|  |  |
| --- | --- |
| Name of School |  |
| Name of Headteacher |  |
| Name of contact and email address |  |
| Contact Telephone number |  |

|  |  |  |
| --- | --- | --- |
| DETAILS OF THE REQUEST | | |
| Please provide a few details about the school? i.e. leadership team capacity, recent Ofsted grade, current priorities, reason for support request etc. as well as desired outcomes. |  | |
| Type of support | [ ] LLE support  [ ] SLE support | |
| **Note our current SLEs available for deployment:**  Please tick the subject / area you would like support in from an SLE | **Primary** | |
| [ ] Early Years | [ ] Special Educational Needs and Disabilities |
| [ ] Literacy | [ ] Closing the Gap |
| [ ] Phonics | [ ] CPD |
| [ ] Maths | [ ] Initial Teacher Training and NQT Development |
| [ ] Science | [ ] Leadership of Curriculum |
| [ ] History | [ ] School Business Management & Finance |
| [ ] PSHE | [ ] Attendance and Safeguarding |
| [ ] Music | [ ] Behaviour and Discipline |
| [ ] PE | [ ] Assessment and Tracking, & the use of data |
| [ ] ICT |  |
|  |  |
| **Secondary** | |
| [ ] English | [ ] Continual Professional Development |
| [ ] Design & Technology | [ ] Initial Teacher Training |
| [ ] Maths | [ ] Assessment and Tracking, and the use of data |
| [ ] ICT | [ ] Gifted and Talented |
| No of days support requested in total: |  | |
| Frequency of support required:  e.g. 1 day per week for 10 weeks, 1 day per month for a term, a block of support |  | |
| *When would you like the support to begin? Or what term would you like the support in? e.g. Autumn, Spring, Summer* |  | |
| Would you describe the need for support as urgent? |  | |

|  |  |
| --- | --- |
| Cost of Support | |
| *LLE day rate is £450*  *SLE day rate is £350* | |
|  | |
| **Please provide a purchase order number**  We will raise our invoice on completion of the support. Your Purchase Order should be made out to Kyra Teaching School, Mount Street Academy, Mount Street, Lincoln LN1 3JG |  |

***Return the completed forms to Lisa Yates*** [***lisa.yates@kyrateachingschool.com***](mailto:lisa.yates@kyrateachingschool.com)

**Terms and conditions**

*The Client School will:*

* Enable access by the System Leader(s) to the school for the provision of the agreed services;
* Make payment promptly on receipt of an invoice for the agreed services;
* Make reasonable endeavours to support the System Leader(s) in the delivery of the agreed services throughout the term of this agreement, including to respond in a timely manner to requests for information or specific assistance, and not doing anything which may undermine the reputation or work of the System Leader(s);
* Inform their KYRA contact should it be necessary to make changes to the agreed Deployment Action Plan;
* Provide feedback to the KYRA Teaching School Alliance on completion of the services. This feedback will be in the format specified by KYRA and will be made available to the System Leader providing the service should they so wish;
* Not seek to secure services from the System Leader that are additional to this agreement directly with the System Leader(s) or with their Home School(s);
* Act appropriately, and in a timely manner, to concerns raised by the System Leader(s).

*KYRA Teaching School Alliance and its representatives will:*

* Ensure that the services are provided with all due diligence in accordance with reasonable professional standards so that the requirements of this agreement are met, in all material respects, to the reasonable satisfaction of the Client School;
* Provide, in consultation with the Client School, a Deployment Action Plan and a Deployment Report;
* Inform the Client School, as soon as is practically possible, if a System Leader is unable to fulfill a prior arrangement (e.g. in cases of sickness absence) and ensure that the appropriate arrangements are made so that the agreed services may be delivered;
* Act appropriately, and in a timely manner, to concerns raised by the Client school in respect of the services, or those delivering the services.

*Data Protection*

* To find out about how we handle your personal data, including who we will share your data with please see the Kyra Teaching School Privacy Notice. This can be found at [Kyrateachingschool.com](https://kyrateachingschool.com/assets/downloads/Privacy_Notice_for_Kyra_V.0103.07.2018.docx_.pdf)
* If you have any questions you can contact Jude Smith Kyra Data Protection Lead Email:  [jude.smith@kyrateachingschool.com](mailto:jude.smith@kyrateachingschool.com), Tel: 07769661479.

***Support agreed [ ]***

***Teaching School: Signed …………………………………… Date ……………………..***

***Headteacher of Client School: Signed …………………………………… Date ……………………..***