



SORRENTO PRIMARY SCHOOL EXTERNAL PROVIDERS ON SCHOOL SITE POLICY

RATIONAL

Tutoring or Therapy Services, provided from an external source at parent's own expense during school operating hours, are to follow policy guidelines and procedures to ensure safe practices are being applied in line with DoE requirements.

Guidelines

It is the responsibility for the school to screen all adults who will be working with children during the course of the school day. Therefore the administration is to confirm that any external providers offering tuition or therapy on site meet all DoE requirements before they can work with children.

As school facilities and school staff are involved when worksite and school hours are being utilised, tutoring is viewed as a strategy to differentiate the curriculum in support of the child's learning. Therefore, all tutoring arrangements are to form part of our Student Services Portfolio.

Procedures

For the school to enter into a tutoring arrangement during school time it must be from the agreed outcome following a case management process whereby the deputy, class teacher and the parent sign off an IEP or IBP which includes this service in the plan.

The following steps need to be followed:

1. Parents to request on site tutoring through the teacher or through Administration
2. Case Conference to be scheduled through Deputy Principal
3. Case conference held to discuss need for and accommodation of external provider
4. Parents and Provider to complete and sign 'working on Site' form see *Appendix A*
5. Administration to screen all external tutors ensuring they have the appropriate authorisations to work with children , via completion of 'working on Site' form
6. Records updated and filed
7. Arrangements made for 'where, when and how' services are to be accommodated



SORRENTO PRIMARY SCHOOL
Tutoring / Therapy Providers
Working on Site

Appendix A

Dear Provider,

Please return completed form to the office with a copy of your Working With Children Check (WWCC) registration and evidence of qualifications or company/services employment status, prior to commencement of working on the school site.

Tutoring cannot commence until these documents have been supplied

Name: _____ Company or Service Provider: _____

WWCC notice number _____ WWCC exp date: _____

Student receiving tutoring/therapy: _____ Year: _____

Tutoring/therapy being provided includes: _____

Day/s on site: _____ time/s: _____ to _____

Signed: _____ date: _____

Office use

Sited and approved by: _____ signed: _____ date: _____



SORRENTO PRIMARY SCHOOL
Tutoring / Therapy Providers
working on site or during school hours

Dear Parent/Carer,

Please return completed form to the office as soon as possible.

Students Name: _____ Year: _____ Room _____

Company or Service Provider: _____

Day/s tutoring/therapy being provided _____ time/s: _____ to _____

Please be aware that this in-school tutoring during school hours will result in your child missing this lesson/s: _____ and that this may affect reporting in this learning area.

In order for the tutoring to be approved, you are required to acknowledge your awareness and agreement of the information provided .

Tick one: On site off site

Signed: _____ date: _____

Office use

Sited and approved by: _____ signed: _____ date: _____