
External Education Provider Policy

1. Introduction

At The Write Time School, we value a comprehensive and well-rounded education for our students. We recognise that external education providers can contribute significantly to the enrichment of our students' learning experiences. This policy outlines the expectations, guidelines, and regulatory requirements for external education providers working with The Write Time School.

2. Adherence to Service Level Agreement (SLA - See Appendix A)

External education providers engaged with The Write Time School are required to abide by our established Service Level Agreement. This agreement outlines the terms, expectations, and responsibilities of both parties involved in the educational partnership. This includes but is not limited to:

- Delivery of content in alignment with our curriculum and educational objectives.
- Adherence to scheduled sessions and timelines as specified in the agreement. This also applies to online or face to face tutoring with NISAI Fleet Education.
- Effective communication and collaboration with school staff for seamless coordination. This also applies to online or face to face tutoring with NISAI Fleet Education.

3. Any online platforms such as BKS B will be monitored by the Headteacher and/or Deputy Headteacher and targets will be set and reviewed by subject teachers, in line with our curriculum as well as pupils' working levels.

4. Health and Safety Compliance

External education providers must adhere to our published Health and Safety and Risk Assessment policies to ensure the safety and well-being of our students. This includes:

- Familiarity with emergency procedures, evacuation routes, and safety protocols.
- Notification of any potential hazards or risks identified during the course of their activities.
- Cooperation with school staff in maintaining a safe learning environment.

5. Attendance Tracking

External education providers are required to maintain accurate attendance records for all sessions conducted at The Write Time School. This includes:

- Providing daily attendance registers, separately for morning (AM) and afternoon (PM) sessions. These should be provided by 1030 for AM registers and 1400 for PM registers.
- Notifying the school promptly in the event of any student absences or unexpected changes.

6. Evidence of Student Work

External education providers must provide evidence of student work on a weekly basis. This serves to:

- Demonstrate the progress and engagement of students in the provided educational activities.
- Allow school staff and parents to monitor student development and participation.

7. Termly Reports and Alignment with Parent and Carer Reports

External education providers are expected to deliver termly reports that contribute to our parent and carer school reports. These reports should:

- Detail the educational content covered during the term and the corresponding learning outcomes.
- Highlight individual student achievements, areas for improvement, and overall progress.
- Align with the format and standards set for school-generated reports, maintaining consistency and clarity for parents and carers.

8. Regulatory Compliance

All external education providers working with The Write Time School must adhere to UK educational regulations, including but not limited to:

- Compliance with the Education Act 1996 and any subsequent amendments.
- Abiding by standards set by regulatory bodies such as Ofsted.
- Upholding safeguarding and child protection policies as outlined in the Keeping Children Safe in Education (KCSIE) guidelines.

9. Review and Evaluation

This policy will be periodically reviewed to ensure its effectiveness and relevance. Feedback from external education providers, school staff, and stakeholders will be taken into consideration during these reviews to make any necessary adjustments.

By adhering to this policy, external education providers contribute to the holistic education and well-being of our students, fostering a collaborative and enriching learning environment at The Write Time School.

10. Payment Terms and Adherence to Policy

10.1 ****Payment of Invoices:**** Invoices from external education providers will be subject to adherence to the policies outlined in this document. Payment will be processed in accordance with the agreed terms, taking into consideration the provider's compliance with the requirements detailed herein. The school reserves the right to withhold or adjust payment if any breaches of this policy are identified or if the quality of the educational service provided is deemed unsatisfactory.

11. Agreements and Contractual Validity

11.1 **Written Agreements:** All agreements between The Write Time School and external education providers will only be considered valid when a pre-determined start and end date for the services to be provided have been mutually agreed upon and documented in writing. This written agreement must be established and signed by both parties before the commencement of the service. Any modifications to the agreed-upon dates must also be documented and mutually approved in writing.

11.2 **Term Extension or Termination:** Any requests for extensions of service beyond the initially agreed-upon end date or for the termination of services must be communicated in writing and mutually agreed upon by both parties. The Write Time School reserves the right to accept or decline such requests based on the school's needs, scheduling constraints, and the provider's performance.

By including these additional sections, the policy further establishes the link between adherence to the policy's requirements and financial considerations, and it emphasizes the importance of having clear written agreements in place to define the scope and duration of the services provided by external education providers.

