

PRIVATE TUITION AND OUT OF HOURS POLICY

This policy sets out the School's aims and objectives on private tuition and the use of the school out of hours by all members of School's educational and non-educational staff.

Aims

To:

- Ensure that the School is supporting what is best for the student
- Give staff clear guidelines and avoid any possible conflict of interest
- Ensure that if School staff undertake this work, it does not adversely affect the quality of their primary responsibility, their responsibilities in School

In our School we believe that the lessons delivered during the school day can meet the needs of all children. In extraordinary circumstances, a child may need some additional support; this will be identified by the class teacher/subject teacher and agreed with the Principal.

Objectives

If School staff undertake private tuition;

- They are required to declare the details of the students involved and the number of private lessons taught in writing to the Principal at the beginning of each academic year if known, or during the school year if tuition commences at a later point.
- No member of staff will undertake to teach any Junior / Senior School student without first obtaining permission from the Principal who will liaise with the Board to ensure there is no objection.
- All lessons must be delivered outside contact hours
- Staff have access to the site between 7:00 a.m. and 5:00 p.m. on a working day. If you need access to the building outside these hours then please inform the Principal
- It is the responsibility of the staff member to declare the earnings from tutoring on the tax form provided every January. The Finance Department can help if there are queries in this regard.
- If sessions are taught on School premises, the Administration Department must be informed of where and when. If students are not from the Junior or Senior School then the Administration Department must be supplied with names and dates of birth for insurance purposes. A fee of 15% of earnings must be paid to the Finance Department to cover facilities and insurance costs. However, staff may apply to management for special consideration to cover exceptional circumstances.

- Staff may not normally teach students who they teach in their class or subject lessons to avoid any perceived conflict of interest. In exceptional circumstances this rule may be waived e.g. to help a student who has had a long term absence catch up with learning or if what is taught is different to the school curriculum.
- Staff must provide their own resources for the tuition sessions.
- It will be at the discretion of the Principal to take the necessary action if the Principal believes the relevant teacher's performance at the School may be adversely affected by undertaking private lessons. This may involve insisting that the teacher limits the number of tutoring sessions that are being undertaken.
- Staff should NOT be providing private lessons to coach pupils for Entrance Examinations for other schools in Cyprus.

Violation of the Policy

Any member of staff who fails to comply with the terms of this policy will be deemed guilty of gross misconduct and the School has the right to terminate his/her employment without notice.

Use of School out of Hours by staff

If staff need to be in school out of hours for any reason other than private lesson e.g. music or drama rehearsals, PE training, booster lessons etc. they must log this on the shared calendar with the receptionist at either school site. If this has not been done then staff should not be in the school.

If staff are in the school with students out of hours, they should have sought permission of their parents in writing. Staff are responsible for the conduct of the pupils during that time and should ensure that they behave in an appropriate manner, respecting the fabric of the building. They should not be allowed full access to the whole site but remain in a place where staff can monitor them.

This policy will be kept under regular review to ensure that curriculum requirements are being met and that the efficient and effective running of the School is supported.

Effective: September 2013

Reviewed: May 2016