

	Educational Support, Tutoring Policy		Fecha de Versión	23rd September 2008
			Elaboró: Sarah Osborne & Mabel Gonzalez	Revisó: Alan Shanks
	Cargo: Vice Rector & Head of Educational Support (PS)	Cargo: Rector	Cargo:	
	Fecha: 23rd September 2008	Fecha:	Fecha:	

1. PHILOSOPHY

The Colegio Anglo Colombiano views tutoring as a means of helping students who are in need of academic support due to subject content gaps in knowledge. Tutoring by an Anglo member of staff enables close communication between the tutor, home and school. Tutoring is a private service offered by the members of academic staff under the following guidelines.

2. PRINCIPLES

- Academic members of staff may tutor students from other classes and sections (due to a conflict in interest a teacher should not tutor a student from his/her own class or group).
- Learning Support Staff and Psychologists may also be considered as tutors.
- Tutoring of students must not conflict with school hours, school responsibilities, meetings or any professional obligation.
- The maximum tutor group size is three students who share the same need.
- Tutoring may not exceed four different groups per week.
- The cost of tutoring is decided each year by the Senior Management Team (SMT).
- The tutoring of individuals should be reviewed regularly and is generally viewed as a short term arrangement.

3. REFERRAL OF STUDENTS

- A referral to the Head of Educational Support for tutoring must be made by the regular teacher in agreement with the parents.
- Parents should be included in decisions about the amount of tutoring and the times and days for the tutoring to take place.
- The Head of Educational Support will recommend a tutor according to the data base and need of the student.

4. PROCEDURE FOR ACADEMIC MEMBERS OF STAFF

- The Head of Educational Support will communicate the Policy and associated formats to the academic staff
- Members of academic staff interested in tutoring will complete the Tutor Format (Appendix 1) and return it to the Head of Educational Support.
- A data base of tutors will be kept by the Head of Educational Support.
- When a referral has been made the Head of Section and or the Head of Educational Support may suggest possible tutors.
- The Approval Format (Appendix 2) will be completed and signed by the Director
- The responsibility there on will be fully assumed by the parents and the tutor.
- Tutoring may take place in school or at the students home as agreed with the parents.
- The tutor will fill-in the Action Plan Format (Appendix 3), and will send a copy of it to the Head of Educational Support and the students teacher. This plan will set the number of lessons, the time period for the tuition and the needs to be addressed. A copy of the plan will be retained in the student's personal file.
- The tutor must provide written and/or verbal follow up reports, as required by the Head of Section, the Educational Support Department and/or the students teachers.
- The tutor has a responsibility to meet periodically with student's teachers.

APPENDIX ONE

TUTOR FORM

PERSONAL INFORMATION	
Name:	
Section:	
Phone:	
Email address:	
TUTORING	
Subject(s):	
Grade(s):	
Days & Times available	

APPENDIX TWO

APPROVAL FORM

DATE:

STUDENT'S NAME:

FORM/GROUP:

It is recommended that this student receives tutoring to address the following areas:

TUTOR ASIGNED (name):

(signature) _____
TEACHER

APPROVED ____ NOT APPROVED ____

DIRECTOR

HEAD OF SECTION

HEAD OF LEARNING SUPPORT

APPENDIX THREE

ACTION PLAN FORM

Date:	
Student's name:	
Form/Group:	
Subject(s):	
Needs to be addressed:	
Time period for the tutoring:	
Estimated number of sessions:	

Signed: _____ **Tutor**

Signed: _____ **Head of Section**

Signed: _____ **Teacher**