



Gemstones Service Level Agreement

We at Gemstones are committed to working with schools and families to provide high quality needs led services. It is therefore vitally important to us that communication with our partners is clear and assists us to work effectively to provide those services. The purpose of this Service Level Agreement is to provide a framework to facilitate that partnership working. Please do not hesitate to contact us if you wish to clarify any of the points mentioned below.

Given the diversity of the current school and early years provision, the word headteacher and principal have been used generically in this document. Where we do use headteacher or principal, please take this to mean the senior member of staff responsible for commissioning the service and we acknowledge that in some cases the headteacher/principal may have delegated this role to another senior member of staff.

Name of School:

..... (Please Print)

Headteacher/Principal:

..... (Please Print)

The school/setting or cluster in liaison with Gemstones will set up an initial meeting involving a member of the Senior Leadership team, teaching and where applicable learning consultants and a member of staff from Gemstones to develop and agree outcomes and success criteria for the service/s being commissioned.

This will form the basis for a personalised contract between Gemstones and the commissioning organisation and will include a timetable/schedule of actions with dates and times as far as is practicable.

Thereafter the school/setting and Gemstones Staff will meet/communicate with each other as specified in the schedule including dates to review and evaluate the service being commissioned.

As Senior leader/s of the above school/setting or school cluster I give an undertaking.

1. In the Case of Whole School or Cluster Services

- Gemstones staff working in the school or setting will be provided with copies of the school's policies on, Pupil Discipline, safeguarding, Health & Safety policies and give an undertaking to follow procedures as specified in these policies.
- Where school staff attend training sessions off site, (e.g. within school cluster) as part of the support package, the school will be responsible for the cost of staff cover and travelling. (Although the majority of training is likely to take place on the school site).
- Where work with families is commissioned school or setting staff will undertake to invite families to a meeting with Gemstones staff.
- Where home visits by Gemstones staff are part of the support commissioned then school staff undertake to inform Gemstones of any relevant outcomes of any risk assessments associated with the family.

2. In the Case of an Individual Pupil Specific Referral

- Where the referral is relating to a pupil/student case, the parents or carers have been involved in the referral process and agree to Gemstones involvement.
- Where the work is of a direct nature with a vulnerable child or young person the consent of this child or young person is essential.
- The views of the pupil/student about their strengths and weaknesses will be provided perhaps from the School Action or School Action Plus documentation.
- Information (where relevant) about the pupil's school history, and all relevant assessment documentation relating to the pupils strengths and difficulties, along with details of strategies previously or currently employed by school staff to support the pupil.
- Responsibility for the provision of access to a broad and balanced curriculum will remain with the school.
- The school/setting will retain overall responsibility for statutory documentation such as the IEP or IBP. Gemstones, staff will contribute to this process and provide advice where appropriate.
- School and Gemstones staff will take a shared responsibility for delivery of the agreed programme of support for the pupil/student.
- School/setting staff will provide basic organisational details such as class size and timetables as and when required.
- Gemstones staff will follow the Health and Safety procedures as set out in the Gemstones policy.
- The school undertakes to inform Gemstones staff about an absence of the pupil if this is known prior to the session. A nominal charge of £20 will be made if the session is not cancelled in sufficient time to prevent staff travelling to the school. In such instances this nominal £20 charge will form a contribution towards the cost of travel and staff time.

Signed: **Date:**
(Headteacher/Principal)

Signed: **Date:**
(For and on behalf of Gemstones)