

Informatics Tutoring Scheme

Information Sheet

What is the Informatics Tutoring Scheme?

It is a project in which Informatics students support Scottish Computer Science 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. Dr Fiona McNeill, Reader in Computer Science Education and Kasia Kokowska, Marketing, Communications and Outreach Manager in the School are managing the project. All tutors are current University of Edinburgh or Heriot Watt University undergraduate and postgraduate students.

How is the scheme run?

Computer Science 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 it would be most beneficial for the tutors to cover. Another mode of delivery is pupils signing up with us directly, where their schools are not participating. In this case, they will be asked to come to tutoring sessions with their own material – perhaps worksheets they have been going through in class or homework. In both cases, the tutors will support the work that is already being done in class 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.

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.

Relationship between pupils and tutors is regulated by the Code of Practice and Confidentiality which all tutors are required to abide by (enclosed).

A risk assessment (enclosed) has been conducted.

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

Parental consent

[Full address]

[Email address]

[Phone number]

[Date]

To Whom It May Concern,

Pupil's Full Name: _____

Pupil's Date of Birth: --/--/----

As the [parent/legal guardian] of the above pupil, I hereby confirm that I have read the scheme documentation and 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:

Signature:

Pupil's consent

[Full address]

[Email address]

[Phone number]

[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:

Signature: