



## Quality Assurance for One to One Tuition

### Checklist for Schools (to be completed and retained by the school)

School:

Tutor Name:

Period of Tuition:

*This information will be gained from observations and discussions with class teacher, tutor and pupil*

Prior to Tuition <span style="float: right;">✓ x</span>	Comment
<ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting between class teacher and tutor has taken place?</li> <li><input type="checkbox"/> Parents have been informed that the pupil will be receiving tuition?</li> <li><input type="checkbox"/> Individual Tuition Plan completed? <i>(using APP assessment guidelines)</i></li> <li><input type="checkbox"/> Pupil Passport provided?</li> </ul>	
<p><b>Quality of Tuition Planning?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Linked to pupil's class work?</li> <li><input type="checkbox"/> Learning is matched to 'next steps'?</li> <li><input type="checkbox"/> Pupil self-assessment opportunities built in?</li> <li><input type="checkbox"/> Feedback given via Pupil Passport?</li> <li><input type="checkbox"/> Tuition sessions are a minimum of an hour?</li> </ul>	
<p><b>Quality of Delivery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learning tailored to need?</li> <li><input type="checkbox"/> Engagement between tutor and pupil?</li> <li><input type="checkbox"/> Good balance of teacher/pupil talk? <i>(including discussion of learning targets)</i></li> <li><input type="checkbox"/> Appropriate models, images, resources and learning styles are being used to support learning?</li> <li><input type="checkbox"/> Learning theme evident and fits within 10hr programme - explicit links to classroom learning?</li> <li><input type="checkbox"/> Opportunities for pupil to reflect and demonstrate independent understanding?</li> <li><input type="checkbox"/> Next steps in learning identified and shared with pupil?</li> <li><input type="checkbox"/> Minimum of one hour per session?</li> </ul>	



<p><b>Liaison between tutor and teacher?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular contact between tutor and teacher?</li> <li><input type="checkbox"/> Discussions held about pupil progress?</li> <li><input type="checkbox"/> Tuition sessions adapted to align with classroom learning?</li> </ul>	
<p><b>End of Tuition Period</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pupil received 10 hours of tuition?</li> <li><input type="checkbox"/> Teacher and tutor meet to review progress? <i>(within 2 weeks of tuition finishing)</i></li> <li><input type="checkbox"/> Individual Tuition Plan is reviewed?</li> <li><input type="checkbox"/> Progress is evaluated (using APP)?</li> <li><input type="checkbox"/> 'Next steps' learning is identified?</li> </ul>	
<p><b>Feedback from parents / carers and pupils</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/carer survey used?</li> <li><input type="checkbox"/> Pupil attitudes recorded for pre / post tuition comparison?</li> <li><input type="checkbox"/> Comments on Pupil Passport?</li> <li><input type="checkbox"/> Feedback to School Tuition Leader?</li> </ul>	
<p><b>Overview / evaluation by class teacher</b></p> <p>Successes?</p>   <p>Areas for development / improvement?</p>	

**Please complete one form for every pupil.**

Please retain this form on file in school as part of the school's Quality Assurance documentation. CFE advisers will ask to see this paperwork as part of your QA audit trail if the school is selected for a QA visit by the local authority.