



★ RSP Tutors – Parent Welcome Pack ★

Supporting your child with clarity, confidence and care

Welcome to RSP Tutors

Thank you for choosing RSP Tutors to support your child's learning. We're delighted to have you with us.

Our approach is simple:

high-quality teaching, clear communication, and a supportive, student-centred experience that helps your child grow in confidence and make meaningful progress.

This Welcome Pack explains what happens next, how to book lessons, and what you can expect from us.

1. What Happens Next

Once you've completed registration:

Step 1 — We review your child's profile

We look carefully at the information you provided so we can understand your child's needs, strengths, and goals.

Step 2 — You gain access to the booking system

Once payment is confirmed, you'll receive your personal booking link.

2. How to Book Lessons

You will receive a private link to our Services Calendar, where you can book lessons directly with your assigned tutor.

Booking is simple:

1. Open your booking link

2. Choose the subject
3. Select your tutor
4. Pick a time that suits you
5. Confirm your booking

You'll receive:

- An email confirmation
- A calendar invite
- A reminder 24 hours before the lesson

Your tutor receives the booking instantly.

3. Rescheduling or Cancelling

If you need to change a session:

- Use the link in your confirmation email
- Choose a new time
- or cancel if needed

Your tutor will be notified automatically.

We ask for as much notice as possible so tutors can manage their schedules effectively.

4. Diagnostic Assessments

If you selected a Diagnostic Assessment, you will receive a separate email with:

- Your booking link
- Instructions for the session
- What to expect
- How the report works

As part of the diagnostic service — we also match your child with the right tutor

We consider:

- Subject specialism

- Experience
- Learning style
- Availability
- Any SEN or additional needs

You receive your tutor match

We'll send you:

- Your tutor's name
- Their experience
- Their availability
- Next steps for booking

Assessments are 50 minutes and include a written report with clear, practical next steps.

5. What You Can Expect From Us

At RSP Tutors, we are committed to:

- High-quality, structured teaching
- Clear communication
- Safeguarding and professionalism
- Supporting your child's confidence
- Providing meaningful, measurable progress

Your child's tutor will:

- Prepare lessons tailored to their needs
- Provide feedback and guidance
- Communicate clearly and respectfully
- Maintain a safe, supportive learning environment

6. What We Ask From You

To help us support your child effectively, we ask that you:

- Keep your contact details up to date
- Ensure your child is ready for lessons on time
- Let us know about any changes in needs or circumstances
- Communicate openly with us if you have questions or concerns

We're here to help — please reach out at any time.

7. Safeguarding & Policies

All tutors hold an Enhanced DBS check and follow our:

- Tutor Code of Conduct
- Safeguarding Policy
- Online Working Policy

Copies are available on request.

8. Staying in Touch

If you ever need support, have questions, or want to discuss your child's progress, you can contact us directly:

robsadlerpenn@rsptutors.co.site

We're here to make this experience as smooth and supportive as possible.