**Alternative provision service level agreement**

(This SLA needs to be edited as appropriate by the school and alternative provider and is provided as an example as a starting point)

This service level agreement sets out the obligations and responsibilities between “the school” and “the alternative provider” for the delivery of an agreed alternative curriculum provision that is being commissioned by the school and delivered by the alternative provider.

This agreement is between:

Alternative provider details:

and

School details:

for delivering the provision described below:

Dates for the provision to be delivered

Number of hours per week

Days/sessions of the week

Number of pupils

Costings

The alternative provider will be responsible for coordinating, delivering and assessing all the work in the provision to the required quality standards.

The alternative provider will quality assure the delivery of the lessons; however, the school retains the right to observe all aspects of the provision.

**The school will**:

* Provide a referral form for each pupil
* Liaise with the family before the induction process
* Organise and attend the induction meeting
* Attend regular review meetings

**The Alternative Provider will**

* Liaise with the school over all aspects of the provision including induction
* Monitor attendance daily and report to the school within 30 minutes if a pupil has not arrived
* Provide a weekly update of behaviour and attitude if there are concerns
* Provide a half termly report and hold a review meeting with parents / carers and the referring school.
* Monitor the progress and achievement of the pupil and provide reports as agreed with the school
* Use the behaviour management policy and procedures to deal with any poor behaviour
* Immediately notify the parent and school of any poor behaviour, and after 3 incidents call an emergency review of the placement

If there are any safeguarding concerns whilst the pupil is in the provision, then this will be raised with the school’s designated safeguarding lead.

If an emergency review is called, clear targets will be set.

Signed on behalf of alternative provider:

|  |  |
| --- | --- |
| Print name |  |
| Signature |  |
| Date |  |

Signed on behalf of the school

|  |  |
| --- | --- |
| Print name |  |
| Signature |  |
| Date |  |