

PRIVATE TUTORS AND HEALTH PROFESSIONALS AT IGS

POLICY STATEMENT

International Grammar School (IGS) acknowledges that parents may engage tutors and health care professionals to assist their child or children in his or her development.

PROCEDURES

Tutors and health care professionals may be permitted to use the school facilities to work with IGS students **at the discretion of the Principal or delegate**.

The Principal will consider the *Duty of Care for Students* policy and proposed times working with each child in applying this discretion.

As a general principle, teachers at International Grammar School will not act as tutors for any students enrolled at this school.

When choosing a tutor or health care professional, parents should be mindful of the person's qualifications, experience and familiarity with the content of the courses and/or child's needs.

The school accepts no responsibility in this regard. Throughout the tutoring process, students should be mindful of maintaining responsibility for their own learning and development.

Private tutoring and health care sessions attended by students at the International Grammar School:

- can only occur on a weekday ideally from 7:45am – 8:30am or the end of the school day and finish no later than 5.45pm. Times outside this range may be requested.
- can only take place at school if approval is obtained from the Principal, Deputy Principal or Head of School
- must only be held in rooms allocated by the school

The Principal's approval will only be given if parents arrange for the School to be provided with:

- a completed Working with Children Check or equivalent for the tutor or health professional
- written documentation which shows parents accept that they are responsible for the payment and all details pertaining to the employment of the private tutor or health professional

The Tutor or Health Care Professional must:

- carry IGS visitor identification. The badge must be returned to Reception upon exit.
- sign in and out at Main Reception.

- make themselves aware of: procedures for entering/exiting IGS; responding to emergencies; maintaining safety and security
- only work with IGS students when on IGS premises.

It is the responsibility of parents to ensure that tutors and health care professionals are aware of these requirements.

What IGS needs from a parent before sessions can begin:

- A request to the School from parents for their child to have at school sessions by a tutor or health professional that provides details of who the person is and the day and time of the week that sessions are proposed. The suitability of this time will be checked by the school and the child's teachers and mean mean direct consultation with the tutor or health care professional.
- Parents need to arrange for the school to be sent the full name of the person who will be working with their child, their date of birth and their working with children details.
- The school will then contact in writing the parent and tutor or health professional to let them know about the space that has been allocated for the approved sessions, or if the request is unable to be accommodated.

Last Reviewed: March 2016

Management Responsibility: Deputy Principal Students and Campus Life

Publication: Staff Handbook, School website

Audience: Staff