

SOUTHEND LA SERVICES FOR SCHOOLS 2020 - 2021

Professional Business Support for Schools



Connexions

Health &
Safety

Governor
Support

Human
Resources

Free School
Meals

Finance

SOUTHEND LA SERVICES FOR SCHOOLS 2020 - 2021

Professional Business Support for Schools



Checklist

Services for Schools

Contact Information

For more information please contact:

The Services for Schools Team

**Department for People
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex
SS2 6ER**

**servicesforschools@southend.gov.uk
01702 215938**

Ordering Services

We are asking that in order to maximise the chance of us being able to deliver your requirements from 1st April 2020, you notify us of your annual purchasing decisions via the Southend Learning Network (SLN) by **Friday 6th March 2020**.

Please note, however, that provision of all services is subject to availability.

Please note that where prices are based on pupil numbers, the school census Spring 2020 will be used.

Once a service is purchased via the SLN, this represents a formal contract to purchase the services chosen. Payment criteria and notice periods must therefore be met in accordance with the details cited on each service specification.

For all services, prices quoted are for the time needed to do the work and not the period spent in school. Whenever possible, the full cost will be agreed with the school before the work is started. All charges are fully inclusive of travelling and other expenses, unless the service provider advises otherwise. All services will have VAT added at the point of invoicing, except for Southend maintained schools.

For any support or advice please contact the Services for Schools Team on 01702 215938, servicesforschools@southend.gov.uk or www.southendlearningnetwork.co.uk/help

Checklist / Considerations

- Check the Southend Learning Network 'Store' guidance on how to order for 2020/21 www.southendlearningnetwork.co.uk/help (no need to log in)

- Log in via the [Southend Learning Network](#) for useful information such as prices and previous service provision in preparation for 2020/21

- Gain approval for 2020/21 services from those with financial authorisation (e.g. Headteacher / CEO)

- Visit the 'Store' to purchase service provision for 2020/21

- Check out service provision for 2020/21 from your school's 'shopping basket' to confirm purchases

- Order before **Friday 6th March 2020**. We recommend you contact the team directly ASAP if your need for service provision is likely to increase

- Please contact teams directly who do not have a price on the Southend Learning Network. *Please note, not all of the services included in the brochure are available to purchase via the system*

- If you are an Out of Borough school interested in purchasing, please contact teams directly

- If you have any questions about the process or for the Southend Learning Network please contact servicesforschools@southend.gov.uk or 01702 215938

SERVICES FOR SCHOOLS



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Accountancy - Cash Collection Service

- | | |
|---|---|
| <input checked="" type="checkbox"/> Southend Maintained | <input type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input type="checkbox"/> Non-Southend Academy |
| <input type="checkbox"/> Southend Independent | <input type="checkbox"/> Non-Southend Independent |

CONTACT US:

Brenda Putt | brendaputt@southend.gov.uk | 01702 215070

Katherine Knight | katherineknight@southend.gov.uk | 01702 212925

■ Service Description

This service reduces the administrative burden on schools by collecting cash and cheques from the school and delivering them to a nominated bank.

Additional benefits include:

- reduction of risk to staff taking cash to banks or other locations
- freeing up staff time
- reduced prices and improved services as a result of working together
- reduction to site Insurance Liabilities

■ What the Cash Collection Service will do

We will:

- collect cash and cheques from schools and deliver them to a nominated bank or other location

This service is currently provided by G4S under contract to the council.

■ Price of the Service

To obtain a tailor made quote please contact: Brenda Putt on brendaputt@southend.gov.uk or 01702 215070.

Information required to supply the quote:

- site address and designated contact details
- collection days
- bank details (if applicable)
- collection amount – below £7,500, or above £7,500 but below £20,000

■ Method and Timing of Payments

Charges are made annually.

Accountancy Leasing Service - Southend Maintained Schools Only

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|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Nancy Kariwo | nancykariwo@southend.gov.uk | 01702 212835

Yvette Clarke | yvetteclarke@southend.gov.uk | 01702 534975

■ Service Description

Leasing can be a complex area. This service will provide **free** leasing support to all maintained schools, providing an in-depth knowledge to ensure confidence in the quality of the advice received.

Additional benefits include:

- help to avoid leasing problems before they arise
- support to avoid costly pitfalls, resulting in leases that are prohibitively expensive and difficult to terminate
- improved services as a result of working together

All leasing arrangements in relation to capital financing and operating leases shall be entered into by the Chief Finance Officer, subject to Contract Procedure Rules.

■ What the Leasing Service will do

We will:

- provide advice as to the cost effectiveness of lease arrangements and the 'pros and cons' of finance or operating leases
- obtain competitive quotes on your behalf - the council has access to competitive rates for leasing through the use of framework agreements which effectively use the buying power of many Local Authorities
- seek additional advice for complex / technical queries from our external leasing advisors

■ Price of the Service

As part of Southend-on-Sea Borough Council's on-going commitment to promoting and facilitating compliance and cost effectiveness, this service is available **free of charge** to all Southend maintained schools.

Accountancy VAT Service - Southend Maintained Schools Only

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|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Georgia von Isenburg | georgiaisenburg@southend.gov.uk | 01702 534968
Elaine Krise | elaine Krise@southend.gov.uk | 01702 215036

■ Service Description

VAT is a complex and challenging area. This service will provide **free** VAT support to all maintained schools, providing an in-depth knowledge to ensure confidence in the quality of the advice received.

Additional benefits include:

- help to avoid VAT problems before they arise
- the ability to maximise efficiency and improve cash flow
- support to avoid costly pitfalls, resulting in possible assessments and penalties
- improved services as a result of working together

■ What the VAT Service will do

We will:

- provide a dedicated helpline schoolsvatqueries@southend.gov.uk, ensuring initial response within two working days
- seek additional advice for complex / technical queries from our external VAT consultants and a written ruling will be obtained where required
- provide a comprehensive dedicated schools' VAT manual, which will be updated regularly
- provide training / support as required

■ Price of the Service

As part of Southend-on-Sea Borough Council's on-going commitment to promoting and facilitating compliance and cost effectiveness, this service is available **free of charge** to all Southend maintained schools.

Bikeability, Cycle Southend & ForwardMotion

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Elaine Swallow | elainesswallow@southend.gov.uk | 01702 215595

Collette Kemp | collettekemp@southend.gov.uk | 01702 215338

■ Service Description

'ForwardMotion' and Cycle Southend deliver a range of integrated services aimed at encouraging and empowering the whole school community to travel better in Southend. This includes travelling healthily, cheaply and easily. Our main activities directly engage pupils and school staff.

Bikeability (incorporating elements of Bike It)

The team have been delivering Bikeability in Southend schools since 2008. They are able to deliver intensive courses on consecutive days as a whole class activity. Members of staff are encouraged to join in with their class and receive a certificate and badge upon qualification.

The team are sometimes able to provide loan bikes and helmets ensuring that the activity is all inclusive. The team are delighted to be able to offer some of the key elements of Bike It.

Travel Planning

Schools are able to tackle many travel related issues such as safety, congestion, parking, carbon footprint and meeting Healthy Schools objectives. Our travel planners can help by working with schools to initially identify the issues then set achievable targets in an action plan.

■ Service Feedback

"The Bike It team really inspire our pupils to ride their bikes to school and therefore there is less traffic at the school gates."

Sacred Heart Catholic Primary School and Nursery

"Children benefit enormously from the programme and they take part with great enthusiasm."

Southend School

continued on next page...

Bikeability, Cycle Southend & ForwardMotion

"We can be confident that they are travelling sensibly and safely."

Southend School

"Skilled, knowledgeable, dedicated staff."

Southend School

■ Abilities and Experience

Bikeability (incorporating elements of Bike It):

- DBS checks
- National Standard Cycling Instructors
- First Aider
- Bike Mechanic skills

'ForwardMotion' Travel Planners:

- Travel planning expertise
- Behavioural change expertise
- Dr Bike visits for 6th Forms

■ Price of the Service

In addition to Level 1, 2 & 3 Bikeability we are able to offer schools and their communities a range of other services tailored to meet their needs (see below). These services may incur a charge. Any charges are transparent and agreed in advance. Once these services have been booked any changes may incur an administration fee. We can also offer advice on walking and bus routes in Southend, as well as support in developing School Travel Action Plans.

We are able to deliver the following cycling programmes:

Learn to Ride

These are for children or adults who are unable to cycle. Sessions are taught on a 1:1 basis or in small groups.

Bikeability Fix

These sessions teach trainees how to perform basic maintenance to keep their bike roadworthy e.g. punctures.

Bikeability Ride

This is a led ride using low traffic / traffic free routes and is designed to boost confidence in a bid to make cycling part of their routine. It can be used for discovering the local area or travelling to a local place of interest for a school trip so save hiring a coach. Bikes can be hired for this activity.

Bikeability, Cycle Southend & ForwardMotion

Bikeability Transition

This provides students moving from primary to secondary school with route planning skills to make a safe cycle ride to their new school. This is suitable for pupils who have completed Bikeability Level 2.

Bikeability Balance

This prepares children with basic balance and co-ordination skills needed to ride a pedal bike.

Should you want any further information on any of the above programmes please contact us so that we can tailor the sessions to suit your school. We can also advise you of any charges involved.

To learn more visit:

www.forwardmotionsouthernsex.co.uk

www.cyclesouthend.co.uk



Building Control

 Southend Maintained	 Non-Southend Maintained
 Southend Academy	 Non-Southend Academy
 Southend Independent	 Non-Southend Independent

CONTACT US:

Bernadette Bowden | bernadettebowden@southend.gov.uk | 01702 534332

Kevin Waters | kevinwaters@southend.gov.uk | 01702 215276

■ Service Description

The Building Control Team deals with a large number of wide ranging school projects, which include anything from new school buildings to minor work. The team is able to offer a complete service from inception to completion on site.

As a local service the team is sensitive to the needs of service users.

The Building Control Team ensures that the standard of building work meets the requirements of the Building Regulations. These regulations aim to protect the health and safety of the building’s users, provide reasonable access and facilities for disabled people and conserve fuel and power.

The school is asked to submit plans for assessment. Site inspections will also be undertaken at key stages to check compliance with the relevant regulations.

The school will be issued with a completion certificate, on satisfactory completion of the works, to confirm as far as practicable that the objectives described above have been met.

■ Timescales and Deadlines

A plan assessment will be carried out within 5 weeks. This timescale can be extended to 2 months with your agreement if required. Site inspections can be carried out with a day’s notice.

■ What the Building Control Team will do

- offer free pre-application advice
- register the Building Regulations application
- carry out a detailed check on the plans submitted and liaise with planning, highways, etc., to assist in overcoming issues which may arise as efficiently as possible

Building Control

- issue an Approval Notice once any queries have been resolved
- carry out site inspections at all relevant stages of the works. As a local service these can be carried out at short notice if an urgent matter arises.
- work with you to resolve any issues that arise through the build process
- attend site & design team meetings as required
- issue a completion certificate once the works are satisfactorily completed

■ What the school will be asked to do

The school will:

- prepare and submit detailed plans sufficient to show compliance with the relevant regulations
- respond to any requests for amendments or additional information
- request inspections at important stages in the works
- work with building control in resolving any issues and implement any agreed solutions
- provide notification of completion / occupation of the building

■ Abilities and Experience

All Southend Building Control staff are suitably qualified and have the necessary range of experience to carry out the building control process.

■ Price of the Service

This is a 'pay as used' service. Fee levels are set within the Southend Building Control Scheme of Charges, made under the Building (Local Authority Charges) Regulations 2010.

Full details are available:

at www.southend.gov.uk / in person at the Civic Centre / contacts included

■ Method and Timing of Payments

The Building Control Team is happy to discuss with schools the method and timing of payments in order to agree a programme that fits in with the overall project. The school will receive an invoice at the agreed project stages.

CCTV Southend Partnership

- Southend Maintained
- Southend Academy
- Southend Independent
- Non-Southend Maintained
- Non-Southend Academy
- Non-Southend Independent

CONTACT US:

Barry Davis | barrydavis@southend.gov.uk | 01702 212066

■ Service Description

How confident are you that your school is totally secure?

Many schools already use CCTV systems during the school day to help with the monitoring of their sites. Now, with the right equipment and using your existing internet link, your systems can be switched over to be monitored by professionals after hours, at weekends and during school holidays. Southend's control room is monitored 24 hours per day, 365 days a year.

Southend's CCTV control room have won the national CCTV User Group Award twice. They have also been nominated for the Council's Team of the Year Award three times and won it in 2016.

You can be confident that your school is being safeguarded from vandalism and burglary, and the police are fully supportive because the CCTV monitoring service sends them virtually no false alarms. With the right kind of equipment at your school the operators can often frighten off likely vandals by speaking to them through a linked tannoy system and then the police are not required at all. The control room is fully connected to the police airwave system so any emergency can be conveyed immediately to the police control room.

The Southend CCTV control room can monitor any Southend school through their internet link. This includes maintained schools, academies, free schools and independent schools.

■ What the CCTV Team will do

Upon notification of one of the CCTV alarms being triggered, the control room operators will instantly start to monitor the school's system to ascertain what the situation is.

CCTV Southend Partnership

Once the operators establish what the issues are, they can either contact the relevant agency (we have direct links into the police airwave radio channel) or a school appointed contact person.

■ What the school will be asked to do

The school will be asked to notify the control room of all their relevant contact details in case of an emergency and ensure they are kept up to date with all service requirements and any planned out of hours works.

■ Abilities and Experience

The service will be provided by our team who have extensive experience of monitoring a network of 165 cameras throughout the whole of Southend. The team have nearly 100 years experience of working within a CCTV environment. During the last year, the team have been involved in over 7,000 live incidents covering a multitude of issues, and are all qualified in Public Space Surveillance.

■ Price of the Service

The annual cost to monitor the system is £1,200 per site (not including VAT), plus a one off set-up fee which would be calculated individually for your school. Your school would be responsible for any repair or maintenance costs for your system, if required.

Prior to entering into a contract for this service, an independent suitability assessment will be conducted which will incur a fee. This will be discussed and agreed with the school.

Connexions Careers Service

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Wendy Hackett | wendyhackett@southend.gov.uk | 01702 534749

■ What the Connexions Careers Team can offer

The Connexions Team continue to be the largest chosen specialist provider of information, advice and guidance to schools across Southend and Essex. In line with legislation, the Connexions service has MATRIX Accreditation, and our Personal Advisers all qualified to the QCF Level 6 Diploma in Guidance and Development.

The team have been particularly successful in offering bespoke packages to individual schools that have focused on the specific needs within each institution.

The team have continued with the Platinum package as this has proved to be popular with schools that want contracts in excess of 50 days. Over 60% of schools currently purchase our Gold package or more.

This year continues to offer the exciting package for primary schools to inspire the next generation. The sessions supports the development of skills, awareness of their potential and possible careers.

Careers Information, Advice and Guidance services include:

- attendance at Parents' Options Evenings for all year groups
- interviews with students at risk of becoming NEET
- interviews for a whole year group (i.e. universal)
- support with Industry or Careers or Experience Days
- generic 1-2-1 interviews for students not recognised as 'vulnerable' or 'At Risk of becoming NEET'
- 'Fast Tomato' and 'Kudos' sessions with year groups
- university application process workshops
- online student feedback form

Connexions Careers Service

Morrisby Profiling

The team are delighted to be able to offer Morrisby Profiling. One of the most widely known systems used in careers guidance today, the Morrisby Profile is outstanding in assessing aptitudes, learning styles and personal working styles to inform career choice.

Primary Schools: Inspiring the Next Generation FIT FOR SUCCESS “tailor made to your needs”

Activity Type	Learning Outcome
Skills and Attributes required for Careers	<ul style="list-style-type: none"> • How skills and abilities are linked to careers • Recognise what skills and talents they may already possess
The World of Work	<ul style="list-style-type: none"> • Exploring local, National and international career opportunities
Going for Gold: Raising Aspirations	<ul style="list-style-type: none"> • To think about ambitions and Goals • How to achieve Goals • Obstacle's they may encounter and possible solutions
Stereotyping	<ul style="list-style-type: none"> • What is meant by Gender/Stereotyping • Challenging perceptions
Ready, Steady, Go: Exploring possible career ideas	<ul style="list-style-type: none"> • Exploring Careers • Looking at local LMI
Transition to Secondary School	<ul style="list-style-type: none"> • Knowing how to handle Transitions that are challenging
Team Work	<ul style="list-style-type: none"> • Understanding different roles in team • Understand what role suits them
What's my Line	<ul style="list-style-type: none"> • Pupils ask questions to guess the occupation
Careers Carousel	<ul style="list-style-type: none"> • Network event
Tutor/Parent Event	<ul style="list-style-type: none"> • Understanding their own career path • How they managed obstacles • Who inspired them • How will they inspire their child/class
Aspiring into STEM	<ul style="list-style-type: none"> • Exploring Careers in STEM

continued on next page...

