

# Elective Home Education

## Guidance for Parents



## Introduction

The purpose of these notes is to help you as a home educator understand the way in which Northumberland County Council (LA) and the Education Welfare Service (EWS) carries out its duties under the Education Act 1996, with regard to Elective Home Education (EHE).

These notes also contain names and addresses of personnel in the Local Authority (LA) and EWS (Appendix 1) and a list of other organisations that may be of help to you when looking to give your child a suitable education (Appendix 2).

The aim of the EWS is to create positive working relationships with home educators and, bearing in mind the wishes of the parents/carers, we will offer support and advice as we are able:

- On initial contact, we will offer prompt information and advice to parents considering educating children at home
- To encourage good practice by providing written information which clearly sets out the legislative position and provides advice on roles and responsibilities of parents and the LA in relation children who are home educated
- To establish whether the education children are receiving is suitable, by offering visits to homes or any reasonable alternative venues parents identify, or considering a range of information provided by parents at regular intervals
- To inform parents of a range of resources and information available via websites, publications, etc which they may find useful
- To build trust and effective relationships with home educators which function to safeguard children's educational interests
- To respect the diversity of approaches and interests demonstrated by home educators in providing suitable education
- To work with other agencies as and when necessary to safeguard and promote the welfare of children educated at home

If at any time you need to discuss a problem concerning the education of your child please feel free to contact the EWS or the named Officer for Elective Home Education (Appendix A).

The LA receives no funds from central government to support elective home education and cannot accept any responsibility to plan or provide resources your child's education you may require, neither can it organise or fund access to public examinations.

## When is Education Compulsory?

The law requires a child to be educated from the age of five to the age of sixteen (i.e. the last Friday in June in the academic year in which the child turns 16 years old) and you are responsible to see that this happens either in school 'or otherwise'.

Article 2 of Protocol of the European Convention on Human Rights states that:

*“No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions.”*

This right is enshrined in English law.

Section 9 of the Education Act 1996 provides that:

*“In exercising or performing all their respective powers and duties under the Education Acts, the Secretary of State, Local Education Authorities and funding authorities shall have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that is compatible with the provision of efficient instruction and training and the avoidance of unreasonable expenditure.”*

The Department for Education specifies that the school leaving date for all children, whether 'at school or otherwise'; is, 'the last Friday in June in the school year in which a child reaches age sixteen'.

### What is 'Raising the Participation' Age?

The Education and Skills Act (2008) places a duty on all young people to participate in education or training until their 18th birthday.

From 2013 young people were required to continue in education or training until the end of the academic year in which they turned 17. From 2015, they are required to continue in training until their 18th birthday.

### Parents/Carers Duty

Parents/Carers have a duty to ensure that their children receive a suitable full time education either by regular attendance at school or otherwise:

Section 7 of the Education Act 1996 states:

*“the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise.”*

The law allows parents/carers to educate their children at home instead of sending them to school, if they fulfil certain conditions. This is where the Local Authority has a responsibility. If you decide to home educate and your child is attending school you must tell the Head teacher or Chair of Governors, in writing, that you wish them to remove your child's name from the school roll because the child is to be educated otherwise than at school.

The school must delete your child's name from their admissions register upon receipt of written notification from you. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising their local authority.

Once the LA has received this information from the school your child's details will be entered onto the Elective Home Education Database.

Failure to notify the school in writing of your intentions to educate at home could result in prosecution for failing to ensure regular attendance at school.

If your child has not started school you are under no legal obligation to inform the LA, however it may be useful to do so at the earliest opportunity to ensure that support and advice can be offered if required.

### The Local Authority Responsibility

Once informed of your decision to home educate, the Local Authority then has a responsibility to make informal enquiries of you to satisfy itself that you are providing an '*efficient*' education for your child which properly takes into account age, ability, aptitude and any special needs that he/she may have.

Education is considered efficient and suitable if it enables a child to achieve to their potential, and it prepares them for adult life in their community, as long as it does not exclude the child's options in later years to assume some other form of life if he/she chooses to do so.

The EWS has a responsibility to determine that a suitable education is taking place for the child, rather than endorsing any particular method of education.

Under Section 437(1) of the Education Act 1996, LA's can intervene if they have good reason to believe that parents are not providing a suitable education. This section states that:

*"If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education."*

### Procedure

When you decide to educate your child at home, the EHE Officer will contact you to offer an appointment.

The Northumberland EHE officer often undertakes this task by making home visits at times that are mutually agreed.

You may or may not wish your child to be present at these visits.

These visits will take place during school term time and preferably during the working day. All appointments will be confirmed in writing.

We acknowledge that you may, at any stage, not wish to meet the EHE Officer in your home and instead may prefer to let us know about the education you are providing in other ways.

For instance, you may choose one or more of the following:

- meet at another venue
- meet with or without your child being present

- send a report setting out your educational plans with examples of work (please see Guidance Notes (Appendix C))
- demonstrate education provision in some other mutually acceptable way.

In all cases sufficient time is made for the family to make their arrangements for home education to proceed and to choose how they will present examples of the education provision.

No visit will take place unless you have agreed to one and an appointment has been made in advance.

You may wish to show examples of your child's work, including such things as handwriting, artwork, poetry, maths, recordings, craft work, photographs etc. If a structured programme is being followed then a timetable linked to programmes of study might be useful. If a less structured approach is being used then a record in the form of a diary might form extra evidence that would be of assistance. Anything that you and the EHE Officer agree will assist in showing the quality of the educational experiences of the child may be included.

Open discussion, without the need for parents to provide masses of paperwork, can be a simple and satisfactory way of demonstrating suitable education provision.

Please be aware the LA is unable to offer direct teaching or to provide materials for children being home educated. There may be occasions when home educators are willing to share or pass on books and materials to other families.

Please do not assume that any materials passed on in this way are, or need to be, endorsed by the LA.

Once you have met with the EHE officer and we have received information from yourselves concerning the education of your child, we will respond with a short report that will include one of the following recommendations:

- that the education provision is satisfactory. The LA will make informal enquiries of the family again at agreed dates, but we shall always take the wishes of the family into account.
- that the education provision is unsatisfactory and reasons will be given.

If the LA is not satisfied that a suitable education is taking place, further visits and/or consultations will be offered with the aim of helping you to overcome the difficulties within a mutually agreed time scale (please note that there is a list of support agencies at the end of this booklet that may be able to give you advice).

One of these meetings could be an education planning meeting where a specific plan will be agreed to ensure satisfactory education can be achieved.

If at this stage the LA still considers that your child is receiving a less than satisfactory education it may be necessary to issue an Attendance Order. This will require you to send your child to a school named on the order (Section 437, Education Act 1996).

The taking of the above measures would be a last resort; after all reasonable avenues have been explored to bring about a resolution of the situation.

Please note that at any stage following the issue of an Attendance Order process, parents may present evidence to the LA that they are now providing a suitable education and apply to have the order revoked.

## Safeguarding Children

Under Section 175(1) of the Education Act 2002 LAs also have a duty to safeguard and promote the welfare of children. This section states:

*“A local education authority shall make arrangements for ensuring that functions conferred upon them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.”*

The Local Safeguarding Children Board (LSCB) has the statutory responsibility for ensuring that all agencies within Northumberland promote the safeguarding of children in all settings.

This includes ensuring that agencies that work with and have contact with children educated at home by their parents are aware of their responsibility to consider whether children are being adequately safeguarded within those settings and, where appropriate, to notify other agencies of their concerns. Section 175(1) does not give LAs powers to enter the homes of children undertaking elective home education. For more details see Appendix D.

## How will I be expected to educate my child?

Some home educators choose to use a 'discovery' type of education without any formal instruction.

Others have a formal timetable such as you would find in a school where pre-planned courses of study are followed. Others use a mixture of both these methods.

Learning support can be provided by parents, small groups of home-educating families or private tutors. In fact, all styles of education are valid as long as they are suitable for your child.

The LA has a responsibility to establish that a suitable education is taking place for the child, rather than endorsing any particular method.

## Is there a formal curriculum for education at home?

There is no formal curriculum for education at home, and you do not have to follow the National Curriculum as this only applies to the education of children in state schools.

You may wish to be aware of the content of the national curriculum as it does provide a useful framework especially if you wish your child to attend a local school in the future.

A copy of the National Curriculum is available on the Internet or from the Department for Education. Many published textbooks in shops and libraries are also based on the National Curriculum.

The LA will be happy to discuss styles of education with you if you wish, but it is your decision in the end.



## Early College Placements

Since September 2013 the Government have directly funded college placements for EHE pupils. Colleges are able to offer EHE pupils access to any course not just designated 14-16 courses. If a parent wants their child to attend college on a full or part-time basis then that is their choice and it is at the college's discretion. Colleges are able to accept EHE children as the parent retains responsibility for the child and therefore they are not required to make special arrangements for pastoral care or offer a full curriculum. Further information is available on the Gov.UK website.

## What should I do if my child has Special Educational Needs?

A parent's right to educate their children at home applies equally where a child has special educational needs and/or an Education, Health and Care Plan (EHCP). If your child attends a special school, you need permission from the LA to deregister.

If you decide to educate your child at home the EHC Plan must remain in force. The LA must ensure that parents can make suitable provision, including provision for the child's special educational need. If satisfied, the LA ( SEND) remains under a duty to maintain the plan and review it annually.

A parent who is educating their child at home may ask the LA to carry out a statutory assessment of their child's special educational needs and the LA must consider the request within the same statutory timescales and in the same way as other requests.

A range of information relevant to the families of children and young people is available on the Local Offer Website: [www.northumberland.gov.uk/Children/Needs/Offer.aspx](http://www.northumberland.gov.uk/Children/Needs/Offer.aspx)

If you wish to speak to an EHCP Coordinator please phone: 01670 622759

## What support is available from Northumberland?

The EW Service and EHE Officer is able to offer parents advice and support through home visits; telephone or email contact.

## Where you may need to seek further support or advice?

The EHE Officer is not able to offer direct teaching or provide materials for children or young people educated at home.

If you wish your child to take part in a work experience placement you are also responsible for the organisation and insurance of this. Further advice is available in Appendix F.

Similarly, if you wish your child to take formal qualifications you will need to find an exam centre willing to take private candidates and pay for any examination registration or candidate assessment fees.

If you choose to employ a private tutor it is your responsibility to ensure that this person has the correct knowledge and skills to take on this role.

It is entirely appropriate that any tutor should also be able to demonstrate that they have Disclosure and Barring Service (DBS) clearance and are able to provide references. Details of DBS checks are available from the Home Office website: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

## Who do I inform if we decide to move home?

Please let the EHE Officer and the SEND Team (if your child has a statement of special educational needs or an education, health and care plan) know your new address. The LA is required to keep in touch.

## Further considerations

The education of a child at home is a great responsibility for a family. It demands a serious commitment of time, patience and energy.

Education at home can be a happy and constructive experience for both you and your child.

It is well worth talking to someone who has experience of the highs and lows of home education before finally making a decision. Independent support agency addresses are given later.

Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations.

If you decide to take this on the LA wishes you well and will do what it can to ensure that a suitable education is provided.

Please remember, if at any time you should wish your child to re-enter the school system or if you are unsure about what to do and would like some help, you can contact the EHE Officer or EWS.

## Return to mainstream school

Quite often parents choose not to take up a school placement until their child is older. Sometimes it is the idea of preparation for public examinations, or a feeling that the child needs specialist training in some areas which encourages parents to seek a school place.

## Can my child attend school part time?

Generally, in Northumberland, children attend school full-time unless there is a planned programme of reintegration. However, a parent may request that a head teacher admit their child on a flexi-schooling arrangement.

This arrangement is at the discretion of the head teacher and Governors of the school as the child will be on the school roll. In these cases the child is no longer registered as electively home educated.

The school will continue to receive full funding for a child being educated this way. As they remain on the school register they must be taught the national curriculum and the school will be responsible for ensuring that the education the child receives overall meets the necessary standards. While there is no statutory curriculum for the home education part of flexi schooling arrangement parents/cares will need to be mindful of the fragmentation of the learning experience. Such children should sit attainments tests and exams along with their peers, and they count towards school performance targets.

The granting of this leave of absence by schools is governed by the Education (Pupil Registration) Regulations 1995, 1996, and 2006. A Governing Body could be deemed to be



acting unreasonably if they should grant leave of absence for a child under a flexi-schooling arrangement without establishing that the child would be receiving an efficient, full-time education.

In March 2013 the Government published advice on school attendance. The advice clarified the Government's expectations on how various school attendance codes should be used to record pupil school attendance. Pupils should be marked absent from school when receiving periods of home education

Any proposal for flexi-schooling for a child with a statement of special educational needs or an education, health and care plan has to be discussed with the SEN Team.

Further guidance on flexi- schooling can be given by the Northumberland EWS team.

### **Learning and Skills Service - Careers Guidance Team, Information Advice and Guidance (IAG) Advisers**

The Careers Guidance team has qualified IAG Advisers based throughout the county. IAG Advisers provide independent and impartial advice, guidance and support for young people at risk of NEET (Not in Education, Employment or Training) in education and unemployed aged 16-19.

Support for young people at risk of becoming NEET includes those in alternative provision and those who are Elective Home Educated.

IAG Advisers are qualified, professional advisers that work in locations across Northumberland who can help young people find up to date information about careers, jobs, education courses, volunteering and training opportunities so that they can make informed choices about all the options open to them.

The support that they can offer to young people who are home educated, will focus on those in year 11 who are most at risk of not making a transition to education, training or employment with training.

For more information telephone 0160 622799 or e-mail [careersteam@northumberland.gov.uk](mailto:careersteam@northumberland.gov.uk)

### **Qualifications**

#### **GCSE'S - planning ahead**

If your son/daughter decides he/she wants to take GCSEs then you should make your preparations as early as possible.

*Please note that if you use a provider that is primarily for an older or adult group, child protection vetting may not include the staff and certainly will not include other students. You should ask what checks are carried out.*

It is also essential to find out at the same time where your son/daughter can sit the examinations. This must be an accredited centre.

Contact your local school or Further Education College to see if it will accept external candidates. You will have to use the same syllabus/exam board as the school/college and for

this reason it is important that you contact school(s) very early in Year 10 (or even Year 9) to find out what subject/syllabus is being followed.

Entries should be made by October in Year 11 at the latest, but earlier discussion is advised.

### Coursework

Many syllabuses have coursework assignments. The exam boards have regulations about who can mark coursework and the names of the independent coursework markers.

These regulations will be in any information they send you. There are three options, depending on how your son/daughter is learning:

- Through study at an accredited centre - if your son/daughter has joined an adult GCSE class the teacher will mark all coursework (please note child protection advice at start of this section)
- Through study with a teacher/tutor (please also see Appendix E) - if he/she is being tutored by a teacher, the teacher will mark the coursework but you still have to arrange where he/she will sit the final exam
- If he/she is using distance learning packs such as the NEC material the assignments are marked by the tutor. Most distance learning organisations suggest venues where the final examinations can be taken or you can arrange your own venue. The same applies if he/she is being set work on line
- Through independent study - if your son/daughter has no tutor or teacher coursework is usually sent to the examination board for marking
- English orals
- There can be some difficulties with the oral element of English Language GCSE and examination boards have different requirements, e.g. some syllabuses require your son/daughter to be part of a group for speaking and listening
- It is possible to purchase from the exam boards complete syllabuses, assignment requirements and examples of good (and not so good) course work assignments

### Exam Board Information

All examination boards offer examinations for external candidates. When you contact them tell them this is the information you need.

You also need to tell them when (in which year) your son/daughter is going to sit his/her GCSEs. Parents/Carers should contact the individual examination boards about the most appropriate syllabus to follow.

The contact numbers and websites for the exam board for England are:

- AQA (incorporating NEAB and SEG) Exams Office Support 0844 209 6614 - [www.aqa.org.uk](http://www.aqa.org.uk)
- Edexcel (incorporating ULEAC) 0845 618 0440 - [www.edexcel.org.uk](http://www.edexcel.org.uk)

- OCR (incorporating MEG and RSA) 01223 553998 - [www.ocr.org.uk](http://www.ocr.org.uk)

## Level 1 and 2 Certificates

Since 2002 pupils in school can take General National Vocational Qualifications (GNVQ) instead of GCSEs for some subjects. Since GNVQs are continuously assessed by teachers it may be difficult for your son/daughter to take this option.

## International GCSE'S

### What is the international GCSE?

Developed as an alternative to the traditional GCSE, the two-year International GCSE was designed by Cambridge University's International Examinations for schools and 14 to 16-year-olds studying both in the UK and abroad.

What does it offer?

The International GCSE provides a broad study programme by drawing subjects from a number of areas: languages, humanities, social sciences, mathematics, creative, technical and vocational. Within the curriculum there is a mix of practical experience and theoretical knowledge.

As the name implies, there are similarities to the traditional GCSE. The coverage of topics is similar in many syllabuses.

How is it different?

The International GCSE is relevant in different regions because it can be tailored to suit students. With a choice of core and extended papers in most subjects, the International GCSE is suitable for students with different levels of ability.

Coursework is optional and not UK-centric. Is it widely recognised?

The International GCSE is recognised by universities in the UK and worldwide as equivalent to the traditional GCSE. The Cambridge International GCSE standard is benchmarked to UK GCSE, however many teachers feel it is more challenging than GCSEs and a good preparation for A/AS-level or the International Baccalaureate.

The International GCSE is offered by:

University of Cambridge

Local Examinations Syndicate, Head Office, Syndicate Buildings, 1 Hills Road, Cambridge CB1 2EU

Tel: 01223 553311 Fax: 01223 460278

Website: [www.ucles.org.uk](http://www.ucles.org.uk)

Edexcel International Local

Stewart House, 32 Russell Square, London WC1B 5DN

Tel: 020 7758 5959 Fax: 020 7758 5656

Website: [www.edexcel.org.uk/international](http://www.edexcel.org.uk/international)

Please note: local examination centres have sole discretion over whether or not they are prepared to accept entries. The responsibility for liaising with the centre is entirely that of the student.

Pupils who are at KS4 (last two compulsory years of schooling) may also be offered the option of more flexible schooling with some sessions each week attending a Further Education College.

If you wish to explore this you should contact your local FE College. The college will probably charge you for their services.

### Informing the local authority

When your son/daughter has received his/her GCSE results we would be grateful if you could ring, or write to let us know the outcome. This is entirely at your discretion.

### Post 16 choices - planning ahead

Whatever your son/daughter wants to do after the age of sixteen it would be sensible to make early preparations.

### Choices at post 16

If your son/daughter wishes to go on with full-time education or training there are three choices:

- Return to a school with a sixth form if there is one in your area. You need to contact the college/school as early as possible and make an appointment to see the head teacher. Schools offer a range of courses including Advanced and A/S level courses and your son/daughter may also be able to take GCSEs.
- College of Further Education. When your son/daughter is 15+ (Year 10) send for a prospectus from your local FE College and check through the qualifications he/she may need and the courses on offer. Applications need to be in by January of Year 11 but in the Autumn Term it may be sensible to contact the Admissions Tutor at the college and made an appointment with a Head of Department or Principal to talk about EHE and your son / daughter achievements. You may need to take examples of work done.
- Work based training/modern apprenticeships. This is an excellent route if your son/daughter wishes to start work and to gain some work-based qualifications.

### Key skills – post 16 and 18

One of the qualifications for all young people post 16 is Key Skills in Communication, IT and Application of Number. If your son/daughter goes to FE College to take a National Vocational Qualification (NVQ) or A levels he/she will take Key Skills as well.

Information about these can be obtained from:

QCA

83 Piccadilly, London W1J 8QA

02075 095555 (ask for Key Skills) [www.qca.org.uk](http://www.qca.org.uk)

## Comments and complaints

We can only improve our service to you if you tell us about those areas that you are pleased with and those areas that you feel need improvement.

If you wish to comment about any aspect of our work please write to:

Angela Cunningham  
Education Welfare Team Service Manager  
Brunel Building  
64 Regent Street  
Blyth  
NE24 1LT  
Email: [educationwelfare@northumberland.gov.uk](mailto:educationwelfare@northumberland.gov.uk)

We will do our utmost to acknowledge receipt of your comment within five working days, and if required, to have dealt with it within fifteen working days. Where this is not possible we will keep you informed of progress.

## APPENDIX A: Local Authority Contacts

Northumberland County Council  
0345 600 6400  
Website: <http://www.northumberland.gov.uk>

Education Welfare Service  
County Hall, Morpeth, Northumberland, NE61 2EF  
01670 622800  
Email: [EducationWelfare@northumberland.gov.uk](mailto:EducationWelfare@northumberland.gov.uk)

Angela Cunningham	- Education Welfare Team Service Manager
Susan Stoddart	- Elective Home Education Officer
Alan Wilde	- Elective Home Education Officer
Claire Johnston	- Administrator
Linda Stephenson	- Administrator
Celia Armit	- Administrator

Special Educational Needs & Disability (SEND)  
County Hall, Morpeth, Northumberland, NE61 2EF  
01670 622759  
Email: [sen@northumberland.gov.uk](mailto:sen@northumberland.gov.uk)

School Admissions  
County Hall, Morpeth, Northumberland, NE61 2EF  
01670 624889  
Email: [Schooladmissions@northumberland.gov.uk](mailto:Schooladmissions@northumberland.gov.uk)

## APPENDIX B: Contacting Other Organisations

Please note that Northumberland Local Authority is not in a position to recommend any of the following organisations.

Websites, addresses and telephone numbers are constantly changing and we have done our best to provide accurate information.

Advisory Centre for Education (ACE)  
1c Aberdeen Studios, 22 Highbury Grove, London N5 2DQ  
0808 800 5793 (Freephone)  
ACE General Advice <http://www.ace-ed.org.uk>

Association of British Correspondence Colleges (for list of providers)  
PO Box 17926, London SW19 3WB  
020 8544 9559 <http://homestudy.org.uk>

BBC Schools  
<http://www.bbc.co.uk/schools> <http://www.bbc.co.uk/learning>

Cambridge Information Ltd  
Combs Tannery, Stowmarket, Suffolk IP14 2EN  
01449774658 [www.caminfo.co.uk](http://www.caminfo.co.uk)

Catholic Home-Schooling Network  
PO Box 52, Skegness PO25 1UE

Channel Four Learning  
<http://www.channel4learning.com/index.html>

Christian Education Europe Ltd  
Marantha House, Northford Cl, Swindon, Wiltshire SN6 8HL  
01793 783783 <http://www.christian-education.org/teach.html>

Contact for Muslim Families - Mrs Z N Yahya  
20 Page Street, Swansea, SA4 4EY

Co-ordination Group Publications CGP  
Kirkby-in-Furness, Cumbria LA17 7WZ  
0870 750 1262 [www.cgpbooks.co.uk](http://www.cgpbooks.co.uk)

Department for Education  
Sanctuary Buildings, Great Smith Street, London SW1P 3BT  
0370 000 2288 <http://www.education.gov.uk>

Duke of Edinburgh Award Scheme  
<http://www.dofe.org/default.aspx>

Education Otherwise  
PO Box 63, Swaffham PE37 9AT  
0845 478 6345 <http://www.education-otherwise.net>

Education Now  
(publishes information and books about all aspects of alternative education)  
22 Stortmill, River Way, Harlow, Essex CM20 2SN  
<http://educationnow.co.uk>

Free Range Education  
<http://www.free-range-education.org.uk>

Herald  
Kelda Cottage, Lydbrook, Gloucestershire GL17 9SX  
01594 861107

Home Education Advisory Service  
PO Box 98, Welwyn Garden City, Herts AL8 6AN  
01707 371854 <http://www.heas.org.uk>

Home Education in the UK  
(online source of help including on getting started, articles, resources and general information on parenting)  
[www.home-ed.info](http://www.home-ed.info)



Home Education Special  
(internet based support organisation for those home educating children with Special Needs)  
<http://www.he-special.org.uk>

The Horticultural Correspondence College  
Fiveways House, Westwells Road, Hawthorn Corsham SN13 9RG  
01225 81 67 00 <http://www.hccollege.co.uk/index.asp>  
GCSE answers <http://www.education.gov.uk/schools/teachingandlearning/qualifications/gcse>

Jehovah's Witness Newsletter: Louise English  
41 Queens Road, Horley, Surrey RH6 7AH

Learndirect  
[www.learndirect.co.uk](http://www.learndirect.co.uk)

Mercer's College  
Ware, Hertfordshire SG12 9DZ  
01920 465 927 <http://www.homestudy.org.uk/colleges/mercers-college>

National Association of Gifted Children NAGC  
Suite 1.2, Challenge House, Sherwood Drive, Bletchley, Milton Keynes, Buckinghamshire  
MK3 6DP  
01908 646433 [www.nagcbrtain.org.uk](http://www.nagcbrtain.org.uk)

Qualification and Curriculum Development Agency National Curriculum  
Website Team  
53-55 Butts Road, Earlsdon Park, Coventry CV1 3BH  
0300 303 3011

National Extension College  
The Michael Young Centre, Purbeck Road, Cambridge CB2 2HN  
01223 400 200 [www.nec.ac.uk](http://www.nec.ac.uk)

NorthStar Academy  
3790 Goodman RD E, Southaven, MS 38672-6441  
1888 464 6280  
info@northstar-academy.org [www.northstar-academy.org/](http://www.northstar-academy.org/)

Open and Distance Learning Quality Council  
79 Barnfield Wood Road, Beckenham, Kent BR3 6ST  
020 8658 8337  
info@odlqc.org.uk [www.dspace.dial.pipex.com/odlqc/index.htm](http://www.dspace.dial.pipex.com/odlqc/index.htm)

Sense of Place  
Azook Community Interest Company, Carrick Business Centre, Commercial Road, Penryn  
TR10 8AR  
0845 0509 429 <http://www.sense-of-place.co.uk>

Schoolzone.co.uk Ltd  
Formal House, 60 St Georges Place, Cheltenham GL50 3PN  
01242 262906 [www.schoolzone.co.uk](http://www.schoolzone.co.uk)

The British Dyslexia Association  
Unit 8, Bracknell Beeches, Old Bracknell Lane, Bracknell RG12 7BW  
0845 251 9002 <http://bdadyslexia.org.uk>

The National Extension College  
(GCSE and NVQ distant learning courses)  
Michael Young Centre, Purbeck Road, Cambridge CB2 8HN  
01223 400 200 <http://www.nec.ac.uk>

The Student Support Centre  
0800 999 6999 [www.student-support.co.uk](http://www.student-support.co.uk)

UK Open Learning Ltd  
69 Lowther Street (1st Floor), Whitehaven, Cumbria CA28 7AD  
0800 043 4288 [www.uk-open-learning.com](http://www.uk-open-learning.com)

### Education Publishers

Collins Education [www.collinseducation.com](http://www.collinseducation.com)

Co-ordination Group Publications [www.cgpbooks.co.uk](http://www.cgpbooks.co.uk)

Pearson Education [www.pearsonschoolsandfecolleges.co.uk](http://www.pearsonschoolsandfecolleges.co.uk)

Letts [www.lettsrevision.com](http://www.lettsrevision.com)

Nelson Thornes [www.nelsonthornes.co.uk](http://www.nelsonthornes.co.uk)

Oxford University Press <http://ukcatalogue.oup.com>

### Primary

[www.familylearning.org.uk](http://www.familylearning.org.uk) (information and resources to support reading, writing and numeracy)

[www.starfall.com](http://www.starfall.com) (free public service to teach children to read with phonics)

[www.primaryresources.co.uk](http://www.primaryresources.co.uk) (teaching resources and lesson plans)

[www.teachitprimary.co.uk](http://www.teachitprimary.co.uk) (free primary teaching resources and ideas)

[www.schoolsnet.com](http://www.schoolsnet.com) (primary lessons)

### Secondary

[www.gcse.com](http://www.gcse.com) [www.revision-notes.co.uk](http://www.revision-notes.co.uk) [www.revisionworld.co.uk](http://www.revisionworld.co.uk)

[www.samlearning.com](http://www.samlearning.com) (revision for SATS and GCSES)

## All Key Stages

Maths Specific [www.khanacademy.org](http://www.khanacademy.org)

[www.mymaths.co.uk](http://www.mymaths.co.uk) (revision pages, games and puzzles)

[www.conquermaths.com](http://www.conquermaths.com) (Australian – includes lessons and is discounted for home educators)

[www.cleavebooks.co.uk/troll/index.htm](http://www.cleavebooks.co.uk/troll/index.htm) (maths worksheets) [www.mathsnet.net](http://www.mathsnet.net)

[www.flashymaths.co.uk](http://www.flashymaths.co.uk) [www.numeracysoftware.com](http://www.numeracysoftware.com) [www.mathsroom.co.uk](http://www.mathsroom.co.uk)

English Specific [www.teachit.co.uk](http://www.teachit.co.uk) [www.literacytrust.org.uk](http://www.literacytrust.org.uk)

All subjects [www.bbc.co.uk/schools/revision](http://www.bbc.co.uk/schools/revision) [www.csfsoftware.co.uk/index.htm](http://www.csfsoftware.co.uk/index.htm)  
[www.thetoymaker.com](http://www.thetoymaker.com)

<http://teachers.guardian.co.uk> (Guardian teacher network provides thousands of ready made free resources for ages 4-18)

[www.fieldguides.com](http://www.fieldguides.com) (Virtual Geography field trips for primary)

[www.geographyresources.org.uk](http://www.geographyresources.org.uk) (Geography resources) [www.letsrevision.com](http://www.letsrevision.com) (revision guides, pod casts and online resources plus tutors)

[www.structuredhomelearning.com](http://www.structuredhomelearning.com) (based on UK National Curriculum)

[www.npl.co.uk/educate-explore](http://www.npl.co.uk/educate-explore) (science activities)

## Examination Boards

OCR Oxford Cambridge and RSA Examinations

1 Regent Street, Cambridge, CB2 1GG

Tel: 01223 552 552

Web: [www.ocr.org.uk](http://www.ocr.org.uk)

Edexcel

190 High Holborn, London WC1V 7BH

Web: [www.edexcel.com](http://www.edexcel.com)

Cambridge International Examinations

Web: [www.cie.org.uk](http://www.cie.org.uk)

Tel: +44 1223 553554

CIE publishes a wide range of information on IGSCE (International GCSE) including syllabus booklets.

AQA (Assessment and Qualifications Alliance)

Formerly:

Northern examination and Assessment Board (NEAB)

Southern Examination Group (SEG)

Associated Examinations Board (AEB)

City & Guilds

Entry for GCSE and A level courses and syllabuses will be made through one of three AQA offices: Guildford, Manchester and London.

Assessment and Qualifications Alliance (AQA) AEB/SEG  
Stag Hill House, Guildford, Surrey GU2 5XJ  
Tel: 01483 506 506  
Web: [www.aqa.org.uk](http://www.aqa.org.uk)

Assessment and Qualifications Alliance (AQA) NEAB  
Devas Street, Manchester M15 6EX  
Tel: 0161 953 1180  
Web: [www.aqa.org.uk](http://www.aqa.org.uk)

Assessment and Qualifications Alliance (AQA) City & Guilds  
1 Giltspur Street, London EC1A 9DD  
Tel: 0171 294 2468  
Web: [www.aqa.org.uk](http://www.aqa.org.uk)

### Sources of additional information

For curriculum information visit

[www.education.gov.uk/schools/teachingandlearning/curriculum](http://www.education.gov.uk/schools/teachingandlearning/curriculum)

Northumberland Library Service via local libraries  
For full details of local opening hours:  
[www.northumberlandlibraries.com](http://www.northumberlandlibraries.com)

Northumberland SEND Information, Advice and Support Service (for parents of children with special educational needs)

Northumberland SEND Information, Advice and Support Service  
County Hall, Morpeth, Northumberland NE61 2EF  
Tel: 01670 623555  
Web: [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

For free legal advice, contact the Children's Legal Centre  
Tel: 0800 020 008  
Web: [http://www.childrenslegalcentre.com/index.php?page=contact\\_us](http://www.childrenslegalcentre.com/index.php?page=contact_us)

Educational advice can also be sought from  
Advisory Centre for Education – ACE  
Tel: 0300 0115 142  
Web: <http://www.ace-ed.org.uk/advice-about-education-for-parents>

### Providers of correspondence courses

A range of courses are available: we would not wish to make a particular recommendation – enter 'GCSE correspondence courses' in your Search Engine for GCSE courses etc.

### Educational websites

Adventure Service Challenge  
Scheme for 8-14 year olds

- [www.asc-scheme.org.uk](http://www.asc-scheme.org.uk)

Amnesty International UK Useful information and materials	- <a href="http://www.amnesty.org.uk">http://www.amnesty.org.uk</a>
BBC Education: a wide range of useful Information	- <a href="http://www.bbc.co.uk/learning">www.bbc.co.uk/learning</a> - <a href="http://www.bbc.co.uk/education">www.bbc.co.uk/education</a> - <a href="http://www.bbc.co.uk/learningzone">www.bbc.co.uk/learningzone</a> - <a href="http://www.bbc.co.uk/revision">www.bbc.co.uk/revision</a>
Booktrust Literacy Resource	- <a href="http://www.booktrust.org.uk">www.booktrust.org.uk</a>
Champs Effective learning	- <a href="http://www.learntolearn.org/">www.learntolearn.org/</a>
Click Teaching Primary curriculum resources	- <a href="http://www.clickteaching.com/">www.clickteaching.com/</a>
Connected Earth	- <a href="http://www.connected.earth.com">www.connected.earth.com</a>
Count On Numeracy work	- <a href="http://www.counton.org">www.counton.org</a>
260 countries profiled, with historical, geographical and political information, maps, opportunities to join online discussions	- <a href="http://www.countryreports.org">www.countryreports.org</a>
Creating Music	- <a href="http://www.creatingmusic.com/">www.creatingmusic.com/</a>
An American subscription site providing a range of literacy and numeracy worksheets based on themes.	- <a href="http://www.edhelper.com">www.edhelper.com</a>
Enchanted Learning Various activities	- <a href="http://www.enchantedlearning.com">www.enchantedlearning.com</a>
Free personal resource website. Deals mainly with the study of English Literature at GCSE and A level, with some drama, history, ICT and scripture studies.	- <a href="http://www.eriding.net/amoore">www.eriding.net/amoore</a>
Fun automated models to make from kits provided at reasonable prices.	- <a href="http://www.flying-pig.co.uk">www.flying-pig.co.uk</a>
Educational software available with reviews.	- <a href="http://www.granada-learning.com">www.granada-learning.com</a>
The Guardian's Educational site, catering for all ages and stages.	- <a href="http://www.learn.co.uk">www.learn.co.uk</a>
Just One World Third world issues and topics	- <a href="http://www.just1world.org/aims.htm">www.just1world.org/aims.htm</a>
Languages Online	- <a href="http://www.languagesonline.org.uk">www.languagesonline.org.uk</a>

GCSE revision guides	- <a href="http://www.gcse.com">www.gcse.com</a>
Just Like Us Resources workbook on citizenships	- <a href="http://www.justlikeus.org.uk">www.justlikeus.org.uk</a>
Hundreds of online correspondence courses with advice on many others.	- <a href="http://www.learndirect.co.uk">www.learndirect.co.uk</a>
National Geographic Mapwork etc	- <a href="http://www.nationalgeographic.com/kids">www.nationalgeographic.com/kids</a>
New Pin Behaviour issues	- <a href="http://www.newpin.org.uk/">http://www.newpin.org.uk/</a>
Parentline Plus Comprehensive advice and support for Parents 24 hour service 0808 8002222	- <a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
Science website	- <a href="http://www.planet-science.com">www.planet-science.com</a>
Lots of ideas on every National Curriculum subject	- <a href="http://www.primaryresources.co.uk">www.primaryresources.co.uk</a>
Primary phase activities, plus book reviews	- <a href="http://www.primaryresources.co.uk">www.primaryresources.co.uk</a>
RSPCA Material for analysis	- <a href="http://www.rspca.org.uk/">www.rspca.org.uk/</a>
Schools Net KS1/2 literacy work	- <a href="http://www.educate.org.uk">www.educate.org.uk</a>
Described as the UK's top educational Site	- <a href="http://www.schoolzone.co.uk">www.schoolzone.co.uk</a>
Science activities for Key Stages 1-4	- <a href="http://www.activescience-gsk.com">www.activescience-gsk.com</a>
Story Catcher Creative writing help	- <a href="http://www.storycatcher.co.uk/main.htm">www.storycatcher.co.uk/main.htm</a>
Student Support Centre offers personalised learning programmes for pupils age 4-17 in English and Maths	- <a href="http://www.student-support.co.uk">www.student-support.co.uk</a>
Stufun KS2 grammar-punctuation	- <a href="http://www.stufun.com">www.stufun.com</a>
Teaching ideas	- <a href="http://www.teachingideas.co.uk">www.teachingideas.co.uk</a>
The National Trust	- <a href="http://www.nationaltrust.org.uk/learning">www.nationaltrust.org.uk/learning</a>
Science: Answers queries free Tel: 0808 800 400	

## Do not forget the Government's website!

Lots of information can be found by searching around the government departmental websites.

[www.gov.uk](http://www.gov.uk) is a homepage that gives you access to everything that is available, e.g. DEFRA for information on animals, farming, food; the Department for Business, Innovation and Skills for information on energy, science, technology and manufacturing and the Department for Education, for a variety of information including the National Curriculum.

## Places to Visit In the North East

### National Trust Properties

Visit [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk) for more information and resources.

#### Washington Old Hall

A modest and unpretentious 17th-century manor house, incorporating the 12th-century remains of the home of George Washington's ancestors, and from where the family drew its name. Exhibition on tenement period of the house from 1860–1936. Display of memorabilia celebrating George Washington. Recreated Jacobean garden.

The Avenue, District 4, Washington Village. Tel: 0191 416 6879

#### Souter Lighthouse

Boldly painted in red and white hoops, this rocket-like lighthouse opened in 1871 and was the first to use alternating electric current, the most advanced lighthouse technology in its day. The engine room, light tower and keeper's living quarters are all on view, and there is a video, model and information display. A ground-floor closed circuit TV shows views from the top for those unable to climb. The Compass Room contains hands-on exhibits for all visitors, covering storms at sea, communication from ship to shore, pirates and smugglers, lighthouse life, lighting the seas and shipwreck. Immediately to the north is The Leas, 2½ miles of beach, cliff and grassland with spectacular views, flora and fauna.

Coast Road, Whitburn, Sunderland

Tel: 0191 529 3161 E-mail: [souter@ntrust.org.uk](mailto:souter@ntrust.org.uk)

## Other Places of Interest

#### The Alnwick Garden

Alnwick Castle (Denwick Lane entrance)

Tel: 01665 510777 [www.alnwickgarden.com](http://www.alnwickgarden.com)

12 acre public garden, including tree house and woodland walks, aiming to be the most imaginative and modern garden in the world. The garden is for everyone, able bodied, disabled and elderly and especially for children.

#### Bede's World

Church Bank, Jarrow, Tyne and Wear NE32 3DY

Tel: 01901 489 2106 [www.bedesworld.co.uk](http://www.bedesworld.co.uk)

An excavated Anglo-Saxon monastery.

#### Hatton Gallery

The Quadrangle, University of Newcastle, NE1 7RU

Tel: 0191 222 6057 [www.ncl.ac.uk/hatton](http://www.ncl.ac.uk/hatton)

Uhlman collection of African sculpture, an exciting and varied programme of contemporary exhibitions.



**Hancock Museum**

Barras Bridge, Newcastle upon Tyne NE2 4PT

Tel: 0191 222 7418 [www.twmuseums.org.uk/great-north-museum](http://www.twmuseums.org.uk/great-north-museum)

**Natural History, Egyptology and Ethnography****Laing Art Gallery**

New Bridge Street, Newcastle upon Tyne NE1 8AG

Tel: 0191 232 7734

Newcastle city's art gallery founded in 1901, an extensive collection of British, especially 19<sup>th</sup> century art. The Blue Carpet is at the entrance.

**Shipley Art Gallery**

Prince Consort Road, Gateshead, NE8 4JB

Tel: 0191 478 7917 [www.twmuseums.org.uk](http://www.twmuseums.org.uk)

Contemporary art and crafts gallery, including glass, ceramics, textiles and jewellery. The gallery also has an activity room where regular art sessions take place.

**Discovery Museum**

Blanford Square, Newcastle upon Tyne NE1 4JA

Tel: 0191 232 6789 [www.twmuseums.org.uk](http://www.twmuseums.org.uk)

Interactive museum with activities and "hands-on" learning experiences for children

**English Heritage Sites** [www.english-heritage.org.uk](http://www.english-heritage.org.uk)**Bessie Surtees House**

Sandhill Road, Newcastle upon Tyne

Tel: 0191 269 1200

Two 16<sup>th</sup> and 17<sup>th</sup>-century merchants' houses. One is a rare example of Jacobean domestic architecture.

**Black Midden's Bastle House**

180 metres (200 yards) N of minor road 7 miles NW of Bellingham or along a minor road from A68.

A 16<sup>th</sup>-century two-storey defended farmhouse, set in splendid walking country, on the Reivers Route.

**Byker Wall, Newcastle upon Tyne**

See English Heritage events for a tour of this modern architectural development

**Derwentcote Steel Furnace**

10 miles SW of Newcastle on A694 between Rowland's Gill and Hamsterley.

Tel: 01207 562573.

Built in the 18<sup>th</sup> century, Derwentcote is the earliest and most complete steel-making furnace to have survived. Closed in the 1870s, it has now been restored and opened to the public.

**St Paul's Monastery, Jarrow**

Tel: 0191 489 2106

The home of the Venerable Bede, partly surviving as the chancel of the parish church, the monastery has become one of the best-understood Anglo-Saxon monastic sites. There is also a museum, Bede's World, to which English Heritage members will receive a 50% discount on entry fee.

### **Tynemouth Priory and Castle**

Tel: 0191 257 1090

Tynemouth's vast headland has long served as both fortress and church. A burial place of saints and kings, its history combines military and religious significance. Commanding the northern approaches of the river Tyne, it has been a valued defence against threats from medieval Scotland, 19th-century imperialist France and 20th-century Germany. The castle played a part in both world wars and today you can see the restored magazines of a coastal defence gun bat.

### **Side Photographic Gallery**

9 Side, Newcastle upon Tyne, NE1 3JE

Tel: 0191 232 2208 [www.amber-online.com](http://www.amber-online.com)

Exhibitions of photography.

### **Theatre Royal**

100 Grey Street, Newcastle upon Tyne, NE1 6BR

Tel: 0191 232 1232 [www.theatre-royal-newcastle.co.uk](http://www.theatre-royal-newcastle.co.uk)

Live theatre.

The Royal Shakespeare Company visits Newcastle annually and performs at both the Theatre Royal and the Newcastle Playhouse. There is also a wide-ranging education programme available with each tour. Further information is available from the Theatre Royal, or you can visit the RSC website at [www.rsc.org.uk](http://www.rsc.org.uk)

### **The North of England Open Air Museum**

Beamish, Co Durham, DH9 0RG

Tel: 0191 370 3131 [www.beamish.org.uk](http://www.beamish.org.uk)

North East England in the early 20<sup>th</sup> century – a popular living history experience.

### **St Mary's Lighthouse**

St Mary's Island Whitley Bay NE26 4RS

Tel: 0191 200 8650

The lighthouse is situated on an island accessible at low tide. As well as the lighthouse, there are rock pools to be explored and the surrounding beaches and cliffs have good geographical features.

### **Baltic Centre for Contemporary Art**

South Shore Road, Gateshead, NE8 3BA

Tel: 0191 478 1810 [www.balticmill.com](http://www.balticmill.com)

This is gallery with changing exhibitions of contemporary art. The gallery also offers the chance to visit the Gateshead Millennium Bridge.

### **Centre for Life**

The International Centre for Life is in Newcastle City Centre, situated next to the city's mainline railway station and 2 minutes from Newcastle Arena.

LIFE Interactive World uses hands on interpretative techniques, state-of-the-art technology and an impressive combination of audio-visual wizardry and live interactive characters to convey the wonder and mystery of life.

Tel: 0191 261 6006 [www.centreforlife.co.uk](http://www.centreforlife.co.uk)

## APPENDIX C: Examples of Education Provision

The LA has to understand that the education that is being provided is suitable for the 'age, ability, aptitude and any special educational needs that your child may have'. The examples you present, are looked at in this light.

The first thing then LA wants to know about is your philosophy of education.

There are many different approaches to providing home education.

For example, some parents/carers feel that their child will learn through experience, with the educator as a helper and guide, using the child's experience as a basis for learning.

Other parents/ carers choose to teach their children in a way that mirrors a school timetable, with subjects taught in a more formal way and with a clear syllabus which may include targets for their children to achieve.

The choice of philosophy is for you to make and may change over time. Once your philosophy is clear, it becomes your responsibility to provide examples which clearly demonstrate the suitability of your child's education provision.

Some parents/carers are providing, or planning to provide, this information in the following ways:

- information sent by email as an attachment
- original work
- photocopies of written work
- photographs
- art work
- scrapbooks
- musical & sporting achievements (certificates)
- diary of events
- CD's or tape recordings
- websites contributed to/created by the EHE family
- a written report.

If you wish to present examples of your education provision in a way that is not represented in this list please feel free to call and discuss it with your local EHE Officer (please see Appendix A).

There are as many ways of demonstrating the education provision as there are home educators. The LA will always be happy to listen and add to the above list as new ideas are suggested.

## Appendix D: Protocol for Safeguarding Children Educated at Home

This protocol is underpinned by the following documents:

- Children Act 1989
- Safeguarding Children in Education – DfES 2004
- Working Together to Safeguard Children – HM Government 2006
- Framework for the Assessment of Children in Need and their Families DOH 2002
- ‘What to do if you are worried a child is being abused’ – HM Government 2003
- Every Child Matters – DfES 2004

### The Role of the Local Safeguarding Children Board

The Local Safeguarding Children Board has the statutory responsibility to ensure that all agencies within Northumberland promote the safeguarding of children in all settings.

This includes ensuring that agencies that come into contact with children educated at home by their parents are aware of their responsibility to consider whether the children are being adequately safeguarded within those settings and, where appropriate, to notify other agencies of their concerns.

### Legal Framework for Home Education

The Education Act 1996 endorses a parent’s legal right to educate their children outside of a school environment.

In Northumberland the responsibility for overseeing children electively home educated resides with the Education Welfare Service.

### Safeguarding Issues

Most parents who decide to educate their children at home will have positive and valid reasons for doing so.

Some parents may feel that their child’s needs are not being met within school.

Others may see home education as an answer to difficulties their child has experienced at school, or have philosophical or religious reasons for wishing to arrange their child’s education themselves.

However, in some cases where parents elect to home educate, there may be a history of concerns regarding the care the child is receiving or the parental commitment to education.

Being out of school means the child does not have the routine monitoring of their welfare and day to day contact with a range of professionals that is afforded to children at school.

This will require all agencies in contact with home educated children to ensure that the child’s welfare is being promoted.

### Safeguarding Children in Education (DfE 2004) states:

“Responsibility for children who are educated at home by their parents is not solely an education issue. These matters are best dealt with by a multi-agency approach and should be addressed in locally agreed procedures in accordance with the principles set out in ‘Working Together’ and the Assessment Framework.”

The ‘Every Child Matters’ 2004 framework sets out the criteria by which all children’s wellbeing should be measured.

That is that they should be healthy, stay safe, enjoy and achieve, make a positive contribution and, in due course, experience economic wellbeing.

It is therefore implicit that, as well as ensuring a child being home educated is receiving a suitable education, the local authority should ensure that outcomes for home educated children in all dimensions of the Every Child Matters agenda are promoted.

To this end the Local Safeguarding Children Board requires agencies within Northumberland to ensure they promote the wellbeing of home educated children in all aspects of their development.

### Process within Northumberland

If any agency comes into contact with a child being educated at home and has concerns for their welfare then they should follow the procedure outlined by Northumberland County Council.

Alternatively reference can be made to: **‘What to do if you are worried a child is being abused’**. (HMG 2006)

### Safety on the Internet

Technology is integral to the lives of children and young people. The internet, other digital information and communication technologies can promote creativity and assist with the development of key social skills. It can also be a valuable educational resource for children. Conversely, it can also provide a medium whereby inappropriate material such as pornography and abusive images can filter through, cyber bullying can take place and on line grooming by predators can occur.

These are just some of the potential risks for children and young people.

You can seek advice and information on keeping children safe whilst on the internet by visiting:

<http://ceop.police.uk/> <http://www.saferinternet.org.uk/>  
Thinkuknow – <https://www.thinkuknow.co.uk>

## APPENDIX E: Guidance for Parents/Carers considering Employing a Private Tutor

Whilst your son/daughter attends school, the Local Authority undertakes a number of measures to ensure the safety of your child.

Having elected to educate your child at home, you may choose to employ someone privately as part of your EHE provision.

This information is intended to assist parents/carers in selecting an appropriately trained and verified professional to work with their child as a private tutor.

### What checks can I do to help keep my child safe?

#### 1. DBS checks (Disclosure and Barring Service)

- Whilst at school ANY adult working with your child would have undergone an Enhanced DBS check. This is a police check that is run on an individual and would have given some assurances that the adult had not been identified as posing a risk to children.
- Some tutors may show you their current 'DBS check'. Where a person has been working closely with children and vulnerable adults it should be an 'Enhanced' DBS check.
- As a parent/carers you will not have any additional information that might have been given to a school when they undertook a DBS check as to whether there have been some concerns about an individual.
- As a parent/carers you are unable to undertake a DBS check.
- DBS checks however can only tell you information up to the time the check was done. They do not tell you about anything the person might have done after the check was made. That is why references are important.

#### 2. References

- Always interview any potential candidate, and ask to see their career résumé.
- Always ask for and check professional references from someone who knows the tutor now. If the tutor is currently, or has recently been employed in a school, ask for a reference from the head teacher, and if a qualified teacher, ask to see a copy of the tutor's General Teaching Council Registration.
- You should also ask to see their qualification certificates.
- If there are career gaps on the individual's résumé, ask for reasons and seek evidence of any explanations given.
- It is also helpful for the tutor and your child to meet prior to you making a decision. Observing the interaction between the potential tutor and your child may help to inform your decision.

#### 3. Where should tuition take place?

- It is not recommended that private tuition whether at home or elsewhere, e.g. a gym, swimming pool, etc. is on a 1:1 basis without a second adult being present as this may pose a risk to BOTH the professional AND the child.
- Tuition is best undertaken in a quiet place, which is well organised and suitable for study, away from the distractions of television and radio.

- A bedroom is never appropriate, even if it contains a study area. It is essential that you (or another trusted adult chosen by you) remain on the premises. Any chaperone arrangement offered by the tutor (for example his or her partner) should be refused.
- It is important that you have access to the teaching area and can observe and hear activity at any time you wish. Intervening doors should be kept open, even though this may mean curtailing your own activities.
- Any tutor who is mindful and aware of current expectations of professional staff should have no objection and is likely to offer the arrangement without your suggestion.
- You or the tutor may have a preference about whether the tuition takes place in your home, the tutor's home, or elsewhere, but the conditions outlined above should apply in each case.
- You should not feel that you are acting unreasonably to expect this and should not accept inferior arrangements.
- Adults working in recognised organisations e.g. a gym should adhere to the organisation's child protection policy. This policy will have a clear procedure for adults working closely with children and parents are advised to ask for a copy for their own reassurance.

#### **4. What should I do if my child tells me something inappropriate has happened or I find the tutor behaving inappropriately with my child?**

- Any adult who behaves in an inappropriate or abusive manner with a child must be reported to Social Care.

If your child tells you of inappropriate behaviour you must listen to your child and reassure them that it is not their fault. However embarrassed or uncomfortable you feel about what your child tells you or what you find, you must put the welfare of your child first.

In such circumstances you MUST inform the Northumberland Local Safeguarding Children Board (LSCB) who will make enquiries into the matter jointly with the police and in liaison with the Local Authority Designated Officer. Tuition will be suspended initially until the investigation is concluded. The decision as to whether the tutor can continue to work will be based on the findings of the investigation.

### **Conclusion**

- If you are thinking of employing a particular individual always ensure you ask for evidence of qualifications and references.
- Always ensure during tutoring sessions you or another trusted adult is left on the premises.
- Don't delay in reporting abusive or inappropriate behaviour to the proper authorities.

### **Reviewing procedures and practices**

Northumberland County Council will review these guidelines and practice in relation to home education at least every two years. Home education organisations and parents will be involved in the process of review in order to ensure the most effective practice and strengthen partnerships.



## APPENDIX F: Work Placement

Work experience may take place during the last two years of compulsory education and is possible only when the arrangements for it are made or approved by a local Education Authority under section 560 of the Education Act 1996 and is not a statutory requirement.

It is clearly seen as part of the young person's education not employment.

It must be unpaid, is subject to different insurance arrangements, clear health and safety criteria and based in a different legislative framework. Therefore many of the restrictions and prohibitions that apply to employers under the child employment regulations do not apply to work experience placements.

Occasionally the parents of children who are being Electively Home Educated will refer to "work experience" as part of the proposed education programme.

A Local Authority cannot be held liable for any child being injured whilst on work experience when they have not organised it, which will be the case with children who are being Electively Home Educated.

However, children receiving EHE may still undertake work experience providing the parents take responsibility for ensuring the placement is safe, insurance is in place and all health and safety criteria are met.

This will include a thorough risk assessment appropriate for the work the child is doing being undertaken and that you (the parent) are informed of any controls that are put in place etc.

It is also very important that the employer offering the work experience placement is made fully aware that the child is being Electively Home Educated and that it is not a school arranged placement.

This could well mean that the parents have to cover any extra insurance the employer may need to take out. Many employers are familiar with work experience and support schools by offering placements.

They may therefore assume that any such request involves a school and will not necessarily realise the child is being Electively Home Educated.

Any work experience opportunity undertaken by children receiving EHE must be unpaid and clearly seen to be enhancing the child's education and life experiences and cannot be used as a replacement of the education programme you are providing for your child.