



# One to One Tuition Guidelines



## Guidelines for Staff One to One Tuition

One to One tuition is taking place on a regular basis across our school. The following guidelines are to support both staff and pupils.

1. Key colleagues must be informed of any planned sessions on a weekly basis. The Head Teacher for sessions taking place during the school day and our Pastoral Carer for sessions taking place out of school hours. Information should include the children's names, start and finish times, the location and any concerns.
2. Whenever possible be visible e.g. window, door kept ajar: there are many places where 1:1 work can take place outside of a single room.

Whenever possible 1:1 work should take place in a single area within an establishment (i.e. so that other staff know that this activity is taking place).

Is there an opportunity/need for a witness to be present or close by?

Think carefully about seating arrangements (e.g. avoid placing yourself between pupil and door).  
Proximity considerations, body language, tone of voice, attitude.

Any specific issues e.g. behavioural, cultural, gender, emotional

**Name** \_\_\_\_\_

**One to One Tuition w/b**

<b><u>Child's name</u></b>	<b><u>Location</u></b>	<b><u>Date</u></b>	<b><u>Start</u></b>	<b><u>Finish</u></b>

Date of approval: Spring Term 2017

Signature: Headteacher

Signature: Chair of Local Governing Board

Renewal Date: Spring Term 2019

A signed copy of this document is kept in Executive Principal's Office