



The Howard School

A Specialist Sports College

"To Strive and Achieve is to Succeed" Principal P G Morris BA Hons
DipEd

Derwent Way, Rainham, Gillingham, Kent

ME8 0BX

Website: www.howard.medway.sch.uk



Website: www.howardssp.org.uk

To all Primary Head Teachers and Primary Link Teachers (PLT's)/P.E.
Co-ordinators (50)

Claire Moore - Partnership

Development Manager

Telephone: 01634 388765 ex.228

Fax: 01634 388558

Email: moorec@thehowardschool.co.uk

.uk

Mobile: 07725 724393

Dear Primary Head Teacher and PLT,

c.c. SScO's Thursday 5th May 2011

Menu of Howard School Sports services to purchase for 2011-2012 academic year, service level agreement (S.L.A) and deadline process

After consulting with all 50 Primary Schools through our recent questionnaire (many thanks to all of those schools that did complete and return this questionnaire about the type and costs of future annual HSSP services) and listening to Head Teachers/PLT's views/other SSP services, we have devised a menu – please find attached: menu (document with photos on the front) and draft S.L.A for you to read. I hope to present this package at forthcoming Head Teacher consortia meetings. We are assuming that we will have at least one SScO one day per week in each of the 8 Secondary School's for next year and the year after (if this changes, we will let you know or if for any reason we will not have sufficient staff capacity, we will let you know). The minimum baseline package will be £500 (shaded in green) and the enhanced package will be £1200. If your school would like to access other individual services they start at £200 (shaded in pink). If you have a very specific school sport service in mind and this does not appear in the menu, please feel free to discuss those with us, to see if we could deliver them and cost them for you.

Early – mid May 2011 please discuss, consult and agree within your school, which package/individual service (if any) your Primary School would like to purchase from Howard SSP for 2011-2012 academic year. If your Primary school would like a one-to-one meeting to discuss these options, please do not hesitate to contact myself to arrange an appointment



Late May 2011 contact Claire Moore PDM to indicate which package your school would like deadline: **Monday 23rd May 2011**. If Claire has not heard via email/telephone about which package/individual service/or no paid service your school would like, she will email your PLT/Head Teacher and ring your Primary School before May half-term 2011 to ask what (if any) package/individual service your school requires and will draft your Service Level Agreement (S.L.A.) and send it in the post for your Head Teacher to sign and return to Claire Moore at the Howard School by **Friday 17th June 2011**.



Late June 2011 Claire Moore chases all Primary schools to ensure all appropriate S.L.A's are signed and returned. July/early September 2011 your PLT meets with their SScO to help plan how and when the service will be delivered in 2011-2012. **Early September 2011** your Primary School will be invoiced by the Howard SSP for appropriate package/service and amount.

Thanks again for your time and consideration, I look forward to hearing from you.
CLAIRE MOORE – PARTNERSHIP DEVELOPMENT MANAGER.

Yours sincerely



INVESTOR IN PEOPLE

