

LA Services for Academies,
Independent Schools & schools
outside Southend
2015 - 2016



LA Services for Academies, Independent Schools & schools outside Southend 2015 - 2016



Introduction

Services for Schools

Contact Information

For more information please contact:

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Introduction

Welcome to our brochure of 'LA Services for Academies, Independent Schools & schools outside Southend 2015-16'

I am delighted to welcome you to the 2015-16 edition of our brochure of 'LA Services for Academies, Independent Schools & schools outside Southend'.

I am pleased that the broadening of our partnerships is enabling us to offer services, via this brochure, to a wider range of schools. This year has seen a growth in the number of Academies and we are delighted that we have continued to work collaboratively with you. We are also very pleased to have further strengthened our links with Independent Schools.

Thank you to all those schools who completed our 'Annual Survey for Schools' in October 2014. I was pleased that 81% of all our maintained schools and academies completed the survey, as well as five of our Independent Schools. It was great to see that so many of you regard the majority of our services as good and excellent.

All of your feedback has been given to the relevant managers and your suggestions for improvements are being considered as part of our continuous service improvements.

It is clear from your feedback that the Southend Learning Network continues to be an essential resource for schools. I am pleased that it has significantly improved communication between the Local Authority and schools and that, in particular, the weekly newsletter has been so invaluable for you all. Thank you also for all your suggestions for future developments and improvements for the Southend Learning Network, many of which are already in place or in development.

www.southendlearningnetwork.co.uk

Each specification in this brochure contains clear service information, including prices, charging arrangements and contact details. There are several brand new services available to you this year and some exciting developments within existing services. The new services offered from Procurement and Media are sure to prove popular, and I am looking forward to our new Governor Services being launched in the Spring 2015.

In these challenging times we have worked hard to keep our charges as low as possible whilst continuing to deliver the services that you have told us you want.

We will also continue to use your feedback to improve the quality and range of services offered to schools.

Our 'Group Manager – Services for Schools', Alison Gellert, is always available to assist you in accessing services or with any queries that you may have.

Please continue to feedback to Alison at any time about our services, our brochure or the Southend Learning Network.

Working in partnership with you will help achieve our collective aspiration of excellent service and excellent outcomes for children and young people.



Simon Leftley
Corporate Director
Department for People

Summary of Services for 2015-16

Please find below a brief summary of each service for 2015-16, as well as an indication of those services which are new for 2015-16.

Ability Action (NEW)

The activities that Ability Action have run in Southend schools have won praise from pupils, parents and staff. These include educational projects (including interactive assemblies and workshops) and advocacy services, as well as training and teaching sessions around disability issues.

Accountancy: Cash Collection Service

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

Bicycles, Cycle Maintenance & Sustainable Travel Planning

Do you have pupils who would love to cycle but can't afford a bike? Do you have pupils who would like to travel by bus, train or walking but need advice on a safe route to school? This service can provide practical solutions to these and other sustainable transport questions.

Bike It, Bikeability & Ideas in Motion (FREE)

This highly popular and successful programme is offered at no charge to Southend Schools and covers cycling, walking and public transport. The service provides sustainable travel planning, cycle training and curriculum based activities that promote cycling. Most activities meet the requirements of Healthy Schools, Eco Schools and Sustainable Schools awards.

Building Control

This team deals with a large number of wide ranging schools projects, which include anything from new school buildings to minor work. They are able to offer a complete service from inception to completion on site.

Child & Family Early Intervention Service

The ability of this specialised team to work intensively with families identified by the school as part of a flexible annual provision has proved highly successful since its inception in 2011. The impact on many families is already significant with this in turn reflected in outcomes both within the school and outside.

Connexions Service IYSS (Secondary Phase)

The Matrix Accreditation of this team highlights its phenomenal success, with outstanding reports received from schools both within Southend and also those in Castle Point, Rochford, Wickford, Basildon and Billericay who have purchased the service over the last four years.

Copyright & Licences

This service offers a group licence for CCLI and PRS / PPL, providing a discount to many Southend schools as well as simplifying this area for schools.

Counter Fraud & Investigation Services

The Counter Fraud & Investigation Service (CFIS) will work with schools to help reduce fraud corruption, bribery, theft and misappropriation to an absolute minimum so the maximum resources are available.

Courier Service

This service provides a valuable method of communication between schools and the LA as well as the secure transfer of confidential pupil files between schools.

Cultural & Leisure Services

This section offers a wealth of access to activities and venues which can both enhance the curriculum and provide unique opportunities for students to develop their confidence and talents. This service includes arts, culture, sports and other opportunities.

Educational Psychology Service

This service provides a tailored annual provision to all Southend schools ensuring that early intervention and a **proactive approach maximises pupils' chances.**

Emergency Planning & Business Continuity

This service has proved extremely popular with schools. It enables schools to be prepared to deal with major incidents, remain operational and have sufficient and robust business continuity plans.

Facilities Management

This service offers schools the ability to take advantage of a whole raft of service contracts eg cleaning, security and confidential waste shredding / disposal.

Finance Service

This outstanding and highly respected team offers a wealth of financial support, guidance and practical solutions to Southend Schools.

Free School Meals Checking Service

1,200 children in Southend are entitled to have Free School Meals but do not take them. This service allows schools to easily check all pupils for eligibility, and for each pupil who then takes up Free School Meals, the school also receives Pupil Premium funding.

Summary of Services for 2015-16

Please find below a brief summary of each service for 2015-16, as well as an indication of those services which are new for 2015-16.

Governor Services

Governor Services is changing. We are committed to continuing to provide you with a high quality service. Our plan is to deliver this with one or more partner agencies. It will still be a subscription service and will provide advice, guidance and training. Further information will be available in the Spring.

Grounds Maintenance & Landscape Service

This award-winning and popular team provides a wide variety of services to a significant number of schools both in Southend and beyond.

Headship Recruitment Service

A highly professional 'start to end' service is offered to governing bodies to relieve the burden of recruiting a new Headteacher without reducing their influence over the appointment. This service draws together specialist HR and school improvement support and advice with excellent administrative support.

Health & Safety Service

This service helps schools to ensure that they are complying with legislation and current guidance, as well as advising and supporting on more individual issues relevant to the school.

Human Resources Service

This service, which was highlighted by a significant number of Southend schools as being particularly excellent, is currently purchased by the majority of Southend schools.

ICT Support Services

This team offer a range of popular support services to Southend schools, including technical support and SIMS support, as well as providing broadband at a group contract rate for all schools.

Insurance Advisory & Risk Management Service

This popular service allows schools to access preferential rates to insurance contracts as well as providing support and guidance in what are often difficult circumstances.

Internal Audit Service

This service ensures that schools are operating in a way that stands up to scrutiny and checks that public money is being appropriately managed.

Learning & Improvement Team (4-19)

This team offers a suite of options which can be tailored to your school, such as RAISEonline analysis interpretation, preparation of Governors for Ofsted, **providing a 'mock' inspection, assessing for Quality Mark or effective classroom observation.**

Legal Services

As well as the popular legal advice annual subscription, this service is now able to offer legal casework for schools at a highly competitive rate.

Libraries

The current link between the Public Libraries and schools is strong with many schools taking up the varied **opportunities to widen their pupils' reading options and strengthen all areas of the curriculum.**

Media Relations & Crisis Management Service (NEW)

This experienced team of media professionals can support and protect schools in times of crisis when reactive media relations support is needed, as well as providing pro-active support to maximise the promotion of schools.

Museums Service

The wide variety of specific activities offered by Southend museums which are tailored to all ages of the Curriculum, are very popular with Southend schools and **allow schools to enhance and 'bring to life' many areas of their school learning.**

Music Service

As well as the peripatetic tuition which many schools access, the Music Service and other providers within Southend offer a rich and varied array of opportunities **for all Southend's children and young people to develop a love of music and to find a way to express themselves musically.**

Net Capacity Surveys

This service provides a single robust and consistent method of accessing the capacity of the a school.

Newly Qualified Teachers Support

This service provides high quality support for schools and NQTs. It provides schools with a wealth of experience in the effective administration of the statutory process and specialist advice on the legislative framework.

Payments Service

(Non-cheque book schools only.) This service reimburses costs by BACS and cheques in accordance **with suppliers' payment terms.**

Payroll & Pensions Services

This service which was specifically highlighted by a number of schools in the 2014-15 survey as being outstanding, provides payroll and pension services to virtually all Southend schools.

Summary of Services for 2015-16

Please find below a brief summary of each service for 2015-16, as well as an indication of those services which are new for 2015-16.

Performance Data – Assessment Analysis Packs

These highly prized data analysis packs support schools' self-evaluation, strategic planning and Ofsted related processes.

Performance Data – Bespoke Analysis of Data

This exceptional and highly regarded team are now offering bespoke data analysis to meet a school's individual needs.

Performance Data – FFT Aspire Licence

Purchasing the FFT Aspire licence through the LA is advantageous to schools.

Performance Data – FFT Aspire Training

Many schools view training on the highly respected FFT data as an essential aspect of their school improvement programme.

Performance Data – Headteacher & Governor Support

The team can help you understand your data ensuring it is central to your strategic discussions.

Performance Data – Other Services

The Data & Performance Team can create all kinds of analyses and build applications and tools to help with analysing complex data sets. Tools range from user friendly pupil tracking spread sheets to progress monitors for vulnerable groups to simple Excel training.

Performance Data – 'Understanding Your Data' Training

Almost every aspect of school life is now measurable and schools are overloaded with statistics. The understanding of what is important and how to interpret this information is integral when gathering valuable evidence towards updating of the school SEF in readiness for an Ofsted inspection.

Procurement Service (NEW)

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'.

Property Support Services

This team offer assistance with the management of day-to-day maintenance, servicing and property advice.

Road Safety Education (FREE)

This service includes the popular and well established 'Be Bright be Seen' and 'Stop, Look, Listen' campaigns. The Road Safety team work with schools to increase road safety awareness and skills, and encourage safe sustainable transport choices, particularly on journeys to and from school.

School Visits Advisory Service

This service includes the use of the Evolve web based system for recording visits and advice on visits.

Seabrook College

Seabrook College aims to provide 'a place where all children and young people can thrive, learn and achieve their best', by providing a range of pathways and services for primary and secondary maintained schools whose pupils are finding it difficult to access education due to their social, emotional and behavioural needs.

Southend Adult Community College (SACC)

Southend Adult Community College provides award winning education, vocational training and Apprenticeships to over 6,800 learners including both adults and young people. It works in partnership with schools to provide training, CPD, personalised work based learning and many other options.

Southend East and West School Sports Partnerships

These partnerships offer a wide range of sporting activities and events to assist schools in developing a diverse sporting experience for their students.

Southend Marine Activities Centre

The Marine Activities Centre can offer so much to pupils and staff from team building on the beach to watersports sessions afloat.

Southend Pier & Visitor Centre

The pier welcomes 250,000 visitors a year. Visits prove popular with schools, as there is interest for those studying local history, geography and culture, and a visit makes a memorable day to bring lessons to life. The pier can offer school talks in the Visitor Information Centre, trips to the end of the Pleasure Pier, talks at the RNLI lifeboat station and a visit to the Pier Museum.

The Tickfield Centre

Tickfield is a fantastic training, meeting and event venue in Southend-on-Sea and the team's aim is to exceed your expectations. Schools have said how much they enjoy using this high quality modern venue which has five large rooms plus a further five meeting / breakout spaces and an information technology suite.

Youth Centre Facilities Hire - IYSS

We are delighted to be able to offer the facilities at a unique Youth Centre to all schools that are seeking alternative venues or opportunities for their pupils.

Services for Schools & the Southend Learning Network

Southend Learning Network

I am delighted that your feedback in the 2014-15 Annual Survey shows how the Southend Learning Network continues to improve communication between the LA and schools.

The Southend Learning Network allows schools to:

- purchase all annual subscription packages
- purchase any ad hoc services at other times in the year
- add extra sessions to their annual subscription package (where applicable and subject to availability at the time)
- request further information about a service
- book all training from the LA, LSCB and SETSA
- receive all documents from the LA, LSCB and SETSA

Advantages include:

- enabling schools to see at any point how much has been committed for which services and to access the details of all services
- all purchases can only be made by staff given appropriate permissions by their Headteacher with an improved audit trail
- being able to see and amend all training bookings at any time
- the facility to run off details of all training attended by a delegate over a specified time period

Due to the nature of our services, we need to ensure that the staffing of our services is sufficient for the needs of all Southend schools. It is very helpful if you can complete your purchases on the Southend Learning Network as soon as possible in order that we can not only plan overall staffing levels for 2015-16 but also finalise the plans for which individual members of a team will be delivering your service.

We are asking that in order to maximise the chance of us being able to deliver your requirements from 1st April 2015, you notify us of your annual purchasing decisions via the Southend Learning Network by **Thursday 12th March 2015**.

If you have a particular reason why this deadline is likely to be unachievable then please contact me directly as soon as possible to avoid missing out on service provision.

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

I welcome your continued feedback on all of our services, on the Southend Learning Network and on our brochure.

Essex and Thurrock schools

Please contact me directly via the details below to enquire about, or order, any of our services.

Prices

Please note that where prices are based on pupil numbers, the school census Spring 2015 will be used.

Once a service is purchased via the Southend Learning Network, this represents a formal contract to purchase the services you have 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 simply the period spent in school. Whenever possible, the full cost will be agreed with the school before the work is begun. All charges are fully inclusive of travelling and other expenses, unless the service provider otherwise advises you. All services for Academies and Independent Schools will have VAT added at the point of invoicing.

Communication

Thank you for all your feedback about the improvements in communication since the launch of the Southend Learning Network. Please continue to contact me with any suggestions for developments and improvements. Many of the suggestions received from schools have already been implemented.



Alison Gellert
Group Manager - Services for Schools
Department for People

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Services for Schools



Index of Services

Key:

SA: Southend Academy School

SI: Southend Independent School

NSM: Non-Southend Maintained School

NSA: Non-Southend Academy

NSI: Non-Southend Independent School

✓ Service Available

* Please see service entry for availability

NB - For your ease of use, the above codes (e.g. SA) are repeated on each service entry to give you a quick reference as to whether the service is available to you i.e. if your code appears on the page, you can access that service subject to availability.

