**Melton Learning Hub**

**Burton Road, Melton Mowbray,**

**Leicestershire,**

**LE13 1DJ**

**Tel: 01664 564967**

**Email:** [**Sarah.Cox@meltonlearninghub.org.uk**](about:blank)

**Centre manager Sarah Cox**

**Melton Learning Hub Agreement**

**Name of School/Academy/Partnership**

………………………………………………………………………………………………………

* + - 1. **STUDENT INFORMATION**

Student Name:………………………………………………………………………………………..

DoB:……………………… Year:…………

School:……………………………………………………………………........................................

Email address:……………………………………………………..................................................

Keyworker:…………………………………………… Mob No:……………………………

Parent/Carer:………………………………………… Mob No:……………………………

Home address:…………………………………………………………………………………………

…………………………………………………………………………………………………………..

Postcode:………………………………………… Home Tel No:………………………

Does the student have an Educational Healthcare Plan? Yes/No

Does the student have any particular learning difficulties? Yes/No

If yes, then please specify………………………………………………………………………...

……………………………………………………………………………………………………….

Does the student have any medical conditions/problems? Yes/No

If yes, then please specify…………………………………………………………………………

………………………………………………………………………………………………………..

In case of emergency,

Contact name:………………………………………… Tel no:…………………………………..

Doctor’s name:………………………………………… Tel no:…………………………...

Additional information:………………………………………………………………………………

………………………………………………………………………………………………………...

Start Date ……………………….. Predicted End Date………………………………..

* + - 1. **FINANCIAL ARRANGEMENTS**

Agreed charge: £----------------------- per hour/half day/week/term/other

*(Delete as appropriate)*

If “other”, specify how charge to be calculated:

………………………………………………………………………………………………………….

Invoice to be sent to:

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

On receipt of an invoice, payment will be made in accordance with the framework agreement.

The Provider will confirm each day during the student’s placement that the student has arrived at the location, by contacting within 30 minutes of session start time by e-mail on **.**

The Provider will inform immediately if a student:

fails to turn up at the start of a session; or

* leaves site without permission; or
* does not return after a break or lunch

In the event that any incident or disciplinary issue arises concerning the student, the Provider will inform or the key worker as soon as possible and will provide a written report of the incident to the keyworker within 2 working days of the incident.

The Provider will not send a student home or otherwise off-site, whether for disciplinary or illness reasons without first having first agreed this with either or the student’s key worker.

**Changes to or cessation of provision:**

If the Provider intends to either cease provision or make changes to a programme in which students are placed, it will give the student’s key worker as much advance notice of this as possible

**Progress Reports**

The Provider will provide progress reports to the key worker and the student on a regular basis informally this will be done either by telephone or face-to-face as may be agreed between the parties.

The progress reviews will be sent every full term and RAG ratings and action plans will be sent every half term.

**Contacting Parents**

The Provider will make direct contact with the student’s parent or carer in the case of a medical emergency, and for any updates as a when necessary.

**Reporting Safeguarding issues**

If appropriate the Providers will report any Safe guarding or Child protection issues regarding the student to the key worker immediately it becomes aware of them and submit a written report to the keyworker within 2 working days.

**Off-site visits**

The Provider will agree well in advance with the student’s keyworker any proposals to take students out on trips or otherwise make changes to the normal programme.

The Provider will ensure that the necessary permission slips are signed by the student’s parent/carer prior to the off-site visit taking place and that details of the trip are sent to the student’s parent/carer through the keyworker.

The Provider will keep copies of the trip details and signed permission slips with the student records.

Regular off site visits will be authorised by a generic letter, signed by parents at the start of the placement.

**Early Termination of the Provision**

Either party may terminate the contract. However the provider will require two weeks’ notice of a termination in accordance with the provider agreement.

If the provider wishes to terminate the placement, this will only be done when all other courses of action have been looked into and only under extreme circumstances.

**As stated in the statutory guidance from the department of education regarding alternative provisions (2013) “Local authorities are responsible for arranging suitable education for permanently excluded pupils, and for other pupils who – because of illness or other reasons – would not receive suitable education without such arrangements being made. All pupils must receive full-time provision in total, whether in one setting or more, unless a pupil’s medical condition makes full-time provision inappropriate”.**

**We are NOT an independent school and we can only accept referrals from local authorities on the understanding that we provide one part of the young person’s education and are not the only provider. It is also your responsibility to ensure that the young person receives the rest of their full time education elsewhere and we are not the lead provider of their education.**

**By signing this agreement, you agree to adhere to these regulations and understand that the Melton Learning Hub reserve the right to either refuse, withdraw or reduce a placement with us if these terms are not met.**

**Signed:-**

**Name:**

**Signed:-**

**Provider representative:**