

**New Student Registration Pack**

Please note that all the boxes must be filled in and all of the paperwork (Registration forms, EHCP’s etc and the SLA (a new one MUST be signed and agreed from 1st September 2021 for each organisation)) received **BEFORE** the student can start their placement with OnTrak. If the box is asking irrelevant information for your student, please put N/A.

**Student Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | |  | | |
| **Preferred Name** | |  | | |
| **D.O.B** | |  | **Gender** |  |
| **Is this student a LAC?** | | **Y / N** | | |
| **Primary Home Contact Name (Parent or Carer)**  **Address**  **Numbers**  **Email**  **Relationship to Young Person** | |  | | |
| **Secondary Contact Name**  **Address**  **Numbers**  **Email**  **Relationship to Young Person** | |  | | |
| **Referring School and Address** |  | | | |
| **Main School Contact Numbers**  **Email** |  | | | |
| **UPN** |  | | | |
| **FSM / PP** | **Y / N – if Yes, details** | | | |
| **Are any other agencies involved with this student and this referral?** | **Y / N – If Yes, which agency?**  **Social Services CAHMS Other:**  **Primary Contacts Name and Contact Email / Number:** | | | |
| **Reason for the referral to OnTrak** |  | | | |

**Student Needs**

|  |  |
| --- | --- |
| **Does this student have an EHCP, CIN or Statement?**  **Can you give a basic outline of any learning difficulties or SEND that this student has?**  **e.g. Diagnosis of:**  MLD, Dyslexia (statemented), ASD, SEBD, ADHD etc | **Y / N - If Yes, we will need a copy of it before the placement starts.** |
| **Does this student have any behavioural issues?**  **What happens when this student experiences these issues?** | **Y / N – If Yes, give details.** |
| **Does this student have a medical or suspected medical diagnosis?** | **Y / N - If Yes, give details.** |
| **Will this student require any additional support to take any exams or tests?** | **Y / N – If Yes, give details.** |

**Other Settings**

|  |  |
| --- | --- |
| **Has this student attended any other settings before attending OnTrak?**  **Why did they leave?** | **Y / N – If Yes, give details** |
| **% Attendance at previous settings**  **Any exclusions or suspensions?** |  |
| **Please identify the days for requested provision**  **Will they require English / Maths sessions?** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **MON** | **TUES** | **WEDS** | **THURS** | **FRI** | | **AM** |  |  |  |  |  | | **PM** |  |  |  |  |  |   **Y / N – If Yes, please fill in the English and Maths information, if No, please read through the rest of the document and then sign.** |

**English and Maths**

|  |  |
| --- | --- |
| **English**  **Education Levels of YP:**   * As Expected * Below Expected * Above Expected   **Is there a teacher’s assessment to include?** | Baseline Level:  Qualification Aim: Functional / GCSE  Exam Board Used:  Texts currently / recently studying:  Poems group chosen:  Resources requested: Y / N  Any other information:  Y / N – If Yes please include with this pack. |
| **Maths**  **Education Levels of YP:**   * As Expected * Below Expected * Above Expected   **Is there a teacher’s assessment to include?** | Baseline Level:  Qualification Aim: Functional / GCSE  Exam Board Used:  Resources requested: Y / N  Any other information:  Y / N – If Yes please include with this pack. |

**Examinations**

|  |
| --- |
| OnTrak is an approved centre for NOCN Motor Maintenance certificates. OnTrak is available as an external venue for examinations which might suit some students – to book please contact us. If your student requires other examinations or support for examinations, please talk to us about their needs. |

**By signing this document, you are agreeing that the information that you have provided is both full and accurate. It is extremely important that we have the fullest picture of this student so that we can best prepare for them and best provide their education programme. Furthermore, by signing this document you acknowledge that the parents / carers consent to this referral. Should the school have deliberately withheld any information, then we may have to take legal advice. Should any information change, it is the school’s duty to inform OnTrak of these changes immediately.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student Registration Consent Form**

*Please note that this form* ***must be signed before*** *your student can start at On Trak. As part of the registration, you will be given a copy of our most recent risk assessments and policies.*

By signing this document, I can confirm that I have the due authority to sign and give consent to the student being taken off site to continue their learning journey with OnTrak (this includes residentials) and that the information provided on this form is true, complete and accurate. I agree to notify On Trak immediately of any changes or updates in information with regards to this student.

We take pictures internally for the student files and module work. Occasionally we may use these pictures for show casing our charity and student work at external events like motor shows and colleges. Please tick if you DO NOT want this student’s pictures used in this capacity.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Within two weeks of the student starting their placement, a member of the school team responsible for this student must come to On Trak to view the facilities, staff and, if it is after the student has started, the student working within their placement. Please tick one of the following:

1. I need to book a date/time to attend On Trak
2. I have attended before with another student and am happy for the student to proceed with their placement.

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**Financial Information for Accounts**

|  |  |
| --- | --- |
| Name of Student |  |
| School and Address |  |
| School Contact Name and Number |  |
| Accounts and Finance Department Contact Name, Number and Email |  |
| Purchase Order Number if needed |  |
| Contact Method | Email invoice  Is the email / contact above the one to email the invoice to?  Y / N |

Invoices will be issued at the end of each month or term and will be expected to be paid within **14-28 days**. If there are any issues, follow the contact details on the invoice to discuss.