Service	Page No:	Availability				
		SA	SI	NSM	NSA	NSI
Ability Action	12	✓	✓	✓	✓	✓
Accountancy - Cash Collection Service	13	✓	*			
Bicycles, Cycle Maintenance & Sustainable Travel Planning	14	✓	✓	✓	✓	✓
Bike It, Bikeability & Ideas in Motion (FREE)	15	✓	✓	*	*	*
Building Control	16	✓	✓	*	*	*
Child & Family Early Intervention Service	17	✓	✓	✓	✓	✓
Connexions Service IYSS	19	✓	✓	✓	✓	✓
Copyright & Licences for Schools	21	✓				
Counter Fraud & Investigation Services	23	✓	*			
Courier Service	24	✓	✓	*	*	*
Cultural & Leisure Services	25	✓	✓	✓	✓	✓
Educational Psychology Service	26	✓	✓	✓	✓	✓
Emergency Planning & Business Continuity	28	✓	✓			
Facilities Management	30	✓	✓	✓	✓	✓
Finance Service	31	✓	*		✓	
Free School Meals Checking Service	33	✓	*	✓	✓	*
Governor Services	34	✓	*			
Grounds Maintenance and Landscape Service	35	✓	✓	✓	✓	✓
Headship Recruitment Service	36	✓	✓	*	✓	✓
Health & Safety Service	37	✓	✓	*	*	*
Human Resources Service	38	✓	✓	*	*	*
ICT Support Services	40	✓	✓	✓	✓	✓
Insurance Advisory & Risk Management Service	44	✓	✓	✓	✓	✓
Internal Audit Service	45	✓	*			

Index of Services

Service	Page No:	Availability				
		SA	SI	NSM	NSA	NSI
Learning & Improvement (4-19)	46	✓	✓	✓	✓	✓
Legal Services	48	✓	✓	✓	✓	✓
Libraries	49	✓	✓	✓	✓	✓
Media & Reputation Management Service	50	✓	✓	✓	✓	✓
Museums Service	52	✓	✓	✓	✓	✓
Music Services	55	✓	✓	*	*	*
Net Capacity Surveys	56	✓	✓			
Newly Qualified Teachers Support	57	✓	✓	*	✓	✓
Payments Service	58	✓	✓	*	*	*
Payroll & Pensions Services	60	✓	✓	✓	✓	✓
Performance Data - Assessment Analysis Packs	62	✓				
Performance Data - Bespoke Analysis of Data	63	✓	✓	✓	✓	✓
Performance Data - Fischer Family Trust Licence	64	✓				
Performance Data - Fischer Family Trust Refresher Training	65	✓		✓	✓	
Performance Data - Headteacher & Governor Support	66	✓	✓	✓	✓	✓
Performance Data - Other Services	67	✓	✓	✓	✓	✓
Performance Data - 'Understanding Your Data' Training	68	✓	✓	✓	✓	✓
Procurement Service	69	✓	✓	✓	✓	✓
Property Support Service	70	✓	✓	✓	✓	✓
Road Safety Education (FREE)	71	✓	✓	✓	✓	✓
School Visits Advisory Service	72	✓	✓			
Seabrook College	73	✓				
Southend Adult Community College (SACC)	75	✓	✓	✓	✓	✓
Southend East School Sports Partnership	77	✓	✓	✓	✓	✓
Southend West School Sports Partnership	78	✓	✓	✓	✓	✓
Southend Marine Activity Centre	79	✓	✓	✓	✓	✓
Southend Pier & Visitor Information	80	✓	✓	✓	✓	✓
The Tickfield Centre	81	✓	✓	✓	✓	✓
Youth Centre Facilities Hire - IYSS	83	✓	✓	✓	✓	✓



Service Description

Ability Action Community Interest Company (AACIC) is a non-profit community focused organisation based in Southend. We offer services with, and on behalf of, disabled people and their families. Run by highly qualified disabled individuals, AACIC understand the problems and the inherent difficulties disabilities can create for people and their families.

AACIC can offer the following services to disabled individuals, their families, schools and the wider community:

- Educational projects including interactive assemblies and workshops
- Advocacy services
- Training and teaching sessions around disability issues to schools and their staff members
- Information, advice and guidance about disability issues to individuals and schools
- Welfare support and advice including assistance such as with completion of Personal Independent Payment forms
- Research projects
- Careers advice and related projects

Service Feedback

“The children were talking about this for ages afterwards - it struck a nerve and really helped to have disabled people delivering the assembly. The phrase that Peter said: “This stops me doing nothing” resonated with a lot of our children.”

Teacher, Southend Primary School

“The presentation was informative and challenged stereotypical views on how we see people who live with a disability.”

Enrichment Co-ordinator, Southend Secondary Academy

What Ability Action can offer

Primary Workshops and Assemblies

- Disability and Difference (KS2)
- Paralympic Focus (KS2)
- Disability, Communication and Language (KS2)
- Disability and Bullying (KS2)
- Disability, Media and Culture (KS2)
- Disability and Fairness (KS2)

Secondary Workshops and Assemblies

- Disability and Bullying (KS3/SEN)
- Disability and Sport (KS3)
- Disability, Media and Culture (KS3/4)
- Social and Economic History of Disability (KS4/5)
- Social and Medical Models of Disability (KS4/5)

If schools would like disability related sessions for pupils or students on any other area; or would like to find out more about our existing sessions, please contact us.

What the School will be asked to do

The school will:

- print pupil / student worksheets where required for workshops
- ensure PowerPoint facilities are available
- ensure venues are accessible (please contact us if you have any specific queries regarding access)

Abilities and Experience

Ability Action has been delivering disability themed assemblies and workshops to Southend schools during the past three academic years. As disabled individuals who are also experienced and qualified trainers, we help schools to meet their Equality Act 2010 duties and offer a unique perspective on disability for school social education programmes.

Price of the Service

Up to thirty minute assemblies: from £50 per session.
Up to sixty minute workshops (with one or two classes): from £75 per session.

Reduced rate packages available, please contact us.
www.aacic.org.uk

CONTACT US

Claire McAllister
clairem@aacic.org.uk
07711 161181

Peter McAllister
peterm@aacic.org.uk
07851 810822

Accountancy – Cash Collection Service

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
- post income to the relevant codes within the **council's general ledger if applicable**

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 or via www.southendlearningnetwork.co.uk

Information required to supply the quote:

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

Method and Timing of Payments

Charges are made annually in October.

CONTACT US

Brenda Putt
brendaputt@southend.gov.uk
01702 215070

Joanne Horrex
joannehorrex@southend.gov.uk
01702 212917

Bicycles, Cycle Maintenance & Sustainable Travel Planning

Service Description

Do you have pupils who would love to cycle but can't afford a bike? We offer low cost bicycles and required accessories, along with any servicing and bicycle maintenance training.

Do you have pupils who would like to travel by bus, train or walking but need advice on a safe route to school? You may also be interested in the support we can offer on travelling by train, bus or walking, including looking at particular routes.

'Sustainable Motion' is a social enterprise that promotes sustainable forms of transport, notably cycling. The team are currently working with a number of Southend schools on a range of tailored projects that meet the individual schools needs. Sustainable Motion includes 'The ReCycle Centre' (at Progress Road) and 'The Comfy Saddle' (at Southend Central Station).

Service Feedback

"We are very happy with the service we have received and the fantastic products."

St. Helen's Catholic Primary School

What the Sustainable Motion Team can offer

We can offer:

- a broad range of low cost bicycles and accessories including helmets, locks and lights (these can either be reconditioned bicycles or new bicycles at a reduced cost purchased through the team)
- cycle maintenance training tailored to your needs
- a tailored package between the Bike It team, the Bikeability team and Sustainable Motion to **meet all a school's needs in this area**
- personal travel planning for pupils and / or staff, relevant to the ability of the individual
- recycling for any unwanted staff or pupil bikes
- the social enterprise as a resource for PSHE and Citizenship course, allowing students to become aware of the many facets to the business (environment, financial and community based)

What the School will be asked to do

The school will:

- provide clear and accurate descriptions on their purchasing needs
- provide a lead contact for all work requested at the school
- organise access for our staff as appropriate
- arrange collection for any bicycles purchased (delivery is not currently available)

Timescales and Deadlines

We would look to respond to initial enquiries within 48 hours.

Abilities and Experience

The team has sold over 2,300 bicycles to the local community. The team have won several local business awards for the sustainable way in which the company operates and the promotion of green forms of transport.

The team pride themselves on their high level of training and knowledge; all bicycle mechanics are CYTECH trained and are passionate cyclists outside of work.

Price of the Service

Reconditioned bicycles are available from £15 to £50 **for a child's bike and from £40 to £85 for an adult's bike.**

Pricing for new bicycles will be dependent on specification and is available on request, but will be at a discounted price.

CONTACT US

Richard Twomey
sustainablemotioncic@gmail.com
01702 340864

Diana Barnes
therecyclecentre@gmail.com
07824 301609

Bike It, Bikeability & Ideas in Motion (FREE)

Service Description

The Ideas in Motion schools' programme delivers a range of integrated services aimed at encouraging and empowering the whole school community to travel better in Southend-on-Sea. This includes travelling healthily, cheaply and easily. Our three main activities directly engage pupils and school staff.

Bikeability - "Cycle Proficiency for the 21st Century!"

The team have been delivering Bikeability in Southend schools for many years. They are able to deliver intensive courses over consecutive days as whole class activities. Members of staff are encouraged to join in with their class and receive a certificate and badge upon qualification. The team are able to provide loan bikes and helmets ensuring that the activity is fully inclusive and 'empties the classroom'.

Bikeability is a national standard promoted by the Department for Transport. Full details can be found on <https://bikeability.dft.gov.uk>

Cycling in the Curriculum - Bike It

Southend Council has worked in partnership with Sustrans to deliver a Bike It project in Southend since 2008. Bike It aims to enthuse, inspire and encourage children to cycle. 'Cycling in the Curriculum' is a fusion of the Bike It project and Bikeability. Cycling for all year groups is combined with lessons, both inside and outside the classroom, focused on bikes and cycling; motivating, inspiring and empowering children whilst helping the school meet required outcomes across the curriculum and the Government's manifesto on 'Learning Outside the Classroom'. Our team can discuss with you how best to fit in with your curriculum.

For more information about Bike It and Sustrans visit: www.sustrans.org.uk

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 setting achievable targets in an action plan.

Schools are able to achieve significant improvements in a short space of time. A typical action plan would contain a large proportion of behaviour change solutions.

Service Feedback

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

Southend School

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

Southend School

"Skilled, knowledgeable, dedicated staff."

Southend School

Abilities and Experience

Relevant to individual roles and responsibilities:

- DBS checks
- National Standard Cycling Instructors
- Mountain Bike Ride Leader
- First Aider
- Bike Mechanic skills
- Travel planning expertise
- Behavioural change expertise

Price of the Service

As part of the Southend-on-Sea Borough Council's on-going commitment to promoting and facilitating healthier, cheaper and easier travel, most of our services are currently free of charge.

In addition to generic services we are also able to offer schools and their communities a range of other services tailored to meet their needs. Occasionally some of these services may incur charges. Any charges are transparent and agreed in advance. Services range from learning to ride, to bike maintenance or advice on walking or bus routes in Southend. To learn more visit:

Ideas in Motion - www.ideasinmotionsouthend.co.uk
Cycle Southend - www.cyclesouthend.co.uk



CONTACT US

Ideas In Motion
Ashley Dalton
ashleydalton@southend.gov.uk
01702 215538

Cycling in the Curriculum
Graham Pearl
graham.pearl@sustrans.org.uk
07979 853297

Cycling, Walking & Bikeability
Collette Kemp
collettekemp@southend.gov.uk
01702 215338

Travel Planning
Sue Goss
suegoss@southend.gov.uk
01702 534330

Building Control

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 are 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

We will:

- 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
- 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 and 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
- or via the contact details below

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.

CONTACT US

Bernadette Bowden
bernadettebowden@southend.gov.uk
01702 534332

Dean Hermitage
deanhermitage@southend.gov.uk
01702 215328

Child & Family Early Intervention Service

Service Description

The Child and Family Early Intervention Team (CFEIT) works across the localities providing support and challenge to improve attendance and engage families and young people in learning. The team use an integrated approach using targeted interventions in order to improve school attendance and outcomes for children and families.

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 including young parents and grandparents
- have children who find joining a new school a challenge
- are coping with teenagers
- provide group or 1:1 work on healthy relationships, transition, self esteem, conflict resolution and other topics

The team will work collaboratively with other professionals supporting families who may be experiencing one or more of the following as identified through their Early Help Assessment (previously CAF):

- 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
- 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.

Service Feedback

"Since CFEIT started working with my family, things have started looking up, I have moved house, my kids are in better routines, my partner has returned to work and I am going to be starting college. CFEIT have been very supportive."

Southend Parent

"CFEIT has been excellent - particularly support with attendance which has led to sustained improvement."

Heycroft Primary School

"Early Intervention has been excellent for us and has enabled us to gain a greater understanding of how systems work."

Thorpe Hall School & Nursery

"I have always found CFEIT to be extremely helpful and able to offer helpful, sound advice... staff are always willing to spend time offering support and give good feedback on cases."

Southend School

"Gives good advice. Works well with school staff and attends meetings regularly."

Southend School

What the Child and Family Early Intervention Team 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 intensive 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
- negotiate with the school to identify families needing our service
- support staff who work directly with the child, young person and family
- provide intensive support and advice to pupils, parents, schools and other agencies
- provide consultation to schools
- challenge and support individual targets set for pupils with attendance below 95%
- 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**
- monitor child employment and the licensing of children in entertainment

Additional challenge and support for schools with attendance levels below target.

Child & Family Early Intervention Service

What the School will be asked to do

The school will:

- meet at pre-specified times with the Child & Family Early Intervention Team Manager 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 Child & Family Early Intervention Team
- arrange meetings - **“Team Around the Child And Family”**, **attend “Children and Family Panels”** with appropriate professionals, and other outside agencies as appropriate

New Services

Incredible Years - An evidence based Parenting Programme for parents of school aged children (max 14 parents):

Twelve 2 hour weekly sessions focusing on the importance of promoting positive behaviours, building social skills and effective praise, with an emphasis on strengthening parenting skills. Included in the programme is a 4 week block concentrating directly on promoting reading skills, dealing with discouragement, fostering good learning habits and parental participation in homework. This service is facilitated by a trained CFEIT Officer and will require a member of school staff to support delivery.

The following two group options were designed by CAMHS in collaboration with CFEIT. Both groups are 1 hour sessions running for 8 weeks for a maximum of 6 participants. Delivery takes place within school with two CFEIT facilitators.

