

# INFORMATION FOR STUDENTS AND PARENTS



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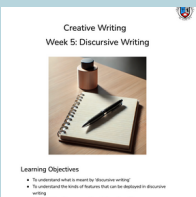
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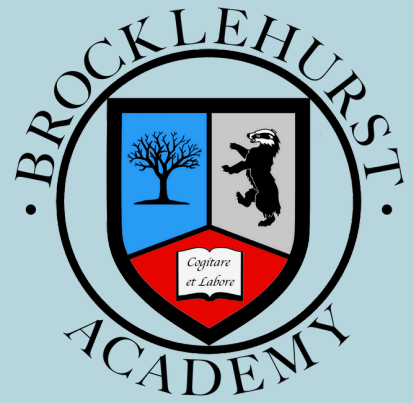


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# WHAT WE OFFER



**We offer outstanding English tuition for years 7 to 12 in New South Wales, Australia.**

There are two options at Brocklehurst Academy:

- 1. Weekly online one-to-one English tuition for years 7–12.**
- 2. Weekly online English classes for years 7 to 9.**

# PRIVATE ENGLISH TUITION

We offer weekly, one-to-one online tuition tailored for students in Years 7–12.

Our English tutors are carefully selected and rigorously trained to ensure you receive the highest quality of instruction.

With a diverse team of tutors, we cater to your unique preferences and learning needs. Whether you're looking for recent HSC graduates who provide fresh insights from their own exam experiences or highly qualified PhDs with in-depth knowledge and teaching expertise, we have the ideal tutor for you.



Your tutor will help you strengthen your English skills, including vocabulary, grammar, reading, and writing.

For Years 11 and 12, your tutor will provide expert guidance on your exam texts, equipping you with the tools to excel and reach your full potential.

# TUTOR TIERS

One-on-one online English tuition for  
years 7 to 10



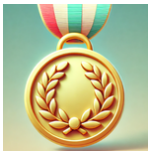
## **Bronze tutor**

2+ years experience  
95.00+ ATAR  
\$85ph



## **Silver tutor**

4+ years experience  
Bachelors Degree  
\$100ph



## **Gold tutor**

5+ years experience  
Masters or PhD  
\$120ph

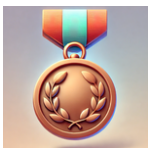


## **Platinum tutor**

10+ years experience  
Masters or PhD  
Qualified teacher  
\$150ph

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One-on-one online English tuition for  
years 11 and 12



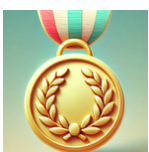
## **Bronze tutor**

2+ years experience  
95.00+ ATAR  
\$90ph



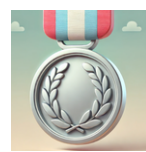
## **Silver tutor**

4+ years experience  
Bachelors Degree  
\$110ph



## **Gold tutor**

5+ years experience  
Masters or PhD  
\$130ph



## **Platinum tutor**

10+ years experience  
Masters or PhD  
Qualified teacher  
\$150ph

# PRICING & PAYMENT

## Private tuition

For private tuition, see page 5 for pricing.

Students are expected to attend **weekly sessions** with their private tutor during term time. If you cannot attend a session, you must arrange an alternative time with your tutor.

There are two ways to pay: PAYG or Prepaid

### Pay As You Go (PAYG)

Pay for lessons after you attend them. Lessons are automatically charged to your credit/debit card every second Monday.

### Prepay

Pay for lesson **before** you attend them. Pay up front and a credit of 10 hours is applied to your account.

Packages are **renewed automatically** when your balance drops below 2 hours. Every time we issue a new package, we'll send you an invoice via email to let you know. You'll have a 3 day window before the payment gets processed automatically.

Note: You must pay the Prepaid 10-Hour Package in FULL before the 10 hour credit will be applied to your account.

NO LOCK IN  
CONTRACTS FOR  
PAYG.

SWITCH BETWEEN  
PAYG AND PREPAY  
ANY TIME.

# Private tuition

# MAKING PAYMENT

All lesson records, invoices and payment receipts are stored in your **Tutorbird** account.

We accept payment via debit/credit card.

When you sign up for tutoring with us, you will be asked to provide your card details which are stored on our secure payment platform on **Tutorbird**. Details are deleted from our system once tutoring has ceased.

Our billing system is 100% automated and relies on payment via debit-credit card.

Sorry, but we do not offer other payment options.

## For PAYG, we have a fortnightly billing cycle

If we use imaginary dates:

- The billing cycle runs from Monday 1st – Sunday 14th
- Monday 15th is the billing day
- On Monday 15th, you are billed for all lessons that took place between the 1st – 14th.

# PRIVATE TUITION RESCHEDULING & CANCELLATIONS

To reschedule or cancel a private session, contact your tutor directly at least 24 hours **PRIOR** to the session.

If you reschedule or cancel a session with less than 24 hours notice, you may be charged the full cost of a tutoring session.

## Weekly Sessions

You are expected to have weekly sessions. This is to ensure that you are making consistent progress. English is a challenging subject that requires regular work.

Examples of unacceptable reasons for cancelling weekly lessons:

- “I don’t feel like it.”
- “I just don’t need help with English right now.”

Examples of acceptable reasons:

- Illness
- Transport issues
- Holidays

If you cannot attend weekly sessions, the tutor’s time will be wasted and other students on our waiting list would like to use that time!



# TERMINATION OF PRIVATE TUITION

**Step 1)** Contact your tutor directly to cancel any upcoming lessons (you must give them at least 24 hours notice or charges will apply).

**Step 2)** Next, notify Brocklehurst Academy by emailing us at [english@brocklehurstacademy.com](mailto:english@brocklehurstacademy.com)

## **PAYG Students**

You must notify Brocklehurst Academy within 21 days of the last lesson you attended. If you haven't attended a lesson yet, you must notify Brocklehurst Academy within 21 days of completing the sign up form. Failure to notify us within 21 days will result in a termination fee (equivalent to 1 PAYG hour).

Any unpaid lessons will be billed as per usual at the end of the current fortnightly billing cycle.

## **Prepaid 10-hour Package Students**

Any unused balance will be refunded, minus the full price of 1 PAYG hour. Any hours previously used on the current package will be charged at PAYG price. For example:

Aleisha has purchased a Prepaid 10-Hour Package for \$1,000. She has only used 6 hours and wishes to terminate tutoring and obtain a refund. Her refund will be calculated as follows:

- 6 hours used @ \$100/hr (PAYG price) = \$600
- Termination fee (for administrative costs) = \$100
- \$600 + \$100 = \$700
- \$1,000 (original amount paid) - \$700 = \$300 refund

You will be refunded at the end of our current fortnightly billing cycle. Once processed, refunds can take 5-10 business days to reach your account.

If there is not enough credit remaining to pay the PAYG lessons + termination penalty, no refund will be given

**Please note a termination fee will also apply if we are forced to remove you as a student due to you not attending weekly lessons. The 21 day timeframe will be applied in this case. Please see FAQ number 7 (on page 16) for further details.**

# WEEKLY ONLINE ENGLISH CLASSES

Our online English classes are carefully designed to accelerate students' English skills and knowledge in years 7 to 9.

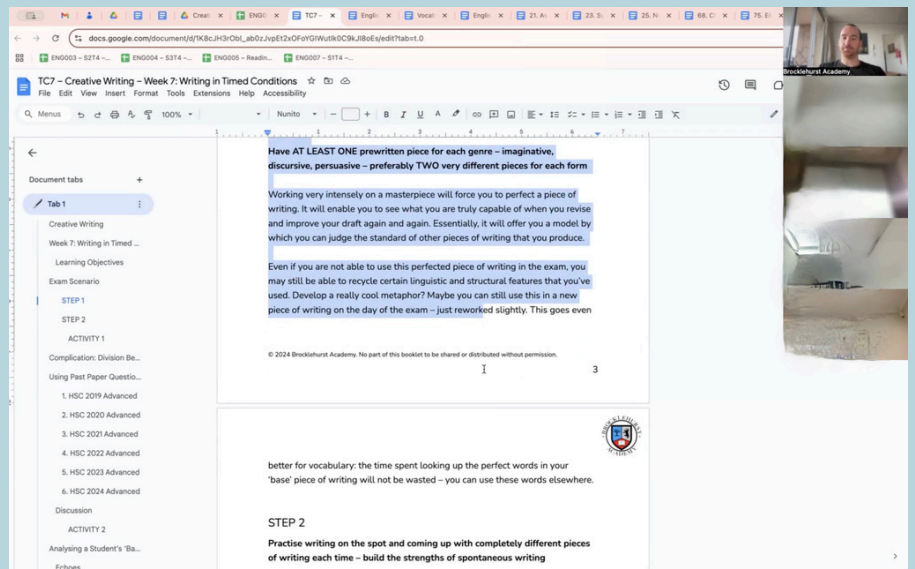
What you get:

