Essential Education Group
FOR UNIQUE THINKERS. FOR GREATER POSSIBILITY.

Commissioning scoping guide

A short guide for local authorities, schools, trusts and families preparing a first scoping conversation with Essential Education Group.

1. Choose the route

Home Edition
An individual specialist teaching and transition pathway built around one learner.

School Edition
Organisational improvement: SEND audit, consultancy and professional learning across a setting or group of settings.

Both follow The Essential Education Group Way:

Understand | Connect | Teach & Adapt | Build Capacity | Review & Progress

2. What to include in a first enquiry

Your name, organisation, work email, the service you are interested in, broad location, the learner's general age or educational phase (where relevant) and the change you want to achieve.

> **Please keep the first enquiry non-sensitive.** Do not send learner names, diagnoses, EHCPs, safeguarding information or private case documents in an initial enquiry. We will agree a secure referral and information-sharing route first.

3. Questions we will work through together

- What are the intended educational or organisational outcomes?
- What arrangements and support are already in place?
- What is Essential Education Group being asked to contribute, and what is outside that scope?
- What competence, capacity, staffing, venue and professional input are needed?
- What timetable, delivery evidence, review points and handover should be agreed?
- Who authorises the commission and who pays for it?
- What price assumptions apply, including travel, reporting, meetings, cancellation terms and VAT?

4. Home Edition deliverables

A baseline covering learning, social and emotional understanding and transition priorities; an individual teaching and transition plan; visit and delivery records; regular progress summaries; and a review and outcome report with next-step recommendations.

Duration, intensity and review dates are set for each learner and agreed within the learner's wider education arrangements.

5. School Edition deliverables

A diagnostic scope, stakeholder engagement, findings, priorities with named action owners, implementation support, professional learning and review evidence, organised around the five Embedded Practice dimensions:

- Vision & Leadership
- Clarity of Need & Assessment
- Pedagogy & Curriculum
- People & Professional Capacity
- Culture, Belonging & Community

6. Before delivery begins

We confirm the relevant competence and vetting, safeguarding, insurance, safe-delivery and information-handling arrangements, together with a written scope and funding authority. Commissioners are welcome to ask for the documents that apply to their scope.

Start the conversation

Use the enquiry form at essentialeducationgroup.com/contact, email info@essentialeducationgroup.com, or book a discovery call at calendly.com/essentialed.