Seeing Red - The group aims to help young people better understand their anger so that they can make healthy and successful choices. The overall objectives of the programme are for participants to realise that they can control their behaviour and develop practical skills and strategies to manage their feelings, which in turn will raise self-esteem. The objectives of the programme are achieved through role playing common situations, identifying associated feelings, doing problem solving, recognising negative behaviours and anticipating consequences.

Self Esteem - **The group aims to raise the children’s** awareness of their feelings, build their self-esteem, increase their problem solving skills and encourage positive interaction within the group. This will be carried out through a variety of planned activities, such as stories, art, worksheets, sharing times, fun and games.

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.

Price of the Service

The service is available for an annual subscription which is calculated individually for each school, according to the size and the needs of the school cohort:

Typical price of service:

Secondary school	£1,108 - £3,485
Primary / Special school	£1,108 - £2,323

Group work:

Bespoke pricing is available on request.

Bespoke work:

- £520 per day
- £290 half day

Method and Timing of Payments

Invoices for services will be issued on an annual basis.

Length of Agreement and Notice Period

This will be reviewed on an annual basis. For any **consultancy or bespoke support, this is a “pay as used”** service and does not have a notice period.

Timescales and Deadlines

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

CONTACT US

Cathy Braun
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01702 215066

Jane Arnold
janearnold@southend.gov.uk
01702 212503

Connexions Services (IYSS)



Service Description

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 changes to legislation, and the long awaited single professional body for Careers Guidance, we were successful in gaining the 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.

We are currently working in excess of thirty four establishments both within Southend, and across south and mid Essex.

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.

Another new development has been the innovative use of our facilities in the youth centres by schools seeking alternative venues or opportunities for their students.

Service Feedback

“Personal Advisers remain professionally ‘impartial’ even though the service is being traded.”

Matrix Assessment

“...using the skills and knowledge of the team by identifying free training and resources, then sharing this information and good practice to meet the needs of the young people.”

Matrix Assessment

“Our PA’s extensive and up to date knowledge and ability to provide Independent Careers Advice & Guidance is always well received by students. The service we have received has always been of a high standard and extremely professional.”

We have built a strong relationship with our PA who has a good understanding of our school and its pupils enabling the provision to be tailored to meet the particular needs of our school.”

Southend Academy

“Our PA is very aware of the context and understands the culture of the school. She is a valued colleague, very personable, humble, well meaning and considerate which underpins a very productive service.”

School Review

Timescales and Deadlines

There is an annual negotiation of requirements with partnership level agreement signed with termly reviews in place.

What the Connexions Service can offer

CEIAG services include:

- attendance at Parents’ ‘Options’ Evenings for all year groups
- attendance at Parents’ Evenings
- 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’
- support with Recognition of Quality Award (RoQA)
- ‘Fast Tomato’ sessions with year groups
- university application process workshops
- online student feedback form

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.

RoQA

A local quality standard (Essex, Southend & Thurrock) with a National Framework for Careers education, information, advice and guidance. It helps education establishments to critically evaluate systems and procedures and consider how they really benefit the students.

What the School will be asked to do

Together, the school staff and Connexions Personal Advisers (PAs) will negotiate at the beginning of each year any services that may need to be purchased, as per the ‘Partnership Agreement’.

Abilities and Experience

Personal Advisers:

- qualified to the 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

continued on next page...

Connexions Services (IYSS)

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:

- £280 per day (officer rate)
- £145 half day

RoQA

- £750 for new accreditations
- £375 for re-accreditation

Staff Training & Development Opportunities:

- £510 per day (senior officer rate)
- £280 per half day

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;

PLATINUM Package:

- 50 days

GOLD Package:

- 30 days

SILVER Package:

- 20 days

BRONZE Package:

- 10 days

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

Hire of Premises Costs:

negotiated on an individual basis as outlined in “Youth Centre Hire” entry

Method and Timing of Payments

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

Length of Agreement and Notice Period

The Agreement for the purchase of a Multiple Day Package will last for a 12 month period.

CONTACT US

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 01702 534300

Wendy Hackett
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 01702 534749

Copyright & Licences for Schools

Service Description

The LA will purchase group Copyright Licences centrally and issue schools with a relevant certificate / document.

We will pass on to schools the benefit of any discounted licence fees given to the LA for representing a large number of schools.

Please note that schools who do not buy into the group licences will be required to obtain their own licences. This may be at a higher cost than the LA group price.

Details of LA Group Licences:

CCLI Licences - Parts 1 and 2 (Academic year licences)

CCLI Part 1 - Collective Worship Copyright Licence (CWCL)

This licence covers schools for the reproduction of words of hymns and worship songs used in collective worship. It allows schools to print song sheets, store song words on a computer for projection, make OHP acetates and record songs from assemblies / Collective Worship for those unable to attend (includes live music only). The cost is based on the number of pupils on the school roll.

CCLI Part 2 - Collective Worship Music Reproduction Licence (CWMRL)

This will need to be purchased as an "add on" to the CWCL if your school also photocopies song words and music from publications and allows your school to make musical arrangements for transposing instruments where no published version is available. The cost is based on the number of pupils on the school roll.

Please note that this licence (CCLI Part 2) can only be purchased at the same time as the CWCL (CCLI Part 1).

Additional details:
www.ccli.co.uk/schools

PPL Licence (Financial year licence)

A PPL licence is required for the non-curricular use of copyrighted music in schools. By law (Copyright, Designs and Patents Act, 1988) a PPL licence is required whenever copyrighted music is issued in schools in a non-curricular manner. The licence covers activities at your school such as school discos / end of term parties, telephone music on hold, playing a radio / tape / CD player, school fetes (where music is played), jukebox, dance / keep fit classes for students and staff only.

PRS Licence (Financial year licence)

By law (Copyright, Designs and Patents Act, 1988) a PRS for Music Licence is required whenever copyrighted music is used in schools in a non-curricular manner. The licence covers activities at your school such as school discos / end of term parties, carol concerts, concerts (not including musicals), telephone music on hold, playing a radio / tape / CD player, school fetes (where music is played), jukebox, dance / keep fit classes for students and staff only, and will cover the soundtrack of a film or DVD shown during extra-curricular activities (e.g. wet play, after school film clubs).

Please note that in music there are two sets of copyright: Phonographic Performance Ltd (PPL) collects royalties on behalf of performers and record companies, while the Performing Right Society (PRS) collects royalties on behalf of songwriters, composers and publishers. When a school plays recorded music in public, in most instances a licence from both organisations is legally required.

Additional details:
www.ppluk.com
www.prsformusic.com
www.cefm.co.uk

Price of the Service

The costs for the licences are defined by the relevant licensing agencies.

The final prices will be sent to schools as soon as they have been released by the agencies.

Method and Timing of Payments

Licences will be invoiced annually.

Other Licences not from the LA

The following licences are purchased centrally by the Department for Education for all state maintained schools in England and are no longer offered as part of the LA group licences.

ERA

The ERA Licensing Scheme permits staff at educational establishments to record, for non-commercial **educational purposes, broadcast output of ERA's** members. You will require a licence if you wish to use recordings of broadcasts as teaching resources.

To obtain details about your licence or to get a copy, please contact the Centre for Education and Finance Management (CEFM) on 01494 836235 or email era@cefm.co.uk

Copyright & Licences for Schools

Additional details:

www.era.co.uk

www.cefm.co.uk

CLA SPML & NLA

The CLA licence allows schools to copy and re-use extracts from print and digital publications on behalf of the copyright owners - authors and publishers. An original work can be reproduced by means of photocopying or making digital copies of content from magazines, books, journals and a wide range of digital materials, as well as press cuttings or documents supplied by a licensed third party.

The SPML licence permits schools to legally make copies of sheet music by any of the following means: photocopying, scanning, score-writing software programs, notation by hand and posting on a school VLE.

The NLA Schools Licence permits a school to make hard copies of print newspaper cuttings.

Additional details:

www.schools.cla.co.uk

education.customers@cla.co.uk

020 7400 3171

PVSL

The PVSL enables schools to show films from participating studios for entertainment purposes during and out of school hours, including after-school and film clubs.

Additional details:

www.filmbank.co.uk

www.cefm.co.uk

MPLC

The MPLC Umbrella Licence entitles schools to screen unlimited films from the studios / distributors in the MPLC repertoire throughout the year to a non-paying audience.

Additional details:

www.mplcuk.com

Useful Websites

www.copyrightandschools.org

www.gov.uk/copyright-licences-information-for-schools

CONTACT US

Elaine Matson
elainematson@southend.gov.uk
01702 215920

Charlotte McCulloch
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01702 534638

Counter Fraud & Investigation Services

Service Description

The Counter Fraud & Investigation Service (CFIS) 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 CFIS helps the Head and Governing Body 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 the CFIS do

Reactive Investigation: The purpose of this enquiry is to fully explore an allegation of fraud, 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.

Annual Counter Fraud Work Plan / Proactive Enquiry: The professionally accredited CFIS 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 includes:

- 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
- **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 **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: An initial enquiry to substantiate whether there is a case to investigate, will be £1,800. Fees for additional work required to get a case to any prosecution or other sanction / redress stage will be agreed on a case by case basis.

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.

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.

CONTACT US

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01702 534015 / 07827 348375

David Kleinberg
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01702 215087 / 07825 523393

Courier Service

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 if the relevant school has a collection point.

Deliveries of large parcels or bulky items to any destination in Southend can be accommodated for separate specific charges depending on the nature of the job.

Service Feedback

"The Courier Service is extremely efficient."
Southend School

Timescales and Deadlines

The collection service will be provided twice 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
- maintain the continuity of this service throughout the year
- ensure the frequency of collection / delivery meets the defined standard
- provide quotations by email for any specific one off high volume job within the Southend area
- 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 to the telephone advisory line

Abilities and Experience

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

Price of the Service

Courier Service: £220 per annum

One off large volume deliveries from your school to a specific Southend destination are subject to negotiation on timescales and price.

A range of vehicles of varying sizes are available.

Method and Timing of Payments

To be invoiced annually.

CONTACT US

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elainematson@southend.gov.uk
01702 215920

Sarah Baker
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01702 534888

Cultural & Leisure Services

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 Borough Council run an education outreach programme for young people – see www.southendtheatres.org.uk for details and prices. Tickets for Classical Concerts Series are available to students for £10.

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 or £63 for 10 sessions. FPG is an Arts Award Centre (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.

Opportunities are available via **Southend Boys' and Girls' Choirs** and two Southend Training Choirs 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 Services'** entry for full details.

Half term music workshops are provided by Cultural Services for any student aged 7 upwards at a price of £13 - £15 per student.

Cultural enrichment:

As part of Southend's Cultural Legacy a range of events are programmed throughout the year at little or low cost when funding is available. Please see www.southend.gov.uk for further details.

Sports enrichment:

Southend's Legacy Programme offers a wide range of opportunities for young people to take part in either sporting or cultural activities at low or nil cost, when funding is available. Please see www.southend.gov.uk for details.

Provision of tennis, trampoline, gym and swimming courses throughout the year – please refer to www.legacyleisure.org.uk

In partnership with the Department for People, Looked After Children have the opportunity to take part in a variety of sports at the leisure centres.

Wheelchair Tennis – Every Wednesday 4 - 5pm at Southend Leisure and Tennis Centre for 10 -18 year olds. These are supervised sessions for all abilities for £2 per session. Phone 01702 442902 or email luke.greenway@legacyleisure.org.uk

Additional opportunities:

Cultural Services provide information, advice and access to a wide range of private providers of both sports and arts events across the borough of Southend-on-Sea.

For sporting opportunities please see www.southend.gov.uk

Provision of holiday programmes from the four leisure centres. Suited to ages 3 – 16. Please see www.legacyleisure.org.uk for details.

Cultural services division offer an "Advantage Card" for Southend residents which gives discount from 10% up to 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

Timetables, prices and contact details for the Leisure Centres can be found on the website - www.legacyleisure.org.uk or on 01702 613000.

CONTACT US

Kate Trueman
katetrueman@southend.gov.uk
01702 215641

Rosemary Pennington
rosemarypennington@southend.gov.uk
01702 215624

Educational Psychology Service

Service Description

Educational Psychologists (EPs) support schools using individualised approaches and plans for children with difficulties with a view to improving engagement in learning and overall achievement.

EPs are committed to taking an objective consultative approach, using soft system tools to collect information and solution-focused approaches which lead to a positive change.

Consultations with EPs are intended to reduce the need for extra costly resources. Interventions recommended by EPs are intended to foster preventative and systemic approaches to learning disabilities and special educational needs which, in turn, inform personalised learning in schools.

Service Feedback

“Excellent advice and support gained by the school about individual students. The EP has been a great help in very many of our young people’s progress.”

Southend School

“Very adaptable with appointments this year and flexible in accommodating our needs on the visit day.”

Southend School

“The EP has been very good at listening to the school’s concerns about particular children and giving practical advice to the staff about appropriate strategies to help them. She has also provided very detailed reports and spent time listening to parents’ concerns. She has been extremely supportive with our ASD children and their parents.”

Southend School

“I have been extremely happy with the service in terms of flexibility and the excellent advice given both through discussions and in the detailed reports as a part of observations and assessments. There has been excellent communication from my EP and she has gone over and above to help me in my first year as inclusion manager.”

Southend School

What the Educational Psychology Service can offer

The Educational Psychology Service is able to offer:

- strategic support in early intervention and prevention
- tailor-made projects and courses for schools

What the School will be asked to do

The school will:

- release key staff to consult and discuss issues with the educational psychologist
- meet at pre-specified times with the attached Educational Psychologist to jointly plan priorities
- complete an Early Help Assessment (previously CAF) for each referred child
- **collate and present evidence of the child’s difficulties**
- implement agreed outcomes from consultation
- monitor and review work in progress and provide verbal and written summaries
- provide an appropriate environment to conduct the agreed work
- arrange meetings with parents / carers, and other outside agencies as appropriate
- provide formal service evaluation data as **requested by the team’s Principal Educational Psychologist**

Senior school staff are asked to work collaboratively with the EP within the school context in developing a particular aspect of the organisation, along with other staff, parents and students.

Alternatively, an EP could be available to take the role of supervisor / mentor in helping staff develop action research projects within their classrooms and other aspects of the school environment.

The Education Psychology Service welcomes immediate feedback about the quality of our service at the point of consultation, as appropriate.

