



St Mary's School  
CAMBRIDGE

# Home Tutor Policy

*This policy is the responsibility of the Deputy Head (Academic) and the Deputy Head (Data and Operations)*

*Last review: October 24*

*Next review: October 25*

---

## Introduction

This policy explains the rationale of St Mary's school, Cambridge (the School) concerning requests for recommendations of a Home Tutor and issues that may arise between home and the School when a Home Tutor is employed by a parent or guardian.

## Principles

It is the policy of the School that we do not recommend Home Tutors to parents/guardians apart from exceptional circumstances where there is a clearly demonstrable educational need.

### Ethos

The School is committed to offering the highest possible quality of education to pupils. The School welcomes contact from parents concerned about their child's progress. The School will take all measures it deems appropriate, in the professional opinion of the academic and pastoral staff responsible for the pupil concerned, to support each pupil to secure her academic progress and personal development. An implication of this commitment is that parents should not need to engage Home Tutors and it would be unnecessary for the School to recommend them.

### Quality of Provision

It has been the School's experience that the quality of Home Tutors engaged by parents can be variable. Where a Home Tutor is not aware of the particular requirements of the subject specifications his/her advice can be detrimental to the pupil's performance.

### Exceptional Circumstances

In certain exceptional circumstances the School may put a parent in touch with a Home Tutor, although the School will not always be able to provide a suitable contact. An example of these exceptional circumstances is when a pupil has had to change schools during study for public examinations and a tutor is needed to help

them catch up or refocus their efforts on new specifications or when there has been much absence due to ill health or another mitigating circumstance.

## Procedures

- Parents who are concerned about the progress their child is making should contact the Head of Year or Head of Department in the normal way.
  - Progress in the subject will be reviewed and discussed in the light of baseline and other data held in school.
  - The School may recommend further investigation through the Learning Support Department.
  - Where appropriate in the judgement of the School some extra support will be offered. This can include:
    - Ad hoc support at lunch time
    - More formal support after school
    - Subject surgeries
    - One-to-one or small group tuition with teaching staff
    - Paid-for extra one-to-one or small group tuition with former staff
  - Departments will furnish parents/guardians with information about subject specifications when asked.
  - Departments should only put parents/guardians in touch with a Home Tutor following a discussion with the Deputy Head (Academic) and the Deputy Head (Data and Operations) in which the case is made that the circumstances warrant this step.
  - Any Tutor recommended by Departments should be someone whose work can be vouched for such as a former member of staff.
  - Under no circumstances can a Home Tutor assist with preparation for controlled assessments or coursework as the School must certify to examination boards the amount of support received by pupils.
  - Departments will not enter into regular contact with Home Tutors about the detail of work undertaken in school.
  - Parents engage an unapproved Home Tutor at their own risk. Parents must satisfy themselves of the suitability to work with children of any Home Tutor they engage.
-