- ✓ 2-hour weekly online class
- ✓ Runs during NSW terms
- ✓ Class size: 5 – 10
- ✓ Online booklets
- ✓ Weekly homework
- ✓ Detailed feedback for homework tasks
- ✓ Support with students' reading via Reading Records
- ✓ End-of-unit tests with detailed feedback
- ✓ Weekly feedback to parents via WeChat Group

For details of each term's content, see our website.

# Expert Teachers

## Carefully crafted learning content



I regretted killing the spider. This time, the thought of hundreds of baby spiders crawling around me didn't comfort me. The spider hadn't done anything to deserve to be killed. In fact, it did the opposite. It killed the disgusting cockroaches in my home, and all it asked for was not to be killed and to die peacefully. It trusted me, and I let it down. No... I didn't let it down, I killed it. I betrayed it. I stabbed it in the back. It seemed... that I had turned into the cunning, deceitful creatures that inhabit my home. As it turned out, I had more in common with cockroaches than I thought I did. A lot more.

In the end, I killed the only thing that was helping me kill the cockroaches that invaded my home. The cockroaches were probably celebrating the death of their predator at that moment right now. It was only through their cunning ways that they got to live, though they deserved death a lot more than spiders.

I deserve death more than the spider, and yet I am not dead.

Somehow, the world has turned into a twisted game. It has turned into an ugly, dishonest game of survival. You have to be cunning and sly to win. If you don't catch up in time, you will lose – cease to exist, even. How... is this the world that we were told – as children – to be full of opportunities and kindness? That version of the world might have been sunshine and rainbows, but in this version, we have to fight for survival, and the people with the best tactics win.

This is a subtle and thought-provoking narrative. Such an interesting concept: a metaphor for how we seem to be disposed to violent acts, which we indulge in

- Daniel Brocklehurst 1:37 PM Nov 1  
Replace: "scurry" with "scurried"
- Daniel Brocklehurst 1:39 PM Nov 1  
Don't you mean "spiders not crawling"? Or something like that?
- Daniel Brocklehurst 1:40 PM Nov 1  
Replace: "inhabit" with "inhabited"
- Daniel Brocklehurst 1:41 PM Nov 1  
Replace: "are" with "were"
- Daniel Brocklehurst 1:41 PM Nov 1  
Replace: "right now" with "at that moment"
- Daniel Brocklehurst 1:41 PM Nov 1  
Replace: "is" with "was"
- Daniel Brocklehurst 1:41 PM Nov 1  
Replace: "and" with "and"

## Detailed feedback for weekly homework tasks

## Weekly grades shared to parents via WeChat



ENG003 – Stage 2 – Term 4 – 2024 – Creative Writing – Student Records														
Students	Reading Records	Creative Writing – Week 1: Introduction to Creative Writing (Friday 18/10/2024)												
		Attendance	Docs	CLASS PERFORMANCE	INDEPENDENT READING	ACTIVITY 4: Presentation on Effective Prose Extract			ACTIVITY 5					
ID No.	Student	Reading Records		Points	Points	1. Fluency, Pace, and Articulation (10 Marks)	2. Level of Insight into the Prose Extract (10 Marks)	3. Visual Quality of the Presentation (10 Marks)	TOTAL (30 marks)	Vocabulary Quiz (13 marks)	TOTAL (43 marks)	%	Rank	
81	Jessica Hay	81_RR	PRESENT	81_W1	35	80	6	6	6	18	5	23	53%	6
83	Laura Eddison	83_RR	PRESENT	83_W1	45	100	8	9	9	26	13	39	91%	3
87	Sarah Xi	87_RR	PRESENT	87_W1	10	100	7	10	8	25	13	38	88%	4
91	Poppy Lee	91_RR	ABSENT	91_W1	20	70	9	10	8	27	13	40	93%	2
92	Mindy Wang	92_RR	PRESENT	92_W1	30	40	6	7	6	19	11	30	70%	5
93	Jonathan Smith	93_RR	PRESENT	93_W1	30	70	8	10	10	28	13	41	95%	1