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 qualification, Masters degree or equivalent in Educational Psychology (or a Doctorate for EPs qualified from September 2009)
- registration with the Health and Care Professions Council through which EPs are regulated as Practitioner Psychologists

Educational Psychology Service

Price of the Service

The service is available for an annual subscription which is calculated individually for each school, according to the size and the needs of the school cohort. This subscription provides the school with an agreed number of hours.

Typical price of service:

Secondary school	£784 - £2,774
Primary / Special school	£1,108 - £2,218

Any bespoke work requested by a school is charged at:

- £520 per day
- £290 for half a day

Time for preparation of materials, report writing etc. will be incorporated in the subscription as appropriate.

All charges will be agreed with the school in advance of Educational Psychology involvement.

CONTACT US

Dr Colin Gordon
colingordon@southend.gov.uk
01702 212121

Sandra Bingham
sandrabingham@southend.gov.uk
01702 534395

Emergency Planning & Business Continuity

Service Description

Is your school sufficiently prepared?

This advisory service enables schools to be prepared to deal with major incidents, remain operational and have sufficient and robust business continuity plans in place.

The Civil Contingencies Act has raised the profile of business continuity management and we live in an uncertain and ever changing world.

Service Feedback

“Business continuity has not only been detailed and well supported, but followed through in a way that has made significant changes to how we operate as a school.”

Chase High School

“We have been extremely impressed with the service provided in connection with Business Continuity Planning. We now feel confident in being able to deal with emergencies.”

Southend School

What the Emergency Planning & Business Continuity Service will do

We will undertake any of the following:

- review your existing plans, making recommendations for improvement as required
- undertake formal scenario testing of the existing arrangements in place, providing a subsequent lessons learned report / action plan
- produce structured business continuity documentation tailored to the needs of your organisation
- provide general advice

What the School will be asked to do

The school will:

- provide full access to any existing plans in place
- provide details of the structure, and staffing as necessary
- participate in discussions and fact finding about key risks and service needs, interdependencies and any past incidents
- allow access to the site for any scenario testing exercises or meetings to establish building details
- nominate a designated officer as point of contact for emergency planning / business continuity issues
- consider recommendations made

Available Services

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

Review of Existing Business Continuity Plan £95

- review of existing business continuity plan as supplied electronically by the school
- provision of a recommendations summary including:
 - * evaluation of Business Impact Assessment
 - * information about audit compliance
 - * Civil Contingencies Act and key legislation

Produce a Business Continuity Plan £155

- produce and supply a Business Continuity Plan in electronic format and a hard copy, which includes key risks and potential mitigation options
- provide a summary guide on implementation and roll out
- the school will be required to:
 - * provide background details of any incident history at the school at the outset
 - * provide background details of any IT systems in usage and backup at the outset
 - * add personal contact details / staff names to specific areas of the Plan left blank for this purpose

Bronze Service Package £360

- **facilitation of one formal “table top” scenario test** of the business continuity planning arrangements in place at the school site, for a group of up to four people. Verbal feedback will be provided to the participants.

Silver Service Package £730

- formal scenario testing of the business continuity planning arrangements in place, **which comprises two “table top” tests within a twelve month period.** Dates of tests to be scheduled according to the requirements of the School.
- **provision of a subsequent written “lessons learned and recommendations” report within ten days after each test**
- Summary Guide on maintaining your Business Continuity Plan

Emergency Planning & Business Continuity

Gold Service Package £1,260

- **formal “table top” scenario testing of the** business continuity planning arrangements in place, which comprises two tests within a twelve month period. Dates of tests to be scheduled according to the requirements of the school.
- **provision of a subsequent “lessons learned and recommendations” report within ten days after** each test, and a debrief visit each time to present the report. This will include advice on areas where the plans could be further developed.
- **the writing of a formal “Procedure on testing business continuity plans”**
- support for the school, at your request, in any internal or external audit meetings looking at business continuity issues
- day to day general advice by telephone on any business continuity planning issue, as requested by the school within normal working hours
- suitable training on the introduction of any plans, or general business continuity issues at **your request, according to the school’s needs,** subject to a maximum of three hours entitlement per twelve months within the price of this contract

Abilities and Experience

This service is provided by an LA advisor who has access to other qualified professionals including emergency planning and health and safety.

CONTACT US

Sally Kennet
sallykennet@southend.gov.uk
01702 534600

Sarah Baker
sarahbaker@southend.gov.uk
01702 534888

Facilities Management

Service Description

Schools have the ability to take advantage of a whole range of service contracts:

- Cleaning
- Catering
- Window cleaning
- Security - a range of security aspects including security staff
- Door access control
- Confidential waste shredding and disposal

Please contact the Facilities & Operations Manager for professional advice and take the opportunity to discuss your needs.

What the Facilities Management Team can offer

We can offer:

- advice in any of the above categories
- provision of details to allow you to benefit from one of the Council Facilities Contracts listed above

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

Price of the Service

By opting in to any of the corporate contracts, your school will benefit from the corporate pricing structure.

CONTACT US

Shaun Hamilton
 shaunhamilton@southend.gov.uk
 01702 215427

Karen Wright
 karenwright@southend.gov.uk
 01702 215603

Finance Service

Service Description

The School & Academy Finance Service pride ourselves in providing a comprehensive accountancy service to Southend maintained schools and Academies.

We are a dedicated, committed, professional team offering accountancy support and training to finance officers, headteachers and governors to enable them to fulfil their statutory duty of managing and monitoring the school budget.

We are fully experienced in school 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 informed of any changes by way of regular finance bulletins.

We are fully accessible by school staff, either via the dedicated helpline, e-mail or by mobile phones.

We are currently working in partnership with 'Schools Choice (Suffolk CC Finance team) to provide a comprehensive finance service to Academies.

Service Feedback

"The finance team continues to provide an excellent service."

Earls Hall Infant School

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

Southend School

"Finance are always willing to help - never too much trouble and they get back to you straight away."

Earls Hall Junior 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

"An example of excellence is the Finance team - our bursar was off sick and the Finance team came in weekly to deliver payroll and orders etc."

Richmond Avenue Primary and Nursery School

What the Finance Service will do

We will work with our Academies to enable them to prepare their own year-end accounts. Schools Choice have produced a number of tools that, used in conjunction with FMS6 using a database build, have been designed to easily produce all of the statutory reports that are required to be provided to the EFA and Companies House, plus the monthly and quarterly monitoring reports for your Board of Governors.

We aim to offer flexible finance support that will build on a core finance service to be tailored to support **individual Academies' requirements**.

The "Core Finance Package" provides Academies with comprehensive guidance and toolkits developed in line with statutory reporting requirements covering:

- accounts preparation
- budget setting
- medium term planning
- budget monitoring reporting in the format specific to the Academy sector
- Annual Statement of Accounts

Guidance:

The service includes access to the finance helpdesk which can answer a range of questions relating to funding, budget planning, budget monitoring, operation of the finance system and year end returns. Academies will receive weekly issues of FAQs and regular information on statutory or best practice updates keeping them up to date with the most recent developments. In addition, Academy Finance Toolkits are provided, and there is access to training courses for school finance staff.

The toolkits we will provide:

- Budget Planner
- Staffing calculators
- Accounts Preparation Toolkit for submission to Companies House
- VAT and Tax Planning Tool
- Decision planner
- Working papers file
- Accruals register
- Fixed Asset register
- Capital budgeting
- VAT and tax planning toolkit
- VAT 126 submittal form
- Reporting pack

Finance Service

We will also assist with:

- budget preparation and forecasting
- information and advice on salary projections and calculations
- advice and help on financial procedures
- training and support relating to the accounting system
- assistance with bank reconciliation
- assistance with preparation of the annual **accounts, governors' report and financial statements**
- payroll reconciliations
- provision of an Academy Internal Controls Review
- interpretation of financial reports
- quarterly monitoring of procedures
- assistance with the selection and appointment of school finance staff
- training for school finance staff, headteachers, senior staff, governors and other budget holders
- cover in the event of absence of school finance staff
- a bursary service where schools require assistance with completion of monthly reports including reconciliations
- supply cover for day to day work
- Free School Meal eligibility checks

Training

Access to purchase training sessions:

- Academy User Group sessions (no charge)
- VAT workshops
- Accounting for fixed assets
- Governor training for Academy schools
- Headteacher induction training for Academy schools
- Year end training
- Accounts preparation training

Price of the Service

Prices on request.

Method and Timing of Payments

Schools will be invoiced in the Autumn term and additional services will be charged for as and when they occur.

Length of Agreement and Notice Period

As per our Service Level Agreement this contract is for one year. If you wish to amend the contract within year please contact a member of the School Finance & Academy Service.

Free School Meals Checking Service

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 who takes up Free School Meals also entitles a Primary school to £1,320 in Pupil Premium and a Secondary school to £935 in Pupil Premium.

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:

- Income Support
- Income Based Jobseekers Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided they meet certain criteria
- Guarantee element of State Pension Credit
- Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week

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.

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 a spreadsheet on RM Securenet
- **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 RM Securenet
- notify parents whether or not they are eligible for FSM

As this service carries out rechecks of parents every six months you do not have to chase parents for evidence and they do not need to take evidence into school every six months.

Price of the Service

The price of the service is £2.50 for each check for each parent. Re-checks also cost £2.50.

The Free School Meals Checking Service runs from 1st April 2015 to 31st March 2016 with eligibility checking undertaken in September 2015 and March 2016 with additional adhoc checks in between if requested.

CONTACT US

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01702 215952

Gail Foster
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01702 534628

Governor Services

Service Update

In Spring 2015, Southend LA is delighted to be launching a brand new Governor Services!

Run in conjunction with Essex Governor Services, the service will:

- fulfil the duty to provide high quality information, advice and support to ensure that governors comply with government regulations and education law
- offer a comprehensive training and development programme for governing bodies / clerks
- focus on the added value which governors bring to school improvement, including meeting Ofsted requirements
- **be geared to support governors' strategic and critical friend roles**

Training sessions are designed to meet current statutory requirements, but are supplemented by additional sessions offered in response to new Government initiatives and governor demands.

The service also provides advice on all governance issues.

What the Governor Service will do

We will:

- ensure governors are aware of their statutory obligations, including those in respect of safeguarding
- make instruments and give related advice to governing bodies
- maintain a database of governing body membership
- support governor recruitment initiatives
- appoint / nominate local authority governors
- advise and support on the election of staff and parent governors and the appointment of community governors
- audit Safeguarding / H&S / Bullying documentation, including the Single Central Register (to ensure Ofsted judgement and Home Office compliance)
- audit governing body processes to ensure that the statutory and other Ofsted requirements are met

- provide telephone support during Ofsted inspection in relation to school governance issues
- provide support to clerks on technical, procedural and administrative issues

Price of the Service

This service will be subscription based. Prices and full details will be available on the Southend Learning Network in the Spring 2015.

Method and Timing of Payments

This service is invoiced annually.

CONTACT US

Phil Warner
 philwarner@southend.gov.uk
 01702 215869

Grounds Maintenance & Landscape Service

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
- tree inspections, reports and maintenance recommendations
- playground inspections - routine visual and operational

Service Feedback

"Grounds Maintenance – a superb service that is highly efficient and has kept our grounds looking magnificent all year."

Heycroft Primary 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

"The Grounds Maintenance & Landscape Service has been excellent."

Southend 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.

- NVO Qualified ground staff
- City and Guilds Horticulture
- 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.

CONTACT US

Ian Brown
ianbrown@southend.gov.uk
01702 215176

Derek Newman
dereknewman@southend.gov.uk
01702 215604

Headship Recruitment Service

Service Description

A highly professional and effective “start to end” service is offered to governing bodies to relieve the burden of recruiting a new headteacher, without reducing their influence over the appointment. This service draws together specialist HR and school improvement support and advice with excellent administrative support.

What does the Headship Recruitment Service include?

Initial advice and guidance including:

- discussion on what type of headteacher is required / desired
- advice on salary range
- a realistic and achievable timeline for appointment
- help with drafting and placing the advert
- **free access to the LA’s ‘jobsinschools’ website**
- help to shape the job description and person specification to the needs of the school

Administrative excellence including:

- creation of specific, professional application packs in both hard (glossy) format and PDF
- designated Inbox for the receipt of enquiries and applications
- designated phone line for queries
- management of all paperwork

Overseeing the shortlisting process, including:

- recording the decision by the school and safeguarding the school against discriminatory claims

Managing the interview and assessment process, including:

- help with arrangements for interview and assessment, advice on interview questions, Safer Recruitment, assessment methods and the recording of all decisions in line with legislative compliance

Pre-employment checks undertaken on behalf of the school, including:

- medical clearance and DBS, and contract of employment issued

Post appointment support offered, including:

- regular contact with the successful candidate to help with arrangements for taking up post, advice on initial training and induction and ongoing support for the headteacher for up to 6 months in post

What the School will be asked to do

- provide the team with information about the school for creation of the application pack, and provide access to the relevant governing body members to discuss and implement each stage of the recruitment process

Abilities and Experience

The Recruitment Service offers schools a Recruitment **Manager with many years’ experience of overseeing** school recruitment strategy; a designated school improvement expert and HR specialist.

Price of the Service

£2,500 for the entire package. This does not include the cost of an advert in the Times Educational Supplement (TES) and Jobscene.

Should the school need to re-advertise and run a second campaign, this would be charged at just £1,000, excluding adverts.

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.

CONTACT US

Robert Malliff
robertmalliff@southend.gov.uk
01702 534941

Philippa Milne
philippamilne@southend.gov.uk
01702 534735

Health & Safety Service

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

“The service provided by Health and Safety was excellent. Professional guidance and support were given when the school needed it most. On site visits are provided promptly when requested. A service we would recommend.”

Southend School

What the Health & Safety Service will do

We will:

- support and advise on the development and implementation of school Health and Safety policies, with model policies available on Southend Learning Network
- provide schools with relevant information relating to Health and Safety issues
- provide Radiation Protection Officer support
- provide fire safety risk assessments by Health and Safety or specialist staff
- **conduct a full audit of the school’s Health and Safety management, policies and procedures every three years and, on behalf of the LA, advise on or investigate serious incidents or accidents**

We contribute to the termly HR Services to Schools update sessions held at the Tickfield Centre.

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

Training courses are available through the People and Organisational Development (POD) Team. Please contact the POD Team on 01702 212032 for details.

