



Trafford Alternative Education Provision

**Trafford Medical Education Service**

# **Home Tuition/Library Policy**

**[2023]**

Policy Name:	Home Tuition/Library Policy
Policy Number:	47
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Review Date:	September 2023
Person Responsible:	Linda Thompson Executive Headteacher
Approved By:	Trafford Alternative Education Management Committee
For Action By	Senior Leadership Team
For Information to:	All Staff
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018)  Lynda H Thompson, Executive Headteacher



## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## 1. General Statement

Local authorities, including Trafford, have a duty set out in the Education Act 1996 and the DFEE statutory guidance 'Ensuring a good education for children who cannot attend school because of their health needs'.

LAs are responsible for arranging suitable full-time education for permanently excluded pupils, and for other children who – because of illness or other reasons – would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education

**Trafford Medical Education Service aims to provide equal access to appropriate education for all children and young people with medical needs, keeping education alive in the pupil's life, maintaining progress and enabling them to achieve their potential.**

Trafford Medical Education Service is responsible for providing a discrete education provision for all Trafford pupils 5-16 who are unable to access mainstream Primary and Secondary schools as a result of medical issues. The purpose of the service is to maintain continuity of education for all pupils in all subjects and age groups with appropriate links to "home" school and any agencies involved with the child or their family.

We support and help pupils to re-engage with education following lengthy periods of non-schooling because of emotional and/or mental health issues. Trafford Medical Education Service works in partnership with medical staff, home, schools and parents/ carers to ensure that a child's ill health does not impair their educational opportunities. It is recognised nationally in Statutory Guidance that pupils who continue in education during their illness and recuperation are likely to recover more quickly with the minimum possible adverse effect on their educational and life outcomes.

Pupils are not 'admitted' to Trafford Medical Education Service as all pupils are already on the admission register of a maintained school however; registers are kept for all pupils.

## 2. Guiding Principles

- Trafford Medical Education Service aims to respect, value and understand the individual needs of the pupils accessing tailor made education packages

- To hold high expectations of pupils and help them achieve realistic targets
- To co-operate and communicate effectively with pupils, their parents/carers, schools and other involved agencies e.g. Child and Adolescent Mental Health Services (Healthy Young Minds), Social Care, Health Professionals, and Attendance
- To enable each young person to return to mainstream education as soon as it is reasonably possible through regular reviews with parents, schools and Trafford Medical Education Service.

Provision is consistent with that described in the DfES Statutory guidance for local authorities “ensuring a good education for children who cannot attend school because of health needs” (January 2013).

### **3. The Service Year**

Trafford Medical Education Service operates a school calendar for 195 days per year including five staff development days. Provision follows school term times. Term dates are in line with those set down by the Local Authority. Tuition can take place at home, in local libraries or on site. We offer a small, safe, secure environment where the pupils with anxieties feel able to access education and begin to regain their confidence whilst being treated for or recovering from medical conditions.

Home tuition enables pupils to continue to access education whilst recovering from illness, undergoing medical treatment or recovering after orthopaedic procedures. Home teaching takes place at the homes of children who reside in Trafford who are unable to attend school for a period of 15 working days or more because of medical needs, who have either been discharged from hospital but who, because of their condition, are not yet able to return to mainstream schooling, or who are not confined to hospital but attend hospital on a regular basis and are unable to return to mainstream schooling. The service aims to progress the child from their current level by on-going liaison with the home, school and other agencies where relevant.

### **4. Referral Criteria**

#### **Referral to the Service**

Parents must give prior consent to the referral itself and to the LA seeking all relevant medical information and advice. Referrals cannot be accepted directly from parents. Referrals will not be accepted from Education Welfare Officers.

Referrals to the Trafford Medical Education Service can be made by the following services:

- Mainstream School
- Hospital School

- Health Young Minds (formally CAMHS)
- Consultant Paediatrician
- EVC

All referrals should be supported by medical evidence provided by the following professionals:

- Consultant Paediatrician
- Consultant Psychiatrist

### **Admissions Criteria**

#### **Psychological:**

- Pupils are displaying mental health problems, are not accessing mainstream education and are receiving support at a consultancy level from HYM.
- Referral is endorsed by a Healthy Young Minds Consultant Psychiatrist.
- Pupils have a named key worker in Healthy Young Minds and a package of mental health support is in place.
- There is evidence that a range of strategies have been implemented by school and have failed e.g. part time table, pastoral support plan.
- The referral has been agreed by parents/ carers.
- They are a Trafford resident.

#### **Medical :**

- Medical needs are of a temporary nature and are non-infectious.
- Not requiring nursing support during school hours.
- There is a destination placement and a planned date of exit prior to tuition taking place.
- They are unable to attend school for a period of 15 working days or more because of medical needs, who have either been discharged from hospital but who, because of their condition, are not yet able to return to mainstream schooling, or who are not confined to hospital but attend hospital on a regular basis and are unable to return to mainstream schooling.
- Referral is supported by a Consultant Paediatrician.
- A range of options have been explored e.g. partial timetable or inclusion unit.
- School have completed a Health and Care Plan.
- The referral has been agreed by parents/ carers.
- They are a Trafford resident.

## **5. Responsibilities of the Home Tuition Service**

The Deputy Headteacher for Trafford Alternative Education, Hayley Lindley, is responsible for the operational provision of the Home Tuition in Trafford. She is the point of contact for parents, carers, schools and other agencies: 0161 912 4766

Linda Thompson (Executive Headteacher) have strategic responsibility for service delivery.

Trafford Medical Education Service will provide an appropriate tutor who will be aware of, and sensitive to, the medical and mental health needs of the pupil. The tutor will come from our teaching staff of tutors or from an agency. The educational package will take account of the child's medical, mental health and educational needs.

The number of hours of direct provision offered each week will depend on the individual and is not viewed as a long term solution to other educational provision. Direct provision is reviewed regularly and amended if necessary. The provision offered will be in the form of home tuition /library (delivered by a qualified teacher, Senior TA) including e- learning tuition.

## **6. School Responsibilities**

The School has a central role in ensuring continuity of education for the pupil. Likewise it is the School's responsibility to refer any pupil requiring home tuition to the Trafford Medical Education Service Panel with supporting evidence. The referral form for home tuition can be found on the Trafford Alternative Education Provision website. Review meetings are scheduled to place every six weeks.

The School's responsibilities include:

- Making referrals to the Home Tuition Panel with supporting medical evidence
- Attending induction meetings in order to risk assess the home and child
- Attending reviews which are to be held every six weeks
- Liaising regularly with tutors to support the progress of the pupil
- Loan appropriate resource materials when possible. These will be returned to School once the tuition is completed or the resource is no longer needed.
- Examination fees and arrangements

## **7. Provision**

The provision will cease if:

- The pupil leaves school (Year 11)
- Other provision is put in place e.g. on site tuition at TMES
- The student returns to school on a part-time basis (over 5 hours weekly)

Home Tuition is always a short term provision and reintegration to mainstream school or other provision should always be discussed regularly with parents, school and the pupil. Home tutors are issued with guidelines and thorough home/child risk assessments before commencing as a home tutor.

## 8. Reviews and Exit

### Exit Strategies

Advice from health professionals will determine the appropriate time and pace of re-integration. The package and process will be agreed by all parties and regularly reviewed. The home School are to provide support as needed. The length of stay will be dependent upon the needs of the pupil and the advice of the professionals involved. However, it is recognised that although every effort is made to reintegrate the young person back to school, alternative options may sometimes be necessary.

It will be discussed with all professionals, but Trafford Medical Education Service will stress that socially and emotionally, it is not in the best interests of any pupil to stay within the Trafford Medical Education Home Tuition Service long term. Review meetings take place every six weeks where staff from both Trafford Medical Education Service and the home School will be present. Students deemed ready will return to panel for confirmation of exit or transfer to on site provision at TMES or their mainstream school.

