



Service Level Agreement

1 Introduction

This Service Level Agreement (SLA) is between **Military Mentors Ltd** (hereafter known as the “College”) and **XXXX School** (hereafter known as the “School”) for the purpose of delivering a programme of Alternative Provision to selected students from the School. The SLA will remain in force for the current academic year or until one or both of the parties give one calendar months’ notice to terminate the agreement.

2 Alternative Provision

Prior to any Alternative Provision being provided, the School will liaise with the College to determine exactly what it requires, the outcomes sought, dates and times of the provision, cost and details of students involved. Once agreed, the relevant data will be recorded at **Appendix 1** and copies retained by both parties.

3 Responsibilities

The College will:

- I agree start and finish dates for the provision (Appendix 1) with the School and ensure that the School is aware of College INSET days, half terms and other holidays during the academic year;
- II provide an induction programme for the School students participating in the provision;
- III provide appropriate cover for any class for which the timetabled College instructor is absent. If appropriate cover is not available and the College is unable to deliver part of the provision then a refund will be agreed with the School for any loss of the planned hours for the provision based on the hourly rate for the course;
- IV maintain student attendance records for the parts of the provision for which it is responsible and inform the designated School contact of any absence of a student from a timetabled session;
- V accept responsibility for the care and supervision of the School students undertaking the provision while they are on College premises at the agreed times. This will include maintaining normal student discipline during class time. The students will not be directly supervised during break periods, but will have access to College staff at all times. If the provision involves them taking planned lessons or instruction with College students over the age of 18, they will be supervised during these times by an approved adult¹;
- VI arrange for the purchase of one set of any specialist clothing / uniform or equipment required by the School students for the provision;
- VII maintain records of student progress and conduct student progress reviews;
- VIII agree with the School the method and frequency of reporting student progress and students causing concern;
- IX inform the School of any serious disciplinary problems which require the immediate return of one or more students to the School and agree how School intends to facilitate and execute this.

¹ An approved adult is a member of College staff who has been vetted through the College Disclosure Service using the Criminal Records Bureau



- X release teaching staff for agreed joint staff development sessions or meetings associated with the course;
- XI inform the School of any significant student achievement or qualification gained as a result of the provision.

The School will:

- I inform, and where appropriate, obtain the prior consent of parents or guardians for all aspects of the provision set out in Appendix 1;
- II provide the College with relevant information regarding the students' abilities, prior achievement, and levels of attainment;
- III provide the College with details of any criminal record, pending cases or behavioural problems relating to the students;
- IV provide the College with copies of SENCO reports and statements relating to students special educational needs and details of any medical history/problems;
- V determine how School students undertaking the provision will travel to and from the College and take any necessary steps to implement these travel arrangements;
- VI ensure that all School students who attend the College are briefed on, and understand, their responsibilities whilst at the College, on any College organised activity which forms part of the provision, and when travelling to and from the College. The students' responsibilities are set out in paragraph 4 below;
- VII inform the College named contact immediately if a student who should be attending College is reported absent by parents/carers;
- VIII inform the College named contact in writing of any student who is withdrawing from the provision;
- IX nominate a member of the School's staff as the main contact for the College to liaise regularly with the College to ensure the effective delivery of the provision;
- X release teaching staff for agreed joint staff development sessions and meetings associated with the provision;
- XI fund the provision according to the arrangements set out in paragraph 6 below;

4 Student behaviour and discipline:

School students participating in any alternative provision at the College are expected to:

- I attend all of the timetabled classes;
- II ensure that their parent, guardian or carer contacts the School if they are unable to attend a class/day for any reason. The School will then contact the College to inform the College of the absence;
- III follow all health and safety rules and practices as explained by College staff;
- IV treat all adults, fellow students and property at the College with respect;
- V treat all people equally in accordance with the College's Equal Opportunities Policy;
- VI arrive on time and with the correct equipment and clothing;
- VII complete all work to the best of their ability;
- VIII discuss any problems with their College Instructor(s), the College named contact or their tutor at School.



The College reserves the right to exclude from the provision any student who fails to achieve the standards of behaviour set out in Section 4. School students remain subject to their own school's Behaviour Policy.

5 Child protection

Child protection of participating School students remains the responsibility of the School. All College staff have enhanced Disclosure and Barring Service certification. Details are available on request. School students will mix with and share facilities and classrooms etc with College students, some of whom will be 18 years or over.

6 Finance

Once the details outlined in paragraph 2 have been agreed and documented at Appendix 1, the School will receive the initial invoice for the provision. In normal circumstance, invoices will be forwarded at the start of each term.

The cost of the provision includes:

- I all teacher time (delivery and assessment) required for the delivery of the provision agreed;
- II all technician support time;
- III equipment and or protective clothing as required;
- IV all learning materials and consumables;
- V all teaching materials;
- VI accreditation costs

The cost of the provision does not include:

- I the costs of any educational visits required as part of the provision;
- II the cost of the College providing in-class learning support in addition to the Instructor;*
- III uniform and footwear

* In the event that intensive support is required for a particular student, the matter will be discussed with the School.

7 Funding

The College will invoice the School via email with the following provisos;

- I The School will be invoiced once Appendix 1 has been agreed by both parties.
- II The School will be expected to fund the total number of named students agreed at Appendix 1, even if students do not attend or complete any part of their provision and their allocated space is not used for another student. The School must provide 28 days written notice if this agreement is to be terminated prior to the end of the agreed contract period.
- III Settlement of payment is required no later than 14 days after the date of invoice.



8 Key contacts

The College contact for matters related to alternative provision is:

Name	Position	Contact details
Tony West	Director	01329 239001

The School will be advised in writing of any changes to this contact list.

The School's designated contact will be:

(Please complete)

Name	Position	Contact details

The College will be notified in writing of any change to the designated contact, by the relevant Head Teacher.

9 Signatures to the agreement

Two copies of this Service Level Agreement are to be signed. One signed copy to be retained by each partner to the agreement.

Signed on behalf of the College:

Signature:

Name:

Position:

Date:

Signed on behalf of the School:

Signature:

Name:

Position:

Date:



Alternative Provision Agreement with Military Mentors Limited

This document should be read in conjunction with the Service Level Agreement between the School and Military Mentors.

School:

Type of Alternative Provision Agreed: Day Student(s)

From:

Agreed fee: £

Name of School Point of Contact.

School Point of Contact Emergency Tel No.....

No	Student First Name	Surname	Emergency Contact Nominee	Emergency Contact Nominee Tel Number
1				
2				
3				
4				
5				
6				

Please document below/overleaf the following:

- Details of any disciplinary problems, criminal records or pending cases relating to the students
- Details /copies of SENCO reports/ statements relating to students with SEN
- Details of any medical history/problems and **ANY** other relevant details that Military Mentors could reasonably expect the school to make them aware of.

Name:.....Sig.....RoleDate.....