

[SCHOOL LOGO OR LETTERHEAD]

Pearson Tutoring Programme

Parent/Guardian Guide and Consent Form

Our school is offering online tutoring for your child via the National Tutoring Programme, which was created to help students make up for missed learning during the pandemic and is available for your child to participate in from home whilst our school building is closed. We have selected the Pearson Tutoring Programme to provide this service for your child. This guide covers what you need to know to take advantage of the online tutoring programme. ***Please read carefully, sign the Consent Form on the last page (and have your child sign as well, if age 13 or older), then return that page to the school.***

How tutoring is scheduled and delivered: Your child's teacher will take responsibility for scheduling the online tutoring sessions, which will involve a small group of students – your child plus one or two classmates – working with the same tutor on key topics. Your teacher will inform you of the schedule for your child's online tutoring at home. If your child will not be able to attend an online tutoring session for any reason, please let your teacher know as far in advance as you can.

What technology your child will need: The Pearson Tutoring Programme is delivered via Bramble, an online platform set up especially for tutoring. To make the most of each tutoring session, your child will need:

- **A computing device:** We strongly recommend that your child uses a laptop or desktop computer with the latest version of Google Chrome as your browser. If you only have access to an Android tablet or iPad, then your child can still join tutoring sessions, though sometimes tablets are a bit less reliable. Your child's computing device should have a microphone and webcam, and you will find that headphone help keep everyone focused. If your child does not have access to a computing device, or necessary accessories, please let your teacher know.
- **Internet access:** Your child's computing device must be connected to the Internet for online tutoring to take place. To check your Internet access, try playing any YouTube video, or something from the BBC. If your child does not have access to the Internet, please let your teacher know.
- **Quick check of Bramble platform:** Before your child's first tutoring session, you might want to take a look at the Bramble platform and make sure your technology is set up to work smoothly with it. See <https://about.bramble.io/are-you-ready.html> for a quick check.
- **Email:** Your teacher will use your child's email address that we have on file at the school in order to book the tutoring session, so make sure your child checks that email for tutoring session links, reminders, and so on.

What else your child will need: If possible, set your child up in a quiet spot where siblings and other household activities won't interfere with their online tutoring session, but where you can keep a

general eye on them to monitor the session. You will also want to remind your child of our school's rules regarding acceptable use of the Internet, proper online conduct and good digital citizenship.

Keeping your child safe: All online tutors in the Pearson programme have been carefully screened and specially trained, but you can ensure everyone is safeguarded by not swapping any contact information (such as personal email, phone, or social media) with the online tutor and not allowing your child to do so either. Tutors are not permitted to contact children outside the sessions. All online sessions are recorded, and stored for 3 months, for safeguarding and educational purposes. No tutors will contact your child outside of the sessions. ***If you have any concerns about your child's safety, please let your teacher know immediately.*** (If there is a tutoring-related safeguarding issue that you don't feel comfortable raising with the teacher, you may contact ntpsafeguarding@pearson.com.)

Your role as a parent/guardian: Your child's teacher will schedule the tutoring sessions, and the online tutor will lead them, but you have an important role to play as well. You will be the one to remind your child of upcoming sessions and make sure they are ready to participate. You will be responsible for contacting your teacher if your child needs to reschedule or if there are any problems with a session. Beyond that, we are counting on you to encourage and support your child's learning as you always do.

The next section describes what your child should do to ensure safe and effective sessions.

ONLINE TUTORING TIPS AND RULES FOR STUDENTS

As a student, here are a few things you should do to make sure your online tutoring is safe and effective:

- When you are in an online tutoring session, go for a neutral background on your computer and behind you in the room to cut down on distractions. Avoid personal information and photos.
- Always treat tutors and peers with respect and fairness.
- You must not make any improper suggestions towards any tutor or peer during your sessions or through your online communications.
- Do not send a 'friend' or 'follow' request to your tutors via social media. Do not ask tutors to disclose their personal information such as their personal address or personal phone number.
- You are responsible for the security of your login details to the platform and any related emails. Do not share your log-in information and do not let someone else log into your account as you.
- If you think your account has been hacked or otherwise compromised, let your teacher know right away.
- Always use your computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- Always follow our school's internet acceptable use policy.

Parents/guardians and students aged 13 and above, please sign and return the Consent Form on the next page so you can participate in the Pearson Tutoring Programme online at home.

Parent/Guardian and Student Consent Form

Child's name: _____

Year group: _____ School: _____

PARENT/GUARDIAN

I have read the guidelines and policies contained in this document.

I understand my responsibilities and have the technology needed for my child to participate.

I understand that any safeguarding concern I may have related to the use of the Pearson Tutoring Programme should be reported to the school directly.

I have read and understand our school's acceptable use of the internet policy and understand what will happen if this is not complied with.

I understand that all tutoring sessions will be recorded and stored for 3 months for safeguarding and educational purposes.

I agree to my child accessing the Pearson Tutoring Programme online from home.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

STUDENT (AGE 13 or OLDER)

I have read the policy and guidelines contained in this document. I understand what I should and should not do.

I have read and understand my school's acceptable use of the internet policy and understand what will happen if I don't comply with this.

I understand that all sessions will be recorded and stored for 3 months, for safeguarding and educational purposes.

I agree that will comply with the above while accessing the Pearson Tutoring Programme from home.

Student Name _____

Student Signature _____

Date _____