



## OUTSIDE TUTORS POLICY

Students of Glenwood High School ('the school') may apply to study courses that are offered by an Outside Tutor in the absence of the courses being offered by the school or a Department of Education alternate provider (e.g. Saturday School of Community Languages or School of Distance Education). This policy does not apply when the same course is offered by a Department of Education alternate provider. This policy must be read in conjunction with the Glenwood High School Subject Selection Handbook for the relevant year, in particular the requirement of students who study externally provided courses to study 12 units at school in addition to the course taught by the outside tutor.

### Definition of an Outside Tutor

An Outside Tutor is a person other than a teaching staff member of the school, who the Principal has approved to deliver a specified course that is not offered at Glenwood High School, the Secondary College of Languages or the School of Distance Education. Responsibility of employment of an Outside Tutor for the purpose of teaching a student does not rest with the school but with the parents/carer of the student. The delivery of such a course will take place outside normal school hours and will not affect the learning time in a student's normally timetabled classes.

### Engaging an Outside Tutor

At the commencement of an academic year, it is the responsibility of parents to notify the school if their child is intending to study a course through an Outside Tutor, on the proviso that the course is not available through the school or an alternate Department of Education provider. It is not the responsibility of the school to source or engage in the services of an outside tutor.

It is a requirement for the school to collect records from the Outside Tutor and take all reasonable steps to ensure that the Outside Tutor has the capacity to teach the course. This includes ensuring that by engaging the services of an Outside Tutor, the school remains compliant with the *Child Protection (Working With Children) Act 2012* and the school fulfils its responsibilities to the student to ensure that all NESA registration requirements that are relevant to that mode of delivery by an Outside Tutor are met.

The Outside Tutor will provide the following documentation to the school prior to approval being given by the Principal to engage the services of an outside tutor:

1. Certified documentation of qualifications and/or evidence of the relevant experience and/or expertise
2. Three references, including the date, name of the referee, their relationship to the outside tutor, the outcome.
3. Evidence that the tutor and student have access to the appropriate syllabus package.
4. Evidence, in writing, from the tutor that the course will be taught in accordance with NESA's syllabus
5. Scope and sequence and teaching program for the relevant course to be taught.



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6. Assessment Program for the course, detailing:
  - (i) what will be assessed (i.e., components)
  - (ii) when tasks have been scheduled
  - (iii) how each task will be assessed
  - (iv) how much weight will be given to each task
  - (v) what administrative arrangement have been made
7. Evidence of current Working With Children Check clearance.

Approval by the school for a student to complete a course of study provided by an Outside Tutor will only be granted once these processes have been completed and verified.

When the above requirements have been fulfilled, the school will enter the course into the student's pattern of study through NESA Schools Online, using 'Outside Tutor' Code 99110 as School Name.

## **Monitoring of Requirements**

As the subject is taught to the student, the Outside Tutor will provide the school with ongoing evidence to ensure compliance and registration requirements are being met, including:

1. Copies of completed assessment tasks, marking criteria, and feedback provided to student.
2. Assessment marks determined in accordance with syllabus guidelines but these marks will not be used except in the case of illness/misadventure.
3. Progress Reports for the student from the Outside Tutor
4. Final grade at the completion of the course

## **Responsibility for the safety and welfare of students**

The school acknowledges its responsibility to ensure overall responsibility for the safety and wellbeing of students undertaking courses with an outside tutor and all relevant Department and school policies in this area continue to apply.

## **Issues to do with Outside Tutors**

In the event of any complaints or concerns being raised by the student, their parent, another person or by an Outside Tutor, the school will adhere to the *NSW Department of Education School Community and Consumer Complaint Procedure (January 2017)*.

## **Policy Review**

**Last reviewed:** 29 January 2024  
**Approved by:** Principal  
**Renewal Date:** 2025