

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Query re Independent schools  
**Date:** 29 January 2024 17:37:40  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image005.jpg](#)  
[image006.png](#)

[REDACTED] can you get advice on this from GDPR/[REDACTED] whatever we have in place for other authorities should apply to private schools too. We spoke about a SLA with other authorities so they pay for the staff rather than adhoc – am I right that [REDACTED] refuse to pay so we stopped their support?

Looks like we have to stop support until this is in place – maybe we should do as a service and not for medical and then other teams....capture it all at once. Can you put feelers out but I am really struggling to take this on right now. Do we have children in hospital/sensory supports really needing this and it is going to stop?

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A horizontal bar chart illustrating the percentage of respondents who have heard of various terms. The y-axis lists the terms, and the x-axis represents the percentage from 0% to 100%. The bars are grey, with the first four being shorter and the remaining nine being very long, near 100%.

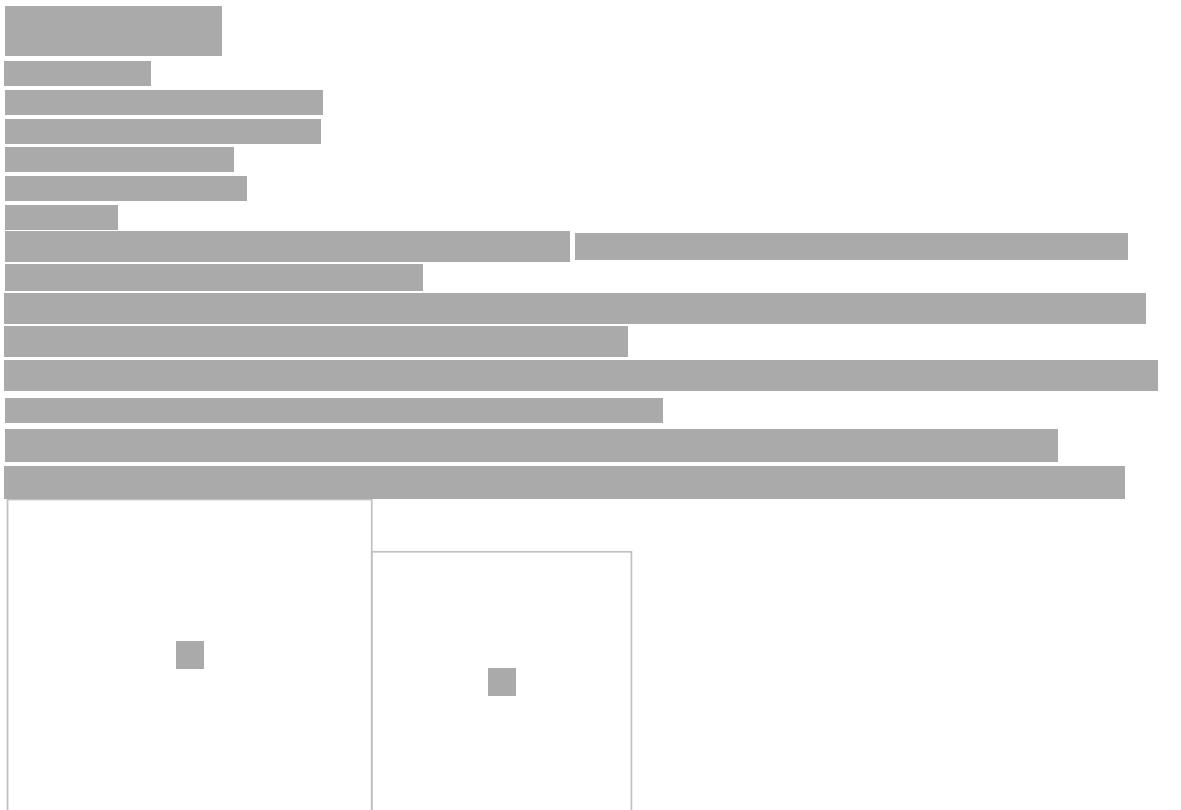
Term	Percentage
GMOs	~10%
Organic	~15%
Natural	~18%
Artificial	~22%
Organic	~98%
Natural	~98%
Artificial	~98%
Organic	~98%
Natural	~98%
Artificial	~98%

**From:** [REDACTED]  
**Sent:** Monday, January 29, 2024 5:06 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Query re Independent schools  
Yes I think it does [REDACTED] ... might be worth checking with someone though.

**From:** [REDACTED]

**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Query re Independent schools  
  
We have always gone with rule of where capacity allows but maybe with the review we need to consider if this is still feasible. We do still support medical needs of private pupils in hospital – does this need to stop until data in

I think we need to prioritise our workload and if it is a big piece of work, I don't have capacity to take this on at the moment. I think this is something I can do with a short time to do this over the next 2 weeks.



**From:**

**Sent:** Monday, January 29, 2024 4:45 PM

**To:**

**Cc:**

**Subject:** RE: Query re Independent schools

So we need to decide if we offer this support to independent schools – what do you think?

We can't support now I'm afraid until we have these data sharing agreements in place.

This is quite a big piece of work that will be needed annually to review the agreements etc.

**From:**

**Sent:** Monday, January 29, 2024 1:52 PM

**To:**

**Cc:**

**Subject:** RE: Query re Independent schools

Hi, I just wanted to update you on this. I met with [redacted]

Basically he said we need to decide what support we would be willing to offer independent schools. Once we are clear on this we would need to contact the relevant schools and explain this as well as the relevant charges and that they would need to enter into a data sharing agreement with us in order for this to happen.

