**Online Learning Agreement - Home Tuition**

**Fleet Tutors recognises that the successful development of our students depends on an effective partnership between tutors, students, schools, and parents/carers. We share responsibility for the development and achievement of every student’s potential**

These guidelines provide clarity in terms of our tutoring expectations, whilst being mindful of our safeguarding priorities and should be read in conjunction with Fleet Tutors’ Online Safety Policy.

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| **PLEASE NOTE:**   * All tutors have confirmed they have read and understood Fleet Tutors’ Online Safety Policy   in conjunction with the Safeguarding & Child Protection Policy & procedure, and are familiar with how to report incidents   * All parties are aware that all sessions & communication, via Fleet Tutors’ Online Tuition Platform will be recorded for safeguarding and quality purposes. Consent is automatically given by registering to use the platform. * Upon receiving this document entitled, Fleet Tutors Online Learning Agreement-Home Tuition, tutors, parents/carers, and students are deemed to have agreed with the information contained within it. | | |
| ***Tutors will:*** | ***Parent/carer, will:*** | ***As a student, I will:*** |
| * Tutors must be ready to start sessions promptly, as per the agreed timetable. On the rare occasion that tutors are unable to commence the session at the agreed times, they must contact student within the online tuition platform giving anticipated new start time as soon as practicably possible. They should then advise their Tuition Coordinator at Fleet Tutors, who will advise the school. * Tutors must confirm student attendance on a session by session basis as soon as practicably possible. * Collect absence details, in the event that the session is cancelled (name of caller, reason for absence, anticipated return date). This must be reported to the Fleet Tutors’ Tuition Coordinator on receipt. * On every occasion, tutors must speak to a parent/carer or responsible adult before speaking to the learner. They must remain present during the session and be visible to the tutor. * Be mindful of your own surroundings whilst online. Some students are easily distracted but also could have other sensory needs. (Where possible have a neutral background)   ***Remember -*** *the student can see /hear whatever is in the background. Consider turning your camera off if you walk away from the screen but please advise the student prior to doing so and the length of time you are likely to be away. (e.g. you may set them a task and take the opportunity to have a comfort break)*   * Provide a teaching and learning environment that is stimulating, safe and caring with equal opportunities for all and where all students’ needs are known and understood. * Support the student to achieve 95% or above attendance and report weekly to the client on the students’ progress * Expect high standards, set clear rules and develop the learner’s sense of responsibility. * Inform Fleet Tutors where significant learning issues arise. * Ensure teaching and learning resources are clear, and where possible contextualised. They will give clear, detailed instructions and examples, in order to fully develop and support learning needs and progression. * Provide good quality, colourful resources. Lots of text can be dull, uninspiring and in some cases intimidating. Be mindful of the content of all resources used, ensuring student age /level appropriacy * Advise the Tuition Coordinator as soon as possible after the session has ended. If any technical difficulty is experienced whilst using the tuition platform during sessions * ***Remember:*** *some students may find it challenging accessing learning online and may need some time to adapt to it. Tutors will need to find innovative ways of helping them to engage.* * Continue to observe the Attitude to Learning Code and set clear boundaries at the start of sessions. Any inappropriate behaviour will be dealt with and reported to the programme manager at Fleet Tutors who will liaise with the school and/or parent/carer. The session may need to be terminated to seek advice. * Only speak to the parent/carers for any matters not directly related to tuition. Tutors will not arrange tuition via the student or exchange messages outside of Fleet Online Platform * Tutors understand that resources uploaded to the online tuition platform during the session, will be deleted from the system memory within 15 minutes after session end * Will not exchange personal contact details with the student * Wear suitable clothing during tuition  \*\*\*Should you have any concerns that a youngperson you are tutoring might be subject to abuse, neglect or anything of a child protection nature, please contact the Designated Safeguarding Lead (DSL) and follow guidelines as laid out in the Fleet Tutors Safeguarding Policy and Child Protection Policy | * Be present at the start of tuition and for the duration of the session or ensure a named responsible adult is available. * Help the student login to the online tuition platform if needed, using the password provided by the school. * Be responsible for the welfare of the student and ensure suitable clothing is worn to include anyone in the household. * Ensure that any computers/laptops/tablets used should be in an appropriate area, for example, not in bedrooms. * NOT give the tutor access to student contact details. * Undertake to adhere to the tuition time scheduled by the school. * Contact the school if the pupil is experiencing any technical difficulties on the platform so the school arrange for technical support to be provided by the Tuition Provider. * Will ensure the student leaves a message in the online platform for the tutor if he/she is late for tuition or unable to attend, providing a reason and anticipated date of return. The student must also let their school teacher know. * Be aware of and support Fleet Tutors’ Attitude for Learning Policy * Be aware of Fleet Tutors Safeguarding Policy Statement * Contact the tutor 24 hours in advance if they need to cancel a session * Contact the tutor to l inform them if the student is going to be late for a session * Contact the school in the first instance if they wish to cancel a whole block of tuition. The school will then inform Fleet Tutors. * Work with the tutor to maintain a positive partnership. * Support the student to achieve 95% or above attendance to maximise progression & achievement * Contact the Tuition Coordinator to resolve any issues.   Please report any safeguarding and child protection concerns by calling one of Fleet Tutors’ Safeguarding team (Available (24hrs).  **Edith Wright,** Designated Safeguarding Lead-07725 039 586  **Linda Chapman -** Deputy Designated Safeguarding Lead - 07464 673351  **Carl Deakin,** Deputy Designated Safeguarding Lead - 07805 459031  **Email:** [safeguarding@fleet-tutors.co.uk](mailto:safeguarding@fleet-tutors.co.uk)  If it is of an urgent nature, please call 999. | * Attend tuition appropriately dressed * Will not commence or continue with tuition, if a parent/carer or appropriate adult is not present * Will adhere to appropriate standards of conduct * Aim for 95% attendance and fully engage in sessions * Turn my mobile phone off during lessons (or place on silent mode). It can only be used in an emergency. * Be positively involved in your learning and progression. * Speak to my parent/carer or tutor if I am worried about anything. |

**Safeguarding remains a high priority of Fleet Tutors and we fully support guidelines as laid out by the NSPCC.**

**Fleet Tutors Safeguarding Contacts:**

**Edith Wright,** Designated Safeguarding Lead-07725 039 586

**Linda Chapman -** Deputy Designated Safeguarding Lead - 07464 673351

**Carl Deakin,** Deputy Designated Safeguarding Lead - 07805 459031

**Email:** [safeguarding@fleet-tutors.co.uk](mailto:safeguarding@fleet-tutors.co.uk)

**Childline is yours** – a free, private, and confidential service where you can be you. Whatever your worry, whenever you need help, however you want to get in touch. We're here for you online, on the phone, anytime **0800 1111**