

Wiltshire College & University Centre 14-19 Service Level Agreement 2020/21

This agreement is made between **Wiltshire College & University Centre** (hereinafter called “the College”) and **XXXXX** (hereinafter called “the School”).

1. The College and the School agree to the following:

- 1.1 To facilitate the delivery of the curriculum for a number of School pupils.
- 1.2 To agree a suitable programme of learning for those pupils.

2. Duration

The duration of the programme shall be as set out in Appendix I.

In some cases, pupils may complete their qualification prior to the dates outlined in Appendix I. In this instance, and in liaison with the School, pupils will be given the opportunity to return to school to concentrate on GCSE and other programmes.

Pupils will be expected to be in College during its published term dates, unless otherwise notified by the School. This is irrespective of the different half term dates that the School may recognise, and the School will be charged for these days.

School pupils should not attend College on Public Bank Holidays and the published dates for staff development set out in Appendix I.

3. Responsibilities of the College

The College will:

- 3.1 Deliver and assess those units/modules of qualifications as detailed in the College’s 14-16 Curriculum Offer.
- 3.2 Ensure that pupils have adequate supervision in lessons. Unless requested and arranged in advance, pupils will not be supervised during break and lunchtimes. If supervision is possible, there may be an additional charge for pupil supervision at lunchtimes and break times.
- 3.3 Register the pupils for the qualification units/modules with the appropriate Awarding Body. Pupils will undertake an initial assessment in order that they entered at the appropriate level.
- 3.4 Assist the pupils to meet the requirements of their course as required by the Awarding Body.
- 3.5 Provide an induction session to all pupils, including safety codes for practical areas.
- 3.6 Ensure each pupil has received a copy of, understood and signed the College Code of Conduct. Pupils may also complete an Attendance, Behaviour and

Conduct (ABC) agreement at the start of their course, outlining expectations for behaviour, attendance and punctuality.

- 3.7 Send pupil reports to schools up to three times during the academic year as listed in Appendix I.
- 3.8 Alert schools if an incident has taken place on the same day of the incident and provide an incident report to the School within 24 hours of an accident, or pupil injury or an occurrence involving unacceptable behaviour. The College will contact the School to ask that they either collect a pupil if their behaviour warrants removal from College, or that the school attempts to contact parents/guardians to request that they collect.
- 3.9 Respond promptly to information reasonably requested by Schools relating to course provision at the College.
- 3.10 Comply with all relevant Health and Safety legislation, inform pupils about risks identified to them by assessment, and provide a safe working environment for the pupils.
- 3.11 Report attendance information to the School following the start of each period (am & pm) via email using the School Liaison mailbox schoolliaison@wiltshire.ac.uk.
- 3.12 Provide opportunities as part of our internal quality procedures for pupil and School feedback.
- 3.13 Aim to keep teaching delivery as consistent as possible.
- 3.14 The College will (wherever possible) provide Additional Learning Support for any pupil in need of behavioural or educational support, as requested by the School or pupil; this will be agreed by, and chargeable to, the School. There will only be shared support available within the group if arranged or agreed by the College, and paid for by the School.
- 3.15 The College reserves the right to not offer a place to a pupil who clearly has support needs and when the provision of support cannot be agreed with or by the School, or if the College cannot meet the pupil's needs.
- 3.16 The College reserves the right to not offer a place to a pupil if information that would otherwise affect the College's decision on a placement is withheld by school or parents. A place may also be refused where the College feels that the pupil would not succeed in the College environment, or if the pupil would be deemed a risk to themselves or others.
- 3.17 The College is committed to keeping all data stored securely. Features to protect personal data by technology design will be used by the College, such as password protection and data encryption. Physical measures will be used where appropriate, such as locked filing cabinets and locked rooms in line with the College's data protection policy.

