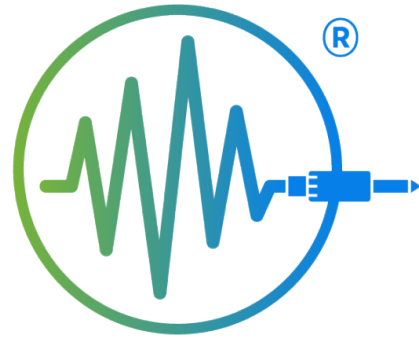


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Partnership Agreement

Briefing Notes

The Partnership Agreement is designed to promote understanding between all the parties involved in collaborative arrangements:

- Pupil and their Parent/Carer
- The School/Organisation/LA
- Lisa Lashes School of Music
- Employer (where applicable)

The document is a Memorandum of Understanding that sets the obligations and entitlements of all signatories. Its purpose is to give all parties a clear understanding of their obligations and entitlements.

This agreement is a partnership between:

- 1 _____ Pupil
- 2 _____ Parent/Carer
- 3 _____ School/Organisation/LA
- 4 _____ Lisa Lashes School of Music
- 5 _____ Employer (if applicable)

Pupil Agreement

1. I will attend each session and arrive on time for all parts of my learning programme and timetabled activities as outlined. Any absences will be explained to the Lisa Lashes School of Music.
2. I will follow all instructions given by the Lisa Lashes School of Music staff, ask when I am unsure, and use my own initiative.
3. I will complete work assignments at the designated time to the best of my ability.
4. I will behave appropriately at the Lisa Lashes School of Music provision/work placement and in associated activities, and not disrupt the learning of others.
5. I will care for and return all the Lisa Lashes School of Music property.
6. I will adhere to Health and Safety requirements, comply with the requirements of the Lisa Lashes School of Music.
7. I will communicate to the Lisa Lashes School of Music any concerns I have with the learning programme using the Complaint Sheet (see page 9)
8. I will take responsibility for following any examination or assessment procedures and ensure attendance at the correct time and place for the examination or assessment.
9. I understand that I may be required to participate in external training trips and visits as deemed necessary.
10. I will not leave the Lisa Lashes School of Music premises during the day, unless this has been authorised in writing by my parents/carer. (this includes lunchtimes)
11. I fully understand that failure to comply with any of the above responsibilities may result in the loss of my placement.

Pupil Declaration

I agree to and will adhere to the above. I agree to attend the programme of training.

Pupil Name _____

Pupil Signature _____ Date _____

Parent/Carer

1. I agree to my child participating in the course provided by the Lisa Lashes School of Music.
2. I am responsible for the attendance and punctuality of the Pupil on this learning programme.
3. I am responsible for the travel arrangements from home to the Lisa Lashes School of Music each morning and back home in the evening.
4. I will notify the Lisa Lashes School of Music on each day of absence, or in advance of a known absence. Any change to the normal arrangements for the day, including travel arrangements, will be put in writing to the Lisa Lashes School of Music e.g. hospital appointment.
5. I will inform the Lisa Lashes School of Music immediately if there are any changes in medical circumstances and/or emergency contact numbers.
6. I accept the need for responsible behaviour by my son/daughter and agree to support them in maintaining good behaviour during the course.
7. I am aware that the Pupil may be required to attend visits and trips and I give my permission for this.
8. I understand that there is a behavioural and complaints procedure that is available at my request via the Lisa Lashes School of Music.
9. I understand that the child may be required to leave the programme at any time should this partnership agreement be broken.
10. I am aware that with the majority of vocational qualifications Pupils are required to have photographic evidence for their portfolio. I give consent for these photographs to be taken of my child.
11. I give consent that he/ she will allow their personal belongings to be searched before entering our premises and/ or a vehicle for transport to and from off-site activities. Yes/No

Parent/carer

I agree to the above and that my child and I will adhere to the above. I also give permission for my child to attend the programme of training.

