



☀ Alternative Provision Student Support Information ☀

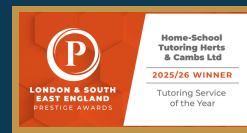
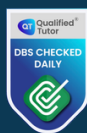
Please see below information that is essential to your role in supporting this young person.

📋 **PRIOR TO TUITION BEGINNING** 📋 **Please ensure you have actioned the following:**

- **Access Student Google Drive:** Ensure you can access the student's Google Drive folder. This contains their EHCP, parental consent forms, and other professional reports. Please save the parent/carer emergency contact details to your phone immediately so they are accessible without delay in an emergency. **Drive Link:** Added to Whatsapp group and sent via email to you.
- **Review Tutors Only Area:** Visit the website's dedicated tutor area for helpful support documents and guides: [Click Here](#)
- **Read Complex Case Guide:** Familiarise yourself with our guide: [Click Here](#)
- **Team Communication:** If you are part of a team of tutors for this student, please set up a separate WhatsApp group for day-to-day coordination. This main group is only for essential communication between tutors and the central HST office team. Please keep messages here to a minimum so critical updates are not missed.
- **First Aid:** Ensure you have a full first aid kit, ice packs (the kind you hit to make cold), printed 'bump notes' (if you use one please give the hard copy to the family and send a picture in the whatsapp group).

✅ **AFTER YOUR FIRST SESSION** ✅ **Please complete these tasks:**

- **Submit Risk Assessment:** Send our team your completed risk assessment (for the home or venue). You can find template examples in the Tutors Only website area to use as a guide, but as a self-employed subcontractor, please submit this on your own template. [Email this to alternativeprovision@homeschooltutoringhertscambs.co.uk](mailto:alternativeprovision@homeschooltutoringhertscambs.co.uk)
- **Ensure you know where the fire exits are and note these on the risk assessment. Venue doors must remain LOCKED at all times. Please practice a fire drill on the first session of each half term with your student.**
- **Complete the Venue Form** (If at a venue): [Click Here](#)
- **Venue Keys Form** (If issued a key): [Click Here](#)





REPORTING & TRACKING

-  **Weekly AP Forms:** You must complete and submit an Alternative Provision (AP) progress form at the end of each week. Send To: ap@homeschooltutoringhertscambs.co.uk (One form is required per student each week. If the student has multiple tutors, please coordinate a rota between yourselves to share this duty.)
A copy can be found here: [Click Here](#)
Video Instructions: [Click Here](#)
-  **Abacus Progress Tracking:** Our team will provide 3 targets for this student. You are required to submit progress evidence once per half term.
Guide & Instructions: [Click Here](#)
Send Evidence To: alternativeprovision@homeschooltutoringhertscambs.co.uk

SAFEGUARDING

- Our designated safeguarding leads are Sarah & Sue. Contact them immediately with any safety or welfare concerns. sue@homeschooltutoringhertscambs.co.uk or sarah@homeschooltutoringhertscambs.co.uk
- First Concern/Disclosure Form:** [Click Here](#)
- CPOMS Logging** (If student is registered): [Click Here](#)
- CPOMS Guide for Tutors:** [Click Here](#)

Safeguarding Procedures

Our DSL's are Sarah- 07519 353503 & Sue- 07871196742

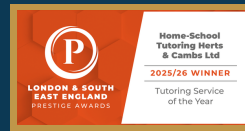
Step 1- Please alert via WhatsApp if you have a concern.

Step 2- If this is the first concern please complete our generic concern form: [HST Initial Concern Form](#)

Step 2- If this is not the first concern please file your concern on CPOMS: [HST CPOMS](#)

Please DO NOT put a concern on a lesson report, it will not be picked up quickly enough.

All concerns should be reported immediately.





17 July TERM DATES 17 July



COVER & ABSENCE PROTOCOLS

- **If you tutor in a venue:** You are responsible for arranging your own cover. Please notify the team via this WhatsApp group, and email the confirmed cover arrangement to admin@homeschooltutoringhertscambs.co.uk.
- If you cannot find cover, give the office team as much notice as possible.
- If you are unwell on the day, you must notify us by **7:00 AM** at the latest.
- **If you tutor in a home:** Ask the parent/carer if they would like cover arranged, or if they would prefer you to make up the missed hours during the school holidays. Let the office team know the agreed plan via this WhatsApp group.

WHO TO CONTACT

(All email addresses end in: @homeschooltutoringhertscambs.co.uk)

- Safeguarding Concerns: Sue (sue@...) or Sarah (sarah@...)
- Venue & Key Logistics: Darren (venues@...)
- SENCO & Provision Queries: Flik (flik@...)
- Cover & Calendar Updates: Ruth (admin@...)
- Risk Assessments & Target Evidence: Rachel (alternativeprovision@...)
- Weekly AP Form Submissions: Yvonne (ap@...)

If you have any questions please do let us know. We are looking forward to working with you and seeing the difference in this young person's education.

