



One to One Tuition in 2010-11

General update – September 2010

All schools have been notified of their allocation of funded places for One to One Tuition for the 2010-11 academic year. There have been some important changes that schools should note and the DfE have also restated some of the main requirements that schools must comply with.

Pupil Eligibility Criteria

Pupils are eligible for 1:1 tuition if they are a Looked after Child (from a specific Kent LAC allocation). For all other children who:

- entered the key stage behind expected levels and/or
- are not on track to make the expected progress.

Pupils should only be selected for the 1:1 tuition programme if they meet the above criteria.

Priority for allocation of places will be given to pupils that are:

- In receipt of free school meals
- Of BME origin
- Young Carers
- Children with a disability
- Gypsy, Roma or Traveller Children
- Have Special Educational Needs.

Priority may also be given to pupils in exceptional circumstances eg the death of a relative, prolonged and severe illness etc.

Funding for Looked After Children is held separately and details of how to request/validate this additional funding can be found in our allocation notification letter emailed to the school.

Key Stage eligibility

Primary

One to One Tuition may be offered to all year groups in Key Stage 2.

Secondary

One to One Tuition may be offered to all year groups in Key Stage 3. National Challenge schools also receive an allocation for Key Stage 4 pupils.

DfE Guidelines

These state that tuition must be delivered for a minimum of one hour per session – ten sessions in total with the pupil, and must be delivered one to one.

Tuition must be delivered by a qualified teacher. We have a database of interested tutors and can email this list to you on request. Please note that we have not interviewed or CRB checked these individuals and the list will be passed to the school to follow normal recruitment procedures. A detailed information sheet explains recruitment and tutor pay, and is available from our web site.



Tuition may take place during the school day, before or after school, during holidays or at weekends, and the school may use a combination of these methods to offer tuition to meet individual and local needs. Easter and summer schools are also encouraged.

2010-11 Pupil Registration

We suggest that schools identify the eligible pupils to match the number of places allocated and register the UPNs of the selected pupils on the DfE (DCSF) data collection web site at: <https://www.onetoonetuitiondata.dcsf.gov.uk>

We recommend that schools do this as early as possible to confirm to both us and the DfE that you intend to take up your full allocation of places during the academic year.

Schools will be able to logon to the site using the same username/password that they use for Key to Success or S2S (School to School). This is NOT the same password as RAISEonline or the AAT checking website.

If you do not know the Key to Success/S2S username and password, email the DSG helpdesk: www.dsg.helpdesk@education.gsi.gov.uk

After the first tuition session has taken place, schools will need to revisit the site to enter the date of the first tuition session for each pupil and to confirm this information. This *confirmation of tuition commencing* initiates payment to the school in the following month's monthly advance.

On completion of the ten hours, schools will again need to visit the site to enter the date of the last tuition session and to confirm the number of hours delivered to each pupil.

Local authority data collection

There is no datasheet to complete for the local authority this year. We will collect the data we require from the DfE site and this will be sent to you at the time of payment. There is one data return required to assist us with impact analysis and this will be explained in our email to you.

Quality Assurance

Schools are jointly responsible for Quality Assurance and will need to maintain records. As part of the DfE requirement on the LA, we will visit 5% of primary schools and 10% of secondary schools during the year. Documents that should be in place for each pupil (available from our web site) are:

- Quality Assurance Form
- Individual Tuition Plan
- Pupil Passport.

Other optional documentation is available eg pre and post tuition questionnaire for pupils and parents/carers.

Further information and document downloads

Full information on pupil eligibility, recruitment and tutor pay can be found on our web site with downloadable documents from both the DfE and ASK.

www.kenttrustweb.org.uk/ask

One to One Tuition: 01732 876 639

Email: linda.nutley@kent.gov.uk