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
- 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

An HR Business Partner is responsible for the service with a senior, experienced and competent Health and Safety practitioner leading 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
- RoSPA Quality Safety Auditors

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 annually.

CONTACT US

Craig Jones
craigjones@southend.gov.uk
01702 215960

Jim Gray
jimgray@southend.gov.uk
01702 215679

Human Resources Service

Service Description

The Human Resources service offers a comprehensive service to all schools which includes advice and consultancy on all aspects of employment.

Each customer school is allocated a named officer who is their first point of contact and works with that school, as well as receiving support from the wider HR team if required. Jim Gray, the dedicated HR Business Partner for Schools, provides support as your strategic lead.

All schools can access our People & Organisational Development (POD) team for a number of services. If you would like more information or a bespoke offer, please contact Neil Keeler, Group Manager, People and Organisational Development Team on 01702 215683.

Don't forget to see details about our conference and training venue - see The Tickfield Centre's entry.

Service Feedback

"HR provide great services: timely, thorough and clear advice; great Teacher's Pay Policy (very clear and useful for the Pay Committee Meeting); great OH (good advice and support); good paperwork, policies, referrals, notes etc. In particular, the teams have passed accurate messages for us when the person called is not available, ensured we get a return call promptly and the messages have been passed on. Well done."

St Mary's C of E Primary School

"The HR service has been excellent. We have had to use their services on many occasions and they have always been extremely professional. The support and advice offered has been invaluable and has taken the stress out of some very difficult situations!"

Milton Hall Primary School

"HR services are always very helpful when advice has been asked for."

Leigh Infant School

"My dealings with HR are frequent and I am always dealt with very professionally. They are all very helpful, friendly and provide an excellent service."

Southend School

"HR - always helpful and update meetings very good."

Porters Grange Primary School and Nursery

"The HR team are always very helpful and supportive to our school. There is always a friendly face which makes it much more pleasant!"

Our Lady of Lourdes Catholic Primary School

"HR has been excellent, supporting with various issues and offering guidance and advice."

Southend School

"The HR support has been excellent in difficult situations."

Southend School

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

Southend School

What the HR Team will do

We will:

- advise on organisational design and development
- advise on and provide support for restructuring exercises
- advise on and support on disciplinary and grievance issues
- provide safe employment guidance and processes
- manage the E-bulk DBS checking service
- undertake HR Policy development / guidance
- advise on and undertake Job Evaluation
- provide an integrated sickness management and workplace health service, including an Occupational Health service
- provide model policies, advice notes and news updates on Southend Learning Network

We also provide termly HR Services to Schools update sessions held at the Tickfield Centre.

We will provide HR services outside of the standard services set out above, by agreement, including:

- specific HR projects
- design and delivery of training on HR issues for Headteachers, SLT, staff or Governors, either at a specific venue or a specific school with twilight or evening sessions available

What the School will be asked to do

The school will:

- advise the team on the background details of any issue on which they require assistance
- provide the school's relevant adopted HR policy where this applies to a case
- ensure appropriate Occupational Health referral forms and other papers are completed accurately and promptly for submission

Human Resources Service

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 a timescale will be agreed
- HR staff will visit the school as necessary

Abilities and Experience

A senior, experienced and competent HR Business Partner is responsible for the service.

The allocated HR officers who provide the direct service to schools are qualified and experienced. They are competent to advise on current employment legislation, regulations and best practice.

The HR team comprises specialist staff, and case officers are allocated to projects as appropriate.

Price of the Service

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

DBS checks will be undertaken for no administrative charge, subject to a limit, after which an administrative charge will be made per check.

Method and Timing of Payments

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

CONTACT US

Craig Jones
craigjones@southend.gov.uk
01702 215960

Jim Gray
jimgray@southend.gov.uk
01702 215679

ICT Support Services

Service Description

The aim of this service is to advise and support schools to make the most of ICT across the organisation (administration and curriculum) and help to achieve the school's ICT vision and strategy.

The team provide high quality, value for money services across the whole range of school requirements. We provide technical support and advice to education professionals. Our whole school support service is customer focused and works in partnership with individual schools to evaluate current and future needs.

The support provided will enable schools to plan the **development of ICT in line with the school's priorities**, technological advances, DfE and LA initiatives and developing good practice for the use of ICT in education and learning.

The service includes:

- High Speed Internet Connectivity, filtered to exclude inappropriate material according to national educational standards
- IP (Internet Protocol) Telephony Service allowing voice AND data to be transmitted over the existing shared IP network
- Technical Infrastructure Support to diagnose and resolve all school ICT system problems
- Curriculum Services including the use of ICT across the curriculum, ICT self review framework and e-safety
- Management Information System (SIMS) guidance and technical support
- Consultancy and Training Services

Service Feedback

"The ICT Support Services Team are very helpful and dedicated to meeting the unique needs of their clients, often going the extra mile. We have been delighted with their creative resolution to our ICT issues and found their professionalism, technical knowledge and ability to be world class."

Chris Kinnear, St Nicholas School

"We have received a personal, friendly and efficient service for our IT needs. The staff have a high level of professional knowledge that supports the school's individual needs."

Andrew Palmer, Heycroft Primary School

"No problem is too large or too small. It is reassuring to know that the ICT support and back up we receive is easily accessible, quick and efficient, resulting in our problems being solved in a prompt professional and courteous way."

Marilyn Costen, Earls Hall Junior School

"Right from the start, the ICT team have impressed us with their service and support which has been delivered in an efficient and professional manner. By partnering with the ICT team, we are confident that any issues will be addressed with knowledge and expertise and resolved in a timely manner."

Linda Sadler, Kingsdown School

"Reliable and prompt response to queries / issues. Friendly and personal service."

Joy Robertson, Sacred Heart Catholic Primary School

"The LA ICT Support Service has been really useful - local prompt response [immediate if it's urgent]. Weekly visits by a regular allocated team member builds intimate knowledge of the school set up. Senior team members have supported the school to make important and relevant changes to ensure efficient and secure use of ICT."

Claire Lobley, Barons Court Primary School & Nursery

"Initially I was concerned about changing over from Capita to SBC for support of the Admin IT system, however, I have been most impressed by the service so far. The team are always contactable by telephone or via e mail and issues are dealt with very promptly. The close proximity of the department is a bonus, as visits can be made at very short notice if there is anything urgent. Having a dedicated technician who visits on the same day every fortnight is a real asset, as he has been able to develop a good understanding of the IT infrastructure of the whole school. A more efficient 'back up' system has now been put in place for added reassurance. I would definitely recommend this service, which represents excellent value for money."

Debbie Jenkins, Eastwood Primary School

"We have been impressed with this service provided by the ICT Department. The staff are very helpful and approachable. They are easily contactable, quick to respond to problems and on their fortnightly visits they get on and work through the list of tasks given to them efficiently."

Anne McDonald, St Helen's Catholic Primary School

"A very responsive service that quickly meets the individual needs of the school."

Nick Booth, Thorpedene Primary School

"We have bought in to the Schools ICT Support Service since September 2010, initially at Silver level, moving to Gold level from April 2011. The standard of support, both technical and advisory, has been exemplary."

Heather Sanders, Bournes Green Infant School

"The ICT support service is excellent. They are available to provide support at a moment's notice and really feel part of the team."

Matt Badcock, Earls Hall Infant School

ICT Support Services

What the ICT Support Team will do

The following support packages are available or schools can purchase individual optional services:

Bronze Level Support Service

- Broadband Service – all inclusive cost effective package including educational tailored web filtering to keep pupils safe online; security features and local professional support
- Broadband Service – fast, reliable, un-contended access to the internet via full duplex symmetric links. Typical speeds include 100Mb Secondary, 8/10Mb Junior/Primary and 4Mb Infant/Special. Bandwidth upgrades available on request and subject to additional charge.
We are currently reviewing the available broadband technologies and plan to offer a Fibre to the Cabinet (FTTC) service. See Southend Learning Network for further details.
- Broadband Support – provide technical advice and management of the core broadband network and links to school sites including liaison with E2BN and other service providers
- Email Spam Filter – day to day monitoring of traffic, resolution of issues and maintenance of whitelists and blacklists
- Name Resolution – hosting DNS zone and updating as required to support email and web services
- Web Filtering and Content Caching – help, advice and filtering administration
- Up to two public IP addresses (additional addresses may be purchased)
- Online Curriculum Resources and Tools – access to educational resources (some available exclusively via National Education Network), including Myths & Legends, Making the News, British Pathé, and many more
- E-Safety and Data Security – advice and guidance
- ICT Equipment Disposal – following data security standards, with chain of custody and certificates of data destruction
- ICT Service Desk – telephone support and online call logging service

Silver Level Support Service – Admin Network & SIMS Support

Bronze service plus:

- Admin Network Management and Connectivity - including network printing, software installation, housekeeping, user access and security
- Management Information System (SIMS)* – support and advice including scheduled remote upgrades to meet key data collection dates

- Co-ordination of MIS (SIMS) licences, advice and guidance (e.g. statutory returns, year end procedures)
- Microsoft desktop and server operating system and Microsoft Office suite support
- On Site Exchange Server management
- Remote support for desktop, servers and router/switches
- Email – resolution of problems and liaison with Email providers
- Advice, trouble-shooting, upgrades and fixes
- ICT Procurement – advice and support with procurement of hardware and software
- Secure remote access for staff

Silver Level Support Service – Curriculum Network

Bronze service plus:

- Curriculum Network Management and Connectivity - including network printing, software installation, housekeeping, user access and security
- IT Technician Visits – on site one day per fortnight to support desktops and servers. These visits are intended to help schools make the best use of available technology. Technicians are available to give advice and guidance as well as perform general ICT maintenance including proactive health monitoring. Frequency of visits can be tailored to suit individual needs.
- Microsoft desktop and server operating system and Microsoft Office suite support
- Other educational software to be agreed
- Remote support for desktop, servers and router/switches
- Local Cache Management – brokerage between third party suppliers, setup, configuration and maintenance
- Email – resolution of problems and liaison with Email providers
- Advice, trouble-shooting, upgrades and fixes
- ICT Procurement – advice and support with procurement of hardware and software
- Secure remote access for staff

* SIMS in the classroom is only supported if the school purchases the Gold Level (whole school) support service.

Gold Level Support Service

Whole school support including:

- Broadband Service (Bronze level) as above
- Admin Network and SIMS Support (Silver level) as above
- Curriculum Network (Silver level) as above
- Plus SIMS in the classroom
- Plus remote offsite SIMS backup

continued on next page...

ICT Support Services

Individual Optional Services

- IP Telephony Service – Utilising the broadband and network infrastructure we already have in place, this gives schools of all sizes the opportunity to have a fully integrated voice and data communications network and reap the huge potential benefits that come with using this technology. Benefits of Internet Telephony include:
 - * No telephony equipment required **'on-site'** - other than any new Internet Protocol (IP) Handsets you require.
 - * Immediate cost reductions across your outbound telephone calls.
 - * Realistic savings of between 25% and 50%! - (and with your usage numbers provided, we can calculate actual savings).
 - * **'FREE' calls between schools, the Local Authority and other organisations who are all utilising the same network!**

Additional offerings include Unified Communications Solution - **with 'Presence', 'Click to Call', Messaging & Calendar facilities.**

- CASPA (Comparison and Analysis of Special Pupil Attainment) - support and guidance
- Secure remote access for staff
- Capita SIMS Licence - part of LA licence which covers core, curriculum and resource modules.
- IT Technician (MCSA / CompTIA A+) - on site for additional days to support desktops and servers (curriculum and admin)
- Remote Offsite SIMS Backup - SIMS and FMS databases plus document management server contents copied overnight to offsite storage at Civic Centre. This is an additional safeguard which supplements your existing backup arrangements.

Consultancy Services

Consultancy Services – designed for one off use for assistance with network management and development; system security health check; use of ICT across the curriculum; SIMS data management.

A consultancy will be tailored to meet your needs and can be requested at any time, although advance booking is essential. The cost of a consultancy will be invoiced separately and is charged dependent on the number of people involved and length of session.

Training Services – Admin

MIS (SIMS) training including:

- SIMS for Office Users
- Dinner Money 7
- Assessment
- Attendance
- End of Year
- School Census
- School Workforce Census
- Reporting

See our published course schedule for details, or contact us for bespoke course provision or to discuss your training needs at schoolsictservice@southend.gov.uk

What the School will be asked to do

We recommend as a minimum you take out the Bronze Support Service to cover your broadband provision and related services / support.

If you use Capita SIMS you must subscribe to the LA licence or hold a single site licence.

The school will:

- inform the service provider of any perceived service failures or problems via the service desk
- ensure two contact names are provided to ensure good communication and to facilitate access for authorised support staff to diagnose problems and undertake maintenance
- have in place and enforce an Acceptable Use Policy

Abilities and Experience

- Single point of contact for all ICT support services
- Choice of the level of service purchased
- Access to experienced ICT professionals
- Access to a central ICT service desk
- Regular on site support
- Service level agreement for support packages

Timescales and Deadlines

The service desk will be the first point of contact for all your ICT support issues between the hours of 8.00am – 5.00pm Monday to Friday.

Once you have made contact we will assess the urgency and priority based on the detail provided. The priority categories are set out in the service level agreement.

ICT Support Services

Services	Infant & Special Schools	Junior & Primary Schools	Secondary Schools
Support Packages			
Bronze Support Broadband connectivity and services / support	£1,105 plus* £4.28 per pupil	£1,810 plus* £4.28 per pupil	£6,405 plus £4.28 per pupil
Silver Support Admin Admin network and SIMS support	Bronze plus £2,550	Bronze plus £2,550	Tailored to school needs
Silver Support Curriculum Curriculum network and regular technician visits	Bronze plus £3,950**	Bronze plus £3,950**	Tailored to school needs
Gold Support Whole school support including Broadband; Admin & SIMS; Curriculum including regular site visits	Bronze plus £6,250	Bronze plus £6,250	Tailored to school needs
* Additional bandwidth available – Price on application (POA)			
** Based on a site visit per fortnight. Other options available.			
Individual Optional Services			
IT Technician	£220 / day	£220 / day	£220 / day
Capita SIMS Licence*	£1,300 (Approx)	£1,300 (Approx)	£4,200 (Approx)
CASPA	TBC	TBC	TBC
IP Telephony	POA	POA	POA
Secure Remote Access	£30 / user	£30 / user	£30 / user
* If you use Capita SIMS you must subscribe to the LA licence or hold a single site licence with Capita			
Consultancy Services			
Consultancy	£310 per half day or £550 per day		
Training Services – Admin			
SIMS Courses	Half Day £100 or £85 (Schools purchasing any Silver or Gold package)		
	Full Day £160 or £140 (Schools purchasing any Silver or Gold package)		

CONTACT US

Mark Waldron
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01702 215970

Mark Churchill
markchurchill@southend.gov.uk
01702 215069

Insurance Advisory & Risk Management Service

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.

