

2025–26 Terms & Conditions

1. Payment & Invoicing

- 1.1 All invoices must be paid prior to attendance at any course or event.
- 1.2 Standard payment terms are 30 days from the date of invoice.
- 1.3 Payments are preferred by BACS. Cheques are accepted, made payable to Gateway Alliance (Education Services) Ltd, but may incur a £5 processing fee.
- 1.4 All prices are subject to VAT.

2. Cancellations, Transfers & Substitutions

- 2.1 Cancellations must be received in writing and will be subject to the following fees:
 - › More than 42 days' notice: no charge
 - › 42–29 days' notice: 25% of fees
 - › 28–15 days' notice: 50% of fees
 - › 14–0 days' notice: 100% of fees
- 2.2 Cancellation fees will apply for “No Shows” at events.
- 2.3 Substitutions are permitted at no additional cost. Schools must notify Gateway as soon as possible and provide any new dietary or access requirements. Requests made later than 2 weeks prior to the event may not be accommodated.
- 2.4 Transfers to alternative event dates (where available) must be requested at least one calendar month in advance.

3. Online Events & Participation

- 3.1 Charges for online webinars are for one named delegate unless otherwise stated. Multiple registrations or logins from additional email addresses will be charged at the standard rate unless previously agreed.
- 3.2 For all online events, participants should:
 - › Have access to a webcam and speakers
 - › Refer to pre-event emails for specific technical requirements
 - › Arrive on time and stay for the full session to avoid disruption
- 3.3 Please refer to pre-event emails for start and end times, joining instructions, and access links.

4. Attendance, Access & Event Etiquette

- 4.1 If you have any special access needs or dietary requirements, please inform us at least 2 weeks before the event. We will do our best to meet your needs.
- 4.2 Event attendance is dependent on confirmation of the delegate. Subscribing schools must confirm the attending staff member at least one calendar month prior to the event. After this time, we reserve the right to reallocate the place.
- 4.3 If a delegate arrives late or leaves early, this may disrupt other participants and the facilitator. We ask all participants to stay for the full duration.

5. CPD Subscription Terms & Discounts

- 5.1 Small Schools Discount:
 - › Available to schools with 120 pupils or fewer (based on DfE 'Get Information about Schools').
 - › Offers 5% off single subscriptions, excluding DRB Briefings.
 - › Not valid in conjunction with other offers.
 - › Federations qualify only if the total pupil roll across the federation is 120 or fewer.
- 5.2 'Recommend a Friend' Offer:
 - › Valid for schools that haven't subscribed in the past 2 academic years.
 - › Recommending school receives a £50 voucher per school that subscribes to 2+ CPD programmes (excluding DRB Briefings).
 - › Recommended school gets a 5% discount off all subscriptions (excluding DRB Briefings).
 - › Not valid in conjunction with other offers.
- 5.3 Multi-Buy Discounts:
 - › Applied automatically at checkout.
 - › Not valid in conjunction with other offers.
 - › Only applies to costed subscriptions (not including the FREE Sustainability Network subscription).

6. Event Booking & Charges

- 6.1 Subscribing schools are entitled to 1 delegate place per event, unless otherwise stated.
- 6.2 Additional delegate charges for subscribing schools (subject to availability):
 - › Half day: £75 per delegate
 - › Full day: £165 per delegate
 - › Senior Leaders Conference: £200 per delegate
 - › DRB Briefings: £130 per delegate
 - › Charges for other sessions may vary. Please contact us for more information.
- 6.3 Non-subscribing schools will be charged:
 - › Half day: £115 per delegate
 - › Full day: £230 per delegate
 - › Senior Leaders Conference: £299 per place
 - › DRB Leadership Briefings: £140 per delegate
 - › Charges for other sessions may vary. Please contact us for more information.
- 6.4 Some events are available on a pay-as-you-go basis and are individually priced.
- 6.5 Where multiple venues are available for an event, places will be allocated based on your preference, subject to availability.
- 6.6 Where online options exist, schools may transfer to an online session with a minimum of one calendar month's notice.

7. Event Management & Changes

- 7.1 Gateway Alliance reserves the right to:
- › Change dates, venues, or facilitators/speakers
 - › Run events online if needed
 - › Allocate places on a first come, first served basis
- 7.2 Where events are moved online, equivalent half or full day alternatives will be offered wherever possible.
- 7.3 If a subscription is purchased and no events are attended, no refund will be issued.

8. Data, Photography & Communications

- 8.1 Photographs and video footage may be taken at events and used for promotional purposes including Gateway Alliance publications, website, and social media. Contact the event organiser if you wish to opt out.
- 8.2 By accepting these terms, you consent to receive communications from Gateway Alliance regarding future events and services. We will not share your contact details with third parties without prior permission.
- 8.3 To opt out of communications, please email us at info@gatewayalliance.co.uk
- 8.4 For more information on how we use your data, please refer to our [privacy notice](#).

9. Access to Resources & Recordings

- 9.1 All resources, handouts, and recordings from online sessions are for use by subscribing schools only and must not be shared externally.
- 9.2 Recordings are housed on our secure Members Area and should only be accessed via our website by staff from subscribing schools.
- 9.3 We strongly advise schools to download and save any resources promptly. Access to files via the Members Area will cease at the end of the academic year.
- 9.4 Please note that recordings cannot be downloaded and are available for streaming only.

