1. **Name/title or subject of the memorandum of understanding**

*e.g. Ambridge 30 hours delivery project*

1. **Period covered by the MoU**
2. **Details of all those entering into the MoU**
   1. Name of organisation
   2. Address
   3. Contact details
3. **Objectives of the MoU**

4.1 Agreed aims *(e.g. to work together to deliver a flexible and extended 30 hours offer to working parents and their children in Ambridge)*

4.2 How long the MoU will last and any review arrangements

4.3 What is being agreed *(be specific about what is to be delivered e.g. annual parental demand survey; hours a week on offer; what the stretch looks like; admission arrangements)*

1. **Commitments by each signatory**

Signatory 1 (insert name)

* 1. … *(e.g. to take part in annual parental survey)*
  2. …*(e.g. premises arrangements)*
  3. *…(e.g. shared equipment)*

*(Repeat for each party to the agreement)*

1. **Standards and policies to be in place**

*(e.g. Information Sharing Agreement; Charging Policy if applicable, Transition Policy)*

1. **How the MoU can be amended or changed**
2. **How the MoU can be ended *(for example***
   1. *What would constitute a breach by either party – change in Ofsted judgement to below Good?*
   2. *By mutual consent*
   3. *By ending of or significant changes to Government Policy or funding of the entitlement)*

The signatories agree on behalf of their organisations to the commitments as set out in this Memorandum of Understanding

Organisation

Name

Signature

Position Date *(repeat for each organisation)*