

Moor House School & College

Subcontracting Policy – College Courses



This policy was agreed by governors on:	November 2022
Who needs to read this:	All staff, Governors, Parents and regular visitors to MH
Review cycle:	Every two years
Next review date:	November 2024
Current status:	Sent to FAC / Approved by FAC
The person responsible for this policy is:	The Bursar and Business Manager
The committee responsible for this policy is:	Finance and Audit Committee

Policy Statement

The sixth form provision of Moor House School & College seeks to enable students to study a broad, balanced and differentiated curriculum, incorporating the requirements of their chosen vocational courses as well as Maths, English and PSHE qualifications. Our courses are highly modified in language content and presentation, to ensure our students significant language needs are met.

Opportunities are considered for students to enrich and enhance their on-site learning through vocational courses at partner colleges and partner providers where we are not equipped to deliver equivalent courses on our own site.

Core curriculum and therapy services will always be provided in-house and Moor House will only use third party educational establishments offering off-site vocational courses where the course and qualification are identified as beneficial for the student and their ability to live independently after leaving Moor House.

Use of partner colleges and partner providers must meet one or more of the following aims:

- Enhances the opportunities available to students
- Fill gaps in niche or expert provision or provides better access to training facilities
- Supports better geographical access for students
- Offers an entry point for disadvantaged groups; or
- Gives consideration of the impact on individuals with shared protected characteristics, where there might otherwise be gaps

Approval of Third-Party Colleges

It is imperative that any colleges/ providers we partner with: -

- Offer high quality educational courses and curriculum delivery
- Provide a suitable environment that meets all of the needs of our students attending
- Demonstrate that they operate a high quality of safeguarding and health and safety measures
- Are within a reasonable travelling distance to the Moor House site to minimise travel time to and from the partner site. Moor House seeks to maximise student time at our own site for core curriculum lessons and therapy sessions
- Offer value for money in the courses that they offer
- Manage and oversee the whole programme provision through the life of each student's programme of study
- Be financially viable
- Hold appropriate insurance cover

Initial assessment of the suitability of colleges/ providers will be conducted by our Deputy Head Teacher (College) who will seek evidence of the above before appointing a partner college/ provider and act as the relationship manager with partner colleges and partner providers.

Suitability of Courses

It is imperative that any courses offered to our students: -

- Are pitched at a level appropriate for our students to thrive on the course
- Offer a suitable level of qualification that will benefit the student
- Provide vocational learning that aligns with the student's aspirations
- Provide a high quality of teaching
- Incorporate any reasonable adjustments that are required for our students to succeed on the course
- Are risk assessed
- Are delivered in an environment that has been assessed as suitable for our students

Discussions are held with the students prior to transition between the school and college to identify a broad, balanced curriculum aligned that will enable the student to achieve their potential. Offsite vocational courses that would benefit the student form part of these discussions.

The Deputy Head Teacher (College) will ensure that any courses considered meet all of the criteria identified and will seek evidence of the suitability of the course prior to placement.

Any additional support required by our students to succeed on a course will be identified and discussed with the partner college prior to placement. Wherever necessary Moor House will provide appropriate staff to accompany our students whilst attending courses off-site.

Safeguarding of Students

Moor House School & College recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and young people. We make every effort to ensure we only use educational settings that provide an environment where children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, feeling they will be effectively listened to.

The Deputy Head Teacher (College) will ensure that any partner colleges/providers have up to date suitable safeguarding policies and processes in place and ensure that these are evidenced.

Any safeguarding incidents involving Moor House students whilst attending a partner college/provider will be fully investigated in line with our own Child Protection and Safeguarding Policy and Procedures.

Quality Assurance

The Deputy Head Teacher (College) will meet regularly with our designated senior contact at each of the partner colleges/providers. Discussions will monitor the progress and attainment of students on the courses and identify any mitigating actions to be taken, either by Moor House or the partner college/ provider, that will help students achieve their potential on the course. The review will ensure that the provision meets evolving business and educational needs.

Progress on courses at partner colleges/providers will be assessed against the expectations of Moor House for each student. Where a course is proving inappropriate or inadequately meeting the needs of the student, options will be considered to achieve the best possible outcomes for the student.

Progress and attainment of Moor House students will be monitored and recorded throughout the duration of the course. This will inform continued use of the courses and educational settings for Moor House students.

Risks are formally identified and monitored regularly, with mitigating actions developed and implemented where possible.

Any issues identified will be discussed immediately with the partner college/ provider and appropriate actions agreed.

Service Level Agreements will be established with the partner colleges/providers and these will be monitored.

Travel to and from Partner Colleges/ providers

Moor House will provide vehicles which are roadworthy, fully serviced, well maintained and appropriate for every journey that our staff and students need to take to a partner college/provider.

Our Vehicle Use policy sets out the procedures for staff who will be using the vehicles for travel to partner colleges/providers to ensure compliance with legislation and the safety of staff, students and others who may be using the vehicles.

Sponsored Placements

The use of sponsored placements enables a wider offering to college students than possible onsite in order to broaden their opportunities when leaving Moor House. The cost of attending a vocational training course at a partner college/provider will be funded by Moor House from the standard fees received from Local Authorities. Moor House remains responsible for providing any required support for learning that the student needs to attend an off-site course. The cost of using the partner college/provider is cost neutral in the fees charged to Local Authorities.