

DP TUTOR-TAUGHT SUBJECT (TTS) POLICY

A Tutor-Taught Subject (TTS) refers to a subject in the Diploma Programme which is not currently offered by the school.*

1. **Proposal**

The proposal for a TTS must be made during the Subject Choice procedure in MYP5 or during the Application Process for students new to the school. The student/parent must be able to justify (in writing) the reason for taking a subject which is not within the school's current Subject Choice offering.

2. **Teacher**

The proposal for a TTS must include a suggestion for a qualified teacher of the proposed subject. It is the responsibility of the student/parent to find an appropriate and qualified teacher. An initial meeting with the LfL must take place before any formal tuition begins.

3. **Approval**

The proposed TTS must be approved by the DP Leader for Learning (LFL), Careers Counsellor and Management Team before the student/parents can go ahead with preparations for the subject. The Approval Process will include an interview with the proposed subject teacher conducted by the DP Leader for Learning.

4. **Teaching Programme**

The LFL will provide the TTS teacher with the appropriate DP Subject Guide and meet with the teacher on set occasions in order to check Course Outlines, Assessment and any further queries about the programme. The LfL will set deadlines for Report marks and comments and also provide the TTS teacher with a list of final deadlines for the Internal and External Assessments.

5. **Payment**

Payment for TTS lessons will be made in agreement with the teacher and the student/parent (Rough Guideline: 40 euros per hour). It is the teacher's responsibility to monitor and record payments and to submit documentation for tax purposes. The school will not be responsible for unpaid bills or delays in payment to the teacher.

6. **Resources**

Books and other teaching resources will be purchased by the TTS teacher and charged to the parent/student.

7. **Attendance**

TTS lessons can take place at the AICS during school hours (with prior agreement from the LFL) or can be taken at a different venue either during or outside school hours after agreement with the TTS teacher and student/parent and in conjunction with the school timetable. It is the student/parent's responsibility to inform the TTS teacher if they intend to be absent at least 24 hours before the scheduled lesson. It is the teacher's responsibility likewise to inform the parent/student at least 24 hours in advance if a



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lesson needs to be cancelled for any reason. Lessons which are not cancelled in time by the student/parent will be charged and lessons which are cancelled (with or without advance notice) by the teacher will not be charged.

8. Results

It is important to note that although the school facilitates the TTS, we cannot accept any responsibility for the quality/delivery of the programme or for the eventual examination results. The TTS is taken at the students/parents own risk.

*Note: This is different from a Self-Taught Language SL, for which the school provides a supervisor and additional guidance.