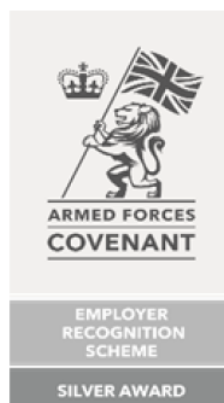





Community Maintained Schools in Bournemouth, Christchurch and Poole Council

Standard Statement of Appointment Conditions

For all BCP Council employed colleagues
in support roles in schools



We treat everyone with  **respect** We are  **passionate** about our communities

We have  **integrity** We embrace  **innovation** We take  **pride** in what we do

Introduction

We aim to provide all our colleagues with the information that they need from the outset to understand their job role at the school you work in. Accordingly, this document sets out the standard terms and conditions which apply to your commitment as an employed colleague of BCP Council through your engagement at the school.

We have an open-door policy and wish to support our colleagues as best we can. If you need any support, please contact your Headteacher.

Your Employer

Your employer is Bournemouth, Christchurch and Poole Council. Your employer is known as BCP Council. You are engaged with the school you work in as described in the contract of employment.

BCP Council is also the employer for teachers, however teachers terms and conditions of employment are separate and governed by the teachers' national terms and conditions (Burgandy book) and the School Teachers Pay and Conditions Document (STPCD). There will be some policies that will apply to teachers that are implemented by BCP Council. Your headteacher will be able to advise.

Our Values

At BCP Council, all our colleagues have a role to play in contributing to the success of our organisation. We are committed to making a difference through our values. You can read more about our values and behaviours on [BCP Intranet](#). Your school may have additional values which it will communicate to you.

We treat everyone with  **respect** We are  **passionate** about our communities

We have  **integrity** We embrace  **innovation** We take  **pride** in what we do

What is this document?

This is an important document, which you may need to refer to now or in the future. It details standard terms and conditions which apply to all BCP council colleagues. Some terms may not be relevant and applicable to your role, for example: Travel requirements

You should keep it in a safe place along with your Contract of Employment.

The specific terms that apply to your employment (e.g. hours, pay etc) are contained in your separate Contract of Employment. These Standard Statement of Appointment Conditions and your Contract of Employment together form your "Contractual Terms" and are your "written statement of employment particulars" (required under the Employment Rights Act 1996).

The documents referred to in this document can be found on the Pay and Reward website: www.bcppayandreward.co.uk

Relationship with Other Agreements (including Collective Agreements)

BCP Council and maintained community schools where BCP Council is the employer are associated with other local authorities represented on the National Joint Councils, dealing with local government services.

These terms and conditions are based on agreements made through the Pay & Reward 2025 Collective bargaining process resulting in a signed collective agreement with our recognised Trade Unions.

These terms and conditions may change because of future negotiations by the National Joint Council for Local Government Services, detailed in the Green Book, and local agreements made with recognised Trade Unions.

National Conditions

Detailed key provisions (Pay and Reward 2025 will provide enhancements to some terms and conditions described) contained within the National Conditions of Service (The Green Book) include:

- Equalities
- Official Conduct
- Training and Development
- Health, Safety and Welfare
- Pay and Grading
- Working Time
- Annual Leave
- Part-time colleagues
- Temporary employees
- Sickness Scheme
- Maternity Scheme
- Reimbursement of expenditure
- Continuous Service
- Grievance Procedure
- Disciplinary procedure

Trade Union Membership and Facilities Agreement

You have a right to join a trade union and take part in its activities.

We support the process and believe in the principle of solving colleague concerns or issues by discussion and agreement. Colleagues' will have the right to appropriate representation at any formal meeting through a school policy/ process, they are asked to attend.

BCP Council has a Facilities Agreement, which recognises the following trade unions:

- GMB and UNISON for all council colleagues in services and colleagues in support roles in community maintained schools.
- ASCL, NAHT, NASUWT, NEU and Voice for school teaching colleagues covered by school teachers pay and conditions document in maintained schools.

BCP Council/ the school agrees to allow union representatives time off to undertake certain duties, further information on this can be obtained from:

- GMB – Andy Geeves, GMB Union Side Secretary
andy.geeves@bcpcouncil.gov.uk
- UNISON – unison@bcpcouncil.gov.uk

Under this Facilities Agreement, your school may agree to provide colleagues with the option to have trade union subscriptions deducted directly from their pay. You should check with your Headteacher. Trade Unions will provide enough information to ensure payroll arrangements run smoothly.

