



## Seeking Head of School Approval

Dear Host,

While we are very excited for you to host a PeerSphere community, we want to ensure that this role would not compromise your school work. Therefore, we hope you do not mind that we need to ask for your agreement of the additional conditions (Points 1 – 9) below regarding your work as a PeerSphere host during your employment period with your school in academic year 2024-25:

1. I will provide details to my Head of School about the nature of my work with PeerSphere. Specifically, I will share the benefits stated on p3 of the MOU. If there is any change to the information provided during my employment period with MY SCHOOL, I will inform the Head of School asap.
2. I will need to work with the head of my division to quantify clearly how much time is to be given over to my role with PeerSphere, although this should be minimal.
3. This special approval is given provided that the PeerSphere role does not interfere with my attendance/ability to do my main job role at MY SCHOOL to the highest standard (particularly in relation to school events, ELPs, evening events, and other meetings/work that may take place beyond official work hours etc.). In all cases we would expect the school role to take priority.
4. All the work/activities as a PeerSphere Community Host will not involve any other MY SCHOOL stakeholders e.g. students, parents, staff, MY SCHOOL vendors/partners etc.
5. I cannot promote my work with PeerSphere using MY SCHOOL network and MY SCHOOL stakeholders without permission from the Head of School.
6. MY SCHOOL may ask to have a look on the marketing materials of my outside work.
7. I would immediately inform Head of School should there be any actual or possible violation of the above conditions.
8. Should any of the above conditions be violated, MY SCHOOL at its discretion will not permit the work with PeerSphere.
9. This approval will be reviewed by 01/04/2025. If I wish to continue this work in the following academic year of 2025-26, I will seek for approval from my Head of School before then. Otherwise, the work with PeerSphere is assumed to be discontinued by 01/06/2025.

**Please confirm your agreement with the above by answering the relevant question in the Induction Step 1 Typeform.**

If you have any questions or concerns related to this, contact [ewen@peer-sphere.com](mailto:ewen@peer-sphere.com)

Ewen Bailey

Co-Founder