

## **INDIVIDUAL PLACEMENT AGREEMENT**

Lot No.	Provision	Sub-Lot	Tick Provision
1	Primary (Key Stage 1 & 2)	1a – One to One	<input type="checkbox"/>
		1b - Small Group (2-4)	<input type="checkbox"/>
		1c – SEND One to One	<input type="checkbox"/>
		1d – SEND Small Group (2-4)	<input type="checkbox"/>
2	Secondary (Key Stage 3 & 4)	2a – One to One	<input type="checkbox"/>
		2b - Small Group (2-4)	<input type="checkbox"/>
		2c – SEND One to One	<input type="checkbox"/>
		2d – SEND Small Group (2-4)	<input type="checkbox"/>
3	English as an Additional Language (EAL)		<input type="checkbox"/>
4	Online provision		<input type="checkbox"/>

*This draft agreement is in accordance with the Alternative Provision Framework Agreement.*

*In the event that the Contractual Agreement is not promptly executed by all parties, the Authority reserves the right to withdraw this opportunity from the Provider, without pre-conditions and shall not be liable in any event should any party incur costs in the preparation of the delivery of the below stated service provision.*

## Individual Placement Agreement

### 1. Statement of Intent

This Agreement dated **XXX** is made between:-

**The Mayor and Burgesses of the London Borough of Southwark** acting by its Director of Education of 160 Tooley Street, London SE1 2QH (“**the local authority**”) and the **XXXX** of **XXXX** (“**the Provider**”).

### 2. Details of provision

<b>Start date</b>	
<b>Term Dates</b>	
<b>Whom to contact</b>	
<b>Timetable</b>	
<b>Exam board</b> <b>Syllabus</b>	
<b>Aims</b>	
<b>Objectives</b>	
<b>Methods</b>	
<b>Goal</b>	

### 3. Specific Monitoring and Reporting requirements (Pupil Centred)

#### 4. Financial Arrangements

Please refer to schedule 5 'Charges and Payments', for the payment plan for the following:

- Monthly invoices for **tuition** services shall be paid in arrears
- Invoice submission date is the first week of each month for month preceding
- Payment date is within two weeks of receipt of a valid invoice.
- Termly and Short term arrangement invoices for **SEND** services, shall be paid in advance
- Payment date is within four weeks of receipt of a valid invoice.

N.B. Some variation to the timeline is allowed to both parties if there are exceptional circumstances.

Please ensure that, invoices are submitted as a PDF document, unique invoice number, bank details and clearly state the pupil name, unit price, dates and total amount.

Ensure all invoices are in before or by the required dates as receiving late invoices causes disruption and delay. (This impacts significantly on the management of our budgets)

#### 5. Additional Obligations

#### 6. Reviews Date:

**SIGNED by and on behalf of** XXXX (name and title)  
Its authorised representative

.....  
Signature

.....  
Date

**SIGNED by and on behalf of** London Borough of Southwark (name and title)

.....  
Signature

.....  
Date