
**DUAL PLACEMENT
AGREEMENT**
KS2 Building Pathway



RÆDWALD
T · R · U · S · T

DATE: 2023/24

DUAL PLACEMENT AGREEMENT

Between: _____ and Raedwald Trust

Date Placement Agreed: (Z-code): _____

Date Placement Starts (pupil on roll): _____

Placement End Date: _____

Pupil Name: _____

The support and provision of education for pupils with additional needs requires a partnership approach, with each partner agreeing to certain roles and responsibilities.

Upon receipt of referral, the Raedwald Trust and the Local Authority will determine which pathway will best meet the needs of the pupil. This will be established through:

- Review of Inclusion Referral Form
- Discussions with school staff and/or Family Support services at the Local Authority
- Review of documentation provided at time of referral

If it is determined that a pupil's needs cannot be met in one of our current pathways, a separate agreement may be negotiated (in exceptional cases) by the Local Authority.

For the purposes of this document, "home school" refers to the mainstream setting where the pupil is on-roll. Placement end date is set for the maximum length of time the pupil should be educated at a particular Raedwald Trust site as per pathway expectations. This end date may be brought forward if Raedwald Trust teams feel that an earlier reintegration is appropriate for the child/young person.

The subsequent agreement relates to the pathway identified below.

DPA Pathway Overview

Building Pathway

Purpose: To support pupils to succeed in their current mainstream school placement or a new school following a permanent exclusion.

Overview:

Pupils will have the potential to be successful in mainstream school but need a more intensive and in some cases longer intervention to overcome significant barriers to learning. This pathway will primarily support pupils who are having significant difficulties accessing their mainstream school offer. The mainstream school will have exhausted options in Step 1 and 2 of the Graduated Response. Pupils who have been permanently excluded and are without a named mainstream setting may be placed on the Building Pathway, during which a new mainstream setting is sought.

Curriculum: The curriculum at Alderwood is derived from the KS2 National Curriculum and where appropriate EYFS/KS1 content is delivered to support possible gaps in pupil's knowledge and understanding across the core subjects. It is designed as a concentric curriculum where learning is revisited to enable regular retrieval practice and long term knowledge acquisition. Units of learning last for up to 6 weeks. The curriculum is experiential and each unit has a trip, visitor or experience linked to the unit. Reading is an integral part of the curriculum with daily explicit teaching of reading skills, this is further supported by high quality texts through our literature spine.

The systematic synthetic phonics scheme used across Primary at Raedwald Trust is Read Write Inc.

PSED is a significant focus within the school and discreet learning is woven into each day throughout all learning opportunities and break/social times.

Due to the fractional placement and pathway length, we have made deliberate decisions to focus on core knowledge and skills across the curriculum. This means that conscious decisions about our Programmes of Study have been made across all subject areas. We do not deliver the following aspects of statutory entitlement for Key Stage 2 and therefore require home schools to provide learning in these areas on pupil mainstream days:

- MFL
- Music
- Computing

Daily discreet reading lessons are delivered through our Readers for Life curriculum (in addition to English lessons).

All pupils will receive a weekly swimming session which delivers 50% of the recommended PE statutory entitlement. Pupils also have 40 minutes of active play each day, which is directed and supervised by adults.

Specific information regarding the knowledge and skills taught within our curriculum can be found in our programmes of study - <https://www.raedwaldtrust.com/alderwood-academy/alderwood-academy/the-curriculum/alderwood-academy-programmes-of-study/>. Individual subject policies will provide wider rationale around decision making.

Responsibility for covering aspects that we do not deliver sits with the home school, as to ensure statutory entitlement is met.

From September 2022 pupils will attend their Raedwald Trust school 4 days each week and their on-roll mainstream school 1 day each week (Wednesday).

If pupils are accessing a part-time timetable at mainstream, it is expected that they will access a minimum of 2 hours in their mainstream school each week and that this time will be increased over the duration of their placement with Raedwald Trust. It is expected that by week 7 of the placement pupils will be accessing a full day in their mainstream setting.

The placement length remains at 19 weeks and the final 4 weeks of this placement remain as transition weeks. It is expected that in weeks 1 – 15 pupils will be accessing 1 day a week at their mainstream setting (which will be a Wednesday), weeks 16 and 17 pupils will be accessing two full days at their mainstream setting and three full days in weeks 18 and 19. This will help to prepare them for a return to fulltime mainstream education in week 20.

