

## Learn With SAT - Code of Conduct

Authors	Alice Whitehead
Review Frequency	Annually
Date of last approval by senior management	11/5/2023
Date of next review	11/5/2024
Purpose	The aim of this code of conduct is to ensure that all parties within Learn With SAT follow a direct procedure when conducting services within Learn With SAT.
Links to other documents	

### Learn With SAT will

- Deliver quality tuition sessions to any person who would like support, regardless of their sex, gender, age, ethnicity or disabilities.
- Be an inclusive organisation that focuses on the best outcomes for any person who would like tuition.
- Create a safe, and happy learning environment for both student and tutor by ensuring the correct training has been completed.
- Protect our tutors at all times by ensuring that all our students and parents have acknowledged our Terms and Conditions document.
- Achieve a high level of client satisfaction.

### Students

- Mobile phones must be turned off, or set to 'do not disturb' during a tutorial, only messages from parents/guardians that are urgent may be responded to.

- Electronic devices are only permitted for use during tutorials for educational purposes and must otherwise be turned off.
- Students may bring drinks and snacks to tutorials, providing they do not hinder the progress of the session. Where allergies have been identified, certain foods or drinks may be prohibited in group sessions.
- Parents may be present for tutorials depending on the personal wish of the tutor, however, it is preferred that tutorials take place in a quiet environment without distractions. Where a tutor feels that an environment is unsuitable, they may take appropriate measures to alter this - inclusive of suggesting an alternative venue or asking a parent to leave the room.
- If parents are not present throughout the tutorials, it is essential that a second adult is present in the home or learning environment of the student. This is in the case of an emergency. The student and tutor should never be entirely alone together in the educational setting.
- We operate a no tolerance policy at Learn With SAT. Any student or parent found to be abusive or disrespectful to any tutor or member of staff at SAT will immediately have their sessions terminated. If a session ends early as a result of this, then no reimbursement will be made.

### Tutors will

- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- Be respectful of all students and parents at Learn With SAT.

Signed: Sammie Allen

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