

## Teacher Information sheet

Welcome to SCuDA's specialist teaching service. We hope you will gain great satisfaction from working with pupils introduced to you through SCuDA and that you will enjoy the benefits associated with being a member of SCuDA.

This information sheet aims to give you an outline of how the service is managed, what SCuDA expects from its teachers and what you can expect from SCuDA.

- We maintain a list of pupils who request teaching and will try to match you with those best fitted to your preferred requirements .
- New teachers must fill in the SCuDA **qualified teacher form** and provide copies of their CRB check or **portability form** and **qualifications** (these must include a Specialist dyslexia qualification)
- Teachers each have an e-file with this information recorded in line with Data Protection requirements.
- When parents request teaching, we ask permission to give their contact details to a teacher so that the teacher can contact them direct to discuss needs and arrange dates and times to suit both parties.
- We give parents a **tuition pack** containing: **info leaflet** (to keep) **code of practice** and **pupil detail form** (to return to SCuDA).
- Once teacher and pupil have established an arrangement, the teacher must let SCuDA know the details so that we can maintain our records.
- We issue each teacher with a **register** and instructions (to fill in and email to us each month with their fees - 20%)
- Money and register go to Louise, our finance officer, registers are then logged in the teachers e-file.
- At end of every term an **evaluation form** is given to parents with SAE for return so that SCuDA can monitor the service.
- In return for the 20% contribution per lesson, teachers get per year: free SCuDA membership (worth £12); BDA Contact magazine (worth 3 x £5); use of resources (£??); insurance cover (worth about £100); free entry to conferences (£25 - £50).
- Teachers may also use the teaching room at Stricklandgate House whenever it is free. The online calendar can be consulted to find out.