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**Service Level Agreement between the   
Wheels Project Limited and xxxx**

These are your booked sessions at Wheels this academic year 2023-24: -

|  |  |  |
| --- | --- | --- |
| **Day of week** | **Times** | **Starting** |
|  |  |  |

**Programme Costs: -**

* Costs are charged at £1500 per 6-week term per group. You will be Invoiced at the start of each term in advance.
* The referral organisation will be responsible in providing details of where Wheels should send their Invoice and if a purchase order is required, please provide details in advance.

**Students: -**

* All students must begin on one of our engagement programmes being either the karts or bicycle and maintenance course which serve as part of our initial assessment before they can progress on to our follow-on courses.
* Group sizes can contain 1, 2, 3 or 4 students. Groups of 3 or 4 students will have exclusive use of the Project. There will be a maximum of 2 supervisors per group.
* Students can attend our courses at Wheels for one or more terms subject to a number of factors which includes their attendance, behaviour, safety and aptitude.

**Late starters:-**

* Late starters should be discouraged but in the event of this happening students will not be able to start the course later than week 2.

**Replacements:-**

Example 1

If one student leaves the course prematurely then Wheels has the discretion whether or not to accept a replacement. This will be dependent on the needs of the group remaining.

Example 2

If four students begin the course and only one student decides not to continue with the programme, this student **cannot** be replaced directly by another student. However, if two students decide not to continue with our programmes, then they **can** be replaced by two new students at the start of a subsequent term but must undertake our engagement programme before joining those 2 remaining students.

**Cancellation: -**

* Should your organisation decide to withdraw all of your students from the overall programme then you must give the Wheels Project one terms’ notice for which you will be charged. You will be charged for the programme costs only.

**Programmes to be undertaken 2023-24: -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TERM | PROGRAMME | VENUE | WEEK STARTING | LENGTH WEEKS | KARTING at  Teamsport, Avonmouth |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**British Schools Karting Championship: -**

if you would like your students to undertake our BSKC prep courses this year which are offered in terms one, two, three and four when they could take part in weekly Karting practice sessions to prepare for the BSKC competition which starts in term four in up to four rounds [www.bskc.co.uk](http://www.bskc.co.uk).

This is a national competition and will involve out of school hours for the competition itself (1630-1700hrs).

There would be an additional charge of £150 entry fee for a team of 3 drivers should your students wish to participate. Please inform David Glossop if you are able to go ahead with this plan as soon as possible as the practice sessions will need to be booked with Teamsport.

The cost for four students to participate in the BSKC prep would be £1500 per term. You can choose a BSKC prep to replace one or more of the other courses after they have completed our initial Karts course or buy a stand along BSKC prep course in addition to those listed above.

**Forms to complete prior to joining: -**

Please ensure that we receive your completed pre joining forms for each student prior to starting with us. Failure to do so will delay their start: -

1. **Organisation Evidence of need form**
2. **Students evidence of need form**
3. **Student Risk Assessment**
4. **Parental permission slips**

All are downloadable from our website (and will be emailed to you under separate cover)

Forms to complete after your students have left Wheels *(to be returned by email within 4 weeks to* [*david@wheelsproject.org.uk*](mailto:david@wheelsproject.org.uk)*)*

1. **Referrers end of course feedback form**

I have read, understood and agree to the terms and conditions set out above on behalf of XXXX

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Signed: David Glossop Signed:

Position: General Manager Position:

Organisation: The Wheels Project Ltd.

Date: Date: