

# Introduction

Dear Headteacher and Chair of Governors

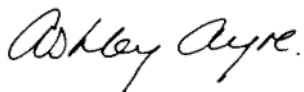
Welcome to the new Services to Schools and Academies brochure which contains information you will need about services available from Bath & North East Somerset Council and our partners Mouchel.

We hope you find this brochure easy to use. It is also available online together with a regularly updated list of charges at: [www.bathnes.gov.uk/servicestoschools](http://www.bathnes.gov.uk/servicestoschools)

The Council has a number of statutory roles working with schools and academies and also provides a range of non-statutory services. You have told us that you would like us to continue to provide a broad range of services and we are now looking for a specific commitment from you regarding those that you would like to purchase for 2013/14. Details of how and when you will need to respond are set out below.

We have worked in close partnership with schools for many years and we are proud of what we have achieved together. We look forward to working with you all, regardless of the type of school or academy.

Many thanks



Ashley Ayre

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# Using this brochure

Each entry describes what the service area provides. It then sets out what is available to schools and academies as follows:

## Maintained schools

- Statutory – the Local Authority has to provide these services to maintained schools and they are available at no extra charge.
- Chargeable – services maintained schools can purchase from the Local Authority

## Academies

- Statutory – the Local Authority has to provide these services to academies and they are available at no extra charge.
- Chargeable – services academies can purchase from the Local Authority

Finally, contact details and links to further information where available are provided.

A PDF version of this brochure and up-to-date service charges can be found at [www.bathnes.gov.servicestoschools](http://www.bathnes.gov.servicestoschools)



# How to purchase our services

1. Decide which services you are interested in purchasing. You may find the notes page at the back of this brochure useful.
2. Charging information is available from our Services to Schools web page [www.bathnes.gov.uk/servicestoschools](http://www.bathnes.gov.uk/servicestoschools). In a number of cases you may need to discuss your precise requirements and associated costs with the relevant service team manager.
3. Complete the Services to Schools booking form on the Services to Schools web page for services that you wish to purchase from 1st April 2013 and return it to [Servicestoschools@bathnes.gov.uk](mailto:Servicestoschools@bathnes.gov.uk) by Friday December 7th 2012.

If you have any general queries about purchasing our services please email [Servicestoschools@bathnes.gov.uk](mailto:Servicestoschools@bathnes.gov.uk) or call Lynn Spurrell on 01225 394442. Queries about specific services should be addressed to service managers as shown in the brochure.

**Disclaimer:**

Details of services were correct at the time of going to press. They will be updated on the website PDF document, as will the costs of services.

See our website [www.bathnes.gov.uk/servicestoschools](http://www.bathnes.gov.uk/servicestoschools)



# Admissions, Inclusion & Leadership

## Admissions

The School Admissions & Transport Team provides a quality service to parents and schools, as follows:

- Updates, advice and guidance on admissions legislation including code of practice and latest government policy
- Advice on admission arrangements and carry out statutory consultation
- Determine ranking of applications in accordance with the Academy admission arrangements
- Deal with routine correspondence
- Arrange appeal hearings with the Council's Democratic Services Team
- Provide an official response to the parents' appeal prior to the hearing
- Present school appeals
- Provide information and guidance on the Fair Access protocol

### What services are offered to maintained schools?

#### Statutory

- Provision of a co-ordinated admission service for all bulk entry and in year admission rounds
- Publish determined admission arrangements on the Council website and in the annual admission booklets
- Enable parents to apply for school places using either the Authority's on-line system or by completing paper forms
- Offer advice and guidance through the production of comprehensive admission booklets; one-to-one advice through telephone calls or written communication responses

The team collects, validates, checks and distributes application data to schools; determines highest preference place allocations; and undertakes the notification to parents of the result of their school place application.

#### Chargeable

There is no charge to the majority of mainstream schools but Voluntary Aided and Foundation Schools receive a small amount of devolved admissions funding which is returned to us to provide the admission and appeals service.

# Admissions, Inclusion & Leadership

## *Admissions continued*

### What services are offered to academies?

#### Statutory

- Provision of a co-ordinated admission service for all bulk entry and in year admission rounds
- Publish determined admission arrangements on the Council website and in the annual admission booklets
- Enable parents to apply for school places using either the Authority's on-line system or by completing paper forms
- Offer advice and guidance through the production of comprehensive admission booklets; one-to-one advice through telephone calls or written communication responses
- The team collects, validates, checks and distributes application data to schools; determines highest preference place allocations; and undertakes the notification to parents of the result of their school place application

#### Chargeable

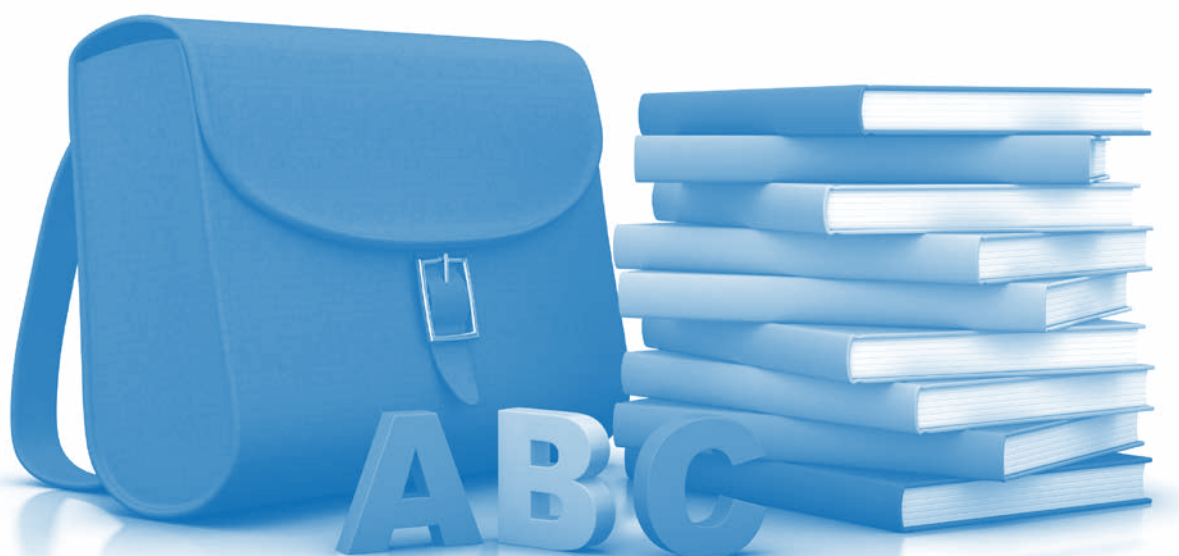
- We can provide advice, guidance and support to academies on their individual admissions policies, giving information on timescales to complete policies and check drafts before formal consultation
- Undertake formal consultation which includes circulating a copy to all stakeholders, inserting a public notice in the local press and presenting the policies to the Bath and North East Somerset Admissions Forum
- Following consultation and once policies are determined they will again be circulated to all stakeholders
- Assist with the ranking of applications for bulk new intake applications the team will calculate and provide distance measurements from the applicant's home address to school in accordance with the admission criteria. The information will be given in an excel worksheet
- Deal with routine and more complex correspondence/enquiries including MP and Member correspondence, letters from parents/carers
- Arrange appeal hearing dates with the Council's Democratic Services team
- Provide an official and individual response to the parents' appeal prior to the appeal hearing which means checking the appeals code of practice as well as the admissions code of practice

# Admissions, Inclusion & Leadership

## *Admissions continued*

- Gather information on the individual appeal case in relation to both the Academy and the other school(s) offered
- Present the appeal (group and individual) on behalf of the Academy
- Deal with correspondence up to and after the appeal
- Deal with general and specific queries and providing general data in relation to admissions to the Academy with academy staff
- Providing information, advice and guidance on the Fair Access Protocol

<b>For more information</b>	
Contact name(s)	Kevin Amos
Telephone	01225 395202
E mail	kevin_amos@bathnes.gov.uk
Postal address	PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN





# Admissions, Inclusion & Leadership

## School Admissions and Exclusion Appeals Service

The service can offer a well-proven, experienced and efficient team to deliver the admission and exclusion appeals hearings. It has a robust and efficient administration process through a pool of experienced and high calibre independent panel members. The service ensures:

- the effective and efficient delivery and performance of admission and exclusion appeal hearings
- that appropriate support and advice is made available to parents before, during and after their appeal
- that professional and impartial advice about the appeals process is available to schools
- that it recruits and trains suitable independent panel members who preside at hearings

### What services are offered to maintained schools?

#### Statutory

##### Admission appeals

- Democratic Services Officer (clerk) who is independent of the Admissions team or the schools involved
- Recruitment of Panel Members to conform to the required categories
- Initial and ongoing training of Panel members
- Professional and impartial advice to parents, schools and Appeals Panel members on the appeals process
- Written briefings to Panel members on changes to the Appeals codes/ guidance
- Arrangement of appeal hearing, including convening a Panel, booking appropriate rooms, collating, printing and distributing of all necessary case papers/statements within statutory deadlines
- Where there are more than 6 admission appeals for one school, to arrange a group presentation of the school's case
- Clerking services at the hearings
- Preparation of minutes and decision letters
- Making arrangements for the filing and archiving of papers for 3 years, after which, their destruction will be arranged
- Notification to all parties of the outcome of the appeals process

# Admissions, Inclusion & Leadership

## ***School Admissions and Exclusion Appeals Service continued***

- To provide relevant information to Foundation and Voluntary Aided schools within this authority concerning the appeals process
- Assistance with responses to complaints/Local Government Ombudsman investigations regarding appeals
- Professional Indemnity Insurance for Panel Members

### **Exclusion Appeals**

- Democratic Services Officer (clerk) who is independent of the Inclusion team or the schools involved
- Recruitment of Panel Members to conform to the required categories
- Appointment of a legal advisor to the Panel
- Initial and on-going training of Panel members
- Professional and impartial advice to parents, academies and Panel members on the Exclusion process
- Written briefings to Panel members on changes to the Exclusion codes/ guidance
- Arrangement of appeal hearing, including convening a Panel, booking appropriate rooms, collating, printing and distributing of all necessary case papers/statements within statutory deadlines
- Clerking services at the hearings
- Preparation of minutes and decision letters
- Notification to all parties of the outcome of the appeals process
- To provide relevant information to Academies within this authority concerning the appeals process
- Professional Indemnity Insurance for Panel Members
- Legal advisor costs

### **Chargeable**

None

# Admissions, Inclusion & Leadership

## *School Admissions and Exclusion Appeals Service continued*

### What services are offered to Academies?

#### Statutory

None

#### Chargeable

##### Admission Appeals

- Democratic Services Officer (clerk) who is independent of the Admissions team or the schools involved
- Recruitment of Panel Members to conform to the required categories
- Initial and on-going training of Panel members
- Professional and impartial advice to parents, schools and Appeals Panel members on the appeals process
- Written briefings to Panel members on changes to the Appeals codes/ guidance
- Arrangement of appeal hearing, including convening a Panel, booking appropriate rooms, collating, printing and distributing of all necessary case papers/statements within statutory deadlines
- Where there are more than 6 admission appeals for one school, to arrange a group presentation of the school's case
- Clerking services at the hearings
- Preparation of minutes and decision letters
- Notification to all parties of the outcome of the appeals process
- To provide relevant information to Academies within this authority concerning the appeals process
- Professional Indemnity Insurance for Panel Members

Admission appeals will be charged at an inclusive fee per appeal plus expenses as set out below:

- Panel Member expenses
- Refreshments
- Photocopying of case papers
- Room hire – depends on venue
- Provision of interpretive/signing services if requested

# Admissions, Inclusion & Leadership

- Access to legal advice (it is not anticipated that legal advice is routinely needed for Admission Appeals but would be necessary for certain complex cases)

## Exclusion Appeals

- Democratic Services Officer (clerk) who is independent of the Inclusion team or the schools involved
- Recruitment of Panel Members to conform to the required categories
- Appointment of a legal advisor to the Panel
- Initial and on-going training of Panel members
- Professional and impartial advice to parents, academies and Panel members on the Exclusion process
- Written briefings to Panel members on changes to the Exclusion codes/ guidance
- Arrangement of appeal hearing, including convening a Panel, booking appropriate rooms, collating, printing and distributing of all necessary case papers/statements within statutory deadlines
- Clerking services at the hearings
- Preparation of minutes and decision letters
- Notification to all parties of the outcome of the appeals process
- To provide relevant information to Academies within this authority concerning the appeals process
- Professional Indemnity Insurance for Panel Members

An inclusive day/half-day fee is chargeable for exclusion appeals plus expenses as above.

The Panel will require a legal advisor at an exclusion appeal who will be charged at the current rate.

<b>For more information</b>	
Contact name(s)	Jo Morrison
Telephone	01225 394358
E mail	jo_morrison@bathnes.gov.uk
Postal address	Democratic Services, 4th Floor, Riverside South, Temple Street. Keynsham, BS31 1LA.

# Admissions, Inclusion & Leadership

## Children Missing Education Service

We work in four areas to support and enforce children's legal right to an education and to safeguard participation.

