



Guidance for parents /carers on using a private tutor or a supplementary school

There are many reasons why a parent/carer might want to employ a tutor or use a supplementary school. It may be to help their child improve their potential exam grades, to assist with their schoolwork in general, to learn a musical instrument or to study religious texts.

This leaflet is designed to support parents/carers ensure any tutor or supplementary school is suitable to work with their child.

Although many parents/carers are happy with their tutors and supplementary schools, it is important to remember that tutors and staff working in supplementary schools do not need to be qualified and there are limited regulations to oversee their work or suitability to work with children.

A person can be barred from teaching or commit an offence which makes them unsuitable to work with children yet still offer their services as a tutor or secure a job in an unregulated supplementary school.

Local Authorities and schools cannot provide a list of approved professionals who work as tutors or recommend supplementary schools.

Therefore, it is the parents/carers' responsibility to make sure the tutor is qualified and does not pose a risk to their child.

What should I do if my child tells me something inappropriate or abusive happened whilst with their tutor or when attending a supplementary school?

- Make sure your child knows that they should talk to you if anything happens that makes them upset, uncomfortable, scares them or worries them.
- Reassure your child that they have done the right thing to tell you and that what happened is not their fault.
- As you will be paying for the services of a tutor, you have the right to terminate the employment at any time and should do so if you are unhappy about the way that the tutor behaves with your child.
- Likewise, your child can stop attending a supplementary school if you are concerned about anything your child tells you.
- If any adult has behaved in a way that is harmful, abusive or inappropriate towards your child or other children it is important that you contact the Local Authority (phone: 020 8753 6600). A member of staff will discuss your concerns with you and decide if further action needs to be taken.
- In an emergency please call the Police on 999.

- A**ttendance (statutory)
- C**hild employment and entertainment
- E**lective home education and children missing education



Employing a private tutor or using a Supplementary School

A guide for parents /carers



The following FAQs may help you decide if a tutor or a supplementary school is the right choice for your child.

I am worried about my child's progress at school, what should I do?

If you have concerns about your child's progress, the best thing to do is to talk to the school. The school might not know that you are worried. They also know your child well and may be able to offer reassurance or some additional support.

If you still decide to employ a tutor for your child or enrol them in a supplementary school, it is a good idea to inform your child's regular school so they can be responsive to your child's changing learning needs or let you know if the extra studying is impacting on their school work.

Where can I find a tutor or supplementary school to work with my child?

Many advertise in the local paper or on the internet, often under specific subject headings. Parents/carers considering this option are responsible for ensuring that they are satisfied that the tutor or teachers at the supplementary school chosen, are suitability qualified, and do not present a risk to a child's welfare.

Remember that your child's school is not able to endorse tutors or supplementary schools or to check their suitability; you need to do this.

How can I be sure that a tutor or attendance at a supplementary school does not pose a risk to my child?

Ask to see tutors work history, qualifications and always ask for references. Speak to other parents already using a tutor or supplementary school you are considering.

Always interview tutors you are considering and make sure to visit any supplementary school.

Ask to see a tutor's professional qualifications and make sure they are competent in the area they will be assisting your child in. For example, do they have GCSEs/A Levels in the subject and do they know the course syllabus?

Ask about the qualifications of staff employed at supplementary schools

Arrange for your child to meet a tutor, ask your child what they thought of the tutor and how they felt during the meeting.

Arrange for your child to visit any supplementary school you are considering to see what your child thinks – remember they will not learn if they are unhappy.

Reputable tutors and supplementary schools will understand that you are taking these steps to make sure your child is safe. If they have nothing to hide they will be happy to answer all your questions! If they are not, think about whether they are the right person to work with your child.

Where should the tuition take place?

If the tuition takes place in your home it should never happen in a bedroom even if it contains a study area.

If the tutor operates in their own home or premises then visit the location beforehand to make sure it is safe and appropriate for study.

Wherever the tuition takes place, you, or another trusted adult, should remain in the building and you should have access to the teaching area at any time. Chaperone arrangements offered by the tutor should be refused.

Make sure your child knows where their tuition will take place and ask them to tell you if the tutor wants to change the arrangements.

Appropriate tutors should be aware of these professional expectations and are likely to offer them without your suggestion.

Question whether the tutor is a suitable person to work with your child if they refuse to cooperate.

Extra things to consider about Supplementary Schools

Are there separate bathrooms for children and adults? If meals are provided ask to see dining areas and kitchens. Are notices about fire procedures on display?