

USU School Tutoring Program 2020

Student Information Sheet

What is the USU School Tutoring Program?

- The School Tutoring Program has been operating at the University of Sydney Union since 1984
- The program was developed in response to a City of Sydney Council report on the progression of local school students to tertiary education
- The School Tutoring Program aims to provide tutoring services to school students in the local area who require assistance outside the classroom and may not otherwise be able to access tutoring services

Who can apply for the School Tutoring Program?

- The program is designed specifically for Year 11 and Year 12 students who are undertaking their Higher School Certificate
- The program is intended for students who are struggling in their studies and are unable to access tutoring services elsewhere
- USU staff will do their best to find matches for all students who apply to the program. However, we cannot guarantee that a match for all students will be found, therefore, students' acceptance into the program may be prioritised based on need.

Who are our tutors?

- Our tutors are University of Sydney students who volunteer their time to the school tutoring program
- Our volunteers are selected through an interview process and all possess a Working with Children Check Clearance
- Our volunteers do not necessarily have any previous tutoring experience. Tutors receive support and assistance from USU staff.

When does tutoring take place?

- The tutoring will commence from **Second or third week of March** (depending on match availability) and finish on week ending **31 May 2020**
- University students are not obligated to tutor during their examination period and university holiday periods
- All tutoring sessions take place once per week and are one hour in duration

Where does tutoring take place?

- The School Tutoring Program has a number of designated tutoring areas on Level 4 of the Wentworth

building at the University of Sydney

- All tutors and students must sign in at the International Student Lounge on Level 4 of the Wentworth building at the start of every tutorial

What subjects do we tutor?

- The subjects we offer depend entirely upon the skills and experience of our volunteer tutors
- Common subjects such as English, Mathematics, Science, Humanities and Languages are generally easy to cater for
- Though we accept requests for tutors for all HSC subjects, we may not be able to provide tutors for more specialised subjects
- To get the most out of the 1-hour session, we advise that students focus on one subject for tutoring. It will be at the discretion of each tutor whether to provide assistance with additional subjects

How do I apply and what will happen next?

- Applications for the School Tutoring Program for Semester 2 in 2020 are now open and close at **5pm on Tuesday 27th August**.
- Students must fill out the application form that is enclosed in this package with as much detail as possible. Extra information will help with effective tutor matching.
- A parent or guardian must sign the application form
- USU staff will match students with tutors based on the subjects they require assistance with (in order of priority), their availability and their tutor preferences as listed on their application form
- Students will be notified within two weeks of the closing date as to whether a match has been found. Matches may happen after the program launch date due to additional student applications. You will be notified if this is the case.

If you have any further questions you are welcome to contact the USU Volunteer Programs Coordinator, Sanjana at schooltutoring@usu.edu.au



School Tutoring Program 2020

Thank you for applying for the USU School Tutoring Program. If you have any difficulty filling out this form, please contact Sanjana on schooltutoring@usu.edu.au

Name *

First Name

Last Name

Phone Number *

Area Code Phone Number

Secondary Phone Number

Area Code Phone Number

Email *

example@example.com

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Have you taken part in the USU's School Tutoring Program before?

School *

Grade *

Gender *

Would you prefer a *

Subject Preference

Which HSC Subjects would you like tutoring in? Please list in order of preference. While every effort will be made to match you based on your first preference, you may be matched based on any of the subjects listed.

Preference 1 *

Preference 2

Preference 3

Availability

Please select the boxes below in accordance with your availabilities. The more boxes you check, the more likely it is we will be able to match you with a tutor.

When are you available for weekly tutoring sessions on the University of Sydney campus?

330pm - 430pm

4pm - 5pm

430pm - 530pm

5pm - 6pm

Monday

Tuesday

Wednesday

Thursday

Do you have any special needs or considerations we should be aware of? If yes, please elaborate.

Emergency Contact

Name *

First Name Last Name

Phone Number *

Area Code Phone Number

Email *

example@example.com

Relationship *

Student Questionnaire

Given that we have a limited number of tutors, we may not be able to match every applicant. The following information may be used to prioritise your application based on need. This information will also assist a potential tutor in determining what you will require help with in your tutoring sessions.

Why do you feel you need this service? *

What would you most like to focus on in your tutoring sessions (i.e in your chosen subject area what do you think you need the most help with and why)? *

Is there any additional information we should know when matching you with a tutor?

Please Note: All tutoring will take place for one hour per week. Both student and tutor must sign in at the International Student Lounge front desk (Level 4 of the Wentworth Building on the University of Sydney Campus) at the beginning of each tutoring session; all tutoring must be carried out in one of the designated School Tutoring Program spaces. Should you require additional information, you may utilise the program's modest library of used school text books or use the internet in one of the designated tutoring areas.

Terms of Participation:

I understand that by participating in the School Tutoring Program, I am committing to attend my weekly tutorial session unless I provide sufficient notice informing both my tutor and USU staff of my absence.

No shows are unacceptable. I understand that if I miss a tutorial session more than twice, without giving notice, I may be removed from the program.

I understand that email is the primary method of communication for the program and should I fail to respond to an offer within one week, that offer may be rescinded.

Please sign this application to show that you have read and agree to these terms of participation.

Student Name *

First Name Last Name

Date *



Month Day Year

Parent/Guardian *

First Name Last Name

Date *



Month Day Year

Volunteer Programs Manager
Level 1, Manning House
The University of Sydney, NSW, 2006
Email: schooltutoring@usu.edu.au
Phone: 02 9563 6161

The University of Sydney Union will only collect personal information for lawful purposes. Your details will be used to match you with a tutor, communicate information to you about the program you are enrolled in and other related opportunities within The Union. As part of the School Tutoring Program's matching process, your phone number and email address will be distributed to your tutor. If your details change or you would like to be withdrawn from the database please contact the School Tutoring Program Coordinator at (02) 9563 6161 or via email schooltutoring@usu.edu.au

In taking part in this program you are giving The University of Sydney Union consent to use any images taken of you during your participation in the program for promotional use only. If you do not want this to occur, please inform the Program Coordinator.

Thank you for filling out the School Tutoring Program Application Form.

We will be in touch soon,

Thanks,

Sanjana Bhardwaj

USU Volunteer Program Manager