



Sir John Hunt



Sir John Hunt Community Sports College

14-19 Partnership Agreement

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This Partnership Agreement is designed to promote understanding and agreement between all the partners involved in collaborative arrangements:

- the student and their parent / carer
- the **Home 6th Form** where the student is enrolled
- the **Host Delivery Centre** where some courses or training may be delivered. This constitutes another 6th Form, College, Employer or Training Provider.

Student

1. I have read, understood and agree to the Home 6th Form Learning Contract.
2. I fully understand that failure to comply with the conditions agreed to by signing the Learning Contract could result in the loss of my place.
3. I have read, understood and agree to my Home 6th Form sharing information with any Host Centres if applicable under the principles of the Data Protection Act.

Parent/ Carer

1. I am responsible for the attendance and punctuality of my son / daughter on this learning programme.
2. I am responsible for the travel arrangements for my son / daughter from home to the Host Delivery Centre (if transport has not been agreed and provided by the Home 6th Form) each morning, and back home in the evening.
3. I understand that I may be charged for any additional costs if my son / daughter has to be provided with extra transportation through missing scheduled transport without a valid reason.
4. I will notify the Home 6th Form on each day of any absence of my son / daughter from the course (or in advance of a known absence). Any changes to the normal arrangements for the day, including travel arrangements, will be put in writing to the Home 6th Form wherever possible.
5. I will inform the Home 6th Form immediately of any changes in medical circumstances and/ or emergency contact numbers.
6. I accept the need for responsible behaviour from my son / daughter at all times, and I agree to support them in maintaining good behaviour throughout the course.
7. I understand that my son / daughter must stay on all learning sites at lunchtimes unless I have signed to give permission for them to leave these sites.
8. I understand that my son / daughter may be required to attend visits and trips and give my permission for this.

9. I understand and support all of the points agreed to by my son / daughter in the Home 6th Form Learning Contract.
10. I understand that my son / daughter may be required to leave the programme should this agreement be broken.
11. I understand the need for my son / daughter to wear their identification badge as part of safeguarding procedures.
12. I have read, understood and agree to my Home 6th Form sharing information with any Host Centres if applicable under the principles of the Data Protection Act.

Home 6th Form Centre

1. We will liaise with all Host Delivery Centres to ensure the provision of appropriate induction.
2. We will provide a named contact for you in the Home 6th Form for you to be able discuss any concerns the parent/carer or student may have, and will act as a communication link between all parties.
3. We will liaise with Connexions and/or a member of the Home 6th Form Staff to arrange impartial advice, guidance and information at appropriate points. This will consider the most appropriate pathways to build on students' abilities, aspirations and achievements.
4. We will monitor reports from Host Delivery Centres, 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 Host Delivery Centres as soon as possible.
7. We will provide the Host Delivery Centres with appropriate information on students' medical, SEN or behavioural etc needs, when a student is registered on the Home 6th Form's Code of Practice and where this information is needed to safeguard the interests of the student.
8. The Home 6th Form will provide the finance and administration of examinations for their students. Students may be responsible for re-sit costs.

Host Delivery Centres.

1. We will provide suitable and competent staff to deliver and assess the programme of study. Staff will meet all expectations as outlined in the Quality Standards and Quality Assurance procedures.
2. We will provide appropriate cover arrangements in the case of staff absence. We will notify the Home 6th Form immediately of any unforeseen circumstances which might necessitate a change in the agreed arrangements.
3. 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 Home 6th Form of the details of this programme.
4. We will provide the student with a named point of contact at the Host Delivery Centre so that any concerns or questions on this site can be addressed.
5. We will ensure availability of suitable resources and equipment in order to achieve learning outcomes.
6. We will provide the appropriate personal support and guidance for the programme based on the individual needs of each learner.
7. We will give the student the opportunity to feedback on the delivery of the learning programme and on the facilities provided, as outlined in the Quality Standards and Quality Assurance procedures.
8. We will monitor the progress and achievement of the student and provide the Home 6th Form with a report of any absence at the start of each period of delivery.
9. We will contact the Home 6th Form immediately regarding any student whose progress or behaviour causes concern.
10. We will provide lunchtime and break time accommodation and an identified person who will be available for support at the Host Delivery Centre.
11. We will not allow any student to alter their normal daily learning arrangements, unless we have contacted the Home 6th Form and received written parental confirmation.
12. We will comply with LEA Transport and Travel Guidelines and ensure all necessary documentation is completed.
13. We will ensure Child Protection Regulations are adhered to and all staff working with students in one to one situations are CRB checked.

14. In the case of Disciplinary or Competence procedures having to be invoked when staff are working in an institution away from their Home 6th Form, the matter will be referred to the 14-19 Coordinator.
15. We will ensure our insurance documentation contain all the necessary cover in line with out internal policies.
16. We will promote equality of opportunity in line with the Every Child Matters agreement.
17. We will comply with Data Protection regulations.

In addition, where the Host Delivery Centre is a Training Provider or Employer:

18. We will provide the appropriate vocational experience to support the learning and assessment of the student, and liaise with the Host Delivery Centre or Home 6th Form with regard to this, and allow their visitation for assessment of this provision.
19. We will provide uniforms, suitable resources and equipment.
20. We will undertake risk assessments of our facilities, equipment and processes to remove unnecessary risks to students. A copy of the risk assessment will be sent to the Home 6th Form before the start of the course.
21. We will ensure that suitable insurance arrangements are in place that are appropriate to the age of the participants, and to the activities being undertaken, and that these will safeguard students, employers and employees.
22. 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 also form part of school and 6th Form policy and procedure. We therefore undertake to promote these same high levels of attitude and behaviour in the areas whilst students are in our care.

Statement about Data Protection

Your son / daughter may be undertaking a course of study, training or work at a Host Delivery Centre.

Under the Data Protection Act it is necessary to obtain your permission and the permission of your son/ daughter if vital personal information is to be shared with others providing learning experiences for students: i.e. other schools, Colleges, Training Providers and Employers.

This is necessary so that the health and safety of the learner is protected. It will also ensure that students' personal and educational needs are catered for as far as possible.

The principles of Data Protection state that data must be stored safely, can only be used lawfully and can only be kept for the purpose and time span of the student's work with other centres.

Information kept on file would be the same as that which is usually kept by the school where your son or daughter is enrolled, such as name and address, emergency contact phone number, essential medical information and any relevant information about assessment of educational abilities and behaviour where this might lead to a risk of accident to the student or Host Centre's staff or students.

In exceptional circumstances, where data is of a sensitive nature, but essential to safeguard the interest of the student, your permission to pass on such data will be sought separately.

By signing your consent to the form enclosed, you and your child are agreeing to this principle of sharing data with Host Centres.

**STANDARD CONSENT FORM FOR COLLEGES
THE USE OF IMAGES OF CHILDREN**

CONDITIONS OF CONSENT

1. The information which you provide in this Consent Form is valid from the time when the Home 6th Form or Host Centre receives this form until the time your child leaves. If your circumstances change or you change your mind about any issues addressed in this form please let the Home 6th Form know immediately.
2. We will not use any images of your child once your child has left the Home 6th Form without obtaining the parents / carers specific consent.
3. We will not publish names of students with any images of children without prior specific and separate consent from parents/legal guardians.
4. If a student is named in any text which we publish, a photograph will not be included with the text, unless this is the wish of the student and parents / carers.
5. We will generally avoid publishing close up or individual photographs of students. Our preference is to publish class or group images of students.
6. We will only use images of students who are appropriately dressed.
7. We will not pass to the press the names of any students appearing in photographs or recordings which the press wish to publish or broadcast, unless a parent / carer has consented to this.
8. If you agree that the media can take and use images of your child you should note that the media's use of images of children is governed separately by the Data Protection Act, other legislation and industry codes of practice.



A home to raise aspirations
and realise dreams