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| **Contract Number** | RD1000845 | **DfE Contract / Programme Manager** | Barry Durrans; Laverne Levick |
| **Contractor** | Ruth Miskin Training | **Original Contract Value (£)** | £1,056,290.00 |
| **Contract Start Date** | 14/09/2017 | **Contract Expiry Date** | 31/03/2020 |

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| **Variation Requested** | Recruitment of a third cohort of 36 schools |
| **Originator of Variation****(tick as appropriate)** | **DFE**  [x]  **Contractor**  [ ]  |
| **Date** | 11 July 2018 |
| **Reason for Variation** | The first round of the Teaching and Leadership Innovation Fund (TLIF) was launched in Spring 2017. Following a competitive procurement process, the Contractor was awarded a contract in September 2017 to deliver a whole school literacy professional development programme to support systematic synthetic phonics teaching. The Contractor have achieved early their contracted recruitment target of 72 priority schools in priority areas. Recruitment of the first cohort of 36 schools was achieved in January 2018, with the second cohort of 36 priority schools due to start the programme no later than the end of September 2018. Current data suggests there are approximately 750 TLIF eligible schools (priority schools in priority areas) that could benefit now from phonics provision. These are schools that are below average with reading and writing at KS2. Under the current contract, the Contractor has targeted 9.6% (72 schools) of these eligible schools. Offering a further cohort of 36 schools will enable the Contractor to target an additional 4.7% schools, helping to further meet the need for phonics provision.  |
| **Summary of Variation****(e.g. specification, finances, contract period)** | In order to meet a proportion of unmet demand for Continuous Professional Development in systematic synthetic phonics, the Contractor will recruit a third cohort of 36 schools (1044 teachers and leaders) to their Read Write Inc TLIF programme. Recruitment of schools will commence from Summer 2018 with all 36 schools recruited by 31 December 2018 and delivery of the training completed in full by 31 March 2020.In line with their current contract, the Contractor will provide each school with:* Two-day literacy training for the Reading Leader prior to in-school training, to provide knowledge of assessment processes and implementation plans.
* Two-day literacy (phonics and early reading) training for all staff, including teaching assistants and Headteacher.
* Two one-day leadership professional development training for the Headteacher and Reading Leader.
* 16 in-school professional development days with the leadership team and reading teachers to ensure high quality data-driven teaching with a focus on the slowest progress 20% of children and to establish a weekly coaching cycle to drive effective teaching.

**Key Performance Indicators (KPIs)**KPIs will be measured in line with the current contract and agreed structure in place for the first two cohorts.Schedule 4 table 3 has been updated to reflect the recruitment of an additional third cohort of 36 schools. Amendments to the KPI table can be found below in the supporting documentation.**Milestone Plan**A revised milestone plan will replace the milestone plan at Schedule 5, Paragraph 4 of the current contract to reflect the inclusion of an additional third cohort of 36 schools. This reflects a contract variation award date of no later than 31 Aug 2018 with delivery of the programme to commence no later than 31 Jan 2019 and end by 31 March 2020, in line with the expiry date of the current contract. Amendments to the Milestone Plan are included in the supporting documentation section below.**Cost Matrix** A revised cost matrix reflecting the additional cost of £516,820, for the recruitment and delivery of a third cohort of 36 schools will replace the existing cost matrix at Schedule 9 of the current contract. This will bring the total contract spend to £1,573,110.The revised cost matrix is included in the supporting documentation section below.**The Contractor’s Solution - RMT Variation Proposal** The variation proposal will be added as an annex to Schedule 10 of the current contract, to reflect the detail of the proposal to recruit a third cohort of 36 schools. The proposal is included in the supporting documentation section below. |
| **Date of Variation commencement** |  |
| **Date of Variation expiry****(if applicable)** | 31 March 2020. |
| **Total Value of Variation £** | £516,820 |
| **Payment Profile (if applicable)****e.g. milestone payments** | See cost matrix below for details of payment amounts and dates |
| **Revised daily rate (if applicable)** | N/A |
| **Impact on original contract****(If applicable)** | This variation allows for the recruitment and delivery of the Read, Write, Inc programme to a third cohort of 36 schools by 31 March 2020. The recruitment and delivery of a third cohort of schools through this variation will not impact on the delivery model for cohorts one and two. |
| **Supporting Information****(Please attach all supporting documentation for this Change Control)** | Please refer to the supporting documents inserted below.**Schedule 4 – Table 3 KPIs****Schedule 5 - Paragraph 4 of the Milestone Plan****Schedule 9 – Commercially Sensitive Information, RMT Revised Cost Matrix**Redacted**Schedule 10 – The Contractor’s Solution, RMT Variation Proposal:**Redacted |
| **Terms and Conditions** | Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect. |
| **Variation Agreed****For the Contractor:****Signature..............................****Full Name.............................****Title......................................****Date.....................................** | **For the DFE:****Signature..............................****Full Name.............................****Title......................................****Date.....................................** |

**Please note that no works/services described in this form should be undertaken, and no invoices will be paid until both copies of the CCN are signed, returned and counter-signed.**

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| **To be entered by the Commercial department:** |
| **Commercial Contact** |  | **Reference Number** |  |
| **Date received** |  | **EC Reference** |  |