



## Working in Partnership: the GHES Service Level Agreement

*Fundamental to offering the best provision for our students and to ensure a seamless reintegration, is the continued and collaborative partnership with schools.*

*aspiration,  
challenge,  
commitment  
and  
success'*

Name of dual-registered pupil: \_\_\_\_\_

Agreement between GHES and \_\_\_\_\_ (School/Academy)

### Responsibilities of GHES:

GHES

- fulfil our safeguarding duties under Keeping Children Safe in Education 2019 as documented in our Safeguarding policy, including sharing all safeguarding concerns with the home school DSL
- attend all multi-agency meetings for a child along with a member of staff from the home school
- make personalised educational provision for individual pupils, ensuring continuity of educational provision
- to undertake appropriate educational assessments to ensure personalised programmes are designed to meet individual pupil needs
- monitor and evaluate the effectiveness of provision for individual pupils who cannot attend school due to a medical need or who are on an re-integration programme, and support the school in the development of an appropriate and sustainable re-integration plan
- to liaise with the main school exams officer to ensure pupils are entered for the correct external examinations
- support and advise schools on the impact of a pupil's medical conditions on the ability to access education
- contribute to Education, Health and Care plan assessments according to the SEN Code of Practice
- facilitate the greater involvement of pupils in making decisions about their own educational options, setting their own targets for learning and other priority health and social needs and in monitoring their own progress
- where appropriate, work with families to ensure that their views are always taken into account and that the rights of children are paramount
- provide regular information to school regarding pupil progress and attendance
- attend reviews to discuss educational arrangements
- develop an appropriate re-integration plan for a child alongside the family, child and home school through use of the graduated pathway or an Individual Healthcare Plan (IHP)
- Fully support reintegration/transition back to the home school, a different setting or to post-16 provision.

### Responsibilities of School/Academy:

SCHOOL / ACADEMY

- maintain their safeguarding duties under Keeping Children Safe in Education 2020 including liaising closely with GHES on all safeguarding concerns, updating and retaining their safeguarding files with information shared by GHES
- maintain the pupil on the school roll
- ensure that there is a named person for pupils with medical health needs
- work with GHES staff to plan and implement Individual Healthcare Plans (IHPs) and/or SEN plans for pupils with medical health needs
- provide GHES with information requested on the essential handover document within 5 working days
- in collaboration with GHES staff, attend any initial meetings and subsequent review meetings for all pupils with medical health needs and to invite the pupil, parents, and appropriate professionals.
- attend all multi-agency meetings for a child along with a member of staff from GHES
- ensure that pupils are entered for appropriate external examinations and that Access Arrangements are applied for as requested
- to administer the exam process for the pupil e.g. by providing an invigilator at an alternative venue, such as home or hospital, if required
- ensure that general school information for pupils, parents/carers is sent home to all pupils even if the pupil is not attending school in order to include the pupil in the life of the school as far as possible
- make alternative arrangements, or be flexible where possible, in order to include the pupil in the life of the school whilst they are with GHES.