

Charter for Home Tutoring



The purpose of this charter is to define the commitments and responsibilities of the various parties involved in academic support, namely:

- **The student of legal age or the person responsible for the student.**
- **The tutor.**

Each party agrees to comply with this charter by signing it.

1.

COMMITMENTS OF THE ADULT STUDENT OR PARENTS

- Parents are responsible for the minor student during academic support sessions. The tutor is not a babysitter.
- Parents and students adhere to the schedule set for tutoring sessions.
- Parents or adult students pay for the tutoring session on the day of the session (except in the case of external funding via the CVAJ).
- If they are unable to attend, parents or students of legal age cancel the tutoring session at least 4 hours in advance. Otherwise, the tutoring session must be paid for.
- Parents or students must ensure that the environment is suitable for tutoring (quiet, free from distractions, with school materials available).
- Parents or students of legal age foster a relationship of trust with the tutor by maintaining a friendly, respectful and non-judgmental attitude.
- Parents or students of legal age must ensure regular contact with the tutor in order to monitor and organise the tutoring, for example via a WhatsApp group between the parents, the student and the tutor.
- Parents or students of legal age must communicate any information concerning the student to the tutor in a timely manner.
- Parents or students of legal age must not ask tutors to perform tasks that go beyond the scope of the support lessons but should contact the CVAJ instead.

- Parents or students of legal age must report any difficulties encountered during the follow-up to the CVAJ.

2.

COMMITMENTS OF THE TUTOR

- He/she must be punctual, diligent, adhere to the agreed timetable and, if possible, commit to the entire school year.

- He/she must inform the parents or the student of legal age as soon as possible in the event of absence or inability to attend.

- He/she must maintain a professional and positive attitude throughout the tutoring period.

- He/she undertakes to get to know the student and to provide high-quality support based on listening, respect, kindness and non-judgement.

- He/she will maintain regular contact with the parents of underage students to ensure follow-up and organisation of support, for example via a WhatsApp group between the parents, the student and the tutor.

- He/she will use mobile phones, tablets or computers solely for educational purposes and will inform the student's parents accordingly; otherwise, these devices must remain in the bag.

- He/she does not take sides in family dynamics.

- They shall not disclose any confidential information about the student or their family, except in cases of concern for the student's physical or psychological well-being. In such cases, they shall inform the CVAJ to ensure that the situation is handled appropriately.

- He/she informs the CVAJ if the student or family requests assistance or support beyond the scope of the tutoring sessions, in order to ensure appropriate follow-up and to prevent the tutor from exceeding his/her remit.

- He/she informs the CVAJ as soon as a student or his/her family cancels two sessions in the same month less than 4 hours before the lesson, so that the SAS can ensure appropriate follow-up of the situation.

- He/ s he/she respects the psychological and physical integrity of students, adopting a caring and open attitude, without judging their beliefs, cultures and socio-economic conditions.

Signature of the student :

Student's name : _____

Read and approves at : _____

Date : _____

Signature of the responsible person :

Parent, guardian or adult student : _____

First name, surname : _____

Signature : _____

Signature of the tutor :

First name, surname : _____

Signature : _____