

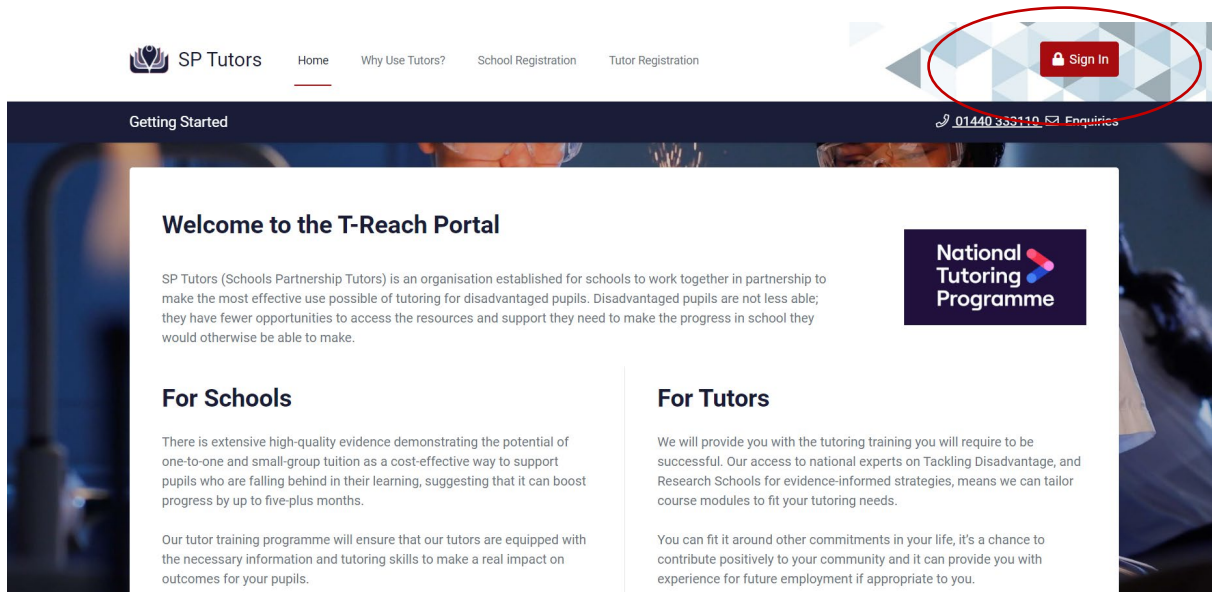


T-Reach – Quick Start Guide

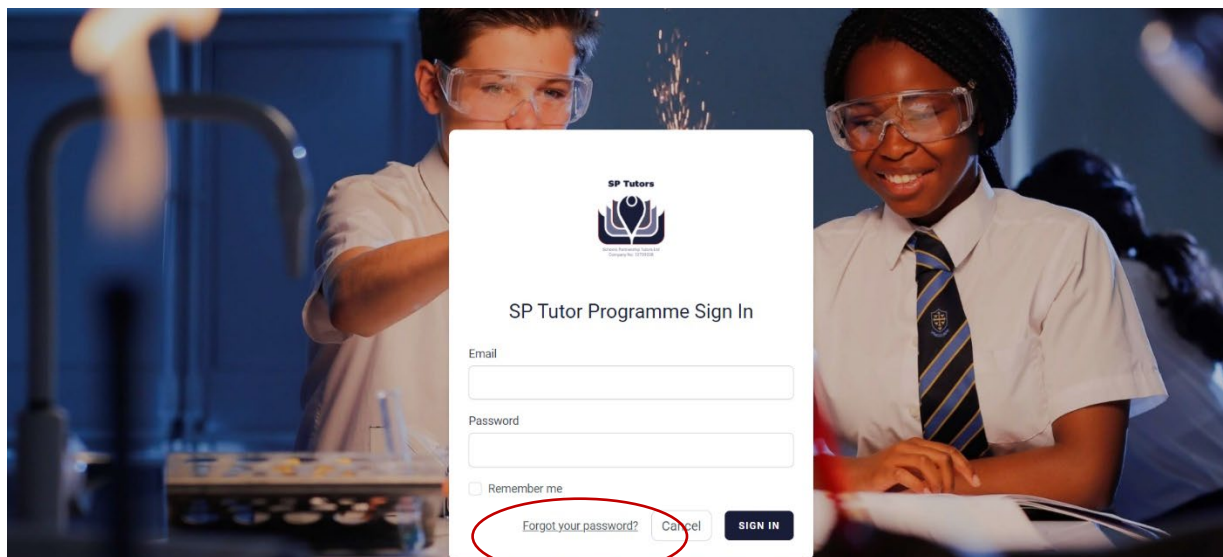
T-Reach web address: <https://t-reach.sptutors.co.uk/>

Logging in

To login, visit <https://t-reach.sptutors.co.uk/> and click on the red Sign in button at the top right hand corner.



If you are logging in for the first time, enter the school’s key contact email address and click “forgot password” to set a password.





This will bring you to your school's landing page, from which you can view or book in blocks & sessions and search for tutors.

Home Tutoring Blocks & Sessions Search Tutors EH

Leabrook Primary 01440 333110 Support Help

Welcome to the SP Tutor Programme for Schools

SP Tutors (Schools Partnership Tutors) is an organisation established for schools to work together in partnership to make the most effective use possible of tutoring for disadvantaged pupils. Disadvantaged pupils are not less able; they have fewer opportunities to access the resources and support they need to make the progress in school they would otherwise be able to make.

With the advent of the National Tutoring Programme, we want to ensure our pupils receive the very best catch-up education from the very best tutors. So we need to ensure that tutors are well-prepared, supported and committed.

Blocks & Sessions

Blocks consist of 15 hours of tutoring. Sessions make up the blocks in either 15 x 1 hour sessions or 30 x 30 min sessions. Tutors will provide basic feedback after each session, and more targeted feedback for the school to share with parents following 5 hours worth of sessions, 10 hours worth of sessions and after the final session.

When you choose a tutor and agree dates and times with them, you will need to book a block here, save it and then add in your desired sessions, as agreed with the tutor.

[View your current tutoring blocks ->](#)

Searching Tutors

We have a large amount of tutors with a variety of subject specialisms. Some hold QTS and some do not. These are identified by in the teacher attributes. You can hover over icons to see information such as the tutor's availability, SEND skills, whether they have previously tutored with your school and whether they can tutor online etc.

When you search, if the mileage is in red, the tutor may have indicated they wish not to travel as far as your school, if you hover over the number of miles it will tell you how far they are willing to travel and it still may be worth making an enquiry with them.

Tips for search: set your parameters as wide as you can, you can always filter them further if needs be. That way you will have a wider selection of tutors to choose from in the first instance. From here you can view tutors' profiles and make enquiries with the tutors.

[Search for a tutor now ->](#)

Searching for tutors

To search for a tutor, click on the bottom right-hand option on the landing page "Search for a tutor now", shown below.

01440 333110 Support Help

Searching Tutors

We have a large amount of tutors with a variety of subject specialisms. Some hold QTS and some do not. These are identified by in the teacher attributes. You can hover over icons to see information such as the tutor's availability, SEND skills, whether they have previously tutored with your school and whether they can tutor online etc.

When you search, if the mileage is in red, the tutor may have indicated they wish not to travel as far as your school, if you hover over the number of miles it will tell you how far they are willing to travel and it still may be worth making an enquiry with them.

Tips for search: set your parameters as wide as you can, you can always filter them further if needs be. That way you will have a wider selection of tutors to choose from in the first instance. From here you can view tutors' profiles and make enquiries with the tutors.

[Search for a tutor now ->](#)



You will then be able to search for a tutor by typing in:

- Tutor name/email (if you know it) and press enter
- Subjects (either type in and press enter or select from the drop down menu)
- SEND skills (either type in and press enter or select from the drop down menu)

You also have 2 radio button options (dark blue = on/white = off)

- Only local tutors (within their profiles, tutors specify how far they are willing to travel – this search will narrow results to tutors who are willing to travel the number of miles from their home postcode to your school postcode). If you can't find an ideal tutor, you can widen your search, try an online tutor or contact us to discuss your requirement in case we have tutors that are going through our onboarding process that may be ready soon.
- Prioritise SEND (tutors with SEND expertise will appear first in the results)

N.B. You can clear your selection at any time by clicking the “reset filters” button on the right.

The screenshot shows the 'Tutor Search' page. At the top, there are navigation links: Home, Tutoring Blocks & Sessions, and Search Tutors (which is underlined). A user profile icon 'EH' is in the top right. Below the navigation is a dark blue header with 'Tutor Search' on the left and contact information '01440 333110', 'Support', and 'Help' on the right. The main search area contains three input fields: 'Tutor Name/Email', 'Subjects, select or type an option' (with a dropdown arrow and '0' items), and 'SEND Skills, select or type an option' (with a dropdown arrow and '0' items). Below these are two radio buttons: 'Only Local Tutors' (which is selected) and 'Prioritise SEND'. To the right of the radio buttons, it says 'Total: 5' and a 'reset filters' button, which is circled in red. Below the search filters is a table with the following structure:

Tutor	Attributes	Distance from School
[Profile Icon]	[Icons]	[Distance]

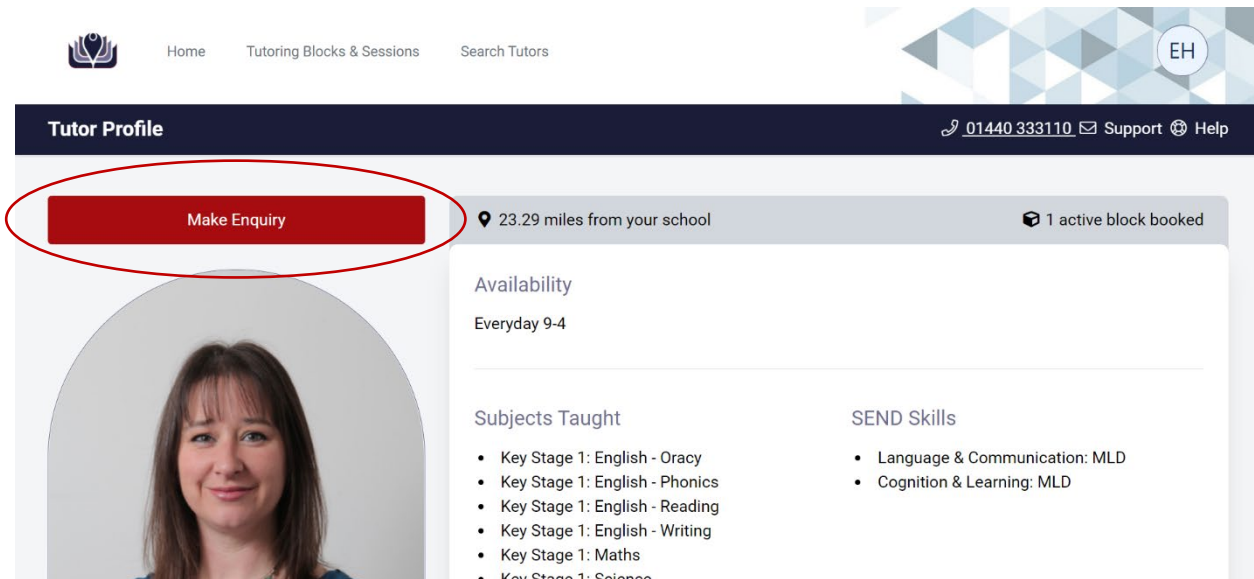
Tutor profiles will appear in a list below the search fields, as shown below. Click on a tutor's name to view their profile (please note, this is an example only!)

This screenshot shows the same 'Tutor Search' page, but with a single result in the table. The search filters are the same, but the 'Total' count is now '1'. The table shows the following details for the tutor:

Tutor	Attributes	Distance from School
Isabel Mackay-Yau		23.29 miles

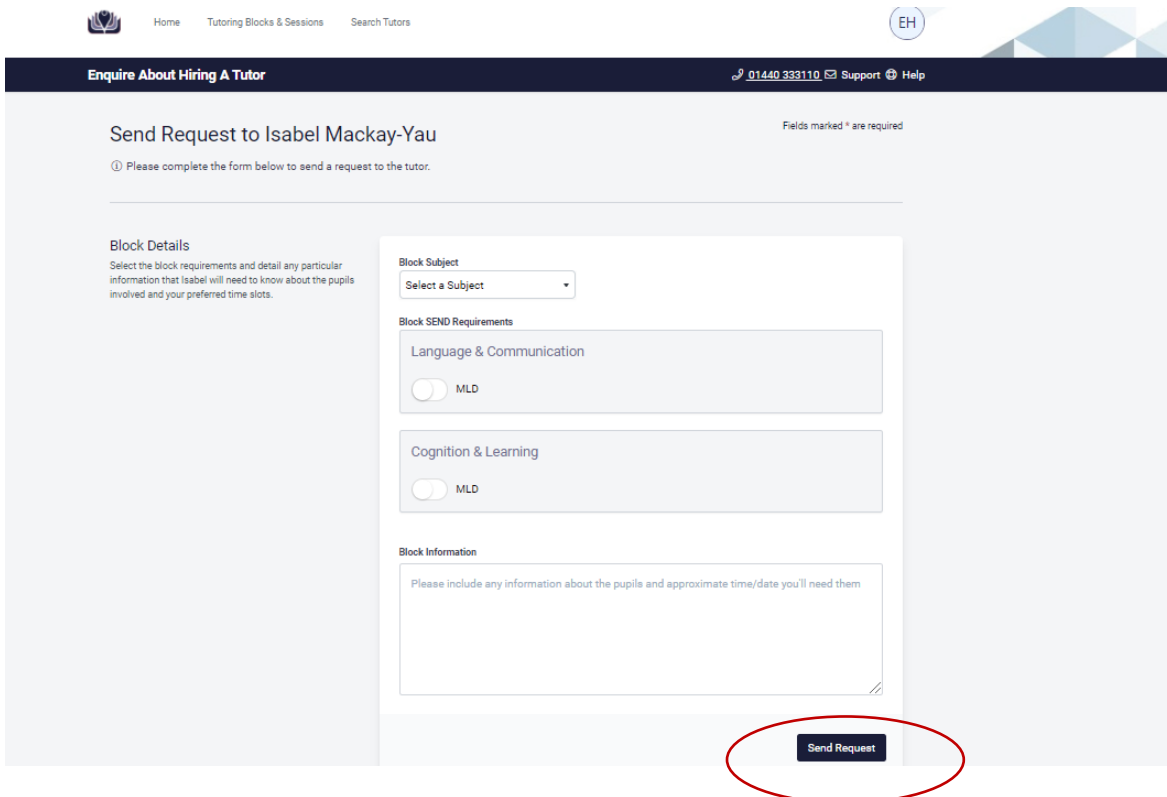
Contacting a tutor

Once you have found a tutor you wish to contact, click on the red “Make enquiry” button above their photo.



The screenshot shows a tutor profile page. At the top, there is a navigation bar with 'Home', 'Tutoring Blocks & Sessions', and 'Search Tutors'. A red circle highlights a 'Make Enquiry' button located above the tutor's profile picture. To the right of the button, it says '23.29 miles from your school' and '1 active block booked'. Below the profile picture, there are sections for 'Availability' (Everyday 9-4), 'Subjects Taught' (Key Stage 1: English - Oracy, English - Phonics, English - Reading, English - Writing, Maths, Science), and 'SEND Skills' (Language & Communication: MLD, Cognition & Learning: MLD).

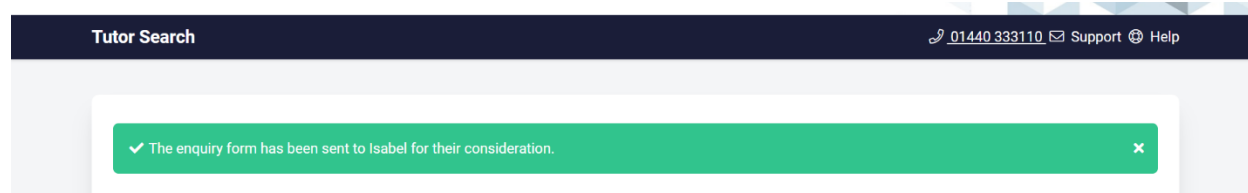
This will take you to an enquiry form where you can enter the initial information you wish to send to the tutor about your requirements. N.B. You will only be able to select subject and SEND options that the tutor has specified they have experience in.



