



33 Newminster Road  
Morden  
Surrey  
SM4 6HJ  
Tel – 0208 687 0682

**Service Level Agreement  
Between R2S (Road 2 Success) Ltd &**

**This Agreement will be reviewed during the last term of the 2024/25 academic year and amended or withdrawn as appropriate.**

**This Service level agreement is a statement of actions and responsibilities of Road to Success for the delivery of alternative education.**

**R2S is not registered as a non-associated independent school and therefore cannot provide full-time education. R2S defines full-time education as the totality of hours of compulsory education accessed by an individual learner on a weekly basis. In order for R2S, schools and referring parties to remain compliant with statutory requirements, it is R2S's explicit instruction to all referrers that by signing this agreement, you accept full responsibility for notifying R2S of learners looked after and EHCP status prior to enrolment, or immediately of any subsequent change to a learner, looked after and/or EHCP status during placement. R2S reserves the right to withdraw placement in circumstances where this explicit instruction has not been adhered to, in such circumstances, R2S reserve the right to invoice for full cost associated with original placement period agreed**

**For more guidance, please follow the link**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942014/alternative\\_provision\\_statutory\\_guidance\\_accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942014/alternative_provision_statutory_guidance_accessible.pdf)**

**In placing pupils with R2S, The Referrer ( insert Name ) agrees and will :**

- Nominate an appropriate member of staff to act as the key contact and co-ordinator.
- Support the Provider by providing advice on relevant recruitment and training for staff, offering Child Protection Training, SEN training
- Require that all provision meets legal, statutory and other requirements as specified in this Agreement.
- Attend regular progress meetings to monitor all educational programmes.
- Ensure that the R2S has all the necessary advice and guidance for health and safety arrangements to be put in place.
- Settle invoices for the agreed payment within R2S's specified and agreed timescale within 21days
- Five days written notice must be given when a student's placement is to be terminated at the request of the Referrer.

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Commented [AG1]: Specify notice period



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- If learners have been registered for a particular course at R2S and the referrer terminates the placement resulting in early leave before any qualification can be achieved the referrer will be charged the registration fee.
- Carry out a risk assessment and an assessment of suitability on each pupil entered on to a vocational programme with R2S.
- Provide emergency contact information for each student referred to R2S.
- Provide known medical information for each student enrolled with R2S.
- Provide in writing, prior to the commencement of the programme relevant referral forms, information and reports on the student's circumstances, behaviour and educational status.
- Notify R2S of any significant and relevant change of circumstance or details involving the pupil likely to affect the vocational programme.
- Support R2S's concerns and take responsibility for following up non-attendance.
- If for any reason a student is excluded from R2S, we will notify the Referrer as soon as possible, with details of the incident and date of re-entry, so the Referrer can complete the Timetable suspension paperwork, this is to ensure attendance of the student is correct. It will be the responsibility of the referrer to arrange the student's suspension away from R2S, all safeguarding and educational needs for this duration will be met by the Referrer.
- The Referrer should alert R2S to any student that has a formal risk assessment or previous drug and/or knife carrying offence, so we can be extra vigilant in monitoring these students.
- Provide details of Safeguarding staff.
- All students are informed of start and finish times and also expectations before they attend R2S.
- Remind Parent/Carers that students travelling to and from R2S remains their responsibility.
- The Referrer will remain the responsible body for the education and welfare of pupils outside of their hours at R2S
- Invoices will be paid at the end of each month and should be paid within 21 days of receipt.
- Daily cost £80 per day per session regardless of attendance

Commented [AG2]: Excluded reads like school language. Timetable suspension as an alternative?

Commented [AG3]: safeguarding



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**In providing training for students, R2S (Road to Success) will:**

- Comply with all statutory requirements relating to Child Protection and have due regard to the London Borough of Merton's, Child Protection Policy ensuring all confidential information is kept completely secure.
- Comply with all statutory requirements relating to the GDPR and other applicable provisions in respect of appropriate records.

**Health and Safety:**

- At all times comply with all relevant legal provisions pertaining to the health and safety of its staff, students and others who may be affected by its performance.
- Provide a thorough induction programme, including Health and Safety, at the start of each programme and upon admission of each new student.
- Carry out relevant risk assessments on premises and equipment and make these available to the nominated officer upon request.
- Provide a clear process for the reporting of accidents/incidents and complete and return a London Borough of Merton Accident/Incident Form to The Referrer within the agreed timeframe.
- Maintain at its own cost Public Liability Insurance cover to a minimum value of £5,000,000.
- Ensure all pupils are supervised during educational programmes and at break times, this does not include off site lunch breaks.
- If we have suspicions that a student is carrying drugs and/or a knife, R2S staff will carry out search's and if necessary, call 999 and/or inform The Referrer DSL.

**Learning & Course Costs**

- Provide all tools, equipment and materials as required and provide a set of personal safety equipment for all practical work where necessary.
- Provide regular updates of what qualifications your students are working towards and have completed.
- A spreadsheet of results will be supplied, at the end of each term.
- Daily cost £80 per day
- Invoices will be sent at the end of each month and should be paid within 21 days of receipt
- Referrer will be charged a registration fee for any early leavers please refer to terms above.



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#### **Attendance, Recording and Monitoring:**

- Monitor progress and provide half termly reports to The Referrer Nominated Officer or upon request together with a percentage of attendance.
- All students who attend R2S are on The Referrer's roll; therefore, have the responsibility for safeguarding and attendance. As a provider should not be authorising any absence. If R2S calls a parent/carer and they say that their child is sick, or is unable to attend for any reason, then that information must be passed on to The Referrer.
- R2S will encourage good attendance by encouraging students to attend tracking and monitoring punctuality and when necessary, parents will be sent letters and asked to attend R2S for meetings to address and poor punctuality and attendance to support learners' engagement on our programmes, logging all reasons for absence and lateness, passing them on to The Referrer to enable the Referrer to build up an attendance profile and identify any patterns. This procedure is vital to support the Borough with issuing Fixed Penalty Notices for non-attendance and for safeguarding purposes.
- Ensure the collection of data is accurate and up to date to inform performance monitoring.
- Students' attendance will be chased by R2S and emailed in the morning & afternoon, to nominated staff to ensure safeguarding of students.
- All contact with parents and reasons for absence MUST be relayed daily to The Referrer office for recording and monitoring purposes.
- Due to the safeguarding children's act we are legally obliged to let parents/carers know of any unauthorised absences. R2S will let you know if a student is absent within half an hour of their timetabled lesson start time (am & pm) or if they leave site early.

#### **Staffing:**

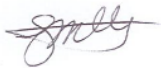
- R2S employ staff with relevant teaching, vocational qualifications, experience and recorded on the Central Record.
- Each person is questioned as to whether he/she has any convictions and the results obtained by a Disclosure and Barring check in accordance with Part V of the Police Act 1997. The check for each named Employee shall include:
  - A copy of the results of such a check is notified to The Referrer (Named Employee, date and number of DBS check).
  - A new DBS check should be completed for all staff every three years and appropriate records kept.
  - Ensure all relevant references are obtained prior to employment of staff and the medical questionnaire is clear.
  - Ensure evidence of the eligibility to work in the UK and applicable Overseas check are evidenced and dated.

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- Ensure replacement agency staff are appropriately checked prior to working with The Referrer pupils and evidence of checks are recorded.
- Ensure that all staff receives appropriate training e.g., Child Protection, Positive Handling, First Aid records are kept. Child Protection training should be completed within 3 months of commencement of employment and every three years thereafter.
- Ensure there is a Named First Aider.
- Ensure all staff records are held in a secure manner.

Signed on behalf of <b>(insert name and address of Referrer)</b>	Sign here:
Name of <b>(insert name of Referrer)</b> signatory	Print name:
Position of <b>(insert name of Referrer)</b> signatory	State position:
<b>Date signature obtained</b>	Date:
<b>Signed on behalf of R2s (Road to Success)</b>	Sign here: 
Name of <b>(insert name of Provider)</b> 's signatory	Sarah McCrory
Date signature obtained	Date: _____

Commented [SM4]:  
 Commented [SM5R4]:  
 Commented [SM6R4]:

Road  
Boards

2 Success  
Solutions

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