### **School Attendance**

- Work within the relevant statutory framework to support and enforce school attendance, ensuring children's rights to education
- Provide an effective and efficient combination of support, challenge and sanction
- Keep the child central to plans at all times
- Work with parents/carers, schools & communities
- Track & locate children missing from a school roll
- Undertake individual case work with maintained infant, junior, primary & special schools
- Advise maintained secondary schools with regard to school level intervention
- Responsive to academy contact and open to trading discussion
- Safeguarding role

### **Child Employment**

- Employers have a legal duty to inform the local authority if they employ a young person of statutory school age. The CMES promotes this duty to ensure safe compliance and employment is not detrimental to the child's education or welfare

### **Children in Entertainment**

- Monitor the compliance of the current regulations in order to protect children of all ages from exploitation and to allow them the liberty of using their performing talents in public. Performance licences are granted with consideration given to the effects on the child's education, health and welfare

### **Elective Home Education:**

- The local authority has a duty to satisfy itself that home educated children meet the requirements under section 7 of the Education Act 1996; that the child is receiving efficient full time education suitable to her/his age, ability and aptitude and to any special education needs s/he may have

# Admissions, Inclusion & Leadership

## *Children Missing Education Service continued*

### What services are offered to maintained schools?

#### Statutory

- Primary schools: all of the above
- Secondary schools: legal action support & implementation (In 2011 maintained secondary schools unanimously agreed to receive delegated funding for their own managed school attendance work instead of retaining full Children Missing Education Services.)

#### Chargeable

Not applicable

### What services are offered to academies?

#### Statutory

Legal action and prosecution following unsuccessful school level intervention.

NB Academies have a legal duty to inform the LA of any pupil who has 10 consecutive unexplained absences.

#### Chargeable

- Individual pupil structured case management work
- School improvement work – for example; audit of systems & processes, review of attendance policy
- Preparation of a prosecution file

<b>For more information</b>	
Contact name(s)	Sharon Lymposs, Children Missing Education Service Manager
Telephone	01225 394241
E mail	sharon_lymposs@bathnes.gov.uk CMES@bathnes.gov.uk
Postal address	PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

# Admissions, Inclusion & Leadership

## Director of Public Health Award for schools

The Director of Public Health Award is the new health and well-being award for Early Years settings, schools and FE Colleges in Bath and North East Somerset. It is the next step forward in the promotion of healthier lives for children and young people from 0 - 19.

The Director of Public Health Award builds on the National Healthy School Programme and Healthy Schools Plus. It recognises and rewards educational settings that deliver health and well-being outcomes. It enables them to identify and tackle health issues, inequalities and 'narrow the gap' in their own communities.

To gain the Award a school has to complete two certificates. They are the Healthy Schools Certificate and the Healthy Outcomes Certificate.

The Healthy Schools Certificate is evidence that the school is a healthy place. The criteria have been carefully selected to cover a wide range of health and well-being outcomes. The criteria have also been cross-referenced with the new Ofsted framework.

The Healthy Outcomes Certificate shows that the school has identified specific health issues and worked to improve the health and well-being of children and young people in a measurable way.

Each certificate it will be valid for two years. Most schools will start and complete one certificate before starting the other. Individual schools will decide which certificate to tackle first.

## What services are offered to maintained schools?

### Statutory

None

### Chargeable

There are 2 packages of support available to schools wishing to work towards the Director of Public Health Award.

There is a small cost associated with each package. Costs are due annually, on the anniversary of when the school joins the programme.

A school can swap between the Basic and Enhanced package as they wish each year.

### Basic Package of Support

- Access to all of the tools required to complete each certificate on the secure area of website
- Access to schools forum on the secure area of the website
- 2 visits by Award Co-ordinator to support with
- Action planning

# Admissions, Inclusion & Leadership

## *Director of Public Health Award for schools continued*

- Next steps after achieving a certificate
- Telephone and e-mail support from Award Co-ordinator
- Celebration event

### **Enhanced Package of Support**

As the basic package plus:

- Additional visit from Award Co-ordinator pre-application for certificate
- Access to 3 training meetings
- Bullying and Ofsted requirements
- Substance misuse - Alcohol and drugs
- Healthy Weight – Physical activity and Healthy eating

You will be asked which package of support you want when you join the programme.

## **What services are offered to academies?**

### **Statutory**

None

### **Chargeable**

There are 2 packages of support available to schools wishing to work towards the Director of Public Health Award.

There is a small cost associated with each package. Costs are due annually, on the anniversary of when the school joins the programme.

A school can swap between the Basic and Enhanced package as they wish each year.

### **Basic Package of Support**

- Access to all of the tools required to complete each certificate on the secure area of website
- Access to schools forum on the secure area of the website
- 2 visits by Award Co-ordinator to support with
- Action planning
- Next steps after achieving a certificate
- Telephone and e-mail support from Award Coordinator
- Celebration event



# Admissions, Inclusion & Leadership

## *Director of Public Health Award for schools continued*

### **Enhanced Package of Support**

- As the basic package Plus
- Additional visit from Award Coordinator pre-application for certificate
- Access to 3 training meetings
- Bullying and Ofsted requirements
- Substance misuse - Alcohol and drugs
- Healthy Weight – Physical activity and Healthy eating

You will be asked which package of support you want when you join the programme.

<b>For more information</b>	
Contact name(s)	Judy Allies
Telephone	01225 394487
E mail	judy_allies@bathnes.gov.uk
Postal address	School Improvement & Achievement Service, People & Communities Department, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

# Admissions, Inclusion & Leadership

## Early Years Foundation Stage and EYFS Profile support

The EYFS team is highly experienced in providing support, advice and training for practitioners working with children from birth to 5 informed by local knowledge and recent research and best practise.

Our aim is to support and promote effective practice in the Early Years to enable all children to reach their potential, being especially mindful of those most vulnerable to underachievement.

We work with all preschools, nurseries, child-minders and schools working with children from birth through to the transition into Year 1.

The team is highly skilled and has access to on-going professional development opportunities, support and supervision and regional networks. Aspects of the service are externally quality assured.

After meeting our statutory duties we have some capacity for traded provision in schools.

## What services are offered to maintained schools?

### Statutory

Local Authorities are required to secure the provision of information, advice and training, whether delivered by themselves or by others, to meet the needs of local providers and support sufficiency of childcare provision.

Our support includes:

- training and support in meeting the requirements of the EYFS;
- ensuring that training in EYFS assessment and the completion of the EYFS Profile summaries is offered to all providers who require it;
- meeting the needs of disabled children and those with special educational needs and the use of effective safeguarding and child protection procedures;
- support in entering the childcare market and in meeting the registration and regulatory requirements

We will secure information, advice and training to all childcare providers who have been deemed inadequate by Ofsted; and to those who have been granted a temporary exemption for a specific period of time to give them an opportunity to develop their provision so that it meets the learning and development requirements of the EYFS.

# Admissions, Inclusion & Leadership

## *Early Years Foundation Stage and EYFS Profile support continued*

In addition, we will

- Ensure moderation of the EYFS Profile is carried out in all schools, and other settings, as specified by the DFE in the Assessment and Reporting Arrangements document

### **Chargeable**

#### **EYFS assessment and data analysis**

- Annual programme of support for EYFS Profile assessment: Autumn and Spring moderation clusters - including agreement trialling, data analysis and national comparison, opportunities for professional dialogue and national assessment updates
- Profile data familiarisation (visit or cluster)

#### **Inclusion: support through training, cluster support and consultation visits for**

- SEN/EBD inclusion, managing meetings, working with other agencies
- Engaging parents who may be harder to reach
- Children with emotional/behavioural needs including those who have experienced trauma/neglect
- Planning a package of support through transition for children with complex needs

#### **Support with self evaluation and quality improvement through**

- Individual setting visits to support practice via lesson observations, joint observations and conversations around quality improvement
- Support for teachers new to the EYFS – individual visit or CPD cluster
- A Quality Improvement network for schools wishing to engage with The Bristol Standard
- Wide range of highly rated EYFS CPD opportunities open to all school staff advertised on the EYFS open page of Merlin

#### **Wraparound childcare**

- Breakfast and afterschool set up including links with local child-minders

#### **Workforce and Development team**

- This highly experienced small team can help you plan, organise and promote training events, conferences, workshops of all sizes
- Advice on the EYFS Welfare standards
- Contributing expertise to the recruitment of EY staff

# Admissions, Inclusion & Leadership

## *Early Years Foundation Stage and EYFS Profile support continued*

We work in close partnership with the EYFS Business team to support the establishment of EY provision on school sites

### What services are offered to academies?

#### Statutory

Local Authorities are required to secure the provision of information, advice and training, whether delivered by themselves or by others, to meet the needs of local providers and support sufficiency of childcare provision.

Includes:

- training and support in meeting the requirements of the EYFS;
- ensuring that training in EYFS assessment and the completion of the EYFS Profile summaries is offered to all providers who require it;
- meeting the needs of disabled children and those with special educational needs and the use of effective safeguarding and child protection procedures;
- support in entering the childcare market and in meeting the registration and regulatory requirements

We will secure information, advice and training to all childcare providers who have been deemed inadequate by Ofsted; and to those who have been granted a temporary exemption for a specific period of time to give them an opportunity to develop their provision so that it meets the learning and development requirements of the EYFS.

In addition, we will

- Ensure moderation of the EYFS Profile is carried out in all schools, and other settings, as specified by the DFE in the Assessment and Reporting Arrangements document

#### Chargeable

##### **EYFS assessment and data analysis**

- Annual programme of support for EYFS Profile assessment: Autumn and Spring moderation clusters - including agreement trialling, data analysis and national comparison, opportunities for professional dialogue and national assessment updates
- Profile data familiarisation (visit or cluster)

##### **Inclusion: support through training, cluster support and consultation visits for**

- SEN/EBD inclusion, managing meetings, working with other agencies
- Engaging parents who may be harder to reach

# Admissions, Inclusion & Leadership

## ***Early Years Foundation Stage and EYFS Profile support continued***

- Children with emotional/behavioural needs including those who have experienced trauma/neglect
- Planning a package of support through transition for children with complex needs

### **Support with self evaluation and quality improvement through**

- Individual setting visits to support practice via lesson observations, joint observations and conversations around quality improvement
- Support for teachers new to the EYFS – individual visit or CPD cluster
- A Quality Improvement network for schools wishing to engage with The Bristol Standard
- Wide range of highly rated EYFS CPD opportunities open to all school staff advertised on the EYFS open page of Merlin

### **Wraparound childcare**

- Breakfast and after school set up including links with local child-minders

### **Workforce and Development team**

- This highly experienced small team can help you plan, organise and promote training events, conferences, workshops of all sizes
- Advice on the EYFS Welfare standards
- Contributing expertise to the recruitment of EY staff

We work in close partnership with the EYFS Business team to support the establishment of EY provision on school sites

<b>For more information</b>	
Contact name(s)	Julie Eden
Telephone	01225 394486
Further information	<a href="http://www.gotoourplace.com/eybathnes">www.gotoourplace.com/eybathnes</a>
E mail	<a href="mailto:julie_eden@bathnes.gov.uk">julie_eden@bathnes.gov.uk</a>
Postal address	Early Years & Extended Services, Floor 2 Riverside, Temple Street, Keynsham BS31 1LA

# Admissions, Inclusion & Leadership

## Educational Psychology Service

The Educational Psychology Service (EPS) is a specialist service which aims to improve the learning outcomes and wellbeing of children and young people through the application of Psychology. The team are skilled and experienced in providing advice and support for vulnerable children and young people with complex needs and challenges in order to optimise their development, learning and wellbeing so that they get the most out of life.

The service works with children and young people from 2 to 19 years of age. Children and young people are brought to our attention through a request for support system, usually from teachers and other professionals who express a concern about the child or young person's progress. The model of service delivery uses an evidence based consultation model.

Our work ranges from preventative work to statutory work.

The service works collaboratively with other agencies, for example, Learning Support Service, Children Missing Education Service, Hospital Education Service, Health and Social Care. We offer:

- Access on request, to a high level of advice and support from an experienced, professional team, which has extensive knowledge of schools and their systems
- Knowledge of local communities
- Early identification and intervention
- Evidence based approaches
- Outcome and solution focussed interventions
- Up to date research and development skills and knowledge, including a range of recent and relevant legislation
- Extensive knowledge of the statutory systems and how they might be accessed
- Excellent links with a range of Education, Social Care and Health Providers
- Extensive experience of Multi Agency working
- All members of the team adhere to, and monitored against, the Specialist Services Outreach Quality Standards
- All our Educational Psychologists are fully qualified and registered with the Health Professions Council (HPC), which is a mandatory registration for educational psychologists. All abide by HPC Code of Ethics
- All staff are CRB guaranteed and all have training in child protection and are aware of the local child protection procedures

# Admissions, Inclusion & Leadership

## *Educational Psychology Service continued*

### **What services are offered to maintained schools?**

#### **Statutory**

- Fulfilling statutory duties related to the SEN Code of Practice

The following can also be delivered depending on the needs of the child and the school:

- Building the capacity of schools and EY settings to meet the needs of children and young people with complex needs - developing and delivering training when appropriate
- Monitoring and reviewing the implementation of advice and interventions suggested by the EPS and the impact

#### **Chargeable**

The EPS is a small service that focuses on statutory work. However, we recognise the need to prevent some children and young people entering statutory services unnecessarily.

A variety of courses are available on request but these might include Attachment Disorder, Nurture Groups, ASD, ADHD, Anxiety, Emotional Literacy, Mental Health Issues, Restorative Justice, Critical Incident and Bereavement, Behaviour Management, and Basic counselling Skills.

We can offer sessions on whole school staff support where various staff members can meet together to discuss issues and have access to the educational psychologist as a facilitator.

We can build you a training session specifically to suit your needs where you define the subject and the time required.

