

Northamptonshire Aimhigher Partnership

Service Level Agreement

Relating to collaborative and partnership working between Aimhigher Northamptonshire, schools, colleges and other partnerships.

INTRODUCTION

Aimhigher offers a range of activities for young people aged between 13-30 years in Schools, Colleges and other organisations in Northamptonshire. The activities are designed to enhance and promote progression towards higher levels of study and Higher Education in its broadest interpretation.

PURPOSE

This agreement reflects the commitment of both organisations to work in partnership to raise the attainment and progression opportunities for young people in the county. It aims to:

- Clarify the roles and responsibilities of each of the partners
- Clarify the commitment of each of the partners to the activity/arrangement
- Support schools colleges and other agencies in providing experience of Higher Education for learners
- To provide learners with the opportunity to experience a range of activities to support their achievement and progression
- To provide activities that contribute to learners making informed choices about career options and progression post 16.
- To enhance and support careers education and guidance in schools and colleges using the skills and knowledge of Aimhigher staff
- To introduce students to study beyond compulsory education and towards Higher Education.
- Minimise risk to all students and staff

RESPONSIBILITIES

School, College or other organisation will:

- Select students according to the criteria agreed with Aimhigher ability to achieve 5A* - C at GCSE, 40% most deprived IMD neighbourhoods and NS-SEC occupation classification 4-8
- In conjunction with Aimhigher ensure students are fully briefed about the requirements and benefits of participation in the programme and events
- Obtain prior parental/carer consent for all the Aimhigher activities undertaken by students
- Identify a named co-ordinator(s) responsible for liaising with Aimhigher
- Supply adequate staffing to accompany students on visits or during activities (the staff student ratios should be compliant with

School/College policies and guidelines). **Any staffing provided by Aimhigher will be counted as additional to this provision)**

- Provide support for disabled students and those identified with additional needs. Aimhigher will respect the confidentiality of this information
- Risk assess the transportation to the activity venue/location in conjunction with the school EVC
- Identify a named co-ordinator(s) responsible for managing attendance and behaviour
- Provide information about school/college dates which may affect the attendance of students at Aimhigher activities and events e.g. planned work experience, teacher days, exam dates, field trips and visits
- Work with Aimhigher to deal with "minor", "major" or "gross" incidents of misbehaviour

(please refer to DCSF ratios of 1:15/20 for years 7 and above or the ratio the school has identified in their own internal policies, procedures and risk assessment for external visits)

Aimhigher will:

- Agree criteria for cohort selection and support schools and colleges in the selection process
- Agree an appropriate annual programme of framework activities with the School/College
- Share with the School/College policies, procedures and guidelines for, code of conduct, discipline, equal opportunities
- Provide programme details to the School/College including induction arrangements
- Ensure the School or College is fully briefed about activities and visits that form part of the Aimhigher programme
- Identify a named co-ordinator responsible for each school and college providing on-going support and guidance for students and staff
- Evaluate activities as required by each programme
- Ensure that adults involved in the provision, or other participants, are either "approved"[police checked] or are working under the direct supervision of approved persons and do not have "substantial" unsupervised access
- expect students to remain on the University campus when not involved in supervised activities e.g. lunch and break times
- expect schools to deal with disciplinary issues in their own institutions, and during Aimhigher activities however, Aimhigher reserves the right to instigate

disciplinary procedures if there are "minor, major or gross breaches" of conduct

- provide risk assessments for activities away from the school, that are part of the agreed Aimhigher activity framework.

FINANCIAL ARRANGEMENTS

Aimhigher will:

- notify the organisation of any additional charges in advance or at the time of booking
- provide clear information of funded activities and/or jointly funded activities
- on some occasions, ask Schools and Colleges to pay invoices directly to the provider (e.g. Zip theatre Inspire Education), Aimhigher will reimburse the school less VAT

Aimhigher may need to make a charge to organisations for cancellation or withdrawal from activities or bookings when less than 1 weeks notice is given and charges are incurred by Aimhigher. This is regrettable but experience has shown this can be costly waste of resource.

Schools and colleges will be expected reimburse Aimhigher or the organisation for any malicious damage to property, fixtures and fittings.

INSURANCE / HEALTH AND SAFETY

- Risk assessment of the transportation of students to and from an activity/location is the responsibility of the School and EVC
- Aimhigher will risk assess activities away from the school that are part of the agreed Aimhigher programme. Schools are at liberty to use their own risk assessment procedures to support off site visits.
- Where appropriate personal protective equipment (PPE) may be required for some events [e.g. safety shoes, overalls] this will be notified in advance

***Where students are not based in a school or college the organisation arranging the event will take on the role and responsibilities outlined above.**

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