The screenshot shows an enquiry form titled 'Send Request to Isabel Mackay-Yau'. It includes a 'Block Details' section with a 'Block Subject' dropdown menu (set to 'Select a Subject'), 'Block SEND Requirements' with checkboxes for 'Language & Communication' and 'Cognition & Learning' (both set to 'MLD'), and a 'Block Information' text area. A red circle highlights the 'Send Request' button at the bottom right of the form.



Once you have entered details and sent the request using the blue “Send request” button (see previous page) at the bottom of the form, you will be returned to your list of tutor results. You will see a green banner displayed across the top of the search, confirming your tutor enquiry has been sent.



Booking a block

Once you have contacted a tutor and confirmed your arrangements, you can book a block in T-Reach. To book a block, select “View your current tutoring blocks” from your school landing page.

Blocks & Sessions

Blocks consist of 15 hours of tutoring. Sessions make up the blocks in either 15 x 1 hour sessions or 30 x 30 min sessions. Tutors will provide basic feedback after each session, and more targeted feedback for the school to share with parents following 5 hours worth of sessions, 10 hours worth of sessions and after the final session.

When you choose a tutor and agree dates and times with them, you will need to book a block here, save it and then add in your desired sessions, as agreed with the tutor.

[View your current tutoring blocks →](#)

You will be taken to the Current Tutoring Blocks page for your school. If you haven’t yet booked any blocks, there will be nothing to display. If you have already booked blocks, these will be listed below. To book a block, click the “Add Your First Tutoring Block” button at the top right-hand corner. If you have already booked blocks, this button will say “Add a New Tutoring Block”.

Tutoring Blocks 01440 333110 Support Help

Current Tutoring Blocks for Barrington C of E Primary School [+ Add Your First Tutoring Block](#)

Leabrook Primary **No Tutoring Blocks Found**

Overview

A tutoring block is a 15 hour long block of 15 x 1 hour sessions or 30 x 30 min sessions. Sessions in the block can be planned over a few weeks or extended over many months, it's up to you to agree with a tutor what fits best for your school and their diary. To create a tutoring block and related sessions, you must have agreed it with the tutor you select in advance.

A tutoring block is a set of sessions for an agreed single key stage and subject, along with any SEND requirements that the pupils attending may have. Each tutor you work with has their own block on this basis.

Things You'll Need

The keys things you will need to know to create a tutoring block are:

- The tutor you have agreed to work with
- The key stage and subject agreed to be taught
- Any SEND requirements agreed
- The name and email of the teacher responsible for the pupils and their feedback
- The names of 1-3 pupils attending the sessions in the block
- Any notes that would be helpful for the tutor to conduct the tutoring

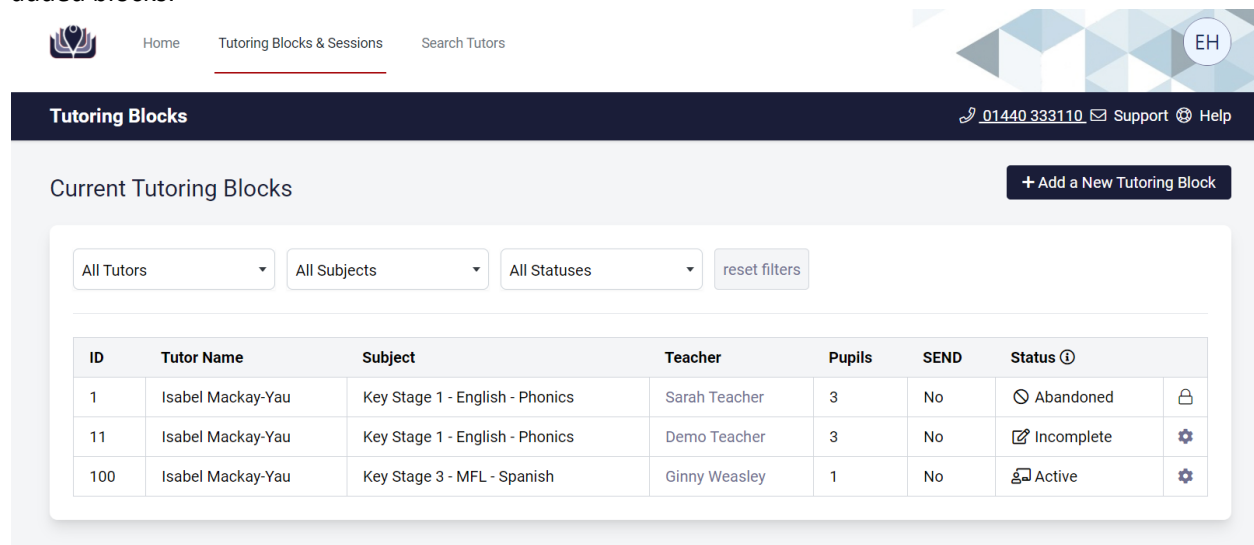


You will then be taken to the booking page, where you can select your tutor (you can only select a tutor who has accepted an enquiry with you) and enter the details of the pupils and aims for the block.

