PARTNER GUIDANCE

Preparing for Ofsted when using Tute provision

A guide for schools whose pupils access Tute provision.

This guide is designed to help schools prepare for discussions about pupils accessing Tute provision. It brings together the key information that may be useful when explaining how the school oversees the provision and assures itself that it remains suitable, safe and effective.

Understand the roles

School

Retains responsibility for the pupil's education and oversight of the commissioned provision, including monitoring attendance, progress and engagement, following up non-attendance and acting on safeguarding information.

Tute

Delivers the online lessons and provides attendance, engagement, progress and curriculum information. Tute records and reports any safeguarding concerns to the school's nominated safeguarding contacts, escalating urgent risks immediately.

The school retains oversight of the pupil; Tute delivers the online education and provides the evidence needed to support that oversight.

Reviewing the provision

The school retains responsibility for reviewing the commissioned provision and considering whether it remains suitable for the individual pupil, meets their needs and supports their intended outcomes. Tute can assist by sharing relevant information and suggesting changes that may better meet the pupil's needs.

Where Tute forms one part of a wider package, it may be useful to consider how this provision fits within the pupil's overall education plan.

Before Ofsted arrive

Make sure you can access the Tute platform

As a practical check before an inspection, nominated school contacts may find it helpful to confirm that they:

- [ ] Know how to log in (admin.tute.com)
- [ ] Can see their account is active
- [ ] Know where to find individual pupil information, including reports
- [ ] Have checked the pupil's details are correct (contacts, year group, EHCP)
- [ ] Know who to contact if access needs updating

Know what provision each pupil receives

For each pupil, it may be helpful to have the following readily available:

- Why Tute provision forms part of the pupil's education plan, and why those subjects have been selected
- How long the pupil has been enrolled in the provision
- Curriculum and subjects studied
- Number of lessons, and whether shared or private
- Any independent learning included
- How it fits the pupil's wider education plan

Monitoring attendance and acting on it

Inspectors may ask how you know a pupil is accessing their online provision. Nominated school contacts should be able to see:

- The pupil's timetable
- Attendance and patterns of attendance
- Lesson-level information
- Non-attendance information

Know who receives Tute's automatic attendance notifications and how non-attendance is followed up. Contact your Tute account manager if your nominated attendance contacts cannot access the information they need.

Be able to access curriculum information

Relevant staff should know how to access:

- Details of the curriculum (lesson objectives) in the Programme Overview
- The relevant qualification or exam specification, where applicable

Schools can also request schemes of learning from their Tute account manager, which provide a curriculum overview. This can help the school describe what the pupil is learning and how it connects with their needs, stage and intended outcomes.

Core outcome measures

Tute uses six core outcome measures. Together they show the pupil's experience and outcomes over time. Nominated school contacts can download a report in the pupil information section of the Tute platform. The report includes a descriptor for each measure.

Attendance
Captured automatically

Engagement
Assessed by teachers in lessons

Progress
Assessed by teachers in lessons

Behaviour
Assessed by teachers in lessons

Confidence
Pupil self-assessment

Enjoyment
Pupil self-assessment

Know where to go for information and support

Your Tute account manager is your main point of contact. It may be helpful to know:

- [ ] Who your account manager is, and how often you normally meet or communicate
- [ ] Who to contact for curriculum, provision or access queries
- [ ] Who to contact about safeguarding concerns or queries
- [ ] That Tute may contact the school's nominated safeguarding contacts directly when reporting or following up a concern
- [ ] That schools can contact Tute's tech team directly for support with technical issues
- [ ] What to do if Ofsted asks to speak directly with Tute (see page 6)

Safeguarding

Inspectors may ask what happens if a pupil makes a disclosure in a Tute lesson, and how the school would know. This is how safeguarding information reaches the school:

1. Tute identifies and records the concern.
2. Tute safeguarding team triages it.
3. The **school's nominated safeguarding contacts** are informed.
4. School follows its internal safeguarding policy and updates actions via the Tute platform.

Where Tute identifies an immediate risk of harm, it will take prompt action in line with its safeguarding and emergency procedures.

Review safeguarding arrangements

School safeguarding staff should:

- [ ] Know how to access safeguarding information on the Tute platform, and where to view safeguarding reports
- [ ] Know the DSL contact details for Tute
- [ ] Ensure the school DSL contact details held by Tute are up to date
- [ ] Be familiar with safeguarding information and reports previously shared
- [ ] Understand how Tute escalates safeguarding concerns
- [ ] Follow up on all safeguarding reports, concerns and queries raised by Tute in line with the school's safeguarding policy

Questions you may be asked by Ofsted

The questions below reflect areas Tute has previously been asked about during inspections. They are included as practical prompts to help schools consider what information may be useful, so that the school and Tute can give a clear, consistent account of the provision.

Area	Typical questions
The provision	What provision does the pupil receive? Which subjects? How many lessons or hours? Are lessons live? Is there independent learning as well?
Curriculum and progress	What curriculum is the pupil following? What are they learning now? How are they assessed? How do you know they are making progress? What is shared with the school? How does the provision contribute to the pupil's wider education?
Attendance and engagement	How does the school monitor pupil attendance? What happens when the pupil does not attend? Who at the school is informed? How are engagement and progress monitored? Who at the school has access to this information, and how is it used?
SEND	What do you know about the pupil's needs? Do they have an EHCP? What has the school told you? How is provision adapted?
Safeguarding	What happens if a pupil makes a disclosure? How is a concern reported, and who at the school receives it? How are urgent concerns escalated? How is safeguarding information shared with the school, and how does the school respond? Can the school access safeguarding records?
Quality and oversight	Who teaches the pupil? What checks are carried out on teachers? How does Tute quality assure its provision? How does Tute communicate with the school, and how does information reach the right people?

Helpful preparation checklist

The prompts below may help schools bring together the information they may wish to have readily available when discussing Tute provision:

- ✓ The reasons this provision and these subjects were selected for the pupil
- ✓ An overview of the education the pupil is receiving
- ✓ Current attendance information and any follow-up action
- ✓ What the pupil is learning
- ✓ Evidence of progress and engagement
- ✓ How the provision reflects the pupil's individual needs and intended outcomes
- ✓ How safeguarding information is shared, recorded and acted on
- ✓ How the school communicates with Tute and receives information from it
- ✓ How changes to the provision are considered and agreed

These prompts are intended to help schools draw together the information that supports their oversight and decision-making for each pupil.

If Ofsted would like to speak with Tute

If an inspector would find it helpful to speak with Tute, the contact details below can be shared, or you can contact us yourself so the request reaches the right person.

TUTE CONTACT FOR OFSTED

Rob Hughes

Head of Teaching and Learning
Designated Safeguarding Lead

DIRECT LINE
01978 548044

TUTE MAIN LINE
0330 330 9751

EMAIL
rob.hughes@tute.com

Let us know when to expect the call

Where the inspection timetable is known, advance notice of the expected day and approximate time will help us prepare, so the right person is available and the pupil's record is ready.

After an Ofsted call, Tute will provide a summary to support the school's records and any follow-up required.