

**Document Control Sheet**

Document Title: BESA Tutoring Policy

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# British Embassy School Ankara

## Tutoring Policy

### **Aims of the Policy**

The aim of this policy is to provide staff members' clarity of the role private and school related tutoring plays at BESA.

### **What does this policy cover?**

The policy covers two aspects. The first, providing a brief statement in regards to exam preparation tuition support for entry examinations at future schools and secondly, private tuition, by staff members outside of school.

### **Safeguarding**

BESA is committed to the safeguarding and wellbeing of young people and this policy should be read in tandem with the school's Safeguarding and Child Protection Policy.

### **Exam Preparation Tuition.**

Exam preparation will be made available to ALL students through a teacher run extracurricular club. This club will run every academic year as needs require. It will provide support for students preparing to take external examinations and will follow the below guidelines:

#### **The tuition is purely focussed on exam preparation. This could include:**

- 1 - Practice questions from the examining school.
- 2 – Practice questions in the style of general entrance examinations.
- 3 – Covering aspects of examinations, which may not be explicitly taught at BESA. For example: Verbal Reasoning and Non-Verbal Reasoning.
- 4 – General tips for approaching exams.
- 5 – Improving speed and accuracy.
- 6 – Practicing aspects of the curriculum, where clear weaknesses have been identified, which would need to be addressed for the student to be successful.

#### **The tuition will not include:**

- 1 – Completing school home learning tasks.
- 2 – Extending school based work, unless specifically identified as a weakness.

### **Staffing for Tuition.**

Any teaching member of staff can volunteer to run the exam preparation club.

### **The Tuition Coordinator**

It will be the role of the tuition coordinator to liaise with the parents of students who are participating in the exam preparation. They will work with the staff members to create an appropriate programme of study. The Tuition coordinator will meet with the parents prior to exam preparation starting, to discuss needs, which schools the exam preparation is for, what resources the parents need to provide and to outline what BESA is able to provide.

The tuition coordinator will feed back progress to the parents on a regular basis.

**External Tuition<sup>1</sup> by BESA staff Members**

BESA does not encourage teachers to participate in tuition of students out of school. However, with acknowledgment from the Head teacher and an understanding that the school will take no responsibility for legal or tax issues - related to external tutoring:

**The following points should be considered:**

1 – No BESA staff member should approach a member of the school community and solicit tuition from them.

2 – Only students NOT connected to the school can be considered for private tuition.

3 – Private tuition cannot take place on school property (including residences provided by the school).

4 – It is the responsibility of the teaching staff member to make sure they are taking into account all legal/tax requirements and /or are not breaking work visa laws.

Acknowledgment by the Head teacher does not constitute legal permission; the school cannot represent the staff member if they are caught breaking the law.

**For all members of staff:**

You should be aware of the following sections of the Code of Conduct:

Staff will strive to;

l) Not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

m) Seek prior approval from the Head Teacher for any professional or voluntary work outside of school provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. The Head Teacher will report any such work to be undertaken to the Governors via the Head's report.

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<sup>1</sup> Tuition here is intended to cover any work that requires a responsibility for the supervision of a child from BESA and therefore includes babysitting and childcare.

## APPENDIX 1 – Signed Parents Declaration for Exam Tuition

I \_\_\_\_\_ request exam preparation tuition for  
(Name of Parent)  
\_\_\_\_\_ in Year \_\_\_\_ .  
(Name of Student)

School which Exam is for: \_\_\_\_\_

Date of exam (if known): \_\_\_\_\_

Will the exam be taken at BESA or externally: BESA    EXTERNAL

I understand that BESA or the teaching staff involved in exam preparation cannot be held responsible if my child does not pass or is not accepted into the school for which the exam has been requested.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Signature)

Please note your point of contact will be the Exam Tuition Coordinator:

Mr Stuart Downing

Mr Robert Unsworth