



Gordon's School

Engagement of Private Tutors

If you are unable to make use of the two tuition companies local to the school, you may use your Pupil Premium funding to pay for the services of a private tutor or tuition company of your choice. However, to conform to Child Protection and Safeguarding protocols there are certain requirements that must be met **before** such tuition can begin.

1. All tutors engaged under this scheme and paid for out of Pupil Premium funds must hold a current DBS Enhanced Disclosure certificate. This must be sent to Gordon's, **before tuition begins**, in order that we may retain a copy for our records. We **must** receive the original document – please **do not** send in a copy. Please use the *DBS Cover Sheet** when sending in a DBS certificate.
2. All tutors must also read the *Gordon's School Child Protection and Safeguarding Policy** and associated safeguarding documentation* and then sign the *Declaration page** to confirm they have understood it and agree to be bound by its conditions. The signed page must then be returned to the School for our records.
3. Parents must ensure that all tuition takes place with a second adult present – this can mean in an adjacent room with doors open. Most tuition companies will have this as part of their terms and conditions and it also conforms to Gordon's safeguarding policy.
4. All tutors must use the *Invoice Pro-forma** provided **every time** they submit an invoice and must submit their invoices **monthly in arrears** to the Gordon's Finance Office either by email or post. Emailed invoices should be sent to ppfinance@gordons.school
5. All invoices for the current school year must be submitted by the end of July at the latest, no payments will be made retrospectively in the new school year. Please also note that the Finance Office **will not** be able to remind you when your funding is about to run out. Please, therefore, ensure that you are aware of how many sessions you have had and how much funding remains after each invoice has been paid.

*All of this information and paperwork is available to download from the school website [here](#)

All paperwork relating to Pupil Premium sent to Gordon's, *with the exception of Tuition Invoices*, must be addressed to:

Ms Helen Tedeschi
Pupil Premium Support
Gordon's School
West End
Woking
Surrey
GU24 9PT

All of this information, along with copies of the paperwork and numerous FAQs, is available on the school website. For any **exceptional** queries, please contact Miss J Pierce, Assistant Head Curriculum, at jpierce@gordons.school