

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR FOR GUIDELINES FOR HOME TUTORS



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Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

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REVIEW OF POLICY

Portfield School adopts the LEA guidance on Guidelines for Home Tutors Policy

This policy will be reviewed annually unless change of circumstances or legislation requires it to be amended earlier.

This policy was adopted by:

Signed (Chair of Governors)

Signed (Headteacher)

Date

Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

GUIDELINES FOR HOME TUTORS

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1. Duties of Home Tutors
2. Personnel Issues
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1. DUTIES OF HOME TUTORS

- √ To provide continuity of educational support for those children who require home tuition through the preparation and implementation of an appropriate teaching and learning programme under the direction of the parent school.
- √ To keep records of pupil progress and complete a monthly report.
- √ To maintain close liaison with mainstream teachers in order to ensure that pupils keep abreast of their peers in mainstream schools.
- √ To maintain close liaison with school SENCO's in cases where pupils have special educational needs.
- √ To maintain liaison with appropriate outside agencies such as Educational Psychologist, Speech and Language Therapists, Medical Personnel and any other relevant professionals.
- √ To assist the pupil, where appropriate, to integrate back into the mainstream school.
- √ To report any concerns, whether academic or social, to the Special Educational Needs Manager or the nominated contact at the school without delay.
- √ To ensure that the parent school is advised of pupils entry for external examinations and that course work target dates are met.
- √ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

2. PERSONNEL ISSUES

CONTRACTS

Contracts are issued by the County Council. The hourly rate is based on the main scale for teachers and includes travel costs and holiday pay. Home Tutors who wish to contribute towards superannuation should contact Cathryn Davies (Personnel Manager - Schools) on 01437 775090

PAY CLAIMS

Pay claims should be submitted before the 5th day of the month to the Education Department, County Hall, Haverfordwest addressed for the attention of Mrs Sally Price (Administrative Officer SEN)

If a pupil does not turn up for home tuition this should be reported to the Administrative Officer SEN (telephone number 01437 775017) and recorded on the form.

TRANSPORT

Home Tutors should avoid conveying pupils in their vehicles.

If Home Tutors do transport pupils they should check their insurance cover with their insurers in advance and ensure the level of cover is adequate.

It is advisable for Home Tutors to obtain written consent of parents/guardians if they intend to transport pupils.

3. ADMINISTRATIVE ISSUES

The Community Centres and other facilities are available for use by Home Tutors.

Home Tutors are respectfully requested to:

- i. notify Head of Centres in advance of the arrangements for home tuition
- ii. use the Centres in the morning, if possible.
- iii. notify reception upon arrival and departure.

CEASING HOME TUITION

On completion of home tuition the appropriate form should be sent for the attention of the Administrative Officer SEN as soon as practicable. This information is required for the transfer of funding purposes and school attendance records.

Resources:-

- ⇒ the mainstream school the student normally attends should provide appropriate materials and guidance for the implementation of the home tuition programme.
- ⇒ any photocopying should be done at the mainstream school following liaison with the Headteacher.

MONTHLY REPORTS

Monthly pupil reports are required to be submitted to the Education Officer by the 5th day of the month.

4. HEALTH AND SAFETY - GENERAL ADVICE TO HOME TUTORS

The very nature of the home tuition service lends itself to potential risks. Home Tutors should take every reasonable step to eliminate potential risks or at least reduce them to the very minimum. The aim must always be to increase safety and confidence.

Useful procedures to follow:

- ❖ do not hold tutorial sessions in your own home.
- ❖ arrange a home visit prior to the commencement of home tuition to ensure that the accommodation/facilities are conducive to home tuition.
- ❖ the parent/guardian or other nominated adult must be present in the home whilst teaching is taking place.
- ❖ it is advisable to leave the door of the teaching room open.
- ❖ where possible avoid teaching the pupil in bedrooms or any isolated room.
- ❖ do not tolerate offensive or intimidating behaviour. If a student is abusing or acting dangerously do not provoke confrontation. Always attempt to minimise any risk to yourself and the student by seeking immediate help.
- ❖ always identify the location of:
 - i. the nearest telephone
 - ii. a first aid box
 - iii. the exits in case of fire
- ❖ keep your money, handbags and other personal belongings with you at all time
- ❖ report any incidents, however trivial they may seem to you, to the education Office immediately.
- ❖ as a Home Tutor your work will involve travelling to, perhaps, more than one place in a day. It is good practice that your whereabouts are known to another person along with an expected time of arrival at home.
- ❖ should there be any concerns refer them without delay to the Administrative Officer SEN or the Special Education Needs Manager.