

Communications

As Principal, it is you with whom ACHO will communicate and liaise. You will be expected to attend the AGM, held December-March each year.

The annual subscription becomes due in December.

Tutors' Responsibilities

Before starting to teach a new set of students, you need to check that they have all the paperwork supplied by the Principal.

At the first session you need to guide the students through the ACHO Equal Opportunities Policy, Grievance Procedure, Disciplinary Rules and Procedures, Harassment and Bullying Prevention Policy. *

The ACHO Code of Conduct could wait until the appropriate time within the teaching scheme of work.*

At the end of the first year, you must ensure that the ACHO Evaluation forms have been completed and sent direct to ACHO.*

Items marked * are mandatory requirements for all schools.

Queries to:

ACHO

PO Box 530

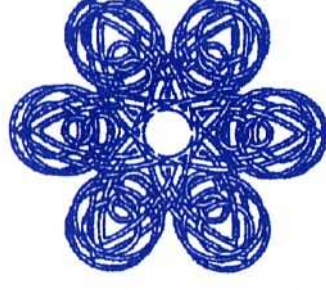
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Principals and Tutors ACHO Schools

Responsibilities and Requirements

July 2007

Welcome to ACHO

Principal – requirements and responsibilities

The Principal of the school is the link from the school to ACHO. The role of Principal of a school is to ensure that the courses run by the school meets with ACHO requirements and that the safeguards for both the school and the students are in place.

Paperwork:

A course registration form^{^*}

A set of booking conditions^{^*}

Have copies of *:

ACHO Equal Opportunities Policy#

ACHO Grievance Procedure#

ACHO Disciplinary Rules and Procedures#

ACHO Harassment and Bullying Prevention Policy#

ACHO Code of Conduct (the full and abridged# version)

ACHO Course Evaluation Form#

[^] Examples of these are available from the Secretary

These are on the ACHO website as downloads

ACHO Website

ACHO holds a copy of a school's logo and around 50-70 words describing the courses and the Principal must ensure that contacts and information remain up to date by contacting ACHO with any changes.

Students

Before a student joins a course, please make sure that they have:

1. Signed a registration/agreement form to join the course, which includes payment methods.

2. Signed to say that they have read and agree to the booking conditions.

3. If there is a pay-as-you-go set up, it is a good idea to have the student sign both copies of the agreement, the Principal or Tutor then signs both copies and returns one copy to the student for their records.

4. Ensure that receipts are given for any monies paid

Evaluation Forms*

At the end of the year one of their study, an ACHO Course Evaluation Form must be given to each student for them to complete. You can either give an SAE direct to ACHO out with each, or have a large SAE to ACHO available and leave the students to complete the form, place in the envelope and one student to agree to post it.

Insurance *

You will need to contact either Shephards

12 Poverest Road, Orpington, Kent BR5 2TP Tel: 01689 877800

Or

Holistic Insurance

183a Watling Street West, Towcester, Northants, NN12 6BX

Tel: 01327 354249

Students Details*

At the start of a course ask students to sign the register that it is OK to pass their details onto ACHO. This is mainly to safeguard students in case something happens to the school or the school Principal, that would otherwise leave the students without support.

ACHO is registered under the Data Protection Act