

## **Hospital and Education, Tuition and Outreach Service (HETOS)**

Our staff of Primary and Secondary trained teachers can provide expert teaching in a range of subjects, with the aim of creating an enriching and enjoyable learning experience for all pupils. Staff liaise directly with schools to maintain continuity and progression. This also ensures some normality through education and can help to reduce pupils' anxieties about school work.

### **What happens when a referral has been accepted?**

Once a referral has been accepted, an initial meeting should be called by the home school/academy with representation from HETOS, parents/carers and other appropriate professionals to set up a personalised plan and to agree the period of assessment, and the intended outcome. A reintegration timeline will also be agreed as soon as possible.

### **What information does school need to provide?**

The school is responsible for informing the HETOS staff about baseline information, prior attainment, for information and arrangements about curriculum delivery, and entering and administration of any external examinations. Also, the Early Help Record and when appropriate EHCP. A curriculum advice form will be issued by HETOS for school to complete prior to tuition commencing. A key member of staff is identified from the home school who will liaise with the HETOS tutor.

### **How often is tuition reviewed?**

A review meeting should be arranged by the home school and held once a term to discuss progress towards targets, set new targets and discuss any further needs. This meeting could be brought forward if required. In addition, a regular ILP will be sent to parents/carers and the home school by the tutor to report on progress.

### **When does tuition start?**

The tutor will arrange with the family the best times for lessons to take place and start as soon as they have received the completed curriculum advice form from school.

### **What we can offer?**

HETOS can provide:

- Direct teaching and tracking of progress back to school
- A baseline assessment for all long term students
- Access to teaching bases where a curriculum is offered to include core subjects
- Support and mentoring to students with a medical need to help prevent barriers to access to education
- Advice and/or training to schools according to individual case needs
- Liaison with other educational, medical and health colleagues to promote a joint approach to decisions about the educational needs of the student
- There are exceptional cases when a student is not on a roll of a maintained school. Each case is discussed and may be negotiated individually, involving HETOS admissions teams as necessary. Examples include:
  - a student attends school in the independent sector
  - a student has recently moved into the County, has a medical need and is awaiting a place in a school

- a student is awaiting a place at a suitable school after a medical condition which has significantly altered his/her physical, cognitive or communication and educational needs.

It is not usual that students from special schools are referred to HETOS as special school staff are usually best placed to meet these students' needs. However, each case is discussed on an individual basis.

There may be some instances where it may appropriate or necessary for HETOS to withdraw support. Examples of this are, students who do not attend when medically able or refuse to co-operate with medical, therapeutic, psychological advice or treatment regimes. In these circumstances a final report or letter will be sent to the school and parents or carers, and we will endeavour to work with other professionals to identify a more appropriate educational provision. HETOS cannot support young people beyond the statutory leaving date, but we will liaise with other agencies in the transition process e.g. IAG type support.

**NB. Additional information on working with young people with medical needs can be found via the Riverside Link.**