**Service Level Agreement**

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| **Name of school/ Trust/ LA** |  |

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| **Contact Details** | | | |
| Name and role of main contact: | Name: | Email of main contact: |  |
| Role: |

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| **Contact Details for Invoice(s)** | | | | | | | | | | |
| Name and role of main contact for finances: | | Name: | | | School name and address for invoice: | | |  | | |
| Role: | | |
| Email: | | |
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| **2 Year Support Packages**  *\*plus VAT and expenses*  ***Please tick*** | **Bronze** (5 days)  From £2,250\*  **per year** | | **Silver** (7 days)  From £3,000\*  **per year** | | | | **Gold** (10 days)  From £4250\*  **per year** | | | **One Day**  From £1250\* training |
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|  | | | | Training | | In-school support/ consultancy | | | Focus of training  Please see flyer below for range of training on offer | |
| Please tick | | | | |
| Date(s) of Training or Consultancy: | |  | |  | |  | | |  | |
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| **Terms of Contract:**  NB The school will be responsible for copying handouts/resources for staff which will be sent to the key contact prior to the training day(s).  All **training** is charged at £1250 (+VAT and expenses\*) for up to 50 people. For numbers over 50, there is an additional charge of £50 per person. A **consultancy day of in-school support** is charged at £850 (+VAT and expenses). Please note that training or consultancy cancelled with less than 6 weeks’ notice will be charged the full amount. By signing and returning this booking form you agree to this.  The school will be invoiced after the training has taken place and payment within 3 weeks would be much appreciated. Thank you.  *\*Expenses include travel to and from the venue and overnight accommodation with meals (if required)* |

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| Address of location where training is to be held: | |  | | | | Tel: |  | | |
| How many schools will be present at the training? \*\* | |  | | Approximate number of staff at the training: | |  |  | Please tick: | |
| Who will be present at the  training? | |
| Teachers only |  |
| Please tick which Key Stages will be present during the training: | | | | | | | Support staff only |  |
| Nursery / pre-school | EYFS | | KS1 | | KS2 | KS3 | Mixture of teachers and support staff |  |
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| Brief outline of your school’s context: |  | |
| Please explain why you have requested Talk for Writing training: |  | |
| Are there any particular aspects of English that you would like the training to include/cover?: |  | |
| Please provide any other information that you feel may be relevant. |  | |
| **Signature**  *(please sign to confirm that you have read and agree to the terms listed at the top of this page)* | | Signature:  Date: |

Jamie Thomas

## **http://www.talk4writing.co.uk/wp-content/uploads/2019/01/Jamie-small.jpgTalk for Writing Expert**

jamie.thomas@talk4writing.com

Jamie is an accredited Talk for Writing trainer and works both nationally and internationally in developing the core systems and practices that lead to sustainable improvement. In addition to his role as a trainer, Jamie is Deputy Head and Head of English at Warren Road Primary School, a large 4-form primary school in Orpington, Kent.

In 2015, Jamie led and delivered whole school change at Warren Road, embedding Talk for Writing across the school as part of The Primary Writing Project. This proved to be the most successful whole school initiative undertaken, with progress measures soaring in reading, writing and GPS, and continuing to rise.

In 2017, Warren Road became an accredited Talk for Writing Training Centre and now supports a number of schools in the implementation and development of the programme.

Jamie currently leads all elements of Talk for Writing training and is available for inset, consultancy and individual school support. He is passionate about supporting schools and individuals in the implementation of Talk for Writing, offering insight into his own school’s leadership, development and outcomes. He is also an advocate for the success Talk for Writing has in Year 6, and is now looking to work with Secondary schools to look at transition into KS3.

To contact Jamie regarding training please email: [jamie.thomas@talk4writing.com](mailto:jamie.thomas@talk4writing.com)

**Talk for Writing Training Offer**

# Building Capacity and Sustaining Improvement

### Talk for Writing works best as a whole-school approach. Evidence indicates that to develop and embed any approach effectively, schools should commit to a sequence of training and support over several terms or years. One-off ‘introductory days’, while enjoyable for staff, rarely lead to transformational change if they are not followed up with focused support with your school leadership team. This is essential to build your school’s capacity to develop the staff practices and create the whole-school systems required to sustain improvements over time - this is the key to success and value for money!

### Support is also more effective when it includes an initial strategic planning meeting to establish the baseline, identify strengths and plan the focused inputs that meet the needs of your school. In addition, planning well-timed reviews and a final evaluation can also capture the impact on children’s outcomes, leading to more sustained improvements, embedded into the learning culture of the school.

### All our accredited consultants can provide tailored packages of support over time to meet your school improvement needs including: audit and reviews, whole staff training and leadership support.

### We also recommend visiting one of our Talk for Writing Training Centres to see first-hand the impact of the Talk for Writing approach.

