



## **Academy and Trusts Offer 2022 – 2022**

The 2022 – 23 annual contracts for Academies will be available to view and buy via the [Norfolk Services for Schools website](#) from **Monday 6<sup>th</sup> June 2022**.

Once you have logged into your account you can view the products to purchase by navigating the 'Store' tab.

For some packages, there has been no escalation in price, whilst with others an increase has been applied to cope with the rising costs of provision. You will also find that some services are streamlining their products or offering new and revised packages. These will be advertised on the 'Store' page under 'New for this year'.

### **New for this Academic year**

**Free School Meals:** all annual contracts under £600.00 for this service will be charged in full upon purchase.

**Educational Visits:** all annual contracts under £1000.00 for this service will be charged in full upon purchase. Please be aware that all annual contracts for this service will be automatically rolled forward in September, unless written notice of cancellation has been received by the Contracts Team.

### **The Contract Process**

**Placing items in the basket:** Under the 'Store' tab, please navigate to the box titled 'Annual order'. This provides a suggested list of packages and services based on your previous purchases. You will also see any appropriate upgrades or offers that may be applicable. Selected items can then be added to the shopping basket and checked out.

To view all available offers, you can search for a relevant product or service provider via the 'Store' tab. You will notice that items purchased last year, or any new offers will be highlighted under the provider offers.



**Norfolk**  
County Council

**Cancelling an annual contract:** If you wish to cancel an annual contract, please email details of the contracts you wish to cancel to [contractsteam@norfolk.gov.uk](mailto:contractsteam@norfolk.gov.uk) and we will action this on your behalf. Please ensure that you notify us in writing or email of any cancellation by **Friday 22nd July 2022.**

Please note that unticking any items under 'Annual order' **will not cancel** the contract renewal which may (as advised by the service provider) be rolled forward. **It is not sufficient to select 'feedback' only within the Store when cancelling a contract.** Please ensure you email the Contracts Team.

**Important:** please ensure that all purchases and amendments are completed before **31st August 2022** as your contract will commence on 1<sup>st</sup> September 2022.

If you require any further information or advice, please contact the Contracts Team on [contractsteam@norfolk.gov.uk](mailto:contractsteam@norfolk.gov.uk)