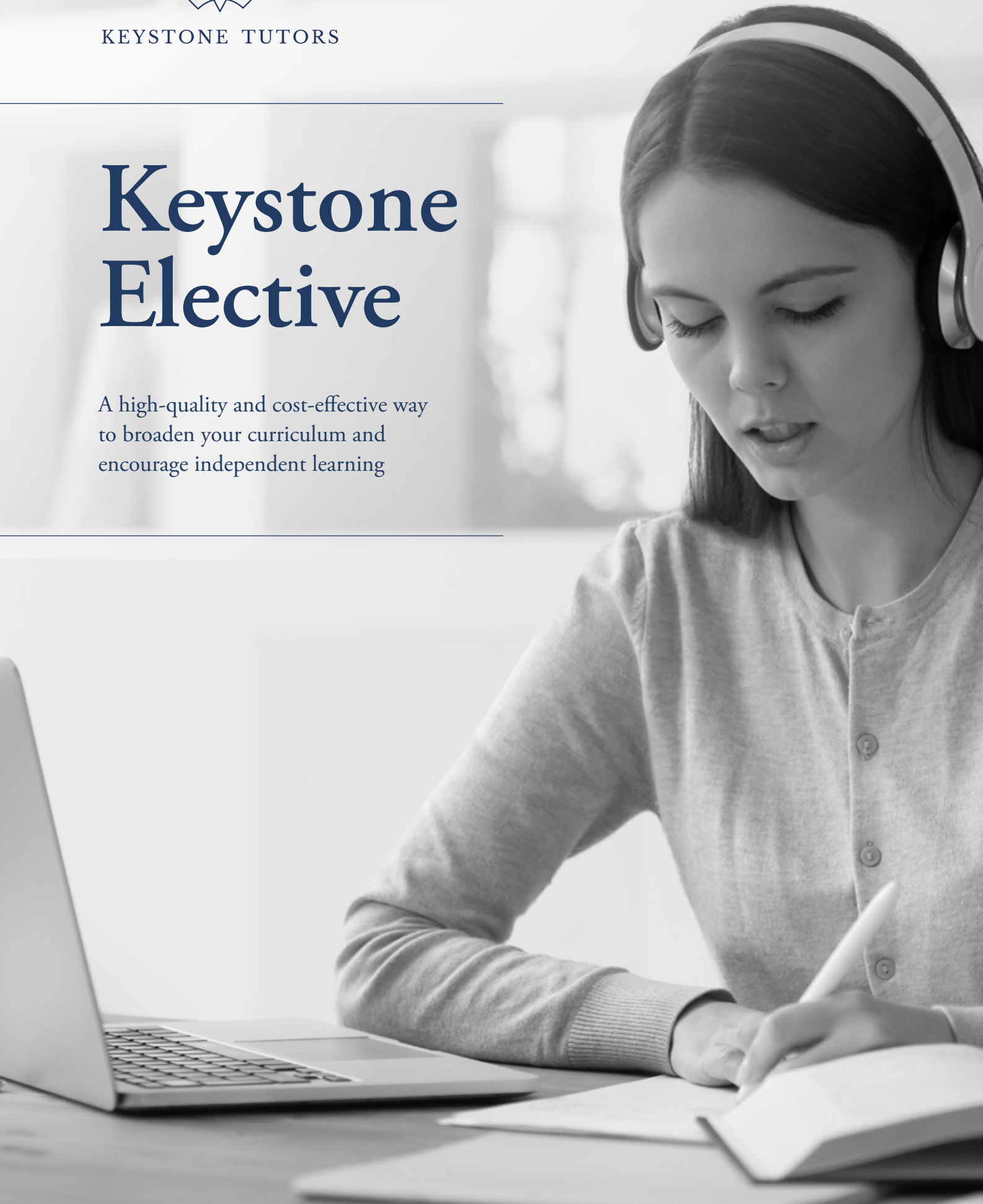# KEYSTONE TUTORS

Keystone Elective

A high-quality and cost-effective way to broaden your curriculum and encourage independent learning

What is it?

Keystone Elective provides marginal but desirable subjects to schools on a remote, white label and affordable basis.

Our model allows you to offer families the following:

➤ An attractive and diverse range of subjects to students, year after year, with no anxiety over the economic viability

➤ Increase your range of MFL and ancient languages

➤ Encourage bright students to deepen and broaden their studies by taking on extra courses and demonstrating independence

➤ After school study clubs for both primary and secondary

Within our offering we can manage attendance, assessment and reporting - tailored to your house style and systems. While our delivery is remote we are community-orientated and provide opportunities for in-person meetings with our tutors. We are currently offering subjects that can be done off-timetable but will soon be able to offer full on-timetable options too.