What the Insurance Advisory & 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
- 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

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.

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.

Price of the Service

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.

CONTACT US

Kathy Slowther
kathyslowther@southend.gov.uk
 01702 215292

Ian Ambrose
ianambrose@southend.gov.uk
 01702 215204

Internal Audit Service

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 Body by recommending improvements that help protect the school and its assets as well as assist it in efficient and effective use of its resources.

What the Internal Audit Service do

Standard Audit: The purpose of this audit is to provide assurance over the robustness of the school's business processes which includes financial, management and governance control.

Where relevant, it will include 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. This will generally take place after a standard audit. A date to revisit the school to do this work will be agreed when the final standard audit report is issued.

Targeted Audits: These cover any aspect of the school's business.

Reporting: A report with an action plan will be produced at the conclusion of the audit. It will be discussed and agreed with the school before a final version is issued.

What the School will be asked to do

Prior to the audit commencing, schools will be provided with a 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 **xplanations 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 place to work.

Price of the Service

The fee for a Standard Audit will be:

- £2,175 for infant, junior, primary and special schools
- up to £3,150 for secondary schools.

The fee for a Follow-up Audit or a Targeted Audit will be assessed once the extent of the work required is known.

CONTACT US

Linda Everard
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01702 534015

Greg Mortimer
gregmortimer@southend.gov.uk
01702 215216

Learning & Improvement Team (4-19)

Service Description

The Learning and Improvement Team (4-19) has been developed to deliver the Improving Learning Together strategy.

In response to demand and to meet support needs we continue to offer the consultancy options outlined below.

What the Learning and Improvement Team (4-19) can offer

The Learning and Improvement Team can, through a process of negotiation with you, tailor-make services to suit your requirements as identified by your School Support Partner, self-evaluation or performance management. Alternatively, you might like to consider one or more of the areas identified below.

RAISEonline Analysis

With annual changes to RAISEonline some schools do not find it easy to understand the meaning and the full implications of their annual RAISEonline report. This service aims to address such a concern by working with staff and governors to analyse your RAISEonline data and provide a written report. The analysis is followed by an outline of the implications of the analysis, and any action which may be needed to address these implications.

Effective Classroom Observation

An opportunity to have your school's observations externally verified. Select members of the Senior Leadership Team (or other staff) whom you wish to train, and identify an appropriate day for observation, and a number of lessons that could be observed.

We will provide a training day, beginning with clarification of expectations for Ofsted observations. **This will be followed by 'shadowed' observations, with** subsequent feedback and discussions with observers and those observed. This will provide opportunities to assess the observation focuses and quality of observations undertaken.

Writing a summary Self Evaluation Form (SEF)

The only document Ofsted is presently able to request prior to an inspection is a summary SEF. A member of the team can guide you in the key information to include by working with the Headteacher or senior leaders in school.

This service can be followed up with other services provided by the Learning and Improvement Team such as a **'Mock' Ofsted inspection**.

Preparing Governors for an Ofsted Inspection

With an increased emphasis on governors' leadership in the present Ofsted framework it is important that your governors are confidently prepared. Governors are often more apprehensive about the prospect of the next inspection than the staff and Headteacher of the school.

This service aims to ease those concerns by analysing **your school's documentation and use of data with a** view to preparing governors for their role in an Ofsted inspection through an on-site visit with the support of the Headteacher. This can be linked with providing the governing body with an Ofsted style judgement on their leadership and management role.

'Mock' Ofsted Inspection

This is a two-part service. The team will carry out a remote analysis of information, based on your summary SEF, RAISEonline and the previous inspection report. **This will then be used as a basis for a 'mock' inspection** of the school, using the principal focuses identified.

The 'mock' inspection will conclude with a report back on the agreed focuses and finally a discussion about emerging strengths and weaknesses. The exact format of the process will be negotiated with the Headteacher.

Quality Mark

The Quality Mark is an award that celebrates and supports continuous improvement in literacy and numeracy. It is awarded to a setting or school to recognise their provision, practice and performance in literacy and numeracy, and is valid for three years. A school or setting must demonstrate a whole school approach to improving standards in literacy and numeracy, with evidence of the impact of its approaches. It provides a framework for self-evaluation and continuous improvement of the basic skills of all pupils in a school, including those who underachieve and those who under attain.

The Learning and Improvement Team has qualified assessors and is able to carry out initial assessments and renewals at the end of the three years. We will provide your school with details of the process, a visit to the school and a summary of any identified good practice and targets. The cost of certification is included.

Learning & Improvement Team (4-19)

What the School will be asked to do

We will ask you to make the arrangements in school needed for Southend staff, consultants and associates to carry out the functions above, including, for example, arranging suitable timetables with staff.

Price of the Service

'Improving Learning Together' consultancy will be charged at the daily rate of £520 with concessions for part days, groups of schools, multiple purchase and recommendation.

Morning, afternoon, twilight or evening sessions will be £290.

Quality mark initial assessment will be charged at £310 and re-assessment after 3 years at £210.

Work generated by your recommendation to another school will gain you a free session.

Methods and Timing of Payments

Consultancy will be invoiced after successful completion.

Abilities and Experience

Our commitment is to get you the best people for your project, whether they are from Southend LA, schools or elsewhere. Southend staff are excellent practitioners; many staff are Ofsted trained with inspection experience.

The Team draws on experienced advisers and advisory teachers to provide up to date advice and guidance and have extensive knowledge of local schools.

Timescales and Deadlines

Timescales are negotiated and agreed with you in advance of the work being undertaken.

CONTACT US

Chris Cheswright
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01702 534537

Phil Warner
philwarner@southend.gov.uk
01702 215869

Legal Services

Service Description

For 2015-16, we are delighted to offer two options for:

- Academies and Independent Schools in Southend
- All schools in Essex including Academies

Option A - Legal Advice Service

Lawyers in Essex Legal Services, the provider of Legal services for Essex County Council, are available to provide an ad hoc legal advice service to schools, including Academies, 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 cost of the Essex Legal Services advice service ranges from £262 to £570 for Primary Schools and from £610 to £1,000 for Secondary Schools per annum.

Option B - Legal Case Work

If any school or Academy 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 will be conducted by Essex Legal Services which has the expertise and capacity to deal with most matters.

Work can be undertaken at very competitive rates ranging between £42 and £142 per hour (plus disbursements) depending on the seniority of the lawyer allocated to the matter and the complexity of the case.

Any school or Academy requiring legal services is asked to contact Essex Legal Services on 03330 139993 to discuss the matter.

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 in Essex Legal Services have knowledge and expertise on a wide range of matters affecting schools including Academies 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 to deal with legal issues relevant to schools.

Price of the Service

Option A – The cost of the Essex Legal Services advice service ranges from £262 to £570 for Primary Schools and from £610 to £1,000 for Secondary Schools per annum.

Option B – Work undertaken for legal case work will be priced between £42 and £142 per hour (plus disbursements) depending on the seniority of the lawyer and the complexity of the case.

CONTACT US

Essex Legal Services
 legal.officesupport@essex.gov.uk
 03330 139993

Libraries

Service Description

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.

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

Visits to libraries by classes are welcome and schools can tailor these to support any area of the curriculum they choose.

The Public Library Service supports individual learning for students through a network of seven 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.

Bookstart is run by the Library Service and introduces children to books, reading and learning from 8 months old until they join school. Linked to work with parents it significantly increases achievement at school.

For the Schools Library Service please contact (01245) 542600.

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

What the Library Service will do

We will:

- respond quickly to enquiries and support schools use of the Public Library Service
- **Essex's School Library Service will establish an** SLA with contracting schools

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

Abilities and Experience

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

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

Price of the Service

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

Public Library Services are free to schools.

CONTACT US

Matt Holmes
matthewholmes@southend.gov.uk
 01702 534122

Simon May
simonmay@southend.gov.uk
 01702 534101

Media Relations & Crisis Management Service

Service Description

Is your school prepared to deal with the media in a crisis situation?

Would your school benefit from proactive media support?

The team provides a support package of proactive and reactive media relations to schools in times of crisis and emergency, as well as support to maximise promotion of the schools high level achievements, such as an outstanding Ofsted report.

Our proactive and reactive 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.

Examples of challenging and potentially damaging news 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
- 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
- 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 such as the Police and other local authorities, to ensure there is a coordinated approach to our communications
- 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 that our work meets the relevant legal requirements and the highest professional standards
- provide professional advice in keeping with the Code of Conduct of the Chartered Institute of Public Relations and the codes relating to local government publicity

There are other instances where we know schools require help from us, for instance promoting international visits and national performance recognition.

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

The 'good news' element of the annual support package includes:

- Telephone advice for pro-active media relations and promoting your school
- Advice and support with developing a social media presence
- Writing and distributing two media releases per academic year on high level good news as detailed above. Additional services will be chargeable at £70 per hour.
- Guidance and advice on writing for print and the internet, and developing media relationships
- Advice and support on taking part in television programmes and filming requests

Media Relations & Crisis Management Service

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 advice and support when needed, seven days a week

Please contact us on the details below if you are part of a **Multi-Academy Trust or 'Southend Challenge' cluster** and are interested in buying our service as a collective, or wish to discuss any other elements of our package.

Abilities and Experience

This service is provided by senior, professional media relations experts with a wealth of experience in 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

£500 per school per academic year.

This is for up to 10 hours of reactive and proactive support as required. There will be an additional charge of £70 per hour beyond this allocation.

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

CONTACT US

Adam Keating
adamkeating@southend.gov.uk
01702 215939 / 07818 580319

General Enquiries
media@southend.gov.uk

Museums Service

Service Description

Southend Museums Service consists of four buildings, superb collections in the fields of history, archaeology, art and natural history, 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 – most are run within the Museums but some 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

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. This session can also be combined with an exciting Planetarium show that explores the myths and legends of the Romans through the constellations.

- Venue: Central Museum & Planetarium
- Duration: 2 hours (approx)
- Maximum Numbers: About 60

The Saxons – 'Mid Lufe'

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

Using the nationally important, but local, princely finds 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. The displays even include a few of the objects from the princely grave itself! This session also looks at the language and local place names and involves the handling of replica objects from combs to swords.

This session has been significantly enhanced with the Matt Love Anglo Saxon Interpretive Collection. This collection has been donated to the Museum to **continue Matt's work of teaching children (and adults)** about this fascinating period of our history.

- Venue: Central Museum
- Duration: 2 hours (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

The Victorians - 'Flora's Family'

This session explores rich and poor in Victorian society and what was expected of children from different classes. Use is made of original objects from the collection together with the stunning room settings portrayed in the museum.

During this engaging session, we explore a day in the life of Flora, who lives in the popular town for **'excursionists', Southend on Sea. Her family are quite 'well-to-do'.**

Museums Service

During their visit, the children will also learn about **other aspects of Victorian life**. This session is ‘stand alone’ but can be combined with Victorian science and discoveries, as well as communication and other topics from the Victorian world.

- Venue: Central Museum
- Duration: 1 hour 30 minutes (approx)
- Maximum Numbers: About 60

The Victorians - ‘Peggy’s Priory’

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 II - ‘William’s War’

William lives in Southend when the war starts. Southend becomes the front-line and William and his friends 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

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** - including the World famous Kursaal; 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.

The historic Cliff Lift can also be included.

- 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 Old Manor House (KS1)

This session is a perfect introduction to history and is set in one of the oldest buildings in the borough amid beautiful gardens. Emphasis is on then and now, old and new. Children are encouraged to explore the differences between their own experiences and life in the ‘old manor house’. This is an atmospheric, ‘hands on’, session that includes the use of a great variety of materials (such as horn, wood, beeswax and so on) plus costume.

- Venue: Southchurch Hall
- Duration: 45 minutes + (approx)
- Maximum Numbers: About 30

Toys (KS1)

Using the display of early toys as a starting point, the children will be able to play with replica traditional toys in groups. Children are encouraged to bring one of their own toys from home and a comparison is made with the traditional toys.

The theme of materials used is explored. The session ends with a traditional parlour game and a story.

- Venue: Central Museum
- Duration: 40 minutes (approx)
- Maximum Numbers: About 30

Archaeology - ‘Archaeology is Rubbish!’

This session is a brilliant introduction to archaeology. It starts by exploring the concepts of archaeology including some of the pitfalls of interpretation and ends with the children being able to handle archaeological finds from the area. The first half is in a workshop format with children working in groups and presenting their findings to the class.

Museums Service

For local schools, this session is one that can be run within your classroom - or your class can visit the Central Museum to view our displays of archaeology.

- Venue: Your Classroom (or Central Museum)
- Duration: 45 minutes (approx)
- Maximum Numbers: About 30

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)

Science - The Round Sound Learning Show

With the children, explore sound through experiments and devices including old wax cylinders and phonographs. Children will have a chance to attempt to record their own voice in an identical way to old wax cylinder recordings. Pupils will also have an opportunity to handle and closely examine authentic wax cylinders.

We also utilise flat disc phonographs to show how sound can be stored and reproduced.

- Venue: Your Classroom (also can be run at the Central Museum)
- Duration: 40 - 50 minutes (approx)
- Maximum Numbers: About 30

Science – Fossils and Dinosaurs

A chance for children to understand fossils and dinosaurs, with real specimens that can be brought into your classroom.

Beginning with an introduction to fossils and dinosaurs, children then undertake a desktop dinosaur mini-excavation, uncovering and classifying fragments of real sauropod, triceratops and tyrannosaurus fossils. They then get a chance to see and handle larger fossil fragments from dinosaur vertebrae to a fossil jawbone filled with sharp teeth.

- Venue: Your Classroom (or Central Museum)
- Duration: 60 minutes (approx)
- Maximum Numbers: About 30

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 or by credit card (Central Museum only) 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 Enhanced CRB checked. Many museum staff are trained First Aiders and Fire Marshalls.