### **What services are offered to academies?**

#### **Statutory**

- Fulfilling statutory duties related to the SEN Code of Practice

The following can also be delivered depending on the needs of the child and the school:

- Building the capacity of schools and EY settings to meet the needs of children and young people with complex needs - developing and delivering training when appropriate
- Monitoring and reviewing the implementation of advice and interventions suggested by the EPS and the impact

# Admissions, Inclusion & Leadership

## *Educational Psychology Service continued*

### **Chargeable**

The EPS is a small service that focuses on statutory work. However, we recognise the need to prevent some children and young people entering statutory services unnecessarily.

A variety of courses are available on request but these might include Attachment Disorder, Nurture Groups, ASD, ADHD, Anxiety, Emotional Literacy, Mental Health Issues, Restorative Justice, Critical Incident and Bereavement, Behaviour Management, and Basic Counselling Skills.

We can offer sessions on whole school staff support where various staff members can meet together to discuss issues and have access to the educational psychologist as a facilitator.

We can build you a training session specifically to suit your needs where you define the subject and the time required.

<b>For more information</b>	
Contact name(s)	Sadie McNab
Telephone	01225 394226
E mail	sadie_mcnab@bathnes.gov.uk
Postal address	Riverside, Keynsham, Bristol BS31 1DN





# Admissions, Inclusion & Leadership

## Governor Support

Governance of schools is becoming an increasingly demanding and time consuming role. The Governor Support Team is a central point of contact for school queries relating to any aspect of school governance. Our aims are to:

- Increase governor awareness of and ability to undertake their strategic role effectively
- Ensure that governing bodies fulfil their statutory duties through training, support and good communication
- Provide opportunities for collaboration across schools, sharing and disseminating good practice in governance
- Support governors in their role in order that there are improved outcomes for all children, including the most vulnerable

### What services are offered to maintained schools?

#### Statutory

- Provide an accurate, central database with governors' terms of office
- Administer the recruitment, appointment and resignations of Governors
- Allocate Local Authority Governors
- Ensure appropriate safeguarding checks are in place
- Provide Governor Induction training, three times per year
- Verify, sealing and retaining Instruments of Governance for all schools
- Administer and provide notification of parent governor representatives on the Schools Forum and the Children and Young People Overview and Scrutiny Panel

#### Chargeable

- Update on government strategy/initiatives
- Provide termly newsletters and document summary service
- Provide unlimited advice
- Organise collaborative working group with Chairs of Governors and LA
- Organise strategic briefings for Chairs of Governors
- Run clerks' training
- Provide membership of national and regional bodies

# Admissions, Inclusion & Leadership

## *Governor Support continued*

### What services are offered to academies?

#### Statutory

None

#### Chargeable

- The training programme (including hire of venues, speaker/facilitator costs), which includes the Strategic Briefings for Chair of Governors, New Governor Induction and Clerks training
- Extensive information and updates electronically
- The termly newsletter, which will now only be available to subscribing schools
- Membership of national and regional bodies
- Document summary service
- Access to Modern Governor – an E-Learning resource

<b>For more information</b>	
Contact name(s)	Jen Southall & Lynne Collins
Telephone	01225 395103
E mail	jen_southall@bathnes.gov.uk and lynne_collins@bathnes.gov.uk
Postal address	Governor Support, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

# Admissions, Inclusion & Leadership

## Learning Support Service

The Learning Support Service's vision is that children and young people with SEN/LDD/BESD are confident, happy, motivated and successful as they increase their awareness of how to learn and behave effectively to achieve their full potential.

### **We can offer:**

- Specialist, experienced and well established staff
- Excellent working relationships with maintained schools and academies
- Bespoke Professional Development packages/service to suit your requirements
- Professionally supervised staff in all areas of education including safe guarding procedures
- Contributions to improved outcomes for children young people
- Increased capacity in schools to identify and remove barriers to learning and increase staff skills and confidence
- A Service Level Agreement (if necessary) for individual schools that clearly specifies the work, duties and respective responsibilities
- A service aimed at raising the attainment of children young people with SEN/LSS/BESD by direct teaching/counselling/target setting
- Strong links to other services as required
- Knowledge of current legislation and statutory guidance
- Local knowledge of schools and their aspirations

### **What services are offered to maintained schools?**

#### **Statutory**

- Statutory Advice to support the SEN Statutory Assessment process
- Direct teaching with identified Children Young People in Care
- Supporting and monitoring Elected Home Education through CMES

#### **Chargeable**

- Initial Assessment
- Level 2 Assessment Literacy or Numeracy
- Level 3 Assessment for Literacy and Numeracy if required
- Behaviour for Learning Assessment
- Direct teaching with Children and Young People for Literacy/Numeracy and Behaviour

# Admissions, Inclusion & Leadership

## *Learning Support Service continued*

- Inclusion Day for Learning and/or Behaviour
- Professional Development Training courses for Learning and/or Behaviour (excluding whole school/academy Inset days)
- Professional Development Training courses for Learning and/or Behaviour (half day or whole day)
- Access Arrangements for KS2, KS3 & KS4
- Transition project/packages for KS2 to KS3
- Consultation sessions for Learning and/or Behaviour

## **What services are offered to academies?**

### **Statutory**

- Statutory Advice to support the SEN Statutory Assessment process
- Direct teaching with identified Children Young People in Care
- Supporting and monitoring Elected Home Education through CMES

### **Chargeable**

- Initial Assessment
- Level 2 Assessment Literacy or Numeracy
- Level 3 Assessment for Literacy and Numeracy if required
- Behaviour for Learning Assessment
- Direct teaching with Children Young People for Literacy/Numeracy and Behaviour
- Inclusion Day for Learning and/or Behaviour
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- Access Arrangements for KS2, KS3 & KS4
- Transition project/packages for KS2 to KS3
- Consultation sessions for Learning and/or Behaviour

# Admissions, Inclusion & Leadership

## *Learning Support Service continued*

<b>For more information</b>	
Contact name(s)	Lyndon Jones
Telephone	01225 396615
E mail	lyndon_jones@bathnes.gov.uk
Postal address	Learning Support Service, c/o Three Ways School, Frome Road, Bath BA2 5RF



# Admissions, Inclusion & Leadership

## Safeguarding and Child Protection

### **This service exists to ensure that:**

- Designated teachers have up to date knowledge required training in CP
- Whole school training is within required timescales
- CP and related policies are up to date, used and staff are aware
- Allegations against adults are referred and managed appropriately
- Safer recruitment is appropriately embedded in schools
- Schools access Child Protection advice appropriately
- Children are safeguarded appropriately and in a timely fashion

### **What services are offered to maintained schools?**

#### **Statutory**

#### **We will:**

- Provide advice and guidance on safeguarding matters to agencies and services within Bath and North East Somerset
- Develop, distribute and implement safeguarding policies and guidance
- Provide a Local Authority Designated Officer for Bath & North East Somerset Council with responsibility for allegations management
- Provide Child Protection (CP) advice to schools
- Enhance knowledge of current safeguarding issues and practices to schools and assist them in developing required policies
- Ensure that schools are supported in meeting their responsibilities with safeguarding children via training, development of policies practice and child protection knowledge
- Deliver child protection forums for schools
- Develop CP guidance and policies for all agencies within Bath and North East Somerset
- Undertake the designated responsibilities for safeguarding as set out in national guidance
- Oversee risk assessments undertaken in relation to adults who may pose a risk to children and young people
- 2 day advanced child protection course; LSCB level 3 courses

#### **Chargeable**

Safer recruitment and delivery of whole school training

# Admissions, Inclusion & Leadership

## *Safeguarding and Child Protection continued*

### What services are offered to academies?

#### Statutory

##### We will:

- Provide advice and guidance on safeguarding matters to agencies and services within Bath and North East Somerset
- Develop, distribute and implement safeguarding policies and guidance
- Provide a Local Authority Designated Officer for Bath & North East Somerset Council with responsibility for allegations management
- Provide Child Protection (CP) advice to schools
- Enhance knowledge of current safeguarding issues and practices to schools and assist them in developing required policies
- Ensure that schools are supported in meeting their responsibilities with safeguarding children via training, development of policies practice and child protection knowledge.
- Deliver of child protection forums for schools
- Develop CP guidance and policies for all agencies within Bath and North East Somerset
- Undertake the designated responsibilities for safeguarding as set out in national guidance
- Oversee risk assessments undertaken in relation to adults who may pose a risk to children and young people

#### Chargeable

- Safer recruitment and delivery of whole school training
- 2 day advanced child protection course; LSCB level 3 courses

<b>For more information</b>	
Contact name(s)	Nicola Bennett
Telephone	01225 396974
E mail	nicola_bennett@bathnes.gov.uk
Postal address	PO Box 25, Riverside Temple Street, Keynsham BS31 1DN

# Admissions, Inclusion & Leadership

## School Improvement and Achievement Service

The School Improvement & Achievement Service is highly experienced in providing comprehensive School Improvement Advisory and Consultancy Service. Our team includes accredited Ofsted Inspectors, leadership expertise and a well-respected Governor Support Service.

We recognise that schools are autonomous and self-evaluating, being responsible for their own improvement. We can provide flexible and bespoke support to schools and governors across a wide range of specialisms. In addition we recognise that the health, emotional well-being of young people is crucial to success and we can provide high quality personal social and health education consultants.

Our service is quality assured and team members have access to high quality training.

### What services are offered to maintained schools?

#### Statutory

We will:

- Identify and intervene in schools causing concern
- Establish Standing Advisory Council on Religious Education (SACRE)
- Act as appropriate body for Newly Qualified Teachers
- Provide training and information for School Governors
- Moderate Key Stage 1 and Key Stage 2 year end assessments
- Monitor annual Phonics Screening Procedures
- Ensure National Curriculum and assessment arrangements are implemented.
- Advise Governors on Deputy Headteachers and Headteacher appointments.

#### Chargeable

- Bespoke School Improvement & Achievement Advisor support including School Achievement Partner, Leadership & School Improvement evaluation and planning
- NQT Induction Support
- Bespoke Teaching & Learning Consultancy including:
  - Cross Phase Science Consultancy
  - Primary ICT across the curriculum
  - Lesson Study CPD facilitation



# Admissions, Inclusion & Leadership

## ***School Improvement and Achievement Service continued***

- Middle/Subject Leader Support
  - Support for developing effective Teaching & Learning
- PSHE Consultancy including:
  - Drugs Session Year 10 Pupils
  - Training Support in class sessions
  - Leadership/Governor advice, policy curriculum delivery and assessment
- Director of Public Health Award advice/consultancy:
  - Costs are based on the package of support chosen by the school (basic or enhanced)
- Governance:
  - Governance Updates
  - Unlimited advice
  - Facilitation of collaborative working opportunities for Chairs of Governors
  - Strategic briefing for Chairs of Governors
  - Clerks Training

## **What services are offered to academies?**

### **Statutory**

None

### **Chargeable**

We can:

- Act as appropriate body for Newly Qualified Teachers
- Provide training and information for School Governors
- Moderate Key Stage 1 and Key Stage 2 year end assessments
- Monitor annual Phonics Screening Procedures

We can provide:

- Bespoke School Improvement & Achievement Advisor support including School Achievement Partner, Leadership & School Improvement evaluation and planning
- NQT Induction Support

# Admissions, Inclusion & Leadership

## ***School Improvement and Achievement Service continued***

- Bespoke Teaching & Learning Consultancy including:
  - Cross Phase Science Consultancy
  - Primary ICT across the curriculum
  - Lesson Study CPD facilitation
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- Governance:
  - Governance Updates
  - Unlimited advice
  - Facilitation of collaborative working opportunities for Chairs of Governors
  - Strategic briefing for Chairs of Governors
  - Clerks Training

<b>For more information</b>	
Contact name(s)	Wendy Hiscock – Head of School Improvement & Achievement
Telephone	Wendy Hiscock – 01225 395108
E mail	wendy_hiscock@bathnes.gov.uk
Postal address	Riverside, Temple Street, Keynsham, Bristol BS31 1DN

# Admissions, Inclusion & Leadership

## Special Educational Needs Service

The Statutory SEN Service provides a statutory service in relation to assessments of children and young people and their provision using the framework of the SEN Code of Practice 2001. Access to the service is whenever needed for parents, schools and other professionals, regarding advice, support and information about statutory processes from a suitably qualified team.

### What services are offered to maintained schools?

#### Statutory

- The statutory SEN Service responds to and makes decisions regarding requests for statutory assessments for children and young people who may experience a special educational need. If it is agreed to carry out a statutory assessment, the team will gather advice and then make the decision as to whether to issue a statement. If a statement is issued, it will clarify the needs of the child/young person and the provision and resources required to meet their special educational needs. It will also name the school
- The service responds to recommendations made at Annual Reviews and all advice is considered which could lead to an amendment of the statement

#### Chargeable

Additional services for children with SEN (e.g. Speech and Language) are detailed elsewhere in this brochure.

### What services are offered to academies?

- The statutory SEN Service responds to and makes decisions regarding requests for statutory assessments for children and young people who may experience a special educational need. If it is agreed to carry out a statutory assessment, the team will gather advice and then make the decision as to whether to issue a statement. If a statement is issued, it will clarify the needs of the child/young person and the provision and resources required to meet their special educational needs. It will also name the school
- The service responds to recommendations made at Annual Reviews and all advice is considered which could lead to an amendment of the statement

#### Chargeable

Additional services for children with SEN (e.g. Speech and Language) are detailed elsewhere in this brochure.

# Admissions, Inclusion & Leadership

## *Special Educational Needs Service continued*

<b>For more information</b>	
Contact name(s)	Christine Jones
Telephone	01225 394492
Further information	<a href="http://live.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational">http://live.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational</a>
E mail	christine_jones@bathnes.gov.uk
Postal address	Second Floor, North Block, Riverside, Temple Street, Keynsham BS31 1DN.



