

Partnership Agreement: Chapter One and Chapter One Partner Schools

This agreement sets out the terms of the partnership between the charity Chapter One and any school that is implementing the Chapter One **Online Reading Volunteer Programme** in one or more classes (a 'Partner School') for the **2026/27** academic year.

Definitions

1. The Programme is Chapter One's Online Volunteer Reading programme which offers up to 10 reading volunteers to each participating class in the Partner School.
2. The Liaison Teacher is the member of the Partner School's leadership team (SLT member or phase leader) designated as the primary contact for the partnership. They will monitor reading sessions and communicate frequently with Chapter One's Programme Manager.
3. The Class Teacher is any teacher in whose classroom the Chapter One programme takes place.
4. Chapter One's Programme Manager is the member of staff from Chapter One tasked with overseeing the Programme. They will have an Enhanced DBS check and will visit the school as required for equipment installation, monitoring visits and meetings.
5. A start date is defined as the date on which teachers will attend Chapter One training.

Programme Start and Initial set-up

6. A Programme is considered to be confirmed once a final start date has been agreed in writing between the Partner School and Chapter One.
7. For Partner Schools joining the programme at the start of the academic year, this start date must be no later than autumn half term.
8. For Partner Schools joining the programme in the spring term, this start date must be no later than the end of January.
9. At least one week in advance of the start date, the Partner School must complete the Chapter One School Set-up Form (SSU). This form includes details of the Partner School's IT provider/contractor and Designated Safeguarding Lead. If any of the contacts you include change during the academic year, please notify your Chapter One Programme Manager so that records can be updated.

Teacher Training

10. Chapter One will provide a training session for all Class Teachers using the Programme (the start date for the Programme). The Partner School undertakes to release teachers for these sessions, which will be organised at a time convenient for the teachers.

Pupil selection

11. The Partner School will select children in each participating class in Years 1 to 3 who are still receiving regular phonics instruction and reading decodable texts. They are likely to be children whose reading

confidence is low and who lack opportunities to practise with adults. The content of our texts is aimed at ages 5 -7 so is unsuitable for pupils in Upper Key Stage 2. Teachers are able to choose up to 10 children per class to take part and these children ideally need to be:

- Children who are 'not on track' for the school's end of year expectation when they start using Chapter One, and who lack opportunities to read for pleasure and/or confidence.

12. The Partner School will select pupils during the Chapter One training or, if this is not possible, within a week of the training.

13. During training, Programme managers will support teachers to choose 8-10 suitable children, and place them on the correct Chapter One initial reading level. This should be between (and including) Chapter One levels Pink and Blue. For further information on placing children, please see [Chapter One Reading Levels - Teacher Guidance](#).

Please note: the majority of the funding for the Chapter One [Online Reading Programme](#) comes from our [corporate partners](#) who also provide the volunteers who support Chapter One pupils on a weekly basis. Their aim is to support children who are most in need and at risk of falling significantly behind their peers. Therefore it is important that schools select the pupils who are most in need - and share relevant pupil data with us - so that we can continue to demonstrate the positive impact of the programme and inspire more volunteers to join us.

14. The Partner School will send out parental consent forms (online consent is preferred) to the families of selected children as soon as possible after the training. No child will be able to participate without parental consent.

Classroom space and Equipment

15. As part of the SSU, the Partner School must provide Chapter One with details of its IT provider/contractor, including if they are based in school; local authority run; outsourced to an external supplier or controlled at MAT level (if you are part of a MAT). Chapter One will then contact this company/person and provide them with our standard technical specifications in order to ensure that relevant firewalls and networks are configured for the Chapter One platform.

16. Once the network has been configured, the Programme Manager will attend the Partner School to install the Chapter One laptop and headset.

17. The Programme Manager will work with the Class Teacher to ensure that the Chapter One laptop is placed appropriately in a quiet corner of the classroom. Chapter One advises against moving the laptop outside the classroom as children need to be supervised by an adult during reading sessions.

18. The Partner School must be able to provide a robust internet connection (wifi or LAN) and laptop power supply in each participating classroom. The Chapter One laptop must remain switched on and connected to the internet for the Programme to function.

19. The Chapter One laptop, including any associated cabling/adapters and headsets, remains the property of Chapter One and should not be used for any other purpose apart from the Chapter One Programme.

