****

**FULL TIME ALTERNATIVE PROVISION PLACEMENT**

**This agreement is between:**

|  |  |
| --- | --- |
| **Provider** | Respect Collaboration of Schools (Inc. Bridge Street School, Castle School and Gateway Assessment Centre) |
| **Commissioner** |  |
| **Student name** |  |
| **Student year group** |  |

This agreement reflects the commitment of the parties to work in collaboration to raise the attainment and the opportunities for progression for young people. In particular, this agreement is intended to:

1. Clarify the responsibilities of each of the parties for and to the learners.
2. Clarify the commitments and responsibilities of each of the parties in respect of the placement.

**Respect Collaboration of Schools (RCS) will:**

* co-ordinate an assessment process for a period of time most appropriate to the student’s need and engagement with the programme in order to confirm the most appropriate next steps for the child
* provide appropriate and suitable education for the named student for the duration of this contract
* identify an appropriate qualification pathway for each student referred
* dual register the student as subsidiary and the commissioning school will register as main
* carry out all statutory safeguarding and SEND duties for the duration of the contract, providing feedback to the commissioning school where appropriate. Commissioning school to attend as requested and required (see below in commissioning school responsibilities).
* provide appropriate data for the commissioning relating to
	+ Progress and attainment (in line with RCS reporting – at least termly)
	+ Exams/certified qualifications (annually or at the end of Y11)
	+ Behaviour (in line with RCS reporting)
	+ Attendance (weekly)
* be responsible for ensuring that appropriate insurance cover is in place at all times (currently through Derby City Council)
* practice safer recruitment processes and procedures for all staff in line with KCSIE current version
* comply with all current GDPR regulations

**The Commissioning School will:**

* complete the current RCS referral form in full and any other RCS template documents required. This may include an individual student risk assessment
* communicate in full with the parent/carer and student about the reasons for referral to RCS
* Invite RCS to any appropriate parental meetings about the transition to RCS (e.g. Stat reviews, parent consent)
* provide the school with all appropriate information and documentation regarding the student, including but not exhaustive;
	+ Commissioning agreement
	+ Derby Inclusion Tool (DIT)
	+ Behaviour/risk assessments (including any friendship groups of concern)
	+ Attendance
	+ SEND including exam access arrangements
	+ Safeguarding
	+ Progress and attainment (min. last 2 years, incl. any mock or other exam results, subject specific class work, working at and target grades)
	+ Medical and health details
* agree to pay all charges relating to the placement
* continue to be involved in any unfinished assessment or multi agency processes e.g. statutory assessment, EHA or other safeguarding referrals
* provide a key contact staff member who will support in effective communications and attend any statutory safeguarding or SEND meetings as requested and required

## This Agreement:

|  |  |  |  |
| --- | --- | --- | --- |
| **Starts on** |  | **Ends on**  |  |
| **Provider** | RESPECT Collaboration of Schools | **Commissioner/LA** |  |
| **Print Name** | Mr Michael Pride | **Print Name** |  |
| **Signature** |  | **Signature** |  |
| **Position** | Executive Director  | **Position** |  |
| **Date** |  | **Date** |  |

**Charging**

* annual cost for this place £20,000 plus pupil premium and weekly transport costs
* charges will be calculated weekly and invoiced termly
* for the purposes of charging the academic year will be split into the following charging periods

|  |
| --- |
| Summer Term- 13 weeks Autumn Term- 15 weeksSpring Term- 11 weeks |

* charges are all based on financial years (April to March)
* for students in year 7 to 10, charges will be calculated on a 39-week academic year
* for students in year 11, charges will be calculated on a 35-week academic year
* where a student’s placement at Respect Collaboration of Schools ends, charging will cease the day they are taken off roll, in line with CME protocols.
* where a student’s placement develops into or is classed as a high need placement, a meeting to discuss appropriate cost implications and solutions will be arranged with the referrer

**Term Dates:**

**Autumn Term**

Monday 4 September – Friday 27 October 2023

Monday 6 November – Friday 22 December 2023

|  |  |
| --- | --- |
| INSET DAY(S) | Disaggregated Days (school closed) |
| Monday 4 SeptemberTuesday 5 September – Admission DayFriday 8 December  | Friday 22 December |

**Spring Term**

Monday 8 January – Friday 16 February 2024

Monday 26 February – Thursday 28 March 2024

|  |
| --- |
| INSET DAY(S) |
| Friday 26 January  |

**Summer Term**

Monday 15 April – Friday 24th May 2024

Monday 3 June – Tuesday 23 July 2024

|  |
| --- |
| Disaggregated Days (school closed) |
| Tuesday 23 July  |

**Dispute Resolution**

* If any dispute arises between RCS and the Commissioning School the following process should apply-
	+ A representative from each school shall meet as soon as possible to resolve the matter to each party’s satisfaction
	+ If a resolution cannot be reached the matter will be passed to the relevant headteachers to resolve the issues
	+ If issues cannot be resolved to mutual satisfaction a formal complaint should be made through the relevant schools complaints procedure

**Other Considerations**

For some children bespoke packages may be required, in this case the referring school will work with RCS to build the most appropriate package to support the young person (see above in the ‘charges section). Not all of these provisions will be full time, however RCS have robust systems to regularly monitor pupil offer. This is with a view to increase to a full time offer as soon is reasonably practicable.

RCS will provide post 16, careers support and guidance to all full time AP students. However, the commissioning school will be responsible for reporting on their students ultimate destinations in line with NEET, in consultation with our careers co-ordinator.