## 9. Equal opportunities

We are committed to providing equal opportunities and access to learning for all pupils. We aim to provide a learning environment in which each person is respected and his / her contribution recognised and valued.

## 10. Safeguarding

Trafford Medical Education Service is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.





## Trafford Alternative Education Provision

### APPENDIX: A

#### Guidelines for all Home Tuition

##### Home visit procedure and awareness

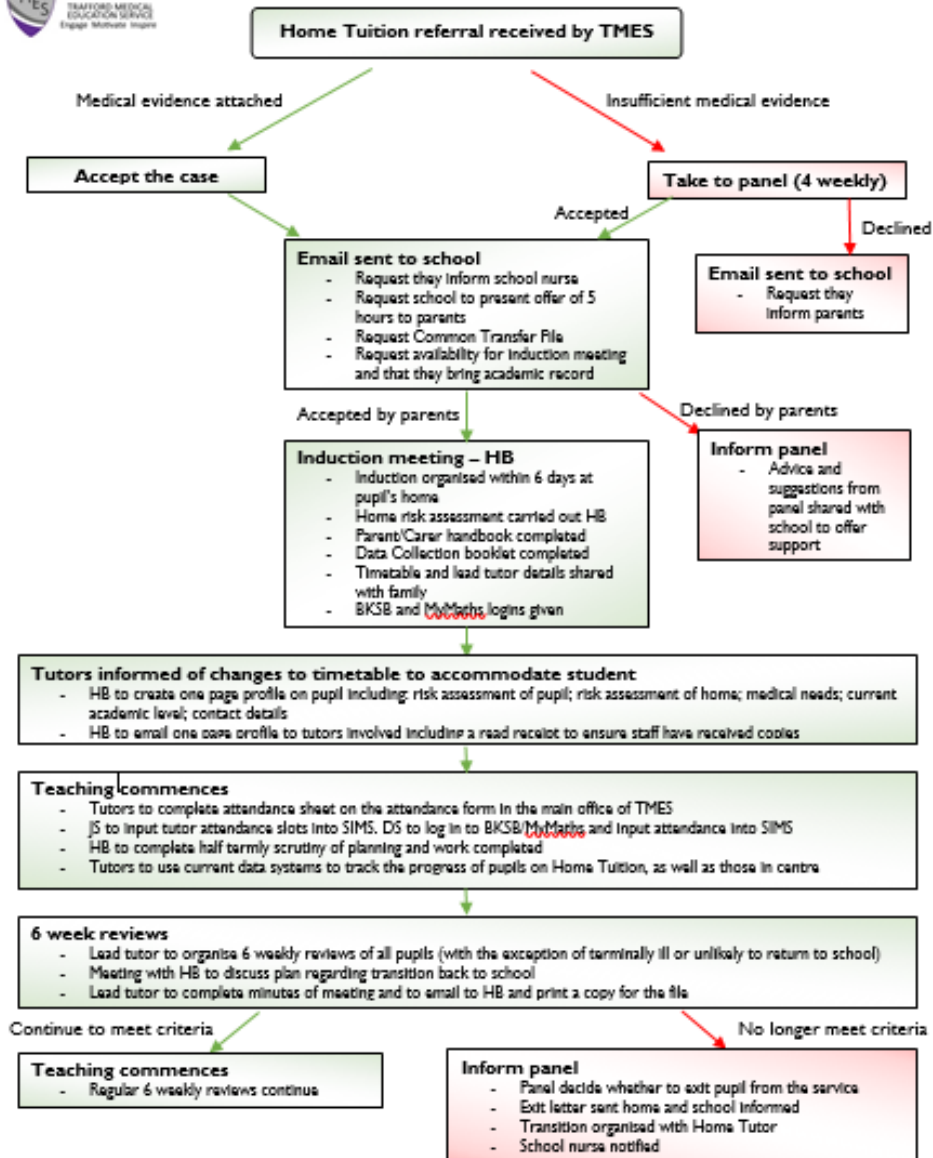
- Do not give personal details to parents or pupils
- Always ring prior to your visit to check the pupil's availability
- Make sure there is an adult present before you enter the house
- Park your car facing the direction you want to leave
- If parents or pupil appear to be intoxicated or in any way threatening, do not enter the premises
- Ask for any dogs to be put in a separate room / outside
- Check that the room is smoke free (30 minute rule beforehand)
- Be aware of your environment and do sit down until you feel comfortable to do so
- Be aware of who is in the immediate environment
- Do not get too much equipment out at any one time
- If you feel uneasy in any way make an excuse and leave e.g. feeling unwell

