



Bristol Primary Teaching School Alliance

National Professional Qualifications Cancellation Policy

Cancellation Policy for NPQ Programmes

This document sets out the cancellation policy for schools who have elected to engage with the group of teaching schools in the South West known collectively as NPQ @ Teaching Schools as an NPQ provider. The Bristol Primary Teaching School Alliance is the lead and accredited provider, in partnership with the teaching schools listed above who together have been designated by the Department for Education as a licenced provider for:

- The National Professional Qualification for Middle Leadership (NPQML)
- The National Professional Qualification for Senior Leadership (NPQSL)
- The National Professional Qualification for Headship (NPQH)

The Bristol Primary Teaching School Alliance is a small, not for profit community interest company. Any monies accrued by the organisation are used to create further CPD opportunities for teachers in the city and beyond. Any money generated by NPQ programmes will be used to further improve and quality assure existing content and delivery and improve further programmes. A proportion of the profits will be shared with the other teaching schools involved in the writing, delivery and quality assurance of the programmes.

In planning and delivering the NPQ programmes, we have a minimum levels of costs which must be accounted for, irrespective of the numbers that join each programme. We plan our groups based on the numbers of participants. The withdrawal of a participant does not reduce the overheads of administration, selection, programme writing, quality assurance, governance, facilitator fees and room/equipment hire at venues.

We have agreed that the most equitable solution is to pass on the costs to the schools concerned. It fits with our desire to ensure that those undertaking the programmes are serious in their commitment to the study involved and to developing as leaders.

Below is a summary of the amount that will be returned to schools in the event of an early withdrawal.

| Programme | Withdrawal after acceptance and before induction / commencement of programme | Withdrawal after commencement of day 1 but before day 2 of the programme | Withdrawal after day 2 of the programme |
|------------------|---|---|--|
| NPQML | 75% | 50% | 0% |
| NPQSL | 75% | 50% | 0% |
| NPQH | 75% | 50% | 0% |