

MEDICAL TUITION GUIDANCE

Guidance for the education of children and young people unable to attend schools and academies because of health needs

Guidance for maintained schools, academies, pupil referral units and governing boards

Issued: December 2022 (version 2)



www.rotherham.gov.uk

Contents

Introduction	2
Statutory Framework	3
Eligibility and definition of provision	4
Roles and responsibilities	7
Assessment and monitoring	11
Appendix 1 – Medical Tuition Parent/Carer agreement	14
Appendix 2 – Medical Tuition School/Academy agreement	15
Appendix 3 – Medical Tuition Passport	16
Appendix 4	22
‘Ensuring a good education for children who cannot attend school Because of health needs’ Statutory guidance for Local Authorities Revised May 2013	
Appendix 5	22
‘Supporting pupils at school with medical conditions’ Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014	
Appendix 6 – Medical Home Tuition Pathway	23
Appendix 7 – Medical Home Tuition Planning	25

Introduction

This document sets out Rotherham Metropolitan Borough Council's policy for the education of children and young people who are unable to attend school because of health needs. The authority recognises that all children and young people are entitled to an education of high quality and is committed to ensuring that the needs of this vulnerable group of learners are met.

We recognise that there is a shared responsibility between the local authority, schools, and partner agencies to successfully implement this policy. It is centred on high quality integrated service provision in order to promote better outcomes for this cohort of children and young people.

The Statutory Framework

In January 2013 the Department for Education published statutory guidance entitled 'Ensuring a good education for children who cannot attend school because of health needs – Statutory guidance for local authorities.

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

It provides comprehensive guidance to local authorities and related services. Roles and responsibilities, including those of the local authority and school, are outlined in detail. This policy should be read alongside this guidance and any future relevant guidance.

There is a requirement that each local authority publish a policy detailing standards, procedures and responsibilities for those pupils unable to attend school due to health or medical needs.

In line with Section 19 of the Education Act 1996 we have a duty to:

“make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them.”

This policy sets out the roles and responsibilities of the local authority, schools and the relevant alternative education service provider.

Working together to improve school attendance May 2022 states that in order to support attendance of pupils with medical needs the following should take place:

Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support. Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, schools should work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf

Eligibility and Provision

Medical home tuition will be provided upon receipt of a clinical consultant's letter or report evidencing the need for this provision (this will give a recommendation of time frame for support).

The determining factor of access to medical home tuition is whether a pupil is in receipt of a suitable full-time education (or as much education as the pupil's health allows). Consideration of the suitability of education should be given when a pupil has been absent from school due to ill health for a total of 15 days over the course of a school year or where it becomes evident that they will be absent from school for more than 15 days over the course of a school year.

However, a pupil may have a pattern of absence due to ill health extending beyond 15 days but still be receiving a suitable education from the school. In such cases schools will provide a combination of outreach support and contact or remote tuition and contact to ensure that a pupil on the school roll, who suffers from ill health, is still accessing a suitable education and benefitting from membership of the school community.

A pupil who is an in-patient at a hospital may be in receipt of provision made directly by the hospital and it is the school/academy responsibility to ensure that they liaise with the provider of any in-patient tuition.

The medical home tuition provision will be determined when a referral for service is received. The provision will be based on the number of hours the medical evidence supports that the pupil is able to access and will be determined at the planning meeting and reviewed accordingly at subsequent review meetings. Therefore, when determining provision, the following will be taken into account:

- The amount of education a pupil's health condition allows them to access (pupils must be able to attend sessions of at least 45 minutes in length. If pupils are unable to complete 45-minute sessions, further discussions will need to be had around the value and purpose of this provision. Options may include pausing tuition for a period of time and then a review held, or a decision may be taken to cease the provision until a medical professional assessing pupil believes a rereferral should be made).
- The age and key stage of the pupil
- The type and intensity of the provision made
- Provision needed to access qualifications that would be normally available in school

Provision offered may include:

- 1:1 tutoring either in the pupil's home, other suitable venue or remotely
- 1:1 and/or small group work remotely or in a suitable venue

The starting point for provision is that a pupil will receive provision equivalent to that usual for their age and stage of education. However, this is subject to the quantity of provision that the pupil's health will allow, and the type of provision put in place. If, for example, a pupil receives one-to-one tuition, then the hours of face-to-face provision could be less as the provision is more concentrated.

