



Private Tuition Policy

Rationale

Swansea College offers private one-to-one and group tuition in a range of subjects to both students enrolled at the College, and external students. A teacher may be asked to tutor a child who attends Swansea College. In this case, authorization can be given if it is considered in the best interest of the student, or the College.

The College may also offer non-academic lessons to individuals or small groups (such as music lessons). These activities are promoted by the College and will follow the same regulations as Private Tuition.

Aim

Our aim is to provide an individualized programme of work for a student or students (group activities) when requested.

The aim of this policy is to make clear the regulations controlling this service in order to safeguard both user and provider. It should be read in conjunction with the College's 'Staff Handbook'.

Permission from the senior management team

Any Private Tuition that is conducted within the College or involving students from the College must be reported to the senior management team prior to commencement. The senior management team has the discretion to permit or prevent the activity from taking place and can refuse to grant permission on the basis of students' welfare and safety appropriateness of the activity, or conflict with other College commitments.

If authorization is given, a record of the activity including student details, aims of the activity and timetable must be produced.

The College requires the teacher to fulfill its contractual obligations including ECA's before taking any private tuition.

Who can tutor?

The College will consider giving authorization to any teacher within the College if that teacher is considered to have the appropriate qualifications for the task. Only staff who are employed by the College, as either employees or self-employed tutors, have permission to tutor on the premises.

Teachers are permitted to earn money by tutoring. The College wishes to ensure that this benefit is not abused or causes conflict between staff members. We need to ensure that our community continues to see the College and its employees as professionals who are committed to their primary role of teaching and caring for the welfare of our students.

It is our policy that students cannot be tutored by their current class teacher as this can cause problems for both parties around the issue of bias or 'favouritism' when in the normal classroom situation. Teachers can also be accused of giving unfair advantage to students for examinations that they are preparing.

A tutor is free to approach the class teacher of a student he/she is tutoring for guidance and suitable learning objectives. The class teacher is not obliged to provide learning materials for the tutor. However, it is accepted that it is in the class teacher's interest to support the student that requires private tuition and additional support. A class teacher must never approach a family and offer their services. This could be grounds for disciplinary action.

Where can tutoring take place?

Tutoring must occur in the College because it provides a safe and quiet place for the student to study without interruptions, but must not interfere with the College's expectations of the teacher and cannot take precedence over the teacher's College commitments.

If the student is under 16, it is the parents' responsibility to ensure their child arrives at the College for the tuition period and to arrange for homeward travel / collect the student afterwards. It is the tutor's responsibility to supervise the student within the College premises until the child leaves or is collected by his/her parents.

Tutoring at any location other than the College is not permitted.

How often can tutoring take place?

It is recommended that a student receives no more than *two hours* of private tuition or group coaching per working week. This is considered a reasonable amount of time to spend without the activity becoming a burden to the teacher and possibly conflicting with College commitments.

On weekends no more than *four hours* of private tuition or group coaching should be undertaken. All tuition provided must be declared and recorded on the Lesson Timesheet form.

Private Tutoring by its very nature gives a student individual attention and addresses specific weaknesses of that student and so should normally be provided on a one-to-one basis. It is not advisable to tutor more than one student at a time as this can lead to conflict over parent/teacher expectations.

Payment

All requests for tutoring must be made to the College. The Senior Management Team will decide whether the request is reasonable and will work with the current commitments of the teaching staff, and the availability of rooms.

The College will invoice the student(s)/parents for Deposit of £100 and the £80 Booking Fee which must be paid before tuition can commence. The College will also invoice the agreed private tuition, either the whole course fees upfront (where course is less than 4 weeks, or the student(s)/parents have requested to pay the invoice in one payment), or monthly. No lessons will be confirmed until the invoice has been paid. No payments should be made directly to the tutor.

Private tuition rate

This list is updated regularly and kept in the fees document

For some other activities provided by the College such as music tuition it is acceptable to teach students in small groups. Groups should be no larger than 6 students.

Records

Teachers must keep an attendance record of each and every session they have conducted on the tuition ILP. This is intended to ensure there is no dispute over fees or progress.

Progress Report

Students and parents are entitled to a report from the tutor on their child's rate of progress and achievement. It is strongly advised that the teacher gives the student/ parent clear and realistic expectations of what can be achieved through Private Tuition prior to the commencement of the programme.

A copy of this policy must be provided for parents on request and prior to the commencement of any activities and on request.