



Seoul International School

EXCELLENCE IN GLOBAL EDUCATION

AFTER SCHOOL ACADEMIC SUPPORT (ASAS) PARENT & TUTOR INFORMATION SHEET

SESSION COST:

- Academic Support Teacher
 - W400,000 for 8 sessions. Each lesson is 1 hour.
 - W600,000 for 8 sessions. Each lesson is 1.5 hours.
- Academic Support Student - W160,000 for 8 lessons. Each lesson is 1 hour.
- Payment has to be made in full to Accounting before tutoring begins.

DURATION:

- Each session includes 8 support lessons. It is recommended that students take two lessons per week.
- Tutoring takes place in the teacher's classroom or the library starting at 3:10 pm.
- The support teacher and student agree upon days of tutoring.
- **Once commitment to tutoring is made, it is expected that the tutor and student will schedule all other obligations around the tutoring commitment.**

ACADEMIC SUPPORT REFERRALS:

- Referrals for ASAS can be initiated by the subject teacher, the parents, the student, or by the counselor. ASAS will be provided only if a genuine need is demonstrated.
- Teachers may not support their own students (unless approved by level administrator)

ATTENDANCE:

- Tutors need to take attendance at every session.
- **Only the parent can cancel tutoring (unless it is a case of illness at school).**
If students cancel sessions, tutors need to redirect the students to the MS office.
- A student will not be excused without permission from the parent.
- **To cancel tutoring, parents need to contact 24 hours ahead and inform the MS office. If this procedure is not followed, the absence is considered unexcused.**
- Students are allowed one unexcused absence and are issued a written warning at that time. Students are charged for subsequent unexcused absences.
- When a student is absent to school, they **are not** expected to attend tutoring and this will be counted as an excused absence.
- If a student leaves school unexpectedly due to illness on the day of tutoring, and receives the proper dismissal note from the nurse to leave school, the tutoring session **should be re-scheduled** and the tutor should be informed as soon as possible.

TRANSPORTATION:

- Parents may pick up students after tutoring.
- Students may catch the Activity Bus home at 5:10 pm.
 - Parents need to contact the Transportation Office for Activity Buses (031-750-1353)

SUPPORT TEACHERS:

- ASAS teacher is chosen based on the student's academic needs.
- Support Teachers work with the student's subject teacher to coordinate the academic support services.
- The classroom teacher, support teacher, and parents will complete an evaluation form towards the end of the session. This form has to be submitted to the MS Counselor. The counselor then evaluates whether support will be continued for another session.

Please contact the MS Office for more details: mssec@siskorea.org or 031-750-1326

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