St Mary's School
CAMBRIDGE

Online Tutoring Policy for Boarders

This policy is the responsibility of the Deputy Head: Pastoral & Boarding and the Head of Boarding.

Last review: September 26

Next review: September 27

Aims and Purpose

This policy governs all online private tutoring arrangements for students - whether facilitated by the School or arranged independently with school consultation. It incorporates safeguarding obligations as per the Keeping Children Safe in Education guidance (KCSIE 2026), and legislative mandates from the Online Safety Act 2023.

Core Principles

St Mary's is committed to providing a world class education and firmly believes that the support offered internally within school is sufficient. However, the School acknowledges the rise in popularity of additional tutoring and therefore seeks to ensure all parents and students are informed and safe. The following are our core principles when discussing any options for online tutoring:

- Student safeguarding is paramount: every tutoring arrangement must protect student welfare in line with KCSIE 2026 and the Online Safety Act 2023.
- Parents are expected to inform the School of any private online tutoring arrangements.
- Tutoring should complement the School's curriculum and support student learning goals—not replace them. Therefore, tutoring must not take place during scheduled school lessons or activities and students may not miss school events for tutoring.
- Tutoring is not encouraged for students in Years 5-9.
- Student wellbeing is paramount. Private online tutoring should not take place late at night or early in the morning and students are encouraged not to book back-to-back tutoring sessions at weekends.

Parental responsibilities

The School requests that parents follow the guiding principles below when selecting and engaging with a tutor for their daughter, acknowledging that the school will not usually make recommendations:

- Approve external tutors by following rigorous vetting procedures – request sight of DBS checks, complete an online check, and seek reviews etc. Parents should arrange a meeting with the tutor before hiring them to get a sense of their teaching style, personality, and overall suitability for their child's needs.
- Request that the tutor provide proof of their qualifications, such as a teaching certificate, degree in the subject they are tutoring, or relevant experience in education.
- Request references from previous students or parents.
- Email the Head of Boarding (CElliott@stmaryscambridge.co.uk) with the tutor's contact details and copies of their qualifications, along with the dates and times of the online sessions

- Request sessions are recorded to maintain oversight and safety.

Student responsibilities

Students should ensure that they:

- participate in the tutoring session from a supervised or communal space. Students must not have online tutoring within a shared dorm and ideally Sixth Form should prioritise accessible, communal spaces over bedrooms. It should be noted that school cannot guarantee supervision or communal spaces to be available.
- are appropriately dressed for online tutoring sessions (e.g. not in nightwear).
- report any safeguarding concerns promptly to a member of the boarding staff team.