

UPDATES FOR EXTERNAL ACADEMIC TUTORS

1

Formal Request for School Access

Private tutors, hired by Westminster parents wishing for tutoring to take place on School premises, must request permission to use school spaces for tutoring sessions via an email to Andrea Sherwood (asherwood@westminster.sa.edu.au)

2

Acknowledgement of Certificates

Tutors must obtain, and then submit their WWCC and RRHAN certificates to Human Resources at Westminster School who will provide the SINE link for the non-trade contractor induction. These compliance certificates will be uploaded to SINE via the induction process.

3

Contractor Registration

Private tutors will be registered as contractors in SINE following completion of the induction to enable them to sign in and out when required for tutoring.

4

For Each Session Tutors Must:

- Sign in on arrival at Main Reception.
- Sign out when tutoring has finished.
- This sign-in/sign-out procedure helps track the presence of private tutors on school premises and helps to ensure accountability.

5

General Guidance and Conditions

- Safety and child protection are paramount and behaviour must be appropriate to a school environment at all times.
- Regardless of the time of day, private tutoring sessions must take place in the Library.
- Private tutoring sessions must not begin before 7.30am and should end at 8.30am.
- After school sessions can start at 3.30pm and must finish at 5.00pm or before.

Should you have any further questions, or require assistance during this process, please contact Andrea Sherwood (asherwood@westminster.sa.edu.au)