# Admissions, Inclusion & Leadership

## The Speech and Language Inclusion Partnership - SLIP

The SLIP service is a traded service providing a comprehensive Speech and Language Therapy Service to pupils, staff and parents in primary and secondary schools across Bath and North East Somerset.

We are a team of 12 speech and language therapists and a specialist language teacher. The team is led by a specialist speech and language therapist and the Professional Lead for Speech and Language Therapy at Sirona Care and Health with input from a multidisciplinary and cross-agency steering group.

Each school has a designated speech and language therapist who provides regular SLIP sessions to the school. SLIP operates a single pricing system and each school determines the level of SLIP input they require via a Service Level Agreement, the majority of schools buy in weekly or fortnightly support.

The SLIP service we deliver is developed in partnership with individual schools. Support can be provided at the universal, targeted and specialist levels including:

- Whole school training and/or training for specific staff groups, off-site training opportunities for key staff and accredited ELKLAN training for TAs at a discounted rate
- Specific time allocated to individual pupils with severe and complex speech and language needs
- Setting up and modelling language groups for school staff to continue
- Providing input to IEPs
- Modelling interventions which can then be **continued** by school staff
- Screening for pupils with suspected speech and language difficulties
- Liaison with and training for parents
- Blocks of speech and language intervention for small groups
- Reports following assessment for Annual Review &/or onward referral
- Attending an Annual Review
- Liaison with staff as part of the on-going work in school
- Assessment and advice
- Advising on resources and school policies on speaking and listening

Increasing numbers of schools are using dedicated SLIP TAs to work alongside and be trained by the speech and language therapist, enhancing and extending the support available to pupils in their schools.

# Admissions, Inclusion & Leadership

## *The Speech and Language Inclusion Partnership - SLIP continued*

The SLIP team are supported by NHS funded specialists in ASD, articulatory dyspraxia and severe learning difficulties. SLIP also employs a specialist language teacher to provide specialist advice and support for pupils on our caseload with additional literacy difficulties at no extra cost to the school.

All SLIP schools are able to access free Makaton training from our accredited Makaton tutors and bi-lingual language assessments with interpreters at no additional cost to the school.

## What services are offered to maintained schools?

### Statutory

NHS clinic based speech and language assessment and therapy for pupils with phonological, voice and fluency difficulties. One-off clinic assessment for pupils with language difficulties.

### Chargeable

- Access to timely, evidence based, in-school support to meet the need of pupils with speech, language and communication difficulties
- Assurance that all SLIP therapists are professionally bound by Sirona policies and protocols, have up to date **continued** professional development and have regular clinical supervision and formal annual appraisals. All Sirona speech and language therapists have to be members of the Health Professions Council who regularly audit professional standards of their members. Our therapists all have advanced CRB clearance and Sirona has a policy to review and up-date these every 3 years
- Outcome data available for all IEPs
- Extensive and accredited training opportunities
- Access to additional support from specialists speech and language therapists at Sirona with expertise in
  - Deafness
  - Stammering
  - Voice disorder
  - Feeding difficulties
  - Profound and multiple learning difficulties
  - Alternative and augmentative communication
- A well resourced SLIP team in terms of assessments, equipment and therapy materials

# Admissions, Inclusion & Leadership

## *The Speech and Language Inclusion Partnership - SLIP continued*

### What services are offered to academies?

#### Statutory

NHS clinic based speech and language assessment and therapy for pupils with phonological, voice and fluency difficulties. One-off clinic assessment for pupils with language difficulties.

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  - Profound and multiple learning difficulties
  - Alternative and augmentative communication
- A well resourced SLIP team in terms of assessments, equipment and therapy materials

# Admissions, Inclusion & Leadership

## *The Speech and Language Inclusion Partnership - SLIP continued*

<b>For more information</b>	
Contact name(s)	Olwyn Donnelly – Lead Speech and Language Therapist
Telephone	01225 831708
Further information	www Please see our short film on Youtube describing our the SLIP service at Sirona
E mail	olwyn.donnelly@sirona-cic.org.uk
Postal address	Kohn House, St. Martin's Hospital, Midford Road, Bath BA2 5RP





# Support For Pupils and Families

## Breakthrough Mentoring

Breakthrough Mentoring supports children and young people with low self-esteem and/or behavioural issues using sport as a focus.

Sports mentors work with the children and young people, at the early stages of anti-social behaviour using their strong communication and interpersonal skills to develop positive relationships and a mutual respect. The sessions work to model positive relationships, improve confidence, relieve tension and motivate improved behaviour. Mutual goals are agreed to support IEP and PEP targets in school as well as encompassing personal goals of the mentee. Most importantly, mentors provide a consistent and stable force providing quality time to support development, opening up extracurricular interests and lifestyle choices to continue when the placement finishes.

Breakthrough works in partnership with schools and other key agencies involved to provide tailored, creative and consistent strategies for young people to allow them to settle to learn and to ultimately make good life choices.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

- 40 hours 1:1 mentoring time
- Coordination of the placement including matching process, introduction meeting and consequent review meetings

NB 40 hours may increase or decrease depending on needs of the individual. The length of time can be condensed into shorter blocks if necessary.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

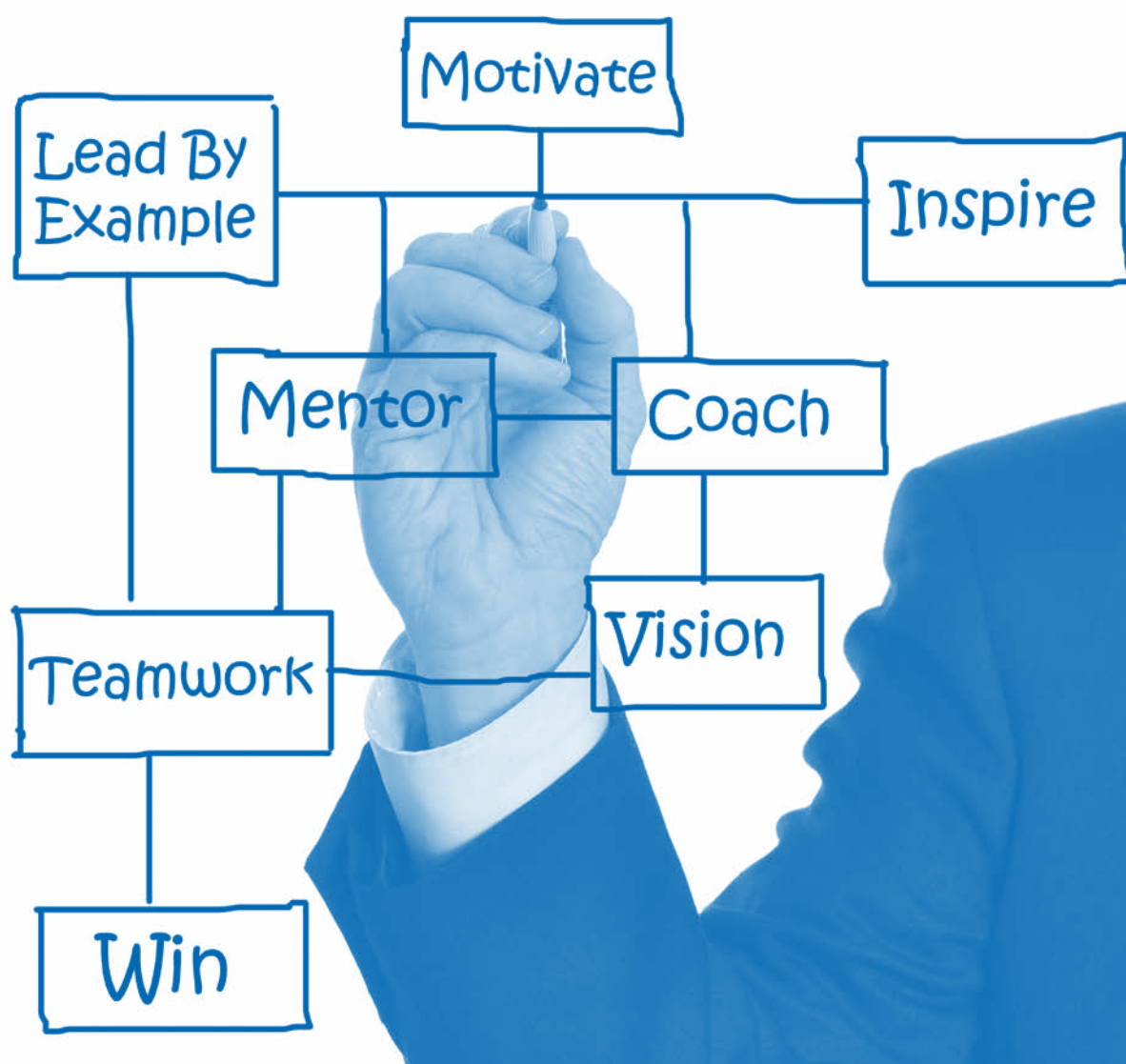
- 40 hours 1:1 mentoring time
- Coordination of the placement including matching process, introduction meeting and consequent review meetings

NB 40 hours may increase or decrease depending on needs of the individual. The length of time can be condensed into shorter blocks if necessary.

# Support For Pupils and Families

## *Breakthrough Mentoring continued*

For more information	
Contact name(s)	Natalie Candy
Telephone	01225 396429
E mail	natalie_candy@bathnes.gov.uk
Postal address	Sport & Active Lifestyle Team, 1st Floor Lewis House, Manvers Street, Bath BA1 1JG



# Support For Pupils and Families

## Family Information Service

### Information for families in one place

The Family Information Service (FIS) provides a free and comprehensive information service for all families, professionals and young people in the Bath and North East Somerset area. All enquiries are dealt with in confidence.

FIS offers up to date, impartial information and advice covering a range of topics which support families with children aged 0 – 20 years including:

- Leisure and play activities for children and young people – particularly affordable and accessible activities in the holidays
- Choosing Registered and Unregistered childcare – including questions to ask providers
- Parent and family support services including those that enable access for children and young people with additional needs
- Working with children and pathways to training to work with children
- What is happening at Children's Centres for the 0 -11s and a range of Out of School Activities
- Teenage Information – safe lifestyle choices for young people
- Benefits and how to pay for childcare

FIS is delivered through a number of accessible channels – a 40 hour per week helpline with an answer phone for out of office hours calls, a text service, an email service and a planned programme of outreach from each of the Children Centre areas.

FIS maintains the Family Services Directory - 1 Big Database a directory of organisations, events and activities for families and the Ofsted childcare register.

FIS offers one to one sessions for families to discuss specific childcare requirements, benefits, housing and access to family support and services.

FIS has a dedicated worker to support families with a disabled child or young person.

FIS works in partnership with Health, Education, Childrens and Adult services and voluntary and independent organisations.

FIS is a first point of contact for family related support and information.

FIS is an accredited statutory, impartial and accessible information service for families in the widest context.

FIS provides a valuable resource for professionals working with families.

# Support For Pupils and Families

## *Family Information Service continued*

### **What services are offered to maintained schools?**

All FIS services

#### **Chargeable**

None

### **What services are offered to academies?**

All FIS services

#### **Chargeable**

None

<b>For more information</b>	
Contact name (s)	Family Information Service
Telephone	Freephone: 0800 0731214 Local Number 01225 395343 Helpline available: Mon – Thurs 8.45 – 4.45, Fri 8.30 – 4.30 there is an answerphone outside of office hours
Website	<a href="http://www.bathnes.gov.uk/fis">www.bathnes.gov.uk/fis</a>
Email	<a href="mailto:fis@bathnes.gov.uk">fis@bathnes.gov.uk</a>
Text	07980 998906



# Support For Pupils and Families

## Hospital Education and Reintegration Service

The Hospital Education and Reintegration Service (HERS) offers teaching sessions, educational advice and support to pupils not in school for medical reasons. This includes the following children and young people:

- patients in the Children's Ward of the Royal United Hospital who are in hospital for three days or longer
- patients who have repeated admissions to hospital
- pupils convalescing at home for three weeks or longer
- pupils reintegrating to mainstream school as and when medical needs allow

Teaching is carried out by a team of qualified primary, secondary and special needs teachers with subject specialisms. The teachers based at the RUH provide bedside teaching and group teaching in the schoolroom. They are also responsible for teaching and learning of adolescents with Acquired Brain Injury and similar conditions admitted to the Royal National Hospital for Rheumatic Diseases in Bath.

Teaching staff work closely with the medical team and play specialists to ensure the patient has a varied and fulfilling a stay as possible given the medical condition to ensure therapeutic as well as academic support.

Children and Young People of all abilities are taught, from those with profound and multiple learning difficulties to those preparing for and taking GCSEs. We aim to support programmes of study as identified by the pupil's own school and deliver teaching and learning as defined by the National Curriculum, as well as perceived or recognised areas of weakness.

### What services are offered to maintained schools?

#### Statutory

All schools in Bath and North East Somerset whose pupils are admitted to the RUH are eligible for teaching as this is a statutory requirement.

#### Chargeable

We offer home tuition sessions to pupils who are confined to home for ill health reasons at a chargeable rate.

# Support For Pupils and Families

## *Hospital Education and Reintegration Service continued*

### What services are offered to academies?

#### Statutory

All schools in Bath and North East Somerset whose pupils are admitted to the RUH are eligible for teaching as this is a statutory requirement.

#### Chargeable

We offer home tuition sessions to pupils who are confined to home for ill health reasons at a chargeable rate.

<b>For more information</b>	
Contact name(s)	Val Thyer, HERS Manager
Telephone	01225 825657
E mail	valerie_thyer@bathnes.gov.uk
Postal address	Schoolroom, Children's Ward, Combe Park, Bath BA1 3NG



# Support For Pupils and Families

## Music Service

The Music Service remains the principle provider of instrumental and vocal services to most primary, secondary and special schools. Its strategy is influenced by local priorities, legislation and national objectives. One of the key areas involves delivering whole class instrumental tuition (1st Access).

Recently the music service was successful in achieving Music Education Hub status as outlined in the National Music Plan: The Importance of Music published by the Department of Education. Arts Council England are now the fund holders and together with a number of key partners will form a strong relationship in order deliver on the NMPE key objectives. Partners within the Hub include Bath Festivals; Bath Spa; Bath Philharmonia; Womad; Yamaha Education; Charanga; Sing-Up and Mid Somerset Festival.

The Music Service offers pupils routes for further progression via the five music centres and 3 principle performing ensembles from symphonic orchestra to rock guitar and wind bands to choirs.

All staff have up-to-date training and are offered five CPD days offered per annum. All staff are subject to annual performance monitoring and all staff have an up to date enhanced CRB and Child Protection Training.

### What services are offered to maintained schools?

#### No charge to schools

##### Primary Schools

- Participation for Primary Schools in the annual KS2 Celebration Event
- Instruments for the specific use of delivery of 1st Access programmes

##### All Schools

- Loan of specially requested instruments where available
- The Music Service can arrange to invoice parents directly by negotiation with schools. The offer includes a menu of charges which includes the provision for subsidised rates in the cases of financial hardship
- Regular assessments and annual reports available for all pupils
- Organising public music examinations with recognised boards
- Support towards entry of individuals and school ensembles into local and national festivals / competitions

# Support For Pupils and Families

## *Music Service continued*

### **Chargeable**

#### **Primary Schools**

- Whole class wider opportunities at KS2
- 'Live Music' programme
- Membership to digital on-line learning environment offered by Charanga
- Participation in annual Abbey Carol service

#### **All Schools**

- Individual and small group instrumental & vocal tuition
- Specialist ensemble activity including coaching and directing
- Curriculum support

### **What services are offered to academies?**

#### **No charge to schools**

The Department of Education grant to the Local Authority for music is for all maintained, academy and free schools within the local authority. Therefore academies are able to access all the services for maintained schools at no extra cost:

#### **Primary Schools**

- Participation for Primary Schools in the annual KS2 Celebration Event
- Instruments for the specific use of delivery of 1st Access programmes

#### **All Schools**

- Loan of specially requested instruments where available
- The Music Service can arrange to invoice parents directly by negotiation with schools. The offer includes a menu of charges which includes the provision for subsidised rates in the cases of financial hardship
- Regular assessments and annual reports available for all pupils
- Organising public music examinations with recognised boards
- Support towards entry of individuals and school ensembles into local and national festivals / competitions



# Support For Pupils and Families

## *Music Service continued*

### Chargeable

#### Primary Schools

- Whole class wider opportunities at KS2
- 'Live Music' programme
- Membership to digital on-line learning environment offered by Charanga
- Participation in annual Abbey Carol service

#### All Schools

- Individual and small group instrumental & vocal tuition
- Specialist ensemble activity including coaching and directing
- Curriculum support

#### For more information

Contact name(s)	Rainer Dolz, Manager of Music
Telephone	01225 395388
E mail	rainer_dolz@bathnes.gov.uk
Postal address	PO Box 25, Riverside Temple Street, Keynsham BS31 1DN



# Support For Pupils and Families

## Parent Partnership Service

The Parent Partnership Service (PPS) offers a confidential service and impartial information, advice and guidance to parents/carers of children aged 0 – 20 years with additional and special educational needs (SEN). The service is statutory and available to all parents/carers of children with SEN or additional needs in Bath and North East Somerset, including very young children, when a cause for concern is first expressed.

### PPS offers:

- Access to information to help parents/carers make informed decisions about their child's, or young person's, special educational needs (SEN)
- Support for parents/carers to understand and contribute to SEN processes and procedures, including appeals. This could be by telephone, email or face to face with a member of the PPS team
- Help with preparation for SEN related meetings, including attendance at meetings
- Support for parents/carers when a child or young person has either been permanently excluded or fixed term excluded sufficiently to be called to a Governor's meeting. This could be by telephone, email or face to face with a member of the PPS team
- Signposting to useful information, advice, legal and advocacy services
- An opportunity, by joining the PPS Parents Forum, to inform Local Authority SEN policy and practice

### In addition PPS manages:

- a volunteer programme – trained volunteer case officers are used to support parents
- a parents/carers forum – information sessions about specific topics are run for this parents/carers group and this group contributes actively to consultation activities e.g. when services are being commissioned
- a programme of information sessions about relevant SEN issues for professionals e.g. at SENCO clusters
- a programme of marketing for the service
- feedback to the Local Authority to inform service delivery

## What services are offered to maintained schools?

### Statutory

All PPS services

# Support For Pupils and Families

## *Parent Partnership Service continued*

### **Chargeable**

None

### **What services are offered to academies?**

### **Statutory**

All PPS services

### **Chargeable**

None

<b>For more information</b>	
Contact name(s)	Parent Partnership Service
Telephone	01225 394382 Helpline Hours - 10.00am - 3.00pm Monday - Thursday term-time only
Website	<a href="http://wwwi/educationandlearning/parentalSupport/parentpartnership/Pages/default.aspx">http://wwwi/educationandlearning/parentalSupport/parentpartnership/Pages/default.aspx</a>
E mail	parent_partnershipservice@bathnes.gov.uk
Postal address	PO Box 25, Riverside Temple Street, Keynsham BS31 1DN

# Support For Pupils and Families

## Youth Service

Bath & North East Somerset Council's Youth Service works with young people aged 11-25 years old, although it focuses its work on those aged 13-19 years. The Youth Service employs a range of full-time and part-time, experienced and professionally trained staff, who support, challenge and enable the learning of young people in order that they may realise their full potential.

This work is carried out in a range of settings including dedicated Youth Hubs, on the streets, via mobile provision, in schools and through Youth Service projects. A high proportion of the work is done in partnerships with other departments within the Council and voluntary youth sector providers. This process enables young people to gain new skills, knowledge and understanding to help them negotiate their way through life.

The Youth Service runs youth hubs, youth activities, holds the licence for operating the Duke of Edinburgh's Award, organises project work on issues such as drugs, participation, crime prevention, community safety, health, homelessness and the environment.

Most work with schools is done with individual young people. The youth service works with young people in their free time, except for a small amount of work that may happen in school around an individual young person following a CAF / team around the child meeting or a referral. There is also a small amount of group work that takes place at a Youth Hub where in partnership a small group of young people have been identified to receive extra support linked to anger management issues, self-esteem etc.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

Schools can buy in services for groups or refer individuals. There may not be a cost for the latter. Contact us to discuss your requirements.

The Authority holds the licence for the Duke of Edinburgh Award and schools can operate the scheme under this licence. There is a charge for each person signing up to the scheme which includes the cost of the participation place on the Duke of Edinburgh Award Scheme and a contribution to running costs.

### What services are offered to academies?

#### Statutory

None

# Human Resources Management

## *Youth Service continued*

### **Chargeable**

Academies can buy in services for groups or refer individuals. There may not be a cost for the latter. Contact us to discuss your requirements.

The Authority holds the licence for the Duke of Edinburgh Award and schools can operate the scheme under this licence. There is a charge for each person signing up to the scheme which includes the cost of the participation place on edofe and a contribution to the running costs of the Scheme.

<b>For more information</b>	
Contact name	Paula Bromley
Telephone	01225 396980
E mail	youth_service@bathnes.gov.uk
Postal address	PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN



# Human Resources Management

## Childcare Voucher Scheme

This is a salary sacrifice scheme which lets staff swap untaxed income for childcare. Staff pay no income tax and national insurance on the money they spend on childcare.

There is no net cost to the school as the administration fee charged by Bath and North East Somerset will be less than the savings you make on your employer NI contributions.

A basic rate tax payer can save up to £933 a year and a higher rate payer up to £625 a year on childcare costs. This will help you to recruit and retain staff and will improve staff morale.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

9.3% of the value of the salary sacrifice total although no cost to you as this is less than the saving on employer's NI.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

8% of the value of the salary sacrifice total (plus VAT) although no cost to you as this is less than the saving on employer's NI.

<b>For more information</b>	
Contact name(s)	Charlotte Smith/Kate Lamb
Telephone	01225 395294
Website	<a href="http://www.bathnes.gov.uk/services/children-young-people-and-families/childcare-early-years-play/paying-childcare-tax-credit-2">http://www.bathnes.gov.uk/services/children-young-people-and-families/childcare-early-years-play/paying-childcare-tax-credit-2</a>
E mail	<a href="mailto:vouchers@bathnes.gov.uk">vouchers@bathnes.gov.uk</a>
Postal address	Riverside Offices, North Block, Temple Street, Keynsham, Bristol, BS31 1LA

# Human Resources Management

## Human Resources

Our experienced professional team provides a customer focused service, working with and supporting Heads and Governors in dealing wide range of personnel issues. The emphasis of our service is very much about advice, guidance and developing procedures that work for schools and ones that provides practical solutions. We work in close partnership with Legal Services where appropriate. The team is able to provided professional support to heads in dealing with a wide range of employee relations; discipline and grievance management; capability and performance management; ill health and absence management issues. Each school has their own dedicated HR support.

Our offer to you:

- An experienced team with local knowledge of Bath and North East Somerset Schools and their catchment areas
- A team that understands education and can apply HR procedures directly within the school and education framework
- Flexibility in delivering a personalised and tailored service – we are available for meetings outside the normal school hours as we understand that Heads and Governors cannot always be available during the day
- Immediate support where there is an urgent issue – we can be with you on site – same day
- Direct access to experienced solicitors who specialise in complex employment law cases and employment tribunals
- Our service is fully integrated with other services including safeguarding, school improvement, finance and governor training

### Benefits of using this service

- Schools will be able to access comprehensive support and guidance in respect of safer recruitment, safeguarding, contractual issues and organisational change as well as all other key employment issues via the dedicated Schools' HR Intranet
- We have developed an extensive range of HR Policies, Procedures and Guidance – all of which have been consulted on with recognised unions and professional associations on schools' behalf
- We have expertise and experience in supporting schools through the complexities of organisational change, including re-organisations and budget led staffing changes. We also able to advise on TUPE transfer arrangements and best value
- Teachers' pay and conditions can be a complex and specialised area and the HR team has the knowledge and expertise to advise all on aspects of the School Teachers Pay and

# Human Resources Management

## *Human Resources continued*

Conditions Document and Burgundy Book. We also advise on national and local conditions for support staff and schools will have access to our job evaluation scheme providing the necessary safeguards against potential equal pay claims under the Equality Act

- The team has well established connections and access to national organisations and networks together with trade unions

## What services are offered to maintained schools?

Traded Services are offered to schools on the following levels:

**Level 1** – Information only

**Level 2** – Personnel consultancy

**Level 3** – Personnel consultancy, Payroll and Personnel Administration (see separate HR Administration and Payroll pages)

## Service Details - Level 1 – Information Only

**Please note:-**

***The Information Only package offers model policies and advice which have been through trade union consultation thereby saving schools the need to individually consult on such matters.***

The charge for this service is a one off fee. Schools Human Resources will provide basic guidance on statutory policy. For the full Service Level Agreement and/or a more detailed quotation and details of the types of agreement available please contact the Schools Human Resources Service.

## Advice and Support

Secure access to the Schools HR Intranet – includes on line access to the Personnel Procedures and Guidelines for Schools together with detailed guidance on key employment law topics, links to important websites, template documents etc.

The on-line procedures and guidelines incorporates detailed policy and procedure on safer recruitment, safer recruitment toolkit, managing disciplinaries, organisational change, managing capability, premature retirement and redundancy arrangements and details on salary and conditions of service together with model letters and guidelines for Heads and Governors.

## **Method of delivery**

Accessed via a secure intranet website to the Personnel Procedures and Guidelines for Schools Manual. To include updates as and when issued.



# Human Resources Management

## *Human Resources continued*

### **Employment Legislation**

Updates on relevant employment law changes, new personnel guidelines or model policies and information to support personnel administration.

#### ***Method of delivery***

On line access via a schools' dedicated intranet and through regular briefing notes.

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### **Service Details - Level 2 – HR Consultancy**

The Service Level Agreement charges are made up of a base charge which varies depending on type of school together and a per contract charge.

**In addition to the information and advice provided at Level 1**, this service provides schools with a comprehensive advisory service including direct support on more complex issues such as redundancy/disciplinary handling and/or receipt of Employment Tribunal claims.

### **Advice and Support**

Provide advice and support in response to day-to-day queries and issues concerning specific employment policies and procedures, as well as national and local conditions of service provisions.

#### ***Method of delivery***

Provision of general advice will be provided through a named Senior HR Consultant with specialist schools knowledge.

Depending on the complexity of the issue advice maybe given over the phone, via e-mail or through on site visits.

### **Safer Recruitment**

Safer Recruitment; CRB Guidance; Single Central Record and Ofsted requirements.

#### ***Method of delivery***

Detailed advice and guidance on statutory legislation and requirements relating to both safer recruitment and safeguarding.

On site visits to support and prepare for Ofsted Inspections (including safer-recruitment pre check and Single Central Record audit).