The **key teacher** is the person at your school who will receive all communication via T-Reach regarding this individual block – for example, an email from the tutor after each session that confirms a) that the sessions took place, b) which pupils were present and c) any feedback from the session. Each of these emails has a link within to acknowledge receipt, which will in turn act as the tutor’s timesheet.

The **attending pupils** should be pupils whose information you have submitted to SP Tutors via your TP Pupil Data Template. SP Tutors’ model is small group 1:3 tuition, except where there is a SEND requirement, where we can offer 1:1 tuition. NTP guidance is as follows *“Schools can purchase one 15-hour subsidised block of tuition per pupil from a Tuition Partner. So that we can reach as many pupils as possible, we would encourage schools not to buy subsidised blocks of tuition for the same pupils from other providers.”*

When you have entered all the details and clicked “Save Tutor Block” you will be returned to the Current Tutoring Blocks page for your school, where your new block will be listed along with any previously added blocks.



ID	Tutor Name	Subject	Teacher	Pupils	SEND	Status
1	Isabel Mackay-Yau	Key Stage 1 - English - Phonics	Sarah Teacher	3	No	Abandoned
11	Isabel Mackay-Yau	Key Stage 1 - English - Phonics	Demo Teacher	3	No	Incomplete
100	Isabel Mackay-Yau	Key Stage 3 - MFL - Spanish	Ginny Weasley	1	No	Active

N.B. Each block is assigned an **ID number** (far left hand column) to help you identify individual blocks where you have multiple groups of the same subject with the same tutor, so please make a note of this ID number on your own Pupil Template so you can easily refer back to it, should you need to make any changes to the sessions at a later date. You will only be able to book in the number of blocks you requested in your school registration – please contact us if you require more blocks.

The **Status** column on the right-hand side shows you at a glance what stage the block is at, as follows:

- Incomplete** – you have booked the block but not yet fully allocated the 15 hours of tuition
- Pending** – you have allocated the 15 hours of tuition and sent the block to the tutor for approval
- Active** – the tutor has confirmed the block and the sessions are in progress
- Complete** – all 15 hours of tuition have taken place and the block is finished
- Abandoned** – please contact us if you need to end a block early for any reason

Booking in Sessions

From the Current Tutoring Blocks page for your school (where your blocks will be listed) click the grey cog icon at the right-hand side of the block you wish to allocate sessions to.

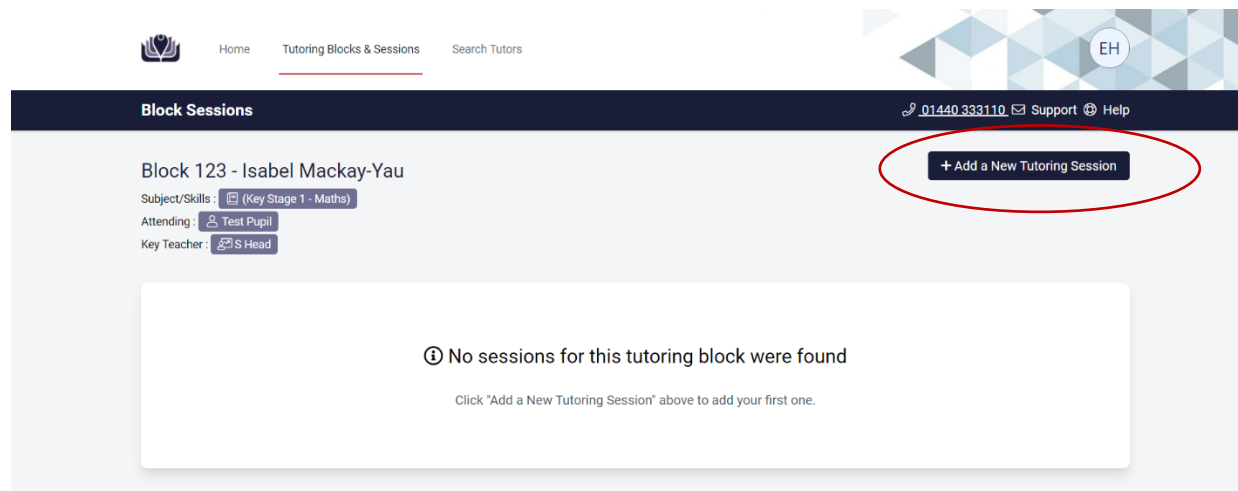
100	Isabel Mackay-Yau	Key Stage 3 - MFL - Spanish	Ginny Weasley	1	No	Active	
-----	-------------------	-----------------------------	---------------	---	----	--------	---



