



First Step
Physical Education

PROPOSAL FOR PE SERVICES

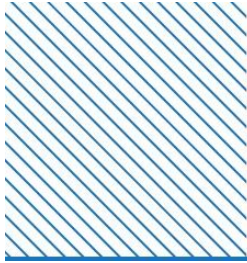
Inman's Primary School

Extra-Curricular

 pe@firststep-sports.co.uk

Document Ref: Y2VQX-MAKAE-BADZ9-HVVFK

Page 1 of 9



Private and Confidential

Katie King
Inmans Road
Hull
HU12 8NL

Tel: 01482 899 485

Email: kking@inmansprimaryschool.co.uk

Re: Proposal For PE Services

Dear Katie,

Thank you for taking the time out to discuss your current Physical Education provision, future plans and your requirements.

I am delighted to prepare this proposal for meeting your needs with regards to Extra-Curricular. Delivery. Having made a note of your objectives and goals throughout our conversation, First Step PE can certainly help the school in meeting these goals and reaching your expectations.



By choosing to work with First Step Physical Education you'll benefit from:

CURRICULUM MAPPING AND LESSON PLANNING

In an initial planning meeting our Coach Manager will work with the school to ensure that all aspects of the curriculum are covered and lesson planning, pupil assessments and reports are submitted to the school and class teachers.

DEPENDABLE BACK UP FROM A FULL OFFICE TEAM DURING SCHOOL HOURS

Our office team man the office Monday to Friday from 8:30am meaning you can always speak to someone regarding any query no matter how small.

COST-EFFECTIVE, VALUE-ADDED PACKAGES..

Designed specifically to fit in with your budgets, and the PE & Sports Premium funding.

A FULL SERVICE INCLUDING..

Planning, organisation, delivery and assessment.

By continuing to use



you'll benefit from:

HIGH QUALITY DELIVERY

The latest, best-practice working and coaching methodologies supported by our partner training organisation First Step Training. Our staff also undergo training sessions with other partners such as The Association of Physical Education and British Gymnastics.

BESPOKE SERVICES, COURSES AND EVENTS..

Completely tailored to your requirements.

RIGOROUS QUALITY STANDARDS AND CONSTANT STAFF PERFORMANCE MONITORING

To maintain high standards a Quality Assurance team from First Step Training monitor and assess our delivery team. We maintain contact with the school to continually monitor our level of service and assess value for money.

FULLY-EMPLOYED STAFF MEMBERS

We hold all the employment rights for our team, removing the concern surrounding the use of agency staff; your school will not be liable to provide employment rights to our staff after 12 weeks.

TOP QUALITY NATIONAL CURRICULUM PE, SPORTS & ACTIVITY PROGRAMMES

Delivered by fully-qualified sports coaches, we cover all aspects; Games, Dance, Gymnastics, Athletics & OAA not simply one sport such as football, ensuring pupils experience the whole curriculum.

THE SECURITY AND PEACE OF MIND..

That comes from knowing your PE and sports provision is in the absolute best hands - Although we don't claim perfection we do strive to be. In order to achieve this we have put various contingencies in place to ensure we can manage the lessons we deliver from start to finish.

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 pe@firststep-sports.co.uk

 0330 088 7020

 www.firststep-pe.co.uk

Quotation

The total cost of the proposed Extra-Curricular Delivery is outlined below, I have detailed the quotation to the information provided during our conversation, and this can be amended if your requirements change.

Name	Price	QTY	Subtotal
Extra-Curricular 2025 W/c 1st September 2025 - w/e 26th October 2025 a total of 5 weeks. Friday's 15:15pm - 16:15pm No sessions: Friday 5th September 2025 Friday 12th September 2025 Friday 19th September 2025	£45.00	5	£225.00
Extra-Curricular 2025 W/c 3rd November 2025 - w/e 19th December 2025 a total 5 weeks. Friday's 15:15pm - 16:15pm No sessions: Friday 12th December 2025 Friday 19th December 2025	£45.00	5	£225.00
Extra-Curricular 2026 W/c 5th January 2026 - w/e 15th February 2026 a total of 5 weeks. Friday's 15:15pm - 16:15pm No sessions: Friday 9th January 2026	£45.00	5	£225.00

