

NIES SUPPORT SERVICES (EAL)
SLA - ADDITIONAL DAYS REQUEST

School Requiring Support:	School telephone no:
<p>This is to request EAL Support. I confirm that I have requested_____ day(s) 1 day = 5 hours</p> <p>At a rate of £450 a day. This includes all work related to any request made - report writing/planning and preparation time - travel time is excluded.</p> <p>Total cost:</p> <p>Head Teacher _____ Contact No: _____</p> <p>Signed _____ Date: _____</p> <p>School budget code (for internal transfer) or invoice (if Academy)</p> <p>_____</p> <p>Additional days can only be purchased subject to there being capacity available within the service.</p> <p>On receipt of your request a member of the team will contact you to:</p> <ul style="list-style-type: none">• confirm if your request can be fulfilled.• discuss your requirements.	
<p>SUBMISSION: RETURN YOUR COMPLETED FORM TO THE SERVICE YOU REQUIRE:</p> <p>BY EMAIL TO:</p> <ul style="list-style-type: none">• eal@northumberland.gov.uk <p>BY POST TO:</p> <p>EAL NORTHUMBERLAND INCLUSIVE EDUCATION SERVICES RIVERSIDE CENTRE ARMSTRONG WAY ASHINGTON NORTHUMBERLAND NE63 0YD</p>	