

Service Level Agreement – School Liaison

What we do

- Develop excellent working relationships with schools, academies and other educational providers across the region
- Provide information, advice and guidance events and activities in schools
- Deliver school presentations, such as assemblies and transition talks
- Attend option events and parents' evenings to discuss course options and progression pathways, welfare and financial questions
- Promote and attend college open days to all students, parents/ guardians and staff from schools
- Provide application technique workshops and interview preparation for college
- Provide CEIAG (group or one to one) sessions
- Arrange educational experiences for school pupils to visit our industry-standard facilities and have a real insight into what college life is like, hosting campus tours for students and staff from schools
- Provide bespoke project work and specific industry led activities with involvement from key partners / employers, using Labour Marketing Information (LMI)
- Curriculum focused awareness/engagement sessions
- Provide application and destination data to key staff at schools
- Deliver bespoke events (Parents/carers event, Careers & Teacher's Network event, etc)
- Deliver the Moving On project, alongside the council, with the aim to reduce the number of NEET students (Leeds)

How we do it

We have key relationships with staff at feeder schools with whom we agree and create unique yearly activity planners. A suite of information, advice and guidance activities are agreed and delivered directly by the team, representing and promoting the full Luminate Education Group offer. This work is delivered both externally in schools and community venues, as well as internally across the campuses at the Luminate Education Group. These relationships are managed daily by responding to emails and phone calls, hosting progression meetings and producing and sharing data. Activity is regularly reviewed using data figures and targets in correlation to school statistics and application numbers.

We will liaise directly with your department and key staff in school to arrange logistics of events from travel arrangements to risk assessments and the recruitment of students to the session(s).

Year 11 students progressing to Leeds City College

We create reports for the feeder schools to confirm essential progression information to the school which students have applied, been given, and accepted offers at Leeds City College and then return this information to the schools. Once this data is processed and analysed by

the school (careers, heads and deputies), they can support the at risk students and maximise attendance to interviews.

We run regular data reports during enrolment to track which year 11 students have enrolled at Leeds City College, as well as reports around the current attendance of these enrolled students. We then send this information to the schools, who will help support and encourage the students that haven't enrolled to attend. This is a joint approach (students' school, school liaison team and admissions) to help support progression to the college, increase our figures and help to reduce NEETS (not in education, employment or training) across the city. For the team to share application and enrolment information and data, a Data Sharing Agreement must be signed by a member of staff from school and the college. A form can be obtained upon request.