

One to One Tuition Guidance on Quality Assurance

1. The QA requirements of the programme

Quality Assurance of the One to One Tuition programme is a shared duty between the school, and the Advisory Service Kent (ASK) to ensure that pupils are:

1. Appropriately identified
2. Tracked – who, subject, progression
3. Monitored to assess the impact of one to one tuition.

To support this, standard document formats have been issued within the DCSF One to One Tuition Toolkit. These include the Individual Tuition Plan (ITP) and Pupil Passport to Success. Recording of targets, planned activity and results in a standard format will assist ASK to report on the success of the programme.

To produce accurate and verifiable results for the DCSF, schools must complete:

- Quality Assurance Form (one for each tutor)
- Individual Tuition Plan for each pupil
- Pupil Passport to Success
- Accurate and verifiable achievement records –
 - Teacher Assessments
 - Pupil Progress Data (January 2010 for autumn term tuition, and July 2010 for spring term delivery)
- Evaluation forms
 - 1 Mid year progress review evaluation
 - 2 End of delivery questionnaire*
- *Pre and Post Tuition Questionnaire for pupils - *optional*
- *Pre and Post Tuition Questionnaire for parents/carers – *optional*

These documents may be requested by ASK Advisers, SIPs or colleagues working with schools, to monitor quality assurance and help us measure the impact and success of the one to one tuition programme.

These documents are available as pdf files on the Teachernet website, on the One to One Tuition toolkit -

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-01068-2008&>

2. Monitoring Quality Assurance

With ASK advisers, SIPs and colleagues working with many Kent schools, quality assurance monitoring will be embedded as part of this work.

Sampling visits to 5% of primary and 10% of the secondary schools on the programme will take place each term. A cross section of schools will be selected for sampling on the basis of school type, geographical spread and number on roll.

As part of tutor monitoring and support, advisers from ASK will observe tutors delivering lessons and ask to see documentation, for example Pupil Passports and lesson plans. Advisers will ensure that the tuition lessons are addressing the targets identified for each individual pupil and that they meet the delivery requirements, i.e. individual tuition for a minimum of one hour lesson. A short, formal review of any observations will be given to the Headteacher.

At the end of One to One Tuition programme, a final questionnaire will be required from the pupil, parent/carer and teacher. The results of this questionnaire will help inform the success of the programme.

The Department for Children, Schools and Families may also undertake quality assurance visits to schools. If your school is selected for a DCSF QA visit, we will notify you.

3. Sanctions

ASK, on behalf of Kent County Council, has a responsibility to monitor and to ensure that vulnerable children receive one-to-one tuition in accordance with the national strategy.

Where it is identified that schools are not complying with the delivery guidelines, advisers will escalate issues of concern to the Senior Phase Adviser in the first instance.

4. DCSF online data collection requirements

Following the release of funding to support one-to-one tuition in your school, the DCSF have announced the launch of a national data collection website which will allow them to monitor the uptake of tuition places in all schools. This is available at <https://www.onetoonetuitiondata.dcsf.gov.uk>.

Please note, we have been advised by the DCSF that data protection prohibits the Local Authority from submitting these details on the behalf of schools.

Details of pupils undertaking English and Maths tuition should be entered as soon as possible **after they have completed their first tuition session** and these will need to be updated when the course of tuition ends. The site will be available throughout the year to allow you to record pupils as they start tuition on an ongoing basis. Guidance on how to record pupils receiving one-to-one tuition is on the website.

Your school's username and password are the same as those used to access the Key to Success, S2S and DCSF Data Collection sites. If you have any specific queries on tuition in your school you should contact Linda Nutley in the first instance. If you have a technical problem, there is guidance available on the website.

5. Contacts

For further information on the one to one tuition programme and for queries relating to quality assurance, please contact:

Linda Nutley

One to One Project Manager

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Alternatively, please visit the One to One web pages at:

http://www.kenttrustweb.org.uk/ask8/ask8_one_to_one_home.cfm

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