

Salesian Secondary College

Pallaskenry, Co. Limerick.

ROLE OF CLASS TUTOR POLICY

1. Address any concerns/issues/queries that the students may present.
2. At the start of each school year or for new students, introduce them to the school rules, explaining their purpose and emphasising the importance of discipline as training for life.
3. Cultivating in students an appreciation of tidiness in school and in the general environment.
4. Logistical Role
 - a. Check for full attendance of the group and their uniform on the day
 - b. Read and explain the weekly Tutor News
 - c. Check that their Journal is signed by parents/guardians
 - d. Check for homework/conduct notes
 - e. Check that journal is presentable and free from graffiti and damage. If journal is presented in a bad condition it must be replaced – cost €10.
 - f. Bring anything of concern in the Journal, e.g. repeated notes, etc. to the attention of the Year Head

Signed: _____

Date: May 2009

Breda Enright, Chairperson
Board of Management