### **Employee Relations**

Assist schools to achieve good employee relations via the recognised trade unions.

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# Human Resources Management

## *Human Resources continued*

Keep schools informed about employment legislation changes, development of policies and procedures and best practice in terms of a wide range of issues requiring consultation or negotiation with employees and/or trade union representatives.

Advice in respect of statutory responsibilities in regard to staffing.

### **Method of delivery**

Where appropriate, we will attend meetings with Heads, employees and their Trade Union representatives and, when necessary, act as an interface between a school and trade unions.

We will publicise relevant information concerning legislative or policy changes via the School's intranet site, email, letter or briefing notes.

We will arrange for access via a secure intranet website to model policies and procedures for consideration and adoption by the Governing Body.

### **Conditions of service**

Provide advice and guidance on complex queries relating to pay and conditions of service.

Establish a grading structure for support staff posts using the Council's recognised job evaluation scheme.

Statutory and regulatory changes effecting the employment of school based staff including the Teachers Pay and Conditions Document and other related statutory legislation

### **Method of delivery**

Provision of advice will be provided by telephone or email by a nominated contact.

Written responses to enquiries or, where appropriate, visit to school.

Offer advice on grading issues having regard to our responsibilities as an employer under equal pay legislation.

Advise on the process to be followed to determine the grading or re-grading of a support staff post, arrange for the evaluation of the job description in accordance with the Council's job evaluation process.

Advise on application, interpretation and implementation.

### **Job Evaluation**

Establish a grading structure for support staff posts using the Council's recognised job evaluation scheme.

### **Method of delivery**

Arrange for the evaluation of support staff job descriptions in accordance with the Council's job

# Human Resources Management

## *Human Resources continued*

evaluation process to enable the Council to discharge its responsibilities as an employer under equal pay legislation.

### **Complex Case work including disciplinaries, grievances, managing performance; safeguarding/child protection issues**

Provision of advice and guidance on the application of procedures for dealing with disciplinary and grievance casework.

Provision of advice on all issues relating to capability whether ill health, attendance or performance related.

Working closely with the Local Authority Designated Officer providing heads and governors with HR guidance and support in dealing with child protection and safeguarding issues.

Provide assistance with investigations into allegations or complaints.

In those cases that proceed to Employment Tribunal, we will liaise with the Council's Legal Services.

### **Method of Delivery**

A designated HR contact will provide support and advice throughout the process including investigations and presentation to hearings where necessary.

Assistance in drafting action plans with clear training and development strategies and performance indicators.

Working with Local Authority Designated Officer and attending strategy meetings as appropriate.

Initial advice and guidance on investigation methods. In more complex cases, attendance at investigatory interviews to support the designated investigating officer.

Advising the school on the preparation and presentation of cases to formal Governor/Heads hearings.

Attendance at formal Governor/Heads hearings to provide employment advice to the panel.

Work closely with Legal Services and the school to prepare initial responses to Employment Tribunal applications.

Assist in the collation of formal submissions to Employment Tribunals.

### **Termination of Employment**

Provide advice and guidance on the legislative and contractual requirements relating to terminations of employment, e.g. ill health retirement, ill health termination, resignation, capability, redundancy, dismissal for misconduct.

# Human Resources Management

## *Human Resources continued*

### **Method of Delivery**

Provision of advice will be provided by telephone or email by a nominated contact.

Attendance at Governor and Heads meetings, as appropriate, to provide advice on the correct procedures and process.

Attendance at all governing body meetings, or with the Head where this function has been delegated, where the dismissal of an employee is a possible outcome.

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### **Service Details - Level 3 – HR Consultancy, HR Administration and Payroll**

The Service Level Agreement charges are made up of a base charge which varies depending on type of school together and a per contract charge.

**Level 3 provides the full service including payroll and HR administration. IMPORTANT INFORMATION: The Payroll and HR administration service will be returning to the Local Authority in April 2013. Integration work has already commenced to ensure a smooth transition and improved services.**

### **What services are offered to academies?**

Schools Human Resources Service is able to provide specialised advice and support to Academies and their Governing Bodies to enable them to manage their employment related issues efficiently and effectively within the context of good human resources and employee relations practices.

Continuing changes in employment law have a significant impact on the contractual rights and conditions of staff and we can help Academies in ensuring that their HR Policies and Practices comply with legal frameworks. Our model policies have been negotiated with the relevant Trade Unions saving schools time in protracted negotiations on conditions of service. It is anticipated that policies, procedures and processes will need some basic adaptation for Academies to reflect any differences in statutory position.

All of the services set out in the existing schools Service Level Agreement are on offer to Academies with the option of tailored packages to suit individual requirements and to take account of the fact that Academies are not necessarily working within the same statutory framework as maintained schools. It should be noted, however, that because the Academy is an independent body the Local Authority is unable to undertake to meet any costs in respect of compensation liabilities or costs determined by any Employment Tribunal or Court.

We have a number of pricing options including a comprehensive HR support package or consultancy as required (e.g. hourly, daily charging)

# Human Resources Management

## *Human Resources continued*

A more detailed menu of options will shortly be published for all Academies. For a quote and a more detailed discussion on the provision of service that would suit your Academy, please contact Human Resources for Children's Service – details below.

<b>For more information</b>	
Contact name(s)	Jayne Fitton – HR Manager 01225 395217 Fax: 01225 394320 Your own Senior HR Consultant can also be contacted for details: Wendy Davis 01225 477372 wendy_davis@bathnes.gov.uk Hester Edmond 01225 394490 hester_edmond@bathnes.gov.uk Catherine Lovett 01225 395144 catherine_lovett@bathnes.gov.uk Kath Mitchard 01225 395140 kath_mitchard@bathnes.gov.uk
Telephone	See contact numbers above
E mail	jayne_fitton@bathnes.gov.uk
Postal address	PO Box 25, Riverside Temple Street, Keynsham BS31 1DN



# Human Resources Management

## Mouchel Payroll and Human Resources Administration Services

Payroll and HR Administration services are currently provided to the council and schools by Mouchel. These services will transfer to the council on 1st August 2013 and will therefore become council services from August 2013.

There is a dedicated schools payroll team based in Keynsham and more recently, a dedicated Safer Recruitment team has been set up to manage recruitment, CRB's, contract issuance and pre-employment checks.

Schools and Academies that buy into the service will gain access to an experienced, dedicated schools team with named individuals for contact purposes. A helpdesk that is manned as a minimum 08:30-17:00 Monday to Thursday and 8:30-16:30 on Fridays.

Visits to schools are available on request at no additional cost.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

- Monthly Payroll (including payslips, P60's, P11D's, BACS, monthly costing reports, HMRC and Teachers Pensions EOY, Teachers Annual Return, variations to pay including timesheets, expenses and pay awards)
- HR Admin including the issuing of contracts
- Recruitment

### What services are offered to academies?

#### Statutory

None

#### Chargeable

- Monthly Payroll (including payslips, P60's, P11D's, BACS, monthly costing reports, HMRC and Teachers Pensions EOY, Teachers Annual Return, variations to pay including timesheets, expenses and pay awards)
- HR Admin including the issuing of contracts

# Human Resources Management

## *Mouchel Payroll and Human Resources Administration Services continued*

- Recruitment
- CRB's

Pricing on request as the service can be customised to meet the needs of individual schools

<b>For more information</b>	
Contact name(s)	Matt Thomas, Payroll Manager
Telephone	01225 395224
E mail	matthew_thomas3@bathnes.gov.uk
Postal address	3rd Floor, Riverside, Keynsham, Bristol. BS31 1LA



# Resources, Finance and Premises Management

## Building Cleaning

Building Cleaning provides a cleaning service for a number of the Council's premises, including schools, both primaries and secondary. This includes the full provision of cleaning equipment and materials, the administration and recruitment of cleaning staff, cover for staff absence and all HR related issues, as well as monitoring of the service provided.

The school will receive a comprehensive service as set out above, a high standard of cleaning that is monitored on a regular basis. As well as the day to day cleaning, the Service can also include a deep clean during school holidays as required.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

Day to day cleaning during term time, plus holiday cleans/kitchen cleans as required. Carpet cleaning, window cleaning /high level dusting.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

Day to day cleaning during term time, plus holiday cleans/kitchen cleans as required. Carpet cleaning, window cleaning/high level dusting.

<b>For more information</b>	
Contact name(s)	Annette Banks
Telephone	01225 394431
E mail	annette_banks@bathnes.gov.uk
Postal address	Building Cleaning, Dartmouth Avenue, Oldfield Park, Bath BA2 1AS



# Resources, Finance and Premises Management

## Display Energy Certificates

A Display Energy Certificate (DEC) must be displayed in all buildings or blocks with a floor area greater than 1,000Sq M that can be accessed by the public. This threshold drops to 500Sq M in January 2013, requiring more DEC's to be displayed in school buildings. The Energy Management Team is able to provide DEC's to all schools and academies.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

Assessment and provision of Display Energy Certificate.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

Assessment and provision of Display Energy Certificate.

<b>For more information</b>	
Contact name(s)	Steven Lewis
Telephone	01225 477957
E mail	steven_lewis@bathnes.gov.uk
Postal address	Energy Management Team, Northgate House, Upper Borough Walls, Bath, BA1 1RG.

# Resources, Finance and Premises Management

## Energy Procurement

The Energy Management Team is able to provide a full procurement and monitoring service for the purchase of electricity, gas and oil. The Council has centralised energy contracts with preferred suppliers that are tendered under full OJEU regulations.

By having a central energy contract, the council is able to ensure more favourable rates for energy are secured as well as some value added services such as the provision of AMR or Smart Meters, access to web based billing and access to half-hourly data. All billing data is imported and stored within our central database allowing sites and school access via a web browser to view their energy consumption, and run reports to review their cost and consumption.

The Council also has to submit return for the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). By having schools on a central contract means that our data requirements are met, so that access to all schools energy data is readily available to submit to the CRC Registry as required.

### What services are offered to maintained schools?

#### Works not charged

A full procurement and monitoring service for the purchase of electricity, gas and oil.

#### Chargeable

Not applicable.

#### Works not charged

A full procurement and monitoring service for the purchase of electricity, gas and oil. Please note that academies benefit financially from a central contract as they are large users of energy.

#### Chargeable

<b>For more information</b>	
Contact name(s)	Jeff Tatum – Energy Manager
Telephone	01225 477955
E mail	jeff_tatum@bathnes.gov.uk
Postal address	Property Services, Energy Management Team, Northgate House, Upper Borough Walls, Bath, BA1 1RG

# Resources, Finance and Premises Management

## Free School Meals Eligibility Checking Service

The details of this service were out for consultation with schools at the time of going to press. Revised terms will be published on the Services to Schools webpage ([www.servicestoschools.bathnes.gov.uk](http://www.servicestoschools.bathnes.gov.uk)) when they are finalised.

The Bath & North East Somerset Free School Meals Eligibility Checking Service is provided to schools to assess the eligibility of a claim for free school meals using the Department for Education online Eligibility Checking Service (ECS). Use of the ECS is restricted solely for use by local authorities and there are no current plans to change this. Local authorities are able to provide this as a chargeable service to academies.

We provide a high level of professional advice and support from a suitably qualified team. All staff have up to date training and knowledge of :

- Relevant legislation and standards in relation to eligibility of FSM
- Relevant systems used by schools that feed pupil information into Capita ONE and also the DFE FSM Eligibility Checking Service
- Use of software to record information for academies that are not part of this LA

Registering a child for free school meals even if the child does not eat the meal attracts additional funding for the school or academy which includes Pupil Premium.

## What services are offered to maintained schools?

### Statutory

None

### Chargeable

Service provided to claimants and schools:

- Helpline service Monday to Friday for queries in relation to FSM eligibility
- Annual update of eligibility thresholds for child tax credit and any change in legislation or DFE guidance
- Applications forms and telephone applications are assessed using FSM eligibility criteria and documentary evidence if required
- Applications made are checked using the DFE FSM Eligibility Checking Service which provides an immediate assessment in 99.9% of claims
- Liaison with other agencies such as Council Connect, HMRC regarding Child Tax Credit and DWP. The LA has a Priority Guidance Line with HMRC

# Resources, Finance and Premises Management

- Applications are normally processed via Capita ONE system, however alternative software can be used for academies that are not part of this LA
- 6 monthly renewal applications are reviewed
- Benefit enquiry letters or enquires via e-mail or telephone to avoid delay of claim

## ***Free School Meals Eligibility Checking Service continued***

- Approval, rejection, cancellation and 6 month renewal letters sent to claimants
- Reports are issued to schools at the start date of a claim, at the 6 month review date and at the end date
- Termly reports to schools and any ad hoc reports can be provided by request
- September school transfers are updated on Capita ONE system

## **What services are offered to academies?**

### **Statutory**

None

### **Chargeable**

- Helpline service Monday to Friday for queries in relation to FSM eligibility
- Annual update of eligibility thresholds for child tax credit and any change in legislation or DFE guidance
- Applications forms and telephone applications are assessed using FSM eligibility criteria and documentary evidence if required
- Applications made are checked using the DFE FSM Eligibility Checking Service which provides an immediate assessment in 99.9% of claims
- Liaison with other agencies such as Council Connect, HMRC regarding Child Tax Credit and DWP. The LA has a Priority Guidance Line with HMRC
- Applications are normally processed via Capita ONE system, however alternative software can be used for academies that are not part of this LA
- 6 monthly renewal applications are reviewed
- Benefit enquiry letters or enquires via e-mail or telephone to avoid delay of claim
- Approval, rejection, cancellation and 6 month renewal letters sent to claimants
- Reports are issued to schools at the start date of a claim, at the 6 month review date and at the end date

# Resources, Finance and Premises Management

## ***Free School Meals Eligibility Checking Service continued***

- Termly reports to schools and any adhoc reports can be provided by request
- September school transfers are updated on Capita ONE system

<b>For more information</b>	
Contact name(s)	Wendy Jefferies
Telephone	01225 395191
E mail	wendy_jefferies@bathnes.gov.uk
Postal address	Floor 1, North Block, Riverside, Temple Street, Keynsham, Bristol, BS31 1DN



# Resources, Finance and Premises Management

## Grounds Maintenance

Neighbourhood Services are able to offer a full grounds maintenance service to schools within Bath and North East Somerset. They have the equipment and staff with all of the specialist skills and experience to undertake everything from grass cutting and border maintenance to sports markings and sports facilities maintenance. They can also undertake mechanical sweeping of roads, car parks and play grounds and have a specialist team for graffiti removal and pressure washing.