The pupil's home may be used, but at times may not be a suitable and appropriate venue for tuition.

Tuition can only take place when another responsible adult is within the teaching venue (for example a parent or carer when tuition is in the pupil's home).

A risk assessment of the venue (and the provision) will be undertaken by the medical home tuition provider to ensure the health and safety of all concerned and before any tuition can take place.

A referral for the service should come directly from any educational setting and must be accompanied by a recommendation letter and/or report (which may include CAMHS consultant written by an appropriate medical professional).

Pathway to access support for reduced or non-school attendance due to health needs;

- Family self-certify pupil for one week where pupil's mental health is a concern
- After one-week, appropriate medical professional (who has observed pupil) must then provide further letter to recommend time away from setting for set length of time and/or until CAMHS appointment (also share expectation of length of time away and support offered to improve health)
- Medical professional letter will lead to a Team Around A Family (TAF) meeting with health, school, family and other professionals to plan educational support, care plan and transition back to setting so there is an agreed, clear journey back to health and setting.

It is the educational providers (i.e. school/academy in most cases) responsibility to provide the supporting medical evidence with the referral to the relevant Headteacher. Referrals must indicate the anticipated length of time that a child will require medical home tuition provision to facilitate best planning for reintegration to school setting in the future.

Once a referral and the supporting medical evidence have been received a planning meeting will be held.

The planning meeting will involve medical home tuition professional, parents, representative from health, staff from the home school and where appropriate the pupil. This planning meeting will agree a Support Plan (similar to a PEP or IEP type review document used by schools) that will identify the lead professional to co-ordinate

support and in most cases, this will be the named person from the pupil's home school and/or the lead professional named on the Early Help Assessment.

Agreement on the above issue must be decided before the provision/tuition can commence.

The plan will also identify a re-integration plan for return to school.

If there is non-attendance at 3 sessions without medical reason and/or prior agreement the tuition is likely to cease, and the relevant school will be notified.

Further details of the roles and responsibilities of all involved in the process, including the need for tuition, will be outlined in the agreed plan. This will be reviewed at half termly intervals (or six weeks whichever is the most appropriate) unless changes in condition necessitate earlier review.

Medical Home Tuition professional will share the following with home school/academy prior to commencement of tuition:

- Referral document
- Information passport

A meeting will then be convened between pupil, family, Medical Home Tuition tutor, school/academy and relevant health professional to discuss and agree tuition plan.

The Medical Home Tuition tutor will visit the pupil's home to conduct a Risk Assessment in order for the tuition to begin in the family home.

A pupil will remain on the roll of the school at which they are registered as a pupil unless the medical advice explicitly states that the pupil will be unable to return to school before ceasing compulsory school age and neither the parent nor the pupil has indicated an intention to stay in school after ceasing to be of compulsory school age.

Start of provision

Rotherham Metropolitan Borough Council is responsible for ensuring that pupils with health needs are not at home or in hospital for more than 15 working days without access to education: this may be consecutive or cumulative with the same medical or health condition. Effective liaison with medical and other professionals should ensure that there is a minimum of delay in starting appropriate support.

Objectives of the appropriate provider

Educational provision for pupils, who are physically ill, injured or who have mental health problems is the responsibility of all schools and education services.

The aim of RMBC Medical Home Tuition provision is to:

- Minimise disruption to learning
- Deliver an appropriate and personalised education and
- Successfully reintegrate pupils into mainstream provision at the earliest opportunity when they are well enough to return.

Reintegration

It is recognised that, whenever possible, pupils should receive their education within their mainstream school and the aim of the provision will be to reintegrate pupils back into mainstream education at the earliest opportunity as soon as they are well enough. Arrangements for reintegration will be discussed with school staff and each child or young person will have a personalised reintegration plan.

Roles and Responsibilities

The Medical Home Tuition tutor will maintain appropriate, effective links with the pupil's home school/academy and, through regular reviews, involve them in decisions concerning the educational programme and pupil progress. This should also include social and emotional needs, for example ensuring that learners feel fully part of their school/academy community, are able to stay in contact with classmates, and have access to the opportunities enjoyed by their peers. In the case of pupils accessing home tuition, schools/academies will be expected to encourage and help them maintain social contact with their peers wherever possible.

