Tuition plan
CHECKLIST

Preparation

- [ ] **Load tutee profile**
- [ ] **Find appropriate template**
- [ ] **Make copy and move to tutee folder**
- [ ] **Open MM curriculum for areas(s) to be tutored**
- [ ] **Open tutee copy of template**

Writing the plan

- [ ] **Name**
- [ ] **Tuition split**
- [ ] **Overall area of focus**
- [ ] **Lesson plan**
- [ ] Save as - **Tuition plan: Tutee Name**

Finalising plan

- [ ] **First session: check plan with tutee**

Update this plan as required!