# ONLINE CLASS POLICIES

## Times

- Termly classes run according to the New South Wales (Australia) school terms.
- Class times are fixed and agreed upon before the commencement of each term.
- Each term consists of ten lessons.
- Each lesson is 2 hours long.
- Students will be given a 5-minute break midway through the lesson.

## Teacher

- The class teacher will be arranged before the commencement of the term to teach all ten lessons. However, Brocklehurst Academy may use a different teacher in rare circumstances (for example, if the original teacher is ill).

## Lesson Format

- Lessons will be conducted via Zoom and Google docs.
- Each student will receive their individual Google doc with all learning materials prior to the start of each lesson.
- Students are required to have their camera working throughout the lesson. This is to ensure they are participating in the lesson.
- Students must use the 'hand up' function for permission to speak in the lesson. Interruptions are not permitted.
- Lessons will be automatically recorded so that they can be sent to any absent students (see below).
- Video recordings of lessons will be deleted after thirty days.

# ONLINE CLASS POLICIES

## Homework

- Homework is set at the end of each lesson. Homework tasks will ordinarily require 30 minutes to 1 hour to complete.
- Homework must be completed in the student's Google doc, which the teacher has access to. Homework should not be emailed to the teacher.
- Homework must be completed 48 hours prior to the next lesson to allow time for the teacher to properly mark it and provide detailed feedback.
- Students should pay careful attention to the feedback and act upon any advice given.

## Equipment

Students will need the following:

- A laptop or tablet that can use the software detailed below.
- A working Zoom account.
- A Gmail address so that they can use Google docs during the lessons and for homework tasks.
- If in China, a working VPN so that they can use Google docs.

## Absences

- You cannot reschedule or cancel a lesson. If absent, the student will be sent a video recording (mp4) and be expected to complete the classwork and homework for that lesson (see further details on page 14).
- The teacher will provide feedback for homework as normal.

# MAKING PAYMENT

## Online Classes

As with private tuition, we only accept payment via debit/credit card (see page 7).

For online classes, each lesson is \$100 (\$50 per hour).

Bulk payment for 10 lessons (\$1,000) is due before the first lesson of the term.

If a student misses a lesson, the missed lesson cannot be used as a credit for future lessons. Students will be emailed a video recording of the lesson (see page 13).

No refunds will be given for missed lessons or after the commencement of the term.

### **Trial Option for New Students**

New students can opt for introductory trial lessons. This option allows you to pay for only 2 lessons (\$200), after which you do not have to continue with the class. Payments must be received before the first lesson.

# FAQS

## 1. Are there contracts?

We don't require any contracts, giving you complete flexibility. If you're not entirely satisfied, you can discontinue tutoring at any time. Should you wish to switch tutors for any reason, we're happy to arrange that for you. Simply reach out to us directly at [english@brocklehurstacademy.com](mailto:english@brocklehurstacademy.com).

## 3. Why do you only accept weekly students for private tuition?

Weekly tutoring ensures you get the greatest benefit from our tutors. We believe that casual, irregular sessions don't allow us to provide the level of support or achieve the results our students deserve. We're committed to your success and value working with equally dedicated students!

## 5. Can I pay by cash or bank transfer?

Unfortunately, no. Our billing system is fully automated and works exclusively through direct debit via credit or debit card. This streamlined process ensures smooth operations and timely payments for our dedicated tutors. At this time, we are unable to offer alternative payment methods.