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

For further details of the activities, please contact:

Education & Learning Officer
Southend Central Museum
Victoria Avenue
Southend-on-Sea
SS2 6EW

01702 212345
museums@southend.gov.uk

CONTACT US

Mike Culley
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01702 212345

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01702 212345

Music Services

Service Description

The Southend Music Service (SMS) is pleased to offer the opportunity to all schools to enhance their music provision. We enable students to learn an instrument and provide many and diverse community ensembles where every student can progress to be a confident and able performer, and develop their love of music.

SMS are also delighted to be working in partnership with all schools and other music providers to enrich the music curriculum for all pupils, as well as the opportunities available in the wider community. This has resulted in an innovative approach delivered through the newly formed Southend Music Education Hub (SMEH).

What the Music Service can offer

The following services can be accessed by schools / parents:

Teacher Support

Mentoring and teacher support via inclusion in musical teaching forums, CPD and briefings. Performance management and mentoring through the 'Professional Conversations' programme. Please discuss your requirements with the Head of the Music Service, who will agree a programme and costs.

Instrumental Tuition

Instrumental tuition through contracted lessons, usually 10 per term, from a team of highly experienced professional music tutors. All students having tuition will receive a Practice Diary. This will record their weekly progress and their targets. This will also form the basis of an end of year report. Parents may also use the diary to provide feedback throughout the year.

Instrument Loans

The SMS has a wide variety of good quality orchestral instruments for hire, as well as guitars and keyboards. Parents - Instrument loan service for students is subject to availability at £15 per term. Parents should contact the Music Service on 01702 215861 in order to arrange this. Instruments remain the property of Southend Music Services and can be recalled at the end of any term in which they are hired.

Schools - Instruments can be made available to Music Departments within Southend schools free of charge, subject to availability, on the understanding that they:

- remain the property of Southend Music Services and can be recalled at any time should they be required elsewhere

- must be kept at school at all times
- must be maintained adequately and stored securely at all times. Music Services will from time to time check storage and security arrangements

Instrumental Purchase (Assisted Purchase)

- Instruments may be purchased for students in Southend Schools by an outside party (parent, relative, etc.) VAT free via SMS. The instrument must be portable and used in school at least once a week for educational purposes. Payment must be received by SMS before the instrument can be ordered.
- Other instruments can be purchased using the Take It Away scheme run by Arts Council England. Please visit www.takeitaway.org.uk for more information about obtaining an interest-free loan.

'First Access' KS1 and 2

- Every child is entitled to one year'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 by one or two tutors.
- Instruments for whole classes can be supplied free by SMS as set out in the 'instrumental loan section'.

Other Opportunities:

Half Term Workshops - 'Music For Fun' Days

These workshops are organised termly and details provided to schools in advance. They provide specific group activities for Beginners, Intermediate and **Advanced students who perform in a 'mini-concert'** at the end of the day with parents and friends invited to listen.

- Age: 7-18
- Day: 1 per term

Price of the Service

Instrumental tuition is charged at a rate of £30 per hour to schools. We are happy to negotiate discounts for Looked After Children and learners in receipt of Pupil Premium. We are also ready to discuss the formation of small tuition groups and ensembles to achieve better value.

Services must be booked at the beginning of each term through the Southend Learning Network.

CONTACT US

Ros Pitcher
 rospitcher@southend.gov.uk
 01702 534425

Emma Smith
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 01702 215861

Net Capacity Surveys

Service Description

A Net Capacity Assessment is intended to provide a single, robust and consistent method of assessing the capacity of a school. It is used for a number of purposes:

- It will indicate the number of surplus or additional places that are needed within a school.
- It will indicate the admission number that the school can generally accommodate.
- It will inform decisions about how basic need capital resources are best deployed.
- It will give an independently completed, recognised pro-forma to inform appeals panels.
- It offers prospective parents a benchmark to assess the school accommodation against.

For primary schools, the net capacity is calculated on **the number and size of spaces designated as 'class bases'**. For secondary schools, it is based on the number, size and type of teaching spaces and the age range of the school. In both cases this is checked against the total usable space available to support the core teaching activities.

The starting point for the Net Capacity calculation is a **CAD drawing showing the school's internal layout and correct identification of the use of all areas**. This does not need to be to scale as long as square metre floor spaces are known. The net capacity of a school is then assessed by inputting this data into the DfE Net Capacity Assessment Form.

The school development team holds both layout drawings and net capacity forms for all Southend schools and update maintained schools at least every two years. This service is also offered to Academy schools with costs scaled as shown.

What the School Development Team will do

We will:

- forward our currently held layout drawings for the school to look over
- visit, if required, to discuss the drawings and discuss any amendments, room sizes and usage
- complete the Net Capacity Assessment forms and forward to the school with updated drawings

What the School will be asked to do

The school will provide either:

- a commitment to update the drawings prior to our visit
- **one to two hours of the relevant staff member's** time to discuss the drawings and room usages

or:

- a commitment to update the drawings, room sizes and usage and return to the team
- assign a designated staff member to communicate with the team on any queries raised

Price of the Service

Desk based updates of both drawings and Net Capacity where changes are minor.

- Primary Schools: £200
- Secondary Schools: £400

Full re-assessment with major changes to drawings and full rebuild of the net capacity, following team member visit to school premises.

- Primary Schools: £250
- Secondary Schools: £500

CONTACT US

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Newly Qualified Teachers Support

Service Description

The NQT Support Service provides high quality support for schools and NQTs. The service provides schools with a wealth of experience in the effective administration of the statutory process and specialist advice on the legislative framework.

What does the NQT Support Service include?

- Appropriate Body functions including Registration of NQTs and administration of all statutory forms
- Accurate and timely advice via phone and email
- Annual Handbook for NQTs and Mentors
- Annual briefing session for new Mentors
- Updates for Mentors via the Southend Learning Network
- Level 2 safeguarding training for NQTs
- Additional support for borderline NQTs on request

In addition to the above, we will:

- ensure all assessment forms are processed correctly and data is handled securely
- contact schools, should issues arise, and provide reasonable timeframes for schools to respond
- continue to work in partnership with all schools to the benefit of NQTs
- provide a Learning & Improvement Officer to work with any NQTs failing 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 in a timely manner i.e. 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
- notify the LA as quickly as possible in the event that an NQT is causing concern

Abilities and Experience

The NQT Service offers schools a Co-ordinator with many years experience overseeing statutory induction, and administration from a very experienced member of staff. Over a number of years, processes have been put in place, in liaison with schools, for the specific benefit of schools and NQTs within the borough.

Price of the Service

£80 per NQT per term (£60 per NQT per term if the school registers 5 or more NQTs)

The school will also be required to meet all costs associated with an appeal, in the unlikely event of this occurring.

Method and Timing of Payments

Schools will be required to make payments on a termly basis, in accordance with the requirements of statutory induction.

Length of Agreement

The agreement will be term to term, to accommodate the nature of statutory induction. Normally, schools will sign up to start in September and use the service through to the end of the following summer term.

CONTACT US

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Payments Service

Service Description

The Payments Service reimburses costs by BACS and **cheques in accordance with the supplier's payment terms**. The payment process incorporates the legislative procedures associated with VAT controls.

Timescales and Deadlines

All invoices and other payment requests must be received in the Civic Centre six working days before the invoice becomes due for payment (in accordance with the agreed credit terms) in order to be processed on time.

Any interest claimed by the supplier for late payment will be payable by the school if the invoice was not received in accordance with these timescales. If there is a delay in processing by Accounts Payable team, it will be responsible for the interest charges incurred.

What the Payments Service will do

We will:

- ensure invoices are checked for accuracy
- provide VAT designation
- check authorised signatures
- ensure invoices are paid within 30 days of invoice date with the exception of service bills (e.g. gas, electricity, water, etc.)

Invoices

We will:

- maintain a file for regular Creditors of:
 - * names
 - * payment addresses
 - * credit terms
 - * method of payment
 - * payments history over, at least, the last twelve months
 - * outstanding payments due to creditors in the future (only invoices that have been processed)
- check that:
 - * the invoices have been certified
 - * the payment requested is valid in so far as it should be paid via the accounts payable system
 - * the total certified against Financial Information system codes agrees with the invoice total
 - * the coding slip has been completed and is correct as far as input to the creditors system is concerned, including insertion of Creditor number as required

If invoices do not comply with the above paragraph, we will return them to the school for amendment.

However, the Payments Service will agree with the school to make amendments for minor and / or obvious errors to the coding amount fields, in which case such errors will be corrected and not returned to the school. Such agreement cannot involve alteration of the VAT element on an invoice which can only be corrected by the creditor (H.M. Customs & Excise VAT Regulations).

We will:

- process all correctly submitted invoices, received at the Civic Centre within 6 working days of receipt
- produce payments by BACS and cheque and despatch a remittance advice to the payee, either by post or e-mail
- after the processing run, effect payment immediately or at the later date requested or in accordance with the credit terms. All invoice information will be transferred to the Financial Information system on a weekly basis irrespective of whether the payment has been made or is not due to be made until a later date.
- monitor for duplicate payments
- monitor for VAT and retain invoices for a minimum of 6 years in accordance with HM Customs & Excise requirements
- provide information to the school regarding their payments, made or to be made through the Accounts Payable System

Payments are generated four times a week, normally every day except Thursday. BACS remittance advices are either despatched by second class post or e-mailed direct to the supplier. Cheques are despatched by second class post.

Creditors will be encouraged to accept payment via BACS and then payment will be made direct to their bank account as cleared funds. The first available date monies can be credited to the creditor's bank account is two banking days following generation of the payment, because of the mechanics of BACS. If the due date for payment falls on a bank holiday or weekend, payment will be made as close to that date as is possible.

Only if payment cannot be made by BACS, payment will be paid by cheque.

Periodic payments

We will:

- maintain a file for Periodic Payments and annually review entries on the file requesting such information, from the School and others, as is required to continue the payments

Payments Service

What the School will be asked to do

The school will:

- submit invoices for payment in a timely fashion to ensure payment dates can be complied with
- ensure as far as possible accurate invoice completion to ensure prompt processing
- submit invoices to the Accounts Payable Team in **the agreed format (each “invoice” must be certified in line with Financial Regulations)**
- ensure that all copy, duplicate or such like invoices are, if being passed for payment and after having the necessary checks made, appropriately endorsed:
 - * ‘Not previously passed for payment’, or
 - * ‘Previously passed for payment but no record of payment’, or
 - * other similar endorsements agreed between the parties to this contract
- **attach a “coding slip” to each “invoice”.** (The coding slip must be completed in accordance with the guidelines issued.)
- **endorse ‘immediate’ payments accordingly**
- provide such information as requested by the Accounts Payable Team in order that the payment can be verified as appropriate to be paid via the Payments System
- where documents are to be sent with the remittance advice, securely attach all such documents to the invoice and annotate the coding slip accordingly
- provide such information as requested from time to time in order that the Accounts Payable Team may initially respond to creditors' statements and enquiries
- ensure that Credit Notes are only submitted to the Accounts Payable Team with or after the corresponding invoice. Certification of credit notes will imply that this is the case.
- advise the team immediately the School becomes aware of a duplicate payment having been made or about to be made and provide any information required to recover the overpayment

Periodic payments

The school will:

- supply details, in a form to be agreed, of:
 - * dates of payment
 - * financial information system expenditure codes
 - * amounts for payment
 - * the total period of the agreement to which the payments relate

- advise the Accounts Payable Team immediately they are aware that the payments cease to be due or there is a change in the agreement to which the payments relate
- on 1st March each year, or such date as is agreed, confirm that the payments are to continue at the same rate and frequency or supply details of the required changes

Suppliers

The school will:

- inform the Accounts Payable Team of any changes in address bank details or other information affecting the payment of invoices
- ask suppliers to send invoices to the School and not direct to Accounts Payable Team

Additional Information

An “invoice” means:

- an invoice / credit note submitted by a creditor
- a payment voucher
- a schedule of payments to several payees

A “coding slip” means a:

- pre-gummed coding slip
- pre-printed or computer produced coding area of a document; or
- data format as part of an electronic transmission used to provide information to produce the payment

All such “coding slips” must be in a format agreed with the Accounts Payable Team.

Abilities and Experience

This is an experienced team which processes in excess of 200,000 invoices per year. From November 2011 an integrated Finance and HR system, Agresso Business World, has been used.

Price of the Service

The cost is based on historic and proposed service volumes. Please ask if you require an individual quote or contact the School Finance Team to discuss your service requirements.

An annual charge will be made for the service. Should the volumes of service materially alter from those in the original quote, a supplementary charge or refund will be proposed. This academic year contract requires 3 months for termination.

CONTACT US

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Payroll & Pensions Service

Service Description

The Schools 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.

Service Feedback

“Payroll - superb with major restructure.”

Porters Grange Primary School and Nursery

“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

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

Earls Hall Junior 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 Schools 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
 - * interrogate listings twice yearly
- 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.

Payroll & Pensions 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.

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.

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.

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.

A senior, experienced and competent HR Business Partner supports the service.

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.

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, normally £60 per transaction.

Method and Timing of Payments

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

CONTACT US

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Performance Data - Assessment Analysis Packs

Service Description

The Data & Performance Team provide an analytical service which involves:

- providing the key performance & statistics link between the Local Authority and schools
- driving the continuous improvement agenda by challenging performance

Data analyses include:

- Early Years Foundation Stage Assessment
- Phonics
- KS1 TA and KS2 Test / TA
- KS4
- Attendance data

The data analysis packs support schools' self-evaluation, strategic planning and Ofsted related processes, enabling schools to compare performance with other schools in Southend and Nationally.

Timescales and Deadlines

We will submit statutory returns within deadlines set by the DfE and will plan the collection and validation of data from schools to ensure that data requests are not replicated and that performance information is provided in a timely manner.

What the Data & Performance Team will do

We will:

- arrange for the collection and analysis of attainment data
- provide support to enable accurate electronic data collection
- produce and distribute analyses of data providing comparative information for previous years for the school, phase of school, and aggregate data for all schools and national

What the School will be asked to do

The school will:

- ensure that school management information systems are maintained with accurate and up-to-date data
- ensure that administrative / clerical staff or others responsible for data management attend appropriate IT training courses
- ensure that accurate data is submitted within timescales set

Price of Service

Infant Schools	EYFS analysis	£420 *
	KS1 analysis	
	Phonics analysis	£155
Junior Schools	KS2 Test / TA analysis	£260
Primary Schools	EYFS analysis	£660
	KS1 analysis	
	KS2 Test / TA analysis	
	Phonics	£155
Secondary Schools	KS4	£660
	Provision of in-borough KS2 teacher assessment fine grades	£85
	Provision of in-borough KS2 Test Results	£85

* The price for infant / primary schools includes the £150 KS1 moderation charge which has to be charged for 2015/16 as notified in the KS1 ARA 2013/14.