### Examples of the sort of packages and typical costs are listed below.

Our highly skilled team of accredited trainers can offer a range of bespoke training and support to develop the Talk for Writing approach in your school. The range of days offered could include:

**Training**

* Introduction to Fiction Writing
* Introduction to Non-fiction Writing
* Teaching Reading - Talk for Reading
* Teaching Grammar and Spelling
* Independent Application and Invention
* Greater Depth in Reading and Writing
* Talk for Writing in… EYFS / KS1 / KS2

**Consultancy Support**

* Planning and Review (highly recommended)
* Leadership Development
* Developing Whole School Systems
* Talk for Writing Planning Workshops
* In-class Support and Coaching
* 1 to 1 Staff Surgery Sessions

**Suggested Training Packages**

**Bronze** – over 6 terms (2 years)

* 5 days
* From £2250 per year (Total £4500 plus expenses and VAT)

**Silver** – over 6 terms (2 years)

* 7 days
* From £3000 per year (Total £6000 plus expenses and VAT)

**Gold** – over 6 terms (2 years)

* 10 days
* From £4250 per year (Total £8500 plus expenses and VAT)

Individual Days

* £1250 a day for an Introductory day of staff training for up to 50 delegates\*\* (plus expenses and VAT)
* £850 a day for additional consultancy support (plus expenses and VAT)

\*\*N.B., An additional fee of £50 per delegate should be added for numbers of delegates exceeding 50.

Schools can opt for an Individual Introduction Day and then progress onto an appropriate package or arrange bespoke packages with a trainer to suit the school’s individual needs.

The following examples illustrate what each package might look like.

***Example Packages***

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| **Individual Days**  \*\*Plus expenses (travel and accommodation as required) and VAT | Training: 1 day Introduction to Fiction  Training: 1 day Introduction to Non-Fiction  Other Training Days (examples)   * Talk for Reading * Teaching Grammar and Spelling * Independent Application and Invention * Greater Depth in Reading and Writing * Talk for Writing in… EYFS / KS1 / KS2 | £1,250\*\* per day  For up to 50 delegates  (£50 per delegate 50+) |

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| **Bronze**  (6 terms / 2 years)  Example of possible support package | Consultancy: Strategic Planning with Leadership (Including HT)  Whole-staff Training: Introduction to Fiction  Consultancy: Review impact of Fiction input, leadership support, teacher support e.g., surgery, in-class support etc.  Whole-staff Training: Introduction to Non-Fiction  Consultancy: Review impact of Non-Fiction input, Evaluation and Next Steps | 1 day  1 day  1 day  1 day  1 day |
| Highly recommended  Visit to Talk for Writing Training Centre  \*Additional cost Payable to Talk for Writing Training School | 1 day\* |
| \*\*Plus expenses (travel and accommodation as required) and VAT | From £2,250 per year (Total £4,500)\*\*  Over 2 financial years  Equivalent to:   * Approximately 3.5 Pupil Premiums * £24 per member of staff per day for a school with 40 FTE | Total:  5 days |

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| **Silver**  (6 terms / 2 years)  Example of possible support package | Consultancy: Strategic Planning with Leadership (Including HT)  Consultancy: Leadership Group Introduction to Talk for Writing  Whole-staff Training day: Introduction to Fiction  Consultancy: Review impact of Fiction input, leadership support, teacher support e.g., surgery, in-class support etc.  Whole-staff Training day: Introduction to Non-Fiction  Consultancy: Review impact of Non-Fiction input, leadership support, teacher support e.g., surgery, in-class support etc.  Consultancy: Evaluation and Next Steps | 1 day  1 day  1 day  1 day  1 day  1 day  1 day |
| Highly recommended  Visit to Talk for Writing Training Centre  \*Additional cost Payable to Talk for Writing Training School | 1 day\* |
| \*\*Plus expenses (travel and accommodation as required) and VAT | From £3,000 per year (Total £6,000)\*\*  Over 2 financial years  Equivalent to:   * Approximately 4.5 Pupil Premiums * £22 per member of staff per day for a school with 40 FTE | Total:  7 days |

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| **Gold**  (6 terms / 2 years)  Example of possible support package | Consultancy: Strategic Planning with Leadership (Including HT)  Consultancy: Leadership Group Introduction to Talk for Writing  Whole-staff Training day: Introduction to Fiction  Consultancy: Review impact of Fiction input, leadership support, teacher support e.g., surgery, in-class support etc.  Whole-staff Training day: Introduction to Non-Fiction  Consultancy: Review impact of Non-Fiction input, leadership support, teacher support e.g., surgery, in-class support etc.  Consultancy: Mid-Review, Leadership Group support, feedback/support  Whole-staff Training:  e.g.,   * Talk for Reading * Independent Application/Invention * Grammar for writing   Consultancy: Review impact of 3rd day training input, leadership support, teacher support e.g., surgery, in-class support etc.  Consultancy: Evaluation and Next Steps | 1 day  1 day  1 day  1 day  1 day  1 day  1 day  1 day  1 day  1 day |
| Highly recommended  Visit to Talk for Writing Training Centre  \*Additional cost Payable to Talk for Writing Training School | 1 day\* |
| \*\*Plus expenses (travel and accommodation as required) and VAT | From £4,250 per year (Total £8,500)\*\*  Over 2 financial years  Equivalent to:   * Approximately 7 Pupil Premiums * £22 per member of staff per day for a school with 40 FTE | Total:  10 days |