

## 14 – 19 PARTNERSHIP AGREEMENT

### Briefing Notes

The Partnership Agreement is designed to promote understanding between all the parties involved in collaborative arrangements:

- Student and their Parent/Carer
- Learning Base
- Learning Provider (School or College)
- Learning Provider or Employer

The document is a **Memorandum of Understanding** that sets the obligations and entitlements of all signatories.

**Appendix 2a** consists of a number of parental consent forms to cover: attendance, travel permission, lunchtime arrangements and data protection.

**This document is not designed to be a free standing unit, but stands together with the Service and Financial Agreements. Detailed protocols covering all the areas of concern and linked to the Financial Agreement, Partnership Agreement and Service Agreement are designed to support these main documents and should be consulted whenever collaborative provision is being organised.**

What	Section
Attendance and Registration	Section 4
Health and Safety	Section 5
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## 14 – 19 PARTNERSHIP AGREEMENT

**Status of Document: This document is a Memorandum of Understanding.** Its purpose is to give all parties a clear understanding of their obligations and entitlements.

This agreement is a partnership between

	(Student)
	(Parent/Carer)
	(Learning Base) where student enrolled
	(Learning Provider or Employer)

**We have read the document and agree to the obligations as stated and sign as follows:**

Name	Date	Signed
Student _____	_____	_____
Parent/Carer _____	_____	_____
Learning Base _____	_____	_____
Learning Provider _____	_____	_____
Employer _____	_____	_____

## Student

1. I will attend and be punctual for all parts of my learning programme and timetabled activities as required.  
Any absences will be explained to the Learning Base.
2. I will follow all instructions given by Learning Provider staff, ask when I am unsure and use my own initiative.
3. I will complete work assignments at the designated time to the best of my ability.
4. I will behave appropriately in the learning placement and in associated activities, and not disrupt the learning of others.
5. I will care for and return all Learning Provider property.
6. I will adhere to Health and Safety requirements, comply with the requirements of the Learning Provider and their dress code, including protective clothing.
7. I will communicate to my Learning Base and Learning Provider any concerns I have with the learning programme using the Student Complaint Sheet.
8. I will take responsibility for following any examination or assessment procedures and ensure attendance at the correct time and place for the examination or assessment.
9. I understand that I may be required to participate in external training trips and visits as deemed necessary.
10. I fully understand that failure to comply with any of the above responsibilities may result in the loss of my placement.

## Parent/Carer

1. I am responsible for the attendance and punctuality of the student on this learning programme.
2. I am responsible for the travel arrangements from home to the Learning Provider each morning and back home in the evening.
3. I will notify the Learning Base on each day of absence or in advance of a known absence. Any change to the normal arrangements for the day, including travel arrangements, will be put in writing to the Learning Provider e.g. hospital appointment.
4. I will inform the Learning Base immediately if there are any changes in medical circumstances and/or emergency contact numbers.
5. I accept the need for responsible behaviour by the student and agree to support them in maintaining good behaviour during the course.
6. I understand that the student must stay on site at lunchtime unless the consent form has been completed.
7. I understand that the student may be required to attend visits and trips and give my permission for this.
- 8. I understand that the student may be required to leave the programme at any time should this partnership agreement be broken.**

## Learning Base

1. We will liaise with the Learning Provider over the provision of an appropriate induction.
2. We will provide a contact to discuss any concerns the parent/carer or student may have, and to act as a communication link between all parties.
3. We will liaise with Connexions to arrange impartial advice, guidance and information for students and their parents. This will consider the most appropriate pathways to build on students' abilities, aspirations and achievements.
4. We will monitor reports from the Learning Provider and feedback from the student to ensure the learning programme continues to be appropriate.
5. We will keep parents/carers informed of the student's attendance, progress and achievement.
6. We will communicate notice of absence received from the parent/carer to the Learning Provider, as soon as possible on the day of the course.
7. We will provide or finance any Special Educational Needs (SEN) support deemed necessary as per The Code of Practice.
8. We will present the Learning Provider with appropriate information on students medical needs, SEN, behaviour etc where it is needed to safeguard the interests of the student.
9. The Learning Base will provide the finance and administration of examinations for their students.

## Learning Provider

1. We will provide an agreed up-to-date Learning Plan and relevant programme of study as detailed on the Accreditation Form.
2. We will provide suitable and competent staff to deliver and assess the programme. Staff will meet all expectations as outlined in the Quality Improvement Framework.
3. We will provide appropriate cover arrangements in the case of staff absence. We will notify the Learning Base immediately if any unforeseen circumstances necessitate a change in the agreed arrangements.
4. We will organise induction into our facilities, regulations, dress and code of conduct, health and safety requirements and the programme of study and inform the Learning Base of the details of this programme.
5. We will provide the student with a Personal Tutor and/or Work-Based Mentor.
6. As agreed in the Service Agreement we will ensure availability of suitable resources and equipment in order to achieve learning outcomes.
7. We will provide personal support and guidance for the programme based on the use of the Individual Learning Plan.
8. We will give the student opportunity to comment on the delivery of the learning programme and on the facilities provided as outlined in the Quality Improvement Framework.
9. We will monitor the progress and achievement of the student and provide the Learning Base with reports at the agreed times as outlined in the Student Review
10. We will monitor the attendance and punctuality of the student and provide the Learning Base with a report of any absence at the start of each session a.m. and p.m.
11. We will contact the Learning Base immediately regarding any student whose progress or behaviour warrants concern as detailed in the Learning Provider Complaint Form.

