

## Leading Schools South West

### Cancellation Policy

#### Purpose of document

This document sets out the cancellation policy for schools which have elected to work with Leading Schools South West (LSSW) as the National College for Teaching and Leadership licensee for:

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

#### Rationale

LSSW is a not-for-profit limited company set up and developed by seven Teaching Schools and an Educational Charitable Trust for the purpose of ensuring high quality school leadership in the South West. LSSW has been awarded a new licence to deliver the National Professional Qualifications from September 2017.

LSSW is a very lean organisation; there are no salaried directors, managers or facilitators. Our administrative support is purchased from Plymouth Marjon University with our rented offices located on the University's campus in Plymouth.

LSSW has core costs which have to be factored in, regardless 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 key overheads of administration, facilitator fees and room/equipment hire at venues.

#### Decision and policy

LSSW decided 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 Leading Schools South West will return to schools in the event of an early withdrawal.

Programme	Withdrawal after registration and before Induction Event
NPQML	60%
NPQSL	60%
NPQH	60%

LSSW is committed to providing support wherever possible, so that applicants facing difficulties can continue with these very important programmes; we will always endeavour to support an applicant in finding a solution to his/her problems regarding engagement. This will always comply with National College requirements.