

Dear _____

I am writing in regards to your recent referral for _____. Please read below some key information about our service.

Camden School Inclusion Team & Royal Free Hospital Children's School: Outreach Tuition Service

The Outreach Tuition Service is informed by medical advice. Tuition is intended to be a short-term, interim provision (2 terms) for students with medical needs. It should not be used as an Alternative Provision nor regarded as a long term solution for a child's education.

Where medical advice does not recommend home tuition, or in cases where children and young people do not engage with medical services, the Outreach Tuition Service will not offer lessons, or may withdraw the intervention pending further advice.

In addition, where a child or young person does not engage appropriately with the offered service, home tuition may be withdrawn.

The service works in partnership with the pupil, parents/carers, medical health professionals and the named person in the school to provide a high quality core education for children with medical health needs.

Where a child has, or is likely to have long-term medical needs (including mental health) which are preventing their access to education, parents/carers and school should work together to decide on a long-term action-plan. This may involve making provision within the school's offer, and/or requesting an assessment for an Education, Health and Care Plan.

The Service aims to provide education, where the child's health needs allow, focusing on English, Maths and Science. This is provided through a balanced combination of 1:1 teaching, homework and remote learning. As a registered exam centre, students in Year 11 have the opportunity to take GCSE and Functional Skills exams at the Royal Free Hospital Children's school.

Special access arrangements are made to support the individual needs of students during the exam period. This is with an aim to alleviate and manage any anxieties whilst providing the best outcomes for the young person

The Outreach Teacher

The Outreach Teacher has expertise in supporting pupils with health needs when they are well enough to attend school. Many pupils with health needs are well enough to attend school, but some may require support so that they can attend school regularly and take part in school activities. The Outreach Teacher for children with medical needs can offer practical advice on how schools can support the inclusion of these pupils, including advice and guidance on drawing up care plans.

Camden School Inclusion has a team of experienced Outreach Teachers who provide one-to-one tuition to pupils while they are unable to attend school. These sessions can take place in the home but can also be convened in libraries and other public buildings where appropriate. Where face to face learning cannot take place (for example if the child is not able to engage directly or if an adult is not available to supervise in the home) there is a remote learning capability which includes AVI Robot and other learning platforms and websites.

The Outreach Teacher maintains a relationship with many of the medical professionals in the borough (e.g. CAMHS, Paediatricians, Specialist Nurses, School Nurses, Camden Early Help) and is able to support communications and at school meetings where a child with medical needs is concerned. The Outreach Teacher will complete both academic and pastoral records to track the progress and well-being to the student throughout the duration of tuition.

Pathway: Support for Children and Young People with Health Needs

Camden School Inclusion follows the pathways indicated below in order to ensure clarity and fairness of procedures. Within these pathways, all children and young people with health needs will receive consideration and appropriate support based on their individual requirements.

The criteria for tuition support are:

- The pupil is a resident of Camden
- The pupil is of compulsory school age
- The pupil is (or due to be) temporarily absent because of medical reasons, including mental ill-health.

A child or young person of compulsory school age has a health need that is disrupting their education.

Long-term health need
(intermittent absence)

Emotional / Mental Health

Complex / Other

A referral is made to the Camden School Inclusion Team from a Camden School. The 'Home' school completes the 'Student Passport' form, Psychological support plan detailing CAMHS contacts or any other professional working with the child and family, individual risk assessment for the student. This is sent to the Medical Needs Officer (Dylan Buckle & Carlyle Philips) within the inclusion team. A letter from the medical consultant referring the young person must also be provided.

N.B: Tuition WILL NOT begin until the relative documents have been fully completed by the referring

On completion of these documents, The Camden School Inclusion Team convenes a TAC meeting of all the relevant professionals. This could include: student and parents, class teacher (Primary), head of year, SENDCO, school nurse, outreach teacher, referring, social worker, family worker etc.

At the meeting, all professionals will discuss the student's needs and to agree a support plan. The Support plan sets out how the pupil's health needs are to be met. A key professional will be identified at this meeting as the first point of contact; they will aim to coordinate the support plan and liaise with professionals by giving regular updates on progress, highlighting any issues and raising any safeguarding concerns.

When the criteria are met, tuition can begin. **In the first instance, tuition is offered for 2 terms.** The decision whether to implement teaching in the home will be considered on a pupil-by-pupil basis, considering what is in the best interests of the child. However where possible, every opportunity to teach outside of the home is encouraged. The support plan may involve:

Teaching in a public space (Library)

Home Tuition

Small group (Thomas Group)

Teaching in the home school

- On-going regular review process: Outreach Teachers are required to complete a 'Tutor checklist' of documents which support and record the learning of the student. (See Appendix for example proformas). These are regularly monitored by Outreach Teacher manager Jemma Michelson at RFHCS.
- Weekly academic and pastoral learning/communication logs are completed by the Outreach Teacher. These logs track progress, highlight pastoral/Safeguarding concerns and document important communication between professionals involved with the young person and their family.
- Progress is reviewed every 4-6 weeks by the Medical Needs Officer and Outreach Teacher.
- The 'Endings process' begins 2 weeks before tuition is drawing to an end and Reintegration into the home school or alternative provision is supported by the Outreach Teacher, where appropriate.

What happens next?

Attached in this email are three documents; Camden Student Passport, Psychological support plan and an Individual pupil risk assessment. Please complete these forms and return them to Dylan Buckle (Dylan.Buckle@camden.gov.uk) and Carlyle Philip (Carlyle.Philip@camden.gov.uk). Please note, tuition cannot begin until the relevant paperwork has been returned.

We look forward to hearing from you.