

## Private Lessons in School Hours

### **RATIONALE**

Some parents are keen to extend their children's learning and enrol their children in extracurricular private lessons such as Music/Dance Lessons. Whilst Foster Primary School supports private lessons outside of school hours, it does not encourage Private Lessons during school hours. Whilst the benefits of many extracurricular activities are well documented, the subsequent disruption and impact on the class as a whole that these interruptions to learning can have, can be avoided if students have private lessons outside of school hours. It is important that students get a great education, and the building blocks for a great education begin with students coming to school each and every day.

### **Purpose**

To encourage parents to continue to take an interest in their child's education and extracurricular learning opportunities and to recognise the need for such private learning opportunities to occur outside of normal school hours in order to minimise disruption to their child's learning, other children's learning and the delivery of curriculum by classroom teachers during school time.

### **Aims**

To:

- Acknowledge private extracurricular learning undertaken by our students
- Encourage parents who arrange for private lessons to do so out of normal school hours

### **Implementation**

- Parents are encouraged to organise private lessons out of school hours.
- Foster Primary School will consider the possibility of hosting private lessons at school before school, during recess/ lunch breaks/ after school on a case by case basis.
- It is a Department of Education and Training requirement that parents request permission from the Principal, in writing, for their child to be absent from school, if private lessons are during school hours, as per the Attendance Policy.
- The request should include the name, age and year level of the student; the period of the day for which the student will be absent from school and the length of time for which the absence is required; the instruction to be obtained; the name of the instructor; whether the instruction may be obtained locally outside school hours and method of transportation by adults to and from the lesson. (Appendix A: Private Lesson Request Form).
- A nominated staff member will be responsible for ensuring written requests are collected, documented and if appropriate, in consultation with the Principal, approved.
- A new written request must be made at the start of each year.
- Parents are responsible for ensuring that their children are escorted to and from private Lessons by an adult at all times.
- Children at Primary School are NOT permitted to sign themselves in or out of school in ANY instance when attending private lessons during school hours. An adult MUST always sign a student in or out of school as per our Attendance Policy and Duty of Care Policy.



Appendix A

Dear Parents,

We would like all parents to schedule their child’s private instructions out of school hours. If, however, no alternate arrangements can be made, we ask that you organise afternoon sessions, to minimise the disruption to the core subjects of English and Maths. Children must be accompanied to and from their lessons by an adult at all times.

If no alternate arrangements can be made for children attending private lessons during school hours, we require a written request signed by the parent/guardian stating:

- The name, age and year level of student
- The period of the day for which the student will be absent from school and the length of time for which the absence is required
- The private instruction to be obtained
- Whether the private lesson may be obtained locally outside school hours
- Transportation arrangements with an adult to and from the private lesson.

The approval is valid for 12 months, after which parents should submit a new request.

The principal of a school may give permission for a student of that school to attend private instructions away from the school premises and during school time where permission does not involve the student in being absent for more than two hours per week of school time.

Please complete the request form below and return it to the school office.

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**SPECIAL REQUEST FOR PRIVATE INSTRUCTIONS DURING SCHOOL HOURS  
Foster Primary School**

I request permission for my child ..... age .....

in Grade ..... to attend private instruction in Music/Art/..... (other) lessons

with .....(name of teacher)

the lessons take place on .....(day of week)

from .....until .....(time).

At the location of.....

I have made the following travel arrangements to and from the lesson

.....  
There are no other available lessons locally before/after school Yes/No

Signed .....

Date.....

This policy was last ratified by School Council in June 2016