|  |  |
| --- | --- |
| Name of School/Organisation |  |
| 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.  |  |
| What type of support would you like from Kyra Research School?  | Please tick all that apply:[ ] Support in designing, implementing and evaluating a small-scale trial[ ] Presentation to staff about evidence-informed practice[ ] Presentation about specific EEF guidance, please state which[ ] Presentation to governors about evidence-informed school improvement (twilight)[ ] Strategic tools for leaders(1/2 day) CPD[ ] Teacher-led Research (6 days over 12 month s) CPD[ ] Using evidence to inform school improvement CPD [ ] Establishing a reading group for staff[ ] Establishing a professional learning community or network[ ] Support writing bids for funding[ ] Other, please provide details. |
| No of days support requested in total:  |  |
| Frequency of support required: e.g. 1 day per week for 6 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? |  |

|  |
| --- |
| Quote for the Support |
| *ELE day rate is £350* *Facilitator day rate is £450* |
|  |
| Please provide details of where the invoice should be sent:  |  |
| **Purchase order number:**  |  |

**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 RS contact should it be necessary to make changes to the agreed Deployment Action Plan;
* Provide feedback to the KYRA Research School Alliance on completion of the services. This feedback will be in the format specified by KYRA RS 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 Research School 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.

*Confidentiality*

* All parties will keep confidential all information relating to the provisions of this agreement and to the business affairs of the other parties whether such information is received orally or in writing or by any other means and shall not, without the prior written consent of the other parties, disclose such information to any third party except as may be required by applicable law or regulation or by the rules or requirements of any regulatory authority.

***Support agreed [ ]***

***Research School: Signed …………………………………… Date ……………………..***

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