

**Woodbridge Park Education Service – CATE  
Partnership Agreement between School/ Home Medical Tuition Service /Home**

**Student:**

**DOB:**

**Outline of roles and responsibilities for each partner**

The provision of education for pupils with medical needs that prevent them from attending school requires a partnership approach with each partner agreeing to certain roles and responsibilities.

Tuition will begin when the appropriate medical advice has been received and this document has been signed by all parties.

<b>School / Academy/Governors</b>	<b>Home medical Tuition Service</b>	<b>Parents</b>
The pupil is to remain the responsibility of the school they are on roll at.	Liaise with appropriate medical professionals and family to ensure minimal delay in arranging suitable provision for the student.	Parents to maintain close contact with Home school and tuition service.
Attend an initial meeting to discuss support to be provided and arrange 6 weekly review meetings for pupil, parents and appropriate professionals.	Address the needs of individual students in arranging provision providing access to suitable and flexible education. Make a home visit and carry out a risk assessment.	Parents to provide a quiet suitable place to work, free from distractions. To agree the terms as discussed in the risk assessment.
Provide a named contact responsible for dealing with pupils unable to attend due to medical needs	Ensure that the education received is of good quality broad and balanced.	Parents to inform tuition service of any medical appointments that will impact on tuition times.
Provide information about the pupils' capabilities, levels and exams entered for (if appropriate).	Inform the home school of the student's progress during the tuition period. Send Monitoring forms outlining the number of lessons taught and progress made half termly	Twenty-four hours notice must be provided for any cancellations unless a medical emergency
Supply an appropriate programme of work consistent with what the pupil would be studying if they were in school.	Keep the parents informed of the student's progress and work closely with parents and student to consider their views. Target sheets to be sent weekly and a report sent at the end of the tuition period	If three sessions are cancelled without due notice tuition will be cancelled until a meeting can be arranged in the home school to discuss the next step.
Supply suitable resources to support programme of work	Ensure parental permission is gained before discussing pupil issues and respect confidentiality.	Parents to share any educational, social or medical information that might affect their child's progress.
Assess all coursework and organise exam entries and arrangements for taking exams	Provide and request advice from other professionals.	Support the agreed education programme and reintegration plan
Keep the pupil informed about school events	Encourage students to evaluate own learning as appropriate	Parent or responsible adult to greet tutor and be on call throughout the lesson.
Home School to pay Offsite/Home Tuition fees to WPES at a rate of £150 per week for up to 5 hours tuition.	Provide support to facilitate a successful reintegration into school or next provider of education	Attend all review meetings
Signed _____  Date _____ Headteacher/school contact	Signed _____  Date _____ Home Tuition Coordinator	Signed _____  Date _____ Parent /Guardian

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