



# Work With Decimal / Collaboration Terms

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## Work With Decimal / Collaboration Terms

These Work With Decimal / Collaboration Terms apply to people and organisations who are interested in working with Decimal Education, including publishers, writers, reviewers, tutors, referrers, creators, schools, education partners and other collaborators.

These terms should be read alongside the Decimal Education Terms and Conditions, Privacy and Cookies Policy, and any other relevant Decimal Education policies or written agreements.

### 1. About these terms

Decimal Education may work with individuals and organisations in a range of ways, including:

- publishing or authoring support
- quality assurance and reviewing
- selling resources through Decimal Education
- tutoring or specialist educational delivery
- referrals
- bespoke projects
- editing, proofreading, admin or design support
- collaboration with education businesses, schools or platforms

These terms set out the general basis on which Decimal Education may explore or enter into collaboration.

### 2. No automatic right to collaborate

Contacting Decimal Education or expressing interest in collaboration does not create any contract, guarantee or ongoing right to work with Decimal Education.

Decimal Education may decide:

- whether a proposed collaboration is suitable
- whether it fits the Decimal Education brand, standards and priorities
- whether the work is within scope
- whether to proceed, pause or decline
- whether further written terms are needed

### 3. Who may collaborate

Decimal Education may choose to work with:

- publishers
- education platforms
- awarding-body-related partners where appropriate
- writers
- reviewers
- examiners
- tutors
- teachers
- creators
- referrers
- designers
- editors
- proofreaders
- schools and education organisations
- other specialist service providers

### 4. Standards and expectations

Anyone working with Decimal Education is expected to act professionally and in a way that supports the standards of the business.

This includes:

- clear communication
- reliability
- honesty
- good conduct
- respect for confidentiality
- respect for safeguarding and professional boundaries where relevant
- producing accurate, high-quality and original work where applicable

- responding reasonably to feedback and editing requests where agreed

Decimal Education may end or refuse collaboration where standards are not met.

#### 5. Publish with Decimal

Decimal Education may work with publishers, platforms, writers, reviewers and other contributors to create, review or quality-assure Business education materials.

This may include:

- authoring
- editing
- reviewing
- mark schemes
- model answers
- quality assurance
- specification-aware content development
- final checks before publication

Any specific publishing arrangement may be subject to additional written terms covering matters such as scope, deadlines, ownership, permissions, payment and revisions.

#### 6. Sell resources with Decimal

Decimal Education may work with teachers and creators who want Decimal Education to sell or help publish original classroom-tested materials.

Decimal Education may decide whether a resource is suitable for inclusion based on factors such as:

- quality
- originality
- usefulness
- alignment with Decimal Education standards
- legal and licensing suitability
- commercial fit

Where Decimal Education accepts a resource for sale through Decimal Education, the starting position is that the contributor may receive a royalty of 25% of sales, unless otherwise agreed in writing.

Decimal Education may request revisions, reformatting, branding changes or quality improvements before accepting or publishing a resource.

#### 7. Tutor with Decimal

Decimal Education may work with tutors who share its approach to clear, high-quality educational support.

Any tutor working with Decimal Education is expected to:

- maintain appropriate subject knowledge and teaching standards
- behave professionally
- follow Decimal Education safeguarding and communication expectations
- deliver support in a way that reflects Decimal Education standards
- cooperate with reasonable admin, reporting or operational arrangements where agreed

No tutor relationship is created unless Decimal Education expressly agrees to proceed.

Any tutoring arrangement may require additional written terms covering:

- fees
- payment
- scheduling
- safeguarding
- conduct
- materials
- branding
- confidentiality
- communication with students and parents
- the independent status of the tutor

#### 8. Refer to Decimal

Decimal Education may accept referrals from education creators, trusted professionals, community partners and others who introduce suitable students, parents, teachers or organisations.

Where Decimal Education accepts a referral arrangement, the starting position is that Decimal Education may offer 25% of revenue from the initial referral, unless otherwise agreed in writing.

Referral payments are only payable where:

- Decimal Education accepts the referral
- the referred person or organisation goes on to purchase a qualifying service or product
- the payment from the referred client has been received in full
- the referral is genuine and not disputed
- the referring person has complied with these terms and any additional written terms

Decimal Education may refuse to pay referral fees where there is any misuse, duplication, conflict, uncertainty or improper conduct.

#### 9. Support Decimal

Decimal Education may also work with people who add value behind the scenes, including for example:

- editing
- proofreading
- reviewing
- admin support
- design
- specialist educational services
- operational support

Any such arrangement may be project-based, ad hoc or ongoing, depending on what Decimal Education agrees in writing.

#### 10. Intellectual property

Unless expressly agreed otherwise in writing, Decimal Education retains ownership of:

- its name

- branding
- logos
- website content
- frameworks
- systems
- resource structure
- original written content
- original teaching and support materials
- any adaptations made by Decimal Education to submitted materials

Where a contributor submits material to Decimal Education, the rights position must be clear before publication or sale.

