

**NIES SUPPORT SERVICES (EAL)**

**SLA - ADDITIONAL DAYS REQUEST**

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| **School Requiring Support:**  |  **School telephone no:**  |
| This is to request EAL Support. I confirm that I have requested\_\_\_\_\_\_\_ day(s) 1 day = 5 hoursAt a rate of £420 a day. This includes all work related to any request made - report writing/planning and preparation time - travel time is excluded.**Total cost:****Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****School budget code (for internal transfer) or invoice (if Academy)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Additional days can only be purchased subject to there being capacity available within the service.** **On receipt of your request a member of the team will contact you to:*** **confirm if your request can be fulfilled.**
* **discuss your requirements.**
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| **SUBMISSION:** **RETURN YOUR COMPLETED FORM TO THE SERVICE YOU REQUIRE:****BY EMAIL TO:*** **eal@northumberland.gov.uk**

**BY POST TO: EAL****NORTHUMBERLAND INCLUSIVE EDUCATION SERVICES****RIVERSIDE CENTRE****ARMSTRONG WAY****ASHINGTON****NORTHUMBERLAND****NE63 0YD** |