**Service Level Agreement between Cambridge Acorn Project and AEP School**

**Primary Information**

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| Name and address of Service Provider: | Cambridge Acorn Project, Future Business Centre, King’s Hedges Road, Cambridge CB4 2HY |
| Key contact at Cambridge Acorn Project: | Hannah Ware [hannah.ware@cambridgeacornproject.org.uk](mailto:hannah.ware@cambridgeacornproject.org.uk)  07947 855308 |
| Cambridge Acorn Project has been quality assured by Cambridge County Council Alternative Education Provision. Our safeguarding and data protection policies are available on our website. However, if you would like any future information, please request this via email: [info@cambridgeacornproject.org.uk](mailto:info@cambridgeacornproject.org.uk) | |
| Name and address school: | To be completed by Cambridge acorn project |
| Key contact at school: | To be completed by Cambridge acorn project |
| Company / charity registration number: | Company Number: 9187469  Charity Number: 1175019 |
| First day of service provision / agreement | To be completed by Cambridge acorn project |
| Length of service provision / agreement | To be completed by Cambridge acorn project |
| Who is the lead agency for safeguarding? (School or Cambridge Acorn Project?) | To be completed by Cambridge acorn project |
| Name and contract details of DSL responsible and how concerns should be logged | To be completed by Cambridge acorn project |
| How should attendance data be shared with the school? | To be completed by Cambridge acorn project |

**Provision Specification**

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| What type of Provision is being provided? | To be completed by Cambridge acorn project |
| What is the aim of the Provision being provided? | To be completed by Cambridge acorn project |
| Who is the Provision being provided for – Name of Student. | To be completed by Cambridge acorn project |
| Student parent/carer name and contact details | To be completed by Cambridge acorn project |
| Can Cambridge Acorn Project contact parents/carers directly? | To be completed by Cambridge acorn project |
| Where will the Provision be provided? (Please note: if the provision cannot be delieverd in school then the school will be liable for paying for the hire of a room. Cambridge Acorn Project can source the room and direct costs will be charged to the school) | To be completed by Cambridge acorn project |
| Will the Provider be expected to attend any meetings as a result of this contract? If so, which meetings and how often? | To be completed by Cambridge acorn project |
| Will the Provider be expected to produce any reports or collect any data beyond attendance? If so, what, who to and how often? | To be completed by Cambridge acorn project |

**Funding Arrangements**

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| Total cost of provision. | To be completed by Cambridge acorn project |
| How will this be paid. | To be completed by Cambridge acorn project |
| Who should Cambridge Acorn Project invoice? (Name and contact details) | To be completed by Cambridge acorn project |
| **Terminating the contract**  Should the young person not engage with Cambridge Acorn Project provision by the end of the fourth calendar week following the start of the contract then the school will be able to terminate the provision giving two weeks’ notice (prorated payment for work undertaken is required).  Should the young person disengage with the project between weeks 5-39 of delivery then a month’s notice is required (prorated payment for work undertaken is required). Alternatively, the school may transfer the programme to another young person with the written agreement of Cambridge Acorn Project. | |

**Signing**

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| Signed on behalf of Cambridge Acorn Project | To be completed by Cambridge acorn project |
| Name and position | To be completed by Cambridge acorn project |
| Date | To be completed by Cambridge acorn project |
| Signed on behalf of [insert school name] |  |
| Name and position |  |
| Date |  |

**Data Protection and Safeguarding:** Cambridge Acorn Project uses your data to ensure we are providing the best possible service to the young people and families we work with. Cambridge Acorn Project is committed to the highest levels of Safeguarding. If you require a copy of our data protection policy, or our safeguarding policies please email [info@cambridgeacornproject.org.uk](mailto:info@cambridgeacornproject.org.uk)