Connexions Careers Service

■ Abilities and Experience

Personal Advisers:

- qualified to the QCR QCF Level 6 Diploma in Career Guidance and Development, or Qualification in Careers Guidance (QCG)
- extensive knowledge in learning pathways and qualification frameworks, advocacy skills and ability to work with a variety of different partnerships
- qualified to deliver Morrisby Profiling

Management:

- all qualified to at least Level 5 (Award)
- additional qualifications include: Masters in Business Administration, Diploma in Management, DipHE in Youth & Community: Management of resources, delivery of Inset training, advice on managing careers programmes

■ Price of the Service

Standard Delivery rates:

- £320 per day (officer rate)
- £175 half day

Morrisby Profiling

Schools already purchasing services can access the profiling for as little as £50 (plus VAT) per pupil by either using one of their existing days or purchasing extra additional days at their preferential daily rate. For further information please contact Wendy Hackett.

Staff Training & Development Opportunities:

- £570 per day (senior officer rate)
- £320 per half day

Connexions Careers Service

Multiple Day Packages

As an alternative to buying-in single days, schools / colleges will be offered discounted rates by committing to a greater package of support:

Package	Price
Platinum (50 days)	£12,950
Gold (30 days)	£7,890
Silver (20 days)	£5,590
Bronze (10 days)	£2,975

Bespoke prices are calculated for your school, based on your specific requirements.

Primary School Inspiring Programme

For a 1 hour bespoke session	£50
For three 1 hour bespoke sessions	£120
For whole programme of five sessions	£160

■ Method and Timing of Payments

Anyone purchasing a Connexions package will be invoiced on a termly basis.



Counter Fraud & Investigation Services

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Counter Fraud and Investigation Team | counterfraud@southend.gov.uk |
01702 2125254

■ Service Description

The Counter Fraud & Investigation Team (CFIT) will work with schools to help reduce fraud, corruption, bribery, theft and misappropriation to an absolute minimum so the maximum resources are available to provide services to the local community.

This will involve setting the right culture at the school and ensuring there are arrangements to:

- deter and prevent fraud occurring
- detect potential fraudulent activity
- investigate cases thoroughly and take robust action to apply sanctions and obtain redress.

In this way, the CFIT helps the Headteacher and Governing Board to ensure the school does not fall victim to this type of activity, but provides the capability to take robust criminal and / or civil action increasing the likelihood that cash or assets will be recovered.

■ What CFIT do

Reactive Investigation: The purpose of this enquiry is to fully explore an allegation of fraud, corruption, bribery, theft, misconduct or other illicit activity where a loss or potential loss has occurred. The investigation will gather all relevant material to prove or disprove alleged offences to the highest standards of proof. All facts will be tested against all policies and procedures to identify any gaps or breaches as well as assessing all the information gathered in the enquiry for possible criminal or civil proceedings.

There is no automatic notification to the police in allegations of fraud or theft. The service is recognised as a professional law enforcement agency in its own right and it has the powers and ability to resolve all cases independently.

Counter Fraud & Investigation Services

Annual Counter Fraud Work Plan / Proactive Enquiry:

The professionally accredited CFIT can be engaged to test processes and procedures to ensure compliance and identify any existing fraud risk, as part of a “prevent, detect and deter” methodology.

Common areas of proactive work include:

- Recruitment
- Payroll & Time Management
- Expenses
- Procurement
- Asset Management

Reporting: Schools will be asked to agree a report with an action plan for all work undertaken.

■ What the school will be asked to do

Prior to an investigation commencing, schools will be provided with Terms of Reference for the work and, where possible, outline who they will need to speak to and what material will be reviewed.

Schools should not attempt to investigate allegations independently as it may harm the outcome of an enquiry.

When undertaking any work, schools will be required to provide the team with a place to work and enable them to:

Premises

- Enter, at any reasonable times, any premises or land owned, leased or controlled by the school

Records

- Examine all relevant electronic and paper records including: documents, correspondence or information held by the school’s employees, governors or third parties

Explanations

- Obtain such information and explanations from any of the school’s employees or governors, as necessary concerning their work

Counter Fraud & Investigation Services

Property

- Require any of the school's employees (and by arrangement any partner employees or contractors) to produce for examination, school assets (including cash) under their control

Southend maintained schools:

Schools **MUST** notify the Council's Head of Internal Audit of any suspected fraud, corruption, bribery, theft or other financial irregularity that could have an impact on the Council or a maintained school.

■ Price of the Service

Reactive Investigation: Once an initial referral is received, we need to substantiate whether there is a case to investigate. Fees for work required to get a case to any prosecution or other sanction / redress stage will be agreed on a case by case basis.

Proactive Enquiry: This can be undertaken in a specific area of concern. The fee for such work will be agreed with the school once the extent of the work is known.

An **annual counter-fraud work plan** can be designed to meet the needs of the school so that there is a proportionate but continuous focus on preventing, detecting and deterring fraud. The fee for such work will be agreed with the school once the extent of the work is known.

Courier Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Elaine Smith | elain smith@southend.gov.uk | 01702 215920

Charlotte McCulloch | charlottemcculloch@southend.gov.uk | 01702 534638

■ Service Description

The Courier Service offers an outgoing mail collection service from your school for delivery to any other Southend school and departments within the Civic Centre.

The package also provides for a comprehensive and confidential transfer service of pupil files from your school to another Southend school. Services are also provided throughout the school holidays by pre-arrangement and if the relevant school has a collection point.

■ Service Feedback

“The Courier Service is extremely efficient.”

Southend School

■ Timescales and Deadlines

The collection service will be provided **once** per week.

The service is available throughout the year and aims to be easily accessible and responsive to schools’ needs.

■ What the Courier Service will do

We will:

- provide an outgoing mail collection service from your school as set out in the service description
- provide a comprehensive and confidential transfer service of pupil files from your school to another Southend school
- ensure the provision of an appropriate courier service – vehicle and driver

continued on next page...

Courier Service

- maintain the continuity of this service throughout the year
- ensure the frequency of collection / delivery meets the defined standard
- provide a telephone advice facility relating to any matters or questions concerning the provision of the courier service

■ What the school will be asked to do

The school will:

- ensure a suitable collection / delivery point at their premises
- contact the telephone advisory line for advice / suitability regarding any unusual bulky items to be collected or significant variations in volume
- treat the courier driver with dignity and respect and allow access to the defined delivery / collection area
- promptly report any problems or complaints regarding the Courier Service
- follow the written procedure for the transfer of pupil files from one school to another

■ Abilities and Experience

- Experienced professional driver / courier directly employed by
- Southend-on-Sea Borough Council with knowledge of all key sites
- Professionally maintained and reliable vehicle fleet

■ Price of the Service

Per Annum	Southend Maintained	Southend Other
Courier Service	£160	£185

Cultural & Leisure Services

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Sharon Wheeler | sharonwheeler@southend.gov.uk | 01702 212038

Rosemary Pennington | rosemarypennington@southend.gov.uk | 01702 215624

■ Service Description

Cultural and Leisure Services offer a wide range of activities and events to assist schools in developing a diverse cultural experience for Southend's students.

Services include:

- introducing arts and cultural activities into schools
- widening the provision for outside school programmes
- four leisure centres offering sporting opportunities

■ What Cultural & Leisure Services can offer

Arts enrichment:

Southend Theatres on behalf of Southend-on-Sea Borough Council run an education outreach programme for young people – www.southendtheatres.org.uk for details and prices.

Cultural Services offer a range of **arts programmes** for young people both within and outside schools when funding is available. These include social inclusion projects for hard to reach groups of young people and families with disabilities, which are offered at low or nil cost.

'Focal Point Gallery (FPG) for contemporary visual art', promotes and commissions exhibitions, and offers a programme of events including performances, film screenings and talks in addition to offsite projects. **FPG Children's Art Club** gives young people opportunities to learn new skills, explore materials and develop their critical abilities. Sessions – Saturday 10.30 - 12.30. Cost £7 per session. FPG is an Arts Award Centre (Discover, Explore, Bronze, Silver and Gold) and can offer support for schools seeking **Arts Award** for their students. Contact: Sharon Byrne on sharonbyrne@southend.gov.uk or 01702 534109.

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Cultural & Leisure Services

Opportunities are available via **Southend Boys' and Girls' Choirs** and the Southend Training Choir to all students. These activities are offered at **no cost** to participants, and are open to young people from the age of 7 upwards. Information is on the Choirs' website - www.southendchoirs.org.uk

Music workshops and performances – see 'Music on Sea' entry for full details.

Half term music workshops are provided by Cultural Services for any student aged 7 upwards at a price of £9 per student. www.southend.gov.uk/mff

Cultural enrichment:

As part of Southend's Cultural Legacy a range of events are programmed throughout the year at little or no cost when funding is available. Please see www.southend.gov.uk for further details.

Sports enrichment:

Southend's Sports and Cultural Activity Programme offers a wide range of opportunities for young people to take part in either sporting or cultural activities, at low or nil cost.

Provision of holiday programmes at the leisure centres, is suited to those aged 5 to 16.

For timetables, session details and prices, please log onto the websites shown below:

www.activesouthend.com
www.southend-leisure.com

■ Additional Opportunities

Cultural Services offer an 'Advantage Card' for Southend residents. This gives a discount of up to 10% or 50% for specified sessions at each of the leisure centres, Belfairs Golf Course, Southend Pier and the Planetarium.

The 'Advantage Card' also offers discounts for certain arts classes, workshops, concerts and courses for Southend residents, see www.southend.gov.uk.

Looked After Children have the opportunity to take part in a variety of activities at the leisure centres.

Data: Operational Performance & Intelligence

- ☎ Southend Maintained
- ☎ Southend Academy
- ☎ Southend Independent
- ☎ Non-Southend Maintained
- ☎ Non-Southend Academy
- ☎ Non-Southend Independent

CONTACT US:

Tom Dowler | tomdowler@southend.gov.uk | 01702 534680

Richard Warren | richardwarren@southend.gov.uk | 01702 212317

■ Message from the Team

The Operational Performance and Intelligence Team are changing the way we offer services to schools in 2020 / 2021. We will continue to provide packages to access FFT Aspire and Perspective Lite, produce bespoke analysis products covering assessment, attendance and deprivation and as well specialised training for schools and governors. Please visit the Southend Learning Network in the spring term to view the services on offer.

Early Help & Family Support Service (Attendance Service)

- Southend Maintained
- Southend Academy
- Southend Independent
- Non-Southend Maintained
- Non-Southend Academy
- Non-Southend Independent

CONTACT US:

Richard Meads | richardmeads@southend.gov.uk | 01702 534042

■ Service Description

The Early Help (School Attendance) and Family Support Service is a service that works across all levels of support and is made up of experienced professionals supporting young people and their families through different stages and challenges within their lives.

Our team of professionals consists of: Early Help, Family Support, Youth Offending, Young People's Drug and Alcohol Team, Teenage Pregnancy Support, Children Missing Education, Young Carers, Child Employment & Child Entertainment Licencing / Chaperone Licencing.

The attendance service will support schools with a range of strategies to improve and maintain whole school and individual pupil's attendance.

■ Early Help Family Support (EHFS)

Support can be offered to schools and settings to work with families who:

- find it difficult to maintain good attendance
- want to enrich their skills of parenting
- have children who find joining a new school a challenge

The team can provide group or 1:1 work on healthy relationships, transition, self esteem and other topics following the completion of an EHFS.

As we have brought all of young people's services together we can offer a coherent approach so that support can be offered to young people and their families who:

- are homeless or have housing problems
- are affected by domestic abuse
- are affected by substance and / or alcohol misuse
- are involved in the Criminal Justice System

Early Help & Family Support Service (Attendance Service)

- are experiencing or have experienced a bereavement
- wish to access employment or training
- are affected by debt

The school can be assured that all advice and work carried out will be fully in line with health and safety regulations and good practice guidelines for statutory agencies and professional bodies.

■ What Early Help and Family Support will do

This service will support and challenge whole school strategy as well as carrying out case work with families.

We will:

- provide a Service Level Agreement for each school based on needs analysis
- provide support for families in order to build the capacity of parents and carers
- agree and jointly plan the most effective and efficient use of the commissioned time
- support schools through the staged approach
- provide support and advice to pupils, parents, schools and other agencies
- provide consultation to schools on any legislation changes in relation to School Attendance and Child Employment
- challenge and support individual targets set for pupils with attendance below 93%
- take legal action for matters of non-attendance when appropriate including through: Education Supervision Orders, Penalty Notices and prosecution for non-attendance; and Parenting Orders imposed by the Magistrates' Court for non-school attendance

■ What the school will be asked to do

The school will:

- meet at pre-specified times with the EHFS Senior Practitioner to jointly plan priorities
- implement agreed outcomes from consultation
- monitor and review work in progress and provide verbal and written summaries
- provide an environment appropriate to the agreed work
- release key staff to consult and discuss issues with the EHFS Team
- arrange meetings as appropriate in supporting young people and families

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Early Help & Family Support Service (Attendance Service)

■ Abilities and Experience

The team of experienced and competent officers who provide the direct service to customers are:

- highly competent to advise on current family support and parenting approaches
- knowledgeable in the requirements of schools and colleges in terms of attendance

The team have a wealth of experience from working in diverse professional areas such as: health, education, social care and the voluntary sector.

Educational Psychology Service

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Anne Powell-Davies | annepowell-davies@southend.gov.uk | 01702 212121

Gary Bloom | garybloom@southend.gov.uk | 01702 534548

■ Service Description

The Educational Psychology Service (EPS) aim to improve the life chances of all through their work within the local community. Currently most work delivered by Educational Psychologists (EPs) relates to teaching and learning, social-emotional wellbeing and development.

Work is carried out on behalf of children and young people aged 0-25 years, parents and carers, schools, early years settings, FE colleges, as well as a range of agencies such as social care and health. EPs contribute to local and national priorities, aiming to enhance social inclusion, social and emotional wellbeing of young people and families and raise attainment.

Core functions of the EPS are:

- Consultation
- Assessment
- Intervention
- Training
- Research

EPs work at the following levels:

- Child and family
- Educational setting (early years / schools / colleges)
- Local Authority
- National

■ What the Educational Psychology Service can offer

Consultation

EPs provide a wide range of advice and consultation to service users, schools and colleges. They advise and support educational management in relation to

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Educational Psychology Service

children and young people with additional support needs. Consultation around individual or groups of children and young people has the aim of promoting inclusion for all. Our service works through a consultation model of service delivery, which is a collaborative, preventative, problem solving approach. EPs use psychology to empower others to identify solutions and supports them to implement strategies for change.

Assessment

Assessment involves parents, carers, teachers, and children and young people. The purpose of assessment is to inform future intervention and therefore it encompasses cognitive, emotional and social factors. The ultimate aim of effective EP assessment is to limit the effects of barriers to learning and to promote inclusion of the child or young person. The service has a dynamic approach to assessment and implementation of the 'plan, do, review' model or graduated response.

Assessment may be based on direct or indirect involvement with the young person and by a combination of both. Information gathered from others may be supplemented by approaches including classroom observation, analysis of work, questionnaires, curriculum-based assessment and use of recognised assessment tools such as dynamic assessment, where appropriate.

Intervention

EPs offer a wide range of evidence-based interventions to support individuals, or groups of children and young people with additional needs. Effective interventions aim to foster collaborative working and the sharing of professional skills.

Training

EPs offer and support training for schools and colleges. Training is offered at an individual, group and systems level linking research and psychological theory with practice. EPs have knowledge of learning, behaviour and development of children and young people as well as an understanding of the systems they are working in including local and national contexts and policy and legislative frameworks.

Research

EPs are applied social scientists and have experience of devising and carrying out original research within education. They are in a key position to carry out research to evolve an evidence base for educational practice, to inform policy and strategy, explore new ideas and evaluate and encourage reflective practice.

Educational Psychology Service

■ Service Feedback

“Our EP offered a prompt and efficient response to requests for visits. Timely sending of reports. Effective communication and use of allocated time.”

Southend School

“The EP has been thorough and conscientious, giving us some useful recommendations. They have been keen to explore all avenues regarding the children to get a clearer picture of their needs.”

Southend School

“Our EP makes appointments and keeps to them, and has a good knowledge of the children. Reports come through quickly and always have a lot of recommendations which are easy to put into place in school. They give additional advice if we don't quite know how to put a recommendation into place.”

Southend School

“The EP provides excellent interaction / involvement with school, families and children. Reports have been extremely beneficial for supporting children. Our EP is punctual, friendly and professional. The ability to make children and adults feel relaxed enables them to complete the job successfully and effectively.”

Southend School

“The EP is flexible and open to discussion regarding students, seeing the student holistically and working well with our staff.....”

Southend School

■ What Educational Psychology will do

EPs will:

- provide a planning meeting with key staff to outline our role and responsibilities - consider how we can work most efficiently and effectively
- have an outline conversation about any work you request in order clarify our approach and shape any likely involvement
- agree how information will be shared or written up as a record of our work together
- explore and develop next steps with key partners (parents / carers and educational settings)
- provide feedback on evaluation of the service and demonstrate how it uses any information to further develop services
- work collaboratively to identify solutions and ways forward to presenting issues

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Educational Psychology Service

■ What the school will be asked to do

The school will:

- provide an agreed agenda and informed consent before a visit
- complete a 'Request for Involvement' or an Early Help Family Support Assessment (EHFSA) where necessary
- collate and present information of the young person's strengths, interests and difficulties
- outline where interventions / strategies have worked and where success has been limited
- implement interventions for agreed outcomes
- monitor and review work in progress and provide verbal or written summaries
- provide an appropriate environment to conduct the agreed work
- arrange meetings with parents / carers, and other outside agencies as appropriate
- work collaboratively with the EP in developing aspects of the organisation, along with other staff, parents and students

■ Abilities and Experience

EPs hold the following minimum qualifications:

- Honours degree in Psychology, or equivalent, as recognised by the British Psychological Society
- Minimum of two years' teaching experience or equivalent experience working with children and young people
- Professional Postgraduate qualifications, including a Masters degree or equivalent in Educational Psychology (or a Doctorate for EPs qualified from September 2009)
- Registration with the Health and Care Professions Council by which EPs are regulated as Practitioner Psychologists

■ Price of the Service

The service is available for an annual subscription or 'spot purchase'.

The LA recommends that all schools purchase an annual subscription, as spot and late purchases will only be available if service capacity allows.

Educational Psychology Service

A subscription provides the school with an agreed number of visits at a significantly reduced rate enabling the service to plan effectively. Each visit equates to 2½ hours that the EP will work in the setting. Time for preparation of materials and report writing carried out by the EP outside of these hours is also covered by the subscription, subsidised by the LA. We will recommend a package calculated individually for each school, according to the size and the needs of the school cohort.

Requests for additional EP hours over the recommended package for your school are considered individually and, if agreed, EP time in school will be charged at 'spot purchase' rate. Please ensure that you request any additional time at the earliest opportunity. The service may have very limited capacity to offer additional time requests, received after March 2020.

'Spot purchases' made for schools that do not have a subscription, or subscribe to a smaller package than recommended, will **not** include preparation time. All charges will be agreed with the school in advance of EP involvement.

Facilities Management

- | | |
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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Beverley Gallacher | beverleygallacher@seh.southend.gov.uk | 01702 212649

Tony Holliday | tonyholliday@seh.southend.gov.uk | 01702 212672

■ Service Description

South Essex Homes is wholly owned by Southend-on-Sea Borough Council (SBC) and with our Investors In People accreditation, we are offering a comprehensive range of Facility Management Services from our dedicated and professional staff members.

The services offered ensure that schools and academies have the opportunity to tailor the products they require for their individual sites and take the stress out of day to day school facility management.

Schools and academies have the ability to take advantage of a whole range of service contracts which use the latest technological advancements in the sector, significantly reducing the time taken to clean sites.

Requirements are clear and easily arranged. Schools will benefit from guaranteed lower costs and high quality service.

■ What the Facilities Management Services can offer

We can offer:

- **Cleaning** - including bathrooms, classrooms, deep cleans during holidays, floor polishing to specific service standards
- **Window Cleaning** – external and internal
- **Security** – Security Industry Authority (SIA) and Community Safety Accreditation Scheme (CSAS) accredited staff
- **Caretaking Services** – holiday and sickness cover for on-site caretaking duties by our dedicated Estates Team
- **HandyMan** – low level minor repairs including lock changes

Facilities Management

■ What the school will be asked to do

The school will:

- provide details of their requirements
- provide a lead contact for all works / services requested at the school / premises

■ Abilities and Experience

SIA and CSAS accreditation including low level policing powers

- Health and Safety compliance including COSHH (Control of Substances Hazardous to Health)
- BICS (British Institute of Cleaning Science)
- NVQ qualified caretaking staff

■ Timescales and Deadlines

We would respond to initial enquiries within 24 hours, followed closely by an on-site meeting and agreed specification.

■ Price of the Service

All services will be priced separately for each contract, based on the following principles:

- by metre
- by hour
- by service
- by location

Clear specifications will be drawn up for each site.

Finance Service

- | | |
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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Christine Hickey | christinehickey@southend.gov.uk | 01702 534867

Finance Helpline | schfinancequeries@southend.gov.uk | 01702 215926

■ Service Description

The School and Academy Finance Service pride ourselves in providing a comprehensive accountancy service to Southend maintained schools, academies and free schools.

We are a dedicated, committed, professional team offering accountancy support and training to finance officers, principals and governors to enable them to fulfil their statutory duty of managing and monitoring the school budget. Our ethos is to provide Finance staff with the skills and knowledge to manage their accounts and prepare all required statutory returns for the Local Authority, Audit, Companies House and the ESFA.

We are fully experienced in School and Academy finance issues and are proactive in developing new initiatives and advising of national changes.

We endeavour to respond to school requests as soon as possible and keep all schools and academies informed of any changes by way of regular finance bulletins.

We are fully accessible by school staff, via the dedicated helpline and email.

■ What can we offer you?

- Financial Management knowledge
- Guidance and support
- Personal visits to schools
- Full time financial helpdesk
- Tools and templates
- Draft financial regulations & policies
- Training for all

Finance Service

Finance Training courses are listed on the Southend Learning Network.

Examples include:

- Finance User Group sessions (no charge to subscribers)
- Headteacher and Governor / Trustee training
- Academy / Free school 'Lite bite' sessions – Fixed Assets, Accruals and Fund Accounting, Accounting for VAT, Financial Regs., Financial policies and Management reporting
- Annual and mid-term budget planning and prep
- Year-end working papers and closure of accounts
- Cash flow projections and monitoring

Tools

- Budget planning guidance and tools
- Estimated outturn
- Fixed asset register
- Income record
- Cash flow projection etc.

We will also assist with:

- Budget preparation and forecasting, using ACCESS budget planning software
- Assistance with preparation of the annual accounts
- Information and advice on salary projections and calculations
- Advice regarding financial procedures
- Training and support relating to the accounting systems
- Assistance with bank reconciliations
- Payroll reconciliations / VAT claims
- Provision of an Annual Internal Controls Review or AICA for maintained and Academy schools
- Interpretation of financial reports
- Quarterly monitoring procedures
- Assistance with the selection and appointment of finance staff
- Training for Academy finance staff, Principal, senior staff, Governor and other budget holders
- Cover in the event of the absence of finance staff
- A bursary service for schools that require assisting with monthly tasks

Finance Service

■ Service Feedback

“Finance are always excellent. Their professional approach is exemplary.”

Eastwood Primary School

“Support from Finance has helped us through a difficult year. An outstanding service.”

Southend School

“My dealings with the Schools Finance Team are frequent and I am always dealt with very professionally. They are all very helpful, friendly and provide an excellent service.”

Southend School

“Fantastic support from Finance over the last twelve months.”

Southend School

“The finance team offer support in so many ways, whether that is a quick phone call or a last minute visit, they are extremely accommodating and flexible wherever they can be in offering their help. I highly recommend their services.”

Southend YMCA Community School

“My dealings with the Schools Finance Team are frequent and I am always dealt with very professionally. They are all very helpful, friendly and provide an excellent service.”

Southend School

■ Price of the Service

Please see details in the Service Level Agreement document published on the Southend Learning Network or on request from the School and Academy Finance Team. As per the Service Level Agreement this contract is for one year.

■ Method and Timing of Payments

Schools will be invoiced termly and additional services will be charged for as and when they occur.

Free School Meals Checking Service (FSM)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Gail Foster | gailfoster@southend.gov.uk | 01702 534628

Free School Meals | FSMCheck@southend.gov.uk

■ Service Description

Do you think there are pupils in your school who may be entitled to Free School Meals but who aren't claiming? This team can help you easily to check eligibility.

Every additional pupil eligible for Free School Meals also entitles a primary school to £1,320 in Pupil Premium and a secondary school to £935 in Pupil Premium (based on 2019 / 20 figures).

The Free School Meals Checking Service uses the parent's National Insurance number or National Asylum Seeker Number and their date of birth to check eligibility via a National system.

For information, parents in receipt of any of the following benefits may be eligible for Free School Meals:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

However, schools can ask for checks on any parents providing they have the relevant NI information reducing the burden on checking documents at the school and the potential embarrassment of parents.

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Free School Meals Checking Service (FSM)

Please note

From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.

Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The Universal Credit rollout is currently expected to complete in March 2022.

■ What the Free School Meals Checking Service will do

We will:

- process applications in batch queries
- do large group batch checking on a six month basis (e.g. September and March)
- do one off or small group batch checks on an ongoing basis
- return application results to schools showing whether applicants are eligible or not for FSM via spreadsheet on ProofPoint Secure Email
- process 're-runs' on request to double check those that were not eligible in their first application

■ What the school will be asked to do

The school will:

- collate details from parents onto the FSM batch checking spreadsheet (including the parent's name, NI or NASN number and date of birth)
- ensure that parents' consent has been given for the check to be done
- securely transfer the FSM batch checking spreadsheet via ProofPoint Secure Email
- notify parents whether or not they are eligible for FSM

Free School Meals Checking Service (FSM)

■ Service Feedback

“Fantastic efficient service you provide, thank you”

Essex School

“Thank you for the service you provide, replies are quick, makes my job easier”

Essex School

■ Price of the Service

The price for the core service is £76.50 (10 FSM checks are included), subsequent checks are £2.75* per pupil checked.

**Checks cannot be made without the purchase of the core service.*

The Free School Meals Checking Service runs from 1st April 2020 to 31st March 2021 with eligibility checking undertaken throughout the year. To ensure maximum funding through the annual budget share and Pupil Premium funding, please ensure the checks are undertaken prior to the October and January school census.

Governance (Southend Governance)

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Rachel Marshall | rachelmarshall@southend.gov.uk | 01702 215757

Amanda Champ | amandachamp@southend.gov.uk | 01702 534394

■ Service Description

The Southend Governance Team is dedicated to excellence in school governance.

Governors, MATs and schools are able to access bespoke training, advice and support so that they can improve outcomes for all of our children and young people.

Southend Governance provides a suite of training designed and delivered by governance professionals to ensure that governors and trustees are fully equipped for their role. To view the training we have on offer, please visit the Southend Learning Network: www.southendlearningnetwork.co.uk/governors

■ What the Southend Governance Team can offer

Standard package

- Full advice and support on governance issues
- Attendance for **2** Governors at any Southend Governance training event
- Unlimited free access to the Governors' NGA e-learning platform 'Learning Link' for all your governors, your clerk and the Headteacher
- **Free** Audit of the Single Central Record (SCR) once every 3 years
- Additional SCR Audits can be purchased for £65 per audit
- Dedicated suite of Governor resources on the Southend Learning Network
- Attendance by school clerk at all Clerk briefings and training
- Attendance at all Chair / Vice Chair briefings
- Unlimited attendance at all Governor Focus Events
- Access to the Southend Learning Network for all Governors
- Access to the Southend Learning Network Governor Module (including free area for document and meeting management)

Governance (Southend Governance)

- Weekly updates (during term time) via the Governor Focus in the Newsletter from The Learning Service
- Plus **free** attendance at the Annual Headteacher and Governor Conference for one Governor. Additional places just £50 per place.
- Additional attendance (i.e. any more than two governors) at any Southend Governance course for the reduced price of £80 for a full day course or £40 for a half day course (price per Governor)
- Additional pro-forma documentation and guidance
- Comprehensive training schedule for the year
- Training opportunities and guidance on effective use of the Southend Learning Network

Gold package

- Everything included in the Standard package
- Plus attendance for **3** Governors at any Southend Governance training event on the Southend Learning Network
- Plus **free** attendance at the Annual Headteacher and Governor Conference for **2** delegates
- Plus **reduced rate** of £250 for a 2 hour onsite bespoke training session for whole Governing Board

Platinum package

- Everything included in the Standard package
- Plus **unlimited** attendance at all Southend Governance Training
- Plus **free** attendance at the Annual Headteacher and Governor Conference for **4** delegates
- Plus **reduced rate** of £150 for a 2 hour onsite bespoke training session for whole Governing Board

Single Central Record Audit

For non-subscribing schools this can be purchased for £185.

■ Price of the Service

The team are delighted to be able to offer you this service at a highly competitive rate.

Standard package:

£870 (primary / special schools)

£970 (secondary schools)

Governance (Southend Governance)

Gold package:

£960 (primary / special schools)

£1,060 (secondary schools)

Platinum package:

£1,050 (primary / special schools)

£1,150 (secondary schools)

We also offer bespoke packages for schools in Multi-Academy Trusts (MATs).

Please contact the Southend Governance Team for full details of all the elements included in your package or if you have any queries regarding this service.

Grounds Maintenance & Landscape Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Ian Brown | ianbrown@southend.gov.uk | 01702 215176

Derek Newman | dereknewman@southend.gov.uk | 01702 215604

■ Service Description

The award-winning Grounds Maintenance and Landscape Team can offer a wide range of horticultural / grounds maintenance services from initial scoping, to planning, design and implementation including maintenance contracts.

The team applies their knowledge and understanding of the local environments, natural resources, plants and habitats to develop pro-active management and maintenance plans that are tailored to the school's needs.

■ What the Grounds Maintenance & Landscape Service can offer

We can offer:

- complete cyclical maintenance for all grassed areas, shrub / rose beds and hedges
- maintenance of sports areas and pitches including marking of all sports pitches and athletics tracks
- a range of outdoor sports facilities including football, rugby and cricket pitches and tennis courts and cross country
- volunteering opportunities to assist in Parks
- guided walks, talks and pond dipping
- from our central Nursery we can supply seasonal bedding, hanging baskets, shrubs and trees
- within our Nursery we can provide internal floristry and planting schemes for offices and special occasions
- hard landscaping including installation of play areas, benches, pergolas, decking, fences and barriers
- supply and installation of willow features including domes, wigwams and tunnels
- playground inspections - routine visual and operational

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Grounds Maintenance & Landscape Service

■ Service Feedback

"The Grounds Maintenance service that we receive from Southend-on-Sea Borough Council is exceptional - the grounds of the school have never looked so good and the greatest accolade is that we don't worry about the school grounds at all now as we know that everything is taken care of."

Westcliff High School for Boys

"Grounds Maintenance have serviced our grounds for at least the six years I have been in control of the contract. The staff have always been helpful and courteous and will always listen to what our needs are. They have come up with a variety of solutions for us and are always there to advise and for this service we thank them."

Darlinghurst Academy

"Excellent service which is both flexible & professional."

Hamstel Junior School

"Grounds Maintenance is an excellent service. They turn up on time, do a fantastic job and nothing is too much trouble. They are worth every penny."

Temple Sutton Primary School

"We have been really pleased with the grounds maintenance this year who have taken great care to keep our school looking at its best."

Heycroft Primary School

■ Timescales and Deadlines

We would look to respond to initial enquiries within 24 hours, closely followed by an on site meeting.

■ Abilities and Experience

The team has designed and created gardens at RHS shows Chelsea and Hampton Court winning gold, silver, silver gilt, and bronze medals over many years.

The team has wide ranging experience, skills and qualifications in horticulture, landscape design and arboriculture:

- NVQ Qualified ground staff
- City and Guilds Horticulture

Grounds Maintenance & Landscape Service

- City and Guilds Arboriculture
- Technicians Certificate Arboriculture
- City and Guilds Floristry

■ Price of the Service

All services are priced per hour for technical advice or planning. Individual projects or contracts would be charged accordingly.

Headship and Leadership Recruitment Service

- Southend Maintained
- Southend Academy
- Southend Independent
- Non-Southend Maintained
- Non-Southend Academy
- Non-Southend Independent

CONTACT US:

Jane Thompson | janethompson@southend.gov.uk | 01702 215456

Julie Hollingsworth | juliehollingsworth@southend.gov.uk | 01702 534127

■ Service Description

Appointing a senior leader, whether this be a Headteacher, Executive Headteacher, Chief Executive Officer or member of the leadership team, is probably one of the most important tasks that a Governing Body or Board of Trustees undertakes. Our newly designed service, on offer from April 2019, understands the importance of this appointment. It provides advice and support to Governors, trustees and the appointing panel throughout the recruitment cycle, working in partnership to achieve a thorough, bespoke process to ensure that the best possible candidate is appointed.

