



Redborne Upper School

Tutoring and Additional Working Policy

This policy will be evaluated and reviewed every three years by the Deputy Headteacher: Quality of Education (Chris Graves)

This policy is available on request to parents and carers, the LA and Ofsted through the Head teacher.

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School acknowledgement

The governing body is committed to ensuring that any additional arrangements that teachers enter into above and beyond their normal contracts are carried out in a fair and transparent manner. In particular, we are keen to ensure that any private tutoring arrangements are in the best interests of students and other colleagues within the institution with clear guidelines for all relevant staff.

Tutoring and Additional Working Policy

1. Guidelines

- 1.1 Where colleagues are carrying out duties outside their normal school roles, additional remuneration may be payable.
- 1.2 Staff cannot be paid additional sums for activities which take place during the normal school day.
- 1.3 Where colleagues wish to use facilities out of hours for activities where there may be some payment or profit element, these arrangements should be booked through the school shop on the same basis as any other commercial hiring.
- 1.4 Any private tutoring for subjects which form part of the Redborne curriculum should take place off the school site and should be restricted to students who are not on roll at Redborne.
- 1.5 If additional duties are taking place outside the normal school day and are operating as an official course which is being funded by grants, subscriptions, contracts with other institutions or as part of a school-wide initiative, then payments to staff will be made as set out in the pay policy.
- 1.6 Where activities are undertaken outside of normal curriculum time at the instigation of the individual teacher or subject leader and are not covered by paragraph 5, these will be regarded as voluntary and no payments will ensue.

2. Activities during the school day

- 2.1 During the school day colleagues are contracted to work for Redborne.
- 2.2 There may be activities that are undertaken during these times for which remuneration is payable, for example work for examination boards or consultancy work for other educational institutions.
- 2.3 Under these circumstances, colleagues may either request unpaid leave or continue to draw their normal salary on the understanding that any payments made will come to the school and not to them personally.
- 2.4 There may be some activities which, while they may take place partly or wholly during the school day, may also involve preparatory work outside the school day – some examination work will fall into this category. In these cases the teacher will be entitled to additional payment for the preparatory work.
- 2.5 In other cases where work would fall outside the normal job description of the teacher

and may have a preparation component involving additional out of school work as well as work during the school day (for example running training courses as part of our NSS work) any payment arrangements should be agreed with line managers and/or SLT in advance of agreements being entered into.

3. Activities using school facilities

3.1 It may be that colleagues wish to use their skills and expertise to run courses out of school hours using school facilities – for example craft courses or sports coaching.

3.2 If it is agreed that this be run as an official Redborne activity, then an agreed sum will be paid to the member of staff concerned for running the course. Any income generated by the activity will then go into school accounts.

3.3 A member of staff is also free to hire the facilities out of hours if they wish to run an event of their own for which the public are charged. Under these circumstances, the school would receive the fixed sum appropriate to the hire and any profit or loss on the event would accrue to the individual concerned.

4. Private tutoring

4.1 It is accepted that colleagues may wish to supplement their income and have opportunities for professional development that may be provided by taking on private tutoring work with students who attend other schools or colleges.

4.2 Tutoring of students should take place off the school site.

4.3 Tutoring of current Redborne students should not normally take place – there is a possible conflict of interest with the regular class teacher and also with colleagues who may be offering support services to individuals or groups on a voluntary basis.

4.4 Exceptions to the general principle may be possible in certain carefully defined circumstances, for example if a student was taking a subject that is not normally on the curriculum at all, or if a student was studying a subject wholly in their own time as an extracurricular add-on to the normal curriculum.

4.5 We will seek to establish a register of staff who are willing to provide tutoring services and to have names of staff from other schools who may be able to tutor Redborne students if they wish.

5. Extracurricular activities outside the school day

5.1 Teaching is a salaried profession and not an hourly paid job – it is acknowledged that teachers will give very willingly of their time to contribute to a wide variety of after school activities on a voluntary basis and without additional payment.

5.2 This commitment and dedication on the part of colleagues contributes greatly to the richness of the educational experience.

5.3 Where colleagues are carrying out additional duties in the evenings, at weekends or during the school holidays as part of a school-wide or inter-school arrangement, then additional payments may be made as set out in the school pay policy.

5.4 Any payments will arise from initiatives or activities which have received prior approval from SLT, or where the school is receiving funding from external sources.

5.5 In some cases (for example D of E co-ordination) a TLR will be payable on the understanding that much of the work will take place outside normal school hours.

5.6 Activities which would fall under the normal remit of a teacher (e.g. revision clubs, sports fixtures, performance rehearsals) would not attract additional payments.