The home school/academy must be aware of its continuing role in the pupil's education whilst they are not attending for example, through providing relevant assessment information, supplying curriculum materials and books, liaising with Medical Home Tuition tutor over planning and examination course requirements where appropriate, and ensuring that there is a named teacher within school/academy who can co-ordinate and support these links.

Role of the school/academy

The school/academy will identify a named person to provide a link and continuity for a pupil accessing medical home tuition. The school/academy will provide curriculum information in sufficient detail to enable tutor to deliver a suitable education. The school/academy, through the named person will also provide resources and curriculum support as defined within the pupil's plan.

In cases where access to medical home tuition is anticipated to be for a period of more than 12 weeks, or when the provision extends beyond this period the school/academy will also identify the appropriate proportion of the pupil's AWPU to contribute to the cost of provision. This follows the principle that funding should follow the learner.

The school/academy should also make arrangements for contact visits as appropriate. These will form part of the plan and will offer the pupil opportunities to retain contact with the school/academy and peers in the school/academy. Contact visits could include attendance at assemblies, invitations to school/academy events or internet links to lessons. The school/academy should also maintain contact with the pupil and parents through newsletters, emails and other usual school/academy communications with parents/carers.

All pupils will remain on roll of their home school and the prime responsibility for their education lies with that school.

Areas of responsibility – a summary

The school/academy will:

1. Have a policy and a named person responsible for dealing with pupils who are unable to attend school/academy because of health or medical needs.
2. Have a policy that supports pupils in school with health or medical conditions (as per statutory guidance – appendix 4)
3. Notify Medical Home Tuition via email if a pupil is likely to be away from school due to health or medical needs for longer than 15 school days.
4. Make an appropriate referral to RMBC Medical Home Tuition in a timely manner so as to ensure that pupils with health or medical needs are not without access to education for more than 15 working days.
5. Remain responsible for:
 - Producing a medical education plan in which half-termly work programmes are available in core curriculum subjects which the pupil would normally be studying in accordance with statutory requirements
 - Half-termly reviews that will include discussion of any special arrangements required for taking external examinations
 - Resources
 - Examination entry fees
 - Ensuring pupils are prepared for and entered for public examinations and national tests
 - Making arrangements for Standard Assessment Tests
 - Assessment of course work
 - Career guidance
 - Work experience placements (if appropriate)
 - Informing all other agencies of any alterations to the agreed programme of action
6. Provide appropriate support for reintegration at the earliest opportunity.
7. Provide learning for pupils who request it who are absent from school for less than 15 days on health or medical grounds.

RMBC Medical Home Tuition will:

1. Support the school/academy in producing a health or medical education plan which will include arrangements for the delivery of a broad, balanced and appropriate curriculum, ongoing homework and marking.
2. Carry out an initial Risk Assessment.
3. Ensures clear lines of communication between all agencies and particularly ensures that parents are informed about whom to contact in respect of education provision.
4. Attend all review and reintegration meetings, submitting relevant reports as appropriate.
5. Quality assure and retain all relevant reports, as appropriate, with regard to pupil progress and achievements.
6. Ensure that pupils with health or medical needs are not without access to education for more than 15 working days.
7. Ensure, as far as possible, that pupils with a prolonged or recurring illness will have access to education from day one of the absence.
8. Ensure good attendance whilst receiving teaching outside of the school/academy and if necessary, making the appropriate referral requesting a home visit.
9. Complete attendance records which will be sent to the pupil's home school/academy.
10. Ensure that the service teachers receive appropriate in-service development.
11. Liaise with appropriate agencies.

Assessment of pupil needs

As soon as educational support via the medical home tuition has been agreed, schools/academies are required to provide baseline assessment information and curriculum plans to inform the planning of educational provision. This information, along with advice from relevant professionals, will ensure that the education provided is effectively matched to the pupil's unique needs.

Once the pupil commences tuition then the pupil will remain registered with the home school as the 'main' provider and marked as B code on the register to indicate education is provided off site.

Complex Cases

Some cases will present a complex pattern of need. The medical diagnosis, treatment, benefits of hospital and home tuition, and period of absence may be unclear.

Medical Home Tuition is not intended to provide alternative long-term education.

Home tuition will be offered when there is:

- A clear action plan for educational provision, including a school re-integration strategy
- A named lead school professional
- An agreed time limit
- Defined roles for other professionals involved
- Appropriate medical treatment available

Home tuition will be provided and agreed for a term with daily lesson assessments and half termly reviews of provision.

