
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 Fleet Education or face to face courses at Road to Success (R2S)
- Effective communication and collaboration with school staff for seamless coordination. This also applies to online or face to face tutoring with Fleet Education.

3. Any online platforms such as BKSb 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.

Service Level Agreement (SLA)

Purpose

This Service Level Agreement (SLA) sets out the requirements for any Alternative Education Provider, therapy provider, tuition service, vocational provider, mentoring provider, enrichment provider, or other external service commissioned by The Write Time School. The agreement is intended to support compliance with the Independent School Standards, Keeping Children Safe in Education (KCSIE), the Equality Act 2010, the Children Act 1989 and 2004, UK GDPR, Health and Safety at Work etc. Act 1974, and expectations applied through Ofsted inspection.

Parties

Between The Write Time School and the Service Provider identified in Schedule 1.

Service Description

The Provider shall deliver agreed services as detailed in Schedule 1, including locations, staffing, timetable, reporting arrangements and outcomes.

Provider Responsibilities

The Provider shall: employ suitably qualified staff; undertake enhanced DBS checks with barred list checks where appropriate; operate safer recruitment procedures; provide evidence of staff suitability on request; maintain safeguarding procedures; comply with KCSIE; report safeguarding concerns immediately and provide written records within 24 hours; maintain confidentiality; comply with UK GDPR; ensure appropriate supervision and training; maintain attendance and progress records.

Mandatory Compliance Documentation

Before services commence and annually thereafter, the Provider shall supply: (a) current Public Liability Insurance and Professional Indemnity Insurance certificates; (b) Health and Safety Policy and risk assessment arrangements; (c) Safeguarding and Child Protection Policy; (d) Safer Recruitment Policy or written confirmation of safer recruitment procedures; (e) evidence of Enhanced DBS checks and identity verification for relevant staff; (f) confirmation of staff training including safeguarding; (g) where applicable, registration, accreditation or professional body membership details.

Health and Safety

The Provider confirms that it has a current Health and Safety Policy, will provide a copy to The Write Time School upon request or annually, will undertake suitable risk assessments, report accidents and incidents promptly, and maintain safe premises, equipment and activities.

Safeguarding and Safer Recruitment

The Provider confirms all staff are recruited in line with current safer recruitment guidance. The Provider agrees to supply written confirmation of recruitment checks, including identity, qualifications, employment history, references, prohibition checks where relevant, and Enhanced DBS checks. The Write Time School reserves the right to request evidence and suspend provision where safeguarding compliance is not demonstrated.

Insurance

The Provider shall maintain appropriate insurance throughout the agreement and immediately notify the school of any lapse, cancellation or material change in cover.

School Responsibilities

The Write Time School will provide relevant pupil information, reasonable access arrangements, named contacts, and timely communication regarding concerns or cancellations.

Reporting

The Provider shall provide written reports, attendance information and progress updates at agreed intervals and immediately report safeguarding concerns.

Monitoring and Quality Assurance

The Write Time School may visit, monitor, audit and review service delivery, documentation, safeguarding arrangements and outcomes.

Confidentiality and Data Protection

Both parties shall comply with data protection legislation and keep confidential information secure except where disclosure is required by law or safeguarding obligations.

Termination

Either party may terminate this agreement by providing 60 days written notice. Immediate termination may occur where safeguarding, health and safety, insurance, legal compliance or quality concerns place children at risk.

Declaration

The Provider confirms that all information supplied is accurate and agrees to provide updated policies, insurance documents and compliance records whenever these are renewed or amended.

Schedule 1 - Provider Details

Provider Name: _____

Service: _____

Lead Contact: _____

Address: _____

Insurance Expiry Date: _____

Health & Safety Policy Received: Yes/No

Safeguarding Policy Received: Yes/No

Safer Recruitment Evidence Received: Yes/No

DBS Evidence Verified: Yes/No

Signed for The Write Time School: _____ Date: _____

Signed for Service Provider: _____ Date: _____