Changes

We will let you know if we plan to make any changes to any terms and conditions that apply to your employment as soon as possible.

This will also apply in the event of major changes, such as under a collective agreement.

Terms of employment

Your role

Your job title and mapped role profile are written in your Contract of Employment. The role profile can be found in the library of role profiles on the [Pay and Reward Website](#)

You may be required to undertake other duties from time to time as we may reasonably require commensurate with your level of work or in emergencies (see below paragraph regarding preparedness for emergencies).

Your Headteacher

The Headteacher of the school is your manager. On a day-to-day basis you may need to report to a supervisor as nominated and notified to you by your Headteacher

Start Date

Your start date will be confirmed in your Contract of Employment. This is the date on which your employment in your current role with the school started.

Continuous service

You may have a different date for when your 'continuous employment' started. This will be reflected in your Contract of Employment. This may be the case if you transferred to us from another organisation, for example an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, which covers local authorities and related bodies (including some maintained schools). This allows for your service to continue between employers.

The length of your continuous employment is relevant in calculating your entitlement to:

- Maternity leave, or leave concerned with caring for children or other dependants
- A redundancy payment
- Sickness allowance
- Annual leave

Different conditions will apply to colleagues employed on teacher's terms and conditions within BCP Council maintained community schools.

If you have had a break in service, for example if you leave but then return to us, previous continuous service will not be counted unless the break was for family leave, in which case the following provision of the Green Book Conditions applies:

Where a colleague returns to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependants he or she will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break in service does not exceed eight years and that no permanent paid full time employment has intervened. For the calculation of entitlement to annual leave the eight years' time limit does not apply provided that no permanent full time employment has intervened. If you are returning to us following a break for maternity/paternity reasons, you will be entitled to have previous service with one of the above organisations taken into account in respect of the sickness and maternity schemes. This is provided that the break in service does not exceed 8 years and that no permanent paid full-time employment has intervened.

Probationary Period

A six-month probationary period applies to all new colleagues. This includes those who have joined with continuous local government service (as defined in the Modification Order). Separate arrangements apply to teachers.

Probationary reviews take place at 1, 3 and 5 months.

For further details please see the Probation Policy available within the school office.

Your Place of Work

Your normal place of work is set out in your Contract of Employment (your school).

Pre-employment Disclosures, checks and Declarations

Medical Clearance

New appointments to BCP Council/ the school are made subject to medical clearance. Your school may engage an occupational health advisor to assess fitness to work

Declaration of Criminal Offences

The Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 empowers employers to ask any applicant about "spent" convictions in connection with certain posts and employment.

If the post to which you have been appointed is exempted under the exemptions order of the Rehabilitation of Offenders Act 1974, and you have failed to declare, or in the future do not declare any or all past court convictions, bind overs, cautions or any other judgements or investigations pending, BCP Council/ the school may end this or any subsequent contracts of employment.

Therefore, if any of the above has occurred either prior to, or during your employment, it must be declared in writing to the Head teacher and Director of People & Culture. In addition, all colleagues during their employment must also advise their Headteacher in the event of them being charged with a criminal offence which (if proven) would be incompatible or inconsistent with their duties to the school/ Council.

Those colleagues with substantial access to children and other vulnerable groups must therefore disclose details of court convictions / bind overs / cautions.

New colleagues in employment where BCP Council/ the school considers criminal record screening appropriate will be required to give consent to a check by the Disclosure and Barring Service (DBS). This also applies to volunteers and contractors. DBS checks are carried out for all colleagues in schools.

It will not be necessary to re-check existing colleagues who move between posts in the same School providing they have an appropriate DBS disclosure and there has been no break in the continuous service.

Any information given will be treated confidentially and only assessed in relation to the duties and responsibilities of the post(s).

In the event of any information being inconsistent with that provided by the DBS, it would normally be the subject of a discussion with the colleague/prospective colleague concerned. Where the DBS record is inconsistent with the information provided by the colleague, this may lead to the end of your employment.