■ Service Feedback

“The service was very useful. All staff, from the Project Manager and Education Advisor to Human Resources were friendly, cooperative, and knowledgeable. I would recommend this service to other schools”.

**D. Taylor, Chair of Governors,
Southend School**

■ What the Service may include

Specialist Advice and Guidance

This service can utilise a range of expertise including Human Resources (HR), School Improvement, Governance and Workforce Development. It may be further supported, upon request, with specialist input from other teams, for example Finance and Data. It can be tailor-made to meet the needs of individual schools or settings.

Best Practice

Work in partnership to ensure best practice is maintained throughout the process with due regard for complying with employment legislation.

Headship and Leadership Recruitment Service

Applicant Pack

Create a tailored Recruitment Pack.

Administration

Send and receive application forms, prepare the applications for shortlisting, invite to interview and reference letters. We undertake all this on your behalf to allow you to focus on selecting the best possible candidate.

Advertising

Place your advert in TES, Essex Job Scene and Southend Jobs in Schools and target passive applicants through the use of telephone and emails.

Service Options

We offer different options dependant on your requirements.

Prior to any commitment being made, we offer an initial meeting to outline in detail the different service options on offer to the Governors, Trustees or the Appointment Panel. Specialist advice and guidance will be provided by a named School Improvement Officer, Workforce Development Project Lead and Governor Services. A named HR representative can also attend if required. A scoping discussion will take place to enable us to broadly ascertain the needs of the school or trust in relation to the post being recruited to, for example, linked to leadership models, information about the role, job specification and person specification. The team will recommend which service option may best meet the school or trusts needs.

Option 1:

Headteacher, Executive Headteacher, Chief Executive Officer, Senior Leader: Full Service

The full schedule of services following the resignation of the current Headteacher.

Advice and Guidance

- Named HR lead to provide specialist advice to Governors, Trustees or the Appointment Panel on Employment Legislation, Safer Recruitment, Right to Work in the UK, Equality and Diversity and best practice in the recruitment and selection of a Senior Leader role
- Named School Improvement lead to provide educational support and advice
- School Workforce Strategy Officer to oversee the campaign, be the point of first contact for any communications, manage all paperwork and ensure that the process is as stress free as it possibly can be for Governors, Trustees or the Appointment Panel
- Governance support from the Governance Officer if appropriate
- Specialist team support and input, for example Finance or Data if appropriate

continued on next page...

Headship and Leadership Recruitment Service

Planning

- Attendance at an Initial Selection Panel Meeting to plan and develop a bespoke service for the appointment
- Guidance to the Selection Panel so that a realistic and achievable recruitment timeline can be agreed
- Advice on the school group size and pay ranges applicable to the school ensuring best practice and compliance with School Teachers' Pay and Conditions Document, the School's Model Pay Policy or alternative related pay structure guidance
- Assist in developing and agreeing the Job Specification to meet the needs of the school or setting and is aligned with the National Standards of Excellence for Headteachers or equivalent
- Provide exemplars for, and assist with the drafting of: advert wording, welcome letter from the Chair of Governors or Trustees, and information for applicants about the role
- Produce a tailor-made applicant pack to promote the school and the benefits of working in Southend

Advertising

- Arrange for the advert to be placed in the appropriate media such as TES
- Place an advertisement on dedicated local jobs websites including Essex Job scene and Southend Jobs in Schools
- Advice on the various packages available and negotiation of a discount linked to advertising with appropriate media, for example TES Discounts may be available for a re-advertisement within 8 weeks of the original closing date
- Target passive candidates through phone and email

Application Process

- E-recruitment allowing on-line applications to be submitted via the Headship and Leadership Service
- Designated confidential inbox for the receipt of enquiries and applications
- Designated confidential phone line for potential applicant queries
- Applicant packs to candidates and collate / record returned application forms
- Provide guidance on undertaking school visits for prospective candidates during the application process and obtain feedback regarding the application process

Shortlisting

- Prepare submitted application forms for shortlisting.
- Provision of a selection matrix for each applicant will be provided for panel to use, that reflects the agreed Job Specification

Headship and Leadership Recruitment Service

- Notify shortlisted candidates of interview times and arrangements for the day, detailing the appropriate documents required for Right to Work in the UK, Childcare Disqualification, DBS and qualification checks to be produced at interview. As well as other checking processes including DBS and medical
- Invite reserve candidates for interview where applicable and after consultation with the Chair of the Selection Panel
- Confirm attendance of shortlisted candidates to the Chair of Governors or Trustees
- Validate referee details and undertake reference requests for all shortlisted candidates prior to interviews and obtain any missing references

Interview

- HR and Educational expertise, input and guidance throughout the process and to support the production of high quality, bespoke tasks and interview questions
- High quality administration of timeline, timetable, tasks and activities
- Guidance on recruitment checks including the Right to Work in the UK for all candidates
- HR exemplar 'scripts' linked to offer of any appointment to the successful candidate
- Confidential minuting of discussions and summative scoring to minimise the risk to schools if there is a non-appointment and any subsequent challenge by interviewees following the interview process

Post Selection

- HR support linked to employment contract
- Sign off any appointment checks
- Liaise with the Chair of Governors or Trustees to collate all candidate information, to ensure the appropriate documents are in place and the relevant forms are completed for the successful candidate
- Retain, file and store all documentation (HR) relating to the interviews for a period of 12 months when which arrangements to confidentially destroy them will be made in ensuring Data Protection Legislation / GDPR is met

Option 2:

Headteacher, Executive Headteacher, Chief Executive Officer, Senior Leader: *Partial Service*

Where the Governing Body or Trustees require support from the Shortlisting stage onwards

Headship and Leadership Recruitment Service

This relates to all aspects as outlined above (option 1) excluding the planning, advertising and application process. It will be specifically in relation to shortlisting and the interview process. Advice and support will be provided by a named HR and School Improvement Lead. **Includes one planning meeting of up to two hours. Extra meetings can be accommodated at an additional £50 per hour, at the request of the school.**

Option 3:

Headteacher, Executive Headteacher, Chief Executive Officer, Senior Leader: Full or Partial Service

Where a previous (option 1 or 2) recruitment campaign has been unsuccessful and the Governing Body or Trustees have decided to re-advertise within 8 weeks of the previous closing date.

This is as per option 1 but at a reduced cost.

Adverts placed in external media (e.g. TES) are subject to additional charges. Adverts that are pulled prior to publication may incur a fee from the advertising agency, which will be passed on to the school.

■ Abilities and Experience

The Headship and Leadership Recruitment Service offers access to high quality advice and support linked to different areas of expertise, including HR, School Improvement and School Workforce Strategy. In addition there may be access to support from other specialist teams such as Finance, Data or Governance (as appropriate).

This service has an extremely high track record of successful appointments.

■ Method and Timing of Payments

Schools will be required to make payment in full towards the end or following the completion of the recruitment cycle.

■ Length of Agreement and Notice Period

The agreement will be for the duration of each recruitment campaign. Schools are free to deploy the service should a second advert be required or end the agreement at the end of the first campaign.

Health & Safety Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Liz Farrell | lizfarrell@southend.gov.uk | 01702 534061

Richard Potticary | richardpotticary@southend.gov.uk | 01702 215446

■ Service Description

The Health and Safety Team offers a comprehensive service which includes advice and consultancy on all aspects of health, safety and welfare.

■ Service Feedback

“Health and Safety Team are always accessible and provide a comprehensive and prompt response to queries.”

Southend School

“Health and safety are exceptional, their support and advice is always strong and based on extensive knowledge of their subject.”

Southend School

“The health and safety training was engaging, thought-provoking and really will help staff engage with policy. We will invite you back for more!”

Southend School

■ What the Health & Safety Service will do

Profiling your School’s Health and Safety Risks

- We help the customer identify and manage the risks their organisations face, rank them in order of importance, and take action to control them.
- Provision of a model Risk Assessment procedure and advice on its application to your School or Academy
- Identification of the nature and level of the risks faced by your organisation
- The likelihood of adverse effects occurring and the level of disruption
- Effectiveness of the controls in place to manage those risks
- Advise on welfare situations
- Supporting school leadership teams with the management of accident claims from employees or stakeholders

continued on next page...

Health & Safety Service

- Advice on Occupational health guidance in respect to Health & Safety matters

We will:

- support and advise on the development and implementation of school Health and Safety policies, with model policies available on the Southend Learning Network
- training seminars at your site or access off site events at a reduced price
- bespoke pieces of Health and Safety work you might like us to undertake on your behalf
- Governor / Trustee, Senior Leadership staff and other Managers Training and Staff Development
- tailored training on day-to-day Health and Safety processes such as Risk Assessment Training, Managing Health and Safety for your Governing Body, Managing Health and Safety for the Headteacher and SLT, Managing Health and Safety for your Facilities Team, Accident Investigation, Display Screen Equipment, Fire Marshal and Fire Awareness Training, Basic Manual Handling Training, etc.
- specific training on the role of Senior Leaders and / or Governors and Trustees in Health and Safety processes
- bespoke training on particular Health and Safety matters of concern to the school or academy all delivered at a venue suitable to the school
- provide schools with relevant information relating to Health and Safety issues
- provide Radiation Protection Officer support
- provide an audit of the school's Health and Safety management, policies and procedures and, on behalf of the LA, advise on or investigate serious incidents or accidents

We contribute to the termly **HR Services to Schools programme through H&S focused** update and surgery sessions held at the Tickfield Centre .

We can also provide additional services, by agreement, including specific Health and Safety projects.

Training Courses, including bespoke sessions as detailed above are available. Please contact Richard Potticary in the first instance to discuss requirements .

■ What the school will be asked to do

The school will:

- report incidents and / or accidents promptly using the standard form and following incident reporting procedures

Health & Safety Service

- carry out all relevant risk assessments
- inform the Health and Safety Officer of all Health and Safety issues in school premises
- seek advice if in doubt about the relevant course of action on any Health and Safety issue

■ Timescales and Deadlines

This service is available throughout the year and aims to be easily accessible and responsive to schools' needs.

We work to the following:

- initial response to requests for advice within one working day
- in complex cases it is likely a timescale will be agreed with the school
- Health and Safety staff will attend the school site as necessary

■ Abilities and Experience

A senior, experienced and competent Health and Safety practitioner leads the Health and Safety team.

The Health and Safety officers are:

- familiar with educational establishments' requirements
- competent to advise on current Health and Safety legislation, regulations and best practice

The team can provide RoSPA Quality Safety Auditing.

■ Price of the Service

The services are set out in a detailed Service Level Agreement and are provided for a set fee, subject to limits, after which services will be charged as consultancy time.

■ Method and Timing of Payments

The set fee and consultancy time used above the limits will be invoiced quarterly.

Human Resources

- Southend Maintained
- Southend Academy
- Southend Independent
- Non-Southend Maintained
- Non-Southend Academy
- Non-Southend Independent

CONTACT US:

Liz Farrell | lizfarrell@southend.gov.uk | 01702 534061

■ Service Description

The Human Resources service is able to offer a comprehensive pay as you go service to all schools on all aspects of employment.

A range of services such as advice and guidance on all employee related matters including Employment Law, Settlement Agreements, and Change Management either remotely or onsite, Training, Mediation, Job Evaluation, Investigating Officer, and HR support in conducting Hearings, and Appeal Hearings are available. Please contact Liz Farrell in the first instance to discuss requirements.

For a small annual fee the Human Resources service is able to provide schools with access to an Occupational Health Provider and an Employee Assistance Programme. The HR Service will procure these services at preferential rates for schools in addition to the contract management of these services on the schools behalf.

■ Service Feedback

“HR offer excellent advice and support and are always willing to help with queries and issues large and small. They can always be relied upon and deal with difficult situations quickly and efficiently.”

Southend School

“With the support of HR we have driven down our sickness levels significantly & resolved some complex contractual review hearings. The packs prepared by HR, and support provided during the disciplinary process has been excellent.”

HR Services Customer

“The HR support has been excellent in difficult situations.”

Southend School

“HR - prompt, approachable, pro active, supportive - good value for money.”

Southend School

Human Resources

■ Timescales and Deadlines

This service is available throughout the year and aims to be easily accessible and responsive to schools' needs.

We work to the following:

- initial response to requests for advice via one stop email address within one working day
- in complex cases a timescale will be agreed
- HR staff will provide on-site support where necessary and agreed with the customer

■ Abilities and Experience

The Human Resources Team comprises of HR Consultants and a HR Service Manager who are CIPD qualified and / or have extensive HR experience working in education.

■ Price of the Service

Services are set out in a Pay As You Go charging schedule.

■ Method and Timing of Payments

Schools accessing the Pay As You Go service will be invoiced quarterly. Schools who purchase access to Occupational Health and EAP will be invoiced the annual fee by the HR Services team, all other invoices associated with these services will be directly sent by the supplier.

ICT Support Services

☎ Southend Maintained	☎ Non-Southend Maintained
☎ Southend Academy	☎ Non-Southend Academy
☎ Southend Independent	☎ Non-Southend Independent

CONTACT US:

Steven Hemmings | stevhenhemmings@southend.gov.uk | 01702 215158

■ Message from the Team

As part of its work to improve service, Southend-on-Sea Borough Council's ICT department will be reviewing and updating its School Support Services offerings.

The objective is to standardise the services offered to ensure the authority can deliver to customer expectation and contract levels. These changes will only be made to existing support services (Gold / Silver / Bespoke packages) and associated contract terms. Broadband and Telephony contracts will remain as stated.

These changes will be completed and communicated ahead of your contract end date, permitting time to discuss and re-contract. All contracts will be offered for a duration of 12 months and fixed at the current rates.

Any immediate questions can be directed to stevhenhemmings@southend.gov.uk

■ School Contracts

Steven will make every possible effort to respond in a timely manner. Please note at this stage, any conversations will initially be held by telephone.

Insurance Advisory & Risk Management

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Kathy Slowther | kathyslowther@southend.gov.uk | 01702 215292

Pete Bates | petebates@southend.gov.uk | 01702 534283

■ Service Description

The Insurance & Risk Management Team provides support and expert advice. The team will take over the handling of all claims and support the school in all insurance and risk related matters.

The service consists of insurance professionals who arrange and manage the Council's insurance programme, associated claims and risk management. Schools face property and liability risks, and effective management of these risks and insurance is essential.

■ Service Feedback

"Insurance provides an excellent service."

Southend School

"I was impressed by the support received from the Insurance Department."

Southend School

■ What the Insurance & Risk Management Service will do

We will:

- arrange an insurance programme for schools which offers best value, covering liability, property, motor, engineering equipment as required amongst other specialised insurance products
- ensure the collation of risk data in order to effect appropriate insurance cover
- offer 'lessons learned' from previous claims to minimise future losses and manage operational risk
- provide guidance and advice on other market practices / products that may be beneficial to educational establishments
- provide advice for and manage all school insurance claims

continued on next page...

Insurance Advisory & Risk Management

- arrange and monitor settlements; advise for both claims and uninsured losses and / or costs incurred in so doing flexible claw back arrangements where sums are large can be agreed
- advise on the scope of insurance cover, operational risk issues and the appropriate insurance requirements regarding extended learning, contractors and suppliers
- arrange specific operational risk surveys at an additional fee - cost dependent upon requirements

■ What the school will be asked to do

The school will:

- submit all letter of claims and Portal Claims Notification Forms within 24 hours of receipt to insurance@southend.gov.uk
- submit all Third Party correspondence relating to claims immediately to insurance@southend.gov.uk
- submit property damage claims within 30 days of occurrence
- notify the Insurance & Risk Management Team of any issue / concern they may have in relation to potential incidents / accidents or operational risk management issues for which the Team can provide support and advice

Southend maintained schools will:

- assist the Insurance & Risk Management Team in their investigations by providing documentation in relation to any incident or accident in a timely fashion
- provide prompt payment of the premium invoice when received

■ Timescales and Deadlines

It is essential that any Third Party claims received by schools are forwarded to the Insurance & Risk Management Team for attention. This will ensure that immediate action and response can be made on behalf of the school. Failure to do so may prejudice the school's position.

Any school property damage claim must be made within 30 days of occurrence, catastrophic property claims should be advised immediately in order that emergency measures can be taken.

The insurances are renewable from 1st April annually. Renewal premiums will be advised to the school as soon as possible after this date.

Insurance Advisory & Risk Management

■ Abilities and Experience

The Insurance & Risk Management Team has considerable experience in dealing with insurance and risk related issues. There is more than 30 years experience alone within the claims handling team and risk management strategies are always being reviewed to ensure the best support can be given to schools.

Southend maintained schools:

Insurance and the associated claims service are paid for by the payment of an annual insurance premium. The premium rating is agreed by the Education Board. The price is tailored specifically to the insurance needs of the individual school. The pricing is competitive due to bulk purchasing power of blanket coverage afforded to the Council from market leading Insurers.

Please note, prices will be reviewed in April 2020 and may alter.

Other schools:

The price of the service will be dependent on your school's requirements. For an individualised quote, please contact the service directly.

■ Method and Timing of Payments

Invoices are sent to schools as soon as possible after renewal.

■ Length of Agreement and Notice Period

Southend maintained schools:

Insurance covers are arranged on a long term agreement basis, to ensure economies of scale for the school's benefit.

Please note the school should always refer to the insurance programme on the Southend Learning Network for full policy terms, conditions and warranties which must be complied with to ensure coverage is not compromised. In addition Risk Management advice will be periodically posted to this site.

Internal Audit Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Andrew Barnes | andrewbarnes@southend.gov.uk | 01702 215802

Sue Bradley | susanbradley@southend.gov.uk | 01702 212170

■ Service Description

Internal Audit is 'an independent, objective assurance and consulting activity designed to add value and improve a school's operations. It helps a school accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve effectiveness of risk management, control and governance processes'.

Therefore, Internal Audit supports the Headteacher and Governing Board by recommending improvements that help strengthen the school's operating arrangements, protect its assets as well as assist in ensuring the efficient and effective use of its resources.

■ What the Internal Audit Service do

Financial Management Audit:

The purpose of this audit is to assess whether schools have adequate and effective asset management as well as financial management and reporting arrangements in place.

Managing the Business of the School Audit:

The purpose of this audit is to assess whether robust arrangements are in place that effectively manage the business of the school and specifically its finances, so that good quality education is provided to the community.

Other Audits:

Bespoke audits can be arranged with the school depending on need. This includes assessing compliance with any national standards covering financial and / or governance processes.

Follow-up Audit:

The purpose of this audit is to check that recommendations agreed from a previous audit have been implemented properly.

Internal Audit Service

Reporting:

All schools will be provided with a report and action plan for all work undertaken.

Southend maintained schools:

Reporting: Once finalised, this will be shared with relevant senior officers and Members of the Council. A high level summary of the themes will be reported to the Council's Audit Committee, which is a public meeting.

■ What the school will be asked to do

Prior to the audit commencing, schools will be provided with Terms of Reference for the work and a document request list. It would be helpful if schools could collate the relevant documentation so it is available on the first day of the audit.

When undertaking any work, schools will be required to enable internal auditors to:

- **Premises:** Enter, at any reasonable time, any premises or land owned, leased or controlled by the school
- **Documents:** Examine all records, documents, correspondence or information held by the school's employees, governors or other third parties, pertinent to the work
- **Explanations:** Obtain such information and explanations from any of the school's employees or governors, as necessary concerning their work, to enable them to fulfil their duties
- **Property:** Require any of the school's employees (and by arrangement any partner employees or contractors) to produce for examination, school assets (including cash) under their control.

Schools should also provide internal audit staff with a location at which to work.

Southend maintained schools:

Schools MUST notify the Head of Internal Audit and the Council's Counter Fraud & Investigation service:

- of any concerns with regards to potential financial irregularities
- where there are indications of fraud, corruption bribery, theft or money laundering

■ Price of the Service

The fee for any audit will be assessed once the extent of the work required is known.

Legal Services - Southend Maintained Schools Only

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Giles Gilbert | gilesgilbert@southend.gov.uk | 01702 215165

John Williams | johnwilliams@southend.gov.uk | 01702 215160

■ Service Description

For 2020-21, we are delighted to offer two options for schools for Legal Services.

Option A is the popular annual subscription Legal Advice Service and Option B is a service providing Legal Case Work for schools.

Option A - Legal Advice Service

Lawyers in the Council's Legal Service are available to provide an ad hoc legal advice service to schools on a range of legal matters, including contracts, employment law and property matters.

This legal advice service does not provide substantive assistance or undertake casework, for example commencing or defending proceedings, although this can be arranged (see Option B below).

The Council's Legal Service will take instructions by telephone or in writing and will endeavour to provide a substantive response within 10 working days. A shorter timescale can be negotiated for urgent matters.

Option B - Legal Case Work

If a school requires significant legal work to be undertaken (including commencing or defending legal proceedings, employment tribunal work, property transactions etc.) then this can be arranged.

Such work may be carried out by the Council's Legal Service or through the Public Law Partnership (PLP). PLP is a consortium of local authority legal departments, including Essex County Council (which has the expertise and capacity to deal with most matters).

Any school requiring such legal case work is asked to contact one of the officers below to discuss the matter.

Legal Services - Southend Maintained Schools Only

■ What the Legal Team will do

We will:

- maintain the confidentiality of material the client supplies to us
- respond speedily and effectively to requests for legal advice

■ What the school will be asked to do

The school will:

- provide full instructions
- **Option B** - meet the legal costs, including disbursements such as any court fees, barristers fees, external solicitors expenses.

■ Abilities and Experience

Lawyers have knowledge and expertise on a wide range of matters affecting schools and will respond speedily and effectively to requests for advice.

Schools can therefore call upon the services of a range of qualified lawyers to deal with legal issues relevant to schools.

■ Price of the Service

Option A - Legal Advice Service

The cost of the Legal Advice Service is £340 per annum.

Option B - Legal Case Work

Work undertaken for legal case work will be priced between £72 and £165 per hour (plus disbursements) depending on the seniority of the lawyer and the complexity of the case.

Legal Services - All Other Schools

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Essex Legal Services | ELS.Enquiries@essex.gov.uk | 03330 132305

■ Service Description

Essex Legal Services (ELS) has a highly committed education team, with over 70 years' experience, comprised of lawyers who are uniquely placed to work with primary schools, secondary schools and further and higher education. In addition to the scale of our team, we are experts in all aspects of education law and can support you, whatever the challenge may be.

We are delighted to offer two options:

Option A - Legal Advice Service

Our legal advice helpline provides schools, academies, trusts and governors with instant up-to-date guidance at the end of a telephone or email. Our clients value speaking directly to a specialist lawyer about any given matter helping them to respond quickly to situations. We know support at the early stages often leads to an early resolution and reduced costs in the future.

Special offer: New schools that join the advice line will receive 10 hours of free legal advice. Rules apply, see www.elslegal.org.uk for details.

The legal advice number for subscribing schools is: **0333 013 9993**.

The service does not provide substantive assistance or undertake casework, for example commencing or defending proceedings, although this can be arranged (see Option B below).

Option B - Legal Case Work

If support is needed beyond the helpline advice, we will support you at each stage of the process. Our team is made up of skilled, knowledgeable and experienced lawyers adept at working across the education sector.

Legal Services - All Other Schools

We can support you with:

- Property
- Commercial Contracts
- Disputes
- Companies
- Procurement
- Employment
- Personal Injury and Insurance Claims
- Education including pupil discipline and exclusion
- Children's Law & Safeguarding
- Data Protection and GDPR
- Freedom of Information
- Health and Safety
- Planning matters
- Governance
- Training

■ What the Legal Team will do

We will:

- maintain the confidentiality of material supplied to us
- respond speedily and effectively to requests for legal advice

■ What the school will be asked to do

The school will:

- provide full instructions
- meet the legal costs, including disbursements such as any court fees

■ Abilities and Experience

Lawyers in ELS have knowledge and expertise on a wide range of matters affecting schools and academies and will respond speedily and effectively to requests for advice.

Schools and academies can call upon the services of a range of qualified lawyers to deal with legal issues relevant to schools.

Legal Services - All Other Schools

■ Price of the Service

Option A - Legal Advice Helpline

The cost of the ELS advice service ranges from £293 to £665 for Primary Schools and from £690 to £1,155 for Secondary Schools per annum and a specific quote can be provided on application.

Special offer: New schools that join the advice line will receive 10 hours of free legal advice. Rules apply, see www.elslegal.org.uk for details.

Option B - Legal Case Work

Work undertaken for legal case work will be competitive priced between £72 and £165 per hour (plus disbursements) depending on the seniority of the lawyer and the complexity of the case.

Libraries

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Public Library Service | library@southend.gov.uk | 01702 534100

Schools Library Service | 0333 0138984

■ Service Description - Public Library

The Public Library Service supports individual learning for students through a network of six libraries and a number of electronic resources available to those holding a library ticket. Tickets can be obtained from the day of birth of a child.

Visits to libraries by classes are welcome and schools can tailor these to support any area of the curriculum they choose. We focus on offering class visits to Reception and Year 3 classes at all libraries and Year 6 classes at the Forum, Southend. To arrange a visit, please contact 01702 534123.

The Public Library Service runs a summer reading scheme in all libraries, maintaining an interest in reading and learning throughout the summer.

Bookstart is run by the Library Service and introduces children to books, reading and learning from 6 weeks old until they join school. Linked to work with parents, it significantly increases achievement at school. For further information, please contact 01702 212120.

For the Public Library Service please contact library@southend.gov.uk or 01702 534100.

■ What the Public Library Service will do

We will:

- respond quickly to enquiries and support schools use of the Public Library Service

■ What the school will be asked to do

The school will:

- need to be clear about the aims of activities
- organise travel to / from a library

continued on next page...

Libraries

■ Abilities and Experience

The Public Library Service in Southend is one of the best in the UK measured on national indicators.

■ Price of the Service

Public Library Services are **free** to schools but there may be a charge for some activities, e.g. author visits.

■ Service Description - Schools Library

The Schools Library Service run by Essex County Council provides a cost effective way of targeted support for learning in the classroom and advice on schools' own library provision. Schools buying this service can exchange books and other materials on a regular basis.

For the Schools Library Service please contact: 0333 013 8984

■ What the School Library Service will do

We will:

- establish an SLA with contracting schools (Essex's School Library Service)

■ What the school will be asked to do

The school will:

- need to be clear about the aims of activities

■ Abilities and Experience

The Schools Library Service has been successfully supporting schools across Essex, Southend and Thurrock since 1990.

■ Price of the Service

Schools Library Services are charged: details can be obtained from 01245 524600.

Media Relations & Crisis Management Service (including crisis communications)

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Adam Keating | adamkeating@southend.gov.uk | 01702 215939 / 07818 580319
General Enquiries | media@southend.gov.uk

■ Service Description

Is your school able to deal with the media and social media in a crisis situation?

Would your school benefit from strategic media and communications support?

The team is able to provide both proactive and reactive media relations and communication support to schools in times of crisis and emergency.

Our service is about maintaining and enhancing the reputation of the school and also giving you the confidence that you have professional experts in place to help you both proactively and reactively and mitigate any potential issues from a communications perspective.

Examples of challenging and potentially damaging issues that the team can help with:

- A complaint about a pupil being excluded
- A negative Ofsted report such as a school going into special measures
- Bullying allegations
- Critical incidents and unforeseen school closure
- Headteacher disciplinary
- Safeguarding and serious criminal matters involving staff / pupil / governor
- Death or serious illness of a pupil / teacher
- Evacuation and school closure after a fire or flooding

Examples of good news the team can help with:

- International visits
- A positive Ofsted inspection
- Headteacher or senior teacher appointment

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Media Relations & Crisis Management Service (including crisis communications)

- Gaining specialist status
- Opening a new school building
- National recognition in performance tables
- Royal and ministerial visits
- Promoting high profile classroom projects
- Commendation by Her Majesty's Chief Inspector

■ What the Media Team will do

- provide access to media relations professionals seven days a week - emergency out-of-hours service operated at the weekend
- provide immediate over-the-phone advice and support in a crisis
- carefully consider and prepare written statements and responses to media enquiries and prepare for interviews
- offer support and advice on how to respond to social media activity in a crisis
- offer support and advice on how to take control of the situation and proactively engage with your selected audiences via the media and social media
- advise on the development of a proactive media management plan for an incident
- advise on information flow, and how and when key stakeholders are involved or briefed
- act as intermediaries between the school and the media where appropriate, so that your staff can concentrate on dealing with the crisis whilst we take care of the media
- where there is a multi-agency issue, liaise with media colleagues in those organisations
- provide a physical presence at the school where essential to assist with the management of any media presence
- arrange media briefings and press conferences where necessary
- assist with recovery, providing follow up advice on development of post-incident media management plan
- advise on media law and media protocols for issues relating to children and child protection
- ensure work meets relevant legal requirements to the highest professional standards

There are other instances where we know schools require more general communications support from us from promoting international visits to developing a communications strategy or social media protocol for example.

Media Relations & Crisis Management Service (including crisis communications)

The team can work with you to maximise your good stories through every avenue from local media to social networks.

Benefits for schools:

- A well respected team of senior media relations advisors with considerable experience of crisis management, providing confidence in high-stress situations that need to be dealt with swiftly and accurately
- Requests for support will be dealt with quickly and efficiently through a single point of contact to help minimise disruption to the running of the school and minimise impact on the school's reputation in a potentially damaging crisis situation
- Support to proactively promote the school, its successes, and to build and improve reputation
- A single fee gives access to professional media, social media and communications advice and support when needed, seven days a week

■ Abilities and Experience

This service is provided by senior, professional strategic communication and media relations experts with a wealth of experience in communications, marketing, digital media and media management, both in the private and public sector industry – including newspaper, television and radio journalism as well as local authority public relations.

Staff are in daily contact with national, regional, local and specialist press and have an extensive network of contacts in the media, including press, radio, TV and online.

■ Price of the Service

This service is available on a pay as you go basis at £75 per hour. Bespoke packages of hours and support are available on request.

■ Other Options Available

- Bespoke media training and coaching sessions available to individual schools
- Training days for multi academy trusts and school clusters
- Development of a communications strategy
- Development of a media protocol
- Development of a social media strategy
- Copy writing for marketing material such as a school prospectus

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Media Relations & Crisis Management Service (including crisis communications)

Please contact us if you are part of a Multi Academy Trust (MAT) and are interested in buying our service as a collective, or wish to discuss any other elements of our package.

Mentor Service (60 Minute Mentor)

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| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Matthew Hemmings | matthewhemmings@southend.gov.uk | 01702 534926 / 07721 115224

■ Service Description

The 60 Minute Mentor Service sources, provides and facilitates mentoring sessions with local business representatives, for children in Year 8 that are at risk of disengagement from school / would benefit from a business led mentoring service. The programme is proven to re-engage pupils, provide inspiration and purpose and open their eyes to the opportunities available to them and what is required to achieve them.

■ Service Feedback

"I have enjoyed the 60 Minute Mentoring sessions because I have met new friends and learnt new skills I can use in life."

"I learnt that new opportunities can come at any time and that we should take them"

"I never knew that there were so many choices"

Mentees that took part last school year

"I thoroughly enjoyed my time at the school and thank you for the opportunity to give back to the community."

"As part of our Corporate Social Responsibility agenda we aim to work with the communities in which we work, including supporting local schools. However, we sometimes find there can be challenges in terms of offering something different and productive which schools want to take up. We found that schools were really keen on the mentoring offer".

Mentors that took part last school year

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Mentor Service (60 Minute Mentor)

“A mum of one of the students really praised the intervention. Her son, who is usually very disengaged in school wouldn’t stop talking about the intervention.”

“I think the scheme is a great one, all the students have said they enjoyed it and are asking when their next session is. I have seen a real difference in some of the student’s attitudes and behaviour.”

“The student booklets are a great way to engage the students in a fun way and as a record to keep once the course is over.”

Schools that took part last year

■ What the 60 Minute Mentor Service will do

We will:

- Work with cohorts of 10 students from within an individual school over a 7 month period (approx.)
- Provide experienced mentors, from local businesses, that are trained to give group and 1-1 mentoring sessions to pupils that are showing signs of disengaging from schools who would benefit from an intervention such as this.
- Manage the relationship between the mentor and schools to ensure the smooth running of the programme within the school timetable.
- Work with schools to help identify and suggest pupils that would benefit most from mentoring based on data and experience.
- Facilitate a mix of group and 1-1 mentoring sessions; designed to educate pupils on post 16 education pathways and what to expect when searching for employment.
- Provide experienced Mentoring Officers that help support mentors to give advice and guidance on; GCSE options, sixth form, college, apprenticeships, universities and careers from a range of resources.
- Provide an ‘Experience of the Workplace’ with large, reputable business hubs in the local area; working towards achieving the eight Gatsby Benchmarks of good career guidance.
- Carry out risk assessments prior to Mentoring sessions.
- Ensure all mentors have received the appropriate training in all aspects including Safeguarding, Prevent and are DBS checked.
- Support mentors will additional research in to particular career options for students.
- Host a Celebration Event for all mentees that successfully complete all mentoring sessions throughout the school year.

We can provide additional services, by agreement, including specific mentoring and experiences of the workplace projects.

