

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	September 2026
Authorised by (if required)	Headteacher
Review/Update Date	October 2027
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.
- Zoom may be deemed appropriate, however teachers cannot zoom from their bedroom or the child be in their bedroom.
- Staff are expected to maintain professional standards, appropriate supervision, and safe practice at all times. All tutoring must happen in a communal space and never a bedroom. Failure to follow safeguarding procedures may result in disciplinary action and personal accountability where actions fall outside authorised professional practice.
- Teachers may not tutor children in the year group they are currently teaching to avoid a conflict of interest.
- Staff are individually responsible for complying with safeguarding legislation, school safeguarding procedures, and the Teachers' Standards. All concerns relating to pupil welfare or safety must be reported immediately in line with school policy and Keeping Children Safe in Education guidance.
- Staff are strongly advised to maintain appropriate public liability and professional indemnity insurance where relevant

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

- 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.
- The teacher must ensure that the following message is sent to the parents of any child who they are tutoring:

'We understand that you are employing X as tutor to your child Y, and that this tutoring is taking place away from The Roche School. 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.'

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 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. I confirm I have taken out the appropriate insurance for tutoring outside of school.

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: