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Title

Dear Colleague,

Tutoring Guidance for teaching staff

Yours sincerely

LNCT Joint Secretaries

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From mountain to sea

Tutoring Guidance for Teachers

Aberdeenshire Council appreciates the merits of its teaching staff providing tutoring services to pupils within the authority.

The following guidance has been prepared to provide a consistent approach across schools.

As per their contract of employment, teaching staff who wish to commence tutoring should discuss this with their line manager at the first opportunity.

They should complete the Employee Declaration Form which can be found within the Resource Pack of the [Working Time Employee Policy and Procedures](#).

It must be understood that tutoring during the teacher's working hours is not appropriate and that tutoring one's own pupils is considered as a conflict of interest unless specific permission has been given by the Head Teacher.

School premises and materials should not be used for tutoring purposes.

It is understood that any tutoring will be completed in harmony with the curriculum.

When advertising tutoring services, it is expected that tutors do not refer to schools in which they teach or to advertise within school premises.

It is the tutor's responsibility to give parents / guardians the appropriate assurances regarding their suitability for the role in terms of Disclosure Scotland check, relevant experience and adherence to current teaching standards.

It should be noted that there are times when additional voluntary tutoring takes place outside normal school times which is organised by schools for their own pupils. These circumstances are considered separately, and teacher participation is to be authorised by the Head Teacher as appropriate.