|  |  |
| --- | --- |
| **[Commissioner and Alternative Provision - Service Level Agreement](#Yellow)** | |
| To be completed for each learner at Wiltshire Approved Alternative Provision. Copies retained by provider and Commissioner | |
| Name of learner |  |
| Date of birth |  |
| Name of provider |  |
| Start Date |  |
| End date |  |
| Review date |  |
| Extended date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Within the agreed costings for this intervention:** | | | |
| **The Commissioner will** | | **The provider will** | |
| Give the provider details of the learner’s needs and aims for the placement (based on the EHCP outcomes where appropriate). | | Provide an agreed structured programme of learning, to meet the aims. | |
| Schedule up to 3 meetings via Teams or face to face to discuss progress and review the Learner’s Intervention Plan. For any learner with an EHCP, one of these meetings will typically be an EHCP annual review. | | Attend up to 3 meetings (as required) via Teams or face to face to discuss progress and review the Learner’s Intervention Plan. For any learner with an EHCP, one of these meetings will typically be an EHCP annual review. | |
| If purchase orders are required by the commissioner, then these will be provided termly in advance. Settle invoices for the agreed payment within 14 days of receipt of the invoice.  Provide an email address for all invoices and any queries to be sent to. | | Invoice the commissioner for the agreed amount at the agreed intervals x 6 per year. Provide the commissioner with 4 weeks notice of any proposed changes to agreed costs. | |
| Respond to issues raised by the provider in respect of safeguarding and/or health and safety in a timely way. | | Comply with the Wiltshire Approved Alternative Provision safeguarding and health and safety requirements at all times. | |
| Invite the provider to contribute to safeguarding and child protection meetings. | | Contribute to any safeguarding or child protection meetings for the learner proportionate to the provider’s time/involvement with the learner. | |
| Give the provider a minimum of 4 weeks’ notice of the placement ending where this is earlier than the planned end date.  Pay for 4 weeks’ agreed provision from the date of notice given by the provider, even if a shorter notice period is given. | | Provide the commissioner with at least 4 weeks’ notice (where possible) of the placement ending where this is earlier than the planned end date. | |
| Liaise with the provider, parents and partner agencies (as necessary) to secure good attendance. | | Complete a weekly attendance return using the commissioners preferred method. | |
| Notify the provider of any significant change or circumstances involving the learner likely to affect programme delivery. | | Notify the Commissioner of any significant change or circumstances involving the learner or provider likely to affect programme delivery. | |
| Arrange a review at 6 weeks after admission date with Provider. | |  | |
| Commissioner contact: | | Provider contact: | |
|  | |  | |
| Role: | | Role: | |
|  | |  | |
| Date |  | Date: |  |