



EXTERNAL TUITION AND MENTORING

GUIDANCE FOR YOUNG PEOPLE RECEIVING
EXTERNAL TUITION AND MENTORING

EXCLUSIONS AND SUSPENSIONS



The Virtual School seeks to support the education of all young people in care and whilst we strive to ensure that an appropriate school place is found for all of our young people, we recognise that sometimes when placements move or when young people are in crisis that tuition and mentoring may be needed. The aim of both of these is to facilitate the young person returning to an education setting and we aim for it to be a short term, interim measure.

This document seeks to exemplify the process around young people who need tuition to ensure that they have access to the right tuition or mentoring for them at the level they need, with the support they need regardless of their placement. It also seeks to plan the route back into education when the tuition comes to an end.

Please note, this document should be read in conjunction with the LBBD Virtual School commissioning services protocol.

PURPOSE OF TUITION/MENTORING

The purpose of tuition is to:

- Close identified gaps in learning.
- Reengage a non-school attender in education and/or support their emotional needs to better prepare them for learning.
- Work with the team around the child to aid transition to full time education (if required).

The purpose of mentoring is to:

- support social and emotional needs (currently the Virtual School only employs one mentor who we consider meets the needs of our young people, however this may change in the future.)



WHO MAY NEED TUITION:

Tuition can be used for students who are either:

- in full time education and require additional academic support.
- waiting to be placed in a school.
- Non-school attenders/or struggling to attend.

For those **awaiting placement**, tuition is offered on the understanding that the social worker has submitted a school application, or that the EHCP teams for placement borough and LBBD are working to find an appropriate education setting.

PROCESS:

- The Virtual School look for well qualified, enhanced DBS checked individuals with QTS and or PGCE qualifications. We currently use external agencies to meet these needs.
- Tuition is funded by the Pupil Premium Plus grant and /or the EHCP higher needs block.

APPLICATION PROCEDURE

1. At the PEP meeting the need for tuition is raised and needs recorded on the PEP as a funded target. Suggested tuition options are discussed and the preferred agency agreed by the professionals, including whether or not face to face or online is preferred.
2. Professional contacts the Virtual School Business Support Officer or the Advisory Teacher for Tuition asking for a referral.
3. The Business Support Officer sends a referral form to the social worker to be completed and returned.
4. The Virtual School head teacher (VSH) is made aware that tuition has been applied for (if tuition is likely to be long term and ongoing and costs high a wider discussion with VSH takes place (exceptional circumstances)).
5. On receipt of a completed referral the agency sources a tutor and arranges the session details with the carer. (The timeline is variable as it is dependent on tutor availability.)



WHERE TUITION TAKES PLACE:

- Placement home.
- School.
- Public place such as a local library.
- Another adult who holds a DBS must always be present during the lesson.

SUBJECTS AVAILABLE:

- Maths and English provision is the tuition package available.
- Science and other subjects can be provided upon request and availability

NUMBER OF HOURS:

Standard is term time only with additional non-term time sessions agreed in advance upon request. The initial offer is for a 10 week block (approximately a term).

LAC WHO ARE NOT IN FULL TIME EDUCATION AND AWAITING A SCHOOL PLACEMENT ARE OFFERED:

- 2 hours per day for 5 days per week (10 hours per week)

LAC WHO HAVE A SCHOOL PLACE BUT WHO ARE NOT CURRENTLY ACCESSING IT:

- 5 hours per week 1 per day (time limited with a view to reintegration reviewed every half term at the additional PEP)
- Funded through the school

LAC WHO ARE IN FULL TIME EDUCATION ARE OFFERED:

- 2 hour per week
- Funded through the school



MONITORING:

- The tutor will provide a weekly report which is either emailed to professionals directly or can be accessed via the agency's portal.
- These reports are uploaded onto ePep and discussed at each PEP.
- After each block of 10 weeks the tuition requirements should be revisited to ensure that they meet the needs of the Children/Young Person (CYP).

CANCELLATION/CHANGE TO TUITION:

- A 24 hour notification period is required to cancel a session. The carer is asked to take responsibility for this.
- Tuition can cease at any time by the virtual school in consultation with the social worker.
- If three consecutive sessions are missed the tuition will be placed on hold and investigated by the professional team around the child to ensure it is meeting need.
- The carer and child's views are considered at each point.

COMPLAINTS PROCEDURE:

- We are made aware of a complaint.
- The VS liaises with the tuition agency who investigates.
- The tuition come back with the tutor's account.
- The tutor is either changed or stays dependent on the outcome of the investigation.
- When/if the complaint reoccurs (same case) we will change agencies up to three times, on the understanding that if the complaint reoccurs again then the tuition will cease. We will not reinstate until we have evidence that tuition is going to be successful.



QUALITY ASSURANCE:

- Weekly Reports are received and monitored regularly.
- Termly Work Scrutiny and Foster Carer questionnaire, with outcomes discussed at the PEP.
- Measuring the impact of the tuition, the school is responsible for the support tuition.

(Send to The Advisory Teacher (Tuition)/ The Aspire Business Support Officer, if child has an EHCP please send to The SENDCO Assistant Headteacher):

Full Name:

Year Group:

Social Worker:

Reason for tuition:

- A: Awaiting Placement (10 hours)
- B: On Roll can't access (5 hours) (Is the school funding?)
- C: On Roll top up (2 hours) (Is the school funding?)

Suggested/Preferred Agency

- A: TLC Live (online only) Functional Skills
- B: Fleet (online/Face to Face) more academically able (Exam Centre)
- C: Remedy (online/Face to Face) less academically able
- D: 1st Staff (online/Face to Face) Thrive sessions/ functional skills (online) (Exam Centre)
- E: LSME (Online) KS4/5 2hours only (not an exam centre)
- F: Other (please make suggestion)