Ideally we would want the same agreement in place for all of the schools. Once we have agreement that they wish to do this, IG can help us take it from there.

I'm conscious we've had a couple of new referrals for children in independent schools we've been sitting on in the meantime, so it would be good to make a decision about this.

With regards to hospital teaching, they asked for more information about what paperwork is shared and between whom and what agreement we have in place currently.

**From:**

**Sent:** Tuesday, December 12, 2023 9:04 PM

**To:**

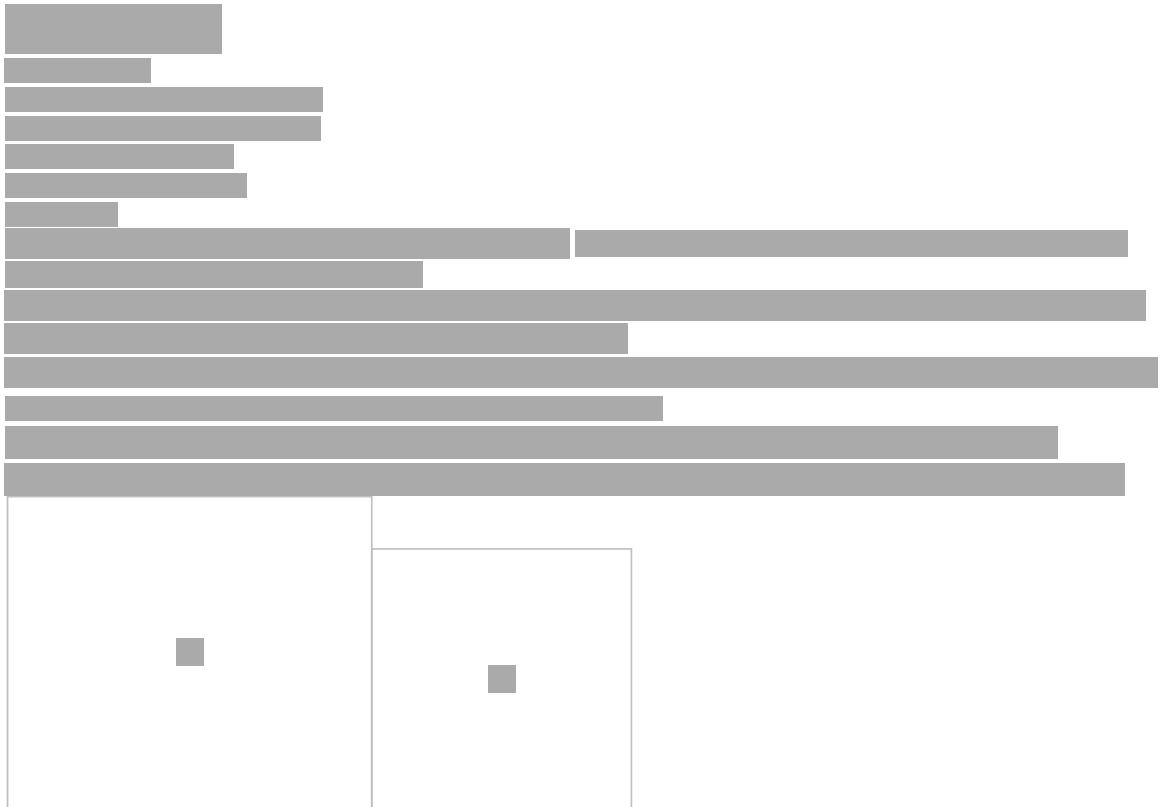
**Cc:**

**Subject:** RE: Query re Independent schools

[redacted] can you get advice from IG and we can take it from there, please?

Thanks for background [redacted], we have never experienced this in the years we have been supporting in

independent schools but it just takes 1 and better to act on experience of other authorities and go in with eyes open.



**From:** [REDACTED]

**Sent:** Tuesday, December 12, 2023 7:28 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Query re Independent schools

I'm not an expert on this. My experience comes from leading the EP service and the development of the SPA in ELC. Might be best to speak to someone in information governance.

EPs cannot even given advice as a council employee in a private school without their own indemnity insurance. If the EP is sued for wrong advice the Council will not support them. This is why we need SLA and data sharing agreements in place etc in place with independent schools such as [REDACTED]. Complicated in private schools.



**From:** [REDACTED]

**Sent:** Tuesday, December 12, 2023 7:00 PM

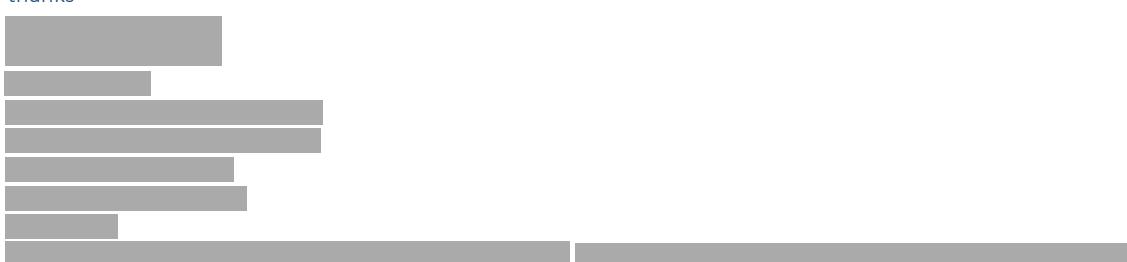
**To:** [REDACTED]

