



School, Department and CPD Booking Terms

Last updated: 22 April 2026

Decimal Education School, Department and CPD Booking Terms

These School, Department and CPD Booking Terms apply to bookings made with Decimal Education by schools, colleges, departments, educational organisations and similar institutional clients.

These terms should be read alongside the Decimal Education Terms and Conditions, Privacy and Cookies Policy, Refunds, Cancellations and Rescheduling Policy, and any other relevant Decimal Education policies.

1. About these terms

These terms apply to:

- school bookings
- department bookings
- teacher CPD bookings
- webinars
- workshops
- revision sessions
- intervention sessions
- masterclasses
- curriculum and assessment support
- resource development
- bespoke educational projects

By booking support with Decimal Education, the booking client agrees to these terms.

2. Contracting party

For the purposes of these terms, the client is the school, college, department, organisation or authorised representative making the booking.

Decimal Education will deal with the named contact provided by the client unless another arrangement is agreed.

3. Scope of work

Decimal Education may provide support including, for example:

- teacher CPD
- online webinars

- workshops
- revision sessions
- exam technique masterclasses
- intervention support
- marking standardisation
- curriculum review
- assessment review
- resource development
- bespoke Business education support

The exact scope of work will be as agreed by email, invoice, booking confirmation or other written communication.

4. Booking and acceptance

A booking is not secured until Decimal Education has confirmed it and payment arrangements have been agreed.

Decimal Education may decide whether a booking is suitable before accepting it. This includes considering:

- the qualification or specification
- the timing
- the scale of the request
- the format requested
- whether the work is within scope
- whether another form of support would be more appropriate

5. Prices and payment

All prices are in GBP.

Decimal Education is not VAT registered.

Unless otherwise agreed in writing, payment is due within 14 days.

Decimal Education may require payment in advance or before delivery where this is stated in the booking confirmation, invoice or related communication.

If payment is not received by the agreed deadline:

- the booking may not go ahead
- support may be withheld
- materials may not be released
- future bookings may be affected

Decimal Education may send reminders where payment is outstanding.

6. Changes to scope

If the client wants to change the scope of the booking after it has been agreed, any changes must be agreed in writing.

Changes may include:

- additional sessions
- extra preparation
- revised themes
- more participants
- additional follow-up work
- reporting
- bespoke materials
- different delivery arrangements

Where scope changes increase the work involved, Decimal Education may revise the fee or issue an additional charge.

7. Delivery format

Support may be delivered:

- online
- by webinar
- by workshop
- through scheduled sessions
- through bespoke project work
- in person where agreed

Online delivery may use platforms and tools such as Zoom, email, WhatsApp, GoDaddy, Stripe and WeTransfer where relevant.

Where online delivery depends on third-party platforms, Decimal Education is not responsible for outages or failures caused by those providers, although reasonable efforts will be made to work around problems.

8. Client responsibilities

The client is responsible for:

- providing accurate booking information
- identifying the main contact person
- ensuring attendees have the required joining details
- ensuring the session context is suitable and professionally managed
- making any school-specific arrangements required on their side
- ensuring their own safeguarding, behaviour and internal procedures are followed unless expressly agreed otherwise

Where the client is a school or similar organisation, the client remains responsible for its own safeguarding procedures, supervision, behaviour management and internal policies.

9. Materials and resources

Decimal Education may provide materials, slides, handouts, notes, resources, frameworks or follow-up guidance as part of a booking where agreed.

Unless expressly agreed otherwise in writing:

- Decimal Education keeps ownership of all intellectual property
- the client receives a limited licence to use the materials for its own internal classroom, department or school use
- the materials must not be shared outside the purchasing organisation
- the materials must not be uploaded publicly, resold or redistributed

10. Follow-up support and reporting

Follow-up guidance, resources, reviews, reporting or further consultation are only included where specifically agreed.

Unless otherwise agreed, Decimal Education does not provide additional reports, reviews or consultations beyond the booked support.

Additional follow-up work may incur additional fees.

11. Cancellations by the client

If the client cancels more than 14 days before delivery:

- Decimal Education may offer a refund, or
- if payment has not yet been made, Decimal Education may treat the booking as cancelled with no payment due

If the client cancels within 14 days of delivery:

- no refund is normally available
- Decimal Education may instead offer store credit or digital resources, at Decimal Education's discretion

12. Cancellations by Decimal Education

If Decimal Education has to cancel a booking:

- as much notice as reasonably possible will be given
- Decimal Education will try to rearrange the support where practical
- if the booking cannot reasonably be rearranged, a refund or suitable alternative will be offered

13. Events outside Decimal Education's control

Decimal Education will not be responsible for delay, interruption or failure to perform services where this is caused by events outside reasonable control, including for example:

- illness
- emergency
- internet failure
- power outage
- platform failure
- severe disruption
- other significant operational difficulties

Where possible, Decimal Education will try to rearrange the support. If the service cannot reasonably be provided, an appropriate refund or alternative may be offered.

14. Conduct and behaviour

The client is responsible for ensuring that participants behave appropriately and professionally.

Decimal Education may pause, end or withdraw support where conduct is:

- abusive
- unsafe
- seriously disruptive
- inconsistent with the purpose of the booking

15. No guarantee of particular outcomes

Decimal Education provides educational expertise, training, support and guidance.

Decimal Education does not guarantee:

- specific staff performance outcomes
- specific student results
- inspection outcomes
- internal departmental outcomes
- examination results

16. Liability

Decimal Education will provide the booked support with reasonable care and skill.

To the fullest extent permitted by law, Decimal Education will not be liable for indirect, consequential or unexpected losses arising from the booking or use of materials.

Nothing in these terms excludes liability where it cannot legally be excluded.

17. Changes to services

Decimal Education may improve, update, revise, withdraw or discontinue services, materials or formats over time.

This does not affect support already booked and paid for, except where changes are necessary for legal, safeguarding or operational reasons.

18. Complaints

Any complaint or concern should be sent to:

support@decimaleducation.co.uk

Decimal Education will aim to:

- acknowledge complaints within 48 hours
- respond within 7 days

- deal with matters fairly and reasonably

19. Governing law

These School, Department and CPD Booking Terms are governed by the law of England and Wales.

Any disputes will be subject to the courts of England and Wales.

20. Contact

For questions about school, department or CPD bookings, please contact:
support@decimaleducation.co.uk