



# OA Tutors Tuition Delivery Policy

## Objective:

The purpose of this policy is to outline the standards and procedures for delivering tuition sessions at OA Tutors. It ensures a high-quality, consistent learning experience for students, both online and in-person.

## 1. Session Preparation

- **Lesson Planning:** Tutors must thoroughly prepare for each session by creating a tailored lesson plan that aligns with the student's needs and goals. Tutors are expected to review the student's progress and adapt lessons accordingly.
- **Learning Materials:** Tutors should ensure that all necessary learning materials (worksheets, presentations, tools) are ready and accessible for both online and in-person sessions. Any resources required should be shared with students in advance where applicable.

## 2. Punctuality

- Tutors are expected to arrive/log in **at least 5 minutes before the session start time** to ensure technical setups (for online) or classroom environments (for in-person) are ready.
- Sessions will begin and end promptly at the scheduled times.

## 3. Session Delivery

### Online Sessions:

- Tutors must ensure a stable internet connection, a quiet environment, and all necessary technology (camera, microphone, learning platforms) is functioning properly.
- Tutors are required to conduct sessions in a professional manner, using screen sharing, digital whiteboards, or interactive tools as needed to enhance the learning experience.
- All online sessions should be conducted in appropriate attire as outlined in the

## OA Tutors Dressing Policy.

### In-Person Sessions:

- Tutors must arrive at the agreed location in adherence to the **OA Tutors Dress Code**.
- They must create an engaging and structured learning environment, ensuring that students remain focused and comfortable during the session.
- Any physical resources used (books, whiteboards, etc.) should be well-organized and relevant to the subject being taught.

## 4. Engagement and Interaction

- Tutors must ensure that each session is interactive, allowing students ample opportunity to ask questions, participate in exercises, and receive feedback on their progress.
- Teaching methods should be adaptable, incorporating various learning styles (visual, auditory, kinesthetic) to ensure students remain engaged and motivated.

## 5. Progress Monitoring

- Tutors are required to track each student's progress regularly and adjust lessons to target areas of improvement.
- Feedback should be provided to students and, if applicable, their guardians, outlining strengths, weaknesses, and suggestions for further improvement.



- Regular assessments or informal quizzes should be used to gauge understanding and retention of material.

## **6. Communication with Students and Parents**

- Open and transparent communication is encouraged between tutors and students (or parents/guardians). Tutors should be available to discuss progress, challenges, or any specific requirements outside of scheduled sessions when necessary.
- Any concerns regarding student behaviour, attendance, or performance should be reported to OA Tutors' administrative staff promptly.

## **7. Use of Technology and Tools**

- **For Online Sessions:** Tutors should be proficient with the virtual platform used for the session (e.g., Zoom, Google Meet) and any educational tools or apps (e.g., interactive whiteboards, presentation software). It is the tutor's responsibility to ensure that both parties have access to and understand how to use the required platforms.
- **For In-Person Sessions:** Tutors should come equipped with the necessary teaching aids and tools (e.g., laptops, notebooks, calculators) to facilitate effective learning.

## **8. Feedback and Evaluation**

- After each session, tutors should complete brief session notes, documenting what was covered, how the student responded, and any next steps for future lessons.
- Tutors are encouraged to request feedback from students and parents to ensure ongoing improvement and adaptation of teaching methods.

## **9. Professional Conduct**

- Tutors are expected to maintain professionalism at all times, ensuring respectful and positive interactions with students, parents, and OA Tutors staff.
- Any conflicts or challenges that arise during tuition delivery must be reported immediately to OA Tutors management for resolution.

## **10. Health and Safety (In-Person Sessions)**

- For in-person sessions, tutors must ensure that the location is safe and conducive to learning. This includes adhering to any health and safety guidelines relevant to the venue (e.g., COVID-19 precautions, fire safety).
- If sessions take place in the student's home, tutors must be mindful of boundaries and respect the home environment.

