

## **Maple Medical PRU - Home Tuition Policy**

Local authorities, including Doncaster, have a duty set out in the Education Act 2011 and the DFE statutory guidance 'Ensuring a good education for children who cannot attend school because of their health needs'.

### **Defining a student with medical needs**

Children are entitled to educational provision when they are absent from school on medical grounds for 15 school days or more but are still able to access education on health grounds.

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

The Assistant Headteacher from the Hospital and Home Tuition Service is responsible for the provision of the Home Tuition in Doncaster. They are the point of contact for parents, carers, schools and other agencies. For Doncaster the contact is:

Mrs. Jane Morgan,  
The Hospital School,  
Doncaster Royal Infirmary.

Contact number is 01302 642784  
Email is:janemorgan@maplemedicalpru.co.uk  
Jane is supported in this by:  
Mrs Claire Riley, the contact details are the same.  
The email is :Claire@maplemedicalpru.co.uk

The Hospital and Home Tuition Service will provide an appropriate teacher who will be aware of, and sensitive to, the medical needs of the pupil. The tutor will come from an agency

The educational package will take account of the child's medical 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 (delivered by a qualified teacher) or e-tuition.

## **The Mainstream School's 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 Local Authority representative. For details of the referral process see the appropriate Home Tuition Referral Pathway sheets below.

There is a referral form for home tuition on the Maple website.

Referrals for Home Tuition must always be supported by a medical professional. This might be a Consultant or Specialist Nurse. The referral might come from an in-patient stay and is sometimes part of the discharge package. It might also come from an Educational Welfare Officer.

The School must have a representative attend the initial planning meeting when the home tuition is set up. A representative must also attend subsequent review meetings.

The School must ensure that subject teachers / class teachers liaise on a timely basis with the Home Tutor.

The School should loan appropriate resource materials when possible. These will be returned to School once the tuition is completed or the resource is no longer needed.

The School remains responsible for examination fees and arrangements.

## **Provision**

The provision will cease if:

The pupil leaves school (Year 11)

The pupil fails to engage with or access the provision offered

The pupil becomes too ill to access the provision

Other provision is put in place (e.g. Maple)

The student returns to school on a part-time basis.

Home Tuition is always a short term provision and reintegration to mainstream school or other provision, e.g. Maple, is always the main aim.

Home tutors are issued with guidelines before commencing as a home tutor (see Appendix A)

Date of Policy – October 2021

Date of Review – October 2023

Signed

Head teacher.....

Chair of Management Committee.....

## APPENDIX A

### Guidelines for all Home Tutors

#### Home visit procedure and awareness

- Do not give personal details to parents or pupils (this includes social media)
- 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, under the influence of drugs 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 not 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 line manager 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 your line manager on 01302 642784