



Dear Parents

Thank you for choosing Target Tutors for extra tuition.

1. **Scheduling Lessons:** Lessons take place between Monday to Friday from 13h30-18h00 and Saturdays from 08h00-15h00 either via our online platform (Zoom and Teamviewer), in person at your home or at the Bedfordview premises (8 Protea Road, Bedfordview). **Public Holidays and Sundays by arrangement only or if needed.**
2. **Admin Fee:** New clients will need to pay an initial once-off administration fee of **R400.00**. This includes an introductory lesson with a baseline assessment to determine a working plan going forward. Each assessment will be billed per subject.

For example: Cost for the assessment per subject is R350.00

3. **Resources:** There will be a new cost for resources per subject belonging to Target Tutors. They can be emailed directly for printing or I can bind the note pack for you. Students will bring these binded packs to every lesson. I am in the process of customising my own book packs for Target Tutors and resources can be accessed on www.targettutors.co.za. Other resources are available on my Google Classroom. Should you wish to access Google Classroom, a parent's email and student's email is needed. An invite will be sent to accept and then both parents and students will have access to these resources. There will be a fee for this too. The student will be added to their Grade in the Google Classroom. All tutors will have access to Google classroom as well.

Fees for Resources

Option One: Notes to be emailed to the client for printing and binding – R380.00

Option Two: Target Tutors to arrange a work pack with printing – R450.00

Option Three: Access to Google Classroom and to monitor work assigned from their tutor – R500

Please select an option from the above: _____

WHO ARE WE?

Target Tutors is a tutoring company that offers an enriching learning environment which encourages and motivates students to achieve their academic goals. We aim to provide a high standard of quality education for our students in order to equip them with the necessary skills, knowledge and attitudes to succeed at school. Our tutors follow a conceptual and innovative approach to teaching that assists students to connect to the subject knowledge in Maths and English which they need to

master. In addition to this, we offer improved study skills in all subjects as well as Exam Revision and cater for all Grades.

Subjects we offer tutoring in:

- English
- Afrikaans
- Mathematics
- Mathematical Literacy
- English Remedial Support
- Mathematics Remedial Support
- Physical Science
- Life Sciences
- Accounting
- Business Studies
- IT and CAT
- English for Foreigners
- Study Skills
- Exam Revision

4. **Packages:** Packages may compromise of multiple subjects and tutors. The duration of the lessons are between 1-2 hours long. We offer one-on-one, dual and group sessions. For a dual lesson, 2 students from the same school, grade and subject will be tutored together.

a) **Dual lessons** to take place Monday-Saturday. Group sessions normally run in the school holidays, weekends (Saturday afternoons), during exam and test season (in the morning or afternoons).

b) **The group session** will consist of 4-6 students per hour- provided they are at the same school, need the same subject and are in the same grade. Revision packs will be given at these sessions at an additional cost of R150.00 per subject workbook. These group sessions are subject and topic specific and there are special rates for this. In the process of creating a cart on my website and payments can be made EFT or in cash on the day of the lesson. Booking is essential for these sessions and you will be able to book online via the website.

c) **Workshops** of more than 6 students can take place at a venue from Monday-Friday during school holidays and /or Mid-Term breaks. This will be for when students need to catch up on work which has not been understood fully- They will be interactive and engaging.

You will be able to find our package options on the website www.targettutors.co.za. For more information you can email admin@targettutors.co.za or contact Danica on 076 714 6854 (WhatsApp or call). Look out for our specials during exam time. They will be posted on Instagram and on our Facebook page [Facebook](#) (Target Tutors).

There will not be an increase in fees in 2026 for all existing and new clients: Please note that the cost is not calculated monthly, but by the number of hours in the package. Should there be an extra week during the month, these lessons will be added to the invoice. Once the number of hours in the chosen package has been completed, a new invoice will be sent out. **(Please see the separate attachment for 2026 package rates).**

Online Tutoring Option:

1. Download TeamViewer and Zoom on Google - it is free. Both the tutor and the student needs access to a laptop/tablet.
2. TeamViewer and Zoom once downloaded will be added to the desktop. Tutor will send a Zoom link via email before the lesson. Student clicks on the link and enters the meeting/lesson.
3. Tutors will provide students with the login details once they have accessed TeamViewer.
4. Notebook should appear automatically once the tutor has added it to her/his toolbar. Microsoft Word can also be used during the lessons
5. The purpose of using the notebook and or Word is to use it for generating exercises and summarized notes for the student.
6. Both the tutor and the student will be able to view what is on the Notebook/Word document throughout the lesson.
7. You can then save the document under a folder on your desktop with the student's name. This is to show that the lesson did take place and work was completed.
8. Homework will be given as we cannot afford to have learning gaps.

Tutoring preferences

(Please Tick)



Tutoring online

Tutoring at Home



Tutoring at the Bedfordview Premises

Please indicate your selected package: _____

Subjects to be tutored: _____

I agree to the following terms and conditions stipulated below:

1. Scheduling of Lessons:

All lessons are scheduled, please notify us within 24hours if a session must be rescheduled and we will do our best to accommodate you. However, should you not notify us or cancel

on the day of the scheduled lesson, you will be charged for the missed lesson and the lesson will be forfeited. Lessons that are rescheduled in advance need to be made up within 4-8 weeks.

2. Tutor Responsibilities:

- To be a positive role model for the student
- Encourage and respect the individuality of the student's learning style
- Consult with parents on student's progress
- While we are confident in our teaching abilities, we make no promises or guarantees with regard to a student's performance as a result of tutoring provided.

3. Student/Parent responsibilities:

- Attend lessons on time and be ready to learn
- Do homework assigned
- Inform tutor 24 hours before the lesson if you cannot make it

4. Payment Information:

Invoices will be sent out on the 25th of each month and fees are payable in advance. Please settle payment by the 3rd of the following month. Banking details will be printed on the invoice. Please use your child's name as a reference, send through proof of payment to admin@targettutors.co.za. Once payment has been received, lessons will commence.

3 Discounts: (Does Not Apply if there is a Black Friday Special)

Sibling discounts are available. The first child that enrolls will pay the normal package rates chosen. A discount of 5% will be given on the package option chosen for the second sibling that enrolls and a discount rate of 7% on the package option chosen for the third child. If you would like to pay in advance for a school term, a discount will be given according to the number of lessons booked. Please enquire and ask for a quote on admin@targettutors.co.za

Either party may terminate this contract at any time by giving the other party one calendar month notice.

I _____ *acknowledge and agree to the terms and conditions stated above.*

Child's Name: _____

Surname: _____

School: _____

Parent Name: _____

Parent Surname: _____

Cell number: _____

E-mail address: _____

Please e-mail the completed form to admin@targettutors.co.za

Many thanks

Kind regards

Danica Sousa

Owner Target Tutors Pty (Ltd)

076 714 6854