



Darlington 11 - 19 Partnership

Alternative Education Provision
Service Level Agreement and Individual
Learning Plan

Student name:	
School name:	
Provider name:	
Date:	

**To be completed for each pupil on alternative education.
Copies retained by provider and school.**

The Provider will ensure that they:

- Provide an agreed structured programme of learning, with clear aims, objectives and methods, leading to a nationally recognised qualification.
- Provide Darlington 11-19 Partnership and schools with their curriculum offer including details of all costings where possible.
- Provide all tools, equipment and materials required.
- Provide a set of personal safety equipment required for all practical work where necessary and provide training in its use.
- Provide a thorough induction programme, including health and safety, at the start of the programme.
- Carry out risk assessments on all aspects of programmes prior to the commencement of the programme.
- Provide a clear process for the reporting of accidents.
- Keep all student details in accordance with the GDPR.
- Employ staff with relevant teaching and vocational experience and ensure their Continued Professional Development.
- Collect and supply the necessary data for audit requirements.
- Contact the named person in school immediately regarding any student whose behaviour or progress is causing concern. School permission must be obtained before sending a pupil off-site for any reason. Failure to do will be considered as a breach of safeguarding protocols.
- Provide an identified person to be available for support.
- Monitor progress and provide half termly reports to the school and discuss the reports with the young learner at the end of half each term.
- Record individual attendance and inform the host school of absences daily.
- Maintain an attendance record on site which can be inspected by at any time.
- Notify the school of any timetable changes or any variation.
- Comply with drugs, bullying and behaviour management guidelines.
- Comply with Local Authority's trips and visits guidelines and ensure that all necessary documentation is completed.
- Ensure that the provider's Safeguarding and Child Protection guidelines and policy are complied with. (Child Protection: Safer Recruitment and Vetting in the Education Service).
- Ensure a Designated Safeguarding Officer and an appropriately qualified First Aider are available whenever pre-16 pupils are on site.
- Ensure quality assurance systems are robust and meet any 11-19 requirements.
- Provide learning support for students who require it.
- Provide a free meal where there is an entitlement and have agreed lunchtime arrangements that are detailed in the student induction booklet
- Ensure courses offered have a clear post-16 progression route in education, training or employment with training.
- Invoice the school for the agreed amount on a termly basis ensuring it complies with the financial agreement unless there is an alternative

financial agreement between the home school and alternative education provider

The School will ensure that they:

- Nominate an appropriate member of staff to act as the key contact and co-ordinator.
- Carry out a risk assessment for learners it identifies for an alternative programme. Interview prospective students with their parents and obtain written permission from parent for them to be taken onto the course.
- Provide in writing, prior to the commencement of the programme place, relevant detailed reports on the participant's circumstances, behaviour and educational status, using the VPP passport.
- Provide an emergency contact number and information on any known medical condition.
- For students who hold an ECHP or who are deemed to have special educational needs, provide information about these needs in writing a report and by giving verbal updates as and when required.
- Notify the provider of any significant change or circumstances involving the student or details likely to affect programme delivery.
- For those students with an ECHP, the school will review the plan and provide any support, driven by the school SENCo.
- Support the providers with concerns and take responsibility for and agree the following up of non-attendees after notification of absence and provide support if other problems occur.
- Assist the provider with carrying out the previously agreed behaviour policies.
- Arrange, co-ordinate and finance transport to and from the provider. If deemed necessary and appropriate.
- Attend meeting or events held by the provider.
- Ensure that all providers have the necessary health and safety arrangements in place including the relevant insurance cover.
- Settle invoices for the agreed payment within the provider's specified time, as outlined in the financial agreement.

This agreement between:

Name of student			
Learning programme(s) including accreditation			
Start date		End date	
Cost*			
Registration / certification cost			
Any additional cost			
Terms of payment			
Signed for school		Name	
Position		Date	
Signed for provider		Name	
Position		Date	

Individual Learning Plan

Number of hours per week	
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Element	Qualification or Accreditation	Minimum point score
Subjects		
English		
Maths		
Science		
Personal, Social Development		
Vocational		
Other subjects		

Individual Student Timetable

Monday am	
Monday pm	
Tuesday am	
Tuesday pm	
Wednesday am	
Wednesday pm	
Thursday am	
Thursday pm	
Friday am	
Friday pm	

Lunchtime arrangements / is student is FSM	
Travel arrangements	

Reviews and Monitoring Records

- At least fortnightly contact providing verbal updates to school
- Half termly reports to school
- Schools can see records from all areas whenever they visit

Visit and or Meetings Summary Log

Who was present	Date	Progress Review / Recommendations / Summary