Prior to the end of a term of tuition, there will need to be a review and consequent action plan should it be deemed necessary that the tuition continues based on medical professional opinion.

This should be done via the multi-agency team meetings led by the referring school.

Pupils with and Education, Health and Care Plan

Pupils with EHCPs who are on school/academy rolls should have detailed support plans which should be regularly reviewed by the school/academy. The school/academy Special Educational Needs Co-ordinator should be regularly involved in the ongoing liaison between the school/academy and Medical Home Tuition professionals and should contribute to the tuition review process.

Children and young people with EHCPs who are not registered as pupils with a school/academy roll will continue to have Annual Reviews.

When a pupil accessing medical home tuition has an EHCP the provision established for the pupil should be developed so as to meet the needs defined in the plan. Additional support will be made available for these pupils to enable tuition to meet these needs.

Monitoring pupil progress

The pupil's objectives and plan will be prepared by the home school/academy in partnership with Medical Home Tuition professionals. The Support Plan will be in writing and will be regularly reviewed and monitored by all parties, including the learner and their parent/carers. Reviews will take place at least half-termly and will be led/driven by the home school/academy. Reviews will be integral to the long-term planning for the educational provision for the pupil and the ultimate reintegration back into the home school/academy.

High quality provision - flexible to meet individual need

Education provided will be tailored to the pupil's individual needs and the impact of their health or medical condition on their ability to access education.

Use of baseline assessment information from the home school/academy will inform individual plans, which should be suitable and flexible enough to be appropriate to the pupil's needs. The nature of the provision should also reflect the demands of what can be a changing or fluctuating health or medical condition.

Wherever possible the curriculum will reflect the curriculum that a pupil would experience at the school/academy. This will be differentiated to meet the needs of the individual pupil. When provision is limited to a shorter period of time the curriculum will focus on key literacy and numeracy skills.

The tutor and Medical Home Tuition lead will work closely with the home school/academy to determine provision. The school/academy must ensure support is given for this via liaison being available with school/academy staff and any relevant resources such as textbooks, past papers etc.

When a pupil is expected to take public examinations, but if not well enough to do so in the school/academy, agreement should be reached between Medical Home Tuition professionals and the home school/academy as to how arrangements will be made to enable the pupil to sit public examinations. Home schools/academies are responsible for ensuring exam entries and any necessary access arrangements are made.

Medical Home Tuition professionals will liaise with the school/academy about movement of exam papers and invigilation of exams, if it is felt a pupil needs to sit any exam in an appropriate alternative venue rather than home school/academy.

School/academy will be expected to remain responsible for the movement of papers and the invigilation of exams held at any appropriate, alternative setting.

RMBC is responsible for monitoring the overall quality of provision offered by Medical Home Tuition tutors.

The school/academy are responsible for monitoring the quality of the provision for the individual pupil via through regular reviewing.

Parents/carers and pupils will be consulted before teaching begins. In order to support reintegration back into school/academy at the earliest opportunity and reduce

isolation, tuition will only take place in the home as an exception and could include an element of on-line learning.

Teaching at home will only be carried out if there is an agreed 'named adult' also in attendance.

The pupil's experience will be an extension of their school/academy experience and will seek to maintain their studies and social contacts with the school/academy (as their medical condition allows).

Close liaison and sharing of information will be maintained by the pupil's home school/academy with an identified medical home tuition tutor, and other key professionals, which will include some or all of the following: health professionals, educational psychologists, Early Help and Social Care.

Online learning tools

Online learning tools can be used to support the pupil's education. The pupil should, where available, have access to Information and Communications Technology equipment and to the school/academy intranet and internet. However, this will not be used in isolation and should complement face to face education. Where possible online links with school/academy will be explored to support social inclusion and maintain friendship groups.

Equal Opportunities

The Medical Home Tuition Service will strive to ensure that equal opportunities are fundamental to our assessment of circumstances and to the service provided, recognising strengths and addressing areas of difficulty on an individual basis.

Appendix 1 Medical Home Tuition Parent/Carer Agreement

Medical Home Tuition

Email: medicaltuition@rotherham.gov.uk

Medical Home Tuition and Parent/Carer Agreement

Arrangements are being made for your child ...
to receive home tuition from our Service.

