

Tutoring Policy Whole School and EYFS

IMPORTANT: For the academic year 2021 – 2022, head/headteacher will be the Principal and therefore these titles are interchangeable.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr Tim Cannell

Date reviewed: 6 September 2021

Date of next review: 3 September 2022

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 headteacher
- b) undertake to uphold the standards of confidentiality and professionalism inherent in his/her employment at PGP

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

On site tutoring

Headteacher'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."

Reviewed and approved:	Job title; Head
	6 September 2021
Next review due:	3 September 2022