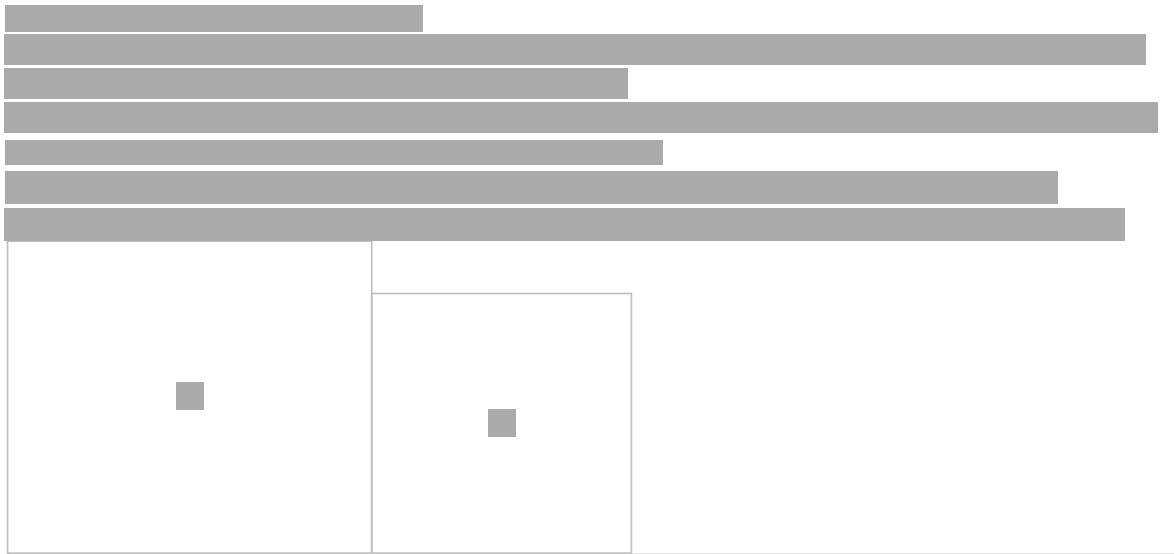
**Cc:** [REDACTED]

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Would this be same for medical support for children in hospital needing SLA/data sharing agreements? We haven't to my knowledge had to do this before as parents give consent to the support but would be good to understand more about the scenario in EL and make sure we are in line. [REDACTED] can you catch up with [REDACTED] and feedback to me on what we need to do at next 1:1

thanks





**From:** [REDACTED]

**Sent:** Tuesday, December 12, 2023 8:58 AM

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

It hasn't [REDACTED], but I think its because its audiology that makes the referrals to us rather than the schools themselves. The parent agrees to the referral at audiology, giving consent to their information being shared with us. We use the last part of the RfS form when we make contact with the parent to confirm this.

**From:** [REDACTED]

**Sent:** Tuesday, December 12, 2023 8:50 AM

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

We would need data sharing agreements and service level agreements to be in place so that they can provide you with the details of the pupils. Hasn't this come up? I had to deal with this in East Lothian when we introduced the school counselling project.

Can we catch up about this?

**From:** [REDACTED]

**Sent:** Tuesday, December 12, 2023 8:32 AM

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

Its advice and consultancy, generally it takes the form of explaining the hearing loss and possible impact on accessing the curriculum and deaf awareness training for stff if they feel this is required.

Not that I'm aware of...

**From:** [REDACTED]

**Sent:** Monday, December 11, 2023 4:43 PM

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

Is this teaching time .. advice/consultation?

Are there data sharing agreements in place between the independent schools and CEC?

**From:** [REDACTED]

**Sent:** Friday, December 8, 2023 4:38 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Re: Query re Independent schools

Please see below and let us know if you are happy to continue this support for deaf children in independent schools.

**From:** [REDACTED]  
**Sent:** 08 December 2023 15:54  
**To:** [REDACTED]  
**Subject:** RE: Query re Independent schools

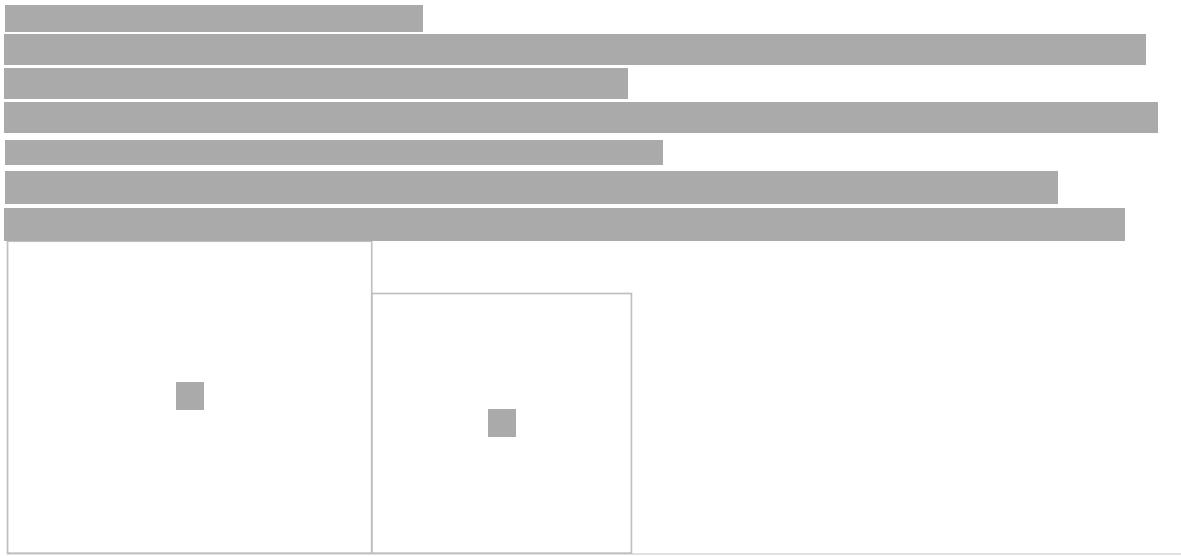
They rarely get asked to do anything [REDACTED] I think its just peace of mind for the parents knowing the school can contact us. Its in line with HOTS charges so [REDACTED] said 110.27/hour. We wouldn't be doing group work.

