



Home Tutors have a responsibility to:

- Carry out independent assessments to track student progress over time.
- Teach well structured, stimulating and appropriate lessons, at all times being aware of the particular needs and medical requirements of the student.
- Liaise with school/parents/CAMHS as required.
- Help student to understand and complete work set by schools.
- Set and mark homework, unless arranged otherwise by school.
- Assist students to keep up academically with the appropriate year group.
- Communicate to schools where work is inappropriate with regard to levels or for any other reason.
- Attend all student academic reviews. Attend CAMHS reviews if requested to do so.
- Ensure that exam assessment work is returned to schools on time for marking.
- Ensure that the Examination officer at school is made aware of the particular needs of the student, including any special requirements.
- To ensure that a student is given appropriate Careers advice.
- To assist with reintegration into school / entry into College.
- To complete lesson reports efficiently and send them in to the Home Tuition Office.
- To send lesson reports to school at mutually agreed intervals and to produce a termly report for schools and parents.
- To respect confidentiality, unless the interest of the student makes it unsafe to do so. **In these cases, tutors will communicate with the named person in School and at TRACKS.**
- Be prepared to cooperate fully with the Annual Appraisal procedure.

The Home Tuition Service has the right to withdraw from a pupil where there are issues threatening the personal safety of the tutor or where tuition has proved impossible, for **non-medical** reasons*, for more than **three** sessions in any half term period. This would be after discussion with school. In these instances, the responsibility for the student will revert back to School.

*Clinically diagnosed anxiety is accepted as a medical condition.

With regard to the teaching of (STUDENT), I agree to the above terms on behalf of the Home Tuition Service:

Tutor:

Date:

Agreed Lesson Times: