



Rationale

Within the context of the School's Aim of providing a flexible and individualised educational experience, the principal Aim of the Tutorial Policy is to maximise the attainment of our pupils. It is believed that the key to the Tutorial Programme is flexibility in addressing the changing needs of individual pupils or groups of pupils on an on-going basis.

All staff are expected to offer a Tutorial, of one-hour duration in their subject or for their class in the Junior School, on one day per week after School. Tutorials are of half-hour duration. The Programme runs from the last week in October until the week prior to the commencement of the SQA Examination Leave in the Summer Term. Staff involvement in the Tutorial Programme is in addition to their participation, which the School wishes to encourage, in extra-curricular activities.

Method of Selection

The selection of pupils for Tutorials is teacher-led, with staff targeting specific pupils to attend on a weekly basis, but with the option of pupils, and/or their parents, requesting that they attend specific tutorials. The Senior Vice-Principal in the Senior School, or the Head of Junior School, will request from appropriate staff (see Procedure below) the names of those pupils who were both targeted to attend, and actually did so, on a weekly basis. *Cause for Concern* letters are issued as necessary in the Senior School and the Head of Junior School proactively monitors attendance at class tutorials and also the work covered.

Suggested Tutorial Priorities

The order of priority for selection of Senior School pupils for attendance at Tutorials should be:

- Borderline D/C candidates at Higher Grade
- Borderline B/A candidates at Higher Grade
- Borderline 4/3 & 3/2 candidates at Standard Grade

It is expected that this list of priorities should not exclude, for example:

- Pupils opting into the Programme because of specific problems caused by long-term absence or difficulties with specific topics within Courses
- The use of Tutorials as whole class lessons on an irregular basis
- Parents choosing that their son or daughter opt in, or out of, Tutorials.

Single person Departments should consider the way in which they can best address these priorities e.g. alternate weeks for different target groups. It is expected that the Principal Teacher in larger Departments will assign staff to relevant groups in such a way that several of the priority groups can be targeted,

In the Junior School, the Tutorial Programme will normally be offered to Junior 3-6 inclusive. The order of priority for selection of Junior School pupils for attendance at Tutorials should be:



- Pupils requiring fast-tracking or with specific difficulties
- Pupils with specific problems caused by absence
- Pupils who have not met expected National Assessment levels
- New entrants to the School requiring help to successfully integrate into their Class.

JS staff will operate a rota system to ensure that the Tutorial System is available to all ability groupings through the course of the Session.

It is expected that this list of priorities should not exclude targeting those who require help at any given point in time. Pupils with more defined additional support needs who receive substantial input from the School's Support for Learning Department will not necessarily be expected to attend Tutorials.

Procedure

In the Senior School, the Senior Vice-Principal will request from each Principal Teacher, before the end of the first week in October in each Session, the preferred day on which members of staff within their department wish to conduct their Tutorials. The Senior Vice-Principal will draw up, prior to the commencement of the October Holiday, a spreadsheet detailing the Tutorial Programme and notify pupils and parents accordingly. Every effort will be made to respect the wishes of the staff with regard to their choice of day but the School reserves the right to request that staff change from their preferred day. Staff will be expected to keep a register of those attending their Tutorial classes and forward this to the Senior Vice-Principal on a weekly basis. The Senior Vice-Principal is to be informed of any attendance problems and she will follow up such cases with parents via Cause for Concern Tutorial letters.

In the Junior School, the Head of the Junior School will request from staff the names of those pupils required for Tutorials. Staff are expected to keep a register of those pupils attending Tutorials, a record of their progress and the work covered. This information is to be available to the Vice-Principal [Head of Junior School] as required who will follow up any issues with parents as necessary. The use of Tutorials is discussed and reviewed at target-setting meetings.

Quality Control

Attendance at Tutorials will be monitored by the mechanism outlined above – repeated absence will be followed up by written communication to parents from the Senior Vice-Principal and /or a telephone call by the relevant Tutor. The effectiveness of the Tutorial Programme is difficult to quantify or measure but the views of the pupils, parents and staff involved are sampled on an occasional basis via a Questionnaire.