Guidance for Tutors and Course Leaders
Course Proposal Form (2026–2027)

Tutor Support Handbook (TSH)

The Courses Committee and Office staff have created a Tutor Support Handbook to help tutors and anyone considering offering a course which is available on the Tutoring Information page of the website.

Personal Details

Tutors' phone numbers, email addresses and home addresses (if used as venues) will not be printed in the programme and are only available to logged-in members or on request from the Office. If you DO NOT wish to share your phone number or email, please indicate this on the form.

Course Members

Tutors should be aware that they cannot pre-select members for their courses.
Members are asked to apply in priority order, and we aim to allocate their first choices for applications received by 1 August. If a member must be included (e.g., for continuation courses or essential helpers), please notify the Office by the end of June and ensure the member lists the course as their first choice or a place cannot be guaranteed.

Maximum Number of Students

It is rare to have 100% attendance each week, due to illness, appointments, etc. To reduce waiting lists, we add around 20% to your maximum number unless you state that you have already allowed for absences in your maximum class size.

Courses with Less Than 50% Enrolment

In September, courses at Bridge Street or hired venues with under 50% enrolment will be reviewed for financial viability. Options include moving to a smaller venue or cancelling the course. Decisions are made with the tutor, Courses Committee and Office staff.

Class Size

Class sizes can vary; small groups of 5–10 (often in homes), medium groups of 20–25, or large classes of up to 100 depending on accommodation.

Frequency of Classes

Tutors choose how often and how long courses run: weekly, fortnightly or monthly, for 1–3 terms, or shorter courses, e.g. 5-week courses are also welcome. Monday courses need to consider the impact of Bank Holidays, and you may consider adding additional days. Although we will try to allocate your preferred day and time, this may not be possible in all cases, but we would discuss this with you before booking rooms.

Zoom and Hybrid Delivery

Tutors can offer courses online by choosing either: Zoom only or Hybrid (available at Bridge Street). Hybrid is suitable for lectures but not so well for discussion. You will need to attend our training before the term begins. The format must remain the same for the whole course. Submit only one Hybrid proposal; we will generate a Zoom version.

Language Courses

If you are offering a language course, please clearly state the level at which you will be working to ensure prospective members know whether it is suitable for them.

Course Venues

We will ensure that Bridge Street attains near maximum occupancy and that our use of external venues is constructive and economical. Courses must cost no more than £54 per member for the academic year. If your course exceeds this, we will discuss changes such as shortening the course or changing the venue. See Preferred Venues on our website .

Additional Member Costs

List all extra costs in your course description (e.g., photocopying, equipment, entrance fees), stating amounts, payment timing and who to pay.

Equipment

There is a certain amount of available equipment for tutors at various venues: this includes digital, slide and overhead projectors, video, DVD and audio devices. Please indicate your requirements on the form. Personal laptops must be PAT-tested; we will arrange to do this in October.

Course Feedback

Members will be invited to complete a confidential feedback form at the end of your course. Collated responses will be sent to you unless you opt out.

Term Dates (2026–2027)

Autumn term: 5 Oct – 11 Dec 2026
Spring term: 11 Jan – 19 Mar 2027
Summer term: 12 Apr – 11 Jun 2027 (Monday courses run 7 weeks due to Bank Holidays).

Important Dates

10 April	Proposal forms for courses to be received by the Office. Please make sure you have included all of your requirements, preferred days and times and added any vital information under the notes section.
May / June	Accommodation booked for courses; a draft programme entry will be sent to tutors for approval prior to Programme being sent to the printers.
June	Preparation, printing and mailing of Programme.
July	Programme and application form sent to members and prospective members.
1 August	Application forms to be submitted, allocations made to courses.
September	Preliminary class lists sent to tutors and allocation letters sent to members.
October	Final registers for Autumn term courses sent to tutors.
5 October	Start of academic year and Autumn term.
December	Registers for Spring term courses sent to tutors.
April	Registers for Summer term courses sent to tutors.

Final Reminder

When you complete your own course application form, please do not apply for your own course as this could prevent someone on the waiting list from getting a place.