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**MEMORANDUM OF AGREEMENT**

**BETWEEN ONTRAK COMMUNITY INITITIATIVE and**

**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Parties to the agreement**

This partnership Memorandum of Agreement is made on \_\_\_\_\_\_\_\_\_\_20\_\_ between **ONTRAK** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Registered addresses of the organisation and partnership organisation:

|  |  |
| --- | --- |
| OnTrak Community Initiative  St Enoch’s Road  Wibsey  Bradford  BD6 3BU | Organisation Address |

1. **Terms and Conditions**

The terms and conditions of the partnership agreement are:

2.1 The partnership between **OnTrak** and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**exists solely to successfully deliver the OnTrak educational programme.

2.2 The programme duration will be from \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_ to ­ongoing.

2.3 The partners to this agreement agree to respect confidentiality on formal matters relating to each other. In cases of a Safeguarding concern the necessary Disclosure process will be followed. Progress and performance is a legitimate area for discussion and for reporting in summary terms to each of the partners’ boards.

1. **Purpose of the agreement and summary of project**

This agreement exists to deliver the OnTrak Educational Programme. The working day is 9am until 3pm. Students must arrive promptly and be ready with their working PPE gear on (doors open from 8.30am).

1. **Roles and Responsibilities**
   1. **OnTrak** will provide a location in its premises and at Tockwith Motor Sports Karting Track to hold sessions and workshops as part of the OnTrak Education Programme.

These locations will provide and fulfil requirements for safe interactions and learning, and for parents/carers/staff to hold reviews/meetings/observations.

4.2 OnTrak will work with the school/organisation to ensure adequate provisions are in place during the delivery of the OnTrak Education Programme and abide by **\_\_\_\_[organisation name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** safeguarding policies should they be different to OnTrak’s and include any specific requirements for students.

4.3 Prior to the delivery of programme the start date and end date, a timetable, student placement needs analysis and schedule of sessions will be agreed by both parties.

4.4 **\_\_\_\_[organisation name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will allocate a member of staff to be a first point of contact to OnTrak for the duration of the programme. A second point of contact will also be assigned in the instance the first contact is absent from the school. These contacts are **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.5 **\_\_\_\_\_\_\_\_\_\_[Primary Contact]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**will identify a member of staff with First Aid training who will be available in the OnTrak centre for the duration of the OnTrak Education Programme.

4.6 Insurance cover, liabilities, policies and risk assessments will be reviewed and agreed between OnTrak and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** prior to the start date of the programme. A copy of OnTrak’s risk assessments, policies and any other documents will be sent to the organisation prior to the start of the OnTrak Education Programme and will be available on the website for downloading.

4.7 A member of staff from **\_\_\_\_\_\_[organisation name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**who is in charge of safeguarding will be identified prior to the start date of the OnTrak Education Programme. That contact is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **Communication and Project Development**

5.1 The main communication relating to the project will take place between OnTrak’s Natalie Kershaw and Adrian Woods and **\_\_\_\_\_\_\_[primary contact]\_\_\_\_\_\_\_\_\_\_** at regular meetings either face to face, online, email or via telephone.

5.2 OnTrak will communicate directly with the first point of contact (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)throughout the duration of the OnTrak Education Programme delivery. This will include any queries relating to the service, reports and other incidents arising.

5.3 OnTrak will be responsible for generating reports about student progress throughout the OnTrak Education Programme at regular intervals. Any other matters arising will be queried/communicated through the first point of contact.

5.4 Co-operation from **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** around this reporting and the expedient handling of any queries will be prevalent in the successful delivery of the OnTrak Education Programme.

1. **Costs**

The cost of delivering the OnTrak Education Programme is £80/day, £25/hour English and Maths (or £12.50/session) and £2.50/lunch. This amount will be paid within 14-28 days of receiving the invoice to the following account:

**Name of Bank:** Lloyds Bank, Commercial Street, Halifax, HX1

**Sort code**: 77-71-30

**Account Number**: 44410468

Reference will be on the invoice. The finance contact will be **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[email / name]**

Should a student be absent but OnTrak has staffing and resources in place, the organisation will still be charged. If a student leaves before the agreed date, the organisation may be charged up to 2 weeks (or up to the end of the month). We MUST have written confirmation that the student has left their placement. We do have waiting lists and without written confirmation, OnTrak will assume that the placement is being held for that student and will charge accordingly.

1. **Timescale**

The duration of this partnership agreement is equal to the duration of the OnTrak Education Programme running from \_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ until the agreed end.

Should this timescale change due to any matters arising, this will be discussed/reported to the first point of contact. A review of the student’s placement and needs will take place.

1. **Outputs**

The following outputs have been agreed as part of the OnTrak Education Programme

* Regular termly reports and updates
* Education programmes designed to enhance healthier attitudes towards progression

1. **Declaration**

Signed by, and on behalf of OnTrak by:

Name: Signature: Date:

Adrian Woods MBE Adrian Woods 1st September 2021

Signed by, and on behalf of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:

Name: Signature: Date: