

TERMLY TUTORS

THE OFFICIAL CONNEX EDUCATION TUTORS NEWSLETTER

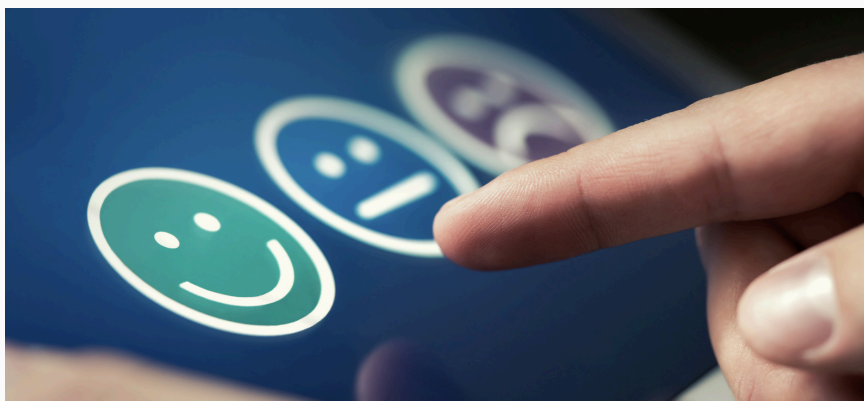
Connex Tutors Newsletter Autumn Term

Welcome to the autumn round up for Connex Tutors. There has been some amazing work taking place across England and Wales, since September. We want to say a big thank you, to you, for providing both tutoring and mentoring support to pupils, many of whom are vulnerable or have extremely complex needs.

Share your views

We are keen to gather your feedback on this new iteration of tuition at Connex as we continue to build and shape our provision, to ensure we continue to provide the best support to pupils and evidence the impact of your provision.

Please take a few minutes to complete [this short feedback form](#) based on your work since September 2024, so that we can use this to enhance our services both for you as tutors and to pupils.



Welcome to Connex Tutors Newsletter!

Our termly newsletter
will have updates on:

- Sharing your views
- PSHE Hub
- Completing Weekly Reports
- Tutors Quality Assurance

PSHE Hub

We are pleased to announce the launch of our new PSHE Hub which can be used by all Connex Tutors **free of charge** as part of their work with pupils.

Unlock a world of personal growth and empowerment for your pupils through Connex Academy's PSHE Hub – with the help of Dog, Duck, Cat and Ant and other characters.

Each character takes the lead in teaching key life skills through engaging stories and animations. Mapped to the full PSHE curriculum, our platform uses relatable, anamorphic storytelling to help children understand real-life challenges in a fun, accessible way.

- ★ Mapped to the full PSHE curriculum, plus optional topics for tailored learning.
- ★ Interactive lesson plans, activities, content and resources for every key stage and age groups.
- ★ Engaging animations and characters that make learning fun.
- ★ Teacher CPD resources to help staff deliver lessons confidently and achieve pupil outcomes.

More information about how to sign up for your free access to the PSHE Hub will be shared soon.

Completing Weekly Reports

At Connex Tutors, we ask that you complete weekly reports on the pupils that you work with. We hope that by completing the weekly report rather than a report per session, this will reduce the time needed to complete them, whilst also still ensuring that education establishments and other relevant teams involved in each case have access to frequent updates. There have been some common questions which have arisen around reports which are addressed below.



I need log in details to access the reports.

All pupil folders containing EHCPs and weekly reports are hosted on Microsoft SharePoint, a secure platform, and access is given to those who require it, including tutors, social workers, residential home managers and council representatives. Connex will not provide log in details for this platform, your own Microsoft details will allow you access, e.g. a Hotmail or outlook email account. If you only use a Gmail or yahoo email, then you may need to set up an outlook inbox to gain access. This site will be used for all pupils, with all local authorities or other education establishments, so access to this site is imperative. If you do have any other difficulties with access, please do get in touch.

Do I need to complete all the boxes every week?

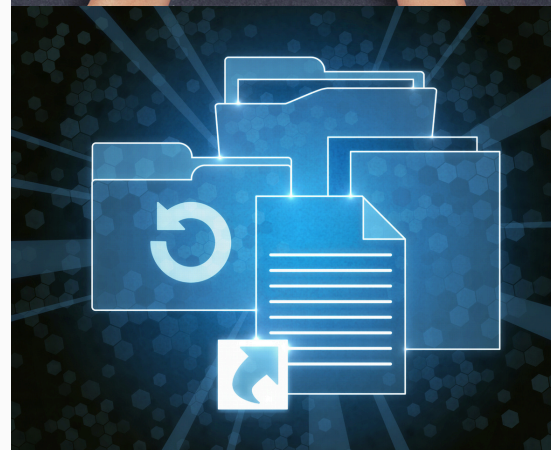
No, there should always be some information in the first two boxes as these cover the learning objectives and progress. The final two boxes do not need to be completed each week; however, it is useful to have comments around engagement and interaction in the 'other comments' box, particularly for those pupils who have found this difficult in the past or have really developed their ability to engage with you over time. Equally, it is nice to have the pupil's voice included in how the sessions are progressing, but we do recognise this won't be every week.

Who should I send the reports to?

Reports should be completed directly onto the form or uploaded to the SharePoint site. The blank weekly report in each folder can be edited and copied so that you can complete the form directly without downloading it. If you are unable to complete the form this way, you can download the blank report to your own device and edit and make copies from there. Once complete you will then need to upload your completed version by selecting the 'upload' button and then selecting 'files' and choosing the appropriate saved file from your device.

What should I call the report?

There is no standard request around naming forms but please do consider that these will be viewed by other professionals, and sometimes there may be reports from more than one tutor in the folder. E.g. where the child receives tuition in multiple subjects. A suggested naming convention would be 'Maths Weekly Report wb 2.12.24' or similar.



I have been asked to complete a different report by my school or other education establishment.

Ordinarily we speak with any school or education establishment before they start with Connex to understand their reporting requirements, if they request something other than the Connex weekly report, this will be shared with you. If, after you have started your assignment, they request another form of reporting please do make us aware. Where another report format is required, you do not need to complete the Connex Weekly report as well. However, you should upload the requested report into the same folder for monitoring purposes.

Connex Tutors Quality Assurance

A huge thank you to all tutors and mentors who have engaged with Connex Tutors' QA process this term. Our QA Assessors have been impressed with the quality of support and intervention being provided to pupils and have had some valuable professional conversations with tutors about their professional development.

We're delighted to be awarding the first wave of Professional Tutor Quality Mark certificates at the end of the autumn term. Look out for more information about this after the Christmas break. If you haven't yet received your QA information, don't worry. All tutors and mentors will be offered a professional conversation and 360° Review at some point this academic year.



We'd like to take this opportunity to wish you a restful Christmas break, and we look forward to continuing to support more pupils, with your support, in 2025!