Pupil Photograph Exemption

I do / do not give (delete as appropriate) my permission to the Lisa Lashes School of Music using photographs/Video recordings of my child in any marketing publicity materials. *Portfolio photographs remain a requirement but will not be used for any marketing unless consent has been given.*

Parent /Carer Name _____

Parent /Carer Signature _____ Date _____

School/Referral/LA Organisation

1. We will liaise with the Lisa Lashes School of Music over the provision of an appropriate induction.
2. We will provide a contact to discuss any concerns the parent/carer or Pupil may have, and to act as a communication link between all parties.
3. We will liaise with external agencies to arrange impartial advice, guidance and information for Pupils and their parents. This will consider the most appropriate pathways to build on Pupils' abilities, aspirations and achievements.
4. We will monitor reports from the Lisa Lashes School of Music back from the Pupil to ensure the learning programme continues to be appropriate.
5. We will keep parents/carers informed of the Pupil's attendance, progress and achievement.
6. We will communicate notice of absence received from the parent/carer to the Lisa Lashes School of Music as soon as possible on the day of the course.
7. We will provide or finance any Special Educational Needs (SEN) support deemed necessary.
8. We will present the Lisa Lashes School of Music with appropriate information (via the LLSOM referral document) on Pupil's medical needs, SEN, behaviour etc where it is needed to safeguard the interests of the Pupil, other Pupils and staff.
9. The School will provide the finance for examinations for their Pupils.

School/Referral/LA Organisation

We agree to the above and are happy to finance the arrangements. I also give permission for the above Pupil to attend the programme of training.

School/Organisation/LA Representative Name _____

School Representative Signature _____ Date _____

Lisa Lashes School of Music

1. Will provide an agreed up-to-date Learning Plan and relevant programme of study.
2. Will provide suitable and competent staff to deliver and assess the programme.
3. Will provide appropriate cover arrangements in the case of staff absence.
We will notify the School/Organisation/LA immediately if any unforeseen circumstances necessitate a change in the agreed arrangements.
4. Will organise induction into our facilities, regulations, dress and code of conduct, health and safety requirements and the programme of study and inform the School/Organisation/LA of the details of this programme.
5. Will provide the Pupil with a Personal Tutor and/or Work-Based Mentor.
6. As agreed in the Service Agreement we will ensure availability of suitable resources, and equipment in order to achieve learning outcomes.
7. Will provide personal support and guidance for the programme based on the use of the Individual Learning Plan.
8. Will give the Pupil opportunity to comment on the delivery of the learning programme and on the facilities provided.
9. Will monitor the progress and achievement of the Pupil and provide the School/Organisation/LA with reports every term.
10. Will monitor the attendance and punctuality of the Pupil and provide the School/Organisation/LA with a report of any absence at the start of each day.
11. Will contact the School/Organisation/LA immediately regarding any Pupil whose progress or behaviour warrants concern.
12. Will provide lunchtime and break time accommodation and an identified person who will be available for support.
13. Will not allow any Pupil to alter the normal daily arrangements, unless we have contacted the School/Organisation/LA and received written parental confirmation.
14. We will ensure Child Protection Regulations are adhered to and all staff working with Pupils **in one to one situation or acting as supervisors** are DBS checked at the 'Enhanced Level'.
15. We will ensure our insurance arrangements contain all the necessary cover.
16. We will promote equality of opportunity, follow Safeguarding procedures and comply with Data Protection regulations.

Company Name

Representative Name _____ **Signature** _____ **Date** _____

The Lisa Lashes School of Music or Employer

Where the Lisa Lashes School of Music is an Employer or a Vocational Provider rather than a school or college then *in addition* to the obligations and entitlements listed previously, the following form part of the agreement:

1. We will provide the appropriate vocational experience to support the learning and assessment of the Pupil and liaise with the Lisa Lashes School of Music or School/organisation/LA with regard to this and allow visitation for assessment.

We will organise a full induction into our facilities, regulations, dress and, code of conduct, health and safety requirements and the programme of study.

2. We will undertake a risk assessment of our facilities, equipment and processes to remove unnecessary risks to Pupils.
A copy of the risk assessment is available to school/Organisation/LA by request.

3. We will ensure that suitable insurance arrangements are in place which are:

- a Appropriate to the age of the participants
- b Appropriate to the activities to be undertaken

and will safeguard Pupils, employer and employees.

4. All schools have high standards and work towards eliminating the abuse of nicotine, alcohol and drugs in the Pupil population. In addition, the development of appropriate attitudes towards gender, race, sexual orientation and religious belief form part of school policy and procedure. We therefore undertake to promote the same high levels of attitude and behaviour in these areas whilst Pupils are in our care.

Employer

We agree to the above and will provide the necessary training for the Pupil.

Employer Name _____

Employer Signature _____

Date _____

Complaints

The Need for a Complaints Protocol

There are requirements under the law to have complaints procedures in place when educating young people. There is certainly a need to have an established protocol, which is fully understood by all parties when young people are working off-site with other Learning Providers, in college, training scheme or work-related placement.

The following sections are designed to help all parties involved in Work Related Learning to ensure complaints are dealt with to the satisfaction of all

- Complaints Protocol
- Complaint Form

Responsibilities

In order to ensure complaints are dealt with appropriately and efficiently it is important that School/Organisation/LA is the institution responsible for receiving and dealing with complaints from its Pupils and parents/carers.

School/Organisation/LA should also be the place receiving and processing complaints from Learning Providers about pupils registered with that school/Organisation/LA.

Complaints

1. For the purposes of the scheme all complaints from Pupils or Parents/Carers about curriculum, travel, provision, equipment, teaching, staff, etc. should in the first instance be raised with the named contact at the Lisa Lashes School of Music, where this is not appropriate the named person at School/Organisation/LA should be contacted.
2. All complaints about Pupils, their work, behaviour, attendance, timekeeping etc are to be made from the Lisa Lashes School of Music to a named person at School/Organisation/LA.
3. School/Organisation/LA agrees to designate a named person to deal with all complaints between parties operating within the scheme.
4. The Lisa Lashes School of Music agrees to designate a named person to deal with all complaints between parties operating within the scheme.
5. Wherever possible School/Organisations/LA will contact Company Name within two working days of receiving any complaint from Pupil or parent/carer. The Lisa Lashes School of Music will try to resolve the problem before the next Pupil visit.
6. Wherever possible the Lisa Lashes School of Music will attempt to solve problems before the next Pupil visit or within one working week if this is not possible.
7. School/Organisation/LA will undertake to see any Pupil causing concern to the Lisa Lashes School of Music before their next visit or within one working week, if this is not possible. If necessary, School will contact the Pupil's parent/carer to explain the situation and to elicit help with solving the problem.
8. In exceptional circumstances, such as an alleged case of bullying or abuse, the Pupil will not return to the placement until the case has been successfully dealt with. The outcome of this will be to the satisfaction of the Pupil, parent/carer, school and the Lisa Lashes School of Music.
9. In cases of severe misconduct by a Pupil, the Pupil may be excluded from attendance at the placement until the complaint has been resolved to the satisfaction of the Lisa Lashes School of Music Training. (This does not mean they will automatically be excluded from attending School/Organisation/LA)
10. In the case of an unresolved complaint, the matter should be dealt with by The Headteacher of School/Manager of referring Organisation, a Senior Manager from the Lisa Lashes School of Music and the Parent or Carer of the learner
11. A register of complaints to be kept at the Lisa Lashes School of Music together with response times and outcomes.

Complaint Form

Member of Staff receiving the complaint _____

From (Name of Parent/Carer/LA/Other) _____

Name of Pupil _____

Date/Time of complaint _____

Complaint: _____

Action Taken by the Lisa Lashes School of Music/School/LA (delete as applicable)

Outcome:

Lisa Lashes School of Music (Name) _____ Date/Time _____

School (Name) (where applicable) _____ Date/Time _____