

## The Helix Education Centre Buy Back Support 2022-2023

The Service offers continuity of education for all pupils and promotes inclusion in all Harrow Schools

### Description of Services for Schools buying support programmes:

#### Primary Respite Placement

Initial discussion between The Helix and the Primary School is held to agree on a respite package (time is flexible depending on pupil needs but the minimum is 4 weeks for an impact upon behaviour change). School to provide initial work for the pupil on respite placement

- The Helix puts the following documentation in place to support the child's needs: pupil profile, child friendly targets for behaviour for learning, behaviour for learning assessment, cognitive and attainment assessments e.g. initial assessments in core curriculum areas, behaviour change system built around attainable rewards, pupil progression grids to chart academic progress and enable the pupil to re-integrate academically & behaviourally back into mainstream provision, detailed achievement and behaviour logs are produced .
- Weekly email updates on attendance and progress towards targets.
- Provide documentation in support of the EHCP request process (if needed)
- Regular review meetings with parents and school (if respite longer than 4 weeks)
- End of respite review meeting to discuss strategies and recommendations – written report provided and all documentation gathered from respite period, including pupil books and identified triggers and their management are given to School.
- Flexible re-integration process to meet the pupil's needs with clear transition plan
- Opportunity for staff supporting the pupil to observe at The Helix Education Centre
- When needed, The Helix liaises with other professionals and the Primary school eg Children's Services meetings or with CAMHS/hospital consultant
- Follow up support can be provided at the hourly school support cost if required

#### Additional support:

Staff INSET on meeting the needs of students with challenging behaviours (personalised to meet the needs of the school), charged at the hourly rate for SLT support

## **Secondary Respite Placement**

Schools to provide initial work for secondary students on respite placements.

Respite placements can range from 2 days to 6 weeks and subject to risk assessments. Longer term placements are available after consultation with The Helix as the aim is always for the student to re-integrate back into mainstream school where possible

- Discussion between The Helix and school to agree on a respite package although this is dependent on a student's needs
- The Helix puts the following documentation in place to support the child's needs: targets for behaviour for learning; behaviour for learning assessment; for longer respite placements, cognitive and attainment assessments e.g. initial assessments in core curriculum areas, detailed achievement and behaviour logs are kept
- Weekly email updates on attendance and progress
- Provide documentation in support of the EHCP request process (if needed)
- Regular review meetings with parents and school (if respite longer than 2 weeks)
- End of respite review meeting (if respite longer than 2 weeks)
- The Helix liaises with other professionals where needed e.g. Children's Services meetings or with CAMHS/Hospital Consultant
- Follow up support can be provided at the hourly school support cost by TSOs if needed

## **Managed Move (MM) Package**

- Arrange meeting at home school, discuss MM to identified school
- One Home visit to discuss the process of a Managed Move.
- Liaise with home school re feedback on parental views
- Collect school file & deliver to receiving school
- Meeting with receiving school and arrange interview
- Liaise with parent re: interview
- Attend & support pupil/family at interview, discuss support, sign paperwork, and arrange review date
- Update home school with a start date for pupil at receiving school
- Six weekly visits (once per week) to support pupil and meet with Head of Year to discuss progress
- Keep home school & parent updated on pupil progress
- Attend review meeting at new school
- Update previous school with outcome of 6 week trial (pupil off-roll date)
- If the 6 week trial needs to be extended, home school needs to be notified and advised on additional costs for further TSO support

On occasion a school may refuse to take a pupil after work had been carried out by the TSO. The case may be sent back to panel and a possible outcome could be another school identified for the pupil. In this case the process of a managed move will start again from the beginning and an additional hourly rate for the TSO work will be incurred.

## **Additional Transition Support**

This Service includes any additional home visits, meetings in school or with other professionals, support for pupils or parents, PSP meetings and sourcing best provision for pupils.

## **Home Tuition Service**

The Home Tuition Service provides temporary educational support requested by schools, for pupils who are unable to attend the home school for medical reasons. The purpose is to minimise disruption to the education of children who are physically ill, injured, or have mental health difficulties. The Service aims to provide as full curriculum access as possible to enable these pupils to return smoothly to school as soon as their health permits.

Occasionally requests for home tuition support come directly from the child's specialist/hospital consultant or the medical team at the hospital where they are being treated. Sometimes requests come from the SEN team.

The stages below illustrate the normal process and procedures which operate:

- Referral made to The Helix Education Centre Home Tuition Service by the School, accompanied with a written recommendation supporting home tuition from the appropriate medical profession
- The school states the subjects and topics to be taught & number of hours required per subject.
- Home Tuition staff completes an initial Home Tuition assessment visit
- The Home tutor allocated will make arrangements with the family for the tuition to take place at an agreed time.
- Different periods of home tuition support are offered for each pupil per week, subject to their state of health to ensure they receive the core subjects.
- For long term cases, the home tuition arrangement will be reviewed formally per term.
- Tuition continues until the pupil is able to return to school and their additional learning support can be undertaken by the school, and at that point the tuition is withdrawn.

### **Please note:**

- Initial two hours of planning and prep claimed prior to commencement of home tuition
- One hour of planning and prep claimed for every ten hours of tuition provided
- If a session is cancelled by the pupil or parent with less than 24 hours' notice, the cost will be passed onto the schools

## Charges

Primary Respite Placement	£ 125 per day £ 100 per part day <b>Sickness &amp; unauthorised absences will be charged at the daily rate</b>
Secondary Respite Placement	£125 per day <b>Sickness &amp; unauthorised absences will be charged at the daily rate</b>
Managed Move Package	£ 700
Additional Transition Support	£ 60 per hour
Home Tuition Provision	£ 60 p/hour plus 2 hours initial P&P and 1 hour PPA for every 10 hours delivered
Support from SLT at your School	£ 125 per hour

### Contract Period

Charges for period April 2022 to March 2023

### Contact Details

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