

Chorley School Sport Partnership

SERVICE LEVEL AGREEMENT

The Chorley School Sports Partnership (CSSP) mission is to work with national and local agencies *‘to create a world-leading PE and sport system that reaches, inspires and engages all young people, whatever their age or ability.*

We aim to;

- To support schools to deliver 2 hours of high quality PE every week thus improving the PE experience for ALL young people.
- Enable every young person to enjoy competition and provide support to the most talented to progress, increasing participation at every level.
- Develop a new generation of coaches working in schools
- Connecting school and community club sport
- Support the development of an increased number of young leaders and adult volunteers working in school sport
- Use PE and sport to inspire learning and achievement
- Support and develop school staff confidence and competence in delivery PE and School Sport, specifically with PE subject leader development

The CSSP will coordinate the delivery of Continual Professional Development (CPD), curriculum support through the implementation of the new Lancashire County Council Physical Education (LCCPE) Scheme of Work (SOW) and extra curricular sport provision. By accessing “Sports Premium” funding the SSP will draw upon the expertise of PE & School Sport deliverers, regional organisations and national governing bodies with the ultimate aim of ***inspiring a generation*** of teachers and learners. The following package will offer a comprehensive PE & School Sport Programme which will demonstrate impact on PE teaching and learning as well as meeting the OFSTED Sports Premium expenditure criteria.



Gemma Stokes
Partnership Development Manager

1.1 PURPOSE OF DOCUMENT

This Service Level Agreement specifies the services provided by the Chorley School Sport Partnership (CSSP) to support schools in relation to the development and delivery of PE and School Sport.

1.2 DESCRIPTION OF THE SERVICES

CSSP will work in partnership with schools to provide a comprehensive, flexible and responsive service to assist subject leaders and Head teachers to support them in the development and delivery of PE and School Sport in an effective and professional manner.

Schools can choose to opt into 2 different levels (see breakdown for full descriptions). The Chorley SSP will be willing to discuss, where appropriate, individual school requirements should they differ from the options available.

In addition, the Partnership will work with and seek support from local and national agencies to provide further resources and programmes, to maximise young people's involvement and strengthen schools PE and Sport Offer in Chorley.

The school acknowledges that the Chorley SSP is not obliged to provide out-of scope services.

1.3 SERVICE DELIVERY

The following services are available to schools who subscribe to this service level agreement; there are 2 packages available.

Standard Package includes;

- All levels of competitions
- Sports leagues
- Bikeability
- Inclusions festivals
- Gifted and Talented
- Change for Life Clubs
- School Staff support
- Leadership
- Foundation Festivals
- PE Specialist Post

Premium Package includes all of the above with a choice of optional extras including coaching hours, Staff CDP, School Sport Days, MFL & Balance Biking

See breakdown for fuller descriptions and costs

Chorley SSP requirements;

The effectiveness of our service is partly dependent on the school. Therefore we require that schools

- Nominate a Primary Link Teacher to communicate with Chorley SSP Staff.
- Meet and honour commitments and deadlines where Chorley SSP Staff have negotiated these with the school, including the coaching in schools agreement.
- Be a proactive partner of the Chorley SSP and take advantage of the service and opportunities on offer for the benefit of the young people in your school.

1.3.1 Qualifications and Experience

The service will be delivered by appropriately qualified, experienced and skilled staff with knowledge of young people and how they learn and develop, the PE Curriculum, wider educational issues and understanding of the local community. Through the CSSP working with other agencies both national and local, the staff will have access to other professional officers with specialist knowledge across the spectrum of Education, Schools PE & Sport and Community Development. All appropriate background checks, (including DBS checks) will be undertaken by CSSP. The school may also carry out the necessary checks of contractors to ensure their suitability to work in school.

The Partnership is committed to the ongoing personal development of all of its employees, particularly in PE and Sport innovation, best practice and keeping up to date with National and local initiatives.

1.3.2 Communication

The first point of contact (The Headteacher or Gemma Stokes) for schools is the Chorley School Sport Partnership based at

Chancery Road

Astley Village

Chorley

Lancashire

PR7 1XP

Tel: 01257 263639

Mobile: 07717 746547

Email: g.stokes@buckshaw.lancs.sch.co.uk

Website: www.chorleyschoolssp.co.uk

The office is open from 9am – 4.30pm Monday to Friday, however the phone line may not be manned at all times. There is an answering machine facility and partnership staff will endeavour to return calls by the next day. Please see our customer service standards for further details.

1.3.3 Data Security

All data will be held in accordance with the Data Protection Act (1998) and will not be shared with any 3rd party organisation. Generic details may be used for reporting purposes to funding agencies and if ever specific school details are needed to be shared permission will be sought from school first.

The CSSP has already made progress in utilising technology to improve efficiency and reduce paper based communication and reporting. The use of the interactive website will continue and look to improve further and the CSSP will ensure that it has the appropriate security in place to safeguard information through supplying passwords to authorised personnel only to gain access.

1.3.4 Quality Assurance

Chorley SSP welcomes feedback from schools and employees in terms of service delivery, both positive and negative. This information is monitored and evaluated to improve service delivery. Feedback on the service should be forwarded to the Partnership Manager or host school Head Teacher. In addition to this, CSSP actively seeks feedback on performance at the conclusion of delivery, through case studies and / or a simple annual questionnaire sent to subject leaders. Where the school is dissatisfied with the quality of provision from CSSP or any of its representatives, the school may raise this in the first instance with the Partnership Manager. The aim is to seek to resolve and improvement the issue as quickly as possible. If a solution is not provided then the matter will be escalated by the school to a more senior representative [Mrs K Stephens , Headteacher at Buckshaw Primary School].

1.3.5 Notice of Termination:

Six months notice from either party in writing will be required to terminate any part or parts of the Service Level Agreement with effect from 31st March.

1.4 LENGTH OF THE AGREEMENT:

The provision of the services shall commence from: *1st September 2016 – 31st August 2017* for a period of 1 year, renewable on an annual basis.

1.5 METHOD OF PAYMENT:

Head teachers will sign the Memorandum of Agreement to agree to the costs involved and payments will be made via a journal transfer in 2 installments as of 1st November and 1st May for their annual subscription. Service Level Agreements are reviewed to ensure they are fit for purpose and meet the needs of partner schools on an annual basis.



Memorandum of Agreement

For service delivery commencing September 2016 – August 2017

For Services Provided By: Chorley School Sport Partnership

To School;

Name of School: _____

Postcode _____

Tel. No: _____

Head teacher: _____

PE Subject Leader: _____

Please can you authorise a payment for the contribution to the Chorley School Sport Partnership from September 2016 until July 2017 for the provisions as described in Service Level Agreement.

School Name		
Objective Code		Amount
Subjective Code		£

I agree with the details as outlined in the Service Level Agreement and accept the cost which should be charged to the debit code entered. I understand payment will be made in two installments in November and May. Please accept my signature as approval to complete the 2 journal transfers dated.

Head Teacher _____

Date _____