## 2. Can I switch from PAYG to Prepaid for private tuition?

Absolutely! You can make this change at any time. Just contact us at [english@brocklehurstacademy.com](mailto:english@brocklehurstacademy.com), and we'll update your billing preferences. You're also welcome to switch from Prepaid to PAYG if needed.

## 4. How do I access resources?

For private tuition and online classes, your tutor will provide you with your own Google Drive folder and place all resources in there. You will need a working Gmail account to effectively use these resources (e.g. Google Docs etc).

## 6. What is the minimum number of lessons I need to attend for private tuition?

While there's no set minimum, we only accept students seeking a long-term commitment, ideally lasting until their end-of-year exams. This approach ensures we can provide the consistent support necessary to achieve the best possible results, as short-term tutoring doesn't allow us to deliver the level of impact we strive for.



# FAQS

## 7. What happens if I don't attend weekly lessons?

When you sign up with us, you agree to our Terms & Conditions, which include committing to weekly lessons during the school term.

If you are unable to attend weekly, you must notify us in advance at [english@brocklehurstacademy.com](mailto:english@brocklehurstacademy.com).

Failure to attend weekly lessons without prior notice or arrangement may result in losing your spot at Brocklehurst Academy and incurring a termination fee. A termination fee applies under the following circumstances:

If you haven't attended a lesson yet:

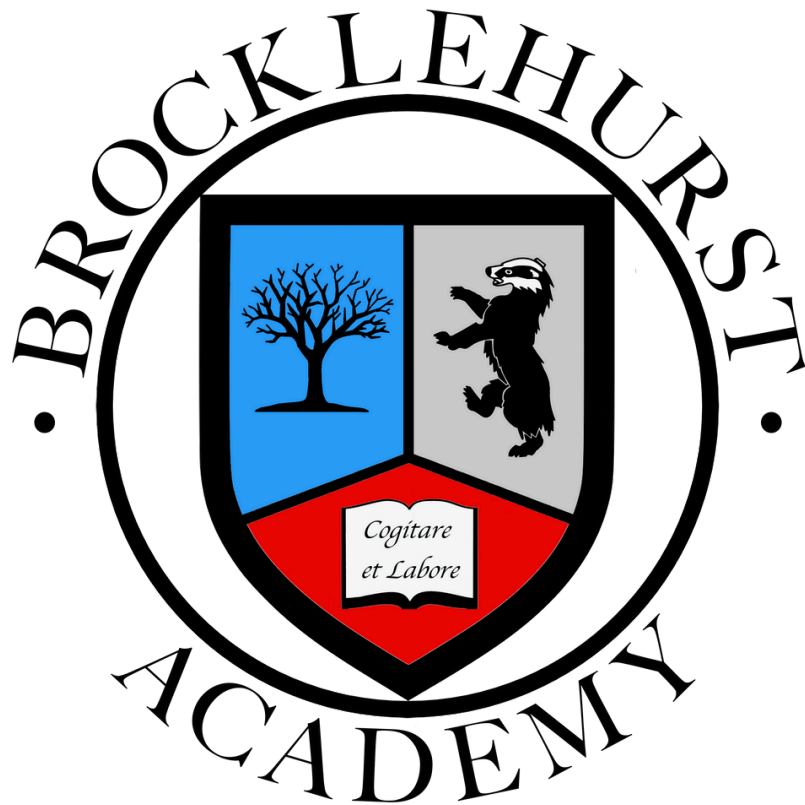
- More than 21 days have passed since you completed the sign-up form.
- You do not have a lesson booked within the next 7 days.
- You haven't contacted Brocklehurst Academy to inform us of your absence or decision not to proceed with lessons.

If you have attended at least one lesson:

- More than 21 days have passed since your last lesson.
- You do not have a lesson booked within the next 7 days.
- You haven't contacted Brocklehurst Academy to notify us of your absence or decision to discontinue lessons.

Please note that consistent attendance ensures the best outcomes for your learning and helps us maintain a smooth and effective tutoring programme.





**Brocklehurst Academy Pty Ltd**  
**ABN: 46765960429**

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[www.brocklehurstacademy.com](http://www.brocklehurstacademy.com)

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[linkedin.com/company/brocklehurst-academy](https://linkedin.com/company/brocklehurst-academy)