HOTS	01/04/2023	1:1 Hospital Teaching	£110.27	per hour
HOTS	01/04/2023	Small Class Outreach	£43.24	per hour

**From:** [REDACTED]  
**Sent:** Friday, December 8, 2023 3:52 PM  
**To:** [REDACTED]  
**Subject:** RE: Query re Independent schools

Does the team have capacity and it won't impact on our authority supports? How much are we charging?

Group	Percentage
All adults	50%
18-29 year olds	40%
30-49 year olds	40%
50-64 year olds	30%
65+ year olds	20%
Male	40%
Female	40%
White	40%
Black	30%
Asian	30%
Hispanic	20%
Employed	40%
Not employed	20%



**From:** [REDACTED]

**Sent:** Friday, December 8, 2023 1:17 PM

**To:** [REDACTED]

**Subject:** Query re Independent schools

Hi [REDACTED] I've had a query from audiology about independent schools again and a parent that wants to discuss what support we offer with me.

We have 19 pupils in independent provisions on our caseload. All of these are Open Access meaning if the school wants A/C then they need to contact us and are charged. It doesn't take up a lot of time as its usually just an initial meeting with school explaining the child's hearing loss and implications/ deaf awareness.

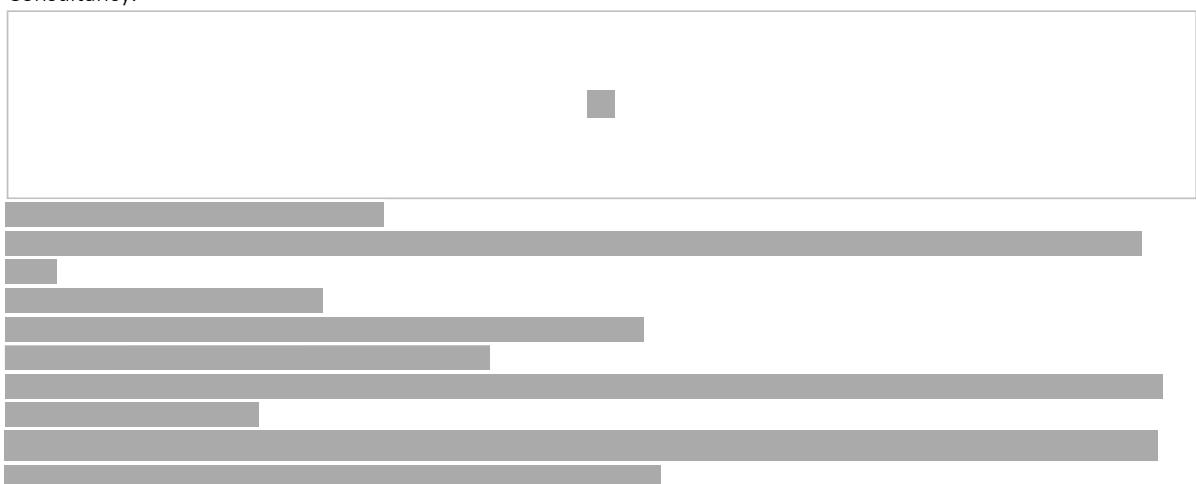
Would you be happy with me sharing the following with audiology to give to the relevant parents? Its really down to the schools to agree they'll pay for this before a referral is accepted. We've had a few cases when the parents have asked for ToD input but the school didn't want to pay because they didn't feel it was necessary. If we don't have any input within a year I think we should close the cases.

#### **Children and Young People in Independent Schools**

The Deaf Support Team Teachers of Deaf Children and Young People support learners diagnosed with a permanent hearing loss/deafness in City of Edinburgh state educational establishments. Where a child is attending an Independent school a referral can be made to the Deaf Support team by Paediatric Audiology with parental consent.

A teacher from the team will contact the parent to confirm that the referral has been received and that any support provided is chargeable to the school.

The child will then be placed on "Open Access" where the school will be required to contact the teacher if they wish them to provide views for/attend a Child Planning Meeting, Deaf Awareness Training or further Advice and Consultancy.



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Query re Independent schools  
**Date:** 29 January 2024 20:40:00  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.jpg](#)  
[image009.jpg](#)  
[image010.png](#)

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*We used to have that – but now it is in the leaflet that every parent/carer gets too.  
We found that the Hospital staff were not printing it all when completing a referral form for us, and parents were not reading it either – so [REDACTED] refined it and we added it to the leaflet instead.*

*Should we have a closer look at the leaflet info and see if it matches up now that we are back with ASL and discuss in our next 1 to 1??*

**From:** [REDACTED]  
**Sent:** Monday, January 29, 2024 5:14 PM  
**To:** [REDACTED]  
**Subject:** FW: Query re Independent schools

Hi [REDACTED]

This has extra re GDPR – do we need to add this to the Little France once?

