



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

Home Tuition

Wayne Murphy, Head Teacher.
Rachel Faulkner, Deputy Head - Standards
Carol Conway, Deputy Head - Wellbeing
Gwyn Daniels - Assistant Head



‘ Opening Doors To The Future ’

‘ Agor drysau i’r dyfodol’

Original Completion Date

Jan 2017

Author Carol Conway

MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:

Headteacher

Signed: Date:

Chair of Governors

Review Date

Author

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

Background

Special tuition is available to provide short-term education for pupils unable, by reason of their medical, psychiatric, psychological or behavioural issues, to attend school. Continuity of education, achieved by regular contact and flow of information between the service and the pupil's school is of paramount importance.

Special tuition does not aim to provide a permanent alternative to full time schooling, but rather to reduce difficulties when medical or other reasons result in long term absence from school and essentially to facilitate the return of the pupil to full time education.

Special tuition exists to meet the school's statutory responsibility towards pupils who are unable to attend school and seek to prevent such pupils falling behind with their education.

Special tuition can be allocated at one of four levels

- One-to-one tuition in the home
- One-to-one tuition within a community setting
- Small group tuition (between two and five pupils) within a community setting
- Small group tuition (between two and five pupils) within a school or external provider setting

This policy should be read in conjunction with the schools Education of Young People with Medical Needs and Attendance Policy

Greenfield School follows the referral process outlined by the Local authority

Referral for special tuition can only be made by the Head or Deputy

Other agencies, who are concerned about the welfare of a particular pupil, and consider that a period of special tuition is appropriate, should initially make contact with the school to discuss their concerns.

Referrals for this service must be accompanied by evidence from either Health (GP, Paediatrics, CAMHS) or the Educational Psychology Service to confirm that the pupil is unable to attend school for one of the following reasons:

- the pupil is medically unfit to attend school for a set period of time;
- the pupil has mental health or wellbeing needs that prevents them from attending school for a set period of time;
- the pupil has been excluded from school for more than 15 days, and is unable to return to the school at this point due to safeguarding or health and safety risks.

Making a referral

The school may make a referral if:

- there is potentially a long-term sickness or recurrent bouts of chronic sickness leading to extensive periods of absence;
- a pupil is refusing to attend school;
- a pupil is pregnant and will consequently have an interrupted education pre and post delivery;
- a pupil has received a fixed term exclusions in excess of 15 days; or
- a pupil has been permanently excluded.

The school will demonstrate that it has taken all possible steps to address or respond to the situation, but without success. A Special Tuition Form is completed and submitted to the Local Authority.

The referral will be considered at the next appropriate meeting of the SEN Clearing for consideration.

If special tuition is proposed the panel will also consider:

- venue for special tuition;
- approximate duration of special tuition;
- appropriate contributions from other agencies as part of an integrated support programme
- reintegration plan;
- date of next review meeting (Clearing Panel)

In normal circumstances, tuition is agreed for a set period. The special tuition co-ordinator would take this back to Clearing Panel to review and recommend whether or not this is to continue.

School Responsibilities

The school retains the funding for the pupil and will remain responsible for:

- ensuring half-termly work plans are available in all subjects, which the pupil would normally be studying. Successful reintegration will only be possible if the pupil feels confident that they have covered a similar programme of learning to their peer group;
- where possible, the loan of appropriate resource material. These should be itemised and checked off when returned to the school, exceptions would be PE and CDT;
- examination entry fees;
- making arrangements for examinations, tests and assessments;
- assessment of coursework;
- careers interviews;
- work experience placements, if this is appropriate;
- informing all other agencies of any changes or alterations to the agreed plan for special tuition;
- liaising with home tutor and Special Tuition Co-ordinator, lines of communication, etc;
- health and safety assessment of tutor;
- the delivery of a broad and balanced curriculum;
- implementing the agreed programme of reintegration.
- Have a designated person for the tutor to liaise with regards to work.
- Once work has been marked, it is to be given back to the pupil.

Local Authority Responsibilities

- Ensure a suitable, safe environment for home tutor to work in, ensuring there is an appropriate workstation available;
- Monitoring the sending of a monthly report to the school outlining the pupil's progress and achievements;
- Working with the relevant education inclusion officer to ensure good attendance whilst on tuition and if necessary completing the appropriate referral form requesting the relevant education inclusion officer to make a home visit;
- Attending review meetings;
- Providing opportunities for tutors to receive appropriate in-service training, e.g. Safeguarding;
- Liaising closely with the schools and advisory service, to quality assure the teaching, learning and assessment provided by the service;
- Allow sufficient opportunities to allow tutors to have PPA Time (Planning, Preparation and Assessment Time), amounting to 10% of their teaching timetable.

A comprehensive Core Programme of training is available for tutors employed by the LA, by prior arrangement with the special tuition coordinator. Tutors not employed by the LA access training arranged by their agency as well as being able to access training within the Merthyr Tydfil Core Programme and exam board training appropriate to their role.

Monitoring Arrangements

The LA will monitor the quality of the provision throughout the academic year. The outcomes of the monitoring will be shared at Clearing and with the special tuition co-ordinator.

Exit Strategy

Once special tuition has been granted by Clearing, the special tuition coordinator will inform the headteacher and education inclusion officer of their decision and the agreed date to review the provision. The review should take place no more than one month from the tuition start date, with a view to reintegrating the pupil back into school. The review should be conducted by the education inclusion officer, in consultation with the tutor and the school. The education inclusion officer will then report back to the Clearing Panel who will decide whether or not further special tuition is appropriate.

Hours of provision

As a minimum, pupils enrolled on the Special Tuition programme, will receive the following:

KS1, KS2 and KS3	-	1 hour per day or 5 hours per week
KS4	-	2 hours per day or 10 hours per week

Tuition for Year 11 pupils will normally end on the last Friday of June, however parents / carers will be asked whether they wished to continue tuition at a reduced level of one hour per day until the end of the academic year.

Finance (Monitoring and Claw backs)

When a pupil is temporarily removed from a school and educated in such situations as special tuition, the appropriate proportion of the pupil's age weighted pupil unit will also transfer with effect from the day of transfer

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Hospital Tuition

The Hospital Education Service exists to offer education to children and young people in hospital due to illness, accident or treatment from a long-term medical condition. When a pupil is removed from a school to be educated in hospital, the appropriate proportion of the pupil's age weighted pupil unit is also transferred with effect from the day of transfer.

