



The Brilliant Club Tutor Manual: Make your Mark



Contents

Welcome to The Brilliant Club	3
Contacting The Brilliant Club	3
The Make your Mark Programme	3
Your role as a Tutor	4
Training	4
Placement	4
In-school and virtual tutorials	4
Marking and attendance	5
Feedback and development as a Tutor	5
Safeguarding children and young people	5
Handling confidential information	5
Professional expectations	6
Your relationship with The Brilliant Club.....	6
Pay.....	7
Working hours	8
Sickness absence or personal emergencies.....	8
Expenses	9
Driving to your placements.....	9
Tax and National Insurance	10
Intellectual property	10
Data Protection.....	10
Ending our relationship	10
Disputes, Concerns and Complaints	11
Appendix 1 – Expenses Policy.....	11
Appendix 2 – Further information on Tax and National Insurance	13
Appendix 3 – Useful links.....	15

Welcome to The Brilliant Club

We're delighted to have you working with us a tutor in 2024-25!

Please read this manual carefully and save it somewhere you can refer to; it's full of useful information to help you to manage your placements and get the most out of working with us. Do pay particular attention to the sections outlining the expectations of you as a tutor, and the additional opportunities available to you throughout the year in the 'Making the most of being a Brilliant Club tutor' section.

If you'd like to let colleagues know you're now a Brilliant Club tutor, and spread the word about all the benefits of working with us, you can do the following:

- Add the role to your **LinkedIn profile**.
- Mention us on your **Twitter profile** – our handle is [@BrilliantClub](#)
- Share our [website](#) with colleagues.

Contacting The Brilliant Club

- For most questions, the best person to contact is your Programme Officer.
- If you are unable to contact your Programme Officer and you need to speak to someone urgently, call The Brilliant Club's head office on 020 3758 3991.
- Queries about expense claims should be addressed to The Brilliant Club's Finance Team: finance@thebrilliantclub.org; 020 3005 3342.
- Queries about driving for work, payroll, DBS/PVG/TRA Barred List Checks/AccessNI, tax and National Insurance should be addressed to The Brilliant Club's HR Team: tutorhr@thebrilliantclub.org; 020 3758 3991.

The Make your Mark Programme

The Make your Mark programme has been created to boost attainment for less advantaged students. Students from less advantaged backgrounds are 18 months behind their more advantaged peers by the time they take their GCSEs. This has a significant impact on their chances of progressing to university, as attainment is the biggest predictor of whether a student will enter higher education (HE). Make your Mark is targeted at **Year 10 students** because GCSE attainment is an important indicator of future participation in HE. Students will take part in **twelve 1-hour tutorials** delivered by a trained undergraduate tutor in small groups. The tutorials will be focused on the **English or Maths** curriculum and will explicitly teach study strategies which have been shown to improve academic achievement. These strategies have also been shown to have proven impact on attainment in other subjects.

Your role as a Tutor

This section summarises your core responsibilities as a Make your Mark tutor, what you can expect and what we expect of you. It complements the terms and conditions set out in the Tutor Agreement.

Tutorials

During the programme, you will teach twelve tutorials, a minimum of four in-person at your pupils' school and up to eight online. Your tutorials will be pre-designed and will include both curriculum content in either Maths or English and study strategies that pupils can use to improve their academic achievement. You will update pupils' attendance online via Tutor Zone, check their progress through the programme, and report any issues or concerns to your programme officer and lead teacher in a timely manner.

Training

All tutors are required to take part in our training programme before the start of their placement. This training and support will give you everything you need to undertake successful placements with pupils. There will be 3 hours of live online training and 4 hours of pre-recorded modules which you can complete independently.

Placement

After being accepted as a tutor, we will email you an Availability Form asking when and where you are available to undertake placements that term. We'll use the information you give in this form to place you in an appropriately located school and to schedule tutorials at a time that's mutually convenient for yourself and the school.

Your Programme Officer will email you a proposed schedule for any placements we are able to offer you. You must confirm whether you accept the placement(s), and the associated schedule(s), by responding to the Programme Officer's email by the deadlines outlined.

Once you have agreed to deliver a placement, we take this to mean you are fully committed to delivering it and we will continue planning with yourself and the school accordingly. If we are unable to identify a suitable placement for you, we will let you know as soon as possible.

