

Private tuition

ATL occasionally receives calls from members who want to offer private tuition to students but have concerns about things like legal and insurance protection, health and safety issues, income tax and suggested hourly rates. This factsheet is designed to answer those queries and help you get up and running.

Could there be a conflict of interest with my post in school/college?

Potentially, yes, there could be, particularly if you are giving private tuition to a student in your class/school. It is crucial that you check with your employer before deciding to offer private tuition (or any other work that could be deemed to represent a conflict of interest), even if there is nothing specific on this issue in your contract.

Does ATL have a suggested hourly rate for personal tuition?

Yes. At the time of writing ATL suggests an hourly tuition rate of £30.00. This is guidance only and you may wish to vary this up or down. You may also want to add on a reasonable amount for travel expenses or agree that this should be claimed and reimbursed separately.

Would any income from private tuition be subject to tax?

If you work for yourself you are normally treated as self-employed and taxed under 'Schedule D'. This is a more favourable regime than the PAYE scheme because there is more scope to deduct expenses from income.

If you are in full-time work and pay tax under the PAYE scheme, you need to declare any income from freelance work to HM Revenue and Customs (formerly Inland Revenue). The HM Revenue and Customs Helpline can be reached on tel: 0845 9000 444.

Should I have a written contract with the student/parents?

Yes. A written document confirming your name and address and those of your student, together with brief details of the service offered and the hourly charge, should be enough. You could also include a clause stipulating how much notice the student should give if he or she has to cancel the lesson. Please remember that the contract is binding so do make the terms and conditions very clear.

What health and safety concerns should I have?

If offering private tuition from your own home, you must ensure that it represents a safe environment. You should carry out a risk assessment to evaluate and address any health and safety risks. (Please see ATL's factsheet on risk assessment, downloadable from our website at www.atl.org.uk/factsheets.) Common health and safety risks include trailing wires and cluttered working areas. The Health and Safety Executive guidance *Five steps to risk assessment* can be downloaded from their website at www.hse.gov.uk.

Working alone also presents potential problems regarding accusations of assault or inappropriate conduct. If possible it would be helpful to have a third party present, eg partner or spouse, to act as a witness in the unlikely event of any accusations being made against you. Similarly, you should be aware of your own security in the event of a student becoming aggressive towards you. So, whether working in your own home or the student's home, do ensure that you have a clear exit from the room and building.

Am I entitled to legal assistance and insurance protection from ATL?

ATL provides legal advice and representation for all members in the UK (except associate and retired members) including the Isle of Man, the Channel Islands and teachers serving on sovereign bases abroad.

ATL has arranged an insurance scheme to protect members who provide private tuition, lecturing or coaching, which will not be covered by their employers' insurance. The policy covers teaching all academic subjects plus sports coaching, music, drama, technology, cookery and practical science activities, and offers a discounted rate of £50 on a combined public liability and professional indemnity policy. See 'ATL Plus' under the 'Membership' section of www.atl.org.uk.



Need advice?

Your first point of contact is your ATL rep in your school or college. Your local ATL branch is also available to help with queries, or you can contact ATL's member advisers on **020 7930 6441**, email: info@atl.org.uk or write to 7 Northumberland Street, London WC2N 5RD. Don't forget you can also get lots of help and advice, as well as download copies of other ATL advice sheets, on our website at www.atl.org.uk

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