LONDON BOROUGH OF

HARROW

Education Services

Private Tuition and Supplementary Schools

2026

This leaflet is to help you choose the right tutor for your child; if this is something you think would be of benefit.

Local authorities and schools do not hold lists of private tutors or supplementary schools. Parents and carers wishing to supplement or replace state-funded education are solely responsible for arranging and funding this. Local authorities will not recommend any particular tutor or supplementary school.

This leaflet is designed only to provide information about tutors and supplementary schools to help parents and carers make informed decisions.

Private tutors

Tutors can work independently or for a tuition company. A good tutor can help a child improve their exam grades, learn an instrument or provide coaching in activities such as sport, dance and drama. They are not required to register with, or be approved, by any statutory organisation.

It is important that parents check tutors are suitably qualified in their subject and cleared to work with children and young people.

Recommendations from other parents are a good way of finding a tutor. Your child's school may offer additional support, or advice on extra tuition available and will have a good idea of your child's needs. It is your responsibility in choosing an appropriate person as a tutor for your child.

Always interview any candidates and check their references and qualifications. Ensure you ask to see their DBS certificate.

Supplementary Schools

Supplementary schools are community-led organisations which usually operate at weekends, offering one or more of the following for a few hours each week:

1. Skills in Maths and English

2. Home language and heritage studies

3. Cultural activities and religious studies

A well-run supplementary school can make a significant contribution to a child's self-esteem and well-being. You should always ask for their safeguarding policy and check the organisation out thoroughly. Many supplementary schools seek the nationally recognised accreditation, Quality Mark for Supplementary Education delivered by the Young People's Foundation (YPF) Trust Centre for Supplementary Education.

Keep your child safe

Make sure you hire someone who is qualified and suitable to work with children:

- Where possible, ask your child's school for advice first. If you choose not to, you should still inform the school of your intention to provide additional tutoring.

- Ask for written references from the tutor, or their employer, and call the referee to confirm them.

- Ask to see qualifications (originals, not copies) and ask for explanations for any gaps or career breaks.

- Ask to see evidence of the current original Disclosure and Barring Service (DBS) certificate which confirms that the tutor is cleared to work with children and vulnerable people; the check should have been completed in the last 3 years, at the workforce level required for the role.

  If the tutor is registered on the DBS Update Service - GOV.UK, you will be able to check their records online (with their consent).

  Self-employed tutors can get a DBS check via an umbrella body.

- Arrange for the tutor and your child to have a supervised meeting before hiring them. This should help you decide if they are the right tutor for your child.

- When tutoring takes place in your home, provide an organised and quiet study area that is free from distractions and enables you to observe lessons. Never use a bedroom. Wherever tutoring takes place, make sure you are on the premises during the lesson.

- Talk to your child about their progress and see their written work. Ask them about their lessons and, when your child has group tuition, check that they remained in the group.

If you have safeguarding concerns about a tutor

Reassure the child that it is not their fault and stop lessons immediately.

Contact Harrow **Children's Multi Agency Safeguarding Hub (MASH) Team**
Golden Number: 020 8901 2690
Email: duty.assess@harrow.gov.uk

In an emergency situation dial 999.

These procedures should be applied when there is an allegation that any person who works with children, in connection with their employment, voluntary activity or personal life, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children;
- Behaves in a manner that discriminates against a child on the basis of one or more of their protected characteristics

.

A provider is not allowed to operate as a school offering a full curriculum without being registered with OFSTED.

If a tutor or supplementary school is not willing to allow you to make reasonable checks or to answer reasonable questions about themselves or their staff, it that you **do not** use their services.

Reporting your concerns about safeguarding matters to the **Golden Number** will enable them to be investigated and help protect your child and others.

For more information on supplementary schools in Harrow:

Supplementary schools – London Borough of Harrow

All registered schools can be found here:

Get Information about Schools - GOV.UK

If you have concerns that any setting is operating an unregistered school, you can report this here:

Unregistered schools – London Borough of Harrow

If you have concerns about your child's safety or that of another child, you can report it through calling the **Golden Number**:

020 8901 2690 (Monday to Friday 9am - 5pm)

or for emergency assistance at other times:

020 8424 0999

www.harrow.gov.uk/CAT

LONDON BOROUGH OF HARROW