



Applegate Tuition

Prospectus

November 2019

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General information

Business address and contact details:

75 South Road

Faversham

Kent ME137LX

Tel: 07825558933

Email: applegatetuition@gmail.com

Web-site: applegatetuition.co.uk

Proprietor: Mrs Sarah Muddle BA (hons) PGCE

Type of service:

Individual tuition based in pupils' homes to support pupils with ASD and associated conditions, for pupils who are presently unable to attend school because of school phobia, anxiety or delay in securing a school place.

Age range:

7-18 (Key stages 2 to 5)

About Applegate Tuition – curriculum and approach



I decided to set up Applegate home tutoring services after many years working in special schools as a teacher and senior manager. During that time I spoke with many parents and children who faced huge difficulties with the overwhelming anxiety that came with going into a school. Often children with autism or other related SEN were unable to cope with the dramatic change in routine and the fear of trying to manage the heightened sensory input of an unfamiliar environment. Home tutors would visit but children saw this as a first step towards making them go back to a school and would often refuse to engage.

Applegate home tutoring has the following stepped and scaffolded approach to support reintegration into a school provision:

1. Familiar places.

Applegate home tutoring always takes place in the location where the child feels secure and familiar; usually their home or the home of a family member.

2. Breaking down anxiety and developing personal and academic skills.

Applegate Tuition will focus on building a secure relationship, spending time with the child and parents together if they wish, building trust and sharing the child's interests. A variety of strategies will be employed to do this, particularly focussing on developing social and communication skills through talk, games and creative activities. Where appropriate a social use of language programme and /or an emotional regulation programme will be delivered. Literacy and numeracy skills are assessed and developed from the pupil's starting point as part of the overall programme

3. Listening and building confidence.

Triggers for school anxiety or behaviour difficulties are explored with the pupil and a detailed 'Passport to Learning' is developed which will be shared with the prospective school. This will include attainment information on numeracy and literacy and the areas which need particular support. For pupils who are experiencing anxiety about leaving their house we establish agreed places to visit which will be based around their interests and linked to educational projects.

4. Parental support and school communication.

For parents who are unsure of how to choose and support their child in finding the right school for them, Applegate tutoring will offer support in that process, understanding EHCPs process and how to help schools recognise and adapt to their child's unique needs.

5. Support with the return to school.

At the point at which the pupil feels secure, they would be accompanied to visit a school or college and would be supported during scaffolded reintegration, in an agreed process with the next provision.

Core aims and intended outcomes

1. To enable students to develop confidence in learning and the strategies they need to help them cope with reintegration to a school or college.
2. To improve literacy and numeracy skills to enable students to access the academic curriculum to be delivered in their prospective school or college.
3. Where appropriate, to teach towards accredited qualifications in English at Entry Level, Functional Skills or GCSE. To teach towards Entry Levels or Functional Skills Level 1 in Mathematics and liaise with examination centres to facilitate this.
4. To work effectively and supportively with parents/carers, schools or colleges and the Local Authority to develop inclusive opportunities for children and young people who are presently unable to access a school place.

Application guidance and admissions to the service.

Children/young people may be referred to the service by placement panels and Local Education SEN Officers which operate at local and county level.

All of the children/young people have or an Education, Health and Care Plan (EHCP) and are experiencing difficulty accessing mainstream or special educational provisions, requiring tuition from home.

Private enquiries are welcome via the website and fees will be agreed on a case-by-case basis.

The following policies will be taken into consideration for pupils accessing the service.

Background information is required from referral agencies prior to a visit. The initial home visit will include a risk assessment for inside the home and on trips out, which Applegate Tuition will complete with previous information/incidents taken into account, along with medical conditions and care plan if appropriate. If the risk assessment indicates there is risk to safety, even with mitigation, teaching at the home will be stopped.

In preparation for trips to be taken from the pupil's home parents/carers will be asked to complete a consent form for trips and other off-site activities.

Applegate Tuition will only enter a house on invitation from a parent/guardian and will show identification.

Applegate Tuition will not enter a house unless another known adult is present. This is preferably and usually the parent, but could sometimes be another member of the family known to Applegate Tuition. Applegate Tuition will not teach in a pupil's home when there is no other adult present.

Outreach education will not be undertaken in the teacher's own home nor in a 1:1 situation as the sole adult present.

Incidents and Accidents

Following the Children Act (1989) there was an increase in young people, particularly those who are distressed or emotionally disturbed, making false accusations against professional staff, usually abuse. It could also happen that parents, distressed, angry, frustrated or emotionally fragile could make an accusation or complaint. It is essential to minimise the chance of such accusations.

Applegate Tuition will record notes after any incident, accident or near miss on an Incident Recording Sheet. As well as being part of the required teaching and learning records these will serve as evidence if necessary and are helpful for good reflective practice. These notes will be used to support review information for the pupils' new or existing school and will be shared with the school or the Local Authority if a school place has not yet been agreed.

Hours and regularity

On completion of initial risk assessment and meeting with the pupil, Applegate Tuition and parents/carers will establish whether all parties agree that the pupil could benefit from this service. Learning and activities targets will be discussed and reviewed as the sessions continue.

Safeguarding.

Any representative of Applegate Tuition will have a DBS certificate which parents will be invited to view on first visit.

Applegate tuition will make its safeguarding policy available to parents/carers and to the Local Authority.

Applegate Tuition will ensure that parents/carers and the Local Authority are aware of its GDPR and Privacy data sharing policies.

Applegate Home tuition has appropriate insurance policies in place to carry out work in pupils' homes.

Applegate Tuition has an appropriate business insurance cover on their motor vehicle insurance certificate and is covered by membership of an emergency breakdown and repair service.

Parents and carers as partners

Applegate tuition values the contributions that parents/carers have to make, and acknowledges the need for parents/carers and the service to work closely together. Parents and carers are welcome to contact Applegate Tuition at any time, particularly if they have any worries or concerns about their children.

Hours and frequency

It is recommended that tuition will take place between 6-8 hours per week at times to be negotiated.