

2023-24 Terms & Conditions



Gateway Alliance

General

- All invoices should be paid prior to attendance at the course or event.
- Payment terms are 30 days from date of invoice.
- Payments are preferred by BACS but can also be made by Cheque payable to 'Gateway Alliance (Education Services) Ltd'.
- Cancellations must be received in writing as soon as possible and will be subject to penalty charges as set out below:
 - 42–29 days' notice = 50% of fees
 - 28–0 days' notice = 100% of fees
- A substitute delegate may be nominated to attend, this will be without penalty.
- Transfer to alternative dates (if available) may be allowed up to one calendar month before the event.
- Cancellation charges will become due in the event of "No Shows" at courses.
- All online webinar charges are for 1 person attending the live session unless otherwise stated. Additional delegates will be charged at standard rates.
- Individual courses and events may have specific terms, please refer to the information included on the event webpage for more details.
- The Gateway Alliance reserves the right to waive these terms in exceptional circumstances.
- National SENCo Award and the DRB Leadership Briefings are excluded from all Gateway Alliance offers and discounts.
- All prices are subject to VAT.
- Any payments made by cheque may incur a £2 processing fee.

Please note that photographs and footage may be taken throughout our events. These may be used by the Company for marketing and publicity in our publications, on our website and in social media or in any third party publication. Please contact the event organiser if you have any concerns or if you wish to be exempted from this activity.

If you have any special access needs or specific dietary requirements, please ensure these have been communicated to us a minimum of 2 weeks prior to an event and we will endeavour to meet your needs on the day.

By agreeing to these terms and conditions you are agreeing for us to use your contact details to send you details of future courses and events. We will not share your contact details with any third party organisations. If you do not wish to receive emails from us please contact us on info@gatewayalliance.co.uk. For more information about how we use the data and information we collect from you please view our privacy notice.

Subscription 2023-24 Terms & Additions

- Small schools (120 pupils or less) are entitled to a 10% discount off all single subscriptions, excluding DRB Leadership Briefings and CPD Subscription Bundles.
- Federations will only qualify for the small schools' discount if the total number of pupils on roll, across the federation, is 120 or less.
- 'Recommend a Friend' offer:
 - A recommended school will only qualify if they have not subscribed to any Gateway Alliance CPD programmes in the previous academic year.
 - The recommending school will receive a £50 voucher per school that is recommended and subsequently subscribes to 1 or more of Gateway Alliance's CPD subscription (excludes the DRB briefings). Voucher(s) cannot

be used for DRB Leadership Briefings and are only valid on subscriptions and events taking place that academic year.

- The recommended school will receive a 20% discount off all subscriptions for that year, excluding DRB Leadership Briefings and CPD Subscription Bundles.
- Subscription bundles cannot be purchased in conjunction with any other offers.
- Locations – Where there is a choice of venue for the same event, a place will be allocated at the preferred location as identified by the school when purchasing the subscription(s). Where there is an online option, schools may choose to transfer to the online session (subject to availability) but must give a minimum of 2 weeks notice.
- Subscribing schools are allocated 1 place per event, unless otherwise stated.
- Additional places can be booked by subscribing schools, subject to availability, for a charge of:
 - £75 per delegate per half day event
 - £120 per delegate per full day event
 - £175 per delegate for the Senior Leaders Conference
 - £45 per delegate for the Senior Leaders Think-Piece Webinars
 - £60 per delegate for School Business Managers network meetings
 - £105 per delegate for DRB Leadership Briefings
 - £45 per delegate for Governor CPD Sessions (online)
 - Charges for other programmes may vary, please contact us for more information
- If a non-subscribing school attends an event they will be invoiced as follows:
 - £115 per delegate per half day event
 - £200 per delegate per full day event
 - £275 per place for the Senior Leaders Conference
 - £80 per delegate for the Senior Leaders Think-Piece Webinars
 - £75 per delegate for School Business Managers network meetings
 - £125 per delegate for DRB Leadership Briefings
 - £80 per delegate for Governor CPD Sessions (online)

Charges for other programmes may vary, please contact us for more information

- Where there is a choice of venue, places will be allocated on a first come first served basis.
- We reserve the right to change the date, venue and/or facilitators of any event, or to run the event online if necessary. We will alert schools as soon as possible, where appropriate, should this happen.
- Where a subscriptions includes reference to half day or full day events, these may change if the events move online, equivalents will be offered wherever possible.
- If you subscribe and then do not attend any event no refund will be made.
- Following the purchase of a subscription and the event dates for the year being released, it is vitally important that you confirm the member of staff that will be attending each event linked to your subscription(s). Each subscription includes a variety of events, some with a choice of date, venue and subject. It is important that we know which member of staff will be attending from your school and that you inform us of any special access or dietary requirements a minimum of 2 weeks beforehand.
- Subscribing schools must assign a member of staff as attending a min of 2 weeks prior to the event. After this date we will assume that the school does not wish to attend and we reserve the right to offer any remaining spaces to other schools.