Colleagues during their employment must advise their Headteacher (Headteacher or above to advise a more senior colleague/ Governors and BCP Council) in the event of them being charged with a criminal offence which (if proven) would be incompatible or inconsistent with their duties to the school/ BCP Council.

It should be emphasised that a criminal offence will not necessarily of itself render a colleague unsuitable for appointment. This will depend on the nature of the offence and other circumstances. However, failure to disclose a criminal offence may lead to the end of your employment, including the possibility of summary dismissal.

Training and Development

At the core of our learning organisation model is the principle that learning is the responsibility of the organisation, the team and the individual. Your Headteacher will provide you with details of relevant training for your role and support you in planning your learning.

We are committed to supporting your development throughout your time with us and encourage you to engage in regular development conversations with your Headteacher. These conversations will help identify learning needs, career aspirations, and opportunities to build your skills and confidence.

Your Pay and Benefits

Pay and grading

Your Head teacher will advise you about arrangements for payment, any requirements of the school's payroll provider and your monthly pay date.

Pay Bands for positions are determined through the application of a job evaluation scheme which meets the requirements of the Local Government Services National Agreement 1997. BCP Council use the Hay methodology for job evaluation.

If on leaving employment with the school you are due pay from a backdated pay award, you will need to write requesting this payment to the school confirming your address and bank details.

Recovery of Overpayments

As a colleague, you are responsible for checking your payslip each month for any discrepancies and promptly notify your Headteacher if you notice an underpayment or overpayment. Failure to inform your Headteacher of any overpayment may be considered misconduct, depending on the circumstances and the scale or visibility of the overpayment, and could result in formal disciplinary action. In serious cases, the school/ BCP Council may refer the matter to the Police.

The school/ BCP Council reserves the right to make deductions from your pay if you have been overpaid or owe any other sums to the School/ Council. In the event of an accidental overpayment, whether due to administrative error or otherwise, the school/ council may recover the overpaid amount by making deductions from future pay, subject to reasonable notice and agreement on the repayment schedule. Such deductions will be made in accordance with Section 14 of the Employment Rights Act 1996. The school/ council will work collaboratively with you to establish an equitable and reasonable repayment plan, particularly where the overpayment is significant or recovering the full amount at once would cause financial hardship.

Additional payments (*role dependant*)

Depending on your role within the school, you may undertake work at a time outside normal standard working time, for which you may be entitled to receive payments on top of your basic pay. If you are, and it is a contractual requirement, this will be noted in your Contract of Employment.

If it is not stated in your Contract of Employment, you may undertake work outside normal standard working time on a voluntary basis. The rates of pay either way are the same and detailed within Pay and Allowances policy.

Additional allowances are calculated according to your hourly rate of pay in line with the Pay and Allowances policy

Additional allowances (excluding salary supplements) do not apply to colleagues at Band 12 and above (unless by exceptional circumstance, and only with evidence of business rationale and approval from the Governors).

Expenses

The cost of travel and subsistence expenses will be reimbursed in line with the [Travel and Subsistence policy](#).

Your Time

Hours

BCP Council's standard working week is 37 hours Monday to Friday (equivalent to 7.4 hours per day exclusive of unpaid rest breaks. Support colleagues in school will not have a contract of more than 37 hours.

Separate working time arrangements apply to teachers.

Your specific contracted weekly hours are specified in your Contract of Employment. Your working pattern or rota is determined by your Headteacher.

Work Life Balance

BCP Council strives to support colleagues in achieving a healthy balance between work and home life. A number of our policies support these values and commitments. These policies have been recommended to School Governing Bodies.

Annual Leave

Your annual leave year for support colleagues runs between 1 April to 31 March. The annual leave entitlement is 28 days, this rises to 31 days after two years' continuous service. Pro-rata for part-time colleagues.

Part time colleagues:

Where part time colleagues working 52.14 weeks per year, work more than their contractual hours but up to 37, you can claim additional annual leave, you can talk to your Headteacher about this. Hours above 37 per week do not attract a leave entitlement.

For part-time colleagues and colleagues with a contract of less than 52 weeks (e.g. term time only) specific leave provisions apply.

Term time only colleagues:

For colleagues working term time only, paid weeks include the full entitlement for the number of weeks worked and all leave will usually be taken outside term time.

