Luanda International School

Tutoring Guidelines for LIS Primary Staff

It is the expectation that any additional 'out of school hours' tutoring offered by any member of staff must meet the criteria in the guidelines below.

- All tutoring services are provided out of school hours and off-campus.
- Members of staff offering tutoring services will not use any school-owned teaching resources.
- Members of staff offering tutoring services will not use school paper, photocopiers or printers for personal or tutoring services.
- Members of staff offering tutoring services will provide their own transport to and from the location where the service is provided.
- Members of staff offering additional tutoring services are responsible for all income and taxation matters related to payment for their services.
- Services may only be provided to students who are not from the individual staff member's current class/student assignment, unless otherwise approved by the Principal.
- An application to provide tutoring services must be made in writing to the Primary Principal. All applications should be submitted through this Google Form.
- A register of all approved and unapproved applications will be kept.
- All applications will be responded to in writing and if approved, as a matter of clarification, the homeroom teacher will be advised of the tutoring approval.

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