

Title: Policy for Extra Lessons by Student Teachers	Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved
Hard Copy Signed & Archived: Approved	Digital Copy: Policy for Extra Lessons by Student Teachers.docx	



IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

POLICY – EXTRA LESSONS BY STUDENT –TEACHERS

(2020 revision - draft)

This policy is informed by:

Policy Content:

1. POLICY – EXTRA LESSONS BY STUDENT –TEACHERS

2 Forms and documents to be completed

- AMENDED IN LINE WITH:
 - THE NATIONAL HEALTH ACT 61 OF 2003
 - THE DISASTER MANAGEMENT ACT 61 OF 2002
 - THE STATE OF EMERGENCY 64 OF 1997.
 - THE RECOMMENDATIONS OF WHO AND THE NCCC.

POLICY – EXTRA LESSONS BY STUDENT –TEACHERS

- If a demonstrable need arises in a subject, the teacher may approach the principal about engaging suitable past-pupils or other tertiary students to offer extra lessons at school in the afternoons under the supervision of the teacher and the auspices of the school.
- In a non-obligatory manner, parents will be offered this assistance for their daughters at a reasonable charge payable to the school. The school in turn will in turn pay the student teacher at its rate for such services. No learner will be admitted to class without due payment.

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- Parents will be made aware that this is an offer in an attempt to help their daughters who are in need in the subject. The arrangements can be beneficial to all parties because they are convenient and affordable. However, there can in no way be a guarantee of the outcome of the learners' performance in the subject at the end of the term or year.
- A student teacher may be a past pupil known to the teacher/school to have the suitable expertise and qualities, or a tertiary student deemed to have the suitable expertise and qualities.
- Due to the arrival of the novel COVID 19, we have had to extend the opportunity from a physical interaction due to constraints placed on us by the pandemic- a more appropriate session made available via school approved platforms such as Whatsapp and Google Classroom to name a few, are made available when needed and if necessary. This also serves as an additional form of assistance when deemed necessary by the SMT.
- '...under the supervision of the teacher...' means that there will be regular two-way communication between the teacher and student teacher as regards progress and content, and that the lessons will be conducted with the subject teacher or a stand-in teacher present on the school premises and aware that the lesson is taking place.
- The situation will be reviewed by term with a month's notice on either side.
- **Recommended rate: September 2018**
 - Learner pays R35 per hour's lesson
 - Student teacher is paid R150 per lesson

(Note: we need 5 learners to cover the cost of a session. 5 x R35)

Policy can be adapted in case of qualified teacher eg. Returned teacher.

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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

Application to be a student teacher at Holy Cross High.

FULL NAME AND SURNAME: _____

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ADDRESS: _____

CONTACT DETAILS: _____

DATE OF BIRTH: _____ I.D NUMBER: _____

MATRICULATED AT HOLY CROSS (Y/N) _____ IF YES, YEAR: _____

TERTIARY STUDIES: NAME INSTITUTION, COURSE, YEAR(S)

IF APPLICABLE: _____

TO TUTOR THESE SUBJECTS AT HOLY CROSS:

_____ GRADES: _____

I HAVE READ THE HOLY CROSS POLICIES FOR STUDENT TEACHERS AND UNDERTAKE TO ABIDE BY THEM.



IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

Application to attend extra lessons at Holy Cross given by student teacher

NAME OF LEARNER (PRINT FULL NAME AND SURNAME): _____

CLASS: _____

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SUBJECT: _____

SUBJECT TEACHER: _____

COST: _____

SIGNED

PARENT/GUARDIAN: _____

LEARNER: _____