

AFTER SCHOOL STUDY and TUTORING GUIDELINES

Locations:	Homework Club:	Learning Centre
	Extra Classes:	as arranged by supervising teachers
	Private Study:	Library from 3:10 pm – 4:30 pm (supervised by Library staff)
	Private Study:	Heritage Corridor from 4:30 pm – 6:00 pm (sign in/out at Front Office)
	Tutoring:	as per Private Study locations (sign in/out at Front Office)

Mazenod has clear policies regarding tutoring.

1. College staff are expected to be a resource for students but student expectations must be reasonable. Teachers have many students in their care, so responses to questions raised electronically cannot be answered immediately and there may be occasions when appointments are required to meet students, in order to conference them with their studies. It is understandable that teachers cannot always meet the 1 on 1 tutoring demands that students may be seeking. **Mazenod staff members are not to be employed as tutors on a formal basis for Mazenod students.**
2. Many past students have registered an interest to do part time work as a tutor. Families that have utilised such resources often find them very helpful. In fact we have tutors visiting the College after school to assist students with their studies. Details of Old Collegians who are interested in tutoring can be located on the College website.

The following conditions exist if the tutoring is **on campus**.



- Tutor must have a Working with Children Check.
- Tutor must register his name in the visitor's book and tutor in the Heritage Corridor.
- Tutoring is 1 on 1 assistance. No-one is to conduct a class at the College without the consent of the College Rector. A class is defined as instruction of two or more students.
- Tutors are required to adhere to copyright regulations regarding published texts and respect intellectual property. This includes the resources of the Mazenod College staff.
- The College respects the independent nature of the contractual arrangement between the family and the tutor. The tutor is not an employee of the College. A tutor is hired at the discretion of the parent hiring his services.
- The maximum price, a tutor, who is neither qualified nor VIT registered, is permitted to charge, is \$30, if it is done on campus.

Arguments against providing your son a tutor.

They need to learn to be independent and learn to resource information from their teacher and digital resources. Some students treat tutors as a convenience rather than a source to enhance understanding and extend themselves. Just because a tutor has achieved a good study score he may not have the skills and experience to effectively teach a student particularly if the student is trying to develop learning strategies.

Times when a tutor is very useful.

When a student needs to catch up on work missed due to extended absence.

Tutors should add value. A student should be well prepared for a tutoring session with plenty of questions and the right attitude to his studies. If he is simply being supervised the exercise is less productive and quite costly.

[Click here for Mazenod Tutor Application Form](#)