In-school and virtual tutorials

Your Programme Officer will arrange the dates and times for the in-school and virtual tutorials, taking account of your indicated availability and the school's. As set out above, you will be asked to approve these times and dates before the start of the placement (as will the school). You must arrive at school/ log into the online platform you are using in good time to set up and deliver each tutorial.

If your availability changes during a placement, you must inform both your Programme Officer and the Lead Teacher at the school as soon as possible, and no later than a week in advance of the tutorial in question.

If you are sick on the day of a tutorial, or an emergency prevents you from attending, you should call your Programme Officer asap. You should also contact the school by calling the main reception and emailing the Lead Teacher, by cc'ing your Programme Officer (see also 'Sickness absence and personal emergencies', below).

If you are delayed on the way to a tutorial and think you may be late, you must also let The Brilliant Club Programme officer and your Lead Teacher know immediately.

Marking and attendance

You must submit pupils' tutorial attendance within 24 hours of the delivery of each tutorial, so that The Brilliant Club can liaise with the placement school about any pupil attendance concerns.

You are expected to grade assessments and upload survey data in accordance with the marking criteria provided by The Brilliant Club.

Feedback and development as a Tutor

We want your time as a tutor to be constructive and to contribute to your professional development. Equally, we are keen to receive feedback from all our tutors both before, during and after their placements.

Brilliant Club staff will give you feedback, both positive and constructive, following your assessment centre, at training, and during and after placements. We ask all Tutors to be open to feedback and prepared to act on it. Similarly, we value your feedback, written or verbal, whether you give it directly to a member of staff or via one of our Tutor surveys.

If we are ever concerned that your performance or professional conduct as a Tutor does not meet The Brilliant Club's expectations, we will give you this feedback and try wherever possible to give you a chance to act on it. In very rare situations, we may make the decision to discontinue your status as a Brilliant Club Tutor, in which case we will explain the reasons for that decision (see 'Ending our relationship', below).

Safeguarding children and young people

All Tutors must agree to The Brilliant Club's [Safeguarding Policy and Procedures](#). You will receive training on how to follow this policy and on safeguarding good practice as it applies to your role.

You must always follow the Safeguarding Policy. You must not contact pupils outside of tutorials in any means. You must never give pupils access to your professional or personal email addresses, telephone numbers or social media. If a pupil contacts you using any means you must inform your Programme Officer immediately and must not reply to the pupil. If anyone else – for example, a parent – contacts you about a pupil on the programme, you should not reply to them, but inform your Programme Officer immediately.

Handling confidential information

As part of your role, you will have access to information, such as students' names, and other personal information about them which may be shared with you. This information is strictly confidential. You should never share it or discuss it with anyone apart from the

appropriate Brilliant Club and school staff. You should store not any hard copy information that contains student details. Unless instructed otherwise, you should only handle student information digitally via the Hub provided by The Brilliant Club. If you are sent student personal data by a teacher or a student directly, please notify The Brilliant Club at dpo@thebrilliantclub.org and safeguarding@thebrilliantclub.org and then delete the information from your computer, ensuring that it has not autosaved the email address within your email client.

Points 26 and 27 in the Tutor Agreement outline what constitutes confidential information.

Professional expectations

While you are working as a Tutor for The Brilliant Club, you must always act professionally. This includes dealing with pupils, school staff and Brilliant Club staff in a respectful and courteous manner. While you are in your placement school, you should follow any policies or requests made by the school – for example, some schools have specific dress codes for adults working on site. If you have concerns about anything you have been asked to do by a placement school, you should contact your Programme Officer to discuss how to resolve the situation.

As a Brilliant Club tutor, you have a responsibility to represent The Brilliant Club in a positive manner. This includes making reasonable and appropriate use of social media. Any communication regarding the Make your Mark programme, its contents and its impact must not bring the programme or The Brilliant Club into disrepute or breach any confidentiality.

If you are approached by any member of the news media (whether broadcast, print or online), you must not agree to an interview or give a quote without first contacting your Programme Officer and obtaining approval to discuss the programme and your part in it.

If you are not meeting the professional expectations outlined, we reserve the right to withdraw you as a tutor, ending your employment with The Brilliant Club.

Your relationship with The Brilliant Club

This sets out some key policies which govern your relationship with The Brilliant Club. It complements the terms and conditions set out in the Tutor Agreement.

