

# Learning Contract

This document is your Learning Contract. It must be signed by you and your parent/guardian before you start your placement with us. We will sign a copy when you arrive.

It lays out what we can all expect from one another; what you can expect from us, what we can expect from you. It also helps to create an agreement between us, you, and your parent/guardian that we can all look back on to make sure things are working properly for everybody.

There are also many different policies and procedures that must be followed by both staff and students at **PiPeLine Productions Academies**. They are all important because they are there to make sure that everybody is safe, supported, and cared for. Making sure that you behave appropriately with these in mind is a condition of your place here at **PiPeLine** so it's important that you understand most of what they're about. Staff at **PiPeLine** are on hand if you have any questions and if you need any of the information explaining to you, make sure you ask us and we'll be happy to help.

Some of the policies also contain other information you might find useful and some also detail some of your rights.

All of the documents can be found online at:

[www.pipelineproductions.co.uk/policies-procedures-and-forms](http://www.pipelineproductions.co.uk/policies-procedures-and-forms)

Printed versions are kept in the black folder in the main hall next to the signing in book.

If you want, we can print copies out for you or send you or your parent(s)/guardian copies via email.

These policies are:

**Equality & Diversity Policy**

**Health & Safety Policy**

**Data Protection Act**

**Complaints Policy and Procedure**

**Appeals Procedure**

**Malpractice Procedure & Policy**

**Learner Disciplinary Procedure**

**Fire, Accident & Emergency Procedures**

**Access and Fair Assessment Policy**

**Safeguarding Policy**

We will go through these documents from time to time to keep them fresh in your mind and to also make sure you know what they're about.

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## Expectations:

1	<p><b>What you can expect from us:</b> To provide you with a safe and supportive environment for you to learn and develop. For all staff, contractors, and volunteers to adhere to all company policies and all relevant legislation.</p>	<p><b>What we expect from you:</b> To contribute to creating a safe and supportive environment for you and others to learn and to develop and for staff to work.</p>
	<p><b>What is expected from your parent/guardian:</b> To support us if any issues arise around discrimination or bullying or to inform us if you think this could be affecting your child.</p>	<p><b>Policies related to this:</b> Equality &amp; Diversity policy Disciplinary procedure Malpractice procedure &amp; policy</p>
2	<p><b>What you can expect from us:</b> To open the facility by 9am at the latest and to help you with your work in a timely fashion.</p>	<p><b>What we expect from you:</b> To attend regularly and to be on time.</p>
	<p><b>What is expected from your parent/guardian:</b> To make sure your child attends regularly and is on time and to inform us if there is any situation that might prevent this.</p>	<p><b>Policies related to this:</b></p>
3	<p><b>What you can expect from us:</b> That the facilities and equipment will be kept at a reasonable level of cleanliness and that the environment will be clean, comfortable, and tidy.</p>	<p><b>What we expect from you:</b> To help us keep the <b>Academy</b> clean and tidy and to not drop litter.</p>
	<p><b>What is expected from your parent/guardian:</b></p>	<p><b>Policies related to this:</b></p>
4	<p><b>What you can expect from us:</b> To do everything within our power to ensure that you are safe from all types of harm.</p>	<p><b>What we expect from you:</b> To act safely and sensibly and take responsibility for the safety of yourself and others when in the <b>Academy</b>.</p>
	<p><b>What is expected from your parent/guardian:</b> To co-ordinate with us should any safety issues arise. To inform us if there are any health issues that could prevent your child from taking part in activities.</p>	<p><b>Policies related to this:</b> Health &amp; Safety policy Learner Disciplinary procedure Fire, Accident &amp; Emergency procedures</p>
5	<p><b>What you can expect from us:</b> To act respectfully towards you, other members of staff, visitors, members of the public and towards your parent(s)/guardians. To respect your property. To provide you with the necessary equipment and resources you need to complete the course.</p>	<p><b>What we expect from you:</b> To act respectfully towards staff, other students, visitors, member of the public and property; this includes not using offensive language whilst at the <b>Academy</b>.</p>
	<p><b>What is expected from your parent/guardian:</b> To co-ordinate with and support us should any issues arise.</p>	<p><b>Policies related to this:</b> Health &amp; Safety policy Learner Disciplinary procedure Fire, Accident &amp; Emergency procedures Complaints Policy and Procedure Equality &amp; Diversity policy</p>