4. Responsibilities of the School

The School will:

- 4.1 Assist the pupils and the College during the admissions process in determining which courses are offered to the pupil. In particular, the School will provide an agreed profile for each student.
- 4.2 Provide the 14-19 Schools Link Coordinator with a completed application form, along with all supporting documents including Education Health & Care Plans (EHCPs), Risk Assessments, Care Plans, Child In Need (CIN) / Team Around the Child (TAC) details for each pupil prior to their commencement at College in order for the College to fully support the young person and for health and safety reasons. If this information is not provided, the College reserves the right to withhold or withdraw a place for the pupil.
- 4.3 Arrange for the pupils to travel to and from the College on their day of study. Pupils should be punctual and ready to start at the beginning of the session.
- 4.4 Inform the College of any pupils who have particular learning needs which may affect the delivery of the programme at the time of application, particularly if a pupil has an EHCP. The College reserves the right to insist on the School providing or purchasing from the College appropriate additional support, if deemed necessary following assessment.
- 4.5 Inform the College of any pupils who require any Exam Access Arrangements (EAA) for examinations prior to or at the commencement of the programme. If the School requires the College to conduct EAA assessments, this will incur additional costs.
- 4.6 Inform the College, prior to commencement of the course, of any pupils who have health needs which may affect the delivery of the programme e.g. asthma, epilepsy, skin conditions etc.
- 4.7 Provide, or support the pupil/parents/carers to obtain, the required materials or uniform for their course, which may include Personal Protective Equipment (PPE), books, uniform or subject-specific equipment.
- 4.8 Ensure that all pupils attend the College with the appropriate clothing and equipment. Failure to do so may contravene current Health and Safety legislation, and is likely to result in exclusion of pupils from the workshop/other practical areas.
- 4.9 Inform the college, prior to commencement of the course, of any pupils who have behavioural needs, permanent or fixed term exclusions, criminal records, youth offending history or other needs that may affect the delivery of the programme.
- 4.10 Respond promptly to all requests from the College staff to provide additional advice and support.
- 4.11 Notify the College if a pupil is to be absent due to commitments in school, external appointments or work experience via schoolliaison@wiltshire.ac.uk.
- 4.12 Respond promptly in collaboration with the College to all instances where pupils require medical attention, either in an emergency or non-emergency situation.
- 4.13 Ensure its staff follows College policies and procedures for display of identification badges and lanyards when on College premises.

- 4.14 Provide DBS Certificates for visiting members of staff and give permission for a copy to be kept by the College.

5. Discipline

- 5.1 In addition to the Code of Conduct mentioned in 3.6, should the College teaching staff deem it necessary to invoke the College Disciplinary Procedure, then the School will be informed and asked to support the College in implementing its Code of Conduct.
- 5.2 If a pupil is asked to leave the College site, then the School will be informed and the pupil supervised. The School will accept responsibility to inform the parents and arrange a suitable method of transport home for the pupil.
- 5.3 If the pupil leaves the site of their own accord, then the College will inform the School, who will then be responsible to inform parents or carers.
- 5.4 In the event of a pupil facing immediate disciplinary action where a parent or guardian is required to be present, the School will provide a member of its staff to attend should a parent not be able to at this time.

6. Location

The learning programmes will be delivered at the College campuses agreed with the School prior to the start of the course.

7. Termination

A material failure to comply with the terms and conditions will give rise to the right to terminate this agreement. In the event of a material failure, 30 days' notice will be given by either party to rectify the breach. If the breach is not remedied within this period, then the agreement will terminate with immediate effect.

8. Force Majeure

- 8.1 Force Majeure shall mean an occurrence beyond the control of the party affected and which, the said party acting reasonably, it is unable to prevent or provide against.
- 8.2 It shall include, but is not limited to, Acts of God, War, Rebellion, Sabotage, Riots, or any other cause or event which is not reasonably within the control of the party affected.

9. Payment Terms

- 9.1 Course fees cover all costs incurred by programme delivery, assessment, internal and external verification, registration and certification fees, course materials and any administrative charges. There may be additional costs to the School for:

Additional learning support,
Pupil equipment such as PPE or tools,
External trips

Additional equipment and technology

Any such additional costs will be advised to the school in advance. The School will pay the invoice for the services rendered by the College under this Contract in accordance with the terms stated on the invoice.