By submitting content, the contributor confirms that:

- the work is original to them or they have the right to submit it
- the work does not infringe third-party rights
- Decimal Education may review, reject, request changes to, or decide not to use the work

Where Decimal Education agrees to publish or sell a resource, further written terms may be used to confirm ownership, permissions, licensing and payment.

#### 11. Use of submitted ideas and materials

Decimal Education is willing to review collaboration ideas and resource proposals, but unless and until a specific written agreement is reached:

- Decimal Education is not obliged to use or publish any submitted idea or material
- Decimal Education is not obliged to return submitted material
- Decimal Education is not obliged to explain why a proposal is rejected
- submission alone does not create any payment right

#### 12. Payment and fees

Any payment, fee, royalty, referral arrangement or other commercial term must either:

- follow the general position stated in these terms, or

- be confirmed separately in writing

Unless otherwise agreed, Decimal Education is not obliged to pay for:

- speculative proposals
- unsolicited ideas
- materials not accepted for use
- work done without prior written agreement
- referrals that do not lead to a completed paid transaction

### 13. Timing of payment

Where Decimal Education agrees to make a payment, royalty or referral payment, the timing and method of payment will be as set out in the relevant written agreement or confirmation.

If nothing else is agreed in writing, Decimal Education will aim to pay within a reasonable time after:

- the relevant work has been accepted, or
- the relevant referred payment has been received in full

### 14. Confidentiality

Collaborators must treat non-public information about Decimal Education, its customers, products, resources, systems and plans as confidential unless disclosure is:

- required by law
- expressly authorised in writing
- already lawfully public

This includes keeping confidential:

- draft materials
- commercial terms
- unpublished products
- internal processes
- customer information
- non-public educational content

## 15. Data protection and privacy

Anyone working with Decimal Education must handle personal information responsibly and lawfully.

Where a collaborator may come into contact with personal information, they must:

- use it only for the agreed purpose
- keep it secure
- not disclose it improperly
- comply with relevant data protection law and Decimal Education requirements where applicable

## 16. Safeguarding and professional conduct

Where a collaborator works directly or indirectly with under-18s, safeguarding and professional conduct standards are especially important.

Decimal Education may require:

- appropriate DBS arrangements where relevant
- agreement to safeguarding expectations
- use of approved communication channels only
- professional boundaries to be maintained at all times

Decimal Education may immediately end or suspend collaboration where there are safeguarding, conduct or suitability concerns.

## 17. Independent status

Unless expressly agreed otherwise in writing, collaborators work with Decimal Education on an independent basis.

Nothing in these terms creates:

- employment
- worker status
- partnership
- agency
- joint venture
- exclusivity

Collaborators are responsible for their own tax, insurance, registration and legal obligations unless a written agreement says otherwise.

#### 18. No guarantee of work or income

Decimal Education does not guarantee:

- a minimum amount of work
- a minimum level of sales
- a minimum amount of royalty income
- a minimum amount of referral income
- ongoing collaboration

All collaboration is subject to Decimal Education's current needs, priorities, capacity and standards.

#### 19. Right to refuse, pause or end collaboration

Decimal Education may refuse, pause, suspend or end a collaboration where reasonably necessary.

This may include where there is:

- poor quality work
- repeated delay
- poor communication
- safeguarding concerns
- breach of confidentiality
- misuse of Decimal Education materials or brand
- reputational risk
- legal risk
- non-compliance with agreed standards
- any other reasonable business concern

#### 20. Branding and public references

No collaborator may use the Decimal Education name, logo, branding or public affiliation without permission.

You must not imply that Decimal Education has approved, endorsed or adopted your work, business or service unless Decimal Education has expressly agreed this.

## 21. Changes to collaboration arrangements

Decimal Education may revise, pause, update or withdraw collaboration opportunities over time.

This includes the right to:

- stop accepting submissions
- change royalty or referral structures for future arrangements
- change quality requirements
- change formats or processes
- withdraw a collaboration opportunity from the website

This will not normally affect a specific arrangement already agreed in writing, unless the change is required for legal, safeguarding or operational reasons.

## 22. Complaints and concerns

Any complaint, concern or dispute about collaboration should be sent to: [support@decimaleducation.co.uk](mailto:support@decimaleducation.co.uk)

Decimal Education will aim to:

- acknowledge complaints within 48 hours
- respond within 7 days
- deal with matters fairly and reasonably

## 23. Liability

Decimal Education will not be liable for indirect, consequential or unexpected losses arising from a collaboration unless the law requires otherwise.

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

## 24. Governing law

These Work With Decimal / Collaboration Terms are governed by the law of England and Wales.

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

## 25. Contact

For collaboration enquiries, proposals or questions about these terms, please contact:  
[support@decimaleducation.co.uk](mailto:support@decimaleducation.co.uk)