Right to Work

The law requires us to check all our Tutors are legally entitled to work in the UK without any additional immigration approvals. Until we have verified your right to work status, we cannot place you as a Tutor. If your right to work in the UK is subject to conditions (for example, under your visa you can only work a certain number of hours), it is your responsibility to ensure that you satisfy these conditions. However, you must tell The Brilliant Club what these conditions are for our records. You must inform The Brilliant Club immediately if your right to work in the UK ends or changes and provide new evidence to be checked.

Criminal Record and References

Everyone who works unsupervised with children and young people in the UK must undergo an enhanced criminal record check, called a DBS check (England and Wales), PVG check (Scotland) or AccessNI check (Northern Ireland). If you are already subscribed to the DBS Update Service, we will complete the check through the Update Service. Additionally, if you have lived overseas for longer than three months in the 12 months preceding your placement, we will undertake the relevant overseas criminal records check. The Brilliant Club also requires Tutors to provide contact details for at least two referees who can confirm your suitability to work with children. You must provide all the necessary information and documentation needed to complete these checks before you can work as a Tutor. The Brilliant Club will cover any costs involved in completing these checks.

You must also inform The Brilliant Club if you have previously been, or become the subject of, any safeguarding-related investigations. If there are any changes to your circumstances which could affect your DBS, PVG, or AccessNI status (for example, arrests or criminal convictions) you must inform TutorHR@thebrilliantclub.org immediately.

Pay

The Brilliant Club pays Make your Mark Tutors the following amount for each placement completed:

London Pay	Non-London Pay
£502	£460

All tutors must have a UK bank account, details of which will be obtained during the onboarding process. To make sure you are paid on time, you must keep The Brilliant Club updated with your current bank details and contact information via the Tutor Zone.

You are not obliged to accept any placements offered by The Brilliant Club, but you will not be paid unless you accept and complete them. To receive the full payment for a placement you must attend all parts of the placement, including required training and tutorials and complete all associated tasks such as marking (see 'Your role as a Tutor' above).

If you fail to attend when required or do not complete your full responsibilities as a Tutor, The Brilliant Club reserves the right not to pay the full amount for the placement in question.

If you accept a placement and undertake significant work towards it (for example, delivering some tutorials), but the school subsequently cancels the placement, The Brilliant Club will pay you part of the payment for the placement or ensure an alternative arrangement such as completing a similar placement at another school where you can be paid for the work you have undertaken. If your placement school drops out before tutorials begin, we will make every effort to place you with another school either in the same term, or a subsequent term.

If no pupils arrive to a confirmed tutorial within 15 minutes of the pre-agreed start time, please contact the school's Lead Teacher and your contact at The Brilliant Club straight away. If you are delivering a placement online, you should end the meeting, providing the

above people have been informed. The tutorial will ideally be rescheduled to a suitable date, but in this situation you may request payment for the 15 minutes waiting time.

Working hours

We pay Tutors a set amount per placement, to cover the hours worked. The Brilliant Club have assessed the amount of time that is appropriate and necessary to complete the tasks required and the hours outlined below are therefore the basis for the amount you will be paid. If you are concerned about completing a given task in the time outlined, please speak to your Programme Officer for support.

Please refer to the table below for how we expect you to distribute your work per placement.

Task	Hours
Training (pre-recorded)	4
Training (live)	3
Tutorial delivery (1-hour per tutorial)	12
In between tutorial prep (30 mins per tutorial)	6
Learning Assessments marking (30 mins per assessment)	6
Admin (tutorial attendance uploads (1h), Learning Assessment uploads (1h), Pre/Post Survey uploads (30 mins), any additional admin (30 mins))	3
Total working hours	34

Inclusion of Holiday Pay in Placement Pay

The Brilliant Club Tutors are entitled to paid holiday in accordance with the statutory minimum under the Working Time Regulations 1998. Holiday Pay is included in Tutor's placement payments, calculated at 12.07% of your gross pay. This reflects the statutory holiday entitlement. As you will receive holiday pay as part of your regular payments, this eliminates the need to book time off for holiday purposes.

Sickness absence or personal emergencies

If you are unable to attend required training or tutorials due to sickness, you should let us know by calling The Brilliant Club office immediately. Your Programme Officer will re-arrange the schedule for your placement so that you are able to complete the placement and receive the full payment.

If you are unable to complete a placement due to serious or sustained illness, you should inform your Programme Officer as soon as possible and provide medical evidence, such as a doctor's note. In such circumstances, you may be entitled to receive Statutory Sick Pay. The Brilliant Club may use its discretion to pay you the full amount (inclusive of any Statutory Sick Pay).