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Extra-Curricular 2026 W/c 23rd February 2026 - w/e 29th March 2026 a total 5 weeks. Friday's 15:15pm - 16:15pm	£45.00	5	£225.00
Extra-Curricular 2026 W/c 13th April 2026 - w/e 24th May 2026 a total of 5 weeks. Friday's 15:15pm - 16:15pm No sessions: Friday 17th April 2026	£45.00	5	£225.00
Extra-Curricular 2026 W/c 1st June 2026 - w/e 19th July 2026 a total of 5 weeks. Friday's 15:15pm - 16:15pm No sessions: Friday 10th July 2026 Friday 17th July 2026	£45.00	5	£225.00

Subtotal **£1,350.00**

Total £1,350.00

*** Our standard payment terms are 14 days with invoices generated before the beginning of each term and all bookings are subject 20% Vat**

Please note an additional assistant coach will be provided – subject to availability

Booking Information:



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BOOKING PROCESS

Please note lessons/sessions are classed as a maximum of one hour, any lessons/sessions in excess of one hour will be charged pro rata.



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Logistics:



Next Steps

If you are happy to proceed with the quote and want to secure the booking, simply complete the signatures section of this document and all further details can then be confirmed during the mapping meeting.

Contract Renewal

This contract will automatically renew at the end of the contract term, to commence the first week of the next school term.

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Should the client not wish to renew the contract or should they wish to make changes to the contract – sessions, themes etc, First Step Sports will require written notice of at least **60 teaching days notice** in advance of the contract end date, which under this agreement is 17th April 2026..

If notice is provided after this date this contract will automatically renew beginning on w/c September 2026 and continuing until July 2027, cancellation terms under 6. 1 of this agreement will apply as per the start date of the renewed contract.



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Terms & Conditions

Please follow the link: [HERE](#) for the terms and conditions of this contract, you should read and understand the terms of the agreement, it is a legal and binding contract.

I can confirm I have read and agreed to the terms and conditions

Katie King

Data Privacy

Please follow the link: [HERE](#) for our company data privacy notice, you should read and understand the notice.

Katie King

I can confirm I have read and agreed to the Data Privacy Notice

Signatures

Inman's Primary School		<u>For and on behalf of First Step Sports Ltd.</u>	
Signature:		Signature:	
<i>Katie King</i>		<i>Samantha Gould</i>	
Printed Name	KATIE KING	Printed Name:	Samantha Gould
Position	ADMIN	Position:	Director
Date	07 / 04 / 2025	Date:	07 / 04 / 2025



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CERTIFICATE *of* SIGNATURE

REF. NUMBER
Y2VQX-MAKAE-BADZ9-HVVFK

DOCUMENT COMPLETED BY ALL PARTIES ON
04 JUL 2025 13:30:57 UTC

SIGNER

KATIE KING

EMAIL
KKING@INMANSPRIMARYSCHOOL.CO.UK

TIMESTAMP

SENT
04 JUL 2025 11:39:46 UTC

VIEWED
04 JUL 2025 11:43:52 UTC

SIGNED
04 JUL 2025 11:47:31 UTC

SIGNATURE



IP ADDRESS
213.249.255.17

LOCATION
BEVERLEY, UNITED KINGDOM

RECIPIENT VERIFICATION

EMAIL VERIFIED
04 JUL 2025 11:43:52 UTC

SAMANTHA GOULD

EMAIL
SAMANTHA@FIRSTSTEP-SPORTS.CO.UK

SENT
04 JUL 2025 11:39:46 UTC

VIEWED
04 JUL 2025 13:30:30 UTC

SIGNED
04 JUL 2025 13:30:57 UTC



IP ADDRESS
83.100.180.91

LOCATION
HULL, UNITED KINGDOM

RECIPIENT VERIFICATION

EMAIL VERIFIED
04 JUL 2025 13:30:30 UTC