Requesting Annual Leave (all colleagues except colleagues on term time only contracts):

The normal notice for requests to take annual leave is a minimum of 1 week for each week of leave requested.

Your Head teacher may require you to take (or not to take) annual leave on particular dates, including during your notice period.

Pay whilst on annual leave

You will be paid your base pay for all authorised annual leave. Colleagues who receive additional salary supplement payment will be entitled to such payments during annual leave.

What happens when you leave

We understand you may leave in the future, so we want you to be aware of key considerations when planning your departure.

If you work 52.14 weeks per year are not able to take any of the re-calculated annual leave based on the proportion of the time you have worked in the annual leave year before your departure, a payment will be included instead of any untaken annual leave in your final pay. Similarly, if you've taken more annual leave days than you've accrued upon leaving, we'll deduct a sum reflecting any annual leave taken in excess of your entitlement from your final salary.

If you are employed on a term time only basis an adjustment will be made to ensure you have received the correct proportion of pay.

The amount of such payment or deduction shall be calculated according to the formula in regulation 14 of the Working Time Regulations 1998.

Except in cases where your employment ends, payment instead of unused annual leave will not be made.

If you are dismissed, without notice (e.g. for gross misconduct) or if you have resigned without giving us the required notice, any payment instead of annual leave will be limited to your statutory entitlement under the Working Time Regulations 1998. If you have taken annual leave, these days will be deemed to have been taken in satisfaction of that statutory entitlement.

Please refer to the [Annual Leave and Time off policy](#) for full details on all leave provisions. Not all aspects of this policy will apply to school employees.

Other Paid Leave

The school / BCP Council offers the following types of paid leave. Some entitlements apply to both teachers and support staff whilst in some cases separate arrangements apply to teachers. Your entitlement to this depends on you meeting any statutory eligibility requirements and BCP Council's rules on each type of leave:

- maternity leave
- paternity leave

- adoption leave
- neonatal leave
- shared parental leave
- compassionate/ bereavement leave;
- time off for public duties and volunteering (volunteering must be approved and through Community Action Network)
- time off for reservists training;
- time off for election duties;
- carers leave;
- disability leave.

Unpaid leave

In addition to paid leave, we also offer the following types of unpaid leave to colleagues. Your entitlement to this depends on you meeting any statutory eligibility requirements and the schools rules **on** each type of leave:

- parental leave;
- time off for dependants;
- study leave;
- time off for GP and Dental appointments (some medical appointments are paid at Headteachers discretion)

Your school may agree to unpaid leave in particular circumstances. You should seek advice from your Headteacher.

Sickness

Pay related to sickness absence for colleagues is set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and the Sick pay conditions documents. Sick Pay for teachers is set out in National Conditions of Service (the Burgundy Book)

Reporting an absence due to sickness

Colleagues must:

- report directly to their Headteacher, or another manager if their manager is unavailable (where possible, contact should be made in person by telephone, where this is not possible contact by another means (e.g. via Teams message, text or email will be acceptable)
- give as much notice as possible of their absence, and notification must be no later than 30 minutes of their normal start time on the first day of absence
- indicate in general terms what the reason for the absence is
- indicate how long they anticipate their absence lasting
- say whether they intend to consult their GP.

Please refer to your school's attendance and wellbeing at work policy for details on absence reporting procedures and support available.

Maximum sick pay allowances for support staff are as follows:

During 1st year of service	1-month full pay and (after completing 4 months' service) 2 months' half pay
During 2nd year of service	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th and 5th year of service	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

If you have been absent from work for a prolonged period, and you return to work on a phased return, you may be eligible to receive full pay for up to 4 weeks of your phased return to work.

If you are off work due to an injury sustained as a result of an accident caused by a third party and you receive compensation for this, you must notify the school of this and refund the school compensation recovered by you relating to the loss of earnings for the period of absence in order to reimburse the school for the amount paid to you during the period of absence.

Colleague Benefits

Pension Scheme

Local Government Pension Scheme (LGPS)

Entry to the Local Government Pension Scheme is automatic for colleagues under the age of 75 and with a contract of more than 3 months. Colleagues with a contract for less than 3 months may elect to join the scheme by completing and returning a pension membership form.