Mentor Service (60 Minute Mentor)

■ What the school will be asked to do

The school will:

- Provide a comfortable, safe environment for mentors and mentees, for group and 1-1 sessions to take place in the school, during school hours.
- Identify a cohort / cohorts of 10 students to take part.
- Work with the 60 Minute Mentor Service to monitor the progress of mentees and meet any needs of the mentee.
- Keep mentees informed of when sessions take place, what to expect and support throughout if required. Facilitate the availability of the Mentees for the agreed sessions.
- Provide a reliable point of contact to liaise with; to arrange sessions, discuss progress of mentees and provide time to help evaluate and provide feedback on the service throughout. This usually works best with a careers guidance person or Head of Year (or a combination of the two). To provide a form to parents of any mentee to gain permission to be included on the programme.
- Contact details of the mentoring officer are available, if the student or parent would like to make contact with them.

■ Timescales and Deadlines

This service is available throughout the school year and aims to be easily accessible and responsive to schools' needs.

We work to the following:

- Sessions will ideally take place over a 7 month period with 5 interventions in that time, although this can be compressed if needed.
- Mentor and Coordinator will attend every session with both preparing resources for all sessions.
- Mentees will be asked to work through a student booklet. The student booklet contains information about career pathways, fun activities and the incentive to win prizes through good contributions.
- We use questionnaires prior to and post mentoring sessions to help evaluate the value and impact of the 60 Minute Mentor Service.
- Schools are asked to share attainment and attendance data with the 60MM programme to show pupil outcomes.

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Mentor Service (60 Minute Mentor)

■ Abilities and Experience

The Mentoring Officers are:

- Familiar with educational establishments' requirements.
- Competent to give advice on careers guidance, GCSE options, academic pathways, apprenticeships and university.
- DBS certified and experience in working with children that are showing signs of disengagement at school.
- Are trained in safeguarding and have experience in working with children that are subject to safeguarding concerns.
- Are inclusive of all regardless of any particular need.
- Proud to work for a service that benefits young people showing signs of disengagement.

■ Price of the Service

Please make contact if you are interested in this mentoring service, and for a discussion about costings and delivery options.

Generally, £3,500 is the approx. cost of the service for one school with one cohort of 10 students.

Museums

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| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Christopher Langdon | christopherlangdon@southend.gov.uk | 01702 212345
General Enquiries | 01702 212345

■ Service Description

Southend Museums Service consists of four buildings, superb collections in the fields of history, archaeology, art, and a dedicated team of staff that can give educational presentations and sessions to schools.

There is also a Planetarium in the Central Museum.

■ What the Museums Service can offer

These are brief descriptions of some of our sessions, most of which can be adapted for varied ages from KS1 to KS4. There is a small charge for educational activities. Please contact us for up-to-date charges.

The following sessions are available and are run within the Museums. Topic Boxes are also available for outreach into the classroom:

British Prehistory

What tools did our ancestors use to shape these islands? This session draws on the impressive resources and displays of Southend Museums to enable the children to learn of our resourceful ancestors. Children are encouraged to handle a great variety of replica and original tools and materials from arrows to axes, scrapers to spears. Concepts in prehistory are explained from Old Stone Age to the Iron Age and that 'prehistory' does not equal 'cave man'! Explore the sophistication of British prehistory at Southend Museums.

The themes of materials and function are explored in the session. Materials include flint, wood, clay (pottery), bark, leather, wool, nettle and bronze.

- Venue: Central Museum
- Duration: 1 hour (approx.)
- Maximum Numbers: About 30

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Museums

The Romans - 'Domus'

Domus means house or home. This session looks at life in Roman times using objects from Roman homes. Using original objects from the collection, supplemented with reproduction items, the children explore everyday life from the time of the Romans, from cooking ware to heating systems.

They can see traces of where Romans (and their dogs!) have been. Children are encouraged to handle original artefacts.

- Venue: Central Museum & Planetarium
- Duration: 2 hours (approx.) with planetarium
- Maximum Numbers: About 30

The Anglo Saxons – 'The East Saxons'

Using the displays as a starting point, this session explores the basic questions, 'Who were the Saxons?' and 'How did they live?'

Using information from the nationally important, but local, princely finds discovered at Prittlewell in 2003, we explore Saxon life, through aspects of 'heroic' culture with warrior artefacts, lyre, drinking horn and so on. The session includes a look at the original finds on display which are also contemporary with the princely finds. This session also looks at the language and local place names and involves the handling of replica objects from combs to swords.

- Venue: Central Museum
- Duration: 1 hour (approx.)
- Maximum Numbers: About 30

Tudor Life at Southchurch Hall

Using the wonderful setting of Southchurch Hall, children will become immersed in the world of Tudor Essex.

This popular session covers the following themes: the rooms of the Manor house and how they were used; rich and poor; how food was cooked and eaten; etiquette; clothing; natural materials.

The children will meet the steward of the building and the Lady of the Manor. Some of the children become servants for the day ranging from the lowest servant to 'ladies in waiting' and chief page.

- Venue: Southchurch Hall
- Duration: 2 hours+ (approx.)
- Maximum Numbers: About 30

Museums

The Victorians - 'The Scratton Family'

This session serves as a 'case study' of an important local family during the Victorian period.

The children of that family produced a fascinating insight into their life and imagination with their own hand written and hand illustrated collection of stories. This exceptional local resource forms the starting point to studying the Victorians from a local perspective.

Children are able to handle original artefacts as well as explore some of the domestic duties of a large household - from cleaning to how to set a Victorian dinner table.

- Venue: Prittlewell Priory
- Duration: 1 hour 30 minutes (approx.)
- Maximum Numbers: About 30

World War I - 'Southend at War'

Southend had a key role in 'the Great War' having a state of the art hospital for troops injured on the front line; munitions testing area at the Garrison; Dog training centre at the Garrison and even prison ships off the pier. Discover the role of the town during this period. The session involves photographs and handling objects.

- Venue: Central Museum
- Duration: 1 hour (approx.)
- Maximum Numbers: About 30

World War II - 'Southend at War'

Southend becomes the front-line and many Southend children have to be evacuated. Using original objects from the collection plus photographs, children learn about Southend during the war and how it affected local children of the time.

Themes explored include: the context of Southend during the war years, evacuation, 'make do and mend', 'dig for victory' and includes accounts from local children read out by the visiting children themselves. This is an engaging and involving session for children with plenty of 'hands on'.

- Venue: Central Museum
- Duration: 1 hour (approx.)
- Maximum Numbers: About 30

Museums

The Seaside - Historic Seaside Walk

Children are encouraged to discover history and the development of the seaside holiday through the exploration of Southend's seafront and its historic sites and buildings from the Regency period through the Victorians and up to recent times.

Children compare the seafront as it is now, with historic images to highlight the changes but also the surprising amount of history that remains – including buildings dating back to 1790.

- Venue: The Seafront
- Duration: 2 hours (approx.)
- Maximum Numbers: About 30

The Seaside - The Seafront at War

Southend's role in times of war is examined using historic locations and vistas from the Cliffs plus images and objects.

- Venue: The Seafront
- Duration: 2 hours (approx.)
- Maximum Numbers: About 30

Local History - The Medieval Hall

In the days before the Borough, what we think of as Southend was a collection of ancient towns. Discover medieval Southchurch by visiting the atmospheric setting of Southchurch Hall. Themes of heat and light, rich and poor, natural materials are all examined.

This session involves a 'workshop' section where the children explore different replica objects and, in their groups, attempt to describe what they have!

- Venue: Southchurch Hall
- Duration: 2 hours + (approx.)
- Maximum Numbers: About 30

Local History - The Lives of the Monks

In the days before the Borough, what we think of as Southend was a collection of ancient towns. Discover medieval Prittlewell by visiting historic Prittlewell Priory. Discover the history of this monastic site and the way of life for the monks who lived here.

- Venue: Prittlewell Priory
- Duration: 1 and a half hours (approx.)
- Maximum Numbers: About 30

Museums

Science - The Night Sky

This popular introduction to astronomy covers: the solar system, the stars and the constellations and is based on what is currently visible in the night sky at the time of your visit. For KS1 & 2, we also include an introduction to the mythology of the skies, which can make an excellent cross-curricular link with Roman or Greek mythology, whilst KS3 & 4 look at the science of the Universe in more depth.

- Venue: Central Museum - Planetarium
- Duration: 40 minutes per performance (approx.)
- Maximum Numbers: About 60 (in 3 separate shows)

■ Timescales and Deadlines

To book sessions please contact the Central Museum on 01702 212345.

It is essential that bookings are made well in advance to ensure that staff are prepared for your group and also to help avoid clashes between schools.

■ Price of the Service

We make a small charge on a per-pupil basis. Accompanying helpers / teachers (reasonable numbers) are admitted free. Please contact us for current prices.

■ Method and Timing of Payments

Schools are normally invoiced after the session but payment by cash or cheque on the day is also possible.

■ Health and Safety Considerations

Basic Risk Assessments for Central Museum and Southchurch Hall may be downloaded from the museum website: www.southendmuseums.co.uk

All museum staff are DBS checked. Many museum staff are trained First Aiders and Fire Marshals.

Please note that the Planetarium is upstairs and does not have wheelchair access.

Music on Sea

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

General Enquiries | musiconsea@southend.gov.uk | 01702 215861

Andrew Withams | andrewwithams@southend.gov.uk | 01702 534425

■ Service Description

Music on Sea works closely with all schools in Southend providing individual, group and class instrumental tuition using our own highly qualified peripatetic music tutors. We also provide many exciting ensemble opportunities. We offer many chances to perform including our showcase 'Southend Makes Music' that takes place annually at the Palace Theatre, Westcliff.

Music on Sea is committed to working with schools and young people in Southend to create and provide the best quality music education we can.

■ What Music on Sea can offer

Offer for schools:

'First Access' KS1 and 2

Every child is entitled to one term's **free** tuition on an instrument (as per Government directive) at some point in their primary school. This can be taught in whole or half classes.

Instruments for whole classes can be supplied **free** by Music on Sea, subject to availability.

Curriculum Support

Music on Sea is currently able to offer **free** access to Charanga, an online music curriculum for primary schools. Charanga VIP is available **free** to all Southend secondary schools. Training and support is also available.

Teacher Support

We offer mentoring and teacher support via musical teaching forums, CPD and briefings.

Music on Sea

Instrument Loans

Music on Sea has a wide variety of instruments available to loan to Southend schools **free of charge**. Individual or whole sets of instruments can be loaned, subject to availability, on the understanding that they:

- remain the property of Music on Sea and can be recalled at any time should they be required elsewhere
- must be kept within school at all times
- must be maintained adequately and stored securely at all times.

Instrumental Tuition

Music on Sea are able to offer high quality individual and small group tuition from specialist music teachers via contracted lessons within schools, usually 10 per term. Please contact us if you would like to discuss the formation of after school clubs for your school.

Offer for parents:

Music on Sea offer an instrument hire service for all Southend students, subject to availability. Parents should contact musiconsea@southend.gov.uk in order to arrange this. Instruments remain the property of Music on Sea and can be recalled at the end of any term in which they are hired. Further information can be found at www.musiconsea.co.uk/instrumenthire

Music on Sea runs a number of ensembles providing high quality opportunities and performances for young musicians. Please visit www.musiconsea.co.uk/ensembles for up to date details on all of the opportunities on offer.

Music on Sea also facilitates a number of large scale performance opportunities, including the renowned Southend Makes Music event.

Music on Sea is the lead organisation for Southend Music Service and Southend Music Education Hub with a commitment to deliver the "Importance of Music", the National Plan for Music Education for all children and young people through Southend-on-Sea Borough Council.

Schools can visit www.musiconsea.co.uk/schools to view the Music on Sea Hub Offer for further information.

Supported using public funding by



**ARTS COUNCIL
ENGLAND**



Newly Qualified Teacher Induction Service

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CONTACT US:

Jane Thompson | janethompson@southend.gov.uk | 01702 215456

Julie Hollingsworth | juliehollingsworth@southend.gov.uk | 01702 534127

■ Service Description

The NQT Induction Service provides high quality induction for schools and NQTs. The service ensures the statutory guidance for 'Induction for newly qualified teachers (England)' (DfE, Revised April 2018) is adhered to. It provides independent quality assurance for statutory induction, through the role of the Appropriate Body (AB), specialist advice or support linked to the legislative framework and comprehensive administration of the statutory process.

■ Service Feedback

100% rated the 2019 NQT Welcome Event as very good or good. Delegates found the most helpful aspects of the event to be:

"An outline of the NQT year"

"Requirements of an NQT and mentor roles and responsibilities"

"Encouragement and information about wellbeing"

■ What does the NQT Induction Service include?

- Role of the Appropriate Body, including quality assurance to ensure statutory duties are met by schools and Governing Bodies
- Accurate and timely advice via phone or email linked to any aspect of the process, including changes to circumstances or issues with any aspect of entitlement not being met
- Advice for Mentors or Headteachers should an NQT be deemed to cause concern or judged by the school as failing to meet the required standards, from an experienced named School Improvement Lead
- Effective administration of the Induction process, including registration of NQTs, processing of all statutory forms etc.

Newly Qualified Teacher Induction Service

- Access to the Southend Learning Network NQT Module both to manage statutory assessment forms and receive automated alerts when actions are required
- Annual NQT Professional Development Handbook for NQTs and Mentors
- Exemplar materials and sharing of best practice, including assessment reports and individualised personalised plans
- Online NQT resource pages and a communication forum to support NQT development
- NQT Welcome to Southend Event at the start of the academic year to formally welcome colleagues, provide networking opportunities, outline expectations and share best practice
- Mentor advice and support at the NQT Welcome to Southend event, including process of statutory induction, roles and responsibilities and assessment process
- Updates for Mentors via the Southend Learning Network to enable them to effectively fulfil their roles and responsibilities

In addition to the above, we will:

- ensure all assessment forms are processed correctly and data is handled securely
- contact schools should issues arise from the quality assurance process and provide advice or support with resolving this
- continue to work in partnership with all schools and external partners to support successful completion of the induction period and minimise the risk for schools and Governing Bodies should an NQT fail to meet the required standards.

Additional support, as required, will be provided in a professional and timely manner, offering schools accurate advice for the successful resolution of any difficulties. This will minimise risk for schools should an NQT fail to meet the required standards.

■ What the school will be asked to do

The school will:

- register NQTs in a timely manner i.e. within 3 weeks (either side) of the desired start date of Induction
- complete and return assessment forms within 10 working days (either side) of the end of assessment
- period meetings, with due reference to the Teacher Standards
- ensure NQTs are allocated their statutory entitlements

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Newly Qualified Teacher Induction Service

- notify the LA as quickly as possible in the event that an NQT is causing concern or has the potential to fail to meet standards

■ Abilities and Experience

The NQT Induction Service offers schools a Co-ordinator with many years' experience overseeing statutory induction and a named, experienced School Improvement Lead who will fulfil the role of NQT Quality Assurance Manager and monitor that statutory duties are met. The appropriate body deploys a well experienced team of moderators to support the quality assurance process, including colleagues with Headteacher and ITT Manager experience. The service has been tailor-made to support Southend schools and links to well-established local process and procedures, for example linked to the Southend Learning Network.

■ Method and Timing of Payments

Schools will be invoiced on a termly basis.

■ Length of Agreement

The agreement will be for the duration of the NQT Induction year.

■ Price of Service

All Southend Schools	
Per NQT per term	£95
Per NQT per term - if school registers 5 or more NQTs	£80

Payroll & Pensions Service

- Southend Maintained
- Southend Academy
- Southend Independent
- Non-Southend Maintained
- Non-Southend Academy
- Non-Southend Independent

CONTACT US:

Jenny Wheals | jennywheals@southend.gov.uk | 01702 534035

Marie Kohler | mariekohler@southend.gov.uk | 01702 215258

■ Service Description

The Payroll Team provides a high quality fully comprehensive Payroll and Pensions Service, including Statutory Pensions Auto-enrolment processes. This service is consistently praised by schools for its professional and customer service focused service.

Each customer school is allocated a Payroll Team and named officer who will work with that school as their first point of contact, as well as receiving support from the wider Payroll Team if required.

■ Service Feedback

“We are always impressed with the efficiency of the payroll service.”
Earls Hall Primary School

“Payroll - superb with major restructure.”
Southend School

“Payroll provide an excellent service. They are always willing to help and the timing and accuracy of their response is excellent.”
Southend School

“Payroll - always so helpful and friendly.”
Sacred Heart Catholic Primary School and Nursery

“My dealings with Payroll are frequent and I am always dealt with very professionally. They are all very helpful, friendly and provide an excellent service.”
Southend School

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Payroll & Pensions Service

“Payroll are always willing to help - never too much trouble and they get back to you straight away.”

Southend School

“Payroll are always very responsive and helpful. I have requested a different format to the Position Listing that comes out on a regular basis. They listened to my comments, consulted with the programmers and were able to make the changes I asked for which now saves me valuable time. They also acknowledge every email sent to them, so that you know they have received and will act on my message. All these little changes make a real difference on the front line!”

