

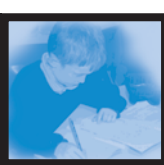


HOME TUITION SERVICE

Information Booklet



Stockton-on-Tees
BOROUGH COUNCIL



Judith Newsome
Co-ordinator



Dave Swainson
Tutor



Carol Daly
Tutor

“If a pupil is expected to be away from school for more than 15 working days, education, in whatever form, should begin immediately the pupil is absent from school. It is the total time of predicted absence from school that is important, not merely the hospital stay”

(Access to Education; 3.2).

Education is provided for pupils following discharge from hospital. Medical staff will have confirmed that the pupil will be unable to return to school immediately, the service will have been given this confirmation and the pupil's absence from school for a total period of time exceeding 15 days will have been established. The process for obtaining information from schools will start as soon as it is known that the pupil is to receive home tuition.



Karen Taylor
Tutor



Mandy Cummins
Teaching Assistant



Julie Foley
Tutor



Information to Parents/Carers

The information contained in this booklet refers to home tuition; there is also a similar booklet outlining the provision for hospital pupils.

Teaching staff will introduce themselves and explain service provision; they are always available to answer questions and provide appropriate referrals to other professionals or support services, in the case of more complex queries.

Parents/carers will be given a copy of the home tuition agreement guidelines. Tuition cannot begin until this agreement is signed.

Contact with Home School

The home school will be notified as soon as the pupil is referred for home tuition. The school will be consulted to ascertain the child's levels of attainment and to negotiate a programme of work. They will be notified of teaching input and regular contact will be maintained with the school, to exchange work and review progress.

If a pupil continues to receive home tuition, progress will be assessed at a multi agency review, usually held by the school. Parents will be consulted for their views and informed of the outcomes of the meeting. Reviews will continue to be held on a regular basis.

Similarly, when a pupil is discharged from hospital or the period of home tuition ceases, the school and Attendance Service will be notified.



Liaison with schools

◆ What information will the school be asked to provide?

There may be issues to discuss such as special needs requirements, imminent exams or assessment requirements (such as coursework deadlines to meet).

We will ask for the name and position of a person with whom we can maintain contact at school (such as the class teacher, Head of Year or SENCO) and we will also send forms to request information related to the curriculum. A member of staff will visit your child's school to collect the completed information and any resources needed. The programme of work to be followed will be discussed, arrangements will be made to review progress and plan for the next period of teaching.

◆ What if my child has frequent stays in hospital?

We will inform the school and ask for information; depending on the frequency of readmission, we will work with the school to maintain an ongoing means of communication and programme of work.

◆ What happens if my child is transferred to another hospital?

Again, we will inform the school. We can provide information to the teaching service in the new hospital about the work we have undertaken so far.



◆ **How does the school know about the academic progress my child is making?**

The service maintains daily records of work completed to enable us to review the programme of work and pupil progress. Regular contact is maintained with the school to keep them informed and progress reports are completed. When tuition ceases, a final report is compiled. Copies of all reports are sent to the school and your child's tutor will be happy to provide you with copies if you require.

◆ **Will the school be told about meetings which discuss my child's educational needs?**

The service will endeavour to ensure that the school knows of any multi-agency meetings to which the service has been invited that have a bearing on current and/or future educational needs.

◆ **What information are parents/carers given about school liaison?**

We have close contact with parents throughout the period of home tuition; school liaison arrangements are discussed before tuition begins. We continue to keep parents/carers informed regularly throughout this time.



◆ **Will my child be able to take a public examination whilst receiving home tuition?**

If your child is well enough to do the examination, arrangements will be made with the school for the exam to be taken either in school, at home or in the service classroom. The school is responsible for administering the examination, notifying the exam board and sorting out any special arrangements that may be required.

◆ **What should I do if my child is unable to work with the tutor on a particular day?**

Ideally the tutor should be informed as soon as it is known the lesson cannot proceed. If it is a planned absence, for example a hospital appointment, this would be at least a day before. If your child becomes unwell suddenly, please telephone the Co-ordinator, tutor and, where applicable, the transport provider who must be informed as soon as this is known to avoid a wasted journey.

◆ **What happens when my child is ready to return to school?**

The aim of the home tuition service is successful reintegration into school when the child is well enough. The tutor will work with you, your child and the school to put together a reintegration programme to meet their needs; the tutor will support full or part-time reintegration and it may be appropriate for some home tuition to continue whilst the reintegration process is underway.