Well maintained school grounds and sports facilities help to demonstrate to students, parents and others that a school expects high standards and is well managed. Balanced with this is the need for care and sensitivity towards neighbours and the environment with significant potential to have a positive impact on local biodiversity and the creation of a positive learning environment.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

All services are chargeable and can be adapted to suit individual school's requirements.

Services available include:

- Grass cutting – everything from sports fields to lawns
- Sports turf maintenance and pitch markings
- Synthetic turf and redgra area maintenance
- Shrub and flower bed maintenance
- Hedge cutting – ornamental hand cutting to mechanical field cutting
- One off planting and grass seeding works
- Road, car park and playground sweeping
- Specialist washing to remove graffiti, stains, chewing gum etc...

### What services are offered to academies?

#### Statutory

None

#### Chargeable

All services are chargeable and can be adapted to suit individual school's requirements.

# Resources, Finance and Premises Management

## *Grounds Maintenance continued*

Services available include:

- Grass cutting – everything from sports fields to lawns
- Sports turf maintenance and pitch markings
- Synthetic turf and redgra area maintenance
- Shrub and flower bed maintenance
- Hedge cutting – ornamental hand cutting to mechanical field cutting
- One off planting and grass seeding works
- Road, car park and playground sweeping
- Specialist washing to remove graffiti, stains, chewing gum etc...

<b>For more information</b>	
Contact name(s)	Andy Chard
Telephone	01225 396883
E mail	andy_chard@bathnes.gov.uk
Postal address	1st Floor, Lewis House, 3-4 Manvers Street, Bath, BA1 1JG



# Resources, Finance and Premises Management

## Health & Safety Advisory Service

The Health & Safety Team offer a comprehensive health and safety information, advice, training and monitoring service to assist the Local Authority Academy Schools to discharge their health and safety responsibilities.

The Health and Safety Team consists of experienced advisers officers and trainers. All Health & Safety Team members are enhanced CRB checked and hold appropriate consultancy insurance. Our Health and Safety Advisers are professional qualified Chartered Members of the Institution of Occupational Safety and Health (CMIOSH) and Registered Health and Safety Consultants on the National Occupational Safety and Health Consultants Register (OSHCR). Their professional competency is continually monitored through the IOSH **continued** professional development programme.

The service provides:

- Access to up to date professional competent advice
- Health and safety services, tools and resources tailored to the needs of your school
- Critical incident support in case of emergencies

## What services are offered to maintained schools?

### Chargeable

The Health and Safety Team offer the following levels of service to Maintained Schools:

#### 1) Maintained schools core service

The role of Bath & North East Somerset Council is to provide information and support to maintained schools to ensure the safety of children, staff and members of the public whilst on school premises.

All maintained schools will receive a statutory core service from the Health and Safety Team, comprising support for those activities the Local Authority (LA) is required to undertake as the employer under health and safety legislation:

- Provision of Council health and safety policy, model policy, framework procedures, template forms and essential guidance
- Information, advice and guidance relating to legislative updates and safety alerts via the H&S One-Stop for Schools
- Incident and accident recording; record management; secure data retention and reporting of serious incidents and accidents to the Health and Safety Executive (HSE) on behalf of schools



# Resources, Finance and Premises Management

## *Health & Safety Advisory Service continued*

- Use of EVOLVE system to advise the local authority of Category B/C adventurous activities, residential and foreign educational visits
- CLEAPSS registration and resources
- daytime and out of hours helpline for advice in emergency situations
- Health and safety induction for new Headteachers and Governors
- Biennial monitoring, on behalf of the LA, that health and safety standards in schools are suitable and sufficient

## **2) Maintained schools enhanced service**

In addition to the local authority's core statutory provision UK legislation also requires schools to call upon additional competent health and safety advice and assistance to help them manage health and safety responsibilities assigned to them associated with the activities, undertakings, property, equipment and working environment of the school for which funding has been delegated.

The Health and Safety Team offer this optional traded service to assist maintained schools meet their responsibilities and achieve best practice in health and safety management.

This chargeable service provides dedicated health and safety advisor consultancy days – 3 days for primary schools, 4 days for secondary schools.

A school may specify how they wish to use their 3/4 days health & safety resource from a suite of options:

- Document review and assistance in updating or developing school specific health and safety policies and core risk assessments
- Assistance with conducting specific complex risk assessments
- Fire safety review and risk assessment
- Investigation of serious accidents and incidents
- Support in the case management of civil claims
- Liaison with Health and Safety Executive or other enforcing authorities
- Assistance with developing and implementing critical incident, security and safety procedures and safe ways of working
- Development and delivery of topic specific e-learning or face to face training
- Advice on DDA reasonable adjustments or inclusion support

# Resources, Finance and Premises Management

## *Health & Safety Advisory Service continued*

- Specialist Education Visits Advisory Service including EVOLVE support

## **What services are offered to Academies**

### **Chargeable**

Independent and Academy Schools are accountable for the health and safety of their school, their workforce, visitors and students and must ensure that their school complies with health and safety legislation. The cost of appointing, training and maintaining the competency of an in-house professional can be high. Academies may wish to consider purchasing the following Core and/or Enhanced health and safety services as a cost effective solution to taking out separate CLEAPSS/ EVOLVE subscriptions and appointing and maintaining an 'in house' health & safety professional.

### **1) Academy core service**

- Access to model policies, procedures and best practice guidance notes
- Legislative updates and safety alerts
- Incident and accident recording; record management; secure data retention and reporting of serious incidents and accidents to the Health and Safety Executive (HSE) on behalf of schools
- Use of EVOLVE system for adventurous activities, residential and foreign educational visits
- CLEAPSS registration and resources, including Radiation Protection services for Secondary Schools
- Daytime and out of hours helpline for advice in emergency situations

### **2) Academy enhanced services**

The Academy enhanced service provides a dedicated health and safety advisor consultancy resource – 3 days for primary schools, 4 days for secondary schools. The Academy may specify how they wish to use their 3 / 4 days health and safety resource from a suite of options:

- Document review and assistance in updating /developing school specific health and safety policies and core risk assessments
- Assistance with conducting specific complex risk assessments
- Fire safety review and risk assessment
- Investigation of serious accidents and incidents
- Support in the case management of civil claims or enforcement action
- Assistance with developing and implementing critical incident, security and safety procedures and safe ways of working

# Resources, Finance and Premises Management

## *Health & Safety Advisory Service continued*

- Development and delivery of topic specific e-learning or face to face training
- Specialist Education Visits Advisory Service including EVOLVE support
- Health and Safety Management Audit:
  - Basic – an overview of your school's health and safety management systems and risk controls, including document review, sample site inspection and report, giving recommendations to achieve legal compliance and improvements in health and safety management
  - Bespoke – a comprehensive review of your school's health and safety management systems and risk control arrangements, including document review, site inspection and report, detailing recommendations to achieve legal compliance and best practice
- Training – Our health and safety training programme includes the following courses:
  - Paediatric First Aid
  - Emergency First Aid at Work
  - EVC/Trip Leader Day Validation
  - Caretaker training
  - Introduction to Risk Assessment
  - Diffusing Aggression, Conflict Resolution
  - Working Safely with DSE and DSE Risk Assessment
  - Hazardous Substances awareness and assessment (COSHH)
  - IOSH Managing Safely (4 days)
  - Manual Handling Risk Assessment and Safe Lifting Techniques
  - Stress and Wellbeing at Work
  - Personal safety and lone working

# Resources, Finance and Premises Management

## *Health & Safety Advisory Service continued*

<b>For more information or Bespoke Quotations Please Contact</b>	
Contact name(s)	Angie Price, Health and Safety Manager
Telephone	01225 395115
Fax	01225 395116
Website	<a href="http://www.hsonestop.org.uk">www.hsonestop.org.uk</a>
E mail	<a href="mailto:angie_price@bathnes.gov.uk">angie_price@bathnes.gov.uk</a>
Postal address	Bath & North East Somerset Council, Temple Street, Keynsham BS31 1LA



# Resources, Finance and Premises Management

## Schools ICT Support Team

Schools ICT provide Bath and North East Somerset schools with a complete range of SIMS and Administration Network support and consultancy services, delivered by a team of specialists through our Service Desk.

Schools ICT is responsible for supporting over 70 schools and academies in Bath & North East Somerset. Covering over 400+ devices (servers and workstations) and supporting nearly 18,000 pupils in their learning.

Our services are delivered through a telephone based Service Desk, our website, remote connectivity and centre based training and on-site visits.

The team consists of a Technical Manager plus 2 x Technical Support officers, a Management Information Support Manager plus 2 x Management Information Support officers and a Service Desk Analyst.

## What services are offered to maintained schools?

### Chargable

#### Software Support

- User support for Capita SIMS Software, CASPA, Microsoft Office Suite
- Unlimited telephone support
- Remote support using Dameware
- Training courses at SICTS venues
- On site consultancy/health check visits
- Step by step guidance notes for all statutory or common tasks
- Provision of resources
- Dedicated Schools ICT website giving access to all training course notes, guidance notes, resources and advice.

#### SIMS Technical Services

- Capita SIMS Upgrades
- Capita FMS Upgrades
- Capita SIMS Fault Finding

- Capita FMS Fault Finding
- SIMS in the Classroom
- Exchange (Email)
- Intranet
- SSLVPN Site
- ID Management
- VPN Client

#### Technical Services

- Hardware Disaster Recovery
- Hardware Fault Finding
- Hardware Installations
- Hardware Procurement
- Microsoft Office Upgrades
- Microsoft Windows Upgrades
- Network Configuration
- Network Troubleshooting

# Resources, Finance and Premises Management

## *Schools ICT Support Team continued*

- Software Licensing Procurement

### **Managed Services**

- Anti-Virus Management
- Hardware Auditing
- Laptop Encryption
- Microsoft Patches
- Network Health Monitoring
- Network User Account Management
- Server Health Monitoring
- SWGfL Management

### **Online Backup**

- Scheduled Daily Backups
- Data Encrypted and Stored Offsite
- Flexible Data Retentions
- Rapid Online Data Recovery

### **e-Safety Solution**

- Identify and capture ICT misuse
- Safeguard pupils and staff

### **Chargeable**

Work deemed outside of the Service Level Agreement, and as agreed with the school, will be charged for.

Hardware and warranty cover is not covered by the SLA.

Software licenses are not covered by the SLA.

## **What services are offered to academies?**

### **Chargeable**

As above apart from:

Support for Bath & North East Somerset Council corporate services including VPN, Email and CIS Intranet connectivity (Bath & North East Somerset Council Services).

- Transform and manage pupil behaviour
- Provide a safe “ICT” learning environment

### **Office 365 for Education**

- Emails and calendars
- 25 GB storage per user
- Web conferencing
- Office Web Apps
- Premium Spam Filtering
- Premium Anti-Virus Filtering
- Connect Mobile Devices

### **Secure Remote Access**

- Access to files
- Access to SIMS and FMS
- Laptop VPN Client for direct network access
- Personalised web portal
- Remote PC control

# Resources, Finance and Premises Management

## *Schools ICT Support Team continued*

SWGfL managed educational broadband connectivity.

Advice on Academy licensing.

Work deemed outside of the Contract, and as agreed with the school, will be charged for.

Hardware and warranty cover is not covered by the Contract.

Software licenses are not covered by the Contract.

<b>For more information</b>	
Contact name(s)	James Waldron – Technical Manager Hilary Dale – MIS Support Manager
Telephone	01225 395111
Further information	<a href="http://www.iccteam.org.uk">www.iccteam.org.uk</a>
E mail	<a href="mailto:schools_ict_support@bathnes.gov.uk">schools_ict_support@bathnes.gov.uk</a>
Postal address	Bath & North East Somerset Council, Riverside, Temple Street, Keynsham BS31 1LA



# Resources, Finance and Premises Management

## Legal Services

Legal Services are divided into three teams based in Keynsham and Bath and can deal with a range of education and related legal issues.

We can provide comprehensive and practical legal advice across a range of issues that a school may face, including employment, contracts, issues with parents, property and trespassers. We understand schools and the everyday and less common situations that they face and the current education context. We can easily liaise with other Council departments and aim to give clear and practical legal advice to help you achieve your aim within the law.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

The full range of legal services where there is no conflict with the local authority.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

Legal Services are seeking an exemption from the Solicitors Regulation Authority to permit us to trade with Academies.

