



## **Process for tutoring at Prem International School by Prem staff Boarding / Day students.**

### ***Vision Statement***

*"Educating global citizens who strive for excellence, live sustainably, lead responsibly, celebrate diversity, and whose integrity champions a just and more peaceful world"*

### ***Prem Mission Statement***

*We are a community that challenges its members to act as compassionate, knowledgeable and principled global citizens: working together for a sustainable future and inspired by meaningful relationships, continuous learning and "good thinking".*

25<sup>th</sup> November, 2016

If a parent, guardian or teacher requires the services of a tutor for their child, then the first contact should be with the appropriate Principal or Coordinator of the Intensive English Programme (IEP).

The appropriate Principal, or Coordinator of IEP will determine if the student needs tutoring and is able to benefit from such intervention.

In Senior School, the Principal will make contact with the student's Grade Level Leader, as well as the subject teacher to ascertain if tutoring is necessary. In the case of the Junior School and IEP, the Principal, or Coordinator of IEP, will seek the opinion of the class teacher to determine if the child needs tutoring, and if so, in what specific area and the amount of time they would see as reasonable.

The appropriate Principal, or Coordinator of IE, will then speak to the parent/guardian about tutoring based upon the evidence that has been collected.

An appropriate tutor is then found by the parents, and an appropriate place for tutoring established.

All secretaries should be notified of the student, tutor, time and place of tutoring should they need to be accounted for in the event of an evacuation.

If the person tutoring is part of the Boarding Learning Mentor team, then the Director of Boarding needs to be made aware of this and the appropriate request for tutoring be sent to the Head of School for approval before the tutoring can commence.

If the tutor is a Prem employee then that employee has to seek authorisation (in writing) from the HoS before tutoring commences.

- A record should be kept of the person tutoring,
- The subject and amount of time tutoring should be recorded
- Payment method should also be recorded.

Payment to tutors is subject to taxation is the responsibility of the tutor and subject to Thai law.