Appendix A:

Service Level Agreement (SLA)

Parties to the Agreement

This Service Level Agreement ("SLA") is entered into on [Date] ("Effective Date") by and between: [NAME OF COMPANY PROVIDER] and The Write Time Independent School, Warrington Road, Croydon, CR0 4BH.

Service Provider:

Name: [Service Provider's Name]

Address: [Service Provider's Address]

Contact Information: [Service Provider's Contact Information]

Service Recipient:

Name: The Write Time Independent School

Address: The Write Time, Warrington Road, Croydon, CR0 4BH

Contact Information: [Service Recipient's Contact Information]

Service Description

Service Scope:

This SLA outlines the terms and conditions for the provision of the following service(s) by the Service Provider to the Service Recipient:

[Describe the service(s) in detail]

Service Hours:

Specify the hours during which the service will be available and any exceptions, if applicable.

Responsibilities of [Insert Company Provider]

[Insert Company Provider] is responsible for:

Provision of Qualified Tutors: [Insert Company Provider] will supply fully qualified and vetted tutors to conduct virtual or in person tutoring sessions, meeting The Write Time Independent School's requirements in terms of method and timing.

Policy Adherence: [Insert Company Provider] will ensure that its counsellors adhere to [Insert Company Provider]'s policies on Safeguarding, Data Protection, and Confidentiality.

Documentation: [Insert Company Provider] will provide copies of the tutors' up-to-date enhanced DBS Certificates, Photo IDs, and clear Disqualification by Association statements.

Makeup Sessions: Any missed days by the tutor will be rescheduled to the end of the term or carried over into the following term, as appropriate.

Timely Reporting: [Insert Company Provider] will ensure that safeguarding disclosure reports are submitted to the school within 48 hours of disclosure. Practitioners are required to report safeguarding disclosures to the designated school contact or on-site staff member at the time of disclosure.

Responsibilities of The Write Time Independent School

The Write Time Independent School will undertake the following responsibilities:

Cancellation Notice: The Write Time Independent School is required to provide a minimum of 48 hours' notice for the cancellation of services. Instances where no notice is given will be recorded as used dates. Cancellation reasons may include termination of the student placement or the student not engaging with the provisions offered.

Non-Solicitation Agreement: During the term of this agreement and for a period of 12 months after the project's end date, the school agrees not to solicit or enter any employment contracts with facilitators and practitioners provided by [INSERT COMPANY PROVIDER]. In case of a breach of this clause, the school shall be liable to pay [INSERT COMPANY PROVIDER] a fee equal to 50% of the total payments made to the facilitator and/or practitioners, or their annual remuneration for any employment, consultancy assignment, or third-party engagement.

Reporting

Define the reporting frequency, format, and content for performance reports to be provided by the Service Provider to the Service Recipient.

Termination

Services will be consistently scheduled on the same days every week throughout each academic term. Either party can end this agreement with a written notice period of 60 days. Any outstanding matters, unpaid fees, or other obligations must be resolved before the termination of this agreement is accepted.

Confidentiality

Definition of Confidential Information: Both parties acknowledge that during the term of this SLA, sensitive and proprietary information may be shared, including student records and educational materials.

Obligations of Confidentiality: Both parties agree to protect this information, refraining from disclosing it to third parties without consent, except when required by law.

Use of Confidential Information: Information shared can only be used for purposes related to this SLA.

Protection of Confidential Information: Both parties will take reasonable measures to safeguard this information from unauthorized access.

Duration of Confidentiality: These obligations last throughout this SLA and for [insert number of years] years after its termination, unless required by longer statutory retention requirements.

Exceptions: These obligations do not apply to publicly known information, information known prior to disclosure, independently developed information, or information required by law, with notification.



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Return or Destruction of Information: Upon SLA termination or upon request, the receiving party will return or securely destroy all Confidential Information.

Both parties commit to these obligations to protect sensitive information related to The Write Time's SEN school operations and services.

Signature on behalf of The Write Time Independent School:

Service Recipient:

[Signature]

[Printed Name]

[Date]

Signature on behalf of [INSERT COMPANY NAME]:

Service Provider:

[Signature]

[Printed Name]

[Date]