

THE ROCHE SCHOOL
Tutoring Policy

This policy which applies to the whole school is saved on the school shared system and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	School Shared System (Public copy provided on request)
Date Published	October 2025
Authorised by (if required)	Headteacher
Review/Update Date	October 2026
Responsible Area	Deputy Headteacher

At The Roche School we work with parents to ensure the best possible educational outcomes for every child. In addition to the main curriculum, we provide additional boosters and interventions during the school day based on need and to prepare for the 11+. As a school we pride ourselves in providing an exceptional education which precludes the need for tutoring.

At the Roche School we have a selection of self-employed peripatetic teachers who are specialised in the field of SEND. When a child has a specific learning need, 1:1 specialist support lessons can take place during the school day with a specialist teacher. This will be recommended and managed by the SENDCo at an additional cost to the parents. This type of intervention will be reviewed termly against review targets, and each child will receive an Individual Education Plan (IEP). These sessions will end if 1) the child has made significant progress; 2) if timetabling the sessions becomes too difficult; 3) the child is overloaded; 4) the child no longer requires specialist intervention.

When it is deemed appropriate, teachers (any employee carrying out teaching work) may offer private tuition outside of their contracted hours in the following circumstances:

- Teachers must gain permission from the Headteacher to tutor a pupil from the school. The Headteacher will keep a log of which students are being tutored.
- Teachers may not tutor on school premises, nor can they tutor in their own home.
- Zoom may be deemed appropriate, however teachers cannot zoom from their bedroom.
- Teachers may not tutor children in the year group they are currently teaching to avoid a conflict of interest.
- Teachers may only tutor during school holidays and not during term time.
- Teachers must complete the attached form to acknowledge they are adhering to the above requirements and are paying the appropriate tax via self-assessment for any payment.

This policy is subject to continuous monitoring, refinement and audit by the Headteacher and DSL. It should be read alongside the:

- **Safeguarding and Child Protection Policy**
- **Code of Conduct**
- **11+ and Transition to Secondary School Preparation Policy**
- **Teachers' Standards**

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

The attached form is to be filled in for each individual student

I have read The Roche School Tutoring policy and agree to adhere to its principles including paying the appropriate tax via self-assessment.

Signed:

Date:

Child I will be tutoring:

Time frame (Dates and times):

Location of Tutoring:

Headteacher Agreement for this tutoring to take place:

Signed:

Date: