

**AGREEMENT BETWEEN THE GOVERNING BODIES OF  
THE SPONSORING PRIMARY SCHOOL AND NAMED PSCN SPECIAL SCHOOL  
AND KENT COUNTY COUNCIL (KCC)**

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**Desired Outcomes**

- **To endorse Sponsoring Primary School engaging with Named PSCN School as part of the Local Authority strategy for special educational needs provision.**
- **To establish provision at Sponsoring Primary School for up to 24 students (age range 4 – 11) with an Education Health and Care plan for their complex or severe learning difficulties.**
- **To encourage and enable the above pupils to learn, develop and flourish and make the best possible progress, supported by Named PSCN School in a mainstream environment, with primary peers who can act as communication and learning role models.**
- **To allow interaction between pupils, parents and staff from both schools to enhance tolerance and understanding and giving the SEN pupils the opportunity to be part of a mainstream educational environment.**

**Introduction**

This provision will help to secure the Council's ambition "to ensure every child will go to a good school where they make good progress and can have fair access to school places" as set out in its published vision and SEND Strategy for Kent.

This Service Level Agreement sets out the requirements for this Satellite provision between Sponsoring Kent Primary School (SKPS) and Named PSCN School (KASS).

The Satellite provision within SKPS will comprise of a dedicated teaching space, and a small group room adjacent to the classroom. This accommodation will remain ring fenced for KCC funded SEND provision and no changes to accommodation should be made without the prior written agreement of KCC.

This Service Level Agreement will take effect from 1<sup>st</sup> September 2018 and will be reviewed at the end of the first year and thereafter on an annual basis.

In order to determine the % increase in any charges which may need to be applied following the review, advice on the rate of pay and price inflation will be sought from Kent's Director of Finance and the Education Funding Agency.

This SLA has a 5 year period of tenure from its starting date.

### **Provision**

- Pupils admitted to the satellite provision at SKPS will be on the roll of (KASS) and (KASS) will be named on their Education Health and Care Plan. The pupils will meet the entry criteria for Named PSCN School, be enrolled by Named PSCN School and remain on roll at Named PSCN whilst this remains appropriate to meet their educational needs. KCC will have overall responsibility for admissions.

### **Governance and administration**

- Governance and leadership of the satellite will be provided by the Governing Body and Senior Leadership Team of (KASS) in collaboration and partnership with their counterparts at SKPS. The provision is commissioned by KCC.
- The Senior Leaders and Governing bodies of SKPS and (KASS) and KCC will work in collaboration in order to ensure the satellite provision is a success.
- Day to day administration (e.g. funding of school meals, trips, medical visits) for pupils on the roll of the satellite provision will be provided by (KASS). If required, SKPS will invoice for only costs incurred. Responsibility for pupil registration will rest with SKPS staff. Pupils will be dual registered with (KASS) being identified as their main school.
- All (KASS) staff and pupils based at the satellite will embrace the SKPS core values and community code.
- Any matters pertaining to curriculum, or staffing will be addressed by the Teacher in Charge at the satellite under the direction of the Principal of SKPS and Headteacher of (KASS) as applicable.

In addition:

- The classroom facilities provided for teaching and learning for (KASS) pupils will be managed by staff from Named PSCN School.
- Applications for admissions will be made to Named PSCN School according to the agreed admission criteria for all placements at Named PSCN School and in accordance with the arrangements for admission to local authority maintained specialist provision. Suitability for placement in the satellite will be determined by

Named PSCN School and the Local Authority in consultation with Sponsoring Primary School.

- The admission number for SKPS is 30 in any one year cohort and up to a total of 24 pupils from the Named PSCN School. It is anticipated that there will usually be a maximum of 3 pupils per year group included in any individual mainstream classrooms, recognising that the number could be higher if the pupils were of differing ability and therefore working with their appropriate peer group, rather than chronological age. However, at any given time, the whole PSCN pupil group could be included in whole class activities alongside their SKPS class peers. This would always be with the appropriate (KASS) support.
- Pupils identified by Named PSCN School as suitable to be placed at the Satellite Provision will have a period of assessment, usually lasting six weeks. After this a decision will be made as to the continued placement of the pupil through discussions between Named PSCN School and Sponsoring Primary School. Parents should be made aware that initial placements assess suitability for the child and the capacity of the Satellite provision to meet the pupil's needs. Through continued evaluation and discussion, a decision may be made to move a pupil from the Satellite Provision to Named PSCN School site, or vice versa in order to best meet pupil needs. The impact of any individual child's barriers to learning both on their own learning and that of the SKPS pupils will be assessed, positively addressed and reviewed at least termly to ensure they are accessing the right level of support.
- Regular liaison with Sponsoring Primary School Senior Leadership Team will take place regarding the day to day operation of the satellite.
- Sponsoring Primary School will provide curriculum access wherever possible and appropriate and will support the Named PSCN School pupils as appropriate under the guidance of Named PSCN School specialist staff. The pupils will wear the Sponsoring Primary School uniform.
- The employing school will deal with any issues arising with, or being raised by a member of staff.
- Any parental complaints concerning a pupil within the Satellite will be addressed to, and by, Named PSCN School. Any complaint received from a parent of a Sponsoring Primary School pupil, but in relation to the Satellite will be directed initially to Sponsoring Primary School and then a resolution sought in conjunction with Named PSCN School.
- Any pupils on Sponsoring Primary School roll identified with specific SEN inclusion issues will be assessed by satellite staff in collaboration with SKPS staff, to determine whether appropriate individualised support can be offered to meet the pupils' needs and/or strategies/information/individual or group training

arranged for SKPS staff. SKPS will remain accountable for the academic assessment of such pupils and the reporting of their progress.

- The Headteacher of Named PSCN School and Principal of Sponsoring Primary School will meet termly to review the development of the satellite and its inclusion provision. Any issues that may result from the provision will be addressed by both leaders with recourse to KCC if necessary.
- Utilities, telephone, photocopying, staff lunches, broadband access, alarms and cleaning and maintenance services will be provided by Sponsoring Primary School. Named PSCN School will financially reimburse Sponsoring Primary School appropriately for these facilities. This will be calculated on a per head of population basis i.e. cost x (satellite roll/ Sponsoring Primary School roll). These will be agreed between the Headteacher of (KASS) and Principal of SKPS. School meals, provided by SKPS will be totalled and an invoice given to Named PSCN School. This amount is limited to a maximum threshold equivalent to 20% of special schools top up for PSCN pupils; national formula funding element 3).
- Staff employed within the Satellite will be entirely funded by Named PSCN School.
- The Satellite's teaching and learning resources and set up of (KASS) specific learning spaces will be entirely funded by Named PSCN School and will remain the property of Named PSCN School. Named PSCN School will decide a suitable budget for learning resources required by the Satellite Provision and this budget will be held as a ring fenced budget allowance by Named PSCN School. This will include all furniture orders for the (KASS) teaching spaces and an additional 2 chairs and 1 desk for the (KASS) pupils in each classroom. Orders will be made through Named PSCN School and resources will be delivered to Sponsoring Primary School.
- In the event of staff absence within the Satellite, cover will be provided by Named PSCN School. Staff ratios will be maintained as a minimum of in Year 1 of the provision of 2 members of staff and from Year 2, 3 members of staff. In the event of staff absence Named PSCN School will ensure that staff members covering absence are available for the pupils' arrival at school in the morning. If a member of staff leaves due to illness during the course of the school day a covering member of staff will be supplied by Named PSCN School as quickly as possible.

Staff working within the Satellite will follow the Policies and Procedures of SKPS, particularly in regard to safeguarding, behaviour, health and safety and displays. Amendments to SKPS policies for (KASS) pupils will be agreed by the SLT of both schools as required. These Policies and Procedures will have been vetted and agreed with the Headteacher of (KASS).

- All staff working within the Satellite will be expected to comply with Safer Working Practices as the Code of Conduct agreed at Sponsoring Primary School. Sponsoring Primary School Designated Safeguarding Lead and Safeguarding

Team will support the Teacher in Charge of the Satellite in the event of a Child Protection/Safeguarding incident/disclosure. The DSL of Named PSCN School will then assume responsibility as far as possible, or appropriate, and in liaison with Sponsoring Primary School.

- Sponsoring Primary School will have regard to the needs of the Satellite when developing the new build, with the Headteacher of (KASS) being involved in all new build discussions.
- SKPS and (KASS) will need to agree the academic calendar in advance as far as possible to provide continuity for staff and for the pupils working in the satellite provision. Where continuity is not possible, staff and pupils will return to (KASS) for those days when SKPS is not open.
- Named PSCN School will be responsible for the physical maintenance of the classroom facilities provided for Named PSCN School pupils within the temporary buildings and subsequently in the new build, but Sponsoring Primary School will assist whenever practical and cost effective to do so.

Date: .....

Signed for and on behalf of the Governing Body of the Sponsoring Primary School

Name: ..... Date: .....

Position: .....

Signed for and on behalf of the Governing Body of Named PSCN School

Name: ..... Date: .....

Position: .....

Signed for and on behalf of the Kent County Council

Name: Julie Ely..... Date: .....

Position: Head of SEN.....