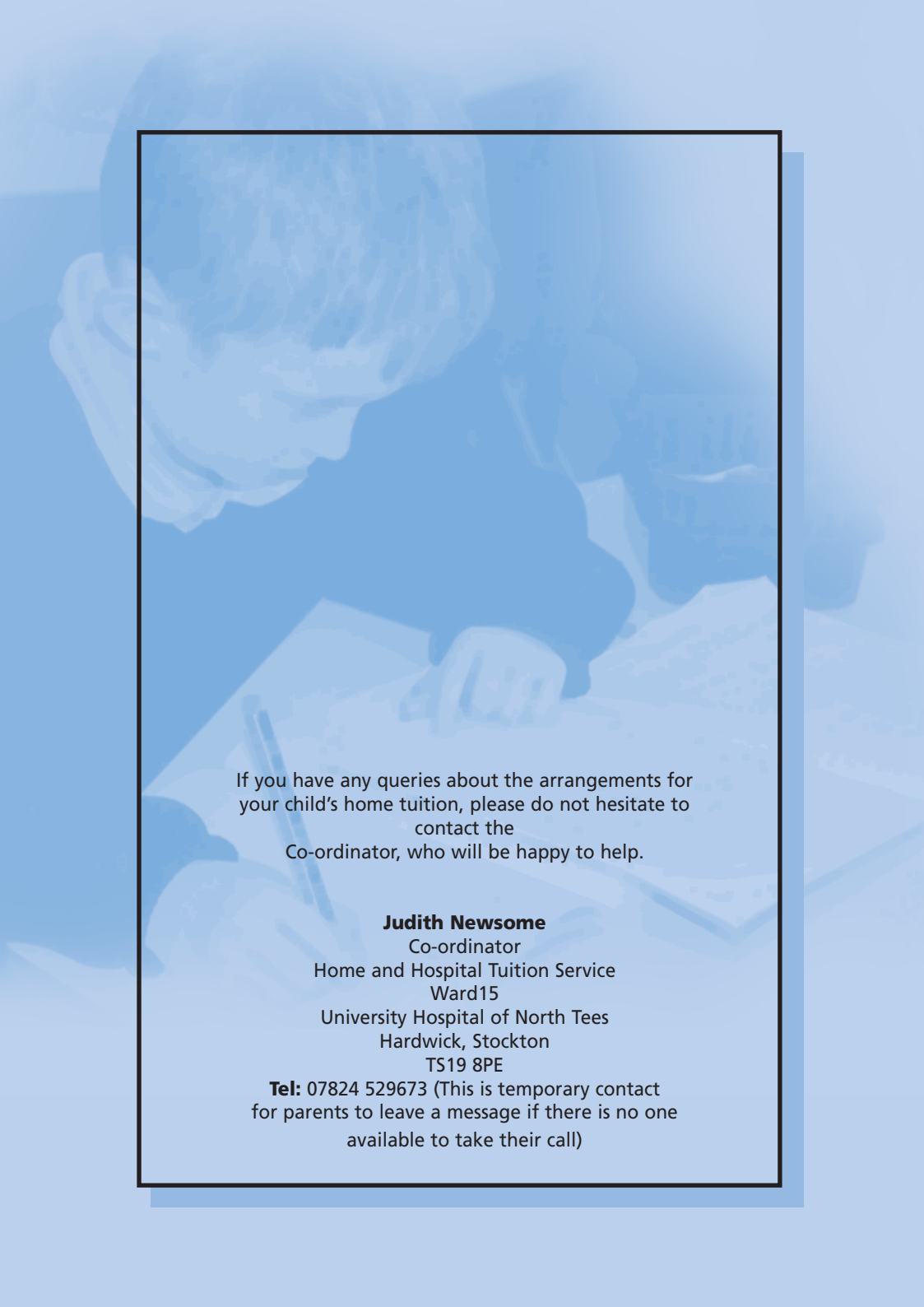
Record Keeping

Records are maintained as a matter of good practice. Tutors keep their own daily record of work undertaken and progress made. Regular progress reports cover the content of the work studied in National Curriculum areas and pupil assessment. The reports inform future planning, ensure work is set at an appropriate level and help provide a broad and balanced curriculum input, which has regard to the National Curriculum. This also helps to ensure continuity and progress in learning. Copies of all reports are passed to the young person's home school.

Complaints procedure

Complaints or comments about educational provision and or the Home Tuition Service should be made, in the first instance to the Co-ordinator, who will endeavour to address the situation as soon as possible. If necessary the Co-ordinator will refer the matter to the Education Department of Stockton-on-Tees Borough Council. Alternately, complaints or comments can be made directly to the Education Service by telephone (393939) or in writing to:

The Education Department
PO Box 228
Municipal Buildings
Church Road
Stockton
TS18 1XE



If you have any queries about the arrangements for your child's home tuition, please do not hesitate to contact the Co-ordinator, who will be happy to help.

Judith Newsome

Co-ordinator

Home and Hospital Tuition Service

Ward15

University Hospital of North Tees

Hardwick, Stockton

TS19 8PE

Tel: 07824 529673 (This is temporary contact for parents to leave a message if there is no one available to take their call)