

PRIVATE ON-LINE TUITION AGREEMENT

Date of policy review:	August 2026
Date for Review:	September 2027
Lead for Review:	Deputy Head Academic

For the attention of: Parents/Guardians

Keeping students safe is of paramount importance to everyone at Guildhouse, hence we need to risk assess situations where we feel students might make themselves more vulnerable.

At Guildhouse we are very aware of the dangers that children can face online, and we strongly recommend that you visit [NSPCC Keeping Children Safe Online](#) so that you are also familiar with those dangers and can talk with your child about them. You are also encouraged to talk with us about any concerns you might have about their safety online.

It is very important that the school is aware of any private tuition you would like your child to receive. We do not recommend arranging private online tuition for many reasons including academic ones (for example the private tutor not having complete familiarity with the various courses and course-requirements at Guildhouse), but most importantly because we cannot carry out the rigorous checks on the private tutor that we do on our own teachers and other staff at Guildhouse.

If you still wish to pursue private on-line tuition, we will need you to do the following:

1. Arrange for the tutor to provide their details (address and passport scan) and declare these to be authentic
2. Agree to taking full responsibility for the private tuition arrangement
3. Agree to the tutor only communicating via the student's school @guildhouse.com account (so we can monitor/track for safeguarding and concerns)
4. Ensure the tutor reads the school's safeguarding policy (<https://guildhouseschool.com/policies/>) and understands our expectations and their duty of care
5. Agree to the tuition being in a supervised/visible area (for either teaching or boarding staff to be able to check the student is comfortable and that there are no safeguarding concerns)

There are designated zones available for students to participate in the online session in a public area (with headphones) during the academic day and during boarding times. In Boarding, staff patrol student zones as part of their duties. If students must have the tuition in their rooms, the students need to inform the boarding staff, so they can monitor and check-in with them during / after their on-line tutorial. The student must also be aware that they have access to the Duty Manager phone number, so they can call for assistance at any time.

In terms of setting up their devices so they do not accidentally film other students, your child needs to have their camera facing a wall as opposed to other parts of a room where other students can be in sight.

Other instructions for your child: they must end any call they deem to cause them distress, harm or if they have a concern. They should also report any safeguarding concern to a member of the Safeguarding Team. If members of the Safeguarding Team are not immediately available, they should report their concern to the nearest member of staff.

If you have any concerns, please contact studentservices@guildhouseschool.com – colleagues here will be able to forward your concern to the most appropriate person.

Student:

- I agree to informing the Deputy Head Academic when and where I will be having my lessons, so monitoring can be arranged.
- I agree to checking-in with a member of staff after my on-line lesson.
- I know I must not film any student or member (my camera will face away from other people).
- I will contact a member of staff (preferably a member of the Safeguarding Team, if they are available) if I feel uncomfortable or concerned about the on-line lessons.

Student name: _____

Student signature: _____

Date: _____

Tutor:

- I will provide my details (address and passport photo ID) so that the school are aware I am an authentic tutor.
- I will read the school's Safeguarding policy and agree to making sure my behaviour and communication is appropriate, in line with the policy.
- I will only communicate with the student using their school email account (@guildhouseschool.com).
- I will not have any other people visible to the student during the on-line lesson.
- I will contact studentservices@guildhouseschool.com if I feel uncomfortable or concerned about the on-line lessons.
- I understand members of Guildhouse staff may drop-in to the call to support safeguarding.

Tutor name: _____

Tutor Signature: _____

Date: _____

Parent:

- I will arrange for the tutor to provide their details (address and passport photo ID) and authenticate them (agree the passport photo is of the tutor I have employed).
- I will provide the tutor with the school's Safeguarding policy.

- I will check-in with my child after their on-line lesson to check they feel comfortable and there are no issues.
- I will contact studentservices@guildhouseschool.com if I feel uncomfortable or concerned about the on-line lessons.

Parent name: _____

Parent signature: _____

Date: _____

Final Approval Checklist (to be completed by the Deputy Head Academic / Pastoral)

Item	Check	Further detail (only if necessary)
Student agreed to conditions		
Parent/Guardian agreed to conditions		
Tutor agreed to conditions		
Tutor details supplied (passport)		
Dates/times of tutoring agreed		
School Supervision arranged		
Assistant Principal Academic: final agreement to on-line tutoring proceeding		
Deputy Head performs check on tutor id vs passport (note on iSAMS to this effect)		



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