From The Head of School

26 February 2016

TUTORIAL ACADEMY - MIDDLE/SENIOR SCHOOL

Dear Parents

The School is aware there is a large number of both Day and Boarding students who engage the support of academic tutors sourced outside the School.

The current policy allows for Boarders to arrange their own tutor and submit the tutor’s name to the School, whereby relevant Child Protection and safety checks are undertaken. Tutoring occurs in the Boarding House or Library. No such procedure is available for Day Girls.

However, it is the School’s intention to establish a Tutorial Academy to support the academic needs of all students of the School. This will ensure the relevant safety checks are undertaken, as well as adding quality control to the tutoring session. After the establishment of the Academy, only tutors employed by St Hilda’s School will be permitted to offer their services on the School’s campus. It is important to note, the School will continue with its Co-curricular tutorials conducted by current staff, free of charge.

In the interim period the School needs to ensure the safety of all on campus, as it has become aware of some Day Girls employing tutors and organising sessions on the campus. Therefore, if your daughter has arranged for a tutor to work with her on campus, the following procedure must be adhered to before any more sessions are conducted:

- **ALL** Student Tutors must present to the Office of the Head of Staff and present their current Blue Card, Driver’s Licence and another form of ID (e.g. Medicare Card).
- Once documentation has been presented and all necessary steps completed, an email will be sent to Boarders’ Reception confirming the Tutor is now permitted on campus
- Tutors and their students must sign in and out through Boarders’ Reception for tutoring
- Tutoring must occur, between the hours of 3.30 and 6.00pm in the Library (Floor 2 of the Jennifer Reeves Building).

It is imperative that the above procedure is followed. Any tutor found on campus without having followed the procedure will be asked to leave the campus.

We hope to have the Academy in operation as soon as possible, and more information will be forwarded when it is at hand.

Kind regards

Peter Crawley
Head of School