The Raedwald Trust agree to:

- Notify the Local Authority of the date of admission of pupil (confirmed by the RT Admissions team) once the educational pathway has been determined.
- Work in partnership with home school to determine use of B, C or D attendance coding while attending a Raedwald Trust site.
 - **Code D:** *Dual Registered [Used when the pupil is attending the home school]*
 - **Code B:** *Off-site educational activity [Used when the pupil accessing AP attends another off-site activity organised but not supervised/delivered through the AP setting or home school].*
 - **Code C:** *Leave of absence authorised by the home school or AP setting.*
- Ensure the home school is made aware immediately of any Fixed Term Exclusions or permanent exclusions of the pupil if he/she is attending the Raedwald Trust site.
- Fulfil Raedwald Trust dual registration responsibility to home school which includes:
 - Weekly timetable update
 - Weekly report on pupil attendance
 - Attendance number that can be contacted by home school on a daily basis.
- Sharing/providing assessment data and liaising or working with other agencies as required. This includes supporting home school with regards to EHCP Annual Reviews and/or EHCP referrals.
- Work with colleagues to develop reintegration plans into mainstream school. This will include:
 - setting initial home school staff visit dates to the allocated Raedwald Trust site.
 - setting dates for a mid-placement and end-of-placement meeting. The end-of-placement meeting will be held at the home school and will be used to plan the specific reintegration plan.
- Support applications for transport submitted by parents/home school.
- Work in partnership with home school Safeguarding Teams to obtain, monitor and share safeguarding concerns.

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- Provide a comprehensive end of placement report at the end of the pathway placement.
 - Engage pupils in a progressive curriculum where programmes of study have been derived from the EYFS Profile and the National Curriculum.
 - Provide a curriculum overview and programmes of study detailing specific coverage of subjects and objectives during pupil's placement.

It is expected that Home Schools and their Governors will:

- Work in partnership with RT to determine use of B, C, D attendance coding.
 - **Code D:** *Dual Registered [Used when the pupil is attending the Alternative Provision (AP), on a temporary basis, for all sessions that the pupil is expected on the AP site].*
 - **Code B:** *Off-site educational activity [Used when the pupil accessing AP attends another off-site activity organised but not supervised/delivered through the AP setting or home school].*
 - **Code C:** *Leave of absence authorised by the home school or AP setting.*
- Ensure the Raedwald Trust site is made aware immediately of any Fixed Term Exclusions or permanent exclusion of the pupil if he/she is attending the home school.
- Work with the Raedwald Trust to fulfill statutory entitlement each week.
- Ensure the 'Home School Information' sheet is shared with the Raedwald setting prior to placement beginning.
- Ensure the Raedwald Trust site is made aware immediately of any Safeguarding concerns that arise whilst attending the Raedwald Trust setting.
- Provide Raedwald Trust with contact information for allocated staff with attendance responsibility.
- Share/provide assessment data and continue to liaise or work with other agencies as required. This includes overseeing and submitting paperwork for EHCP Annual Reviews and/or EHCP referrals.
- Send a member of staff to visit pupil at the Raedwald Trust site at least once each term.
- Provide Raedwald Trust with name of key worker/key person for referred pupil. Home school will ensure that any member of staff is able to provide DBS information and photo ID for verification upon visit to Raedwald Trust site.
- Maintain responsibility for registering and administering any standardised assessments throughout the duration of the pupil placement. If appropriate, the mainstream setting may delegate responsibility for exams administration to the RT site.
- Attend and host mid and end of placement review meetings.
- Implement and feedback on advice and strategies provided by Raedwald Trust site including support for reintegration.
- Engage in any follow-up feedback/data collection requested by Raedwald Trust following the end of a pupil placement.

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- I agree to the terms and conditions of educational support as outlined in this Dual Placement Agreement:

Signed: 

Head Teacher, Raedwald Trust site

- I agree to the terms and conditions of educational support as outlined in this service level agreement:

Signed: _____

Head Teacher, Home School

Print Name: _____

Date: _____

Please sign, take a copy of the agreement and return the copy to Raedwald Trust.

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Important Information

Email and Phone contacts

	Home School	Raedwald Trust
Lead Contact		Tom Baker (Head Teacher/DSL) tbaker@raedwaldtrust.org 01473 725860 07850939375 Cate Fairweather (Class Teacher) Mon – Fri cfairweather@raedwaldtrust.org 01473 725860 Louise Le Maire (Class Teacher) Tuesday, Wednesday and Friday louisecalvert@raedwaldtrust.org 01473 725860
Attendance		Jayne Crapnell (Office Manager) adminalderwood@raedwaldtrust.org 01473 725860
SEN		Cate Fairweather (SENCO) cfairweather@raedwaldtrust.org 01473 725860
Safeguarding		Tom Baker (Head Teacher/DSL) tbaker@raedwaldtrust.org 01473 725860 07850939375 Jayne Crapnell (DDSL) adminalderwood@raedwaldtrust.org 01473 725860

Mid-placement review date:

End of placement review date: