**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 and 2nd 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. Encourage students to write homework into their journal even if the teacher has put the homework on Teams.
2. Check if homework is being completed and identify students that may need a “homework letter” sent to parents/guardians.
3. Locker check with a class group, keeping their books and materials in good condition.
4. Class teachers are responsible for maintaining seating plans for base classrooms. Seating plans may need to be amended throughout the year.
5. Introduce and promote study skills and revision techniques in advance of term tests. Make sure students can log in to ExamRevision. Log in details will be shared in September.
6. A Vsware entries check on a regular basis and monitor behaviour. A subject teacher may use the “assign to” function on VSware and assign a student’s behaviour to a class tutor if a behaviour persists. The “assign to” function should only be used if a number of classroom management strategies have been used.
7. Promote School Ethos and showing respect to persons in and around the school environment.
8. Check in with students Athena and encourage students to set targets.
9. 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.
10. Liaise with the relevant Attendance Officer and Year Head regarding student’s attendance.
11. Conduct regular uniform checks and follow the procedure for getting a spare uniform if necessary. Liaise with spare uniform/tracksuit coordinators.
12. Class tutors should liaise with the relevant Year Head. It is recommended that the Year Head should meet with Class Tutors at least once a term.
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**Maintaining Positive Relationships as a Class Tutor**

As class tutors, you play a vital role in monitoring student behaviour, homework, and day-to-day issues. While these responsibilities are important, it’s equally crucial to maintain positive, encouraging relationships with students. A small positive moment can have a big, lasting impact.

🌟 Simple Tips to Keep the Balance Right

✅ Catch Them Doing Well Make a point of acknowledging students who are on time, prepared, respectful, and helpful. A quick “well done” or “thank you” means a lot.

✅ Positive Notes or Comments Send a note home, write a comment in a journal, or give a quick public shout-out for effort, kindness, or improvement — not just top grades.

✅ Don’t Forget the Quiet Students Check in with students who are consistently well-behaved and quietly getting on with things. They deserve recognition too.

✅ Focus on the Behaviour, Not the Person When addressing an issue, focus on the behaviour. “That behaviour’s not acceptable — and you’re better than that.”

✅ Have Restorative Conversations After a conflict or incident, take a moment to check in with the student. Repairing the relationship matters just as much as correcting the behaviour.