Southend School

■ What the Payroll Team will do

We will:

Process Gross Pay

Processing of authorised hours and salaries against given monthly elements and calculations of pay against given rates:

- occupational and statutory sick pay
- occupational and statutory maternity pay
- statutory adoption pay
- subsistence and mileage claims
- payment of overtime and additional hours
- any other temporary or permanent payment (e.g. honoraria, allowances)

Process Net Pay

- PAYE against notified tax details
- earnings related National Insurance
- teachers' and Local Government Pension Scheme and AVCs
- deduction of attachment of earnings orders
- student loans deduction
- voluntary deductions, including agreed Council tax, Council rents, Trade Union, Credit Union, charities Gift Aid and applicable Salary Sacrifice deductions
- payroll outputs
 - * itemised pay advice slips
 - * P45s, New starter checklist (replaces P46), P60s, P11Ds

Payroll & Pensions Service

- services for employees
 - * payroll and pension queries (advice must be from Pensions provider)
 - * legislation queries
 - * benefit options, redundancy, pension estimates (via Pensions provider where appropriate)
- dealing with Voluntary and Statutory Agencies
 - * audit and security
 - * Government Agencies

In the case of overpayments we will re-calculate and assist the school in writing to the employee to recover the amount due to the school.

Process Returns and Payments to Statutory and Voluntary Agencies

Annual and monthly returns and payments to statutory and voluntary agencies statutory returns, including HMRC and pension agencies.

Administer Teachers' Details and Pensions

- administration of teachers' details to process Teachers' Annual Service Return
- monthly payments of Teachers' Pensions and AVC contributions

Please note that teachers' pension services have to be completed by the Council for all maintained schools across the Authority. If a school use another Payroll provider they will be required to send us all monthly teachers' pension contribution and AVC deductions as well as all monthly payroll input for teachers.

There will be a surcharge to non-customers for this Service.

Pensions Auto-Enrolment

We provide a full service to support schools in carrying out their statutory responsibilities in respect of auto-enrolment for Teachers and Local Government Schemes, including standard correspondence.

Payroll Updates

We provide regular information to customers on deadlines and pay or conditions of service changes. We also attend and contribute to the termly HR Services to Schools update sessions held at the Tickfield Centre.

Payroll & Pensions Service

■ What the school will be asked to do

The school will provide details of:

- increments and pay awards
- staff starters, leavers and pay changes
- sickness, maternity, paternity, and adoption pay information
- salary payments and additional hours
- pension deduction information
- statutory deductions information
- subsistence and mileage claims

All using standard processes and set timescales.

■ Abilities and Experience

A dedicated team of experienced and qualified Payroll Officers are responsible for processing the schools' payroll, complying with all the relevant statutory regulations, code of practice and agreed procedures to ensure all staff salaries are credited to individual bank accounts by the due date.

■ Timescales and Deadlines

The service is available throughout the year and aims to be as flexible as possible to meet your needs.

The monthly deadline for receiving all payroll documentation is close of business, **5th of the month**. Where the 5th falls on a weekend or bank holiday the deadline is extended to the next working day. July and December deadlines are earlier to allow an earlier pay day and are notified to schools in advance.

■ Development of the Service

The enhanced payroll system is continually being reviewed and developed further. The system will give schools more control and greater accessibility to their payroll data in real time. Schools will be fully involved in the development of this Service and the benefits that it will bring.

Payroll & Pensions Service

■ Price of the Service

The services are set out in a detailed Service Level Agreement and charges will be based on the number of payments made.

Where additional payments are required by schools outside the normal payroll run, we make a charge.

The team can process an additional pay run after the set pay date of that month to ensure any additional payments required by the school are included and are paid within one week after the original pay date of that month. Please contact the team for prices.

■ Method and Timing of Payments

Invoicing is undertaken for the service based on number of payments made and any additional payments required.

■ Schools Leaving the Service

We have a standard set of Payroll reports that are produced to provide figures up to the leave date.

Procurement Service

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Kasey Burke | kaseyburke@southend.gov.uk | 01702 215083

■ Service Description

Would your school benefit from a professional procurement service?

This advisory, support and fulfilment service enables schools to appraise all viable supply options, in order to assess the best possible outcome and ‘value for money’. It can save money on existing goods and services and improve supplier performance across its third party spend.

Examples include: Cleaning, Catering, Security, Stationery, Utilities or ICT (such as desktop hardware and peripherals), Software licencing (and associated support and maintenance), Printing (including device leases and click charges and maintenance), Professional services or any other procurement spends. The team can also help where there is a contract dispute and / or commercial and contractual advice is required with any existing contracts or new contract.

The team:

- have identified thousands of pounds of savings to schools against their current print device leases and print / click costs
- pride themselves on attention to detail and ensuring all opportunities are explored where there is potential to save your school money
- advice on how to resolve contractual disputes
- are passionate about savings and want to ensure all schools receive the benefit of available savings

■ Abilities and Experience

Procurement Advisers have substantial experience of procurement within Local Government.

Procurement

■ What the Procurement Service will do

We will undertake any of the following:

- review your existing contracts, making recommendations for service improvement and savings, including a search of all existing government framework pricing available
- undertake a procurement exercise on your school's behalf to leverage and realise 'quick win' short term, medium and long term savings
- provide guidance and support across your own procurement exercise
- train your Business / Finance Managers in procurement enabling your school to become self-sufficient; the team can also share a wealth of government frameworks and pricing (available where OJEU procurements have been conducted), alleviating the need for your school to carry out a time consuming and legal process
- be a critical friend in any matters of procurement compliance
- provide general procurement advice to suit the needs of your school on an individual or group basis

■ What the school will be asked to do

The school will:

- nominate a designated point of contact to assist our procurement staff
- provide full access to site and existing data such as contracts and budgets
- participate in data gathering and discussions and fact finding about key spend and service requirements

A full range of services are available which are designed to meet the needs of all schools. Bespoke packages are also available upon request.

■ Available Services

Officer Support

£450

One day support / advice on a contract or procurement – *cost can be split across schools for joint procurements.*

Full day training session

£700

Full day training session tailored to meeting your needs (for up to 12 people). This session can be delivered at your school – *multiple schools can attend training sessions together and share the cost.*

continued on next page...

Procurement

Half day training session

£400

Half day training session tailored to meeting your needs (for up to 12 people). This session can be delivered at your school – *multiple schools can attend training sessions together and share the cost.*

Bespoke Service Package

In negotiation with the school, the team can provide a bespoke solution, tailored to meet your exact needs. This is suitable for larger contracts / procurements - *a % saving share will be negotiated with the school.*

Corporate / Collaborative Procurements

Where multiple schools have a similar requirement (for example catering, cleaning etc.) the team will look to go out to tender collaboratively on behalf of the schools. This is suitable for larger contracts / procurements - *the school will not incur any charges for this, costs will be recovered via a % rebate from the supplier.*

The availability of staff will be dependent upon current workloads across the Council.

Property and Estates Management Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Liz Green | lizgreen@southend.gov.uk | 01702 215459
 Property & Estate Management Help Desk | 01702 215795

■ Service Description

Property and Estates Management have been providing Southend schools with assistance with the management of day to day maintenance, servicing, general building advice and design and project management since Southend-on-Sea became a unitary authority in 1998. As a result our team, which incorporates a full range of building professionals, have a thorough knowledge of the fabric of Southend's school buildings and plant.

The Standard Service we offer:

- access to the team's Helpdesk service for responsive repairs and contractor advice
- access to a large range of annual servicing contracts and statutory contracts allowing your school to benefit from the competitive rates received from various borough wide public building contracts we have procured. This also includes an 'out of hours' service for emergency works
- telephone support from our building professionals in the event of a building related emergency that may lead to the closure of your school or a building related issue that could cause serious and immediate danger - a site visit from our building professionals will incur a charge of £50 per hour for each professional attending
- telephone support for building related issues from our professional teams; a site visit from our building professionals will incur a charge of £50 per hour for each professional attending

Additional Services offered are:

- Condition Surveys
- Floorplans and floorplan updates
- Site visits from our Building Professionals
- Design, tender and project management services

continued on next page...

Property and Estates Management Service

■ What the Property and Estates Management Service will do

We will:

- provide general property advice
- provide advice on health and safety issues (building related)
- arrange and manage any annual servicing contracts you choose to purchase from the service schedule
- arrange and manage any statutory contracts you choose to purchase from the service schedule
- raise orders on your behalf and manage any issues arising
- produce a fully costed Condition Survey if appointed to do so
- design, tender and project manage to completion building related projects you appoint us to carry out on your behalf

■ What the school will be asked to do

- make a commitment to purchase the service before 31 March; this will include the return of the completed Annual Service Schedule for the forthcoming year
- ensure all invoices are paid promptly and in accordance with the Council's standing orders of payment within 30 days of invoice receipt; non-payment of invoices will result in the suspension of orders to all contractors until payment is made
- provide clear and accurate details when reporting building defects
- ensure availability of relevant staff and access to all required areas for contractor visits
- ensure that surveyors, engineers and contractors can gain access to the service purchaser's premises at all reasonable times
- provide a clear project brief and nomination of a lead contact for all project work we are appointed to carry out.
- ensure all payments under JCT Contracts are paid within 14 days in accordance with the contract

■ Abilities and Experience

The Property and Estates Management Team consists of a full range of building professionals; Building Surveyors, Architects, Mechanical Engineers, Electrical Engineers, Project Managers, Building Related Health and Safety Professionals, Structural Engineers and full technical administration support, all of whom have many years' experience working with the schools in the Borough.

Property and Estates Management Service

■ Price of the Services

Standard service is £400 per annum. The Standard Service will cover the services of the Helpdesk, provide access to annual and statutory contracts and telephone support from our Building Professionals. For all orders placed through Property and Estates Management, a fee of 8% of the total order value will be charged at year end.

Additional Chargeable services:

Condition Surveys	
One Form Entry	£1,075
Two Form Entry	£1,700
Three Form Entry	£2,450
Four Form Entry	£3,365
Five Form Entry	£4,280

Floor Plans	
New Floor Plan	£1 per m ²
Floor Plan Updates	£200 per day

Building professional site visits

£50 per hour per building professional.

Design, tender and project management

Please contact the team with your requirements for a quotation.

Road Safety Education (FREE)

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Richard Telling | richardtelling@southend.gov.uk | 01702 212322

Peter Swanwick | peterswanwick@southend.gov.uk | 01702 215193

■ Service Description

The Road Safety Team works very closely with all sectors of the community, although much of their work is based around children, young people and their parents.

The team work with schools primarily to bring about an increase in safe sustainable modes of transport, for example walking and cycling particularly on journeys to and from school.

The team can also provide advice on travel planning and highway matters (including car parking) for both improvements and new works.

■ Service Feedback

“Our students thoroughly enjoyed every element of the day and gained a great deal from all the presentations. The opportunity to take part in the driving experience has increased their desire and determination to start the process of learning to drive.”

Student Services Manager, Southend School

■ What the Road Safety Team can offer

The team currently provide a wide variety of **FREE** services to schools:

Support for themed presentation - themed subjects include ‘Be Bright Be Seen’ and ‘Stop, Look, Listen and Think’

Walk it! Pedestrian Training for year 5 pupils - practical pedestrian training to raise pupils’ awareness of possible dangers

Road Safety Education (FREE)

Ghost Street Road Safety Education for year 8 students - combating the problem of traffic being the single biggest cause of accidental death for 12 to 16 year olds

Roadster - Pre and Young Driver Education - working in partnership with the Safer Essex Roads Partnership (SERP), Essex Police, Essex Fire and Rescue Service and local driving instructors we offer class or year group education to years 12 / 13

Theatre-in-Education - year 7, 9 & 11 students - powerful plays appropriate for their age groups

Walking Bus - assistance with setting up and risk assessing of routes

School fetes and community events - engaging with the school community talking about road safety campaigns

■ What the school will be asked to do

The school will:

- provide the appropriate number and age of children for the session arranged
- provide the appropriate size room / hall for the session to be delivered in with the appropriate provision of a projector
- for some activities provide up to five rooms and the use of a playground / car park for a full day
- provide additional staff to maintain pupil: staff ratio for out of school activities

■ Abilities and Experience

All staff have relevant training and experience to carry out the services offered.

For instance:

All Road Safety Team have an enhanced DBS

Relevant experience in road safety

■ Price of Service

All services and materials provided by the Road Safety Team are **free**.

■ Timescales and Deadlines

Delivered during term time session lengths vary from one hour to a full day. The team will always try to accommodate requests at short notice but a few weeks' notice is usually sufficient.

School Visits Advisory Service

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Carol Parker | carolparker@southend.gov.uk | 01702 534718

Amanda Champ | amandachamp@southend.gov.uk | 01702 534394

■ Service Description

To help schools ensure risks are minimised and visits are conducted appropriately and safely, the School Visits Advisory Service (**currently free to maintained schools**) monitors the arrangements for school visits, providing detailed and specific advice to schools.

Access to a web based computer system (EVOLVE) for recording details of visits is also provided to **ALL** Southend schools **without charge**.

This service also offers training to Educational Visit Co-ordinators and bespoke training to schools on a chargeable basis.

■ What the School Visits Advisory Service will do

We will:

- provide Employer Guidance for the safe conduct of 'Learning Outside of the Classroom' including offsite visits
- provide schools with access to a secure web based system (EVOLVE) for recording and approving the arrangements for school visits
- provide schools with advice relevant to Learning Outside of the Classroom including offsite visits
- visit individual schools to resolve issues which can't be managed online or on the telephone as required
- inspect centres where uncertainty would prevent a visit taking place
- provide training in schools relevant to their needs for 'Learning Outside of the Classroom' on a chargeable basis
- provide training to Educational Visit Co-ordinators / Visit Leaders on a chargeable basis
- monitor the arrangements for school visits especially those with a component of adventure activity, an overnight stay or an overseas component as part of the Council's responsibilities under the Health and Safety at Work Act 1974

School Visits Advisory Service

■ What the school will be asked to do

The school will:

- upload required information to EVOLVE (the established web-based system)
- co-operate with school visit service initiatives as required and remain mindful of any new guidance or policies issued
- designate a named officer in the school as an Educational Visit Co-ordinator
- seek advice from the School Visit Advisor on issues as required

■ Abilities and Experience

The School Visit Advisor is directly employed by the Local Authority and has access to the Local Authority school visit advisory panel including qualified health and safety and insurance professionals.

■ Timescales and Deadlines

The school visit advisory panel meets as required during term time and considers visits uploaded.

■ Price of the Service

The majority of this service is currently provided for maintained schools **free of charge**.

For specific training of Educational Visit Co-ordinators the cost will be as advertised.

	Southend Maintained	Other Southend Schools
Annual Package Price	Free of Charge	£355
Individual bespoke days for general issues	£275 (half day) £490 (per day) or at an hourly rate	£300 (half day) £535 (per day) or at an hourly rate

Southend Adult Community College (SACC)

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Business Development | businessinfo@southend-adult.ac.uk | 01702 445736

■ Service Description

Southend Adult Community College (SACC) provides award winning education, vocational training, Apprenticeships and bespoke provision to over 6,000 learners including both adults and young people, from the age of 14 upwards.

The College has three sites across the town:

The Southchurch Centre, Ambleside Drive, Southend

The Belfairs Centre, Belfairs Academy, Highlands Boulevard, Leigh

The Westcliff Centre, Prittlewell Chase, Southend (this is a specialist centre for adults with complex and profound learning difficulties and physical disabilities)

In addition, the College provides training in many other community facilities, including schools and children's centres.

The College has been consistently rated by Ofsted as 'Good' for ten consecutive years; the most recent inspection taking place in November 2017. The College's Employer Engagement provision currently works with local employers across the Southend area.

■ Service Feedback

"An absolutely amazing tutor, who goes above and beyond to help and [who] was there every step of the way of my course."

Student

"I have always struggled with Maths and due to my tutor I feel I have a much better understanding than I ever did. She explains things brilliantly and is always open to ideas and questions. She takes her time to listen and explain when more explanation is necessary. Returning back to education after 20 years was always going to be daunting but I have been made to feel at complete ease."

Student

Southend Adult Community College (SACC)

“My tutor goes the extra mile... He takes the time to make sure his students have understood. Offers fantastic support and goes out of his way to put extra resources on the Moodle. He gives up his time to offer revision classes and is always contactable when we have a query/problem”

Student

■ What SACC can offer

The college offers Vocational Training, Apprenticeships and Continuous Professional Development (CPD) for new and existing staff as well as a full Apprenticeship recruitment service. The Apprenticeship route offers schools support to develop and mould both existing staff, and staff for the future.

The college's range of training options can be tailored to meet the demands of your school and the most appropriate method of delivery for your staff. All courses start throughout the year.

