



# PRIVATE ON-LINE TUITION AGREEMENT

Previous Date of Policy	September 2024
Reviewer	Assistant Principal Academic
Approved by	Principal September 2025
Review by Date	January 2027

## Roles & Responsibilities:

Principal  
Assistant Principal Academic  
Assistant Principal Boarding and Welfare  
Deputy Head of Boarding

Dr Ian Gross  
Ms Rebecca Champion  
Ms Helen Rose  
Ms Emily Coleman / Mr Ashley Smith

## For the attention of: Parents/Guardians

Keeping students safe is of paramount importance to everyone at The Worthgate School, hence we need to risk assess situations where we feel students might make themselves more vulnerable.

At The Worthgate School we are very aware of the dangers that children can face online, and we strongly recommend that you visit [NSPCC Keeping Children Safe Online](#) so that you are also familiar with those dangers and can talk with your child about them. You are also encouraged to talk with us about any concerns you might have about their safety online.

It is very important that the school is aware of any private tuition you would like your child to receive. We do not recommend arranging private online tuition for many reasons including academic ones (for example the private tutor not having complete familiarity with the various courses and course-requirements at The Worthgate School), but most importantly because we cannot carry out the rigorous checks on the private tutor that we do on our own teachers and other staff at The Worthgate School.

If you still wish to pursue private on-line tuition, we will need you to do the following:

1. Arrange for the tutor to provide their details (address and passport scan) and declare these to be authentic
2. Agree to taking full responsibility for the private tuition arrangement
3. Agree to the tutor only communicating via the student's school @worthgate.com account (so we can monitor/track if concerns are raised)
4. Ensure the tutor reads the school's safeguarding policy (<https://worthgateschool.com/policies/>) and understands our expectations and their duty of care
5. Agree to the tuition being in a supervised/visible area (for either teaching or boarding staff to be able to check the student is comfortable and that there are no safeguarding concerns)

There are designated zones available for students to participate in the online session in a public area (with headphones) during the academic day and during boarding times. In Boarding, staff patrol student zones as part of their duties. If students must have the tuition in their rooms, the students need to inform the boarding staff, so they can monitor and check-in with them after their on-line tutorial. The student must also be aware that they have access to the EDM (Emergency Duty Manager) phone number, so they can call for assistance at any time.

In terms of setting up their devices so they do not accidentally film other students, your child needs to have their camera facing a wall as opposed to other parts of a room where other students can be in sight.

Other instructions for your child: they must end any call they deem to cause them distress, harm or if they have a concern. They should also report any safeguarding concern to a member of the

Safeguarding Team. If members of the Safeguarding Team are not immediately available, they should report their concern to the nearest member of staff.

If you have any concerns, please contact [studentcommunications@worthgateschool.com](mailto:studentcommunications@worthgateschool.com) – colleagues here will be able to forward your concern to the most appropriate person.  
If you feel the issue is an emergency, please use the EDM number +44 7739 094249.

**Student:**

- I agree to informing the Assistant Principal Academic when and where I will be having my lessons, so monitoring can be arranged.
- I agree to checking-in with a member of staff after my on-line lesson.
- I know I must not film any student or member (my camera will face away from other people).
- I will contact a member of staff (preferably a member of the Safeguarding Team, if they are available) if I feel uncomfortable or concerned about the on-line lessons.
- If I have an urgent concern, I will call the EDM number +44 7739 094249

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tutor:**

- I will provide my details (address and passport photo ID) so that the school are aware I am an authentic tutor.
- I will read the school's Safeguarding policy and agree to making sure my behaviour and communication is appropriate, in line with the policy.
- I will only communicate with the student using their school email account (@worthgateschool.com).
- I will not have any other people visible to the student during the on-line lesson.
- I will contact [studentcommunications@worthgateschool.com](mailto:studentcommunications@worthgateschool.com) if I feel uncomfortable or concerned about the on-line lessons.

Tutor name: \_\_\_\_\_

Tutor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent:**

- I will arrange for the tutor to provide their details (address and passport photo ID) and authenticate them (agree the passport photo is of the tutor I have employed).
- I will provide the tutor with the school's Safeguarding policy.
- I will check-in with my child after their on-line lesson to check they feel comfortable and there are no issues.

- I will contact [studentcommunications@worthgateschool.com](mailto:studentcommunications@worthgateschool.com) if I feel uncomfortable or concerned about the on-line lessons. If I have an urgent concern, I will call the EDM number +44 7739 094249.

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Final Approval Checklist (to be completed by the Assistant Principal Academic / Boarding and Welfare):

Item	Check	Further detail (only if necessary)
Student agreed to conditions		
Parent/Guardian agreed to conditions		
Tutor agreed to conditions		
Tutor details supplied (passport)		
Dates/times of tutoring agreed		
School Supervision arranged		
Assistant Principal Academic: final agreement to on-line tutoring proceeding		
Assistant Principal Boarding and Welfare ensures Deputy HoB/BTL/HP performs check on tutor id vs passport (note on iSAMS to this effect)		