



CANOPY FOREST SCHOOL

SCHOOL SERVICE AGREEMENT

This service agreement outlines the responsibilities and duties of the school working in collaboration with Canopy Forest School and will help us ensure that our work will have a real impact on the learning and development of the students accessing our non-school alternative provision.

School Details

Name of School:	Romsey Primary School
School Telephone No	
Name of main contact/SENCO	
Email address of main contact:	

Alternative Provision Details

Name of non-school alternative provision	Canopy Forest School
Alternative Provision lead	Emma Clode
Alternative provision Telephone no:	07999078833
Email address	canopyforestschool@gmail.com

Cost of sessions	£170 per 2hr session
Invoices will be sent to the school every half term	

Number of sessions per week	
Number of children accessing sessions each week	

Objectives of Canopy Forest School alternative provision

· To provide pupil/s with small group/1:1 therapeutic nurture Forest School sessions that support Schools and students through using outdoor experiences to build confidence, self-esteem and emotional regulation. Our experienced staff tailor sessions to support and address the specific needs of each learner. Our goal is to promote holistic development and support each student's success in their mainstream educational setting.
● Our staff will follow all policies and procedures in the Canopy Forest School handbook ● Will follow confidentiality obligations ● Will provide high quality teaching and learning through a broad and balanced child led curriculum ● Will have the appropriate skills, knowledge and qualifications to deliver our Forest School alternative provision ● Will plan sessions that are relevant and appropriate for all students and inspire, teach knowledge, skills and understanding and work on individual student targets ● Will monitor, reflect and assess learning progress ● Will write termly reports that are sent to parents on each child’s particular target and report progress to the school on individual targets each half term and review and update these with SENCO. ● Will value each child as an individual and understand that each child has their own unique learning style and should be encouraged to achieve their personal best ● Will take appropriate action to safeguard child at all times ● Will provide opportunities for each child to learn and practice new skills and encourage collaborative learning ● Will encourage students to take manageable risks in their own learning

Monitoring

Canopy Forest School will be required to report against the following as part of our monitoring of the service:
● Attendance ● Engagement within our sessions ● Progress with emotional regulation, including examples of positives or negatives ● Social skills ● Behaviour ● Progress of Individual targets linked to EHCP outcomes if SEND
Monitoring will be shared with school every half term and discussions will take place if targets need to be updated or refined. Reports will be sent home to parents every term.

Responsibilities and Duties of the School/SENCO

The school will be required to assist Canopy Forest School in providing our provision by:
● Providing Canopy Forest School with the key information that we need in the admissions and referral process about every child we will be working with including: individual plans including EHC plans, targets for each child, information about health needs, previous school admissions and attendance history, records of behaviour-including exclusions and behaviour plans, safeguarding records, risk assessments of individual children, emergency contact details, parental consent ● Working in partnership with Canopy Forest School to ensure the smooth running of our induction process ● Letting other members of staff know the timetables of the children we will be working with so that they can come promptly to our sessions ● Liaising and discussing problems and difficulties with our staff so that we can swiftly and effectively resolve any emerging issues. ● Paying Canopy Forest School in a timely manner

By signing this school service agreement you agree to the responsibilities and duties specified above

Signed:

Date:

