

PART TIME ALTERNATIVE PROVISION PLACEMENT

This agreement is between:

Provider	Junction 16
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.

For all Alternative Provision (AP) placements Junction 16 will:

- ensure all guidance and directives from the latest version of KCSIE is followed by all AP, checked and recorded by J16
- ensure safer recruitment processes and procedures for all AP staff are carried out and in line with KCSIE current version. This includes volunteers, cover, temporary, self-employed and permanent staff, all recorded on RCS's SCR.
- be responsible for ensuring that appropriate insurance cover is in place at all times
- ensure all site and activity risk assessments are kept up to date, checked and recorded by J16
- ensure all applicable policies including Safeguarding, Health & Safety, Behaviour and Equality and Diversity, kept up to date, checked and recorded by J16
- give prompts and updates on specific training requirements to all AP such as Safeguarding, online systems SIMS/CPOMS, PREVENT and First Aid They will either be offered and delivered by J16 or checked and recorded as completed
- dual register the student as subsidiary and the commissioning school will register as main
- ensure that legal attendance recording following DfE guidance, first day response and management of any unauthorised absences is carried out
- hold dedicated termly QA appointments along with ongoing regular checks on all AP by J16
- carry out annual lesson observations (by the RESPECT Leadership Team members) and quality visits
- provide appropriate data to the commissioner relating to:
 - Attendance (weekly herringbone report)
 - Absences (daily mentor contact)
 - Progress and behaviour (in line with RCS reporting – at least termly)
- ensure all AP are responsible for complying with all current GDPR regulations
- offer mentor services including visits, transport, incident management, student/family work, liaison with multi agencies and attendance at key meetings where appropriate and capacity dependent

The Commissioning School will:

- complete the current J16 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 AP and J16
- provide the school with all current and appropriate information and documentation regarding the student, including but not exhaustive;
 - Commissioning agreement
 - Behaviour/risk assessments (including any friendship groups of concern)
 - SEND including exam access arrangements (may include DIT documentation)
 - Safeguarding
 - Medical and health details
- arrange, fund and oversee all transport for the placement and update J16 where there are any changes
- agree to pay all charges relating to the placement outlined in each individual costs sheet sent by J16
- provide a key contact staff member who will support in effective communications on a day to day basis
- provide an attendance contact
- update J16 on any known absences such as exams, work experience, medical, other agency involvements, inset days
- update J16 on any change of contact details/circumstances details for the student

This Agreement:

Starts on		Ends on	
Provider	Junction 16 (part of RESPECT Collaboration of Schools)	Commissioner/School	
Print Name	Vicki Grainger	Print Name	
Signature		Signature	
Position	Director of AP & Commissioning	Position	
Date		Date	

Charging

- weekly cost for this place will be defined in the individual costs sheet
- charges will be calculated weekly and invoiced termly
- where a student's placement through J16 ends, charging will cease according to the individual cancellation period of each provider, outlined on the costs sheet (between 5 days and 1 half term)

Term Dates:**Autumn Term**

Monday 4 September – Friday 27 October 2023

Monday 6 November – Friday 22 December 2023

INSET DAY(S) (AP closed)	Disaggregated Days (AP closed)
Monday 4 September Tuesday 5 September – Admission Day	Friday 22 December

Friday 8 December	
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Spring Term

Monday 8 January – Friday 16 February 2024

Monday 26 February – Thursday 28 March 2024

INSET DAY(S) (AP closed)
Friday 26 January

Summer Term

Monday 15 April – Friday 24th May 2024

Monday 3 June – Tuesday 23 July 2024

Disaggregated Days (AP closed)
Tuesday 23 July

Dispute Resolution

- If any dispute arises between J16 (part of 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