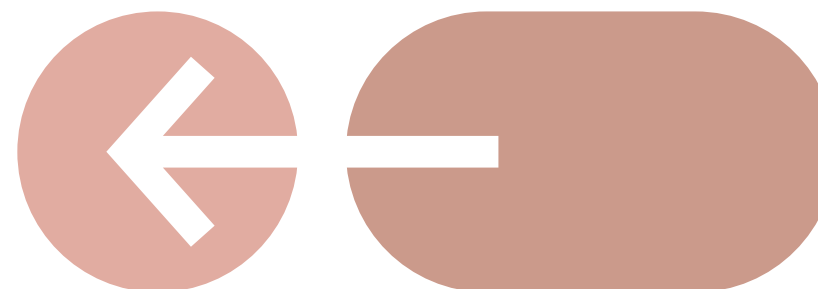


Laura

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Get in contact



with us!



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Primary Support

Years 5–6 & Year 6–7 Transition

At Tutoring Horsforth, I specialise in helping upper Key Stage 2 pupils thrive – both in the run-up to SATs and as they prepare for the move to secondary school. I work with pupils in Year 5, Year 6 and Year 7 to build confidence, secure strong foundations and support a smooth academic and emotional transition into Key Stage 3.

SATs Preparation – Expert-Led and Fully Targeted

As an experienced SATs examiner, I've marked every KS2 paper and know exactly what children need to succeed in the Year 6 National Assessments. My tuition is fully aligned with the end-of-Key Stage 2 expectations and tailored to each child's needs.

English – Reading & GPS

- English – Reading & GPS
- Mathematics – Arithmetic & Reasoning
- 11+ Entrance Exam Support

Year 6–7 Transition: Literacy and Learning Confidence

The jump from Year 6 to Year 7 can feel daunting. That's why I also offer transition support, helping pupils move into secondary school with greater confidence and independence. My NPQLL in Leading Literacy means I place a strong emphasis on:

- Reading for understanding and stamina
- Vocabulary and comprehension
- Writing for different purposes
- Independent learning habits
- Organisation and self-reflection
- Confidence-building in new school environments

I've supported many children to make a flying start in Year 7 – with some of my students gaining national recognition for outstanding progress, including invitations from the Department for Education.

Every child is different, so tuition is always personalised, encouraging and focused on what works. Whether your child needs a boost with core skills, a helping hand before SATs, or a smooth start to secondary life, I'm here to support them every step of the way.

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Secondary Support

GCSE English Language & Literature Support

I offer expert support in GCSE English Language and Literature, helping students improve analysis, writing, and exam confidence. With my experience as an examiner for multiple UK exam boards and a National Professional Qualification in Leading Literacy (NPQLL), I know exactly how to help students meet the demands of all assessment objects. Each session is designed to build skills, boost grades and reduce stress.

A-Level English & History Support

I also offer tuition at A-Level, supporting students with: Essay writing and structure, close reading and comparative skills, developing original, evaluative arguments, understanding complex texts and historical context, revision strategies and planning. Whether your child is aiming for top grades or getting ready for university-level work, sessions are designed to stretch and support, depending on their goals.

Context Matters – History & AO3 Confidence

Many students lose marks by overlooking the contextual knowledge (AO3) that exam boards reward heavily. My First-Class History degree gives me a unique advantage in helping students connect texts to: Literary movements, political and historical events, social and cultural context. Understanding context improves analytical depth and helps students write with confidence and originality in their exams – often turning a grade 5 into a grade 7+.

Creative Writing & Exam Confidence

Creative writing can be a real challenge – or a chance to shine. I help students prepare for GCSE English Language Paper 1 by: Exploring narrative structure and characterisation, building engaging openings and descriptive language, practising timed responses and redrafting. Creative writing sessions are ideal for both reluctant writers and budding authors, giving them the tools and techniques to express themselves confidently under exam conditions.

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College, Adult Learner & Retake Support

Support for College Students

College life can feel overwhelming – new routines, larger class sizes and a big jump in independence. I support college students who may be struggling with English Language, Literature or History by breaking down complex ideas into manageable steps. Whether it's help with assignments, reading texts more confidently or preparing for final exams, I offer patient, structured support that helps learners stay on track and feel more in control of their studies.

Support for Adult Learners

Returning to education as an adult can be a brave and rewarding step – but it also comes with its own challenges. I work with adult learners of all backgrounds who are working towards GCSEs, Functional Skills or simply want to improve their reading and writing. Whether you're studying in the evenings, juggling work or starting again after a long break, I'll meet you where you are and help you move forward with confidence, without judgment.

Support with GCSE Retakes (Winter & Summer)

Resitting exams doesn't mean failure – it means you're giving yourself another chance. I support students retaking GCSE English Language and Literature in the winter or summer exam sessions, focusing on key gaps, exam timing and confidence-building. Many students come to me feeling anxious or unsure, but I'll work at your pace and help you develop the skills and self-belief to go into your next exam feeling prepared and capable.

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Referral discount:

Recommend us to family and friends and you will receive a half price lesson after the referral has completed 1 full month of tuition! I feel incredibly grateful for your continued support.

Rates, Attendance and Payments

Rates (as of September 2024)

£40 per hour for all subjects, KS2 to GCSE.

£50 per hour for A Level English.

If you book 2 hours or more per week, I offer a £5 discount.

All tuition is online via Zoom. I no longer offer face-to-face tuition due to the number of students I support. Like many experienced post-covid teachers, I've spent years delivering high-quality, effective lessons online – and students consistently make excellent progress this way.

