

# Westminster Tutors



**Operational Model**

**2025-2026**

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## 1. Overview

Westminster Tutors Ltd is a tutorial college specialising in A Level tuition and university preparation. We coordinate one-to-one and small-group programmes delivered by independent teachers. Westminster Tutors Ltd was incorporated in 2025 to continue the long-standing work of Westminster Tutors under a new legal structure.

## 2. Our Role

Westminster Tutors acts as a disclosed agent, arranging and coordinating tuition between Clients (parents or guardians) and independent teachers. Tuition is delivered directly by the teacher, not by Westminster Tutors.

Westminster Tutors provides:

- Safeguarding oversight and safer recruitment;
- Curriculum planning coordination;
- Academic reporting and mock exam organisation;
- Public examination entries and invigilation;
- Public examination access arrangements;
- UCAS and careers guidance;
- SEND provision and pastoral support;
- PSHCE and extracurricular coordination;
- Premises management and timetabling; and
- Administrative support and parent liaison.

## 3. Fees and VAT

All fees are VAT-inclusive. Each fee reflects both:

- The rate agreed with the teacher; and
- A commission retained by Westminster Tutors for the services listed above, which is subject to VAT.

Westminster Tutors issues invoices. Tuition, as delivered by the independent teacher, remains VAT-exempt.

## 4. Compliance

This model is supported by:

- Clear contractual arrangements with both Clients and Teachers;
- HMRC's definition of a tutorial college operating under a disclosed agency model (VATEDU40700); and
- Independent VAT advice.

We are updating all website materials to align with this model and ensure complete transparency.

## 5. Queries

For more information, please get in touch with the Principal at [info@westminstertutors.co.uk](mailto:info@westminstertutors.co.uk).

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