Vocational Training for Staff: we offer a range of accredited professional Level 2 - 5 qualifications on a part-time basis to enhance staff training and development. These include:

- Supporting Teaching and Learning in Schools Levels 2 & 3
- Childcare Levels 2, 3 & 5
- AAT Accounting Levels 2, 3 & 4
- Management (ILM) Levels 3, 4 & 5
- Business Administration Levels 2, 3 & 4
- Initial Teacher Training Level 5
- Level 3 Award in Education and Training
- Level 5 Diploma in Education and Training
- Level 5 NVQ Diploma in Management and Leadership

Apprenticeships for Staff: many of our Level 2, 3 and 4 qualifications can be incorporated into an Apprenticeship. Please talk to us if you would like an Apprentice for your school. We offer:

- Teaching Assistants
- Business Administration
- Accounting
- Childcare

Southend Adult Community College (SACC)

Inset Day Training: we offer a range of one day training courses to develop your staff including:

- Safeguarding
- First Aid
- Health and Safety
- Food Hygiene

Institute of Leadership and Management (ILM) Training for Leaders and Managers: from Senior Managers to aspiring Team Leaders and Heads of Year, good staff can be developed into excellent leaders who will steer your school through difficult times and help it to grow.

Specific CPD for Teaching Staff: either delivered at your school or within the College. Examples include:

- Working with two year olds
- Transactional Analysis

Assessment and Verification Qualifications: if you are new to Assessment, Internal Verification and Moderation our training will help you to be effective in this.

Open Days and Assemblies: we are happy to attend any open days / careers events to talk to pupils and parents about:

- Study Programme for Level 1 learners and GCSE resits
- Apprenticeships for school leavers

A range of extended learning opportunities from our Art Department:

- Life drawing session with DBS check professional tutors and models aimed at developing sixth form art / photography portfolios

In order to deliver this for you, we will:

- conduct an initial discussion to ascertain your training needs
- create a bespoke proposal detailing content, costings and a timetable for delivery
- present a detailed proposal outlining expectations
- conduct individual training needs analysis of staff where appropriate
- evaluate all provision to ensure it is of the highest standard

Southend Adult Community College (SACC)

■ What the school will be asked to do

The school will:

- meet with college staff to prepare a detailed brief of training needs
- ensure that staff are released for training as agreed
- evaluate training via the 'Framework for Excellence' website
- provide a safe and healthy environment for training (where training is delivered in employers' premises)
- participate in all Health & Safety checks

■ Abilities and Experience

In 2017 Southend Adult Community College were awarded Small Training Provider of the Year by the Association of Accounting Technicians (AAT) and in 2016 the College won the 'Best New Training Provider of the Year' award.

Mark Farrar, CEO of AAT, said:

"We congratulate Southend Adult Community College on this success, and we hope that businesses in Southend and the surrounding area take the opportunity to consider the benefits of hiring from a quality training provider based on their doorstep."

In 2017 the College was judged 'Good' by Ofsted. They said "learners are enthusiastic and make good progress. They work well and respectfully together and value each other's cultures. Adults, who form the majority of learners, achieve well". "Teachers plan and execute lessons carefully, taking learners' starting points and any specific concerns or barriers to learning, including personal issues, into account. As a result, learners complete activities and tasks that are relevant and achievable, maintain their interest and attention, and boost their confidence, skills and knowledge".

Southend East School Sports Partnership

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Kirk Edwards | kirkedwards@shoeburyness.southend.gov.uk | 01702 292286
(ext 193) / 07771 847919

■ Service Description

Southend East School Sports Partnership offers a wide range of sporting activities and events to assist schools in developing a diverse and inclusive sporting experience for our students.

Our services include:

- introducing new sports and activities to schools
- widening the provision for out of school hours sports clubs
- providing PPA cover and providing high quality PE lessons for students offering a range of competitions for schools
- providing sports holiday activities using specialist coaches

■ What Southend East School Sports Partnership can offer

Staff CPD / School Inset Training:

The Partnership has a range of expertise in whole school insets which can be tailored to your school's individual needs. These can take place on teacher training days, as twilight sessions or during school time. Insets help staff including teachers, LSAs and other members of school staff.

Whole School Inset 1 day (6 hours) - £240

including photocopied handouts. Available in Gymnastics, Dance, Games and Athletics.

Half Day Inset / 2 Twilight sessions (2 - 3 hours) - £120 including photocopied handouts. Available in playground activities, 'Health and Safety' and 'Apparatus in Gymnastics', 'Top Activity' and 'Activate'.

Please enquire about specialist areas which are not stated above and we will do our best to accommodate your school's needs.

Southend East School Sports Partnership

Out of School Hours Learning (OSHL):

The Southend East School Sports Partnership has a wide range of coaching expertise and links with outside agencies to provide a range of OSHL opportunities for young people. OSHL can be provided as breakfast clubs, lunchtime clubs or after school clubs.

With our fully qualified, insured and DBS checked teams we are able to provide the following sports:

Dance, Gymnastics, Cheerleading, Athletics, Cross Country, Sports Hall Athletics, Fitness, Football, Rugby, Hockey, Multi skills, Multi sports, Martial arts, Speed stacks, Basketball, Netball, Orienteering, Fencing, Top Activity
£30 for breakfast club, afterschool and lunchtime clubs (1 hour).

Staff PE Support:

The Southend East School Sports Partnership aims to ensure high quality PE is sustainable within schools and truly believes the best way to do this is to 'up skill' school staff.

The partnership is aware that in primary school teacher training, there is little emphasis (sometimes only 1 day's worth of training) in PE so further training is essential to ensure the staff feel confident and have the knowledge to take high quality PE lessons.

The partnership can offer team teaching lessons to support staff in a block of lessons which consists of a 5 - 6 week block with 2 lead lessons, 2 team taught lessons and 1 - 2 Ofsted criteria lesson observations and feedback. This is particularly good for NQT's and GTP's development.

Team Teaching - recommended 6 week block per teacher:

- Hourly Rate - £30 per hour
- Half day (up to 2.5 hours teaching time) - £75
- Full day (up to 5 hours teaching time) - £150

Rates can be negotiated for block bookings and for several allocation slots.

PPA Cover:

The Southend East School Sports Partnership currently offers PPA cover in PE to ensure your students get the best quality PE possible. With the team's wide range of expertise, we ensure the children are challenged, active and enjoy PE lessons.

Southend East School Sports Partnership

Full lesson plans are left with the school to show what children have learnt and regular updates are given to the school through the Senior Leadership Team for feedback on how the cover is going. We ensure, even with staff sickness that PPA is always covered to ensure continuity for the school.

- Hourly Rate - £30 per hour
- Half day (up to 2.5 hours teaching time) - £75
- Full day (up to 5 hours teaching time) - £150

Rates can be negotiated for block bookings and for several allocation slots.

www.southendssp.co.uk

Southend West School Sports Partnership

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| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Hayley Pegg | hpegg@eastwood.southend.sch.uk | 01702 508653 / 07763 839863

■ Service Description

Southend West School Sports Partnership offers a wide range of sporting activities and events to assist schools in developing a diverse and inclusive sporting experience for our students.

Our services include:

- introducing new sports and activities to schools
- widening the provision for out of school hours sports clubs
- providing PPA cover and providing high quality PE lessons
- providing support in sporting events
- offering teacher support in curriculum time

■ What Southend West School Sports Partnership can offer

Staff CPD / School Inset Training:

The Partnership has a range of expertise in whole school insets which can be tailored to your school's individual needs. These can take place on teacher training days, as twilight sessions or during school time. Insets help staff including teachers, LSAs and other members of school staff.

Whole School Inset 1 day (6 hours) - £300

including photocopied handouts. Available in all sports.

Half Day Inset / 2 Twilight sessions (2 - 3 hours) - £160 including photocopied handouts. Available in playground activities, 'Health and Safety' and 'Apparatus in Gymnastics' and in all sports.

Extra Curriculum:

The Southend West School Sports Partnership has a wide range of coaching expertise. Extra curriculum activities can be provided as breakfast clubs, lunchtime clubs or after school clubs.

continued on next page...

Southend West School Sports Partnership

With our fully qualified, insured and DBS checked coaches we are able to provide the following sports:

Dance, Gymnastics, Cheerleading, Athletics, Cross Country, Sports Hall Athletics, Fitness, Football, Rugby, Hockey, Multi skills, Multi sports, Martial arts, Lacrosse, Basketball, Netball, Orienteering, Fencing, Dodgeball, Boccia, Handball.

- £20 for breakfast clubs (40 minutes)
- £25 for afterschool and lunchtime clubs (1 hour)
- £40 for structured observations with school's SLT or PE Co-ordinator

Staff PE Support:

The Southend West School Sports Partnership aims to ensure high quality PE is sustainable within schools and truly believes the best way to do this is to 'up skill' school staff.

The partnership is aware that in primary school teacher training, there is little emphasis in PE so further training is essential to ensure the staff feel confident and have the knowledge to take high quality PE lessons.

The partnership can offer team teaching lessons to support staff in a block of lessons which consists of a 5 - 6 week block with 2 lead lessons, 2 team taught lessons and 1 - 2 Ofsted criteria lesson observations and feedback. This is particularly good for NQT's and GTP's development.

Team Teaching - recommended 6 week block per teacher:

Hourly Rate - £30 per hour

Half day (up to 2.5 hours teaching time) - £75

Full day (up to 5 hours teaching time) - £180

Rates can be negotiated for block bookings and for several allocation slots.

PPA Cover:

The Southend West School Sports Partnership currently offers PPA cover in PE to ensure your students get the best quality PE possible.

Full lesson plans are left with the school to show what children have learnt and regular updates are given to the school.

- Hourly Rate - £30 per hour
- Half day (up to 2.5 hours teaching time) - £75
- Full day (up to 5 hours teaching time) - £150

Rates can be negotiated for block bookings and for several allocation slots.

Southend West School Sports Partnership

Sport Events:

The Southend West School Sports Partnership currently offers support throughout Essex for all sports events and competitions.

- £20 for event organisation (1 hour)
- £220 for all day support (2 staff)
- £150 for half day support (2 staff)
- £20 for additional support i.e. refs (1 hour)

Southend Pier & Visitor Centre

- | | |
|--|--|
| <input checked="" type="checkbox"/> Southend Maintained | <input checked="" type="checkbox"/> Non-Southend Maintained |
| <input checked="" type="checkbox"/> Southend Academy | <input checked="" type="checkbox"/> Non-Southend Academy |
| <input checked="" type="checkbox"/> Southend Independent | <input checked="" type="checkbox"/> Non-Southend Independent |

CONTACT US:

Visitor Information Centre | vic@southend.sch.uk | 01702 215620

■ Service Description

The longest pleasure pier in the world is here in Southend-on-Sea.

Welcoming over 300,000 visitors each year the pier is an international icon and grade two listed building. It has also been recognised as a key attraction and has VAQAS (Visitor Attraction Quality Assurance Scheme) accreditation.

With interest for school groups studying local history, geography and culture, the pier makes a memorable day to bring lessons to life.

An ideal visit to Southend Pier would include a visit to the Visitor Information Centre, a trip to the end of the world's longest pleasure pier, a talk at the RNLI lifeboat station and a visit to the Pier Museum.

For a visit to the Pier Museum please phone 01702 614553.

■ What the Pier can offer

The Pier Museum at the shore end can provide a fascinating insight into the history of this much loved Southend attraction along with displaying some fine exhibits of its life through the years.

The RNLI station based at the pier head can also provide talks about their crucial role in the safety of local mariners. Talks from the RNLI can be booked through Captain Brian Woods on 07789 817915.

The Royal Pavilion at the pier head provides space to enjoy exhibitions throughout the year. The old Pier Café has been used as a film set by Jamie Oliver and can be seen during your visit.

The pier is open throughout the year but please check with the Visitor Information Centre for seasonal variations.

Southend Pier & Visitor Centre

■ Abilities and Experience

The team at the pier are all customer focused and used to dealing with groups of all ages and backgrounds.

■ Price of the Service

Walk & Ride:

- Adult - £4.85
- Concession - £2.40

Summer Walk both ways:

- Adult - £2.00
- Concession - £1.00

Train both ways:

- Adult - £5.35
- Concession - £2.65
- Family (2 adults and up to 3 children) - £13.50

NB: Prices may change in April 2020.

Concession fare: Children aged 3 - 16, student card holders, disabled and over 60 years old.

■ Additional Information

The pier is accessible for all abilities although care should be taken as there are some uneven boards. and if walking in either direction it should be noted that the journey is 1.3 miles.

School visits should be pre-booked through the Visitor Information Centre.

Special Educational Needs (SEN) Programme

<input checked="" type="checkbox"/> Southend Maintained	<input checked="" type="checkbox"/> Non-Southend Maintained
<input checked="" type="checkbox"/> Southend Academy	<input checked="" type="checkbox"/> Non-Southend Academy
<input checked="" type="checkbox"/> Southend Independent	<input checked="" type="checkbox"/> Non-Southend Independent

CONTACT US:

Julie Hollingsworth | juliehollingsworth@southend.gov.uk | 01702 534127

Gary Bloom | garybloom@southend.gov.uk | 01702 534548

■ Service Description

The SEN Leadership Programme provides high quality professional development opportunities for schools and SEN Leaders. It was transformed in 2019 in line with 'Southend SEND: What we need to do'. This is Southend's expectations for SEND, both statutory related to the Code of Practice and Southend's requirements for SEND at local level.

This programme is aimed at SEND practitioners, including SENCOs, Inclusion Leaders and SEN Assistants. It directly relates to national and local priorities, identified through feedback from the well-established SEN Strategic Board, SENCo Cluster Networks, SEN Information Profile and LA audit of needs. The programme is appropriate for maintained, academies, independents as well as schools in neighbouring authorities.

■ What does the SEN Leadership Programme include?

- The Annual SEN Conference is aimed at Leadership level and we hope that we may have good representation of Head teachers, Senior Leaders, Chair of Governors and SENCOs. Schools may access two delegate places each. It provides an opportunity to unpick the latest thinking in terms of further change and best practice for SEND and related priorities for schools. The conference will be led by a prominent SEN expert recognised nationally in the area of focus
- Termly Borough SENCO Meetings are aimed at SEN Leaders in schools and settings and focus on local level needs and outcomes. These areas may be revised as needs arise or develop over the year, but will build on and complement the national SEN landscape. The meetings will be delivered by SEN specialists and experts in their field with contributions from key partners, such as Health and Social Care
- New SENCO induction support, either as termly sessions and or bespoke support within schools or settings

Special Educational Needs (SEN) Programme

- Discrete professional development sessions, for example Governors with SEND responsibility
- Access to the Southend Learning Network 'SEN Resources' including 'CPD' and 'SENCo Cluster Meeting' pages, as launched September 2018
- Updates for SEN Leaders via 'SEN Resources' to support them effectively fulfilling their roles and responsibilities
- There will be the ongoing opportunity to have professional dialogue with peers as well as colleagues from other fields. As well as share good practice, exemplar templates and resources

■ Service Feedback

Annual SEND Conference 2019 - "Fantastic to have this whole school focussed and for our Headteacher, Governor and SENCo to attend"

Southend School

Autumn 2019 Borough SENCO Meeting - "Really useful to have strategies and resources from specialist teachers as well as Consultant Audiologist input for Hearing Impairment."

Southend School

SEN for Governors 2019 - "Really useful overview, thank you".

Southend Governor

■ Abilities and Experience

The SEN Leadership Programme offers access to high quality SEN professional development and support. It provides access to a variety of national and local experts, as well as further utilising the well-established SENCo community and networks across Southend. The programme utilises the skills of a well experienced team of Advisory SENCos and specialist teachers from outreach services, as well as practitioners from special schools and alternative provision.

Special Educational Needs (SEN) Programme

■ Price of Service

	Maintained / Academy
Southend	£120
Outside of Southend	£150

■ Method and Timing of Payments

Schools will be required to make payment in full if they attend any aspect of the programme.

CONTACT INFORMATION



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Essex Legal Services ELS.Enquiries@essex.gov.uk 03330 132305

Contact Information

Libraries

Public Library Service library@southend.gov.uk 01702 534100

Schools Library Service 0333 013 8984

Media Relations & Crisis Management Service

General Enquiries media@southend.gov.uk

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Strategic Communications Manager 07818 580319

Mentor Service (60 Minute Mentor)

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Mentoring Officer 07721 115224

Museums Service

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Learning & Events Officer

Music on Sea

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Southend Pier & Visitor Centre

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Acknowledgements

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Please note that all information was correct at the time of printing.

Entries are compiled by the relevant team, therefore any discrepancies should be raised with them directly. Please find contact details in the blue box on the relevant page for the service required.

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www.southend.gov.uk

