

Leading learning and **excelling together**

## Castle Phoenix Teaching School Alliance

### BOOKING TERMS AND CONDITIONS

#### General

- Once a booking is confirmed, your school will be invoiced and payments should be made within 30 days of receipt of invoice.
- Please send purchase orders to:  
Finance Department  
Caludon Castle School  
Axholme Road  
Wyken  
Coventry CV2 5BD  
[finance@caludoncastle.co.uk](mailto:finance@caludoncastle.co.uk)  
Tel: 024 7644 4822
- Castle Phoenix Teaching School Alliance accepts no liability for loss or damage to any property that your staff bring onto our own or any other related venue.

#### Charges for programmes/courses

- Any cancellations made during the 14 day period prior to the start of the programme will still be charged at full fee rate.
- Delegates unable to attend, may be substituted up to 14 days prior to the start of the programme/course unless informed otherwise at the time of booking.
- We reserve the right to postpone or cancel any programme/course if deemed necessary. You will be notified as soon as possible if a programme/course is cancelled and will be given a full refund where applicable.

#### SLE/LLE/NLE deployments

- Castle Phoenix Teaching School Alliance brokers SLE, LLE and NLE support for schools to develop leadership capacity to help raise standards.
- The daily charge for an SLE is £350, LLE is £450 and NLE is £550.
- This fee will be paid to the Teaching School, who will withhold an administration charge of £50 per day to support the brokering, monitoring and evaluation and administration of the deployment.
- The remaining payment will be transferred to the SLEs/LLEs/NLEs school to cover their internal costs.
- No refunds will be made and it is therefore imperative that clear expectations and outcomes are discussed at the beginning of the process to ensure they are realistic and that the deployment is successful.
- During the initial brokering meeting, a number of hours/days support will be agreed.



### **School to School Support (other than by/through accredited system leaders)**

- Castle Phoenix Teaching School Alliance brokers leaders to schools to provide school to school support, e.g. to undertake Pupil Premium, Safeguarding, Subject Specific and Special Needs Reviews.
- The overall charge and dates will be agreed with the school requesting the support in advance.
- No refunds will be made and it is therefore imperative that clear expectations and outcomes are discussed at the beginning of the process to ensure they are realistic and that the deployment is successful.

### **Charges for external visitors**

- Due to the significant number of external colleagues visiting Castle Phoenix Teaching School Alliance schools, a nominal charge will be made to cover the costs of meeting with key members of staff.
- Half day visits will be charged at £25 and full day visits at £50 per person.
- Any cancellations made during the 14 day period prior to the arranged date of the visit will still be charged at full fee rate.
- Delegates unable to attend, may be substituted up to 14 days prior to the start of the visit, unless informed otherwise at the time of booking.
- We reserve the right to postpone or cancel any visit if deemed necessary. You will be notified as soon as possible if a visit is cancelled and will be given a full refund where applicable.

### **Intellectual Property**

- Programme contents, documentation, copyright, trademarks (whether registered or otherwise), design rights (whether capable of registration or otherwise), confidential information and all other relevant intellectual property rights remain the property of Castle Phoenix Teaching School Alliance.
- Supported materials may be supplied with 3<sup>rd</sup> party propriety material that may be subject to additional restrictions.

### **GDPR Compliance**

- We have taken the necessary technical and organisational measures to ensure that we comply with the regulations on how your data is processed.
- Please refer to the [Castle Phoenix Teaching School Alliance Privacy Notice](#)
- Please be aware that 'we' refers to Castle Phoenix Teaching School Alliance, Caludon Castle School, Caludon Castle School Direct, Coventry Teaching Schools' Council, Coventry SCITT.

Updated 22/05/2018



**CASTLE PHOENIX TEACHING SCHOOL ALLIANCE**  
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