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**sunderland Virtual School**

**TUition service for pupils with medical needs**

**GuidANCE for schools**

Dear Colleague

Your Referral for Tuition for Pupils with Medical Needs has been approved by the Additional Educational Needs Central Provisions’ Panel.

It is the duty of the pupil’s school to provide learning resources that enable the pupil to access a broad and balanced curriculum and ensure continuity in the pupil’s education.

**What to do**

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|  |  | **Complete** |
| **1** | The tutor will contact you to introduce themselves and to advise you to convene a Personal Education Plan meeting with pupil (if possible), parents/carers, tutor, medical personnel (if appropriate) and Named Contact Person. This meeting can take place at school or at the pupil’s home.  If a parent/carer cannot be present during the tuition session, then a named appointed adult must be present during or for part of the PEP meeting and photo ID e.g., passport must be brought with them. |  |
| **2** | You will receive (by email) templates of:   1. Tuition Service Guidance for Schools 2. Personal Education Plan 3. Partnership Agreement 4. Individual Curriculum Learning Plan 5. Curriculum Entitlement |  |
| **3** | Distribute the Individual Curriculum Learning Plan template(s) to pupil’s class teacher/subject teachers/curriculum leaders. |  |
| **4** | Ensure that teacher(s) provide itemised list of work on the Individual Curriculum Learning Plans and full set of resources for at least 4 weeks’ work |  |
| **5** | Place each Individual Curriculum Learning Plan in a Work Folder with the accompanying teaching resources in preparation for the Personal Education Plan meeting when they are to be presented to the tutor. |  |
| **6** | Named Contact Person chairs the Personal Education Plan meeting and ensures that:   1. Tutor receives Work Folder(s) 2. Tuition times are set 3. Partnership Agreement is read through and signed by all parties |  |
| **7** | Named Contact Person sends a copy of the completed Personal Education Plan and Partnership Agreement to the tutor |  |
| **8** | Once the tuition commences you will receive:   1. Weekly Tutor Report (which will also inform you of any further resources required) 2. Weekly Pupil Evaluation |  |
| **9** | Distribute the Individual Curriculum Learning Plans to teacher(s) and collate the next programme of work. |  |
| **10** | For pupils on long term provision, a Personal Education Plan Review meeting must take place once per term.  For pupils on short term provision, a Personal Education Plan Review should take place at least 4 weeks before the scheduled end of the programme to ascertain whether a re-referral should be made to the VPP. |  |
| **11** | For re-referral, submit School Referral Form for Pupils with Medical Needs with current medical evidence from the pupil’s consultant. |  |

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