



Department  
for Education

Department for Education  
2 St Paul's Place  
125 Norfolk Street  
Sheffield, S1 2FJ

Mr James Toop  
Chief Executive  
Ambition School Leadership Trust  
65 Kingsway,  
London, WC2B 6TD

24 January 2018

Dear James,

**Contract between Ambition School Leadership Trust and the Department for Education ("DfE") for the High Potential Middle Leaders ("HPML") Secondary Programme, Contract Reference: RD1043 ("the Contract")**

Thank you for submitting your proposals for the HPML Secondary Contract to cover delivery of the programme to an additional cohort of participants. DfE have now considered all of the information Ambition School Leadership have supplied.

On the basis of this consideration, I am pleased to inform you that we will be recommending an extension to the existing contract to accommodate recruitment and delivery of the two-year programme to an additional cohort of 300 participants, subject to contract. The decision to recommend an extension to the contract is based on your proposal dated 21 December, clarification responses ((28 November and 11, 12 and 14<sup>th</sup> December) and final cost matrix provided on 4 January. The details are summarised below and are subject to agreement of a Change Control Note to vary and extend the existing contract.

**Contract extension details**

Ambition School Leadership will recruit and deliver the HPML secondary programme to 300 participants. This additional cohort will start the programme in September 2018 and complete by September 2020. A minimum of 60% of participants will be recruited from schools in category 5 and 6 areas, including Opportunity Areas. A further 20% will be recruited from category 4 areas and the remaining 20% will be recruited from category 1 – 3 areas.

DfE will continue to allow Ambition School Leadership to make limited adjustments to the existing programme school eligibility criteria in Opportunity Areas only to enable viable recruitment in these locations. Schools with more than 20% of pupils registered for free school meals at some point in the last six years (Ever 6 FSM) can be included in Opportunity Areas only and we will extend eligibility in West Somerset, Fenlands and East Cambridgeshire, and Hastings only to include all primary schools.

Ambition School Leadership will reduce the school contribution for the HPML secondary programme from £2,000 to £1,000 per participant per year. The cost to schools will be further reduced to £500 per person per year for participants from category 5 and 6 areas only.

The total cost to DfE of recruiting and delivering the programme to this additional cohort will be a maximum of £2.862m including VAT.

**Next steps**

We are working towards having the Change Control Note (contract variation/extension) fully executed by February 2018.

To help us to develop the Change Control Note can you please provide a list of the delivery hubs you intend to focus on for the recruitment to the programme.

As part of this Change Control Note, we will align payment milestones to delivery and outcomes, particularly in respect of performance against Key Performance Indicators. In line with the approach taken in respect of the 2017 HPML Primary contract extension, in circumstances where a milestone target is not achieved, the Service Credit will be applied at the point we make the milestone payment. Can you therefore please provide a paper setting out worked examples to illustrate how, in circumstances where a milestone target is not achieved, the Service Credit will be calculated and applied. Once agreed with the DfE, these worked examples will be included in the Change Control Note payment schedule for the extension.

**Can you please provide the list of delivery hubs and paper setting out worked examples by close of play on 31 January 2018.** Please note that this request is not exhaustive and we may need further details as we finalise the Change Control Note.

Once we have this information, we will incorporate into the draft Change Control Note and send on to Ambition School Leadership for review. It would be helpful if you could confirm who will be your point of contact in drawing up the details of the Change Control Note.

Finally, I would like to remind you that before the Change Control Note has been fully executed, neither DfE nor the Secretary of State will be liable for any costs (or any other commitment you may enter into) as a result of this contract variation/extension process. Once the Change Control Note has been completed, any liabilities of the DfE for your costs will be strictly as set out in the Change Control Note. If you, (Ambition School Leadership) commence/complete any work, incur any expense or enter into any binding agreements prior to the completion of the Change Control Note, this will be at your own risk and cost.

The terms and expressions used in this letter have the meanings given in the contract unless indicated otherwise.

**Commercially Sensitive**

If you have any queries about the content of this letter or if you need any further information then please contact Caroline Wainer on 07818 525587.

Yours sincerely,

**Graham Tanfield**

**Head of Leadership Delivery**

**Teacher Workforce Delivery: TLIF and High Potential Programmes**

**Commercially Sensitive**

