



POLICY FOR EXTRA LESSONS AND SUBJECT-BASED ACTIVITIES

REVISED: OCTOBER 2016

General

- 1 No member of staff at PBHS may give extra lessons for remuneration in his/her classroom.
- 2 No member of staff at PBHS may receive remuneration for extra lessons to PBHS pupils even if given outside of the school property.
- 3 No member of staff at PBHS may give extra lessons to a pupil that he/she teaches for remuneration.
- 4 Staff may not endorse any outside company offering extra lessons. The companies may be advertised and contact numbers given to parents requesting help, but the staff must not, under any circumstances, show a preference.

“Outside” pupils

- PBHS staff teaching pupils not attending PBHS and doing so from their homes, may receive remuneration for their services.
- The above pupils may not be taught on PBHS’ property, except by those members of staff who reside on the property. These lessons must then take place in the homes of the relevant staff members.

University students giving extra lessons

- 1 Boys may be given extra lessons by university students but may not use PBHS classrooms for this purpose. They can use suitable places in the grounds.
- 2 Arrangements must be made with respective boarding housemasters as to a suitable venue in any given boarding facility or in the grounds.
- 3 Only one-on-one tutoring is permitted.
- 4 Students may be remunerated by parent/guardian for their services.
- 5 Boarder extra lessons may be given in PBHS classrooms in the evening by arrangement with a boarder housemaster.

Subject Departments

Extra lessons by teachers to individuals or small groups

- In cases where additional support is provided on a regular basis, for individuals or small groups of boys, this activity will be treated as an extramural commitment.
- Examples of such lessons may include teaching Mathematics at the Bush School; additional support for pupils taking a language in which they have limited grounding.
- Teachers involved in such additional teaching will not be paid an hourly rate, but can be recognised within the extramural performance system.
- The time spent on such lessons must be logged with the relevant subject HOD and signed off as duly audited before it is submitted to the Head of Studies.

Revision classes and similar group tuition by subject departments

- Proposals for running such activities must be approved by the Head of Studies.
- A minimum of ten pupils must sign up for such a revision class.
- Pupils must be charged R50,00.
- All payments must be made via the Finance Department.
- Staff involved in teaching such sessions will be remunerated at the rate of R250,00 per hour. (Minimum length of a session is one hours).
- Remuneration is subject to the relevant subject HOD submitting a signed summary for the sessions indicating the name(s) of the teacher(s) involved and the time expenditure.

Subject Departments with outside funding

Subject departments with access to outside funding/sponsorships (eg corporate) are not subject to the above providing there is no financial implications for the school or parents.