

## SERVICE LEVEL AGREEMENT FOR DUAL REGISTERED STUDENTS

### Introduction

This document forms an Agreement between the Home School (Rosewood) and Wheels Vocational and Life Skills Centre (Wheels VLS) in respect of the student named below. It is intended to clarify the educational provision for the student and who is responsible for each aspect of the same.

<b>Name:</b>			<b>Year:</b>		
<b>Home School:</b>					
<b>Desired Start Date:</b>					
<b>Days to Attend Wheels VLS :</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Desired Duration of Placement subject to Admission Policy and 8 week Probationary Period.	Full Academic Year				
<b>Specific Curricular Activities at Wheels VLS</b>	<b>Curriculum Provision</b>				
	Vocational		Practical/SkillsTasters		
<p><b>Note:</b> Attendance and Duration of Placement will affect the possible outcomes of these Vocational Awards.</p>					
<p><b>Note:</b> Wheels VLS requires all Home Schools to provide realistic targets for their students based upon empirical evidence from moderated sources where possible. Learning Support Service Data and/or SEN Team information where available, should also accompany the Student's Learning Passport so that targeted support is available whilst the student is in the care of Wheels VLS.</p>					

### Payment Terms, Conditions and Termination

Wheels Vocational & Life Skills Centre will invoice the home school/stakeholder on a termly basis for the current term. The amounts due under such invoice shall be payable within thirty (30) days after the date of invoice.

In the event that a placement is terminated by the home school/stakeholder, the placement is subject to a half termly cancellation period and invoicing will continue until the end of the current half term.

## **Safeguarding**

**Wheels Vocational and Life Skills Centre** acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and DfE requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of education in a safe and child centred environment and are protected from abuse whilst participating in learning.

**Wheels Vocational and Life Skills Centre** acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy (a full copy of which can be located [here](#)) **Wheels Vocational and Life Skills Centre** will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the Centre's operation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal from employment at Wheels Vocational and Life Skills Centre

## **Monitoring**

The policy will be reviewed every year, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by Dudley (Safeguarding) Children's Services.

Wheels Vocational and Life Skills Centre Designated Safeguarding Staff:

Jason Garratt (Lead DSL) – [jason.garratt@wheelsvls.co.uk](mailto:jason.garratt@wheelsvls.co.uk)

Clare Dulson (Deputy Lead DSL) – [clare.dulson@wheelsvls.co.uk](mailto:clare.dulson@wheelsvls.co.uk)

## **Health and Safety**

Wheels Vocational and Life Skills Centre recognises and accepts its responsibilities for Health & Safety of its students by ensuring, so far as is reasonably practical, to:

- establish and maintain a safe and healthy environment throughout the site
- establish and maintain safe working procedures between staff and students
- make arrangements for ensuring safety and absence of risk to students' health in connection with the use, handling, storage and transport of any articles or substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure they have access to health & safety training as appropriate, or as and when provided
- maintain that all areas are in a condition that is safe and without risk to health and to provide and maintain means of access that are safe and without risk
- formulate effective procedures in case of fire and for evacuating the premises
- prepare an emergency evacuation procedure and prepare for regular practice drills (normally once a term) to take place and the results recorded
- lay down procedures in case of accident
- teach health and safety as part of the students' duties
- provide and maintain adequate welfare facilities
- ensure all staff are aware of the health and safety policies and procedures.

Wheels Vocational and Life Skills Centre also accepts responsibility to protect the health and safety of other persons, staff and visitors in order for them to fulfil their roles. Visitors to the site are also required at all times to observe the safety rules set down by Wheels Vocational and Life Skills Centre.

Wheels Vocational and Life Skills Centre accepts that health and safety is a responsibility which requires the commitment and active participation of all staff.

## Attendance

We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and arrive at our provision, on time, each day that they are expected, unless the reason for the absence is unavoidable.

Wheels Vocational and Life Skills Centre is committed to the provision of a full, rich and appropriate education for all of its students and acknowledges that education is vital to raising the aspirations of all students.

It is very important therefore that you make sure that our students attend regularly and our [Attendance and Punctuality Policy](#) sets out how together we will achieve this.

### **Aim and Objective**

- Wheels Vocational and Life Skills Centre aims and objectives drive our commitment to establish and maintain levels of attendance at a rate comparable and above the recommendation from OfSTED.
- We will ensure that our policy and procedures with regards to attendance and punctuality are regularly reviewed to ensure they are effective and applied consistently in practice.
- We will ensure that registers are completed accurately, to provide reliable data, which will be used to identify those students whose attendance level is likely to impact on their ability to fulfil their potential and achieve their predicted attainment level.
- We will communicate with our student's Home School on a day and weekly basis in relation to students attendance, absence and punctuality.

### **If a dual registered student is absent we will:**

- Telephone the parent/carer on the first day of absence if we have not already been informed.
- Contact the student's home school on the first day of absence to notify of student absence and/or reason for absence and parent communication outcome.

### **If a dual registered student is late we will:**

The school day starts at 9.30am and we expect our students to be in class at that time.

Registers will be completed **within 15 minutes of the agreed start time** and students will receive a late mark if they are not in by that time.

**45 minutes** after the start of the school day, the register will be closed. In accordance with the Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

Wheels Vocational and Life Skills Centre will communicate attendance and punctuality information and/or concerns to the a student's home school on a weekly basis.

**General Agreement**

<b>Documentation/Agreement Received by Wheels VLS</b>	<b>Yes</b>	<b>No</b>	<b>To Follow</b>
Student and Parent/Carers Contact Details			
Home School Data / Information			
Consent Forms			
Medical History and Information			
Attendance Policy Agreement			
Behaviour Policy Agreement			
Student Use of ICT Agreement			
Payment - Examination Entry Fee/s			
Payment – PPE (Overalls and/or Boots)			

This document is signed and agreed on the .....

by: \_\_\_\_\_ The Home School

\_\_\_\_\_ (Please print name and Position Held)

And



Wheels VLS Centre  
**Clare Dulson – Business Manager**