



Registration Form and Partnership Agreement

Between

Hull Collaborative Teaching School (HCTS) Ltd

and

Partner Organisations

Institution/School Name:

Institution/School Address:

First name:

Surname:

Email Address:

Job Title:

Contact Telephone Number:

Partnership Agreement between Hull Collaborative Teaching School (HCTS) Ltd and Partner Organisations

HCTS Ltd is a not for profit organisation limited by guarantee.

Company Registration No. 7759309

HCTS has been established to facilitate, develop and co-ordinate teacher training, leadership and development programmes to meet the needs of education within the city of Hull.

HCTS Alliance

The HCTS Alliance is a group of 14-20 local educationalists who have been selected for their experience and expertise in education development and leadership skills.

The HCTS Alliance Board will act as a constituted group on the decision making processes related to development programmes, price setting, quality assurance, training and development programme content, needs analysis and identification of national and international good practice, beneficial to the city of Hull.

HCTS Alliance members will be responsible for nominating a number of co-ordinators that will lead on specific areas of learning. Their role will be to facilitate and co-ordinate within the city to enable relevant training courses to be developed.

It should be noted that HCTS members may be asked to join Alliance meetings if and when it is deemed appropriate.

Pricing Structures

HCTS have a standard pricing system in place for HCTS members within Hull:

- 1 day training £100.00
- ½ day training £50.00
- Twilight Session (usual fee) £30.00

Short sessions will incur reduced costs or no cost wherever possible.

All prices are per delegate and are excluding VAT.

Charges for sessions will cover the following costs:

- Tutor Fees
- Administration
- Facility
- Insurance
- Publicity & Marketing
- Research & Development
- Refreshments

Tutor Payments

A standard payment of £400 will be paid for tutors per day. This will be paid to their host organisation as a direct payment. The dissemination of this funding will then be decided by the host organisation.

Payments for half day will be £200 and others appropriate to the time required to develop training/resources etc.

Leadership and development programmes that run over a period of weeks or terms will form part of a different payment structure to meet appropriate costs.

The above costs/payments can be modified and adapted in agreement with The HCTS Alliance through a democratic voting system where each member receives one vote.

Where there is an identified need for training from external sources, tutor payments may be higher than those agreed and may incorporate such expenses as deemed appropriate (i.e. mileage, subsistence, accommodation). Where this is the case, payment of said fees will be at the discretion of the Executive Board and/or Alliance.

Registration & Funding

On completion of registration and agreement to the terms and conditions, you can invest a minimum of £200 (excluding VAT) as your training budget. Funds will be held by HCTS in their bank account and deductions will be made as appropriate, according to bookings taken through the website.

Any funds remaining at the end of the financial year can be returned in full, on request in writing. Funds may also be added at any point if required. HCTS members will be notified when funds are low/insufficient.

Course/Session Bookings

All bookings should be made via the HCTS website only (www.hullteachingschool.org). Access to the website is open to the general public but registration and booking is limited to relevant organisations and collaboration members.

Non collaboration members will be charged as follows:

- 1 day training £125.00
- ½ day training £62.50
- Twilight Session (usual fee) £37.50

All prices are per delegate and are excluding VAT.

T&C Cancellation

Due to administration costs and loss of places on courses, cancellations received within 48 working hours of the course taking place will still be charged.

Alliance Minutes/Financial Accounts

Key action points from HCTS Alliance meetings will be posted on the HCTS website, and will be accessible by Collaboration members only.

Financial accounts will be published yearly with a Chairman’s report.

Comments & Feedback

Any comments relating to the Collaboration/HCTS Alliance should be directed to feedback@hullteachingschool.org

We welcome feedback on courses. This can be submitted via HCTS website using the appropriate link on the homepage or by emailing us at feedback@hullteachingschool.org

Declaration

The above description and terms and conditions are mandatory relating to Collaboration members.

By signing this you are agreeing to and becoming a member of HCTS, and you agree to abide by the above terms and conditions.

**Allocation of Funds (Amount)
excluding VAT**

£

Amount in words:

On receipt of this completed form HCTS will invoice you for the amount stated above and await your payment in full by cheque or BACS. Please send your completed form to:

Hull Collaborative Teaching School (HCTS), C/o Andrew Marvell Business & Enterprise College, Barham Road, Hull, HU9 4EE

On completion of the transfer of your funds you will be able to view your account balance by signing in to the HCTS website, selecting ‘Institution Home’ in the top right corner of the screen and clicking on the link ‘payments/balance’.

SIGNATURE:

POSITION:

SCHOOL:

DATE:

Please note: The details on this form will be used to set up your school’s account with HCTS and the person detailed will be the named authorising officer on the web system. If you require more than one authorising officer, please email details to admin@hullteachingschool.org.

Please ensure this form is signed by the Headteacher or other appropriate person.