**Grade Accelerator Academy: Tutor Code of Conduct**

**Quick Guide: Tutor Code of Conduct**

👩‍🏫 **Qualified Teachers** – All tutors have a minimum of five years’ classroom experience.  
📚 **Prepared & Professional** – Lessons are well-planned, punctual, and tailored.  
🛡 **Safe & Respectful** – Tutors follow strict safeguarding and professional boundaries.  
📩 **Clear Communication** – Parents are kept informed; sessions are transparent.  
🔒 **Privacy Matters** – Student information is secure and never misused.  
🤝 **High Standards** – Tutors commit to honesty, fairness, and ongoing professional development.

At Grade Accelerator Academy, all tutors are experienced teachers who follow a strict Code of Conduct. This ensures that every child receives safe, professional, and high-quality support, whether lessons are online or face-to-face.

**Our Commitments to Families**

* Tutors hold a position of trust and act with **professionalism, honesty, and integrity** at all times.
* Lessons are designed to be supportive, respectful, and focused on your child’s academic progress.
* Parents and guardians are treated as valued partners in the learning journey.

**What Parents Can Expect from Tutors**

**Professional Behaviour**

* Tutors are punctual, well-prepared, and dressed appropriately for all sessions.
* Lessons take place in safe, distraction-free spaces (online or face-to-face).
* Tutors maintain appropriate boundaries and treat every student with patience, respect, and fairness.

**During Tutoring Sessions**

* Lessons are tailored to the student’s needs, with flexibility to adapt (e.g., before a test or exam).
* Resources are shared securely through your child’s private Google Classroom.
* Notes and plans for future sessions are kept to ensure continuity of learning.

**Safeguarding and Student Wellbeing**

* Tutors follow strict safeguarding procedures to protect children and vulnerable students.
* Tutors never meet students outside agreed tutoring sessions and do not form personal relationships with them.
* If tutors are concerned about a child’s safety or wellbeing, they follow the Safeguarding Policy and report concerns promptly.

**Communication with Parents and Students**

* Parents are kept informed of progress through professional, friendly communication.
* Email is the main method of communication, and in most cases, tutors use Grade Accelerator Academy accounts for this.
* Tutors may contact older secondary students about homework or feedback, but parents are always informed and welcome to be copied in.
* Parents can drop in on online or face-to-face lessons at any time.

**Online Safety and Social Media**

* Tutors never connect with current students or any student under the age of 18 on personal social media.
* Online activity is kept professional and respectful of Grade Accelerator Academy’s values.
* Sessions take place only on approved platforms (Zoom, Teams, or Google Meet).

**Confidentiality and Data Protection**

* Tutors respect the privacy of students and families.
* Personal information is stored securely and used only for educational purposes, in line with GDPR.

**Professional Standards and Development**

* All tutors are qualified teachers with significant classroom experience.
* Tutors regularly update their subject knowledge and teaching skills.
* We encourage tutors to share resources and learning across the team to benefit all students.

**Concerns and Complaints**

* If you ever have a concern, you are encouraged to raise it without hesitation.
* All concerns are taken seriously and handled fairly under our Complaints & Whistleblowing Policy.