**St. Ailbe’s School**

**Class Tutor Guidance Document**

The policy review team, with collaboration from our Guidance teachers and Year Heads, has collated the tasks outlined below. These are the suggestions that we felt were relevant to class tutors in their supportive role to students. The team felt it important to split this role into priority and ongoing tasks throughout the year.

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|  Tutors will aim to communicate the following early in the school year: |
| 1. Set out seating plans for base classrooms and update where necessary.
2. Check students have put their names on their books and school journal.
3. Ensure students write their timetable in their journals.
4. Allow students time to organise and tidy their bags and lockers during tutor classes.
5. Encourage students to get the “basics” right that was outlined at the start of the year. E.g. being prepared, on time, organised, respectful to others, good school citizen, putting rubbish into bins, keeping base classrooms neat and tidy etc.
6. Teachers will check that names are on students’ books and inspect their condition.
7. Discuss safety and etiquette around the school at break and lunchtimes so students are aware of school rules and are considerate of ongoing classes throughout the school.
8. Speak to students about the safe and appropriate use of Microsoft School apps.
9. Make students aware of the extra-curricular policy and explain that behaviour is important and that playing on teams is seen as a privilege in St. Ailbe’s.
10. Inform 1st Year students of the Green Schools initiative and participation with the Clean Up rota.
11. Ensure Page 17 of Homework Journal is signed by all.
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| Tutors will, on an ongoing basis, carry out the following: |
| 1. Carry out regular checks to see if students are writing their homework in the journal.
2. Locker check with a class group, keeping their books and materials in good condition.
3. Class teachers are responsible for maintaining seating plans for base classrooms (using anti-bullying information).
4. Introduce and promote study skills and revision techniques in advance of term tests.
5. A Vsware entries check on a regular basis and monitor behaviour.
6. School Ethos and show respect to persons in and around the school environment.
7. Ensure that students have completed the academic tracking for relevant terms.
8. Introduce the students to the Token System when it is rolled out by our BFL team, encourage effort and participation in the system, outlining the rewards for the successful class group.
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