# Informatics Tutoring Scheme - Information Sheet

## What is the Informatics Tutoring Scheme?

It is a project in which Informatics students support Scottish Computer Science and Maths exam-level high school students through small group online tutorial sessions.

## Who is running the project?

The project is run by the School of Informatics, University of Edinburgh. Kasia Kokowska, Marketing, Communications and Outreach Manager in the School is currently managing the project. She is supported by Adam Chudzinski, Marketing and Communications Assistant. Dr Fiona McNeill, Reader in Computer Science Education is the academic advisor to the project who uses the outcomes of it in her academic practice. All tutors are current University of Edinburgh undergraduate and postgraduate students, or occasionally, members of staff.

## How will the scheme run?

Computer Science and Maths teachers in participating schools are helping to define expectations and plan tutoring. Schools will provide material that the students will be working through and an idea of the areas that would be most beneficial for the tutors to cover. The tutors will support the teachers rather than provide self-directed teaching. We expect all tutors to tutor for at least one hour a week. The tutoring will be provided online throughout unless tutees require an alternative solution in which case options such as phone consultations will be explored.

## Tutee’s responsibilities and conduct

All pupils participating in the scheme are required to:

* Attend sessions that they have committed to
* Give their class teachers or scheme organisers reasonable notice of absences
* Inform Informatics Tutoring scheme organisers (by emailing achudzin@ed.ac.uk) when any concerns about the scheme, tutors or their own participation in the scheme arise

Tutors and pupils will treat each other with respect and courtesy at all times. Tutors and pupils must not exchange private contact details and should not interact outwith the sessions.

If a pupil raises a welfare concern about themselves or another, or requests an individual meeting outside the group, tutors will immediately advise the pupil that such discussions are not part of their role, and tell the scheme organiser that such a request was made. The tutor will not engage in an in-depth discussion of the problem, both for their protection and that of the pupil concerned.

## Safeguarding and privacy

Due to the nature of the project, the organisers have made sure that both pupils and tutors will be meeting in a safe environment. Only platforms deemed safe will be used to run sessions. Tutors have been required to complete relevant training sessions, register as STEM Ambassadors and apply for a PVG check. There will be no one-to-one sessions, unless all tutors have a PVG and even then one-to-one sessions will only run as break-out sessions in a group session, with a session supervisor present.

Tutors are also required to abide by the Code of Practice and Confidentiality (available on request).

A risk assessment (available on request) has been conducted.

Any data collated during the project will be anonymised, and used for evaluation and dissemination of the outcomes.

# Parental consent

Full address: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Date: Click or tap to enter a date.

Pupil’s Full Name: Click or tap here to enter text.

Pupil’s Date of Birth: Click or tap to enter a date.

To Whom It May Concern,

As the [parent/legal guardian] of the above pupil, I hereby confirm that I have given my consent

for [him/her] to participate in the tutoring sessions conducted by the School of Informatics students as part of the Informatics Tutoring Schemes.

Print name: Click or tap here to enter text.

Signature: 

# Pupil’s consent

Full address if different to above: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Date: Click or tap to enter a date.

To Whom It May Concern,

I hereby confirm that I have familiarised myself with the scheme overview and agree to participate in the tutoring sessions conducted by the School of Informatics students as part of the Informatics Tutoring Schemes.

Print name: Click or tap here to enter text.

Signature: 

# Availability

Please provide the tutee’s availability below (include as many options as possible as it will help us match the tutee with an appropriate tutor). Please note that depending on the tutors’ availability the sessions might take place outside of school hours, but shouldn’t finish later than 7 pm.

Subject(s): Please select all that apply

|  |  |
| --- | --- |
| Nat5 Maths | Nat5 Computer Science |
| Higher Maths | Higher Computer Science |
| Adv Higher Maths | Adv Higher Computer Science |

Days/times available: Click or tap here to enter text.

Any special requirements: Click or tap here to enter text.