If you are unable to complete a placement because of a personal emergency, such as a bereavement overseas, you should inform your Programme Officer as soon as possible. The Brilliant Club may use its discretion to pay the full amount on compassionate grounds.

Expenses

The Brilliant Club will pay reasonable expenses to cover costs you incur during your work as a Tutor in line with our expense policy and Driving for Work policy. In general, this means we will cover:

- Travel to and from in-school tutorials
- One off printing, approved by Programme Officer (although most materials, including printed assessments and surveys are provided by The Brilliant Club).

In general, we will not cover:

- Food and drink

Full details of the expenses policy and how to claim expenses are set out in **Appendix 1**.

Driving to your placements

If you are driving to any tutorials during your work for The Brilliant Club, we have a compliance process which you are required to complete before you are able to drive in the course of your work for us. This compliance process allows us to list you as an “approved driver”, and to make reasonable checks to ensure that you will drive safely. Without approved driver status, we will not be able to pay any mileage expense claims.

The process requires you to:

1. Read our [Driving for Work Policy](#)
2. Complete our [driver declaration form](#), including a declaration of any endorsements or disqualifications associated with your license
3. Share an image of your license and give us access to the online version of your license, via gov.uk.
4. Share information about your car insurance (that it is current, and that it covers you for business class 1 usage)
5. Share information about your MOT (where your car is over 3 years old)

False or inaccurate declarations made in the course of completing this process will be considered a disciplinary matter. Once your documents have been checked and you are considered an “approved driver” we will need to see the relevant documents annually for as long as you continue to drive to placements for us.

Please note that we are not generally able to pay for business usage to be added to your vehicle insurance, however we will consider supporting this cost when other transport options are not available.

Tax and National Insurance

Depending on your circumstances, you may have to pay tax or National Insurance (NI) contributions on payments that you receive from The Brilliant Club. The government requires us to make some deductions for tax and NI through their pay-as-you-earn (PAYE) system. Before receiving your first payment from us in an academic year, we will send you a New Starter Checklist form which helps make sure we have the most up to date information for you including tax, student loan and bank account information.

Further information about tax and NI is set out in [Appendix 2](#).

Intellectual property

The Make your Mark Programme, and any training materials or pupil resources or templates you receive as a Tutor on either programme, belong to The Brilliant Club. You must not reuse, share or adapt our materials, resources or templates without our permission. Also, as set out in the Tutor Agreement, any materials you create in the course of your work as a Tutor belong to The Brilliant Club and you must not reuse, share or adapt them without our permission.

Data Protection

Details of how we will collect and use your data can be found in [The Brilliant Club's Staff and Tutor Privacy Policy](#), **as well as in the Terms and Conditions section of the Tutor Agreement**. We will collect and process information about you in accordance with this policy. You agree to comply with the policy when handling personal data during your placement/s, and you agree not to share any data belonging to Brilliant Club students.

Ending our relationship

If you continue to submit availability forms each term that we send them to you, and sign the Tutor Agreement termly, you can stay on The Brilliant Club's list of Tutors for as long as you want. This applies even if there are several terms in which you are not available to undertake placements; we will continue to send you the forms which must be completed termly.

If you no longer wish to be considered for work as a Tutor, you should inform The Brilliant Club by emailing tutorhr@thebrilliantclub.org. However, if you subsequently wish to work for us as a Tutor again, we may require you to reapply in the same way as new candidates.

If your performance as a Tutor or your professional conduct falls below what we expect of Brilliant Club Tutors, or if you do not follow the policies set out by The Brilliant Club, we may decide to discontinue your status as a Tutor (see 'Feedback and development as a tutor', above). If this happens, we will write to you, terminating our agreement with you and explaining why. If you subsequently reapply to work for us (for example, because you believe you have addressed the concerns that led to your termination), we may require you attend additional interviews or assessments before we decide whether to offer you work again.

Disputes, Concerns and Complaints

If you have any issues or concerns with your experience as a Tutor with The Brilliant Club, you should raise these with your Programme Officer. If the Programme Officer is unable to resolve the issue, they will promptly refer it to the relevant Programme Manager at The Brilliant Club who will meet or speak with you to try and resolve the matter.

If you are unable to resolve things with your Programme Officer or Programme Manager, and wish to make a formal complaint, you can follow The Brilliant Club's complaints procedure at: <https://thebrilliantclub.org/complaints-procedure/>.

Appendix 1 – Expenses Policy

As a charity that has its financial accounts audited each year, The Brilliant Club is obliged to follow policies and processes that ensure our financial resources are being used efficiently and directed towards our charitable aims.

The following guidance sets out our policies and processes regarding the reimbursement of expenses. We ask all Tutors to read this guidance carefully and follow it closely. If you have a specific query that is not covered below, please contact us and allow a week for a response.

Overview

The Brilliant Club is committed to paying any reasonable expenses incurred by Tutors as part of their placement. **Please read this carefully as we do not commit to covering all expenses incurred.**

Programme	Expense Type	Covered?
Make your Mark	Travel to and from up to four in person tutorials. £25 per tutorial.	Max. £100

The Brilliant Club pays expenses on a monthly schedule. You are required to submit your expenses correctly by set dates to ensure that you are paid within the month. These dates will be circulated by your Programme Officer at the start of the placement term.

Submitting a Claim

i) Tutor Expenses Portal

- We use our Tutor Expenses Portal in Tutor Zone to process Tutor expenses.
- If you can claim expenses, we will send you a 'Welcome to The Brilliant Club Tutor Expenses' email at the beginning of your placement. Please click on the link and follow the instructions.
- All expense claims need to be processed using this system which will be outlined at the start of your placement. We are not able to accept expense claims received by post or email.
- We cannot guarantee that expenses will be paid if evidence is not provided. We have included a list of extenuating circumstances in which we will consider reimbursing expense claims. However, this is subject to the satisfactory completion of the Extenuating Circumstances process (see 1.5 below).

	<ul style="list-style-type: none"> Expenses are paid monthly and the dates will be circulated by your Programme Officer at the start of the placement term. If you miss the monthly deadline, it will be processed in the following month up until the final deadline. Deadlines for each term can be found here (password: tbcTutors).
ii) Tutorials	<p>Travel by Car:</p> <p><i>Please see the section on driving to your placements above. Mileage expenses can only be claimed by approved drivers.</i></p> <ul style="list-style-type: none"> The Brilliant Club will reimburse at a price of £0.45 per mile. If the cost of driving will exceed the maximum budget (see above), you must obtain email confirmation beforehand. <p>Advance Train Tickets:</p> <ul style="list-style-type: none"> To minimise costs, The Brilliant Club requires Tutors to buy train tickets at least two weeks in advance, if they are available at an advance lower price. If you are unable to book your train ticket before this two-week deadline, please contact your Programme Officer as soon as possible. For fixed price journeys (e.g., tube and bus journeys or some local trains) you do not need to book journeys in advance.

Extenuating Circumstances

The Brilliant Club recognises that, in certain cases, there may be extenuating circumstances that mean a Tutor is unable to follow the guidelines. In such cases, we will require Tutors to obtain written approval from a Programme Manager in advance (an email is acceptable) and submit the approval with their normal expenses claim.

Although we will judge each case on its merits, the following guidelines will be applied:

Acceptable	Unacceptable
<p>A train that a Tutor has booked tickets for is significantly delayed or cancelled, and the Tutor purchases a ticket for a different train</p>	<p>A Tutor misses a train that they have booked tickets for and purchases a ticket for a different train</p>
<p>A Tutor has a medical condition or physical disability that requires the use of specific transport measures, e.g., a taxi</p>	<p>A Tutor is simply running late and takes a taxi to ensure that they get to the venue on time</p>

Please note that The Brilliant Club do not guarantee that the full amount of any expense will be covered. Where extenuating circumstances apply it may sometimes be the case that we are only able to cover part of the expense.

London Travel

- If you will be using an Oyster or Contactless card, then you must register your card with Transport for London (TfL) before you travel in order to receive the itemised usage reports that we require as evidence. This can be done online: www.tfl.gov.uk/fares-and-payments.
- Please note: TFL only keeps your expenditure on your account for 2 weeks. We advise that Tutors register for weekly usage reports.
- If you have a weekly travel card covering London TfL Zones 1-2, and you travel to a school in Zone 2, we will not be able to reimburse you for that journey. If, however, you have a Zones 1-2 travel card, and you travel to a school in Zone 4, we will be able to reimburse the journey outside of Zones 1-2. If there is no other cost-effective option than to purchase a day travel card, the Finance department will consider this on a case-by-case basis, and you will need to complete the Extenuating Circumstances process with your expenses claim.

Exceptions

There are some expenses we do not consider to be normal usage and are unable to reimburse. Please see the list below for full details.