<b>For more information</b>	
Contact name(s)	Rebecca Jones
Telephone	01225 395173
E mail	rebecca_jones@bathnes.gov.uk
Postal address	Legal Service, Riverside, Temple Street, Keynsham, Bristol BS31 1LA



# Resources, Finance and Premises Management

## Primary School Meals

This service provides hot meals every day of term from your own school kitchen or from a nearby school. Menus conform to government nutritional guidelines and to at least the Bronze level of the Food For Life scheme. The service is provided by Bath & North East Somerset Council Catering Services.

The service is fully managed, with cover for staff absences. Staff are well trained in catering and food safety. Purchasing is managed through central contracts offering value for money. Menus can be varied to complement curriculum themes. Individual pupils' dietary needs are accommodated.

### What services are offered to maintained schools?

#### Statutory

Free school meals provided to children who are eligible.

#### Chargeable

Hot meals provided to paying pupils and staff.

### What services are offered to academies?

#### Statutory

Free school meals provided to children who are eligible.

#### Chargeable

Hot meals provided to pupils and staff.

<b>For more information</b>	
Contact name(s)	Louise Bizley
Telephone	07530 263267
E mail	catering@bathnes.gov.uk
Postal address	Catering Services, Riverside Offices, Temple Street, Keynsham BS31 1LA.

# Resources, Finance and Premises Management

## Print Services

With over 40 years of design & print experience, Print Services is committed to providing a full design & print service. The Services we can offer are design service, lithographic full colour printing, full colour/black & white digital printing and a full finishing service.

Print Services has a reputation for reliability, accuracy, expertise and a specialist understanding of our customers needs. We understand that our customers require a first class service, and achieve this by offering a friendly, flexible, professional service that is tailored to each and every customer.

### What services are offered to Maintained Schools?

#### Statutory

None

#### Chargeable

We can produce business cards, corporate stationery, newsletters, leaflets, booklets, NCR sets, forms, posters, large format posters, signage & insertion/mailouts. Our state-of-the-art system provides instant online pricing, ordering, order tracking and PDF proofing 24 hours a day.

### What services are offered to Academies?

#### Statutory

None

#### Chargeable

We can produce business cards, corporate stationery, newsletters, leaflets, booklets, NCR sets, forms, posters, large format posters, signage & insertion/mailouts. Our state-of-the-art system provides instant online pricing, ordering, order tracking and PDF proofing 24 hours a day.

<b>For more information</b>	
Contact name	Jason Moon - Service Manager <b>Print Services Opening Times</b> Monday to Thursday 8.30am - 17.00pm & Friday 8.30am - 16.30pm
Telephone	01225 396854
Email	print_services@bathnes.gov.uk
Postal address	Print Services, Dartmouth Avenue, Oldfield Park, Bath BA2 1AS

# Resources, Finance and Premises Management

## Property Services Building Consultancy

The Building Consultancy provides a professional service for building design, construction, refurbishment, responsive maintenance, property management and guidance on building assets. This is provided by a broad range of professional staff all housed in one office; these include surveyors, architects, project managers, mechanical and electrical engineers, CAD technicians, asbestos consultants, and CDMC consultants. There is also a Technical Support helpdesk housed within the Building Consultancy which can be used to request repairs, request professional and technical support and advice relating to premises, and to report any health and safety concerns regarding premises, including asbestos issues.

The Building Consultancy offers a Building Maintenance Indemnity Scheme (BMIS) which covers responsive maintenance, testing and inspection of installations in accordance with statutory regulations, and routine servicing of mechanical and electrical plant. This service is provided by professionally qualified staff, Gas Safe heating engineers, and NICEIC qualified electricians, all of whom are CRB checked.

### What services are offered to maintained schools?

#### Statutory

- Legionella testing and assessment of risk
- Asbestos management surveys of confirmed / presumed asbestos containing materials; the results of which are recorded on the Council's Asbestos Register
- Assessment of requirements for safety glazing

These issues are addressed by a programme of condition surveys and annual visits, which also assist in maintaining and updating Asset Management Plans (AMP). AMPs are important to help schools meet duties placed on the governing body for structural health & safety aspects of the Education (School Premises) Regulations 1999.

#### Chargeable

- Building Maintenance Indemnity Scheme (BMIS)
- Responsive maintenance, testing, inspection and servicing on an ad hoc basis for non-BMIS schools
- Out of hours site security inspections following Intruder Alarm activation
- Management of Capital Works from conception to completion

# Resources, Finance and Premises Management

## *Property Services Building Consultancy continued*

### What services are offered to academies?

#### Chargeable

- Legionella testing and assessment of risk
- Asbestos management surveys of confirmed / presumed asbestos containing materials; the results of which are recorded on the Council's Asbestos Register
- Assessment of requirements for safety glazing

These issues are addressed by a programme of condition surveys and annual visits, which also assist in maintaining and updating Asset Management Plans (AMP). AMPs are important to help schools meet duties placed on the governing body for structural health & safety aspects of the Education (School Premises) Regulations 1999.

- Building Maintenance Indemnity Scheme (BMIS)
- Responsive maintenance, testing, inspection and servicing on an ad hoc basis for non-BMIS schools
- Out of hours site security inspections following Intruder Alarm activation
- Management of Capital Works from conception to completion

<b>For more information</b>	
Contact name(s)	Jon Wellington
Telephone	01225 477215
E mail	jon_wellington@bathnes.gov.uk
Postal address	Northgate House, Upper Borough Walls, Bath BA1 1RG

# Resources, Finance and Premises Management

## School Finance Support Team - Children's Service Finance

The School Finance Support team provide comprehensive financial support, advice, guidance and training to schools and academies.

Our aim is to support you in achieving effective, efficient and robust financial management of the funding sources available to schools and academies.

- Access to a friendly and professional team of officers who have in depth knowledge and experience of working with schools and academies
- A flexible service which allows you to choose from 5 levels of support plus the option to bespoke your support agreement
- The benefit of our extensive experience of working with Capita's SIMS FMS and SIMS Personnel module
- Set up of SIMS FMS Academy Model for new academy schools including training and assistance with adapting the school's existing coding structures to comply with academy accounting requirements for processing financial data and reporting to Education Funding Agency and Company and Charity Accounts
- Service provided to convert non Bath & North East Somerset Council payroll information into a SIMS FMS Auto Reconciliation payroll files to include assistance and training with set up, monthly reconciliation files and Payroll control transactions and reconciliations
- Comprehensive support and guidance for budget setting using HCSS's FPS budget planning software
- A named officer for each school to ensure continuity and an understanding of your school's particular needs
- Telephone helpline support for financial queries
- The benefit of using remote software to access your systems when invited to do so in order to efficiently resolve financial queries
- All team members have current Enhanced Criminal Record Bureau certificates
- Access to a comprehensive range of training events which is updated annually in line with customer feedback and current regulations and initiatives

# Resources, Finance and Premises Management

## *School Finance Support Team - Children's Service Finance continued*

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

- Service Level Agreements for financial advice and support including HCSS budget planning, SIMS FMS budget monitoring and day to day queries, closing and setting up of financial years, SIMS Personnel input and monitoring, Consistent Financial Reporting management and guidance, cheque book management and guidance, Helpline support
- A range of scheduled school finance training courses are available and bespoke training can be arranged
- Set up and training for converting non Bath & North East Somerset Council payroll data into monthly SIMS FMS automatic payroll reconciliation files – prices available upon request

#### Service Level Agreement provision

Service Level 1 – 3 x 3 hour visits pa

Service Level 2 – 3 x 6 hour visits pa

Service Level 3 – 6 x 3 hour visits pa

Service Level 4 – 6 x 6 hour visits pa

Service Level 5 – 11 x 6 hour visits pa

Separate rates for:

School Finance Officer rate per hour

Accounting technician rate per hour

Training course rate per day

### What services are offered to academies?

#### Statutory

None

#### Chargeable

- Set up of SIMS FMS Academy Model for new academy schools including training

# Resources, Finance and Premises Management

## ***School Finance Support Team - Children's Service Finance continued***

- Service Level Agreements for financial advice and support including HCSS budget planning, SIMS FMS budget monitoring and day to day queries, closing and setting up of financial years, SIMS Personnel input and monitoring, Consistent Financial Reporting management and guidance, cheque book management and guidance, Helpline support
- A range of scheduled school finance training courses are available and bespoke training can be arranged
- Set up and training for converting non Bath & North East Somerset Council payroll data into monthly SIMS FMS automatic payroll reconciliation files – prices available upon request

### **Service Level Agreement provision**

Service Level 1 – 6 x 3 hour visits pa

Service Level 2 – 6 x 6 hour visits pa

Service Level 3 – 11 x 3 hour visits pa

### **Separate rates for:**

School Finance Officer rate per hour

Accounting technician rate per hour

Training course rate per day

<b>For more information</b>	
Contact name(s)	Wendy Fry
Telephone	07875 488029
E mail	wendy_fry@bathnes.gov.uk
Postal address	Floor 1, North Block, Riverside, Temple Street, Keynsham, Bristol BS1 1LA

# Resources, Finance and Premises Management

## School Tree Management, Technical Support and Works

Neighbourhood Services provide pro-active tree and associated risk management of school trees.

Each school site (regardless of status) is annually inspected. The tree inspections are recorded on the council's tree data base. We can then carry out the resulting tree works for the school at competitive rates.

We also help schools with any tree related issues they might have such as emergency tree call out, neighbour issues, public concern assistance, Treework Planning Applications, school tree planting and grant applications for school. We can also assist in informing children about trees and related environmental issues.

School sites are also significant landscape features and our assistance helps retain a green landscape for the public.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

Annual Tree Inspections under the Occupiers Liability Act.

Tree works provision and in-class work – details on request.

### What services are offered to academies?

#### Statutory

None

#### Chargeable

Annual Tree Inspections under the Occupiers Liability Act.

Tree works provision and in-class work – details on request.

<b>For more information</b>	
Contact name(s)	Mark Cassidy
Telephone	01225 396897
E mail	mark_cassidy@bathnes.gov.uk
Postal address	Lewis House, Manvers Street, Bath BA1 1JG



# Resources, Finance and Premises Management

## Schools Insurance

The Insurance section arranges insurance cover to protect the schools employees, its assets and its financial standing against the impact of claims.

To manage any claims made by or against schools including corresponding and liaising with insurers and if and when necessary, Loss Adjusters and Solicitors.

Insurance Renewal is negotiated with the Insurance Market through Brokers, to ensure best product to schools and value for money.

We work with the schools to reduce their claims experience with the improvement and introduction of Risk Management.

### What services are offered to maintained schools?

#### Statutory

None

#### Chargeable

Insurance packages are available and includes cover for the following:

#### Standard Package

Employers Liability	PTA Insurance
Public Liability (including Governors)	Building & Contents
Officials Indemnity	Engineering Insurance
Libel and Slander	Terrorism
Fidelity Guarantee	Money

Personal Accident for staff

The premium is calculated as per the renewal premium from the Insurance providers and this will benefit from large discounts due to insuring on a block pooled arrangement with the Schools. The premium is recharged at a per pupil rate.

**Motor Policy** – School vehicle cover, this includes staffs own vehicle cover, for use in connection with occasional school business.

**School Journey** – One premium per year covering all residential and excursions in the UK and abroad, including hazardous activities (such as skiing, rock climbing, canoeing).

Optional extras such as Business Travel for staff, Hirers Liability can be arranged at request.

# Resources, Finance and Premises Management

## *Schools Insurance continued*

### What services are offered to academies?

#### Statutory

None

#### Chargeable

An Insurance Policy will be written specifically for the Academy based on size and cover that they require. The Insurance Section will handle all claims and liaise with loss adjusters solicitors. We will negotiate renewal through the Insurance Market and ensure that adequate cover is in place.

The Insurance Section are not able to provide quotations through Insurance Brokers, therefore quotations will need to be requested directly from the Academy.

Insurance Section costs are 4% of the premium charged by the Insurance company (+VAT).

Please contact us to discuss your specific requirements.

<b>For more information</b>	
Contact name(s)	Nicola Knight - Team Leader Insurance & Exchequer
Telephone	01225 395303
E mail	Nicola_knight@bathnes.gov.uk
Postal address	Exchequer & Insurance, Guildhall, High Street, Bath BA1 5AW



# Decision sheet for services

	Interested?	Chargeable? Use calculator on webpage	Decision points/Comments
<b>Admissions, Inclusion &amp; Leadership</b>			
Admissions			
Admissions appeals and exclusion appeals service			
Children Missing Education Service			
Director of Public Health Awards for Schools			
Early Year Foundation Stage and EYFS Profile support			
Educational Psychology Service			
Governor Support			
Learning Support Service			
Safeguarding			
School Improvement and Achievement Service			
Special Educational Needs Service			
Speech and Language Inclusion Partnership – SLIP			

# Decision sheet for services

	Interested?	Chargeable? Use calculator on webpage	Decision points/Comments
<b>Support for Pupils and Families</b>			
Breakthrough Mentoring			
Family Information Service			
Hospital Education Reintegration Service			
Music Service			
Parent Partnership Service			
Youth Service			

<b>Human Resources Management</b>			
Childcare Voucher Scheme			
Human Resources			
Mouchel Payroll Administration Services			

<b>Resources, Finance and Premises Management</b>			
Building Cleaning			
Display Energy Certificates			
Energy Procurement			
Free School Meals Eligibility Checking Service			
Grounds Maintenance			

# Decision sheet for services

	Interested?	Chargeable? Use calculator on webpage	Decision points/Comments
Health & Safety Advisory Service			
Schools ICT Support Team			
Legal Services			
Primary School Meals			
Print Services			
Property Services Building Consultancy			
School Finance Support Team			
School Tree management			
Schools Insurance			



