

Your ref:  
Our ref: MP/VG  
Date: 01 September 2022  
Contact: v.grainger@kingsmead.derby.sch.uk  
Tel: 01332 973830

Dear Headteacher

We would like to outline and reassure you on our robust and thorough processes of quality assurance for part time, alternative provision. This applies to all provisions that you fund for your students using the Junction 16 (J16) services.

All these providers have been successful in gaining a place on our Dynamic Purchasing system that is jointly managed and overseen by Kingsmead School and Derby City Council Procurement team.

Choosing to use J16 services to support your student's alternative provision places gives you the peace of mind that the following is always taken care of in the most professional and up to date way possible, following all latest government guidance:

- All guidance and directives from the latest version of KCSIE is followed by all providers, checked and recorded by J16
- More specifically, but covered by point above, all staff, including volunteers, cover, temporary, self employed and permanent are checked and recorded by J16. This includes enhanced DBS with barred list checks and all other current safer recruitment guidance (see sample recruitment check letter, signed and held for all providers and updated annually)
- All PLI/ELI insurances are checked and recorded by J16
- All site and activity risk assessments kept up to date, checked and recorded by J16
- All applicable policies including Safeguarding, Health & Safety, Behaviour and Equality and Diversity, kept up to date, checked and recorded by J16
- Prompts and updates on specific training requirements such as L2 safeguarding, online systems SIMS/CPOMS, PREVENT, First Aid are either offered and delivered by J16 or checked and recorded as completed
- Legal attendance recording following DfE guidance as a Dual Registered student, first day response and management of any unauthorised absences. Absences will always be shared with the school on the day, where a reason for absence cannot be confirmed. All other attendance shared weekly

- Regular progress checks and qualification/certification reminders completed by J16 for the duration of placement
- Regular feedback collected and shared with the referrer
- Dedicated termly QA appointments along with ongoing regular checks by J16
- Annual lesson observations (carried out by Kingsmead leadership team members) and quality checks with written reports by J16
- Mentor services to include visits, transport, incident management, relationship building with student/family, liaison with multi agencies and attendance at key meetings where appropriate and capacity dependent

You can be assured that all of the above is completed on your behalf if you fund a J16 service alongside your student's placement. You do not need to hold any duplicate paperwork as we can speak directly to Ofsted should this be required – we have done this on numerous occasions for several schools, including arranging visits to provisions. We pride ourselves in reducing the amount of unnecessary confidential information sharing. We strive to be the most efficient in our processes and procedures, reducing unnecessary administrative tasks for your staff that you have already funded us to take care of.

If of course you choose not to use J16 services, then this would absolutely mean you would need to ensure you dealt directly with the provider for all of the above. Only then can you be confident your student's placement meets the governments AP guidelines and all other requirements of alternative provision.

If you have any questions or would like to meet with J16 to discuss in more, please do not hesitate to contact Vicki Grainger or myself on 01332 973830, we will be more than happy to help.

Yours sincerely



Mike Pride  
Executive Head Teacher