

Covering Lessons Procedures

As a Tutor working for Our Future Tutoring Services Limited, If your tuition is cancelled or your student does not show up for tuition (No Show), you must attend OFT offices to complete any outstanding training/reports or any other adhoc duties which may arise.

If for any reason another member of staff (Tutor) is unwell or unable to attend their tutoring session, and you are in the office due to your tuition being cancelled, we may ask you to cover their tuition in their absence as long as it does not interfere with your next tuition – Please see Cancellation Procedures. Please note in the absence of the Head Tutor or Deputy Head, the admin team have the authority to ask you to cover a tuition.

Please Note: You will not be paid twice for your cancelled tuition, and the tuition you are covering, e.g., Your tuition is 09:00 – 11:00 which has been cancelled with less than 24 hours' notice. When you arrive in the office you are asked to cover tuition from 09:30 – 11:30, as this time is still within your cancelled tuition except the last 30 minutes, you will **only** be paid for the last 30 minutes.

Less than 24 hours' notice Cancellation	Attend office – complete reports, training, tuition cover	You will be paid
More than 24 hours' notice cancellation	No need to attend office	No payment will be made