

Alternative Provision

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The Woodland Centre



**Service Level and Financial
Agreement**


2026/2027

Reflecting the underpinning principles of working in partnership to deliver off-site alternative provision at The Woodland Centre, this document:

- Agrees the obligations and entitlements of both the **Commissioning Stakeholder** and the **Off Site Alternative Provision Provider – Breckenbrough School**
- Demonstrates the commitment of all parties to raise attainment levels and increase opportunities for students
- Define quality assurance protocols
- Details the financial arrangements of the agreed provision

This agreement incorporates:

1. Breckenbrough School Responsibilities/Expectations
2. Commissioning Stakeholder Responsibilities/Expectations
3. Students and Provision Details - Appendix 1
4. Pricing and Invoicing - Appendix 2

Provider:	Breckenbrough School
Lead Name: Tracey Laycock	Position: Woodland Centre Coordinator
Signature: 	Date:
Commissioning Stakeholder:	
Lead Name:	Position:
Signature:	Date:

Designated Contacts

Provider:	Breckenbrough School
Name: Tracey Laycock	Position: Woodland Centre Coordinator
Commissioning Stakeholder:	
Name:	Position:

Provider Responsibilities – Breckenbrough School

Health and Safety / Equality and Diversity

In order to provide a healthy and safe environment for students the Provider will:

1. Adhere to Breckenbrough School's Health and Safety, and Safeguarding procedures to minimise risk to students, completing regular risk assessments for The Woodland Centre environments and complete a full Health and Safety induction with new students.
2. Specify to the students/commissioning provider any necessary Personal Protective Equipment (PPE) required.
3. Adhere to Breckenbrough School's policy on Equality and Diversity to promote a fair and balanced learning environment for all students.
4. Supervise students at all times when attending the Woodland Centre.
5. Ensure all Breckenbrough staff working from and at The Woodland Centre have the appropriate level of DBS checks and have completed all statutory training.
6. Ensure an appropriately qualified First Aider is available at all times.
7. Adhere to Breckenbrough School's Safeguarding Policy and Child Protection Policy.
8. Have in post a trained Deputy Designated Safeguarding Lead for the The Woodland Centre and ensure all Breckenbrough staff working at/from The Woodland Centre are fully compliant with up-to-date Safeguarding and Prevent Training.
9. Adhere to Breckenbrough School's Trip Planning Process and Procedures and obtain fully completed consent forms.
10. Ensure that students based at The Woodland Centre are unable to leave the premises at any time during their timetabled day, including breaks and lunchtimes. If a student does leave without permission, they will be supervised as much as possible and for as long as it is safe to do so by staff at The Woodland Centre. Parents/carers and the commissioning provider will be informed immediately, and both will be expected to take over responsibility of the student and/or arrange collection if the student is unable to return to The Woodland Centre.

Attendance

In order to accurately monitor attendance, and contribute to safeguarding, the Provider will:

1. Provide a nominated person(s).
2. Timely and accurately record all attendance/lateness.
3. Contact parents/carers in first instance for all absences.
4. Inform the commissioning stakeholder by an agreed medium of student absences.
5. Inform the commissioning stakeholder of late arrivals where absences have already been reported and update records accordingly.
6. Gain authorisation from parents/carers over the telephone, or through a more direct and timelier medium as agreed, should a student need to go home early and inform the commissioning stakeholder.
7. Notify the commissioning stakeholder of any timetable changes temporary or permanent.
8. Provide commissioning stakeholder regular reports on attendance and punctuality.

Quality of Provision

In order to assure quality of provision and maximise student attainment the Provider will:

1. Take full responsibility for the overall quality of provision.
2. Provide an agreed programme of provision of learning with clear aims and objects for each individual student/groups of students.
3. Provide appropriate guidance and support to students to raise attainment and aid progression.
4. Provide competent and experienced staff to ensure teaching is of a high standard and assessment and monitoring is consistent. This will also be in line with the awarding body regulations if learners are working towards an accredited qualification.
5. Review the success and effectiveness of learning programmes at regular intervals based on the progress and attainment levels of students.

6. Where possible, continue to support students with their programme of study in the event of a closure of The Woodland Centre.
 7. Ensure students records are maintained and available for the commissioning stakeholder.
 8. Ensure regular progress and achievement is tracked and shared.
 9. Contact the named person for the commissioning stakeholder in a timely manner regarding any student whose progress is causing concern.
 10. Attend meetings, where necessary, that may include the student, parents/carers and staff to discuss actions or review a student's place at The Woodland Centre.
 11. Ensure provision offered has a clear and agreed positive progression route.
 12. Keep all student details in accordance with Data Protection Legislation.
 13. Invoice the commissioning stakeholder for the agreed amount on a termly basis.
 14. Advise and agree with the commissioning stakeholder any changes to the agreed programmes and provision.
1. If any students are to be entered for agreed exams through Breckenbrough School, this will be done in line with school processes who will ensure any required concessions are in place. Assessment for concessions must be provided on the correct documentation and have been done in line with examination regulations.

If the commissioning stakeholder asks Breckenbrough School to complete these assessments and it is agreed that is the most appropriate action, then the commissioning stakeholder will be charged for this service within one of their term's invoices.

Engagement, Behaviour and Welfare

In order to maintain appropriate standards of engagement and behaviour and contribute to safeguarding and welfare, the Provider will:

1. Ensure all students and parent/carers are aware of, understand and agree to follow the expectations as outlined in the 'Being a Student at Breckenbrough' document and the school Behaviour Policy. Both documents will be provided to the student, parent/guardians and commissioning stakeholder prior to the start of the placement.
2. Contact parent/carers and the commissioning stakeholders named contact regarding any student whose behaviour is causing concern. Permission must be obtained by the parent/carer before sending a student off-site for any reason and the commissioning stakeholder must be informed.
3. Attend meetings, where necessary, that may include the student, parent/carer, staff and commissioning stakeholder to discuss and agree actions regarding concerns with engagement, progress, behaviour, safeguarding or welfare.
4. Carry out risk assessments where necessary in partnership with the commissioning stakeholder.

Commissioning Stakeholder Responsibilities –

Health and Safety / Equality and Diversity

In order to provide a healthy and safe environment for students, the commissioning stakeholder will:

11. Agree, implement and cover the cost for all transport arrangements to and from The Woodland Centre.
12. Ensure all students have the appropriate Personal Protective Equipment (PPE) as required, including replacing damaged or lost PPE where necessary.
13. Provide in advance details of all staff that will be accompanying students in accessing The Woodland Centre.
14. Ensure all staff have appropriate DBS checks and sign in as visitors.
15. Ensure all Health and Medical Forms are fully completed and returned to the Provider.
16. Ensure Trips/Visits Consent Forms are fully completed and returned to the Provider.
17. Support that students based at The Woodland Centre are unable to leave the premises at any time during their timetabled day, including breaks and lunchtimes. If a student does leave without permission, they will be supervised as much as possible and for as long as it is safe to do so by staff at The Woodland Centre.

Parents/carers and the commissioning stakeholder will be informed immediately, and both will be expected to take over responsibility of the student and/or arrange collection if the student is unable to return to The Woodland Centre.

Attendance

In order to accurately monitor attendance, and contribute to safeguarding, the commissioning stakeholder will:

1. Provide a nominated person and agree the best form of medium for regular contact.
2. Take action over any unauthorised student absences in accordance with their own policies and inform the Provider of the outcome.
3. Inform the Provider of any authorised or planned absences in advance.

4. Inform the Provider of any known illnesses resulting in absences or lateness.
5. Inform the Provider as soon as possible of any situation, emergency or otherwise, that may result in the temporary or permanent non-attendance.
6. Inform the Provider of any planned absences due to commitments required by the commissioning provider e.g. Exams.

Quality of Provision

In order to assure quality of provision and maximise student attainment the commissioning stakeholder will:

1. Provide core data and information as requested, prior to the student starting their programme.
2. Update the Provider with changes or additional information in a timely manner.
3. Ensure students and parents/carers identified for alternative provision are fully informed and agree to the provision.
4. Inform a detailed pen profile including (where applicable) copies of an EHCP or SEN/Learning Support Plans prior to the student starting their programme.
5. Provide Learning Support Staff if required, unless it is agreed the Provider will provide this role at the agreed additional costs.
6. Provide the details and documents of any access arrangements for exams in line with examination regulations.
7. Provide appropriate guidance and support to students to raise attainment and aid progression.
8. Where possible, engage with extra-curriculum activities, such as assemblies and events.
9. Review the success and effectiveness of learning programmes at regular intervals, based on the attainment levels of students and keeping in touch visits.

10. Attend meetings, where necessary, that may include the student, parents/carers and staff to discuss actions or review the students place at The Woodland Centre.
11. Ensure provision offered has a clear and agreed positive progression route.
12. Keep all student details in accordance with Data Protection Legislation.
13. Provide all necessary financial information at the start of the service level agreement to support the raising of invoices each term. Payment of all invoices must be made in line with the provider's financial requirements. Failure to make payments may result in provision being suspended or ceased by the provider.
14. Advise and agree with the provider any changes to the agreed programmes and provision.

Engagement, Behaviour and Welfare

In order to maintain appropriate standards of behaviour and contribute to safeguarding and welfare, the commissioning stakeholder will:

1. Fully support the Provider's 'Being a Student at Breckenbrough' document and school Behaviour Policy.
2. Respond promptly and fully support the Provider on all matters of unacceptable behaviour, including any matters relating to safeguarding concerns.
3. Take appropriate action in response to behaviour issues in accordance with their own behaviour policy procedures and inform the Provider of the outcome.
4. Inform the Provider of any incidents/events that may affect a student's engagement, behaviours, safeguarding or welfare.
5. Attend meetings, where necessary, that may include the student, parent/carer, staff and commissioning stakeholder to discuss and agree actions regarding concerns with engagement, progress, behaviour, safeguarding and welfare.
6. Carry out risk assessments in partnership with the Provider where necessary.

Appendix 1 – Students and Programme Details

Name(s)	Programme	Qualification No:	No: of weeks	Hours per week:	Start Date	End Date

A full timetable of the programmes will be provided to the school. The Woodland Centre term dates are below.

NB – where it has been agreed that learners will work towards any accredited qualifications– this will be dependent upon attendance and engagement. Qualification levels will be confirmed once all initial assessments have been completed and learners have been registered with the awarding body. These details will follow.

Staff CPD days for the academic year are below. There will be no delivery on these days.

- September 7th and 8th 2026
- January 4th 2027
- April 5th 2027
- July 2nd 2027

Further dates may be added during the academic year. Advance notice will be given of these.

Term Dates

Term 1 September 7th – December 18th 2026

Half Term – 26th October – 6th November 2026

Term 2 January 4th – 18th March 2027

Half Term – 8th February – 12th February 2027

Term 3 April 5th – 23rd July 2027

Half Term – 31st May – 4th June 2027

Appendix 2 – Financial Agreement

Name	Cost per programme	Support costs	Additional costs*	Invoice Term 1	Invoice Term 2	Invoice Term 3	Total Cost

Programme Costings

£200 per day x number of days per week x number of weeks

£100 per half day x number of days per week x number of weeks

***Please note – costings are exclusive of VAT**

Support Costings

£ per day/half day x number of days per week x number of weeks

Breakfast & Lunches are included.

*Additional costs may be but not inclusive to; additional Personal Protective Equipment (PPE), trips/visits, books and materials or any other items or services required to support the learning for each young person above and beyond the standard teaching and support materials. These will be discussed and agreed in advance.

Places are allocated to a student for a full term, unless a shorter time scale has been agreed in advance and on an individual bespoke basis.

Invoices will be raised at the start of each term and full payment for that term will be expected. In order to raise invoices we require the following information:

Customer Name
Customer Address
Accounts Contact Name
Accounts Contact Telephone
Accounts Contact Email
VAT Registration Number
Purchase Order Number (If required)

Where provision has been agreed for more than one term and the commissioning stakeholder wishes to end this provision, they must give a half terms notice to the provider.

Failure to make payment of termly invoices timely may result in provision being suspended or stopped.

All SLA's must be check, signed and returned within **5 working days**.