In order for your child to obtain the maximum benefit from his/her tuition, it is essential that:

Parents/carers agree to:

- Ensure regular attendance at the agreed time.
- Ensure your child is fully prepared and ready for learning when the teacher arrives and make sure all homework has been completed.
- Provide a safe and quiet environment, preferably with a chair and flat surface to work on. The space provided should be in the main body of the house, and not, for example, in an annexe.
- Ensure that there is a responsible adult at home at all times during the tuition period.
- Give the Medical Home Tuition Tutor the maximum notice possible if it is absolutely essential to cancel a lesson.
- Attend review meetings as appropriate.
- Return all resources to the teacher when tuition ends.

Due to Health and Safety Legislation please ensure that **no one** smokes in or near the tuition room during or before the lesson takes place. We thank you for your understanding on this matter.

The Medical Home Tuition Service agrees/aims to:

- Provide suitably qualified staff with current DBS (Disclosure and Barring Service) checks.
- Endeavour to meet the educational needs of your child in partnership with their home school.
- Liaise closely with your child's own school to provide a high quality learning experience.
- Prepare your child for public exams, as appropriate.
- Keep parents/carers informed of the pupil's achievements and progress.
- Prepare your child for his/her return to school, as appropriate.

Signed
Parent/Carer

Date:

Signed

Medical Home Tuition

Date:

Appendix 2 Medical Home Tuition School/Academy Agreement

Home Tuition and School agreement

School... ..

Arrangements are being made for your child Year to receive home tuition.

For this pupil to obtain the maximum benefit from his/her tuition, it is essential that:

School agrees to:

- Maintain ownership and overall responsibility for the pupil.
- Have a policy and named person for pupils unable to attend school for medical reasons.
- Ensure current medical evidence of need.
- Provide full information about the pupil's ability and courses of study.
- Provide support plans and short/medium term plans
- Monitor attendance by encouraging good attendance at all times.
- Make arrangements for appropriate work and resources to be made available to the home tutor and pupil.
- Maintain data collection and progress reporting for the student.
- Maintain contact with the pupil.
- Hold review meetings as appropriate.
- Support reintegration, as appropriate.
- Ensure student's social and emotional needs are addressed.
- The home school will mark in register sessions B. All other sessions will be marked in line with school's attendance policy.

The Home Tuition agrees/aims to:

- Provide suitably qualified staff with current DBS checks.
- Endeavour to meet the educational needs of the pupil.
- Liaise with your school to provide a high-quality learning experience.
- Work with your school to ensure the smooth reintegration of your pupil into school, as appropriate.
- Prepare pupils for public exams, as appropriate.
- Keep your school informed of the pupil's achievements and progress.
- Attend review meetings when they are called by school to monitor the needs of your pupil.

Signed

School

Signed

Medical Home Tuition

Date

Appendix 3 Medical Home Tuition Pupil Passport

ROTHERHAM MEDICAL HOME TUITION INFORMATION PASSPORT

Please complete all sections of this form

A. School Details

Pupil on roll at:	
Name and role of Key Adult in school:	
Attendance Officer:	
Telephone:	
Email:	
Attendance to be reported to: Email address:	

B. Pupil Details

Name:		ULN: UPN:	
D.O.B:		Gender:	
School Year:		Ethnicity:	
First Language:		Free School Meals or Ever 6: Yes/No	Entitlement Start Date: End date (if applicable): Ever6:

Address of Pupil:	
Name of Parent / Carer:	
Address of Parent / Carer 1:	
Telephone:	
Mobile:	
Email:	
Details of Parent/Carer 2 if at different address	

Telephone:	
Mobile:	
Emergency Contact Details <i>(give name, relationship and telephone)</i>	1. 2.
Who does the pupil live with? <i>Information and concerns</i>	e.g., Looked After Child. Sees mum at weekends, etc.
Are there any lone visiting concerns?	
Risk assessment on pupil:	Y (attached) N

Does the pupil fall into a Vulnerable Group?