A short colleague's guide can be found on the Dorset Pension Fund website at: [Home | Dorset Pension Fund](#) or the National Teachers Pension website: [Member Hub | Teachers' Pensions](#)

Details of the Teachers' Pension scheme are sent to colleagues on commencement of employment. Further information is available at www.teacherspensions.co.uk

Pension - Death in service

A Death in Service benefit is available if you are an active member of either the LGPS or the Teachers' Pension Scheme. The benefits provided differ depending on which of the pensions schemes you are a member of.

If you die in service as a member of the LGPS the following benefits are payable:

- A lump sum death grant of three times your assumed pensionable pay.
- Pensions for eligible children.
- A spouses, civil partners or, subject to certain qualifying conditions, an eligible cohabitating partners pension.

If you die in service as a member of the Teacher's Pension Scheme the following benefits are payable (depending on the type of scheme you are a member of):

- If you're in the career average scheme, a death grant of three times your final full-time equivalent salary (at your date of death) will be paid;
- If you're in the final salary scheme, the death grant would be three times your final average salary; or
- Your surviving spouse or civil partner will automatically receive your death grant unless you make a death grant nomination.

Flexible colleague Benefits

You can find full details on our wide range of flexible attractive non-contractual benefits on: the Pay & Reward website: www.bcppayandreward.co.uk

Also, Our Careers site www.workingforbcp.co.uk where you can access the [More than just a job brochure](#)

Our Codes, Rules and procedures

Code of Conduct

BCP Council has adopted a [Code of Conduct](#) which sets out rules relating to matters including personal interests, gifts, hospitality, private work and other employment.

The Code applies to every colleague of the Council. If you require a printed copy please ask your Headteacher or you can access a copy on the intranet or Pay and Reward website.

Polygamous working (multiple full-time jobs held simultaneously)

You shall not work for anyone else while you are employed by BCP Council without the prior written approval of the Headteacher.

If you already have secondary employment or business activities, you must disclose this to your headteacher. Failure to declare such activities may result in disciplinary action, up to and including your employment being ended.

Other work

No colleague shall undertake any **private work** or give private advice if it is in any way related to the work of BCP Council or the school, unless they have first obtained the consent of their Headteacher. BCP Council has a responsibility to ensure that private work does not conflict with the best interests of the Authority and the public, and it retains the right to control or limit such activities.

No colleagues of BCP Council may operate, own or otherwise participate in the running of a private residential or equivalent care establishment.

You may not either during or after your last day of working **divulge any information** known or made available to you through your employment unless you are required to do so under legal process or the discharge of your duties.

BCP Council / the school colleagues must not discuss or correspond about any school or council policy, business, or property in a private capacity without approval from their Headteacher.

Driving on BCP Council / school Business

Colleagues who drive on school / BCP Council business should familiarise themselves with our [Safer Driving for Work Procedure](#) (available on the intranet) and must abide by the obligations and requirements set out in this document.

ICT Policies

If your role requires use of school/ BCP Council's IT systems, software or applications, you must comply with BCP Council's [ICT Security Policy](#) and [email use](#) and other ICT user Policies. By having access, you are deemed to have read and agreed to comply with these. A copy of these policies can be accessed on the BCP Council's intranet. Private use of BCP Council's IT systems is permitted within reasonable parameters and not during working hours. If you are unsure or need further clarity, please discuss with your Headteacher.

Discipline

BCP Council has adopted Disciplinary Rules and Procedure, which were prepared in consultation with the recognised trade unions. These policies have been recommended to community-maintained schools for adoption. A copy can be obtained on the Pay and Reward website, or from your Headteacher.

Full details can be found in [Disciplinary Policy](#) & [Disciplinary Procedure](#)

Your school reserve the right to suspend you with pay for no longer than is necessary to investigate any allegation of misconduct against you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.

Grievances

Whilst there is an informal and a formal process, it is hoped that formal grievances can be avoided through effective communication and early discussion between colleagues and their immediate supervisors/ managers/ Headteacher.

If the matter has not been resolved informally and the colleague wishes to raise the matter formally, they should set their grievance out using the grievance form.

Full details can be found in our [Grievance Policy](#) and [Grievance Procedure](#)

Data Protection

Your school and the council will collect and process information relating to you in accordance with the [Privacy notice](#) which is attached to this Agreement.

You must comply with our Data Protection policy when handling personal data in the course of employment including personal data relating to any colleague, worker, contractor, customer, client, supplier or agent of the school/ BCP Council.

Failure to comply with the Data Protection policy may be dealt with under our Disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Confidential Information

Whilst you are working with us you will deal with confidential information. "Confidential information" means any information about the operations or affairs of the school/ BCP Council or any of its contacts. It includes matters which are not in the public domain.

Both during your employment with us and after you have left, you must not use or disclose any confidential information to any person. However, you are permitted to disclose or use confidential information in the below circumstances:

- a) where the use or disclosure of confidential information has been authorised by us, is required by law or is carried out in the proper course of your duties; or
- b) to make a 'protected disclosure' (i.e. whistleblowing).

Professional Registration and Membership

If your role requires you to have a professional registration or membership with a recognised regulatory or professional body, it is your responsibility to ensure that such registration or membership is maintained and kept up to date at all times. This includes complying with any renewal processes, continuing professional development (CPD) obligations, and other requirements set by the relevant body.

Failure to maintain the required registration or membership may result in you being unable to lawfully or professionally carry out the duties of your role. In such circumstances, the school may place you on a period of unpaid leave until your registration or membership is reinstated. Further action may also be considered in line with the council's policies and procedures, including disciplinary action, where appropriate.

Uniform

Where a uniform is required as part of your role you will be provided with your own appropriate personal uniform which must be worn during all periods of duty. All clothing must be kept clean at all times

Identity Badge

Colleagues are required to wear an identity badge with a photo. This should be worn in schools and in line with any local arrangements.

Travel requirements

You must be able to fulfil any travel requirements in order to carry out the course of your duties.

Moving on

Your notice to end employment

We understand you may choose to leave us, but we ask that you give prior written notice of your intention to do so. Please send a letter (or email) to your Headteacher. We ask that you give reasons for your decision to leave us so that we can understand your decision. As a minimum for support staff, we ask you give:

If you are a Band 1-7 colleague	–	1 month
If you are a Band 8 and 9 colleague	–	2 months
If you are a Band 10 and above colleague	–	3 months

Separate arrangements apply for teachers in accordance with the Burgundy Book

If your last working day is a Friday, you will be paid up to the Sunday. If you are joining another Local Authority or maintained school, please ensure that your last day of employment with the school is the day before you commence your new post.

Example: Your last day should be a Sunday if you are starting on the Monday.

Once your resignation letter has been received, it will be acknowledged in writing as soon as possible.

We value each colleague and strive to foster a positive and inclusive work culture that promotes colleague engagement, performance, and well-being.

If you decide to leave us and still owe money to the school / BCP Council (for example, a Cycle to Work Scheme loan), we may deduct the amount you owe from your final salary or any other payments due to you.

The school / your schools payroll provider will let you know how much you owe before you leave. You must either:

- Pay the full amount before your final payday, or
- Agree to have it taken from your last salary payment.

Notice to end your employment

On occasions where the Governing Body have decided to end your employment, you will be given either the notice period entitlement that you qualify for above; or as outlined below, whichever is longer:

- During the period of probation and with no continuous service - 1 weeks' notice
- Up to 4 years continuous service - 4 weeks' notice

- 5 years or more but less than 12 years continuous service - a minimum notice period of 1 week for each complete year of continuous service
- 12 years or more continuous service - a minimum notice period of 12 weeks

Separate notice arrangements apply to teachers in accordance with the Burgundy Book

Pay in lieu of notice

The school/ council reserves the right to end your employment immediately, without requiring you to work your statutory or contractual notice period, by making a payment in lieu of notice (PILON). This payment will be equivalent to your basic salary you are entitled to for the duration of your notice period, subject to deductions for tax and National Insurance.

PILON will be paid as a lump sum. You have no automatic entitlement to PILON unless the council chooses to exercise this right, which may be used in cases of a conflict of interest, commercial matters, inappropriate or unprofessional conduct, business need, if you cease to be entitled to work in the UK or by mutual agreement.

Next Steps

We are very much looking forward to continuing to work with you and hope you enjoy your time with the school.