Kind regards,

**From:** [REDACTED]  
**Sent:** Monday, January 29, 2024 4:48 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Query re Independent schools

Our RfS form covers GDPR but this needs signed off by parent. Do we need something similar for the private school to support compliance? We could create guidance to state that when requesting support from ASLS, the school and the parent will each be asked to sign an agreement with us – maybe [REDACTED] team could advise what goes in this?



**From:** [REDACTED]  
**Sent:** Tuesday, December 12, 2023 7:28 PM

**To:** [REDACTED]  
**Cc:** [REDACTED]

**Subject:** RE: Query re Independent schools

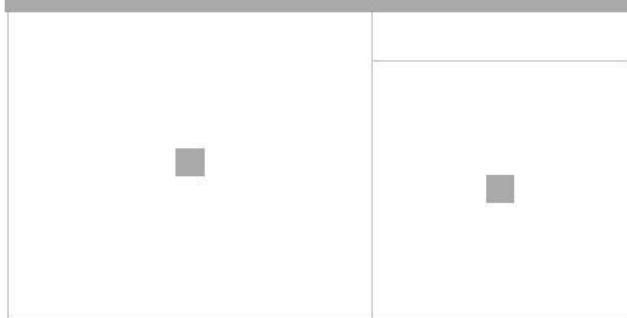
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EPs cannot even given advice as a council employee in a private school without their own indemnity insurance. If the EP is sued for wrong advice the Council will not support them. This is why we need SLA and data sharing agreements in place etc in place with independent schools such as [REDACTED]  
Complicated in private schools.

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**Subject:** RE: Query re Independent schools

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Can we catch up about this?

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**Subject:** Re: Query re Independent schools

Please see below and let us know if you are happy to continue this support for deaf children in independent schools.

[REDACTED]

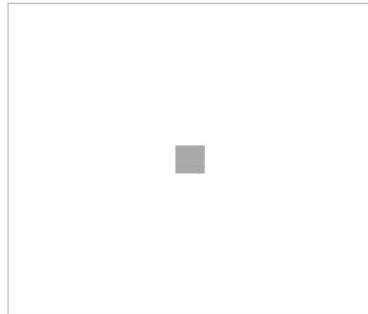
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



---

**From:** [REDACTED]

**Sent:** 08 December 2023 15:54

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

They rarely get asked to do anything [REDACTED] I think its just peace of mind for the parents knowing the school can contact us. Its in line with HOTS charges so [REDACTED] said 110.27/hour. We wouldn't be doing group work.

HOTS	01/04/2023	1:1 Hospital Teaching	£110.27 per hour
HOTS	01/04/2023	Small Class Outreach	£43.24 per hour

---

**From:** [REDACTED]

**Sent:** Friday, December 8, 2023 3:52 PM

**To:** [REDACTED]

**Subject:** RE: Query re Independent schools

Does the team have capacity and it won't impact on our authority supports? How much are we charging?

[REDACTED]

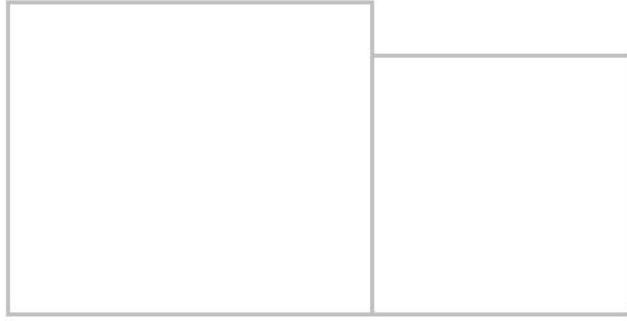
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**From:** [REDACTED]

**Sent:** Friday, December 8, 2023 1:17 PM

**To:** [REDACTED]

**Subject:** Query re Independent schools

Hi [REDACTED] I've had a query from audiology about independent schools again and a parent that wants to discuss what support we offer with me.

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#### **Children and Young People in Independent Schools**

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A teacher from the team will contact the parent to confirm that the referral has been received and that any support provided is chargeable to the school.

The child will then be placed on "Open Access" where the school will be required to contact the teacher if they wish them to provide views for/attend a Child Planning Meeting, Deaf Awareness Training or further Advice and Consultancy.



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Private school communications  
**Date:** 26 March 2024 11:50:00  
**Attachments:** [Standard Comms Independent Schools 2022.23.docx](#)

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*Sure, have just attached the documentation*

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**From:** [REDACTED]  
**Sent:** Tuesday, March 26, 2024 11:01 AM  
**To:** [REDACTED]  
**Subject:** Private school communications

Hi [REDACTED],

Can you please remind me of the admin process for contacting private schools regarding admissions.

It has been so long since we first discussed this process.

Kind regards,

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Private school - New Referral  
**Date:** 23 October 2024 07:56:20

---

Hi [REDACTED],

This has all gone through asap already.

[REDACTED]  
**From:** [REDACTED]  
**Sent:** 22 October 2024 18:23

**To:** [REDACTED]  
**Cc:** [REDACTED]

**Subject:** RE: Private school - New Referral

Hi [REDACTED]

Apologies – I forgot to include you in below.

Can you send on any emails associated with this referral and agreement to re-charges from the school if there are any? If not, I will contact the school. We cannot do any teaching until we have agreement with the school in writing.

