

Terms & Conditions

Signed confirmation of the requested provision will be sent by the Bishopton.

Bishopton will:

- Provide an agreed structured programme of learning, with clear aims, objectives and methods, leading to nationally recognised qualifications.
- Enter pupils for GCSE exams and will deliver all subjects and awarding bodies identified by the SLT.
- Provide schools with our curriculum offer including details of all costings.
- Provide all tools, equipment and materials required.
- Provide a thorough induction programme, including health and safety, at the start of the programme.
- Carry out risk assessments on all aspects of programmes prior to the commencement of the programme.
- Quality assure all aspects of the programme to ensure provision is robust, challenging and of high quality.
- Provide a clear process for the reporting of accidents.
- Keep all student details in accordance with the GDPR legislation.
- Employ staff with relevant teaching and vocational experience and ensure their Continued Professional Development.
- Collect and supply the necessary data for audit requirements.
- Contact the named person in school immediately regarding any student whose behaviour or progress is causing concern. School permission must be obtained before sending a pupil off-site for any reason. Failure to do will be considered as a breach of safeguarding protocols.
- Provide an identified person to be available for support.
- Monitor progress and provide half termly reports to the school and discuss the reports with the young learner at the end of half each term.
- Record individual attendance and inform the host school of absences daily.
- Maintain attendance record on site which can be inspected by at any time.
- Notify the school of any timetable changes or any variation.
- Comply with drugs, bullying and behaviour management guidelines.
- Comply with Local Authority's trips and visits guidelines and ensure that all necessary documentation is completed.
- Ensure that Safeguarding and Child Protection guidelines and policy are complied with. (Child Protection: Safer Recruitment and Vetting in the Education Service).
- Ensure a Designated Safeguarding Officer and an appropriately qualified First Aider are available whenever pre-16 pupils are on site.
- Ensure moderation and quality assurance systems are robust and meet any 14-16 requirements.
- Provide learning support for students who require it.
- Provide a free meal where there is an entitlement and have agreed lunchtime arrangements that are detailed in the student induction booklet
- Ensure courses offered have a clear post-16 progression route in education, training or employment with training.
- Invoice the school for the agreed amount on a termly basis ensuring it complies with the financial agreement.

The home school/LA will agree to:

- Nominate an appropriate member of staff to act as the key contact and co-ordinator.
- Carry out a risk assessment for learners it identifies for a Bishopton programme. Interview prospective students with their parents and obtain written permission from parent for them to work with an Outreach worker.
- Provide in writing, prior to the commencement of the programme place, relevant detailed reports on the participant's circumstances, behaviour and educational status.
- Provide an emergency contact number and information on any known medical condition.
- For students who are statemented or deemed to have special educational needs, provide information about these needs in writing a report and by giving verbal updates as and when required.
- Notify the provider of any significant change or circumstances involving the student or details likely to affect education delivery.
- Support us with concerns and take responsibility for and agree the following up of non-attendees after notification of absence and provide support if other problems occur.
- Assist the provider with carrying out the previously agreed behaviour policies.
- Where applicable finance transport to and from the provider. If deemed necessary and appropriate.