

Sunderland Virtual School
Springwell Dene Centre
Swindon Road
Sunderland
SR3 4EE
0191 5615776

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

	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.	<input type="checkbox"/>
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 eg passport must be brought with them.	<input type="checkbox"/>
2 You will receive (by email) templates of: <ol style="list-style-type: none"> 1. Tuition Service Guidance for Schools 2. Personal Education Plan 3. Partnership Agreement 4. Individual Curriculum Learning Plan 5. Curriculum Entitlement 	<input type="checkbox"/>
3 Distribute the Individual Curriculum Learning Plan template(s) to pupil's class teacher/subject teachers/curriculum leaders.	<input type="checkbox"/>
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	<input type="checkbox"/>
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.	<input type="checkbox"/>
6 Named Contact Person chairs the Personal Education Plan meeting and ensures that: <ol style="list-style-type: none"> 1. Tutor receives Work Folder(s) 2. Tuition times are set 3. Partnership Agreement is read through and signed by all parties 	<input type="checkbox"/>
7 Named Contact Person sends a copy of the completed Personal Education Plan and Partnership Agreement to the tutor	<input type="checkbox"/>
8 Once the tuition commences you will receive: <ol style="list-style-type: none"> 1. Weekly Tutor Report (which will also inform you of any further resources required) 2. Weekly Pupil Evaluation 	<input type="checkbox"/>

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 CPP.

11 For re-referral, submit School Referral Form for Pupils with Medical Needs with current medical evidence from the pupil's consultant.