

The St Michael Steiner School

High School Tutoring Policy

As they take on increasing responsibility for their own education and wellbeing, High School students need individual support from someone who knows their personal situation, and with whom they can talk about any worries or questions they may have.

- Tutors are chosen from among the full-time High School teaching staff.
- In Classes 9 and 10, the students are assigned tutors at the beginning of each year.
- In Classes 11 and 12, students choose their own tutors.
- A Teacher should not usually tutor more than 4 students each year.
- Tutor meetings are not timetabled; a mutually convenient time should be agreed between tutor and student.
- Tutors should meet each tutee at least once every half term. Students and/or tutors may request additional tutor meetings as needed.
- Regular tutor meetings should be fairly short - between 5 and 10 minutes. If an issue arises that needs more time, an extra meeting should be arranged.
- Discussions in tutor meetings must be regarded generally as confidential. However, the College is responsible for the wellbeing and education of all students and so tutors must report any concerns that are not Child Protection issues to the High School meeting and, if necessary, they will be taken to College.
- It is important that tutor and student develop a close working relationship based on trust and confidentiality, but tutors need to be conscious that students will sometimes want to talk about personal issues, and these can sometimes cross the proper boundary of a teacher/student relationship.
- Tutors should refer to the school's Staff Code of Conduct, and to the Guidelines for High School Tutoring for guidance about how to conduct tutor meetings, what kind of questions to ask and what to do if safeguarding issues arise.
- Child Protection issues that arise in tutor meetings must be reported to the Designated Safeguarding Lead (DSL).