Scheduling & Frequency

Lessons are arranged at a time convenient to you, within my core tutoring hours. For up-to-date availability, please visit my website or get in touch. If you wish to book 2 hours of tuition (like many do) after mock exams in November/January, there is no guarantee that a suitable slot will be available when the time comes. Please consider this very carefully when making your decision.

I recommend weekly tuition for at least 39 weeks a year to match school terms, particularly for exam classes (Year 6 SATs, GCSEs, A Levels). That said, we all need a break sometimes – there is no pressure to continue through the holidays unless you'd like to.

Cancellations

As a parent, I completely understand that life happens! If you ever need to cancel a session, I just ask that you give at least 24 hours' notice.

Cancellations with less than 24 hours' notice (unless due to an emergency) will be charged in full, as each lesson takes time to prepare and often requires me to arrange childcare. Please send all cancellation notices by text to the company mobile number – not via email – just so I don't miss it.

There's never any obligation to book a long period of tuition in advance. However, if you cancel a regular slot and want to return later, I cannot guarantee availability will still be there. If you decide to finish tuition altogether, there's no charge to end – just a two-week notice period via email.

Payments:

Payments are made via direct bank transfer, and I kindly ask for payment to be made at least 3 days before each lesson. If you prefer, you're welcome to set up a standing order via your bank – it's free, simple and helps keep things running smoothly. I also offer the option to pay monthly. In that case, I'll send an invoice on the 26th of each month, based on the amount of tuition agreed.

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Learning, Zoom & Homework

Zoom and Learning Ethics

To make the most of our sessions, all students are expected to follow these simple guidelines to create a positive, focused learning environment:

- Cameras must be turned on during sessions for safeguarding and engagement purposes.
- Students should be seated at a table or desk, not in bed.
- A quiet space is important for concentration.
- Please have paper and a pen/pencil ready at the start of each session.
- If your child uses an iPad or tablet and can write or type on it, that's perfectly fine too.
- All work for KS3, GCSE and A-Level students will be completed via Google Docs, which allows for live feedback and editing during the session.
- Students or parents are encouraged to send photos of previous classwork, mock exams or school reports to the work email: laura@tutorhorsforth.com, this helps tailor lessons to the student's needs.

Communication & Privacy

By attending tuition, you accept our Privacy Policy (see separate page) and agree to appropriate use of digital communication.

- Any important documents (e.g. invoices, resources, reminders) may be sent by email or via text message.
- Please do not contact via WhatsApp – messages may be missed as it is not monitored.
- Email is always preferred so we have a written record for safeguarding and clarity.

Homework

Homework is set if students require it - this is not an automatic requirement and subject to how much work or homework the student has at that particular time. homework is necessary if the student is taking exams (Y6 & Years 10-13). Homework, if due, is to be submitted via Google Docs and 24 hours before the next session.

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Safeguarding

Your child's safety and wellbeing are of the utmost importance.

- Tutoring Horsforth is led by a qualified teacher with enhanced DBS clearance and up-to-date safeguarding and child protection training.
- All online sessions follow best practice guidance for safeguarding, including:
 - Camera-on policy (with appropriate dress and background)
 - Sessions must take place in an appropriate place (not in a place that is not deemed appropriate for a child)
 - All sessions are conducted via secure platforms (Zoom and Google Docs, which can be shared with a parent)
 - No sessions to be conducted on or in bed
 - Sessions may be recorded for safety and on request forwarded to the parent.
 - Any concerns will be reported to the appropriate authority
- All information shared is treated in confidence and stored in line with UK GDPR and data protection law.

If you have any safeguarding concerns, please contact Laura directly via email: laura@tutorhorsforth.com

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SEND Support

At Tutoring Horsforth, inclusivity is at the heart of everything I do. I have extensive experience working with students across the full range of Special Educational Needs and Disabilities (SEND) – from formally diagnosed conditions to those still being explored or undiagnosed.

Experience You Can Trust

I have supported children and young people with:

- Autism Spectrum Condition (ASC)
- ADHD and sensory needs
- Dyslexia, dyscalculia and dyspraxia
- Social, Emotional and Mental Health (SEMH) challenges
- Speech, language and communication needs (SLCN)
- Moderate and specific learning difficulties
- Trauma-affected learning and attachment difficulties

I have worked in both primary and secondary schools, delivering 1:1 and small group interventions, as well as writing detailed SEND support reports and observations to contribute to diagnosis, EHCP assessments and school-based provision plans.

Tailored, Respectful and Judgement-Free Support

Many students with SEND thrive with the right support – even if they haven't yet received a formal diagnosis. I'm experienced at spotting early signs of need and adjusting sessions accordingly, always with compassion and discretion. If your child would benefit from independent observation and feedback as part of their tutoring journey, I offer:

- SEND-informed assessments
- Behaviour and engagement tracking
- Observational notes with next steps
- Personalised support strategies and parent guidance

All support is provided in a judgement-free, neuroaffirming environment, where children are recognised for who they are and the strengths they bring.

If you'd like to discuss additional SEND support or observation as part of your child's tuition, you're very welcome to reach out directly.

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Student Information

To fill in the **Student Information Form**, please complete the Google form on this link:

<https://forms.gle/k52ZREx1FMZMadNx8>

Acceptance Form

After completing the **Student Information Form**, please complete the following form (**Acceptance Form**):

<https://forms.gle/pQgDibrBxog5x5qC6>

If you have any questions, please feel free to contact me: laura@tutorhorsforth.com

