



*Supporting Your Business
with Clarity and Calm*

THE NEW SCHOOL YEAR COMPLIANCE PACKAGE

The start of a new academic year brings a long list of policy updates, document reviews and governance paperwork. Save valuable leadership time by handing the formatting, proofreading and presentation of your key documents to a former DSL and Deputy Headteacher.



WHAT'S INCLUDED:



Comprehensive proofreading of key school policies and documentation.



Consistent formatting and professional presentation across all documents.



Incorporation of school-provided updates and approved statutory guidance.



Clear, high-quality layouts for governor and leadership review.



Organisation and structuring of documents for clarity and impact.



Final documents returned in editable format, ready for approval and use.

POLICY REFRESH PACKAGE



£300

INCLUDES:

- ✓ Up to 5 standard policies
- ✓ Proofreading
- ✓ Formatting and presentation
- ✓ Incorporation of school-provided updates
- ✓ Consistent branding and layout
- ✓ Final editable documents



Ideal for schools needing a focused refresh of key policies.

POLICY REFRESH PLUS PACKAGE



£550

INCLUDES:

- ✓ Up to 10 standard policies
- ✓ Proofreading
- ✓ Formatting and presentation
- ✓ Incorporation of school-provided updates
- ✓ Consistent branding and layout
- ✓ Final editable documents



Perfect for schools preparing multiple policies for the new academic year.

POLICY REFRESH PREMIUM PACKAGE



£800

INCLUDES:

- ✓ Up to 15 standard policies
- ✓ Proofreading
- ✓ Formatting and presentation
- ✓ Incorporation of school-provided updates
- ✓ Consistent branding and layout
- ✓ Final editable documents



For schools with extensive policy updates and documentation requirements.

ADDITIONAL POLICIES & SPECIALIST DOCUMENTATION



ADDITIONAL STANDARD POLICIES

From £60 each

Quoted according to length and complexity.



SAFEGUARDING POLICY

From £120

Safeguarding policies are typically more detailed and time-intensive and are therefore quoted separately.



GOVERNOR & TRUSTEE DOCUMENTATION

Quoted according to requirements.

Including governor reports, trustee papers, committee documentation and meeting materials.



SCHOOL & LEADERSHIP DOCUMENTATION

Quoted according to requirements.

Including strategic plans, improvement documentation, leadership reports and other school documentation requiring professional formatting and presentation.



HEALTH & SAFETY POLICIES

Not offered

Health & Safety policies and specialist compliance documentation are excluded from this service.



PLEASE NOTE: This service focuses on the proofreading, formatting and presentation of school policies and documentation. Pricing assumes policies are already drafted. Significant rewriting, content creation or policy development may require a separate quotation.



BEST TIME TO BOOK:

July, August and September
Get ahead of the new academic year with polished, compliant documentation.



ALL DOCUMENTS:

All documents and handouts are supplied electronically for you to print and distribute.



IDEAL FOR:

Schools, academies, MATs and education consultants preparing for the new academic year.



Professional. Accurate. Compliant. Save time. Reduce stress. Start the new school year with confidence.



THE INSET PREP PACKAGES

Professional presentation design and training resources, expertly prepared to help you deliver impactful INSET days with confidence.

HALF-DAY INSET PREP SUITE £250

Perfect for shorter, focused staff training sessions.

♥ WHAT'S INCLUDED:

- ✓ Professionally designed presentation deck developed from your existing training content, notes or outline.
- ✓ Slides designed to engage your audience and enhance learning.
- ✓ Clear, quality training handouts and supporting resources.
- ✓ All handouts and resources supplied electronically for you to print and distribute.
- ✓ Final files provided in your preferred format, ready to use.



FULL-DAY INSET PREP SUITE £450

The ultimate stress-reliever for comprehensive school-wide training days.

♥ WHAT'S INCLUDED:

- ✓ Professionally designed presentation deck for a full day of training, including multiple sessions and modules.
- ✓ Interactive workshop resources and activities.
- ✓ Clear, quality training handouts and supporting resources.
- ✓ All handouts and resources supplied electronically for you to print and distribute.
- ✓ A clear, engaging and cohesive training experience from start to finish.



NEED A CUSTOM FIT? ♥

If you only need certain elements—such as formatting a pre-existing deck, creating standalone handouts, or structuring a specific workshop slot—get in touch. We can easily map out a bespoke proposal tailored to exactly what you need.

♥
*Quality resources.
Engaged audiences.
Confident delivery.*



BASED ON YOUR CONTENT

All packages are based on content, notes and materials supplied by you.



EMAIL DELIVERY

All handouts and resources are supplied electronically for you to print and distribute.



FLEXIBLE TIMELINES

Turnaround times agreed based on your requirements. Bespoke timelines available.



All packages are based on content, notes and materials supplied by the client. Handouts and supporting resources are provided electronically for client printing and distribution.

