



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 Learning Group to ensure that pupils are:

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

To support this, standard document formats have been issued within the DfE 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 help us to report on the success of the programme.

To produce accurate and verifiable results for the DfE, 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
- Evaluation forms
 - 1 Mid year progress review evaluation (February)
 - 2 End of delivery questionnaire (June)

Please note: *These are online surveys which we will notify you about by email to the named contact at the appropriate times during the year.*

- Pre and Post Tuition Questionnaire for pupils - *optional*

These documents may be requested by advisers 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 advisers from the Learning Group 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 year. 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 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, ie individual tuition and 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 Education (DfE) may also undertake quality assurance visits to schools. If your school is selected for a DfE QA visit, we will notify you.

3. Sanctions

The Learning Group, 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 Adviser in the first instance.

4. DfE online data collection requirements

The national DfE data collection website DfE allows them to monitor the uptake of tuition places in all schools. All funded pupils must be registered on the site at <https://www.onetoonetuitiondata.education.gov.uk>

We recommend that schools identify their eligible pupils and upload the UPNs as early as possible. This will allow us and the DfE to see that schools intend to take up their full allocation of funded places during the academic year. This will require a second visit to the site to 'start' the pupil record once the first tuition session has taken place, and it is this start and confirmation which allow us to pay the funds to the school.

Start 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 DfE Data Collection sites. If a school doesn't know its Key to Success/S2S username and password, they will need to email the DSG helpdesk at - dsg.helpdesk@education.gsi.gov.uk

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
linda.nutley@kent.gov.uk

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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