



Tutoring Policy

General

Staff are able to undertake tutoring duties after school hours and during the holidays provided this has no impact on their ability to teach effectively while at school.

Tutoring PGP children

If the tutoring concerns a pupil of PGP, the tutor will

- a) seek prior approval of the headmaster
- b) undertake to uphold the standards of confidentiality and professionalism inherent in his/her employment at PGP

A log will be maintained by the headmaster of who is giving tutoring to whom.

On site tutoring

Headmaster's approval is required for any tutoring which takes place on the school premises, such permission to be given only in exceptional circumstances. Any additional safeguarding, health and safety or other costs associated with tuition will be borne by the tutor.

Off-site tutoring of PGP children

If tutoring of PGP children takes place offsite, the school will send an email in the following terms which must be acknowledged by the child's parents before any tutoring may begin.

"We understand that you are employing X as tutor to your child Y, and that this tutoring is taking place away from PGP. Please would you confirm your understanding that this is a private arrangement between the two of you. X is not a representative or employee of the school while tutoring away from school, and we cannot take or accept responsibility for anything connected with this employment."

This policy will be reviewed annually		
Reviewed: 4 September 2020	By: Matthew Faulkner	No changes
Next review: 4 September 2021	By: Matthew Faulkner	