

Terms of serivce

S&F Equestrian - Alternative Provision

May 19, 2023

S&F Equestrian ALternative Learning LTD/ S&F EQUESTRIAN TUITION LTD

Holmes Lane, Winterton, DN15 9UF

**Thank you for Choosing S&F Equestrian as an alternative provision placement for your young person(s). We look forward to building a strong connection, to provide the best holistic support for the future of all our students.**

**Please see below our terms of service for a commissioned placement.**

**Operational hours:**

9:30am - 2:30pm

9:30am - 2:30pm

9:30am - 2:30pm

9:30am - 2:30pm

9:30am - 2:30pm

Monday

Tuesday

Wednesday

Thursday

Friday

Transport is provided by the commissioner/ parent/guardian.

**The Provider will ensure that they:**

* Provide an agreed structured programme of learning, with clear aims, objectives, and methods, leading to ASDAN short course certification.
* Provide Partnership and schools with curriculum support
* 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 biweekly reports to the school and parent or guardian 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 needed and have agreed lunchtime arrangements that are detailed in the student induction booklet
* Invoice the school for the agreed amount on a monthly basis ensuring it complies with the financial agreement unless there is an alternative financial agreement between the commission and alternative education provider

**The referrer 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. Discuss prospective students with their parents and obtain written permission from parent for them to be taken onto the course.
* Provide in full, prior to the commencement of the programme place, referrals forms, detailing on the participant's circumstances, behaviour, and educational status.
* 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 polices.
* 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.

**Financial agreement:**

* Invoices will be paid in a timely manner - 20 days after raising the invoice or interest will be occurred at 0.25% in line with the current bank of England’s base rate.
* Invoices will be raised and sent at the beginning of each term and charged for the term.
* A Minimum of two weeks’ notice shall be given to end placement.
* The referrer shall forward the relevant depart for invoicing including account number and any references.

This agreement is made between

S&F Equestrian Alternative Learning LTD (the provider)

and

…………………………………………(the referrer)

On ………………………. (date)