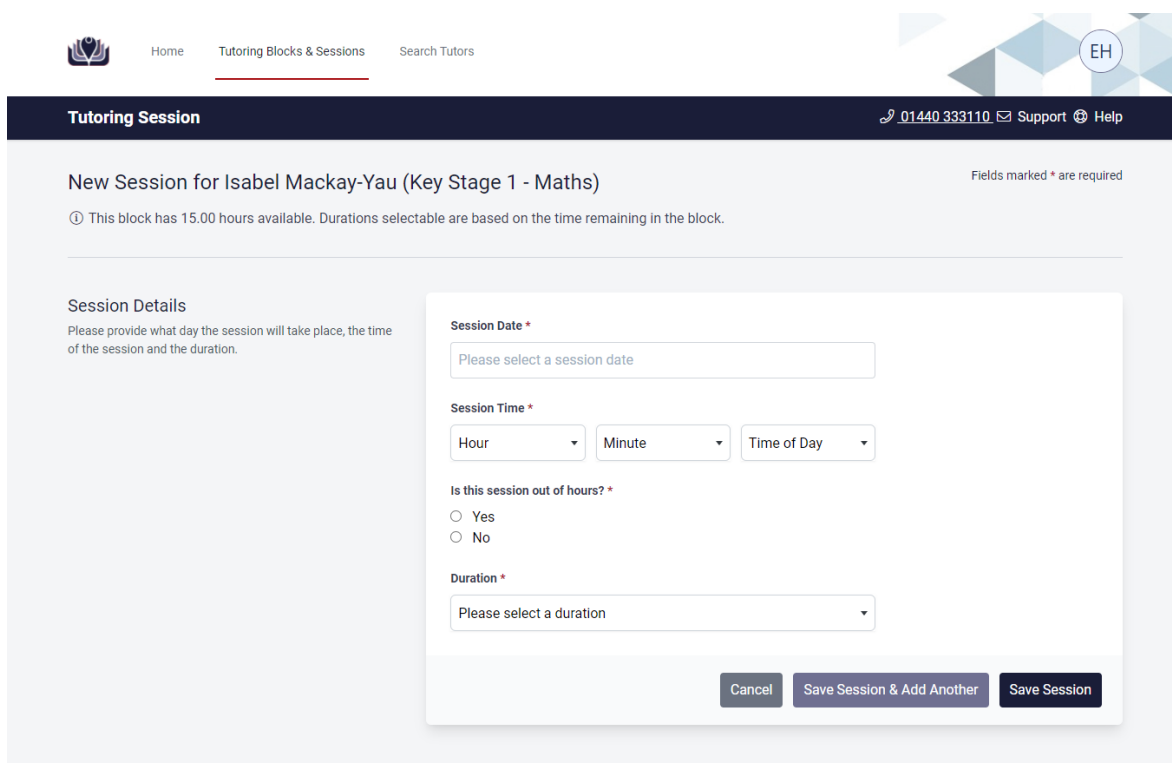
You will have the option to “Edit sessions” or “Abandon” – please contact us if you need to end a block early for any reason. Select “Edit sessions”.



You will arrive at the landing page for the block – the ID number will be at the top. From here, you can select “Add a New Tutoring Session” at the top right-hand corner to start timetabling the 15 hours of tuition.

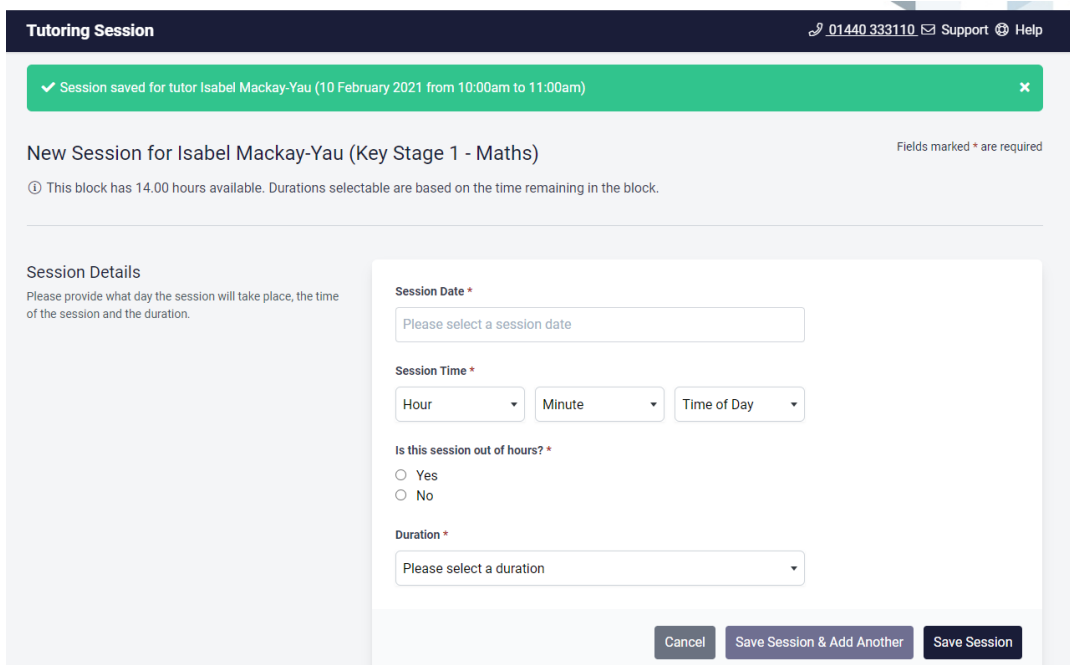


You can now schedule in each session using the calendar and drop-down menus for session time. You will need to specify if the session is taking place out of normal school hours and the duration of the session.