##### Giving feedback

- Keep parents / carers informed of the work you are doing with their child
- Mark work with the child and give positive, constructive and meaningful feedback

##### Vital communications

- Plans of your work should be emailed weekly to your line manager and to school to ensure continuity of education
- Inform your Hayley Blane if you change the time / day of your tuition appointment
- Please ensure all of your weekly registers and records of work are emailed to your line manager on Friday of that week
- Report any concerns you may have to Hayley Blane or Jasmin Boyes





## Trafford Alternative Education Provision

### Home Tuition Pupil Information

#### APPENDIX: B

School		Year Group			
Lead Tutor		Home Tutors			
Contact details					
Academic information					
Maths		English		Science	

Pupil Risk Assessment				
Risk	High	Medium	Low	Control Measures/Risk Management
Violence to adults				
Aggression to peers				
Possession/use of offensive weapon				
Association with gangs				
Bullying				
Substance abuse				
Danger of self-harm				
Impulsive behaviour				
Anti-social behaviour				
Arson/vandalism				
Theft				
Parental issues				
Offsite visits				
Home Risk Assessment				
Risk	High	Medium	Low	Control Measures/ Risk Management
Pets in the home				
Smoking in the home				
Adult supervision				
Parental issues				
Suitability of teaching space				
Pupil aggression				
Illegal substances				
Theft				
Timetable:				
Monday	Tuesday	Wednesday	Thursday	Friday
Am				

<b>Pm</b>				
<b>Duration of Home Tuition Evidenced</b>			<b>Date of Review:</b>	
			<b>Date of Review:</b>	
			<b>Date of Review:</b>	

<b>APPENDIX: C</b>			
<b>Hazard</b>	<b>Risk involved</b>	<b>Control measures introduced to minimise risk</b>	<b>Further action taken or recommended</b>
No adult present	Risk of allegations Danger of attack on teacher	Staff not to stay if appropriate adult not present	Record visit in log Report to SLT Letter to parent
Aggressive Pet	Bite to staff	Tetanus injection Hepatitis injections Ask for animal to be in alternative room or outside during tuition	Report to police Letter to parent Use of alternative premises
Pupil 'kicks off'	Damage to property Damage to staff car Injury to staff or others	Avoid confrontation Leave session if pupil does not calm. Inform SLT & complete relevant reporting forms	Report to police
Staff threatened by parent in home	No witness available Threat may escalate into physical violence	Staff to leave Report to SLT / line manager Seek medical advice if needed	Report to police Use of alternative premises or adult
Staff 'tricked' into entering house and detained	Threats / injury to staff	Contact TMES if possible TMES routine to contact staff at set times each session with agreed message to confirm safety.	Report to police
Unacceptable behaviour to/by members of family witnessed	Involvement in family disputes Tutor subject to abuse/assault	Leave premises Contact TMES	Report to appropriate service, e.g., police, social services
Illegal substances visible	Interpreted as accepting/condoning use of substance	Explain situation to parent Leave premises Inform SLT / line manager	Letter to parent before next session
Theft of items from tutor	Tutor without personal possessions	Do not take valuable items or large amounts of money to tuition. Explain situation to parent Inform SLT / line manager	Report to police
Tutor involved in accident on route to/from venue	No-one aware of accident	Tutor to phone TMES on arrival and departure at each venue Emergency contact details for home tutor to be held at TMES	

## APPENDIX: D