20. As part of providing the Programme, Chapter One undertakes to replace any equipment that breaks.

Meet and Greet and End of Year Celebrations

21. The Partner School and Liaison Teacher undertakes to work with the Programme Manager to facilitate two opportunities for the online reading volunteers to 'meet' their pupils. Ideally, this will be a virtual (Microsoft Teams) meeting in the autumn term, and an in-person or virtual reading celebration (subject to volunteer location) in the summer term. The type of event will depend on volunteer geography and school capacity.

During the Programme

22. The Partner School, Liaison Teacher and Class Teachers agree to:

- a. Where necessary and appropriate, provide volunteers with any details about the child's learning that will assist them to support the child.
- b. Take all reasonable steps to ensure all reading calls are answered, including selecting and training a pupil greeter.
- c. Take pupil attendance on the Chapter One platform each morning, so that volunteers can be sent messages about absent pupils.
- d. Respond to volunteer messages at least once per week.
- e. Promptly notify Chapter One's Programme Manager if the Partner School or Class Teacher has any concerns about the Programme or if a participating child leaves the school.
- f. Engage half-termly with the Programme Manager to review progress. Attend a structured annual review meeting in April/May to discuss progress to date and future commitments.

23. Chapter One agrees to:

- a. Ensure that all online reading volunteers receive relevant training in the use of the Chapter One platform, the basics of early reading and safeguarding.
- b. Deal appropriately and sensitively with Safeguarding concerns which includes escalating to a school's DSL in a timely manner (More details on Safeguarding in Section 31).
- c. Where possible, replace any volunteers who leave the programme.
- d. Oversee the consistency of reading sessions, regularly share classroom success rates and pupil progress and take appropriate steps where volunteers require additional support.
- e. Provide the school with a data summary, reporting on reading session success, at least once per term.
- f. Provide the Liaison Teacher with information and data about pupil progress, numbers of hours of reading and number of children supported at an annual review meeting

Data sharing

24. During the training, the Partner School will add participating children to the class list on the Chapter One platform. This will include pupils' first name and last initial, gender, class, ethnic background, pupil premium eligibility and reading level.

25. The Partner School will remain the Data Controller for pupil level data, with Chapter One as the Data Processor. The Partner School warrants it has the necessary legal basis and such permissions as may be necessary to share pupil and other data with Chapter One.

26. The Partner School will also provide names and email addresses for Class Teachers using the Programme. Chapter One will be the Data Processor for this information. Class teachers will receive administrative information from their Chapter One Programme Manager as standard plus newsletters, marketing emails and surveys from the wider Chapter One team, unless they choose to opt out.

27. Each term the Class Teacher will update the reading levels of pupils on the Chapter One platform.

28. In addition, some Partner Schools will be asked to participate in ongoing research and evaluation on the impact of the programme and children's reading behaviours. Data collection forms will be anonymised.

29. As a Data Processor, Chapter One will only process shared pupil and other data for the purposes of delivering the Programme and in accordance with the Chapter One UK Privacy & Data Protocols for Schools which will be provided alongside this agreement. These Protocols address how Chapter One handles working with other third-party Data Processors. A copy of Chapter One's general Privacy Policy can also be found on its [website](#).

30. Furthermore, Chapter One will maintain suitable physical, electronic and managerial procedures to safeguard and secure the data we process.

Child Safeguarding

31. Safeguarding is a core priority for Chapter One, and we are committed to maintaining the highest standards in protecting the children we work with. All safeguarding processes, roles and responsibilities are set out in full within our [Safeguarding Agreement](#), which should be read and agreed to alongside this document. This includes clear expectations around safer recruitment, training, reporting procedures and partnerships working with schools to ensure that any concerns are managed promptly, transparently and in line with statutory guidance.

Payment and Invoicing

32. All Partner Schools receive the Chapter One programme for free in their first year of participation. In subsequent years, should a school wish to continue (and there is no obligation to do so) Partner Schools pay £250 per participating classroom (capped at £1000 per school), unless otherwise agreed.

33. Invoices will be issued by Chapter One after the Programme start date and payment is due 30 days after receipt of invoice. Partner schools will provide Chapter One with direct contact details for their finance department as part of the SSU.