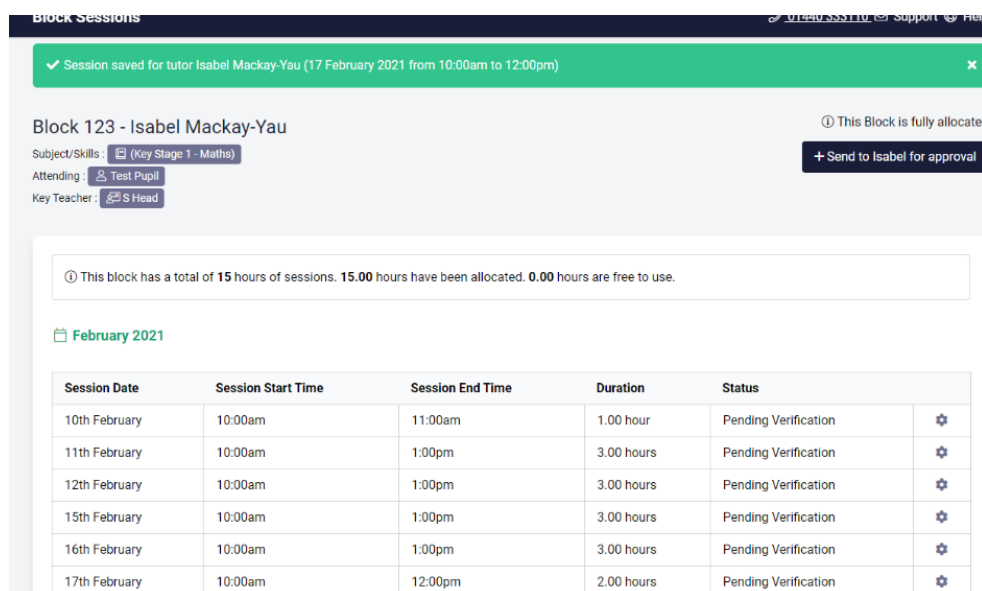
You can select the **duration** of the session from the drop-down menu. If the time you are looking for is not listed, please select the “Other” option from the bottom of the drop-down list and enter the custom session duration in minutes in the box that appears below.

Once you have entered the details you have the option to “Save Session & Add Another” (recommended) or “Save Session”. Selecting “Save Session & Add Another” will take you straight to the timetabling screen to book in another session – and will display the green banner at the top to confirm the session you have just saved.



N.B. The information bar under the title “New session for....” will display how many hours are left to schedule of the block before it is fully allocated. You will be able to allocate a maximum of 15 hours.

Once you have allocated the full 15 hours of the block, you will be returned to the block landing page. Once fully allocated, click “Send to tutor for approval”.



Session Date	Session Start Time	Session End Time	Duration	Status
10th February	10:00am	11:00am	1.00 hour	Pending Verification
11th February	10:00am	1:00pm	3.00 hours	Pending Verification
12th February	10:00am	1:00pm	3.00 hours	Pending Verification
15th February	10:00am	1:00pm	3.00 hours	Pending Verification
16th February	10:00am	1:00pm	3.00 hours	Pending Verification
17th February	10:00am	12:00pm	2.00 hours	Pending Verification



The **Status** column on the right-hand side shows you at a glance what stage the session is at, as follows:

Pending verification – awaiting verification from the tutor

Pending – verified by the tutor but not yet taken place

Pending feedback – taken place but tutor has not yet submitted feedback

Feedback submitted – tutor has submitted feedback but school has not yet approved it

Feedback rejected – tutor has submitted feedback and school has rejected it

Complete – tutor has submitted feedback and school has approved it

Cancelled – session was cancelled

NOTE: YOU MUST FULLY ALLOCATE THE 15 HOURS OF TUITION AND SEND THE BLOCK TO THE TUTOR FOR APPROVAL BEFORE COMMENCING THE TUITION

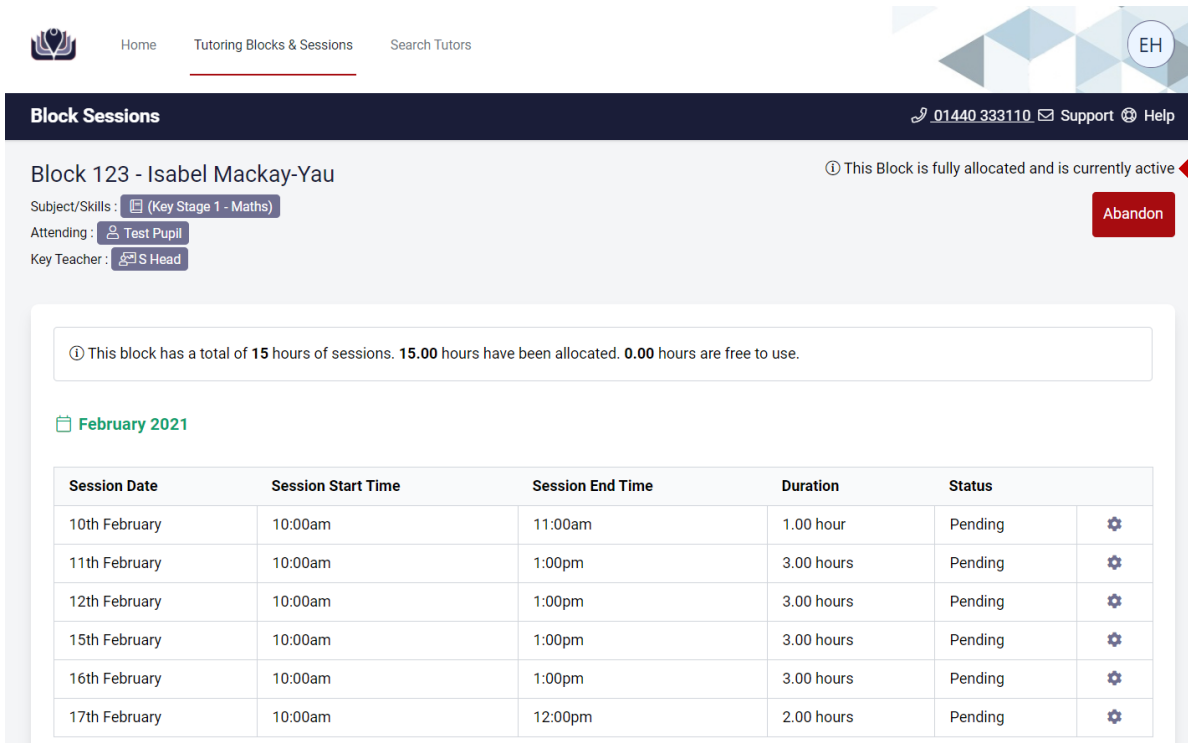
It is very important to fully allocate the full 15 hours of tuition and send it to the tutor before commencing the tuition. This enables:

