



## Service Level Agreement for Schools

September 2018

### Schools are asked to co-operate with Home Tuition by:

- Providing a named person who will be responsible for the link with the home tutor. Furnishing the tutor with correct phone numbers and e mail addresses to ensure easy and direct communication. Updating these as required.
- Providing the tutor with the most recent information regarding the student's academic levels, predicted grades, targets, SEN. Contacting feeder school, where appropriate, to facilitate this.
- Providing suitable work and resources for the student, including medium and/long term plans; schemes of work where available.
- Marking any external exam assessments / coursework.  
Entering the student for Public Examinations and paying exam fees.
- Organising and attending half termly reviews regarding the student, even if these take place out of school.
- Contacting the tutor regarding attendance.
- Co-operating with plans for school integration where this is possible. This may involve providing a room for tuition to take place in school.
- Doing everything possible to keep a link open between themselves and the student; this may mean sending newsletters home etc.
- Being readily available to discuss any of the above. Students can see the home tutor as an 'easy option' and some may avoid working to full potential unless there is a **strong and very clear link with school**.

\*Schools may **only** mark a 'B' on the attendance register during those times where a tutor is actually teaching a student. **At all other times**, the responsibility for the welfare and safety of the student rests with the family and the School.

On behalf of (SCHOOL) I agree to the above terms with regard to the teaching of:

( ) Year ( )

Signed:

Date:

Position:

Contact details:

Agreed Lesson times: