



HEADLANDS SCHOOL  
SINCE 1965

# Hybrid Learning Policy

Written by	Hybrid Learning Lead (Emma West)		
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Adopted by Governors	Autumn 2025		
Reviewed by		Date	
Next Review Date	Autumn 2026		



## Headlands School Hybrid Learning Policy

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### 1. Purpose

This policy outlines the framework under which Headlands School provides tuition to students. The aim is to ensure equal access to education for students who are unable to attend school regularly due to medical, social, emotional, or other significant barriers and Local Authority referrals have not met threshold or there is no Local Authority capacity.

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### 2. Scope

This policy applies to:

- Students currently enrolled at Headlands School;
  - Students identified as in need of Hybrid Learning due to medical, emotional, social, or familial circumstances who do not meet the Local Authority's Criteria for Tuition or Local Authority has no capacity;
  - Parents / carers, tutors, school staff, and support agencies involved in the delivery of hybrid tuition.
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### 3. Definitions

**Disadvantaged Students:** Students who experience significant barriers to accessing mainstream education, including:

- Long-term illness or recovery from surgery
- Mental health challenges
- Complex family situations
- Temporary housing instability
- Young carers
- Students eligible for Free School Meals (FSM), Pupil Premium, or those with Education, Health and Care Plans (EHCP)

**Hybrid Tuition:** Structured educational support delivered outside the school setting, typically at the student's home, North Library or Online (Google Classroom).

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### 4. Aims and Objectives

- Ensure all students have access to a broad and balanced curriculum regardless of circumstance.
- Support reintegration into school where possible.

- Provide individualised support to meet academic and wellbeing needs.
  - Foster continued engagement with learning during extended absences.
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## 5. Eligibility Criteria

To qualify for Hybrid tuition:

- The student must be on roll at Headlands School
  - A formal request or referral must be made by the Heads of School, SENCO, safeguarding lead, or pastoral staff and forwarded to Lead Practitioner - Hybrid Learning.
  - The student has not met the criteria for Tuition from the Local Authority or there is no capacity at the Local Authority through Section 19.
  - Approval must be granted by the Head of School and the Lead Practitioner - Hybrid Learning.
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## 6. Referral and Approval Process

1. **Referral Initiation:** Initiated by staff via a Hybrid Tuition Referral Form.
  2. **Assessment:** SENCO, Pastoral Lead, Head of Year assesses need and gathers supporting documentation following a decline in referral from the Local Authority.
  3. **Decision:** Head of School and Lead Practitioner - Hybrid Learning.
  4. **Approval:** Written confirmation provided to parents and a learning plan is developed.
  5. **Review:** Tuition provision is reviewed every 6-8 weeks.
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## 7. Delivery of Tuition

- Tuition is delivered by qualified teachers or approved tutors employed by the school.
  - Sessions typically last 1-2 hours per subject, depending on student capacity.
  - A maximum of 3 hours of English for KS3 per week, or 4 hours of English/Maths for KS4 may be provided, subject to need and staff availability.
  - Tuition may occur in-person or virtually, with appropriate safeguarding measures in place.
  - Tuition duration between 6 to 12 weeks, to be reviewed regularly.
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## **8. Safeguarding and Risk Assessment**

- All Hybrid tuition providers must have enhanced DBS clearance.
  - A risk assessment is conducted before home visits begin.
  - Parents/carers or an appropriate adult must be present during in-home tuition.
  - Virtual sessions must use school-approved platforms with session logging and monitoring.
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## **9. Curriculum and Assessment**

- Tuition will align with the student's current academic curriculum where possible. However, depending on the student's needs. Functional Skills can also be delivered.
  - Tutors will track progress and record and share this with the Lead Practitioner - Hybrid Learning through individual Learning logs and Home Visit records.
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## **10. Reintegration and Transition**

- Hybrid Learning is intended as a temporary measure with reintegration plans put in place as and when necessary.
  - Any reintegration plans will be developed in collaboration with the family and relevant professionals, such as Head of Year.
  - Gradual return to school is encouraged through flexible timetables, in-school mentoring, or part-time attendance.
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## **11. Funding and Resources**

- Hybrid Learning is funded through the School Budget.
  - Costs and resource allocations are reviewed termly.
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## **12. Monitoring and Evaluation**

- The Head of School will oversee tuition quality and student progress.
  - The Designated Safeguarding Lead will oversee attendance.
  - Regular reviews ensure the provision remains appropriate and effective.
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### **13. Policy Review**

This policy will be reviewed annually by the SLT and Governing Body to ensure compliance with statutory guidance and the needs of the school community.