- 9.2 The School will fund support required under any pupil's EHCP in proportion to the time the pupil is in College.
- 9.3 The School will issue a purchase order and send it to the College termly.
- 9.4 All course fees are reviewed annually, and any changes will be notified to the School by the College prior to the 30th June for the following academic year.
- 9.5 The College reserves the right to determine the minimum number of pupils that can be taught as a viable group. The College will advise accordingly where this is the case, hence programmes may be subject to change. The College will use its best endeavours to ensure that qualification outcomes for all pupils will not be affected.
- 9.6 If a pupil is withdrawn by the College from his or her learning programme after the end of the first term, the School will only be charged for the weeks in which the pupil attended the College.
- 9.7 If the College breaches this contract, the College will - in the first instance - attempt to rectify the breach within a reasonable period. A failure to rectify this will result in a termination of the contract, and a refund will be issued for any weeks remaining from the date of termination.
- 9.8 Where a school terminates the contract within the first term, the College will charge for tuition for the remaining terms, regardless of pupil attendance.
- 9.9 Payment will be made in three instalments, invoiced at the start of each term following receipt of a purchase order from the School. **Payment will be due within 14 days of receipt of invoice.**
- 9.10 Where the provision is made to a consortium of schools and / or Local Authorities, the College will take responsibility for calculating the proportional payments due for each member of the consortium, and will invoice accordingly. It is the responsibility of each member of the consortium to provide the 14-19 School Links Coordinator with timely information with regards to numbers of pupils attending so that an accurate calculation can be made.
- 9.11 If a pupil following a 14-16 Pathway at College is entitled to Free School Meals and is timetabled at College for a full day, the College will invoice the School for the value of lunches purchased by the pupil at the rate set out in Appendix I. Invoices for payment in arrears will be sent to the School.
- 9.12 If a pupil joins the College's programme mid-way through an academic year, the school will only be charged for the number of weeks the pupil attends.

10. Quality Assurance (QA)

- 10.1 There will be a reciprocal approach to QA, including paired observations of teaching and learning.

- 10.2 The College will provide the School with appropriate feedback gathered via pupil satisfaction surveys.
- 10.3 The College will facilitate meetings at termly intervals or when appropriate as part of the QA procedure to monitor the delivery of all teaching aspects of the agreement. These may include formal reviews with academic staff where appropriate.
- 10.4 Upon prior written agreement, the College will facilitate visits from the School's representatives to assess the quality of teaching and learning, pupil progress and behaviour, marking and feedback.

11. Wiltshire College & University Centre Strategic Aims

Our Mission:

To inspire pupils to fulfil their full potential.

Our Strategic Aims:

The Beacon:

To be a beacon of excellence in education and training.

The Dynamo:

To drive economic growth in our region through the delivery of skills aligned to local economic priorities and employer needs.

The Livewire:

To lead the sector in innovation in teaching and learning and curriculum offer and delivery.

The Drivers:

To recruit, retain, develop and reward the best staff who will take the college forward.

The Rock:

To be a future proofed, financially viable organisation able to invest for growth and sustainability.

Appendix I

As referred to in clause 2:

- Term dates and year 10/11 finish

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| Autumn Term 1 | 1st September 2020- 23rd October 2020 <u>Administration days</u> 1 st and 2 nd September (No students) <u>Student induction days</u> 3 rd and 4 th September <u>Staff development days</u> 22 nd and 23 rd October (No students) |
| Half Term | 26 th October 2020 – 30 th October 2020 |
| Autumn Term 2 | 2nd November 2020- 18th December 2020 |
| Christmas Break | 21 st December 2020- 1 st January 2021 |
| Spring Term 1 | 4th January 2021- 12th February 2021 |
| Half Term | 15 th February 2021- 19 th February 2021 |
| Spring Term 2 | 22nd February- 2nd April 2021 <u>Staff development days:</u> 22 nd and 23 rd February <u>Bank Holiday</u> 2 nd April 2021 |
| Easter Break | 5 th April 2021- 16 th April 2021 |
| Summer Term 1 | 19th April 2021- 28th May 2021 |
| Half Term | 31 st May 2021- 4 th June 2021 |
| Summer Term 2 | 7th June 2021- 2nd July 2021 |

Teaching for Year 10 pupils runs for 36 academic weeks from week commencing: 1st September 2020- 21st June 2021

Teaching for Year 11 pupils runs for 33 academic weeks from week commencing: 1st September 2020- 7th June 2021

Reports (as referred to in 3.7):

End of Term 1: December 2020

End of Term 2: April 2021

End of Academic Year: June 2021

Invoicing

Invoice 1: October 2020

Invoice 2: January 2021

Invoice 3: April 2021

Cost of meal vouchers (as referred to in 9.11)

£3 per student entitled to Free School Meals

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| Signed: | Date: |
| Name: Denise Lloyd for and on behalf of the College | Position: Assistant Principal |

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| Signed: | Date: |
| Name: for and on behalf of the School | Position: |