



WOODBRIDGE PARK EDUCATION SERVICE CATE - Home Medical Tuition Guidelines

Referral form for Home Medical Tuition completed. **Home Medical referrals can only be processed with a medical consultant's signature (including CAMHS)**. Referrals may come directly from the hospital itself or via the home school. The length that home tuition may be required for to be stated if known.



Contact or meeting to be arranged with named person in home school so that system of collecting and sending work to the tutor/student can be established. Information on students' academic progress, NC levels, predicted grades etc to be noted. Home School Service Agreement form signed and charging policy agreed.



Once a referral has been received an initial home visit will be set up by the Home Medical Tuition Coordinator and one of the home tutors. This initial meeting will be used to explain how home tuition operates, to meet the student and parent, assess the situation and amount of support required and discuss possible days and times for tuition. Home School Service Agreement form signed. Home Tuition Checklist completed.



Agreement form signed by all parties. Registration forms, Home Tuition Risk Assessment Checklist, initial Tutor Agreement Forms and ISP to be completed by appropriate person and put into student folder in CATE office.



Home Tutor to complete target sheet (if appropriate) on a weekly basis which is sent to parents, and to be responsible for completing student monitoring sheet at the end of each term or at the end of the tuition which is sent to school.



Review to be held at the end of term with student, parent, home tutor and Home Medical Tuition Coordinator. Home Tutor to write end of term report. ISP targets reviewed and new targets to be set.



Home Medical Tuition Coordinator to liaise with home school, tutors, hospital and parent and provide feedback as and when necessary through attending meetings, monitoring forms and evaluation forms.