- Both the school and tutor to have a **confirmed timetable** of the agreed sessions
- **Automatic feedback request** emails to be sent after each session to the tutor and then on to the key teacher to approve
- **Accurate records** of sessions for invoicing schools and paying tutors

If you do not know the timetable for the full 15-hour block, please enter a “holding block” in the future (e.g. during August 2021) for unallocated hours to effectively complete the block and send it to the tutor for approval. You can then “Edit sessions” from the grey cog when you do know the full timetable.

Viewing and amending sessions

You can view your timetable at any point by selecting the block from the list in your Current Tutoring Blocks page for your school, as below. You can see the information bar at the top of the page telling you the block is fully allocated and is currently active.



Block Sessions 01440 333110 Support Help

Block 123 - Isabel Mackay-Yau ⓘ This Block is fully allocated and is currently active

Subject/Skills: (Key Stage 1 - Maths) Abandon

Attending: Test Pupil

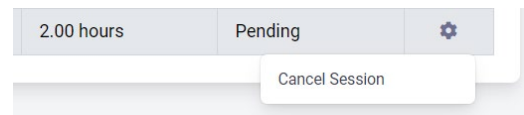
Key Teacher: S Head

ⓘ This block has a total of 15 hours of sessions. 15.00 hours have been allocated. 0.00 hours are free to use.

📅 February 2021

Session Date	Session Start Time	Session End Time	Duration	Status	
10th February	10:00am	11:00am	1.00 hour	Pending	⚙️
11th February	10:00am	1:00pm	3.00 hours	Pending	⚙️
12th February	10:00am	1:00pm	3.00 hours	Pending	⚙️
15th February	10:00am	1:00pm	3.00 hours	Pending	⚙️
16th February	10:00am	1:00pm	3.00 hours	Pending	⚙️
17th February	10:00am	12:00pm	2.00 hours	Pending	⚙️

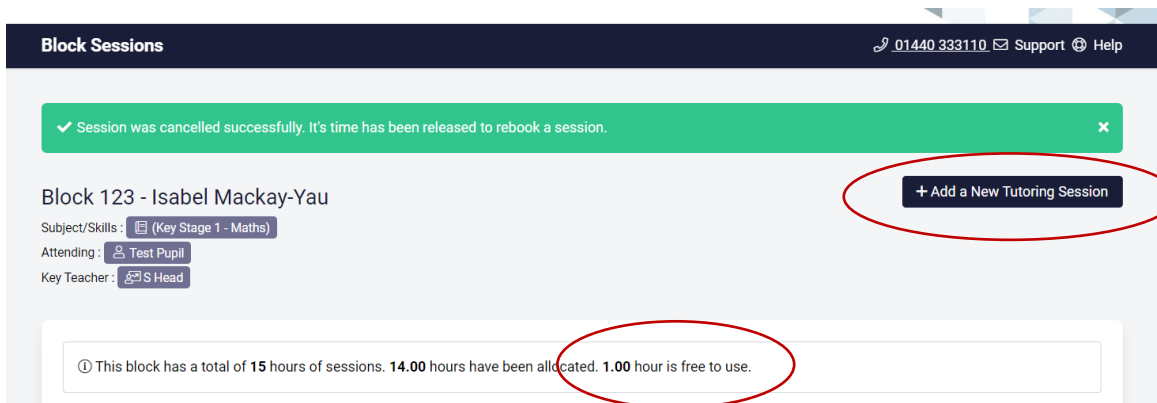
From this screen, you can amend a session by selecting the grey cog icon and “cancel session”.



2.00 hours Pending ⚙️

Cancel Session

This will then release the time from the cancelled session to enable it to be rescheduled, as shown on the green banner at the top of the screen. You can then continue to book in the session in the normal way by selecting “Add a New Tutoring Session”.



Block Sessions 01440 333110 Support Help

✓ Session was cancelled successfully. It's time has been released to rebook a session. ✕

Block 123 - Isabel Mackay-Yau + Add a New Tutoring Session

Subject/Skills: (Key Stage 1 - Maths)

Attending: Test Pupil

Key Teacher: S Head

ⓘ This block has a total of 15 hours of sessions. 14.00 hours have been allocated. 1.00 hour is free to use.



We hope you find T-Reach an intuitive and easy-to-use system for finding tutors, making enquiries, booking in blocks and timetabling sessions.

We are here to help if you need assistance. Please telephone 01440 333400 during normal working hours or email contact-us@sptutors.co.uk with "T-Reach help" in the subject and we will get back to you as soon as possible.