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6	<p><b>What you can expect from us:</b> To structure lessons that are understandable and can provide you with the learning you need. To provide other opportunities for learning that tie in with your personal interests. To attempt to involve every member of the group and to create an environment and programme which enables you to achieve.</p> <p><b>What is expected from your parent/guardian:</b> To support us if any issues with disruption or lack of engagement arise.</p>	<p><b>What we expect from you:</b> To take an active part in lessons, sessions and learning opportunities and to not disrupt the learning of others in any way. To understand that you may not enjoy everything that you are doing and there may be things you do not want to do but to get on if asked to.</p> <p><b>Policies related to this:</b> Learner Disciplinary procedure Malpractice procedure &amp; policy</p>
7	<p><b>What you can expect from us:</b> To only ask you to do things which are reasonable and contribute towards you learning, safety, well-being and the learning, safety and well-being of others. To provide qualified, experienced, and supportive staff.</p> <p><b>What is expected from your parent/guardian:</b> To support us if any issues arise.</p>	<p><b>What we expect from you:</b> To follow all reasonable instructions from any member of staff.</p> <p><b>Policies related to this:</b> Health &amp; Safety policy Learner Disciplinary procedure Fire, Accident &amp; Emergency procedures Complaints Policy and Procedure Equality &amp; Diversity policy</p>
8	<p><b>What you can expect from us:</b> To set work that is reasonable and contributes towards your achievement and to mark and give feedback within 10 days before submission deadlines.</p> <p><b>What is expected from your parent/guardian:</b> To ensure that your child is meeting all notified deadlines and that they are completing work to the best of their ability.</p>	<p><b>What we expect from you:</b> To complete your work to the best of your ability and hand it in on time.</p> <p><b>Policies related to this:</b> Learner Disciplinary procedure Complaints Policy and Procedure Malpractice procedure &amp; policy</p>
9	<p><b>What you can expect from us:</b> To inform you of our expectations and any policies and procedures that are relevant to you.</p> <p><b>What is expected from your parent/guardian:</b> To make sure that you are aware of any obligations and policies you may have to adhere to and ensure that your child does the same. To attend reviews and disciplinary meetings as appropriate. To support our combined vision for the success of your child. To ensure that your child has appropriate funds to allow them to travel to the <b>Academy</b> and to sustain themselves while there.</p>	<p><b>What we expect from you:</b> To abide by all <b>Academy</b> policies and procedures as relevant to you.</p> <p><b>Policies related to this:</b> Equality &amp; Diversity policy Health &amp; Safety policy Data Protection Act Malpractice procedure &amp; policy Learner Disciplinary procedure Fire, Accident &amp; Emergency procedures Complaints Policy and Procedure Appeals Procedure Access and Fair Assessment Policy</p>

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**What you can expect from us:**

That all staff and volunteers will be properly trained and mindful of the safeguarding of students at all times and will take any action accordingly.

**What we expect from you:**

To ensure that you do not do anything that puts yourself or anybody else in danger.  
That you tell us if you or anybody else is at risk of neglect, abuse or danger.

**10 What is expected from your parent/guardian:**

To inform us of any issues that could impact upon the safety of your child, other students, or any members of staff or the public.

**Policies related to this:**

- Health & Safety policy
- Data Protection Act
- Malpractice procedure & policy
- Learner Disciplinary procedure
- Fire, Accident & Emergency procedures
- Safeguarding policy

## Declaration:

### The pupil:

I declare that I have read and understand the content of this contract and that I agree to terms and expectations.

I understand that if I don't fulfill the expectations presented, this could result in me losing my place at **PiPeLine**.

By signing this agreement I declare that I have read and understood this contract and that I will familiarise myself with the what **PiPeLine** expects of me.

Further, I declare that if there is anything that could stop me from fulfilling any of these expectations, I will immediately talk to a member of **PiPeLine** staff to let them know so that they can try to deal with it.

Name:

Signed:

Date:

### The parent(s)/guardian(s):

I declare that I have read and understand the content of this contract and that I agree to abide by the expectations and to support **PiPeLine** in its endeavor to provide my child with educational experiences and qualifications.

I understand that failure to adhere to and abide by the expectations could be detrimental to the educational development of my child.

Further, I declare that if there are any reasons that could prevent me from fulfilling any of my obligations detailed above, that I will immediately contact a senior member of **PiPeLine** staff to inform them and enable them to remedy any potential situation.

Appropriate Adult Name:

Signed:

Date:

Appropriate Adult Name:

Signed:

Date:

### PiPeLine Productions:

We declare that we have read and understand the content of this contract and that we agree to abide by the expectations and to support the pupil and parent(s)/guardian(s) in their endeavor to gain/provide the student with gainful educational experiences and qualifications.

We understand that failure to adhere to and abide by the expectations could be detrimental to the educational development of my child and could lead to the parent(s)/guardian(s) and/or school terminating the pupil's place. Further, failure to adhere to statutory legislation could result in legal action.

Further, we declare that if there are any reasons that could prevent us from fulfilling any of our obligations detailed above, we will immediately contact the parent(s)/guardian(s) and school to inform them and enable them to remedy any potential situation.

Staff Name:

Signed:

Date:

Staff Name:

Signed:

Date:

**PiPeLine Productions Academy for the Urban Arts**

**PiPeLine Productions Academies LTD**

**Delius Arts & Cultural Centre**

**29 Great Horton Road**

**Bradford**

**West Yorkshire**

**BD7 1AA**

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