



Newall Green Primary School

Aiming High To Reach Our Goals

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH
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Newall Green Primary School Assessment Place (The Hive)

Name of Student:	
Mainstream School:	
Year Group:	

Service Level Agreement

Service Level Agreement

Newall Green Primary School Assessment placement SLA

Name of Student:	
Year Group:	
D.O.B	
Mainstream School:	
Key Contact:	
Position:	
Key Contact E-Mail:	
UPN:	
PPG:	
Purchase Order Number:	
Intended Outcomes of Assessment Placement:	

Key Contact at The Hive, Newall Green Primary School:	
Contact Details:	
Newall Green Primary Head of School:	

Service Level Agreement

Agreement between The Hive at Newall Green Primary School and:	
Agreement Date:	
Start Date:	
Registered School:	
Address:	
Telephone Number:	
Headteacher:	
SENDCO/Key Contact:	
E-Mail:	
Newall Green Address:	
Telephone Number:	
Executive Head:	
SENDCO:	
E-Mail	

- Please note that it is the mainstream's school's responsibility to support the families if they are having difficulties getting the child to school, i.e transport.

Service Level Agreement

Conditions of the Agreement

Purpose of the agreement:

The purchaser wishes to engage the Service Provider in the provision of the Services in accordance with the terms of this agreement.

The Service Provider shall provide the services as set out in the specification of work.

Length of the Agreement:

- The length of the assessment place is agreed at each 6 weekly/half termly Review Meeting.
- Schools are required to send representation to this review.
- Schools continue to pay for the place whilst the child accesses provision at Newall Green Primary School. During an Assessment Place the child will be dual rolled at their mainstream school and both schools will maintain educational responsibilities for the child with Newall Green Primary School being the main school the child attends.
- If a child joins Newall Green Primary School whilst they are undergoing EHCP assessment the placing school retains any responsibility for the oversight of the process and overseeing planning meetings.

Cost of Provision:

£140.00 per day without any transport provision. Parent and/or Chosen Primary School to source transport independently.

There will be no service fee; this will be included in the costs for this financial year.

Costs will be incurred when the child is absent or excluded. If school is closed there will be no cost.

Method of Payment:

An invoice will be issued and submitted to the placing school once the SLA has been returned for the first ½ term. You will be invoiced half termly following this for each half term the child accesses Newall Green Primary School. 30 days payment terms for invoices. Please ensure school business managers are provided with a copy of the SLA under the 'No PO- No Pay' rule.

Statutory Requirement:

Both parties shall comply with all statutory requirements relating to the provision of the service and where applicable National Codes of Practice in relation to:

- Safeguarding
- Special Educational Needs
- Attendance

Safeguarding and Child Protection:

All staff at Newall Green Primary School have completed as a minimum requirement Level 1 Safeguarding Training.

Should a safeguarding concern arise, Newall Green Primary School staff will in the first instance follow their internal procedures and notify the designated person who will share that information with the designated person from the school. As a school we use CPOMS. Decisions regarding attendance at Safeguarding and Child Protection meetings will be made on a case by case basis, through discussion between Newall Green Primary School and the pupil's school. Responsibility for implementation of aspects of any resultant plan will be delegated as appropriate.

The responsibility for the writing and submission of relevant reports for Safeguarding and Child Protection Meetings will be agreed between Newall Green Primary School and the placing school on a case by case basis.

Newall Green Primary School will at all times follow the protocols and procedures laid down by MSCB in relation to safeguarding practice and the sharing of information.

Special Educational Needs

The placing school will retain overall responsibility for ensuring that the Special Educational Needs Code of Practice (2014) is closely followed and that all practice is compliant with the Disability Discrimination Act (1995) and Equality Act (2010).

