

EAP Extend

Alternative Provision Consent Form

As the school will have explained, AP is a programme to offer your child the opportunity to gain work experience and develop skills outside of the school environment with carefully selected training providers.

The AP scheme is coordinated and administered by Ealing AP, who will review the referral forms and find an appropriate training provider. This will require information about your child to be disclosed to Ealing AP and the selected training providers to help support your child during the programme. Other than sharing information/data with your child's mainstream school, Ealing AP or the training provider will not disclose this information to any other party without your permission, unless there is a legal requirement or duty to do so, or if there is a risk of serious harm or threat to life.

All providers are required to ensure health and safety and insurance requirements are met. However, there will be times (for example, during breaks, lunchtimes, or possibly while travelling to and from the placement) where your child may be unsupervised. This also includes occasions where your child leaves the site before the normal finishing time. In such circumstances, every effort will be made to inform you.

Student Name: _____ **School:** _____

Consent to Alternative Provision (Parent to complete)

1) I agree for my child to take part in the Alternative Provision Programme outside of school Yes ☐ No ☐

2) The school have consulted me as part of the decision making process and I'm aware that my child will attend these provisions to support their learning and that they remain on roll with their mainstream school Yes ☐ No ☐

Agreement to engage in alternative provision (School, parent & student to complete)	Photograph Consent (Parent to complete) As standard, some of our courses require photo evidence as part of coursework evidence. These is only shared with the exam boards.	
Parent consent I understand the terms of this agreement and I am happy for my child to engage in an alternative curriculum. I will ensure that I update the mainstream school should any information such as emergency contact numbers or medical details change. Print Name: _____ Signature: _____ Date: _____	May EAP use your child's photograph in our AP prospectus and other printed publications for promotional purposes? May a provider use your child's photograph in their prospectus and other printed publications for promotional purposes? May EAP use your child's image on the EAP website and digital publications?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Student consent I understand the terms of this agreement and I am happy to engage in an alternative curriculum. I will ensure that whilst at the provision I observe all the health and safety guidance & ensure I work to the best of my ability. Print Name: _____ Signature: _____ Date: _____	May a provider use your child's image on their own website? May we film/record your child engaging in activities for promotional material on our website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
School consent (Budget Authorisation) I can confirm we agree to authorise any costs incurred for the provision/s requested & acknowledge by submitting this referral, it does not guarantee a place if the provision is full. Print Name: _____ Signature: _____ Your Role: _____ Date: _____	Minibus/School Travel Consent (Parent to complete) For some of our courses, students can access transport to and from the provision or for trips and visits during curriculum time. This will be within our dedicated and fully insured school vehicles. Please sign below if you give your consent for your child to travel within EAP school vehicles (If left blank we accept this as you do not give your consent) Parent Consent Signed: _____ Print Name: _____	

Student Name: _____ **School:** _____

Student Expectations

At our provisions we expect students to observe the expectations of the provider and of EAP. This is to ensure the safety, enjoyment and progress of all students. Each provider will have a variation of expectations for their setting. However, as a minimum we expect students to observe the following:

- I will be appropriately dressed for the provision
- I will arrive on time to ensure a prompt start to every session
- I will communicate with staff and other students with respect
- I will follow the direction of staff members
- I will ensure that I engage to the best of my ability in all theory and practical work
- I will respect the environment and the equipment at the provision
- I will remain safe by observing all health & safety requirements
- I will not smoke or vape in or around the provision
- I understand that e-scooters are not permitted on site at any of the provisions
- I will observe instructions around use of personal devices/mobile phones during lesson times
- I will remain on site for the duration of the provision and only leave site when dismissed by staff

Online Acceptable Usage Agreement

- I will only use school IT equipment for school purposes and I will not download or install software on school IT equipment or attempt to bypass the internet filtering system in school.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.

I have read and understand the expectations of me at the provision and what I must observe when using ICT.

Student signature: _____ Date: _____

We are aware of our child's responsibility at the provision and agree to support the school and EAP with these.

Parent signature: _____ Date: _____