RADLEY

"The Keystone courses were simply excellent. The boys really appreciated a fresh voice and informed instruction."
STEPHEN RATHBONE (ACADEMIC DIRECTOR, RADLEY COLLEGE)

Who are we?

KEYSTONE TUTORS

About Keystone

Keystone Tutors is one of the most established providers of supplementary education in the UK. We are a passionate team of former teachers and professionals who, since launching in 2007, have helped over 10,000 students. Uniquely, we employ over 60 full-time UK based tutors on an exclusive basis and also represent a highly select pool of freelance tutors. With offices in London, Hong Kong and Singapore, we have an exceptional reputation for helping students achieve their best: delivering outstanding results, building confidence and instilling life-long intellectual curiosity.

Our Elective Service has been shaped by **Jim Hawkins,** former Head Master of Harrow School and Norwich School, who brings experience and knowledge of running top independent schools. He understands how schools work, including the need to match and exceed the high expectations of parents, and the importance of integrating new approaches within existing systems. It's one thing to have a track record for providing excellent online teaching, but another to understand the pressures and practicalities around running a real school. That's why we have an experienced school leader as a Senior Advisor on our team.
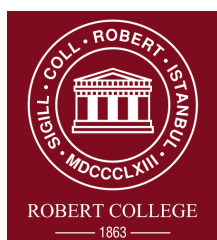
Who are our Tutors?

Of course, like any school, we're only as good as our teachers - and we have a peerless network of reliable and experienced tutors, academics and talented communicators ready to help. Most are graduates from leading universities; many have teaching experience in top UK schools. For more about our selection criteria read here.

Click below to watch our online tutoring in action:

Our work to date

Keystone has worked in partnership with schools since it was founded in 2007. We have helped over one hundred prep schools with their 11+ preparation (including interview practice) and select a few other case studies below.

HARROW SCHOOL

Godolphin&Latymer

FRANCHA LEALE TOGE

RADLEY

NORWICH SCHOOL

North Bridge House

Haileybury Almaty

HARROW INTERNATIONAL SCHOOL

HONG KONG

Astrea Academy Trust
INSPIRING BEYOND MEASURE

MORNA INTERNATIONAL COLLEGE

IBIZA

SIGILL · COLL · ROBERT · ISTANBUL

MDCCCLXIII

ROBERT COLLEGE
— 1863 —

IN GAUDIO SERVIAMUS

THE LAURELS

66 99

"The quality of the teaching was such that it instilled in the children a real love of learning. Given the opportunity, I highly recommend this to any school choosing to integrate Keystone tutors into their lesson plan and to any parents wanting top quality education for their children."

– Parent

What can we offer?

Oxbridge: assessment test preparation, interview practice, application preparation courses, one-off Masterclass lectures

Full GCSEs & A levels: MFL, Latin, Ancient Greek, Business and Economics, Sociology, Psychology, Philosophy and Ethics, Music, and much more…

Extracurricular enrichment & extension: Examples include: Maths & English extension; Reasoning classes; Latin clubs; classes on work readiness; conversational Arabic, Italian and many more…

SEN support: dyslexia, dyspraxia, EFL, study skills

More?: Tell us your current needs

How does it work?

STEP ONE

Choose from our list of courses

Keystone will act as your partner, not just a provider. Our team of specialist tutors and highly experienced staff will work closely with you to plan targeted interventions, and provide dedicated support with clear communication at all times.

More than 150,000 online lessons taught

STEP TWO

Choose one of our tutors

Tell us your needs and timetable, and we shall work to find you a teacher that fits.

PROFESSIONAL KEYSTONE TUTOR & HEAD OF MATHS

JON

Jon is a former Head of Science with over 10 years' experience in teaching GCSE Science and A-level Physics as well as PAT, MAT, BMAT & UCAT. He joined Keystone in 2012 and has helped 190 Keystone families over this period, teaching more than 7,400 hours.

Jon is a professional Keystone tutor. This means Jon:

➤ Engages with Keystone's bespoke professional development programme
➤ Works exclusively for Keystone on a fully employed basis
➤ Is committed to tutoring as a career and profession

We believe these factors combine to make a unique difference to the level of commitment we can assure, as well as the quality of teaching that our professional tutors offer.

Primarily Teaches: GCSE Biology, GCSE Chemistry, GCSE Maths, GCSE Physics, AS/A Level Physics, PAT, MAT, BMAT, UCAT

STEP THREE

Launchpad Meeting

Keystone will employ the tutor but it is important that the teaching is tailored to your requirements. We will meet you first to understand your needs then meet collectively with you and the tutor to ensure the following expectations and responsibilities are made clear:
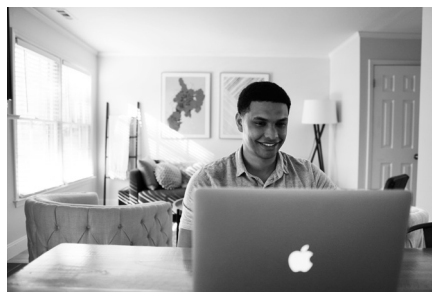
➤ Head of Department responsibilities - exam board, mocks, moderation
➤ UCAS responsibilities
➤ Assessment and reporting approach and requirements
➤ Pastoral and safeguarding responsibilities
➤ Choice of technology
➤ Attendance monitoring and reporting

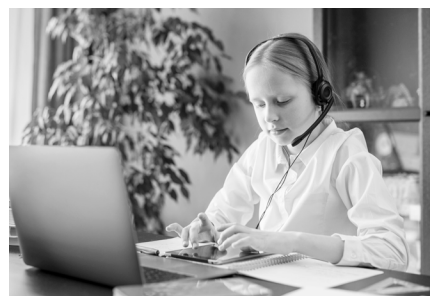Please see our FAQs below for further information about our process.

STEP FOUR

Students are taught live online

Either from their home or boarding house   Or supervised in a classroom or ICT suite.

STEP FIVE

A rich experience beyond the live lessons

➤ Digital textbooks
➤ A community of learners: allow your students to meet peers taking the same subject in other schools for occasional online seminars
➤ Independent reading and research

How much does it cost?

BESPOKE COURSES, MASTERCLASSES & AFTER SCHOOL STUDY CLUBS

STUDENTS	1	2	3	4	5	6	7
COST PER HOUR PER STUDENT*	£90.0	£49.0	£35.0	£29.0	£25.0	£22.0	£20.0

FULL A LEVEL COST PER YEAR

STUDENTS	LIVE TEACHING HOURS	PRICE PER STUDENT PER YEAR*
1	75.0	£6,750.0
2	85.0	£4,165.0
3	95.0	£3,325.0
4	105.0	£3,045.0
5	115.0	£2,875.0
6	125.0	£2,750.0
7	125.0	£2,500.0

FULL GCSE COST PER YEAR

STUDENTS	LIVE TEACHING HOURS	PRICE PER STUDENT PER YEAR*
1	45.0	£4,050.0
2	47.5	£2,327.5
3	50.0	£1,750.0
4	52.5	£1,522.5
5	55.0	£1,375.0
6	57.5	£1,265.0
7	60.0	£1,200.0

*All prices are exc. VAT

Who are we?

Meet the Team

Ed Richardson, Director of Education

Ed has a Secondary Science PGCE at Oxford University. He has since undertaken a Masters in Teaching and Learning at Oxford too. Prior to joining Keystone, he taught all three sciences to GCSE as well as A Level Biology at an outstanding state comprehensive academy in Oxfordshire. As our Director of Education, Ed has significant experience with curriculum design and preparation for national examinations. He is responsible for Keystone's recruitment process and generally overseeing our employed tutors' professional development. Ed firmly believes that providing tutors with the appropriate levels of training better equips them to support the individual needs of their students. Outside of Keystone Ed is a Trustee for the Temple Grove Schools Trust and speaks for The Parent Company at a range of different companies on 'The Importance of Parents in a Child's Attainment' and 'The British Education System'.

Keystone Team

Keystone has an experienced and dedicated school support team who will be at the end of a phone or email whenever you need us.

Will Orr-Ewing, Director

Will started his career as a History teacher at Fulham Prep School. He has been tutoring since 2005, and set up Keystone Tutors in 2007. He leads the company alongside Josh Pull. Outside Keystone, Will has been a governor of two free schools and is an active participant in UK education debates, appearing on Newsnight, The Today Programme and at the Wellington Festival of Education. He has long advocated for the professionalization of tutoring in leading UK newspapers. He is a Fellow of The Tutors' Association and is currently on the Board of the Harrow Association. Will also co-founded the SEN website dysTalk.

Jim Hawkins, Senior Advisor

Jim Hawkins is an educational leader with proven ability at the highest level of independent education – notably as Head Master of Harrow School (2011-18) and, prior to that, Norwich School (2002-11). Following Harrow, he has gained international experience, including in the USA and China, as Chancellor of Whittle School & Studios, with oversight of education design, leadership and campus operations.

Before his headship posts, Jim studied Mathematics at Oxford University, taught at Radley College, was Head of Mathematics at Forest School, and then became Deputy Head of Chigwell School. He has also held several state and independent school governorships, as well as the position of Vice-President (Europe) of the International Boys' Schools Coalition.

❝❞

"I am happy to support the work of Keystone. Their tutors are able to complement the efforts of the classroom teacher - to the overall benefit of the student."
– Barnaby Lenon, Chairman of the Independent Schools Council, Board of Ofqual, Keystone Advisor.

Read more testimonials for Keystone Tutors from families here

FAQs

Our tutors

Q How do you select your tutors? What guarantees do we have about their quality?

A Keystone has one of the most rigorous selection criteria for tutors in the sector. Our tutors are dedicated professionals, who commit to regular training and ongoing professional development. For those schools who need it, we can limit our selection to those tutors with QTS. We will only put forward tutors who we believe have the sufficient capability and expertise to teach to the highest standards for each particular course. We will share full details of each tutor's prior experience and it is incumbent upon the school to determine if that meets their requirements.

Q Can we recruit a tutor in person or is it only online?

A We can currently only pledge to offer online teaching. However, for schools based in or near London, our tutors are happy to come for initial in-person meetings to meet students and staff.

Q What happens if we need to replace a tutor part way through a course?

A When sourcing tutors for our school programmes we use best endeavors to pick tutors who can commit to the full course. However, every now and then it is possible that a tutor will become unavailable due to unforeseen circumstances. If this happens we will look to replace the tutor with a suitably qualified alternative, approved by the school.

Online delivery

Q What online platform do you use?

A To ensure provision is as seamless as possible we look to utilise the technology that is already in place at each school. We are familiar with the mainstream platforms (e.g. Teams, Google Classroom) as well as many more niche providers. During the launchpad meeting we will discuss this with the school and ensure our team is fully versed in the technology agreed upon.

Q What technology do the school and students need to access Keystone Elective?

A Students will need access to a stable internet connection and a computer with a webcam.

Q **How is student work shared with the school?**

A As mentioned above we will look to work with the school's existing technology wherever possible. If giving our tutors access to the school's portal is not possible we can use a platform entirely separately from the school and agree upon the best way for work to be passed to relevant members of the school team.

Q **How does the tutor, school and student communicate safely online?**

A Our recommendation is for tutors to be given limited access to the school's existing infrastructure to ensure they are communicating within each school's existing IT infrastructure and procedures. Where this is not possible we make use of secure and private platforms that meet the highest standards and received best practice in schools.

Reporting & Quality control

Q **What are your reporting and assessment processes?**

A We have our own standards but are also used to adapting to the needs of each school. When we are offering full-time subjects, our tutors tend to sit under the most suitable Head of Department (e.g. Head of MFL for a Classics tutor), with further interaction with a school's Deputy Head Academic and Exam Officer. Our standard process is to have half-termly check-ins with the school's designated senior member of staff.

Q **What accountability do we have about the quality of the teaching?**

A Schools will be expected to sign off on our tutors' proposed scheme of work. Every lesson is recorded as default and can be watched by a school for quality control. Our tutors will also expect to attend regular parent/tutor meetings. We have a full Terms and Conditions that we would send in advance of any engagement.

Q **How do you support the needs of individual learners, including SEND students?**

A Our maximum group size of 7 students ensures we are able to support the needs of the group and the individuals within it. We request that schools provide our tutor with any relevant information relating to each student's learning needs so that they can tailor their support as appropriate.

Q **How do you manage poor behaviour?**

A Initially our tutors will seek to address poor behaviour within the lesson. However, instances of poor behaviour will also be reported to the school so that they can be addressed in line with the school's own policies.

Q **Who do we call if there's a problem?**

A We have a dedicated operational team that is in daily communication with our tutors.

Examinations

Q **How does the logistics of examinations work?**

A Keystone Tutors is not a registered exam centre. As such it is the school's responsibility to ensure all elements of the examination process are completed correctly. This includes but is not limited to:

- ➤ registering for exams;
- ➤ arranging and offering examinations;
- ➤ managing the process of filing predicted grades; and
- ➤ confirming with the tutor which set texts and syllabuses should be covered.

Keystone will make all reasonable efforts to assist with this process and provide the information required (e.g. for predicted grades).

Safeguarding

Q **What are your safeguarding processes?**

A Keystone is committed to protecting the welfare and wellbeing of both students and staff. All sessions will be recorded and schools will be able to access these should they wish to. All of our tutors are required to undergo safeguarding training, which includes modules on tutoring online. At the outset of an assignment we will have a discussion with the school to ensure our tutors are familiar and compliant with the school's safeguarding procedures. All tutors have been vetted by Keystone including an enhanced DBS check, qualifications check, identity check, and teacher barred list check.

Finance

Q **Do schools or parents pay for Keystone Elective? How does invoicing work?**

A In most cases, because it is beyond the core offering of a typical school, schools pass the extra costs of Keystone Elective to parents as an extra on their school bill. Alternatively parents can pay Keystone directly for our shorter Masterclass courses.

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"I was impressed with both the quality of the tutors Keystone provided and the online learning environment. The students gave unanimously positive feedback and made rapid progress in Maths, English and Science. The Keystone team delivered a flexible and rigorous programme. The professional and personal relationship the tutors established with the students was fundamental in creating and maintaining an excellent learning environment."
– Colin Sinclair, Former Head Master of Morna International School