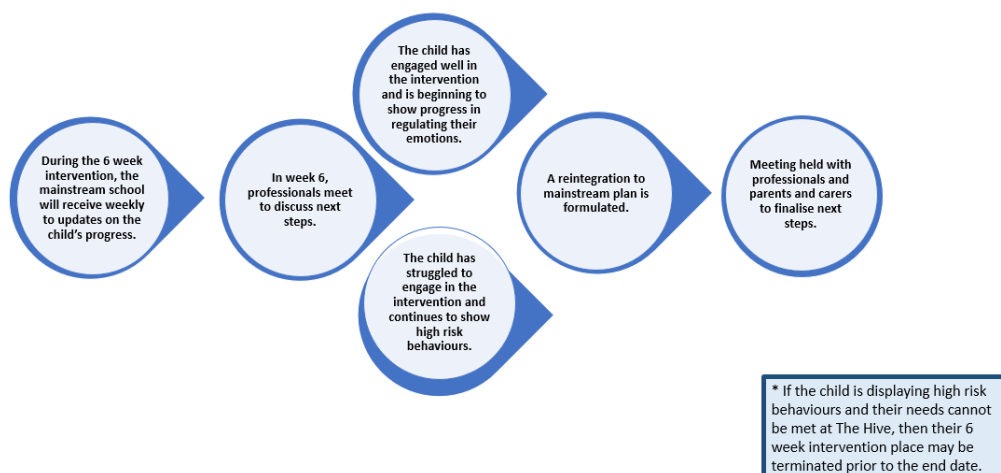
Throughout a pupil's placement identified additional needs will be addressed by Newall Green Primary School in partnership with the placing school and monitored through ½ termly reviews.

The responsibility for the implementation of relevant elements of the SEN Code of Practice will be discussed on an individual basis between the placing school and Newall Green Primary School.

If during the placement it becomes evident that a return to mainstream school is unlikely then jointly, the placing school and Newall Green Primary School will complete EHCP assessment. It is the school's responsibility to ensure, if required, that EP assessment is completed. CAMHS, SALT and OT referrals will be discussed at review meetings and the school that is best placed to make any referral will be identified.

Monitoring and Liaison:

The parties to this agreement will be required to jointly implement and maintain a system for monitoring this agreement.



Specification of Work

Services to be Provided:

- Pupils will join The Hive where up to 6 other children may attend within each classroom, there are 3 classrooms.
- School meals are provided when they are required by the child.
- The school day begins at 8:50am and finishes at 2pm.
- Teaching staff will carry out detailed assessments including Boxall, reading, writing and maths assessment. We also have access to SALT which will be accessed through the ½ termly review process and will be agreed on a case by case basis.
- Pupils will have access to small class groups and targeted interventions as appropriate.
- All placements are also supported by Newall Green Primary School Safeguarding Team which will focus on working with the placing school to support the co-ordination of multi-agency support for children with the most complex needs.
- Newall Green Primary School staff work closely with parents/ carers to support pupils placed at the Newall Green Primary School Provision.

If after the placement The Hive feel they are unable to re integrate the pupil but a specialist setting is not the correct placement, then the placing school will be responsible for organising a managed move which may involve using the Primary in Year Fair Access Process (PIYFAP). Newall Green Primary School can support the placing school SENCO with this.

Monitoring:

Newall Green Primary School is DfE registered and is inspected under the same framework as mainstream schools.

Governance of Newall Green Primary School is currently through its Management Group. It is also subject to Local Authority Quality Assurance monitoring.

The placing school and Newall Green Primary School will work in partnership to monitor individual pupil performance, progress and outcomes, which will be reported and discussed at ½ termly review meetings.

Transition Process:

Pupils who have been identified as requiring a return to their mainstream school will be discussed on a case by case basis through the ½ termly review process. Once transition is agreed:

- The placing school to identify a staff member to attend in-reach sessions at Newall Green Primary School.
- The transition plan will be bespoke but last no longer than a ½ term.
- Funding for the place continues until the identified staff member supports full time for the days the pupil attends Newall Green Primary School and the final 2 week transition plan back to mainstream is agreed.
- Outreach support will be offered free for 1 term following the transition back.

Service Level Agreement

Service Provider Requirements of the School

Information Sharing:

School must provide all relevant information regarding the pupil's academic, social and emotional needs including copies of any relevant assessments undertaken or advice provided by other agencies such as Child and Adolescent Mental Health Service or Educational Psychology.

Key Contact:

School must provide the name of a key contact with whom Newall Green Primary School can liaise and who will be responsible for attending relevant meetings concerning the pupil.

Commitment to maintain contact:

Legally, the school shares responsibility for pupil's outcomes with Newall Green Primary School and the key contact will be responsible for ensuring lines of communication are established and maintained with Newall Green Primary School so that progress can be tracked and monitored and appropriate support offered.

Declaration

School:

Position in Organisation: Head Teacher

Signature:

Date:

School:

Newall Green Primary School

Contact:

Alec Smith

Position in Organisation: Deputy Head Teacher

Signature:

Date: