

## **Out of School Tuition - Service Level Agreement**

**The support and provision of education for children with medical needs who are unable to attend school requires a partnership approach, with each partner agreeing to certain roles and responsibilities.**

**The referral to Temporary Provision Panel will be considered in conjunction with recommendations made by medical practitioners. Provided that the referral and medical evidence meet the criteria for OOST, the case will be accepted and the case will be allocated.**

**OOST operates a system of partial cost recovery for children with medical needs.**

**OOST agree to:**

Work within the Statutory Guidance for local authorities Department for Education Arranging education for children who cannot attend school because of health needs (December 2023).

- Work within the guidelines of our own Policy 'Out of School Tuition Referral Policy for Medical and School Age Mothers' (December 2022).
- Make personalised educational provision for individual pupils, ensuring continuity of educational provision, which will include an offer of up to 5 hours 1:1 tuition per week from a qualified teacher.
- Set, mark and monitor an appropriate amount of individual work which may include a blend of online and in person tuition.
- Work with schools to provide an Education Plan which details educational provision.
- Attend reviews, including the Educational Plan Review meeting to discuss educational arrangements.
- Work with schools to provide a package of educational provision with an offer of education or as much education as the child's health needs allows them to access.
- Monitor and evaluate the effectiveness of provision for individual pupils who cannot attend school due to medical needs or who are on an integration programme.
- Work with other colleagues from relevant teams to develop integration plans into mainstream schools or colleges.
- Support and advise schools on the impact of the child's medical conditions and on their ability to access education.
- Contribute to Education Health and Care Plan assessments according to the SEND Code of Practice.
- Inform the school immediately of any safeguarding concerns or other concerns relevant to the continuation of educational provision.
- Support and advise schools in maximising the achievements and attainment of pupils with medical needs. Provide a detailed report of the child's progress and any assessment information available to the school.
- Facilitate the greater involvement of children in making decisions about their own educational options, setting their own targets for learning, health and social needs and in monitoring their own progress.
- Work closely with parents to ensure that their views are always taken into account and that the rights of children are paramount.

- Ensure parental permission is gained by school before discussing any pupil issue with other colleagues and to respect the professional rules of confidentiality.
- Provide and request support and advice to and from other colleagues including for example the Educational Psychology Service, CAMHS and Social Care.
- Provide regular and prompt information to school regarding pupil progress and attendance.
- Provide schools, families and children with an opportunity to offer feedback and to evaluate the appropriateness or value of the service they have received from OOST
- Provide senior staff to handle concerns from tutors, families and schools and to take appropriate action where required.
- Provide suitable training to OOST tutors, including up to date training on all aspects of safeguarding.

**It is expected that Schools and their Governors will:**

- Make effective and appropriate arrangements to meet the needs of children and young people with additional educational needs due to medical need in line with the statutory guidance '**Supporting pupils at school with medical conditions**'. **Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. (December 2015)**
- Work with OOST to provide an Education Plan which details educational provision and sets targets for integration.
- Work with OOST and the family to plan and implement a phased integration package which meets the needs of the child to return to school as soon as possible.
- Ensure that there is a named person to work with OOST and the family for children with medical needs.
- Work with OOST to arrange an initial meeting and review meetings approximately 12 weeks for all pupils with medical needs and to invite the pupil, parents and appropriate professionals
- Work to the actions agreed at the review meeting as part of the Education Plan.
- Work with OOST staff to plan and implement Education Plans (EPs) for children with medical needs who also have an Education Health Care Plan.
- Provide all appropriate resources, programmes of study, and information regarding curricula for the pupil to follow the school curriculum to ensure continuity and access to education which is in line with that of their peer group.
- Provide access to specialist teachers in school to give advice to tutors, set work, mark and moderate work and to provide information regarding marked work to tutors.
- Maintain close contact with parents and carers, helping them to understand the educational provision that may be suitable in each case.
- Liaise with families and medical practitioners including Consultants and CAMHS to provide medical evidence in support of continued provision through OOST.
- Ensure that pupils are entered for appropriate external examinations and that information is provided to the family and tutor.
- To make suitable arrangements to allow the child to access external examinations, for example, by providing an invigilator at an alternative venue, such as home or hospital, if required.
- Ensure that the child and family are kept informed of school events.
- Make alternative arrangements, or be flexible where possible, in order to include the child in the life of the school.

- Inform OOST immediately of any safeguarding concerns or other concerns relevant to the continuation of educational provision.
- When cost recovery applies agree to provide a financial contribution to the Local Authority in return for the provision from OOST. A charge is made for each full or part week of the duration of tuition during a Derbyshire school term.

**By completing a referral form and accessing our service you are agreeing to the above service level agreement.**

**Please keep a copy of this with your pupil's records.**