Taxis:

Taxis are not considered a reasonable expense. No taxi fares will be reimbursed unless they have been specifically authorised in writing by a Programme Manager. Email approvals will need to be forwarded as part of the expense claim.

Travel Cards (National Rail/TFL):

We are unable to reimburse Tutors for National Rail or Transport for London travel cards. This is because, as a charity that has its financial accounts audited, The Brilliant Club is required to provide evidence of the specific cost of each reimbursed journey.

Parking and Accommodation:

The Brilliant Club will not reimburse Tutors for parking or accommodation costs unless it has been authorised by a Programme Manager through the Extenuating Circumstances process (see above)

Food and Drink:

We will not reimburse Tutors for any food or drink that they purchase during the delivery of tutorials.

Appendix 2 – Further information on Tax and National Insurance

Please note that your placement pay is submitted through the PAYE system and may be subjected to PAYE Tax or National Insurance. This may happen if you have another job or have had another job within the same tax year. All PAYE and NIC deductions are taken at instruction of HMRC, not The Brilliant Club.

Tutors must keep The Brilliant Club updated with their present circumstances. If your circumstances or any contact information changes, you must update tutorhr@thebrilliantclub.org at the earliest opportunity.

Before receiving your first payment from us in an academic year, we will send you a New Starter Checklist form. The Brilliant Club reports on your tax status in accordance with the information on these forms. If they are inaccurate or not submitted, we cannot be held responsible if your tax codes are incorrect. Please note, The Brilliant Club is unable to advise on an individual's tax situation or provide historical P60s that have been lost or damaged. Typically, these are queries that you will need to follow up with HMRC.

If you have been taxed on your final payment and you believe that this has been done in error, please contact HMRC with the details from your payslip which will be emailed to you at the point of each payment. The Brilliant Club cannot contact HMRC on your behalf. Any tax or NIC payments are taken at the discretion of HMRC.

If you require a P45 at the end of your placement, please send your request to finance@thebrilliantclub.org.

Tax Queries: <https://www.gov.uk/government/organisations/hm-revenue-customs/contact/income-tax-enquiries-for-individuals-pensioners-and-employees>

Income Tax: <https://www.gov.uk/topic/personal-tax/income-tax>

National Insurance: <https://www.gov.uk/topic/personal-tax/national-insurance>

Explanation of Employee Statuses (A, B and C) and Tax

On your Starter Checklist Form you select one of three options for your Employee Status. These three options will determine what your final tax code will be (and ultimately, the level of PAYE and NIC). Unfortunately, we cannot predict what your tax code will be based on these options; it is entirely at the discretion of HMRC.

Status	What it means	Further Information
A	This is my first job since 6th April of the current tax year and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, or Occupational Pension	Student loans do not count as taxable income, so if this is all you receive, A is your correct code.
B	This is now my only job. Since 6th April of the current tax year, I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension	You have worked and had other employment since 6th April of the current tax year but are no longer working there or receiving the income. This status is hard to predict – depending on your earnings earlier in the year and current tax code, you may or may not have to pay PAYE on your Brilliant Club payment, including if you have had a paid placement already in the financial year.
C	I am currently employed in another capacity. As well as my new job, I	You have other work or other income at the same time of the placement, including income from pensions, properties, etc. This

have another job or receive a State or Occupational Pension

registers your employment with The Brilliant Club as a second job and you will be put on an emergency tax rate of 20%

If you believe that you may have been overtaxed, please use the link below to find out how to query this with HMRC and claim back erroneous deductions. You will need your payslip to do this.

<https://www.gov.uk/claim-tax-refund/too-much-tax-taken-from-your-pay#2>

(The Brilliant Club's PAYE Reference is 475/NA71541)

For more information, please also refer to <http://taxaid.org.uk/guides/information/issues-for-employees/employee/form-p46>

Appendix 3 – Useful links

Guidance documents:

[Tutor Expenses Instructions](#)

[Tutor Expense Deadlines and Payment Dates](#)

[Tutor Expenses FAQs](#)

[Tutor Pre-Employment Checks FAQs](#)

[Transitioning-Pupils-Guidance-for-Tutors-vAugust-2023.pdf \(thebrilliantclub.org\)](#)

[Data Protection Tips](#)

Safeguarding policies:

[Safeguarding Policy and Procedures](#)

[Safer Recruitment Policy](#)

[Prevent duty guidance](#)

[Keeping Children Safe in Education 2023](#)