

## SUMMARY OF SERVICES WITH DEADLINES

Some Services to Schools require that forms are completed by the School and returned, to the correct representative for that Service, by a certain date. We have included this checklist in order to help you check that you have completed the forms for the Services you would like to purchase and returned them by the respective deadlines where applicable.

Service	Deadline for forms to be returned	Form Returned / Service Contacted & Date	For School Use – Comments
Assessment & Support for Learning – Speech & Language Education (SALE)	N/A		
Assessment & Support for Learning – Speech & Language Education (SAT)	N/A		
Assessment & Support for Learning – Support for Learning (SfL)	N/A		
Contract Services	31/3/08		
Educational Psychology Service	31/3/08		
Family Placement Team – Adoption Advice for Pregnant Teenagers	N/A		
Finance – School Financial Management	31/3/08		
Financial Services – Creditor Payments	N/A		
Health and Safety	31/3/08		
Income Recovery	31/3/08		
Inspection and Advisory Service	31/3/08		
Insurance	28/2/08 (Opt out date)		
Integrated Youth Support Services – Teenage Services & Pastoral Care	N/A		
Integrated Youth Support Services – Alternative-Enhanced Curriculum	N/A		
Integrated Youth Support Services – Enhanced PE Curriculum	N/A		
Integrated Youth Support Services – Teenage	N/A		

Pregnancy			
Integrated Youth Support Services – Youth Offending Team	N/A		
Kingston Adult Education	N/A		
Kingston Museum – Visits and Workshops	N/A		
Learning & School Effectiveness Services – Primary Learning Support	01/04/08		
Learning & School Effectiveness Services – Secondary Pupil Referral Units	N/A		
Learning & School Effectiveness Services – Support for Behaviour	01/04/08		
Learning & School Effectiveness Services - Refugee & Asylum Seeker Pupils	N/A		
Learning & School Effectiveness Services – Traveller Pupils	N/A		
– Teaching Assistant	01/04/08		
– Learning & Behaviour Partnership Prog	01/04/08		
Legal Services	N/A		
Leisure Centres	N/A		
Library Advisory Services	N/A		
Payroll Service	N/A		
Performance & ICT Services	31/03/08		
Sport & Recreation Services	N/A		
Workforce Development	N/A		