	Y/N	Contact name	Contact number	Agency/Role
Looked After Child:				
On Child Protection Register:				
Traveller Child:				
Asylum Seeker Child:				
School Refuser:				
Young Offender:				
Young Carer:				
Child In Need:				
Other:				

Does the student have SEND needs *(please attach)*

Details of the main SEND/Additional Presenting Need	
--	--

Medical information

GP name and address:

Occupational Therapist:

Consultant:

Hospital link:

Paediatric nurse:

Medical information and presenting health issues of the student

C. Educational Information

				Documentation Attached			
Expected length of Medical Home Tuition Learning Programme				6 weeks	8 weeks	10 weeks	Longer (how long)
Subject	Name and email address of responsible teacher	Hours requested	Current Target Grade	Programme Learning in period	of time	Outcomes (improvement in grade or mastering of objectives)	or
English							
Maths							
Science							
Other Subjects							
Exams officer email:							
Please attach the information below;				Please tick if attached or add any comments			
Most Recent Academic Tracker:							
Last date attended school:							
SIMS Attendance Record last 2 terms:							
Preferred Learning Style:							
Record of Fixed Term Exclusions: Behaviour (incident log): Strategies / Interventions / Known Triggers:							

EWS3 (part time timetable), Where Relevant:	
---	--

D. Other Agency Involvement

Is this young person known to:

Agency	Named Contact	Details
Specialist Inclusion Team		
Primary/Secondary Outreach		
Educational Psychologist		
CAMHS		
Early Help		
Social Care/ Worker		
Police		
Parent support:		
Virtual School (LAC)		
School Nurse		
Other professional involvement (including named contacts for pupils receiving medical support for a condition)		

This referral has been discussed with the young person on:	
Their views were:	

Discussions have taken place about a possible placement with parents/ carers on:	
Their views were:	

Form Completed/ Referred By:

Date:

Once completed please return to: medicalltuition@rotherham.gov.uk

Appendix 4

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Appendix 5

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Appendix 6 Medical Home Tuition (MHT) Pathway Information

Pre tuition

- Schools will make a direct referral to Medical Tuition Line Manager, sharing the consultant's letter which gives the recommendation for this provision as well as details of health condition and likely timescale for tuition.
- Medical Tuition Line Manager will contact the school to share MHT Policy, Pupil Passport and School Agreement (tuition cannot begin until completed document are returned by school and shared with tutor)
- MHT Line Manager will contact family and visit home for an initial meeting, to share Parent/Carer Agreement and to risk assess the home.
- MHT tutor will liaise with school regarding assessment and planning for pupil.
- MHT tutor will plan initial session for pupil and ensure appropriate resources (request for resources sharing with MHT Line Manager and stored at Kimberworth)

Tuition Procedure

- MHT tutors will plan, deliver and assess learning in family home, emailing assessed plans to MedicalTuition@rotherham.gov.uk on a monthly basis.
- MHT tutors will contact school whenever pupil is timetabled to have a home tuition session, in order to confirm attendance with the school.
- MHT tutors will complete a session register for each pupil and email to Medicultuition@rotherham.gov.uk on a weekly basis.
- MHT tutors will contact MHT Line Manager through WhatsApp safe group or text message after each session to share they are safe and well.
- MHT tutors will share completed learning plans with school key contact on a monthly basis.
- MHT tutors will be provided with RMBC email, laptop and mobile telephone.
- MHT tutors will use timesheet to record their hours, including any meetings or training, and upload to HR portal (link to this on laptop home screen)
- MHT tutors will use the HR portal to claim their mileage.
- MHT tutors have access to IT help desk should any issues arise; 01709 336300 ServiceDesk@rotherham.gov.uk
- MHT tutors and MHT Line Manager will have weekly timetabled catch up via TEAMS, as optional session, and half termly face to face meeting.

Post tuition

- Tutors will work with pupil, family and school to agree appropriate plan for pupil to return to mainstream with all assessment from tuition shared with school key contact.

Appendix 7 Medical Home Tuition Planning

Session Plan Information

Medical Home Tuition is provided by experience, professional teachers who are able to decide on the most appropriate format to bespoke provision to individual pupils, specific subjects and with their own preference of format, however, documentation must include the following;

Pupil details;

- Name
- Date
- Tutor
- Address
- Overall aim of tuition (provided by school)
- Intended length of tuition

Tuition is best begun with an engagement/PSHE activity in order to build/maintain relationship and potentially build pupil self-esteem.

Rest breaks are intended to be planned if as these are likely to be required due to the nature of need and intensity of 1:1 tuition.

Planning must share;

- Subject
- Timings
- Objective
- Success Criteria
- Activities
- Resources
- Assessment

Assessment, especially in final sessions, should include recommendations for return to school provision.

Session planning and assessment should be shared on a monthly basis with Kelly Crompton by emailing to Kelly.crompton@rotherham.gov.uk