Much appreciated,

[REDACTED]  

---

**From:** [REDACTED]  
**Sent:** 21 October 2024 14:35  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Private school - New Referral

Hi

Referral procedure as follows:

- Out of authority and independent schools  
email [asl.requestforsupport@ea.edin.sch.uk](mailto:asl.requestforsupport@ea.edin.sch.uk) if they wish to request teaching from City of Edinburgh Council IST staff when a child / young person is in hospital. A referral form will be sent to them to complete and return to

[asls.requestforsupport@ea.edin.sch.uk](mailto:asls.requestforsupport@ea.edin.sch.uk) and associated costs agreed to up front. Allocation agreed weekly with [REDACTED] on a Thursday and then if there is agreement to teach then [REDACTED] opens up a file.

- City of Edinburgh Council school referrals to come in to [asls.requestforsupport@ea.edin.sch.uk](mailto:asls.requestforsupport@ea.edin.sch.uk) from schools. [REDACTED] opens new file and allocation agreed weekly with [REDACTED]

This is all still new and being discussed at this weeks staff meeting.

For this one we will need to see the emails that go along with the referral to determine next steps.

Much appreciated,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 21 October 2024 10:19

**To:** [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

**Subject:** Private school - New Referral

[REDACTED] Please see referral attached

[REDACTED] this is a private school referral that [REDACTED] has sent over to me this morning, do we have any of the new procedures written up?

Kind regards,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 21 October 2024 08:51  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** LFS New Referral

Hi [REDACTED]

We have received a new referral. I understand that these are now filed in 'Pupil Folders'. I have not been advised as to whether or not it is my responsibility to set up such folders. I have therefore set up a folder ('New Referrals') in 'Little France School'. Please let me know the protocol.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions  
**Date:** 06 November 2024 12:59:09  
**Attachments:** image001.png

---

So sorry [REDACTED], there have been so many changes recently.

This confirmation is only required for Out of Authority pupils and Private school pupils and was only discussed at the end of last week.

[REDACTED] is going to be updating the form for this specific cohort to include a permissions section re costs - so you shouldn't need to worry about that - but I doubt she has had even a moment to do this just yet - I know things are really busy for your team too.

Apologies,  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 06 November 2024 12:48  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions

Hi

There are pupil files for both pupils and all the communication sent to us is in the files.

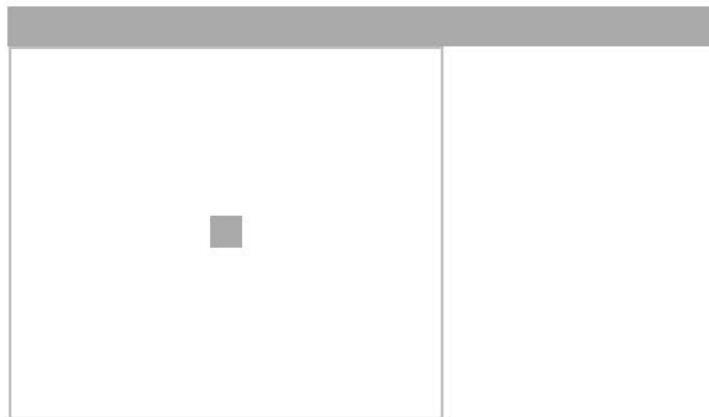
[REDACTED] and the other pupil is under [REDACTED]

I wasn't aware we need to have an agreement of fees to process referrals for Hospital Support.

*Kind Regards*

[REDACTED]

[REDACTED]



---

**From:** [REDACTED]  
**Sent:** 06 November 2024 10:54  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions

Hi

[REDACTED] is still doing the request for support weekly. Copied her in to check re your recommendation.

Much appreciated,



---

**From:** [REDACTED]  
**Sent:** 06 November 2024 10:30  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions

Hello,

I have checked the pupil folders for this information and found one agreement email saved for EBerry.

According to the attached document it suggests there are two more with agreements, however;

- [REDACTED] – **No confirmation in file**
- [REDACTED] – **No pupil file**

Also, if there's correspondence in the request for support mailbox this would go to [REDACTED] but I believe as of last week this mailbox has officially been deprioritised, it may be worth reaching out to [REDACTED] (line manager) for clarification.

For efficiency, may I recommend the person that updates the pupil files from the mailbox completes this task moving forward.

Kind regards,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 01 November 2024 13:50

**To:** [REDACTED]  
[REDACTED]

**Cc:** [REDACTED]  
**Subject:** Re: IST Little France permissions

Yes, that is correct but could these be noted as 'old system' or such like so we are clear? I have contacted them all.

Anybody coming in from October onwards needs a referral and agreement of costs (even if they have been in previously) before any teaching is agreed.

Much appreciated,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 01 November 2024 13:44  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: IST Little France permissions

Hi [REDACTED], I think we spoke about this at the last meeting with [REDACTED] and agreed that those we were already teaching we would continue with?

I'm afraid I'm confused... or is this for future... in which case we wouldn't have pupils on the list as we wouldn't be picking them up...

Thanks

---

**From:** [REDACTED]

**Sent:** Friday, November 1, 2024 13:25

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** IST Little France permissions

Hi [REDACTED]

Please could you go through the spreadsheet on the g-drive under IST – Little France – to check if there are permissions for teaching or not? Most other LA / independent schools have not given permission and agreement of fees as far as I know so we therefore cannot teach.

Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
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Apologies,

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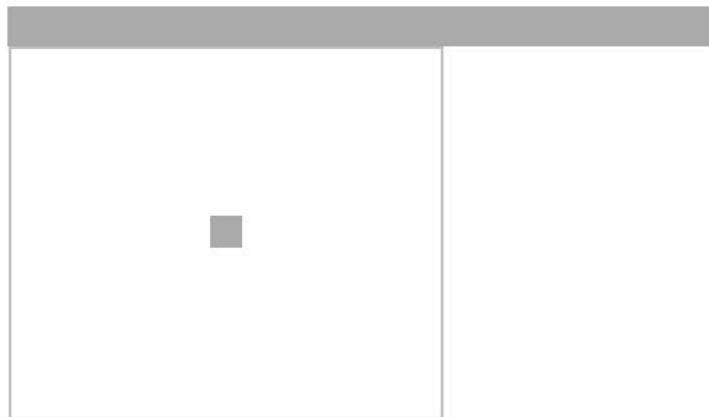
[REDACTED] and the other pupil is under [REDACTED]

I wasn't aware we need to have an agreement of fees to process referrals for Hospital Support.

*Kind Regards*

[REDACTED]

[REDACTED]



---

**From:** [REDACTED]  
**Sent:** 06 November 2024 10:54  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions

Hi

[REDACTED] is still doing the request for support weekly. Copied her in to check re your recommendation.

Much appreciated,



---

**From:** [REDACTED]  
**Sent:** 06 November 2024 10:30  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IST Little France permissions

Hello,

I have checked the pupil folders for this information and found one agreement email saved for EBerry.

According to the attached document it suggests there are two more with agreements, however;

- [REDACTED] – **No confirmation in file**
- [REDACTED] – **No pupil file**

Also, if there's correspondence in the request for support mailbox this would go to [REDACTED], but I believe as of last week this mailbox has officially been deprioritised, it may be worth reaching out to [REDACTED] (line manager) for clarification.

For efficiency, may I recommend the person that updates the pupil files from the mailbox completes this task moving forward.

Kind regards,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 01 November 2024 13:50

**To:** [REDACTED]  
[REDACTED]

**Cc:** [REDACTED]  
**Subject:** Re: IST Little France permissions

Yes, that is correct but could these be noted as 'old system' or such like so we are clear? I have contacted them all.

Anybody coming in from October onwards needs a referral and agreement of costs (even if they have been in previously) before any teaching is agreed.

Much appreciated,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 01 November 2024 13:44  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: IST Little France permissions

Hi [REDACTED], I think we spoke about this at the last meeting with [REDACTED] and agreed that those we were already teaching we would continue with?

I'm afraid I'm confused... or is this for future... in which case we wouldn't have pupils on the list as we wouldn't be picking them up...

Thanks

---

**From:** [REDACTED]

**Sent:** Friday, November 1, 2024 13:25

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** IST Little France permissions

Hi [REDACTED]

Please could you go through the spreadsheet on the g-drive under IST – Little France – to check if there are permissions for teaching or not? Most other LA / independent schools have not given permission and agreement of fees as far as I know so we therefore cannot teach.

Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: e-mail about local authority - service level agreement style request  
**Date:** 15 January 2025 16:44:14

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Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 25 November 2024 08:15  
**To:** [REDACTED]  
[REDACTED]  
**Subject:** RE: e-mail about local authority - service level agreement style request

Morning [REDACTED]

I understand concern regarding delay however, we do need to ensure this process is in place and working to reduce any risk to ourselves regarding recover of costs and GDPR etc.

Thanks,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 22 November 2024 14:06  
**To:** [REDACTED]  
[REDACTED]  
**Subject:** FW: e-mail about local authority - service level agreement style request  
**Importance:** High

Hi [REDACTED]

There is quite a bit of delay now when a child from OOA or independent schools comes into hospital as we are far more explicit regarding consenting to costs up front. Schools go to their local authority lead and then back before agreeing. [REDACTED] keen that there is not undue delay and wants a predetermined local authority to local authority agreement to pay the recharges if a school wants to take up City of Edinburgh IST teaching.

I can see [REDACTED] point but also think it is up to the other local authorities to determine eg one has emailed to say they would never wish to agree to hospital teaching due to their digital offer.

Thoughts?

---

**From:** [REDACTED]

**Sent:** 21 November 2024 15:11

**To:** [REDACTED]

**Subject:** e-mail about local authority - service level agreement style request

**Importance:** High

*To whom it may concern:*

*We have recently changed our referral process in the Sick Kids Hospital (RHCYP) to align more tightly with Scottish Government Guidance on the Education of children unable to attend school due to ill health - Education of children unable to attend school due to ill health: guidance - gov.scot (www.gov.scot). Within it, you can see that the responsibility for arrangements for education lie with the child or young person's home school / local authority, but that this may also be supported by hospital education staff when that individual is unable to attend their home school.*

*This means that when we contact schools, we are now asking them*  
*a) whether or not they would like us to pick up teaching for their hospitalised pupil and*  
*b) to agree to the costs involved (which are then paid by the local authority)*

*If they would like to use our service, they would then complete a request for support form – PFA.*

*Although the payment of costs between authorities has not changed, the fact that school staff are now aware of it and need to confirm their knowledge, is creating undue delay for many of our children and young people. This is completely understandable, as staff in schools are quite rightly concerned that the school itself may need to pay for our support, or that the local authority will not authorise it, and then need to take time to investigate further.*

*It would be really helpful, in terms of reducing undue delay for our children and young people here, if there were a way of mitigating this. E.g. some sort of*

*understanding amongst School Leaders that, if they think their pupil would be better served with direct teaching support from our hospital teaching team, they can complete the referral without concern and without undue delay.*

*Is there any way you could support this?*

*Many thanks*



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Referral process - hospital teaching team  
**Date:** 21 January 2025 12:43:36  
**Attachments:** [ASLS RfS and Parental Consent form updated OoA and Independent schools.docx](#)  
[Image001.png](#)

---

Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 11 November 2024 12:18  
**To:** [REDACTED]  
[REDACTED]  
**Subject:** RE: Referral process - hospital teaching team

Hello,

I have amended the standard RfS form to support the agreement of the recharge costs upon signing the document.

