The Pavilion
Ashley Gardens
London
Wembley
HA9 8NP
Tel: 020 8937 3330

Head Teacher: Ranjna Shiyani

HOME TUTORING

Home/School Agreement for Home Tutored Students

Pupil Name ……..……..…..

Pupil Contact Number: ……..

Parents/Carers: ……..……..……..

Parents/Carers Contact Number: ……

Date: ……..……..……..……..

On behalf of Ashley College

Name……..……

Signature……..

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with attendance.
- Let parents know of any concerns regarding work or behaviour.
- Provide an appropriate curriculum to meet the individual need of the student.
- Listen to parents/carers concerns and take action where possible.
- Set academic and pastoral learning targets for the student and review them on a regular basis.
- Send a termly report home that details all progress, achievements and matters for concern.
- Arrange regular reviews to discuss progress.
- Prepare for a successful outcome for the future, encouraging self-confidence and social skills.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of your child with regard to health and safety and child protection.
- Allocate a Link Tutor to the student.
- Provide meetings with teachers and Link Tutors at agreed times.

Parent/Carers Responsibilities

I understand that Ashley College staff have a duty to inform parents/carers of any major concerns that they have regarding the student and, in exceptional circumstances, have a further duty to inform other agencies.

As part of the Ashley College package to support my child, and family, I agree to:

- A responsible adult, over the age of 18, being present during home tuition who will sign the lesson log. They will open the door to the tutor and greet them, before handing over to the student.
- Contact Ashley College by 8.00am (020 8937 3330) if my child will be absent and provide a letter/correspondence/medical certificate to explain the absence in every situation.
- Complete a health care plan with any medical information relating to my child, including ALL medical conditions, such as: - allergies, asthma, diabetes, epilepsy, heart condition, panic attacks or physical weakness. and provide necessary updates on the student's medical condition as and when needed.
- Provide updated medical evidence of existing medical need at every 6 weekly review.

- Myself, or the other responsible adult, taking responsibility for administering relevant medication or attending to the personal needs of the student, during their lessons, if required.

- Arrange dental treatment or other appointments at a time when there are no lessons unless emergency treatment is necessary.

- Keep school admin office informed of any changes in: - address, phone numbers or family circumstances.

- Not take holidays with the student in school term time.

- Work in partnership with staff at Ashley College to achieve best support and outcomes for my child.

- Attend family group sessions, 1:1 parent sessions and other therapeutic interventions, as identified by Ashley College if recommended.

- Complete all necessary online safeguarding training, as identified by Ashley College, e.g. E Safety etc. at Ashley College during induction week.

- Attend an initial meeting with the education welfare officer, if requested to do so, to discuss strategies to support the student's attendance. Attend further meetings with the EWO if required.

- Take part in termly PLP meetings and 6 weekly reviews to discuss my child's progress. If I am unable to participate I will ensure I notify the school as soon as possible.

- Ensure that homework set for my child is completed and returned as requested.

- Ensure my child complies with Ashley College's Acceptable Use of ICT procedures and Code of Conduct for Behaviour.

- Ensure my child uses all; technology responsibly; inappropriate social media communication will be reported to school

- Ensure my child DOES NOT contact other Ashley College pupils via social media

- Ensure that books and other materials loaned by the school are treated respectfully and returned to the school promptly when requested. I agree to refund the cost of replacing lost or damaged property.

- Recognise that relationships, health and sex education is a compulsory part of my child 's education and will be delivered through PHSCE lessons at Ashley College.

- Be flexible and understand that the tuition/tutor provided may need to change to meet the needs of my child or due to changes of number of referrals to the tuition service.

HOME TUTORED PUPILS - ACADEMIC YEAR 2025 – 2026

"READY, RESPECTFUL, SAFE"

Be ready for learning

- Wear appropriate clothing when your tutor visits the home (no shorts, night wear, crop tops or bare shoulders).
- Be ready for your tutoring session in good time.
- Have your equipment and books ready for your tutoring session.
- Ensure homework is completed.
- Ensure mobile phone is on silent and not used during tutoring session.
- No eating during tuition unless this is for medical reasons and prior agreed with staff.
- Fully participate in all activities directed by tutor.

Be respectful

- Follow instructions from your tutor.
- Be kind and polite.
- Respect Ashley College property and equipment.
- Work to the best of your ability.

Be safe

- Use all technology responsibly, inappropriate social media communication is not allowed.
- Keep your hands and feet to yourself.
- Use all technology responsibly; inappropriate social media communication is not allowed.
- DO NOT contact Ashley College pupils via social media

Acceptable Use of ICT Agreement

Rules for internet access and use of ICT at Ashley College

The Home tutor uses computers with Internet access to help learning. These rules will keep you and us safe.

- **I will only access the system with permission from an adult.**
- **I will not access other people's files, email system.**
- **I will not use a memory device**
- **I will only e-mail people I know, or those approved by my tutor.**
- **The messages I send will be polite and responsible.**
- **I will not give my home address or telephone number, or arrange to meet someone using the school email system.**
- **I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other Pupils and myself.**

Permissions

- I consent to the internal use of photographs/videos of the student for educational purposes.
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which my child may bring to the lesson.
- I give consent for Ashley College to collect information from schools' pupils attend before and after Ashley College, LA, DfE, GPs, Social Services and other necessary and relevant agencies in order to fulfil the legal obligations of the school.

Data Protection

How we use your information

You are providing your information to Ashley College, The Pavilion, Ashley Gardens, Wembley, HA9 8NP.

Our Data Protection Officer is Judicium Consulting Limited 020 3326 9174

dataservices@judicium.com

Data Protection Officer, 72 Cannon Street, London EC4N 6AE

Your information is collected for the purpose of complying with the requirements of the Education Act 1996, as required to fulfil the school's duties under legislation, statutory or contractual requirements or obligations.

The information will be shared with and collected from schools' pupils attend before and after Ashley College, LA, DfE, and other necessary and relevant agencies in order to fulfil the legal obligations of the school. The information shall be retained for as per IRMS advice and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at http://www.ashleycollege.brent.sch.uk/college-info/policies/

I confirm the Home/School agreement was shared with me and I understand and agree to comply with the rules/guidance shown above.

As a parent/carer I provide my consent to the permissions stated above

Pupil: Signature……..……..……..

Parent/Carer: Print Name & Sign……..……..…

Dated……....