



# NQT Appropriate Body 2018/19



## NQT Induction Package (SECONDARY)

NB: Schools with 5 or more NQTs will receive a 10% discount on all prices

Register before 1<sup>st</sup> July for a 10% reduction

<b>SUPPORT PACKAGE</b> <i>(refer to T &amp; C for payment terms)</i>	BRONZE £285 per NQT per year	SILVER £435 per NQT per year	GOLD £585 per NQT per year
Induction Tutor Briefing - September 2018	✓	✓	✓
NQT Briefing - September 2018	✓	✓	✓
Registration/Reporting/Completion/Certification with Teacher Services and provide a named contact	✓	✓	✓
Carrying out routine checks and Quality Assurance each term	✓	✓	✓
Providing NQT Induction Mentors with an information pack and NQT handbook	✓	✓	✓
Providing Induction Tutors access to up to date guidance documents, website and newsletters	✓	✓	✓
Supporting Induction Tutors with any concerns over the progress of any of the NQTs i.e. completion, reduction or extension and offering advice and guidance throughout the programme	✓	✓	✓
Autumn Term CPD led by Specialist Leader of Education		✓	✓
Spring Term CPD led by Specialist Leader of Education		✓	✓
Summer Term CPD led by Specialist Leader of Education		✓	✓
'Immersion Day' at St Patrick's. NQTs will have the opportunity to observe teachers in their preferred curriculum area.			✓

## Terms and Conditions

Terms and conditions for professional development activities and CPD or NQT packages.

### **1. Payment terms**

Payment – St. Patrick’s will invoice as soon as the booking is made, payment is required within 30 days from the date of invoice or prior to the course start date, whichever is sooner.

### **2. Credit terms**

Our standard credit terms for account customers are 30 days from the date of invoice.

### **3. Course bookings**

Bookings are to be made via the St. Patrick’s Teaching School website or by emailing [teachingschool.stpats@salford.gov.uk](mailto:teachingschool.stpats@salford.gov.uk). A confirmation of booking will be emailed to the course delegate and an invoice will be issued.

### **4. Cancellations**

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- Up to 14 days prior to the course start date - no charge
- Between 7 and 14 days prior to the start - 50% of the course fee
- Less than one week prior to the course - full fee.

NB Cancellation must be made via email to [teachingschool.stpats@salford.gov.uk](mailto:teachingschool.stpats@salford.gov.uk).

### **5. Non-attendance**

If you do not attend a course, and you have not previously informed us, the full course fee remains payable.

### **6. Missed sessions (Programmes)**

If you are absent or cannot make a session for one of our Training Programmes and have previously informed us, we will try our best to accommodate you with an alternative date.

### **7. Unforeseen circumstances**

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

### **8. Data/Fair processing**

All information that we hold concerning you will be held and processed by St Patrick’s RC High School strictly in accordance with the provisions of the Data Protection Act 1998.

### **9. Copyright**

No part of these materials may be shared, copied, stored or reproduced in any form or by any means without the permission of St Patrick’s Teaching School.