

THE HELIX EDUCATION CENTRE SLA for BUY BACK SUPPORT 2025-2026

The Service offers continuity of education for all pupils and promotes inclusion in all Harrow Schools

Description of Services for Schools buying support programmes:

Primary Respite Placement

Initial discussion between The Helix and the Primary School is held to agree on a respite package (time is flexible depending on pupil needs but the minimum is 4 weeks for an impact upon behaviour change). School to provide initial work for the pupil on respite placement

The Helix puts the following documentation in place to support the child's needs:

- Pupil profile,
- Child friendly behaviour for learning assessment and targets,
- Cognitive and attainment assessments,
- Behaviour change system built around attainable rewards,
- Pupil Behaviour for Learning progression chart to enable the pupil's progress to re-integrate academically & behaviourally back into mainstream provision.
- Weekly email updates on attendance provided.
- Provide documentation in support of the EHCP request process (if needed)
- Regular review meetings with parents and school (if respite longer than 4 weeks)
- End of respite review meeting to discuss strategies and recommendations – written report provided and all documentation gathered from respite period, including pupil books and identified triggers and their management are given to School.
- Flexible re-integration process to meet the pupil's needs with clear transition plan
- Opportunity for mainstream staff supporting the pupil to observe at The Helix Education Centre
- When needed, The Helix liaises with other professionals and the Primary school e.g. Children's Services meetings or with CAMHS/hospital consultant

[Students will be put on our school roll as 'subsidiary dual role' for the duration of their stay]

Secondary Respite Placement

Initial discussion between The Helix and the High/Secondary School is held to agree on a respite package (time is flexible depending on pupil needs but the minimum is 4 weeks for an impact upon behaviour change).

Schools to provide initial work for secondary students on respite placements. Respite placements can range from 1 to 6 weeks and subject to risk assessments. Long term placements are available after consultation with The Helix as the aim is always for the student to re-integrate back into mainstream school or on to a Special School.

Discussion between The Helix and school to agree on a respite package although this is dependent on a student's needs. The Helix puts the following documentation in place to support the student:

- Pupil profile,
- behaviour for learning assessment and targets,
- Cognitive and attainment assessments,
- Behaviour change system built around attainable rewards,
- Pupil Behaviour for Learning progression chart to enable the pupil's progress to re-integrate successfully, academically & behaviourally back into mainstream provision.
- Weekly email updates on attendance and progress
- Provide documentation in support of the EHCP request process (if needed)
- Regular review meetings with parents and school (if respite longer than 2 weeks)
- End of respite review meeting (if respite longer than 2 weeks)
- The Helix liaises with other professionals where needed e.g. Children's Services meetings or with CAMHS/Hospital Consultant

[Students will be put on our school roll as 'subsidiary dual role' for the duration of their stay]

Home Tuition Service

The Home Tuition Service provides temporary educational support requested by schools, for pupils who are unable to attend the home school for medical reasons. The purpose is to minimise disruption to the education of children who are physically ill, injured, or have mental health difficulties. The Service aims to enable these pupils to return smoothly to school as soon as their health permits.

Occasionally requests for home tuition support come directly from the child's specialist/hospital consultant or the medical team at the hospital where they are being treated. Sometimes requests come from the SEN team.

The stages below illustrate the normal process and procedures which operate:

- Referral made to The Helix Education Centre Home Tuition Service by the School, accompanied with a written recommendation supporting home tuition from the appropriate medical profession
- The school states the subjects and topics to be taught & number of hours required per subject.
- Home Tuition Co-ordinator completes an initial Home Tuition assessment visit
- The Home tutor allocated will arrange with the family for the tuition to take place at an agreed time.
- Different periods of home tuition support are offered for each pupil per week, subject to their state of health to ensure they receive the core subjects.
- For long term cases, the home tuition arrangement will be reviewed formally per half term.
- Tuition continues until the pupil is able to return to school and their additional learning support can be undertaken by the school, and at that point, the tuition is withdrawn.

Please note:

- Initial two hours of planning and prep claimed prior to commencement of home tuition
- One hour of planning and prep claimed for every ten hours of tuition provided
- If a session is cancelled by the pupil or parent with less than 24 hours' notice, the cost will be passed onto the schools

[Students will be put on our school roll as 'subsidiary dual role' for the duration of their stay]

Charges:

Primary Respite Placement	£150 per day £ 120 per part day Sickness & unauthorised absences will be charged at the daily rate										
Secondary Respite Placement	£150 per day Sickness & unauthorised absences will be charged at the daily rate										
Home Tuition Provision	From £ 75 p/hour plus 2 hours initial P&P and 1 hour PPA for every 10 hours delivered										
Home Tuition Provision for Complex Needs	From £95 p/hour plus 2 hours initial P&P and 1 hour PPA for every 10 hours delivered										
Home Tuition Provision – please state number of hours per week requested and subjects:	<div>No of hours per week per subject requested:<table><tr><th>Subject</th><th>Number of hours per week</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table></div>	Subject	Number of hours per week								
Subject	Number of hours per week										
Support from SLT at your School	£ 150 per hour										

Contract Period

Charges for period April 2025 to March 2026

Contact Details

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