|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checklist for roles and responsibilities  Activities | School | Provider | Pupil | Parent  carer |
| Ensure all staff are aware of their roles and responsibilities | / | / |  |  |
| Plan programmes of AP to meet pupil’s needs | / | / | / | / |
| Arrange for pupil and parent/carers to access information about AP courses | / |  |  |  |
| Make arrangements for pupils to access AP courses |  |  |  |  |
| Provide contact details (e.g., emergency) to AP provider | / |  |  |  |
| Provide details of any SEND , behavioural disclosures including offenses , issues or medical conditions on referral | / |  |  |  |
| Provide INSET dates on referral Provide relevant induction for pupils | / |  |  |  |
| Arrange induction to AP courses including timetables, H&S, |  | / |  |  |
| Sign pupil agreement |  |  | / |  |
| transport | / |  |  | / |
| Sign parent/carer agreement |  |  |  | / |
| Carry out attendance monitoring as per agreed procedure | / | / |  |  |
| Carry out Cause for Concern procedures as per agreed procedures | / | / |  |  |
| Organise half- termly review procedures | / | / |  |  |
| Follow H&S procedures as per the SLA | / | / |  |  |
| Monitor and evaluate quality of provision | / | / | / | / |
| Ensuring all staff working with/alongside students have an enhanced DBS disclosure and relevant checks completed | / | / |  |  |

This SLA is between.

**The school name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**and

**Global Make up, Hair & Productions Academy Ltd , 54 Saint James Street, Liverpool L10AB.**

**Venue 1-LIVERPOOL STUDIO - - 12-14 Gildart Street Liverpool, L38ET**

**X. Venue 2- MANCHESTER 19 Liverpool Street , Salford , Manchester M5 4LY**

**For the delivery of Alternative Provision (AP).**

The provider will.

**Planning, Assessment & Attainment**

1. Work collaboratively with all schools and other stakeholders to plan appropriate AP programmes for pupils
2. Provide and amend contact to discuss any emerging/on-going issues between pupil/parent-carer/provider/school
3. Provide a comprehensive referral pack to ensure pupil needs are met
4. Liaise with any other AP learning provider over the provision of an

appropriate pupil induction.

1. Produce an individual pupil plan with identified targets
2. Ensure a regular schedule of review visits are agreed in advance
3. Review and monitor pupil’s progression are regular basis and produce at

least half-termly and annual reports to parents and school

1. Monitor progress and reports to ensure the programme continues to be

appropriate and bespoke to the learner’s individual need and learning style and abilities and skill level.

1. Make appropriate arrangements for external accreditation where

applicable.

**Duty of Care**

1. Maintain their “Duty of Care” for all pupils and adhere to relevant legislation.
2. Conduct all the appropriate Quality Assurance(QA) activities as per the agreed AP QA cycle.
3. Ensure all pupils are adequately covered by Public Liability Insurance (£5 million??) whilst they are accessing AP programmes

**Behaviour, Attendance & Safeguarding**

1. Ensuring all staff working with/alongside students have an enhanced DBS disclosure. Evidence of this will be provided if required
2. Inform the school of any incidents/accidents as soon as practicably possible and always on the day they occur
3. Work collaboratively with provider and school regarding exclusions, ensuring National Exclusion Regulations are adhered to at all times
4. Ensure any Safeguarding concerns are shared on the same day and the school is informed immediately.
5. Provide accurate and up-to-date attendance information; attendance registers per session/day, termly attendance figures/targets, rewards etc.
6. Provide timely absence reporting–on the same day of absence ,to the school. All commissioned providers are required to undertake 1st day contact and liaise on the same day with the school.
7. Work with school/pupil/family and EWS to address school absence

**Resources**

1. Identify any additional costs that may occur as part of the programme and liaise with the school and parents/carers
2. Liaise with the school regarding any FSM requirement
3. Ensure the pupil has all the required equipment/clothing to undertake

activities in the AP programme.

1. Agree all travel arrangements and costs to be paid for.

***The School***will;  
**Planning, Assessment & Attainment**

1. Work collaboratively with the provider and other stakeholders to plan appropriate AP programmes for pupils
2. Provide an amend school AP Lead member of staff who will liaise on behalf of the pupil’s programme
3. Provide the required level and amount of information as per the agreed Referral Form.
4. Supply all information relating to any SEND support within agreed timescales.
5. Liaise with the AP provider to review and monitor pupil’s progress and to produce regular reports to parents/carers and school
6. Work with the AP provider to ensure the pupil receives sufficient support to address any additional needs and are not disadvantaged by attending an AP programme
7. Work with the AP provider to maximise retention rates

**Duty of Care**

1. Meet with and obtain consent from parents/carers to access the AP programme
2. Maintain their “Duty of Care “for all pupils and adhere to relevant legislation.
3. Act in the best interest of pupils at all times.

**Behaviour, Attendance & Safeguarding**

1. Ensuring all staff working with/alongside students have an enhanced DBS disclosure. Evidence of this will be provided if required
2. Retain responsibility for monitoring pupil attendance in the school’s register. The school’s EWO will monitor registers and carry out any necessary interventions to reduce any absence.
3. Work with the AP provider to resolve any pupil disciplinary issues
4. Deal with any issues arising in a prompt manner, with the aim of avoiding escalation
5. Disclose any behavioral issues that have arisen at home or in school
6. Work collaboratively with provider regarding exclusions, ensuring

National Exclusion Regulations are adhered to at all times

**resources**

1. Ensure the pupil has all the required equipment/clothing to undertake activities in the AP programme.
2. Arrange FSM with provider where appropriate

3. Agree all travel arrangements and costs to be paid.

**Financial Arrangements**

1. The provider will agree with the school the fee to be paid at the point of referral. This will take into account the level of fees for the half-term, term or academic year plus any additional cost for the students with an ECHP or any discounts that may be applied at the head teacher’s discretion.
2. The cost for each placement includes all accreditation fees, (excluding refreshmens and lunch), tailored tuition and support,
3. unless the learner needs very specialized individual support for all lessons in AP education these costs will need to be added in and discussed and agreed before the learner starts the programme.
4. materials and PPE required will be provided .
5. Invoicing- Alternative Provision will be sent on referral and would need to be paid before the learner starts the programme.
6. Kit costs would need to be paid before the learner starts so they have a kit to start their programme- kits will not be issued to the learner unless it has been paid,
7. Learners are able to take the kit home to practice once they have it.

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1. If a student is withdrawn from a programme, the school/referrer has the opportunity to refill the placement or use the unused fee offset other account balances with the Alternative Provision.

**Termination and disputes**

The SLA and associated costs will be reviewed on an annual basis when both parties work together to agree a plan for the following year.  
If any dispute arises, in relation to this Service Level Agreement, the dispute in the first instance will be considered in discussions involving the AP provider manager and the named AP contact (or HT) in the school.

This agreement was agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022between.

The AP Provider  
Name \_\_\_Global Make up Hair & Productions Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_Victoria Farrelly\_\_\_\_\_\_\_\_CEO & School Head Teacher

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_