



Tutoring Policy Whole School and EYFS

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: Dr Pamela Edmonds

Date reviewed: August 2024

Date of next review: August 2025

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

Tutoring of PGP children is only permitted during school holidays and with the permissions of the Head. Members of staff are not permitted to tutor a child currently in their class at PGP.

A member of staff who intends to tutor a child at PGP must:

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

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

On-site tutoring

The Head's approval is required for any tutoring which takes place on the school premises and such permission is 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 off-site, 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.'