



Gordon's School

Engagement of Private Tutors



If you are unable to make use of the three tuition companies approved by the school, you may use your Pupil Premium funding to pay for the services of a private tutor or tuition company of your choice.

If you would like to take up this option, please ensure you send us the details of your tutor so we know to expect invoices from them. You can send these details to Miss V Phillips, Head of Inclusion, at: vphillips@gordons.school

As a school, we would also offer the following advice to parents considering this option before you engage the services of a company or tutor:

1. Does the tutor who will work with your son or daughter hold a current DBS Enhanced Disclosure certificate which confirms they are deemed safe to work with children?
2. Have you seen/will you see the original certificate? This is important as a photocopy or scanned document may not be authentic.
3. How well qualified is the tutor – not all tutors are teachers. Some university graduates, university students, industry experts and even A level students undertake tuition. You may want to establish their level of expertise, not only with regard to the subject, but also in relation to their familiarity with the specific exam board your son or daughter will be using if they are a GCSE student.
4. Will they provide you with feedback on the progress made by your child and, if so, in what format and how often?
 - i. Gordon's may periodically ask to see confirmation that tuition has taken place as part of our audit process, so it would be useful for you to have written feedback to provide should it be necessary – this can obviously be electronic in nature or hard copy.
5. Will the tutor continue to be available throughout the period of time you will require them – if they are a university student they may wish to focus on their own studies towards the end of the academic year, just when you may want to make more use of them if your son or daughter is a Y11 student.
6. If you are using a company, are you happy with their terms of service – most tuition companies will charge you the full rate for your session if you cancel with less than 24 hours' notice – Gordon's will not cover the cost of such cancelled sessions so please be mindful of this.

Finally, whilst the vast majority of private tutors and tuition companies are entirely professional, we would **always** advise that a responsible adult is present to monitor tuition sessions. This can be from another room with doors open, but should be in place for both in-person and online tuition sessions.