



THE SKYLARK PARTNERSHIP

Hospital and Outreach Education - Service Level Agreement

Between The Skylark Partnership (Hospital and Outreach Education) and	
School / Academy Name	
Pupil Name	

The support and provision of education for pupils with medical needs who are unable to attend school requires a concerted partnership approach, with each partner agreeing to certain roles and responsibilities.

Once the signed form has been received by Hospital and Outreach Education, (HOE) support for the pupil can commence subject to appropriate medical advice and according to the arrangements for dual registration and procedures outlined in the Policy on Services Charged to School and Academies (2020).

The Skylark Partnership (Hospital and Outreach Education) agree to:

- Make personalised educational provision for individual pupils, ensuring continuity of educational provision;
- Provide direct teaching, individually or in groups, to pupils with medical/mental health needs as agreed at set up meeting;
- To undertake appropriate educational assessments to ensure personalised programmes are designed to meet individual pupil needs;
- Monitor and evaluate the effectiveness of provision for individual pupils who cannot attend school due to a medical and/or mental health need or who are on an integration programme, and support the school in the development of an appropriate and sustainable integration plan;
- To enter pupils for external examinations where appropriate;
- Work with other colleagues to develop access plans into mainstream school/academy/college;
- Support and advise schools/academies on the impact of a pupil's medical/mental health conditions on the ability to access education;
- Contribute to Education, Health and Care plan assessments according to the new SEN Code of Practice;
- Support and advise schools/academies in maximising the achievements and attainment of pupils with medical/mental health needs;
- Facilitate the greater involvement of pupils in making decisions about their own educational options, setting their own targets for learning and other priority health and social needs and in monitoring their own progress;
- Work closely with parents/carers to ensure that their views are always taken into account and that the rights of children are paramount;
- Ensure parent/carer permission is gained before discussing any pupil issue with other colleagues and to respect the professional rules of confidentiality;
- Provide regular information to school regarding pupil progress and attendance;
- Attend reviews with school staff to discuss educational arrangements;

It is expected that Schools/Academies and their Governors will:

- Maintain the pupil on the school roll
- Contact the attendance officer at HOE to determine how you would like the attendance reporting back to you under the terms of the dual registration
- Ensure that there is a named person (usually the SENDCO) for pupils with medical/mental health needs.
- Work with HOE staff to plan and implement Individual Learning Plans for pupils with medical/mental health needs who may also have special or additional educational needs.
- Work with HOE staff to plan and implement Individual Healthcare Plans for pupils with medical/mental health needs who are returning to school in line with statutory guidance (Supporting pupils at school with medical conditions (DfE 2014).
- Provide all appropriate and relevant work, plans, and resources necessary for the pupil to closely follow the school curriculum.
- **Arrange and fund transport, where necessary to an alternative teaching venue for pupils not able to attend home school.** (With agreement from schools, HOE is able to make day to day arrangements where this is more practical – see Charging Policy for more details).
- Implement the school's policy on Inclusion, Equalities and Special Educational Needs, and Education of pupils with medical needs, taking into account the Code of Practice, DfE statutory guidance and NCC policies for pupils with medical needs.
- Maintain close contact with parents and carers, helping them to understand the educational provision that may be suitable in each case.
- Arrange, in collaboration with HOE staff, and attend an initial meeting and 6 weekly review meetings for all pupils with medical/mental health needs and to invite the pupil, parents/carers, and appropriate professionals.
- Ensure that pupils are entered for appropriate external examinations and that predicted performance targets, appropriate coursework expectations and curriculum resources are communicated to the HOE teaching team.
- To administer the exam process for the pupil e.g. by providing an invigilator at an alternative venue, such as home or hospital, if required.
- To minute the meetings and distribute the minutes to all professionals.
- Involve the Independent Advice and Support Service, the parent advisory service, when required.
- Ensure that general school information for pupils, parents/carers is sent home to all pupils even if the pupil is not attending school in order to include the pupil in the life of the school as far as possible.
- Make effective and appropriate arrangements to meet the needs of children and young people with additional educational needs due to medical or mental health difficulties in line with the DfE statutory guidance 'Supporting pupils at school with medical conditions'.
- Make alternative arrangements, or be flexible where possible, in order to include the pupil in the life of the school.
- Inform the school(s) where siblings of the pupil attend if there are any particular circumstances that they need to be aware of.

Termination of this SLA

- The terms of this SLA will be reviewed every 6 weeks at the regular review meetings.
- If the pupil is not making progress or engaging, then the SLA will be terminated 4 weeks after the meeting to allow time for alternative arrangements to be put in place. This will be an agreement between the school and HOE.
- No cancellation charges will be applied if the SLA is terminated

You are agreeing to pay for the following:

Weekly charges:

KS1 & 2	£71	Plus any taxi/travel charges incurred Plus any exam entry charges incurred
KS3	£102	
KS 4	£115	

I agree to the terms and condition of educational support as outlined in this service level agreement:

Signed:

Cath Kitchen

Cath Kitchen
Headteacher
Hospital and Outreach Education

I agree to the terms and conditions of educational support as outlined in this service level agreement:

Headteacher Signature:

Print Name:

Date:

Please sign, take a copy of the agreement and return the copy to Hospital and Outreach Education