



**Procedures for One to One Teaching and Guidance
Activities**

Loreto Secondary School

Introduction

Loreto Secondary School recognises that all students are entitled to an education of high quality and is committed to ensuring that the needs of the most vulnerable groups of learners are met. One-to-one teaching and guidance takes place on a regular basis across our school as part of our learning support and pastoral provision.

Development of Policy

This policy was developed by the Board of Management following consultations with all members of the school community – school management, SEN teachers, Guidance teachers, a subcommittee on use of procedures for one-to-one teaching activities and other relevant staff, parents and the school patron.

Aims

- To provide clear guidelines for all concerned parties regarding the provision of one-to-one teaching and guidance for students.

Guidelines

- One-to-one teaching and guidance takes place in classrooms that have a glass viewing pane, or in a public area.
- The teacher should be positioned facing the door.
- To provide privacy for the student, she should sit with her back to the door.
- Where the above guidelines are not possible it is recommended that the door to the room remain open, for transparency for both parties.

Date of procedure adoption

These procedures were adopted by the Board of Management on February 5th 2018

Signed: _____

Chairperson of the Board of Management

Date: _____

Signed: _____

Principal: _____

Date: _____