



Private Tuition Policy & Procedures

It is not unusual for staff members to be approached by parents at the school, who are seeking some private tuition for their child. In most instances, pupils at Oporto British School (OBS) should not require additional tuition, as the curriculum taught is extensive, and the quality of teachers and teaching, high.

Therefore, private tuition is not something that the school, or its teachers, should actively seek to encourage. However, under exceptional circumstances, it may be deemed a necessity that parents be advised that their child requires additional tuition in a specific subject area.

In such instances, an agreement may be made by a teacher to undertake private tuition; the following stipulations, however, must be met:

- **Ordinarily, teachers are prohibited from teaching pupils in their class/set.** Only in exceptional circumstances (Common Entrance, EAL, and availability of expertise/subject specialism) may a teacher/member of staff provide private tuition to a pupil under their charge.
- The relevant Head of Section must be informed of the proposed agreement and provide consent to give private tuition, **before** the arrangement is confirmed.
- The pupil's Form Teacher and the Head of the Learning Development Department must be informed of any private tuition taking place.
- The **parents** must take the initiative in approaching the teacher regarding private tuition.
- Normally, the private tuition must occur outside school hours.
- The Headmaster will approve/decline any request/recommendation for private tuition.

Private tuition is not to be carried out on school premises and should occur outside of school hours. It should not prevent a member of staff from carrying out their duties or attending school events.

Recommendations:

You should have a contract with the parent or guardian of the pupil. A written document confirming your name and address and those of your pupil, together with brief details of the service offered and the hourly charge should be enough. Working alone also presents potential problems regarding accusations of assault or inappropriate conduct. If possible, it would be helpful to have a third party present, and you should always ensure there is open access (door to be open at all times and preferably remain in clear view). Similarly, you should be aware of your own security in the event of a pupil becoming aggressive towards you. So, whether working in your own home, at school or the pupil's home, do ensure that you have a clear exit from the room and building.

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