

Terms of Services – Consultancy

Last updated: October 2025

This service agreement (the “Agreement”) was last modified on the 20th of October 2025.

Client: The ‘School, Academy, Multi-academy Trust’ (the “Client”).

Contractor: The Literacy Tree Limited, CS.301 Clerkenwell Workshops, 27/31 Clerkenwell Close, London, EC1R 0AT (the “Contractor”).

Background

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

In consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the Client and the Contractor agree as follows:

Services Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the “Services”):
 - Delivery of a Staff Meeting, Twilight session, Half-Day or Whole-Day Consultancy session, on a one-off or ongoing capacity
 - At their physical address, or remotely via videotelephony software.
 - Between the hours of 8:30am – 6:30pm depending on the level of service.
2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

Term of Agreement

3. The term of this Agreement (the “Term”) will begin on the date the Client requests and agrees to the undertaking of Services, and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement.
4. .In the event that the Client wishes to terminate or cancel the requested Service prior to the completion of the Service, the Client will be required to provide 14 days written notice to the Contractor.
5. In the event that the Contractor cannot fulfil the Service due to illness, the Contractor reserves the right to either move the Service to another date within the next 7 calendar days with the same consultant, send a different consultant to deliver the Service, or deliver the Service remotely/online.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in discussion and quotes are in GBP.

Payment

7. The Contractor will charge the Client a flat fee for the Services (the “Payment”).
8. The Contractor will invoice the Client. Payment terms are immediate.
9. Invoices will be submitted by the Contractor to the Client the day of or after the Service has taken place.
10. In the event that this Service is cancelled by the Client prior to completion, but within 14 days of the delivery date, the Contractor will be entitled to charge 100% of the Payment to the Client, provided that there has been no breach of the terms on the part of the Contractor.
11. In the event that this Service is terminated by the Client prior to completion, but between 15-30 days of the delivery date, the Contractor will be entitled

to charge 50% of the Payment to the School, provided that there has been no breach of the terms on the part of the Contractor.

12. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement, except in the cases where accommodation and travel expenses have been discussed and approved by the Client.

Capacity/Independent Contractor

13. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

Equipment

14. Prior to the delivery date, the Contractor will provide the Client with all necessary printable materials, which the Client will have to produce for their staff at their own expense. The Client will need these resources for the Contractor to successfully deliver the Service in accordance with the Agreement.