Let me know what you think of this draft.

Kind regards,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 24 October 2024 13:28  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Referral process - hospital teaching team

*Hi* [REDACTED]

*Thank so much for the earlier flow chart you sent*

We have met briefly as a team and then [REDACTED] and I came up with some action points and I wondered if it would be okay to ask you to action them – as I know you will be far more efficient than I!

1. Can you please create a separate consent form (see attached) for our OoA/Private school referrals - just so that it contains the costings?
2. Can you also edit the flow chart to include steps **prior** to the referral?
  - o Staff on ward highlight referral to us
  - o Hospital team follow up –
    - explain our CEC service to families, and the government guidance re schools having responsibility for education
    - ask parents/carers to let school know of our service and to contact us if they think they would like to take up our service, or offer to contact school for them
  - o Parents or hospital teaching staff contact school
  - o Conversation with school about our service and what we offer - including cost to Local Authority
  - o E-mail sent to school, to share information and referral form (Referral form has costings for OoA or Private Schools)
  - o Schools then decide whether or not to use our service and if so, send in referral form to e-mail address

*Hope this all makes sense, do just give me a call though if not!*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Hospital teaching for pupil SB-S FAO Headteacher  
**Date:** 30 January 2025 16:13:10

---

Wonderful, thank you!

Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 30 January 2025 15:52

**To:** [REDACTED]  
[REDACTED] [REDACTED]

Hi [REDACTED]

I am following this up, yes.

Knox Academy is currently considering a re-referral and will contact me tomorrow to confirm.

Thanks

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 30 January 2025 14:45  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Hospital teaching for pupil SB-S FAO Headteacher

Hi

I believe you are following this up. Any word back re a referral and agreement to re-charges as we cannot continue to teach without it.

Thanks

**From:** [REDACTED]  
**Sent:** 09 October 2024 17:08  
**To:** [knoxacademy@knox.elcschool.org.uk](mailto:knoxacademy@knox.elcschool.org.uk)  
**Subject:** Hospital teaching for pupil SB-S FAO Headteacher

Dear

As you know, your pupil, [REDACTED], has been in Royal Hospital for Children and Young People in Edinburgh.

Government guidance for education of children unable to attend school due to ill health is here - [Education of children unable to attend school due to ill health: guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot) .

The responsibility for arrangements for education out with school lies with the child or young person's school / local authority. We therefore need a referral form from a child / young person's school directly to [asls.requestforsupport@ea.edin.sch.uk](mailto:asls.requestforsupport@ea.edin.sch.uk) if their school would like to request teaching from The City of Edinburgh Council Inclusion Support Team teachers.

For schools out with The City of Edinburgh (other local authority schools and independent schools) we also need agreement to the following charges prior to a referral:

## Hospital teaching charges:

1 -1 Hospital Teaching	per hour	115.78
Small class hospital teaching	per hour	45.41

The City of Edinburgh Council will then consider the referral and go back to schools to discuss and agree next steps.

I am happy to discuss this with you over the phone if helpful as I know our staff have already been in touch and as such this is a change in referral process.

Much appreciated,

**From:** [REDACTED]  
**To:** [queenannehs.enquiries@fife.gov.uk](mailto:queenannehs.enquiries@fife.gov.uk)  
**Cc:** [REDACTED]  
**Subject:** RE: Hospital teaching for pupil LM FAO Headteacher  
**Date:** 30 January 2025 14:40:39

---

Hi [REDACTED]

See below. [REDACTED] is still in hospital. Please can you confirm by return that you wish us to continue to teach him and you agree to the re-charges? We cannot continue without this agreement.

Much appreciated,

[REDACTED]

[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 09 October 2024 13:53  
**To:** [queenannehs.enquiries@fife.gov.uk](mailto:queenannehs.enquiries@fife.gov.uk)  
**Subject:** Hospital teaching for pupil LM FAO Headteacher

Dear [REDACTED]

As you know, your pupil, [REDACTED] has been in [Royal Hospital for Children and Young People in Edinburgh](#).

Government guidance for education of children unable to attend school due to ill health is here -  
[Education of children unable to attend school due to ill health: guidance - gov.scot \(www.gov.scot\)](#) .

The responsibility for arrangements for education out with school lies with the child or young person's school / local authority. We therefore need a referral form from a child / young person's school directly to [asls.requestforsupport@ea.edin.sch.uk](mailto:asls.requestforsupport@ea.edin.sch.uk) if their school would like to request teaching from The City of Edinburgh Council Inclusion Support Team teachers.

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Hospital teaching charges:

1 -1 Hospital Teaching	per hour	115.78
Small class hospital teaching	per hour	45.41

The City of Edinburgh Council will then consider the referral and go back to schools to discuss

and agree next steps.

I am happy to discuss this with you over the phone if helpful as I know there has already been contact from teaching staff in the hospital and this is a change in referral process.

Much appreciated,

[REDACTED]

[REDACTED]