12. We will provide lunchtime and break time accommodation and an identified person who will be available for support.  
We will ensure we have appropriate permission forms from parents if pre-16 students are allowed off-site at lunchtime.
13. We will not allow any student to alter the normal daily arrangements, unless we have contacted the Learning Base, and received written parental confirmation.
14. We will comply with LEA Transport and Travel Guidelines and ensure all necessary documentation is completed.
15. We will ensure Child Protection Regulations are adhered to and all staff working with students **in one to one situations** are CRB checked.
16. In the case of Disciplinary or Competence procedures having to be invoked when staff are working in an institution away from their Learning Base, the matter will be referred to the Headteacher and Governing Body of the Learning Base for investigation and action.
17. We will ensure our insurance arrangements contain all the necessary cover as outlined in section 7 of this manual.
18. We will promote equality of opportunity in line with the guidance in section 12 of this manual.
19. We will comply with Data Protection regulations as outlined in section 11 of this manual.

## Learning Provider or Employer

Where the Learning Provider is an Employer or a Vocational Provider rather than a school or college then *in addition* to the obligations and entitlements listed in 2:6 & 2:7, the following form part of the agreement:

1. We will provide the appropriate vocational experience to support the learning and assessment of the student and liaise with the Learning Provider or Learning Base with regard to this and allow visitation for assessment.
2. We will provide uniforms, suitable resources and equipment.
3. We will organise a full induction into our facilities, regulations, dress and, code of conduct, health and safety requirements and the programme of study and furnish a copy to their parents/carers.
4. We will undertake a risk assessment of our facilities, equipment and processes to remove unnecessary risks to students.  
A copy of the risk assessment will be sent to parents before commencement of the course.
5. We will ensure that suitable insurance arrangements are in place which are:
  - a Appropriate to the age of the participants
  - b Appropriate to the activities to be undertakenand will safeguard students, employer and employees.
6. All schools have high standards and work towards eliminating the abuse of nicotine, alcohol and drugs in the student population. In addition the development of appropriate attitudes towards gender, race, sexual orientation and religious belief form part of school policy and procedure. We therefore undertake to promote the same high levels of attitude and behaviour in these areas whilst students are in our care.

## Parent/Carer Consent Forms

The following forms cover the necessary parental consent for a student working on one or more courses of education outside the school/college at which they are registered (their Learning Base).

This consent is required for courses of study which takes place at any of the following:

- Different school,
- College,
- Training provider,
- Employer, or
- Non-attached provider.

The consents required cover the following areas:

- Attendance at the course of study,
- Travel permission,
- Lunchtime arrangements,
- Data Protection (designed to safeguard information about students).

## Parent/Carer Consent Form

### Course of Study

I hereby consent for my son/daughter (name) \_\_\_\_\_

to undertake a courses of study at:

#### Learning Providers:

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Parent/Carer

Print name \_\_\_\_\_ Date \_\_\_\_\_

**This form should be returned to:** \_\_\_\_\_

## Parent/Carer Consent Form

### Travel

I hereby consent for my son/daughter (name) \_\_\_\_\_

to travel to the learning provider by the following means:

• Public Transport

• Transport provided by the Learning Base or Learning Provider

(providing appropriate insurance has been checked by the appropriate Learning Base manager)

• Private Arrangement

(The Learning Base/Learning Provider cannot be responsible for students travelling by private arrangement)

Signed \_\_\_\_\_ Parent/Carer

Print name \_\_\_\_\_ Date \_\_\_\_\_

**This form should be returned to:** \_\_\_\_\_

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## Parent/Carer Consent Form

### Lunchtime

I understand that my son/daughter will be required to remain on the premises of the Learning Provider unless I give permission for him/her to leave the premises. In which instance, neither the Learning Base or the Learning Provider can be held responsible for his/her behaviour or safety.

Please sign one of the statements below

I hereby give my permission for my son/daughter to *remain on* the premises of the Learning Provider during all lunch times.

Signed \_\_\_\_\_ Parent/Carer

Print name \_\_\_\_\_ Date \_\_\_\_\_

I hereby give my permission for my son/daughter to *leave* the premises of the Learning Provider during the provider's lunch break.

Signed \_\_\_\_\_ Parent/Carer

Print name \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to: \_\_\_\_\_

## Parent/Carer Consent Form

### Data Protection

I the Parent/Carer acknowledge that I have read and understood the letter 'Data Protection'

I hereby give my consent for appropriate and necessary data held at present  
by \_\_\_\_\_ school/college relating to my son/daughter  
(named) \_\_\_\_\_

To be shared with other learning providers who are providing courses of study and work related learning.

**Please print names carefully below in block letters and sign this permission slip.**

This is to be returned to the student's school.

**Parent/Carer name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Student name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

