

Alternative Provision
At
The Whitby High School
2017-2018

Overview

A small number of identified students take part in an alternative provision. These students are identified through the House system in conjunction with S Gray (SG - Pastoral Deputy Headteacher) and embark upon placements that are not available at TWHS The current provision includes:

- 1) West Cheshire College
- 2) The Bridge School
- 3) Mploy Work Placements
- 4) Harmonize
- 5) WRAP

Roles and Responsibilities (Appendix 1) – This document clearly identifies the individual responsibilities within school for the student on an alternative package.

Student Placement Details (Appendix 2)

M Entwistle (ME Assistant Headteacher - Alternative Education) keeps a central record of the individual placement details for each student. Individual Houses are involved in the setting up of the day-to-day placements and a keep detailed breakdown of individual student timetables. The school have also employed (through Mploy) a caseworker who sources and monitors the weekly placements. Weekly meetings between the Assistant Headteacher (Alternative Education) take place to discuss progress concerns.

Risk Assessment (Appendix 3)

A risk assessment visit takes place prior to the commencement of the placement. The purpose of the visit is to check upon the suitability of the placement and to eliminate any health and safety concerns. During this visit, the member of staff completes the risk assessment form The completed forms are filed in the Alternative Education file.

Alternative Provision Monitoring Schedule (Appendix 4)

All students are monitored during their time at the alternative placement. Weekly attendance checks take place and are linked to the school's internal attendance tracking systems. Employers and College notify school of any absence on a daily

basis. A monthly visit is completed by a nominate House Progress Manager for any student on a full time placement. ME/SG complete a termly visit for any student on a part-time placement.

Alternative Provision Visit Documentation (Appendix 5)

During any visit, the member of staff will complete Alternative Provision Visit form. This form covers a number of questions relating to the activities covered during the placement and a brief Health and safety assessment. These records are then forwarded to the appropriate House Progress Manager and ME (Assistant Headteacher).

Student Progress Records

Student Progress data is obtained every term from each alternative providers. ME (Assistant Headteacher) also visits or meets, in addition to the monitoring schedule, representatives of the full time providers. Mploy are in regular contact with work placement organisations and meet with ME every two weeks to discuss issues. The school also employ (through Mploy) a key worker who liaises with employers, parents/carers and students on behalf of the school. Progress reports are filed within individual student reports and forwarded onto parents.