

Tuition Policy (v1 – Nov 2023)

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Purpose

The purpose of this policy is to ensure a consistent approach to tuition within SKIS, to help staff avoid a conflict of interest with their employment at the school and duties as a teacher and to ensure that any additional tuition put in place for a child is done so with that child’s wellbeing as a foremost consideration.

Sri KDU does not encourage excessive tuition, its position is that the learning hours in class plus intervention within school time should be sufficient. However, it recognizes that there are times when children do benefit from additional support that would go above and beyond that available during the course of a normal school day. It also recognises that there is a strong cultural support for extra tuition and that parents have the right to make decisions regarding such for their child.

Scope

This procedure applies to all staff members undertaking tuition.

This procedure is in line with HR policies, the Conflict of Interest Policy and Staff Code of Conduct.

Procedure for Tuition

- Staff members must not tutor students they normally teach as class teachers as they should already be providing relevant support, encouragement and differentiated work (including extension work) within the teaching of the class. This is deemed a Conflict of Interest. For this reason, teachers should normally only tutor students who are not in their own class.
 - Exceptions to the above will be agreed by the Head of School/Principal/Principal and can include additional tuition provided through the school's Pre- and After School Support Service.
 - A request for tuition can be initiated by the parent or by the Head of Faculty/Department/Department through completing the Request for Tuition form - see Appendix 1.
 - Where a parent has approached a teacher for tuition the teacher should discuss the request with the Head of Faculty/Department, or in the case they are the Head of Faculty/Department, should discuss the request with the SLT i/c Academic.
 - Where a teacher wishes to recommend tuition, the recommendation should be discussed with the Head of Faculty/Department and SLT I/c Academic before it is discussed with the parent.
 - Where a parent makes a general request to School Admin the request will be forwarded to the SLT i/c Academic.
 - The request for tuition will be considered by the SLT i/c Academic and by the SLT i/c Student Welfare. Only where the request is deemed to:
 - Extend or, following an extended period of absence, enable the child to catch up on learning in the classroom.
 - Meet the child's individual learning needs.
 - Support the child in accessing the curriculum.
 - Be beneficial to the child's wellbeing.
- will the request for tuition be recommended and approval sought.

- Where a child is on the SEN register the Inclusion Lead must be consulted.
- Approval for tuition is given by the Head of School/Principal.
- Staff members must not allow tuition to interfere with any school responsibilities, taking particular care to arrange tuition around PTSC, school events and performances etc.
- Staff members can tutor on the school premises Mondays to Fridays before or after normal school hours. They should consult the Head of School/Principal if they wish to use the school premises at weekends or holiday periods.

Financial Arrangements

- The recommended hourly rate stipulated by the school is RM200 per hour. The cost will be divided as follows: 1 child RM200, 2-3 children RM100 each, 4+ children RM50 each. The rate will be agreed with the Head of School/Principal. The recommended rate will be reviewed each academic year.
- Payment made to Finance via Vircle and paid into staff salaries.
- Parents would sign up their child for a term.
- There would be no rebate for individual classes missed, though an expectation that one to one tuition would be rearranged.

- A parent can withdraw and request a refund, but this would be in the Heads of School/Principal's decision as there would need to be clear reasons why the child could not continue the tuition committed to.

Responsibility of the Teacher/Tutor

- To arrange tuition according to the child's individual learning needs, providing the necessary teaching materials.
- Provide duty of care for the child, including ensuring the child's arrival, attendance, and pick up by designated driver or parent.
- The tutor is responsible for liaising with the class teacher or any specialist staff, where appropriate.
- Regular feedback should be given to parents and the class teacher regarding the child's progress.
- Make the necessary arrangements for payments for private tuition, according to tax and employment law in Malaysia.

Responsibility of School Leadership

- To ensure that the child's individual learning needs and well-being are served by the tuition.
- To ensure there is no conflict of interest or mitigate for such where it is unavoidable.
- To facilitate tuition classes on school grounds, ensuring the safety and wellbeing of children and staff members.

Responsibility of the Parent

- To liaise with the tutor regarding the tuition required and purchase necessary teaching materials where such are above and beyond what is normally provided for in child's normal curriculum.
- Make due payment to the tutor or, in the case of Pre and After School Support Services, to the school finance as required.
- Make the necessary arrangements to ensure the child's arrival, attendance, and pick up by designated driver or parent.

Approved: December 2023

Implementation Date: January 2024

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Last Reviewed Date:



Appendix 1: Request for Tuition

Name of Child:	Form:
Name of person making the request:	Teacher <input type="checkbox"/> Parent <input type="checkbox"/>
Subject/Tuition focus:	
Proposed start date:	Frequency:
Any specialist requirement?:	Location:

Academic Approval

Role	Name	Signature	Date
Teacher			
Head of Faculty/Department			
Inclusion Lead			
SLT i/c Academic			
Head of School/Principal			

Parent Approval/Consent

I (name of parent)..... agree to
 (name of child)..... receiving tuition as detailed above.

As parent/guardian, I understand I will be responsible for the full fee payable for the tuition. In addition, I understand the school's policy of no refund.
 In providing consent I undertake to make the necessary arrangements for my child to attend/ be collected from the tuition class.
 In providing consent I acknowledge that I have received, read, understood and accept the schools Tuition Policy

Signed (parent/guardian) date



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