Abilities and Experience

The service is provided by a team who have extensive experience of data collection and analytical methods.

They regularly attend seminars held by the DfE and other bodies to keep abreast of relevant developments

CONTACT US

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Performance Data - Bespoke Analysis of Data

Service Description

The Data & Performance Team are able to provide data **analysis designed to meet a school's individual needs**. The team can work with a variety of data sets to carry out many types of analysis / reports, including tracking students & vulnerable groups to ensure they are achieving expected progress.

The team are able to interpret and explain complex analysis, data trends, statistics and complex conclusions in simple terms suitable for any audience.

The team carry out a variety of analytical projects from reviewing school performance, preparing for Ofsted, analysing FFT data for specific issues and priorities to carrying out investigations and reviewing internal performance / assessment data.

Details of any projects undertaken can be presented to any audience including Governors, Senior Leaders and Headteachers. Previous projects include a Gender and Vulnerability analysis tool; an Absence analysis tool & Secondary tracking.

To ensure your data remains central to your strategic discussions the team can help pinpoint challenges and opportunities as well as identifying areas of strength to help recognise and reward achievement and improvement.

Working closely with you and your leadership team we can provide in-depth reports for example:

In depth reports

- Independent review and report of your FFT data, progress and outcomes
- **'Deep dive' into vulnerable groups (e.g. Pupil Premium; FSM; EAL students)**, analysing their progress and areas of strength and weakness

Evaluation of Strategies

- Value for Money analysis
- Outcomes of Interventions
- Success rates - Progress
- Impact Analysis e.g. Extra curriculum activities; Breakfast Club impact; Pupil Premium spend and outcomes

Service Feedback

"The analysis is extremely informative and it has helped governors and school leaders to deepen their understanding of the performance of the school.

*As we develop the work further I can see it becoming an increasingly integral part of our monitoring and **improvement planning.**"*

Southend Secondary School Headteacher

What the Data Team will do

We will:

- arrange to meet with you to discuss your requirements
- clearly explain the work to be carried out and the timescales that would be needed
- advise you on the best ways to proceed from a statistical / analytical point of view
- direct you as to the best way to present any work and conclusions
- always allow you to have control of the content and presentation of the work

What the School will be asked to do

The school will:

- contact the Data & Performance Team in good time to request the work
- meet with the Data & Performance Team to clearly lay out their requirements
- provide access to any data required
- provide context of the aims and required outcomes of the work

Abilities and Experience

The service will be provided by our team who have extensive experience of analytical methods and of your school data.

The team develop innovative ways of analysing assessment and examination results. They regularly attend seminars held by the DfE and other bodies to keep abreast of relevant developments. Officers will ensure account is taken of legislation, DfE guidance and changing requirements.

The team have skills and experience of FFT; RAISEonline and of building programmes to track students and vulnerable groups.

Price of Service

The cost for this service varies according to the work that is specified. Please make contact with us to discuss your requirements. The team will work with you to design the project framework including agreeing any timescales that need to be met.

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Performance Data - FFT Aspire Licence

Service Description

FFT Aspire will provide key target setting and self-evaluation information using the latest curriculum and accountability measures - ideal for in-depth planning, analysis and preparation for Ofsted inspections.

FFT Aspire is a more visual and user friendly, presenting complex data in a way that can be easily understood and interpreted. FFT Aspire helps and enhances the roles of key staff, from teachers and assessment co-ordinators to data managers and senior leaders.

In order to access the database you must hold a licence.

What the Data & Performance Team will do

We will:

- arrange for your FFT Aspire licence to be set up or renewed as appropriate
- provide basic telephone support including assistance with accessing the system, password resets and basic direction

What the School will be asked to do

The school will:

- ensure that the system is used in line with data protection legislation
- create school staff user accounts as necessary
- maintain school user accounts including permissions and passwords

Price of Service

Licence fee: Dependent on school phase and number of children on roll. Further details to be supplied at time of service offer. The licence will be invoiced annually in or around April.

Timescales and Deadlines

Notifications of the timescales and deadlines will be made via the Southend Learning Network.

CONTACT US

Tom Dowler
tomdowler@southend.gov.uk
01702 534680

Janet McKay
janetmckay@southend.gov.uk
01702 215828

Performance Data - FFT Aspire Training (from December 2014)

Service Description

The Data & Performance Team will provide training sessions for Headteachers, SLTs, teachers, SENCOs or any other person for whom it is relevant. Due to the new FFT Aspire launch, this service can be supplied at any time after December 2014.

Governor Dashboard Training – covering FFT and Ofsted dashboards along with a high level overview of FFT reports to enable support and challenge.

Sessions are three hours - held am, pm or early evening.

School specific bespoke analysis is also available – this can be arranged on an individual basis to meet each school's requirements.

FFTLive provides a comprehensive overview of performance enabling schools to identify strengths and weaknesses quickly and easily. It provides aspirational benchmarks for future performance at pupil level; department levels and school levels up to 5 years ahead.

This offers a more effective all-round approach to informing expectations and target setting which is challenging, realistic and motivational.

Service Feedback

"Always excellent service, resources and training. They are always available to help."

Eastwood Primary School

What the Data & Performance Team will do

We will:

- where relevant arrange the venue and agenda of the training
- provide specific training on any areas of FFT that are requested
- ensure that all new and developing FFT reports are clearly demonstrated
- provide help with using any part of FFT during the training sessions

What the School will be asked to do

The school will:

- ensure that each attendee has a user name and password to access FFT (if this is not possible the attendee will be supplied with details for an anonymous FFT account)
- ensure that each attendee has relevant permissions set for their account
- ensure that any registration for training is made prior to the specified deadlines
- ensure that requests for bespoke training are made in good time, at least four weeks prior to requirement

Abilities and Experience

The service is provided by a team who have extensive experience of statistical and analytical methods. The team has membership of the NCER and Fischer Family Trust.

The team also regularly attends seminars held by the DfE and other bodies to keep abreast of relevant developments. Officers will ensure account is taken of legislation, DfE guidance and changing requirements.

Timescales and Deadlines

Group training sessions available to all will be advertised electronically.

Bespoke requests for training can be made at any time of year to suit the customer needs.

Price of Service

The costs for this service vary depending on venue and length of training session.

Group training sessions will cost in the region of £100 per person (discounted if you purchase any Data & Performance Team analysis pack).

In school training sessions for up to 8 delegates will be cost in the region of £280 for am or pm session or £380 for evening session.

Method and Timing of Payments

This service will be invoiced following the completion of training.

CONTACT US

Tom Dowler
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01702 534680

Janet McKay
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01702 215828

Performance Data - Headteacher & Governor Support

Service Description

The Data & Performance Team can help you understand your data, ensuring it is central to your strategic discussions. The team can assist with the analysis of your information when planning, implementing and evaluating your strategies.

Headteacher / Governor Support Package (NEW)

The Data & Performance Team can provide a discount support package to you whether you are a new Headteacher / Governor or an existing Headteacher / Governor to help you understand the data available within your school:

- LA Assessment Analysis Packs
- FFT Aspire
- RAISEonline

What the Data & Performance Team will do

Headteacher Package

We will:

Help you gain a deep understanding of the performance of your school

- review internal and external data
- identify specific issues and priorities
- explain complex analysis / data trends
- discuss complex conclusions
- provide telephone support

Governor Support Package

We will:

Help you gain a deep understanding of the performance of your school

- brief overview of RAISEonline
- overview of FFT Aspire dashboard
- overview of Ofsted data dashboard
- identify strength and weaknesses
- explain complex analysis / data trends
- discuss complex conclusions

What the School will be asked to do

Headteacher Package

The school will:

- contact the Data & Performance Team in good time to request the support
- provide access to any data required
- provide appropriate training facilities

Governor Support Package

The school will:

- contact the Data & Performance Team in good time to request the support
- provide access to any data required

Price of Service

- 3 hours session - £ 280 for am or pm
- £ 380 for evening session
- Full day - £ 515

CONTACT US

Tom Dowler
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01702 534680

Janet McKay
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01702 215828

Performance Data - Other Services

Service Description

The Data & Performance Team can create all kinds of analyses and build applications and tools to help with analysing complex data sets. Tools range from user friendly pupil tracking spreadsheets to progress monitors for vulnerable groups to simple Excel training.

If you have a vision we can help you build it.

Some examples of the work we can do include:

Deprivation data

After prior attainment, deprivation is an important **factor in predicting a child's future. Disadvantaged** pupils under perform on average compared to their peers. Low attainment is often due to a complex interaction of social and demographic factors. The team can supply you with the number of pupils within each deprivation band by school year to help identify pupils for further support and intervention. In addition, further analysis of deprivation can be provided e.g. Trends; contextual factors; progress levels; attainment gaps.

Attendance analysis

The team can provide detailed analysis on attendance and attainment by pupil groups i.e. FSM Ever6; SEN; EAL; Trend analysis & persistent absentees

Progress analysis

The team can provide detailed analysis on progress from a pupils starting point to their latest end point by pupil contextual factors i.e. FSM Ever6; EAL; SEN

Feeder school analysis

- Which of your feeder schools have the best key stage results
- What percentage of pupils from your feeder schools are in the upper, middle and lower bands for APS
- Progress of pupils from their EY Setting
- Progress of pupils for their Primary School Setting

Support

- UPN search on National Database or Previous Key Stage results search on National Database
- Key Stage Thresholds - The team can provide you with a table of Key Stage thresholds and how they convert to fine grades each year

- National figures from Statistical First Releases - The LA can provide National and regional figures of key performance indicators including attainment, progress, and absence as soon as the statistics are released.
- Telephone support

eProfile Licence

eProfile is a database tool designed to help teachers **and practitioners' record and track pupil development** through the new Early Years Foundation Stage framework from 0 to 5, using Development Matters indicators, and to produce the Final Judgements Data Collection return.

It provides reports, printouts, charts and spreadsheets for practitioners and school leaders to track and analyse pupil and group development and also includes a parental report facility.

A licence lasts for one academic year and includes first line support from the local authority. The cost is £57.50 for new users.

Basic Excel Training

Workbooks and Worksheets; Formulas; Charts

What the Data & Performance Team will do

We will:

- arrange to meet with you to discuss your requirements
- clearly explain the work to be carried out and the timescales that would be needed
- advise you on the best ways to proceed from a statistical / analytical point of view

What the School will be asked to do

The school will:

- contact the Data & Performance Team in good time to request the work
- meet with the Data & Performance Team to clearly lay out their requirements
- provide access to any data required
- provide context of the aims and required outcomes of the work

Price of Service

The costs for this service vary according to the work that is specified. Please make contact with us to discuss your requirements.

CONTACT US

Tom Dowler
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01702 534680

Janet McKay
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01702 215828

Performance Data - 'Understanding Your Data' Training

Service Description

Data Analysis Training

Almost every aspect of school life is now measurable and schools are overloaded with statistics. The understanding of what is important and how to interpret this information is integral when gathering valuable evidence towards updating of the school SEF in readiness for an Ofsted inspection.

Our half day session will help you make effective use of the data available to you and help you understand how data can be used to evaluate and improve the performance of a school.

The Data & Performance Team will provide training sessions for Headteachers, SLTs, teachers, SENCOs, Governors or any other person to whom it is relevant. This service can be supplied at any time during the year.

Timescales and Deadlines

Group training sessions available to all will be advertised electronically.

Bespoke requests for training can be made at any time of year to suit the customer needs.

What the Data & Performance Team will do

We will:

- where relevant arrange the venue and agenda of the training
- provide specific training on how to interpret your school data including FFT & RAISE reports along with LA Assessment Analysis Packs and your own school data
- identify strengths and weaknesses within your school data
- assist with understanding vulnerable groups data
- help to ensure data around Pupil Premium is understood and clear for all customers

What the School will be asked to do

The school will:

- contact the Data & Performance Team in good time to request the training
- meet with the Data & Performance Team to clearly lay out their requirements
- provide access to any data required
- provide context of the aims and required outcomes of the work

Abilities and Experience

The service is provided by a team who have extensive experience of statistical and analytical methods. The team has membership of the NCER and Fischer Family Trust, and develop innovative ways of analysing assessment and examination results.

The team also regularly attends seminars held by the DfE and other bodies to keep abreast of relevant developments. Officers will ensure account is taken of legislation, DfE guidance and changing requirements.

Price of Service

Group training sessions will cost in the region of £100 per person (discounted if you purchase any Data & Performance Team assessment analysis pack).

In school training sessions for up to 8 delegates will be cost in the region of £280 for am or pm session or £380 for evening session.

Method and Timing of Payments

This service will be invoiced following the completion of training.

CONTACT US

Tom Dowler
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Janet McKay
janetmckay@southend.gov.uk
01702 215828

Procurement Service

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
- advise 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.

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

Onsite "Table Top" Review £150

- **facilitation of one formal "table top" review of an existing contract on site at your school**
- **evaluation of current service and cost and recommendation for any improvement and savings**

Bronze Service Package £360

- **facilitation of one formal "table top" contract review at your school. Verbal and written report feedback will be provided to the school.**
- **produce and supply an "Options Appraisal" report in electronic format and a hard copy, which includes any key risks**
- **provide a summary guide on best and compliant procurement route**

Training £500

- one session overview at your site

Bespoke Service Package

In negotiation with the school, the team can provide a bespoke solution, tailored to meet your exact needs.

CONTACT US

General Enquiries
procurementinbox@southend.gov.uk
01702 534026

Michelle Lansley
michellelansley@southend.gov.uk
01702 212177

Property Support Services

Service Description

Property Support Services offer assistance with the management of day to day maintenance, servicing and general property advice.

A condition survey is undertaken each year providing a written report to support the completion of the **school's asset management plan**. Property Support Services can arrange for annual servicing contracts allowing the school to benefit from the competitive rates received for the borough wide public building **contract**. This also includes an 'out of hours' service for emergency works.

The school will have access to the Team's helpdesk service for responsive repairs and contractor advice.

The Property team, if requested, can assist the school with the management of asbestos and other statutory requirements.

The team includes the full range of building professionals enabling in-house project management **for schemes carried out using the school's delegated funds**. All staff employed by the Property Team with responsibility for visiting schools to undertake works will be DBS checked.

The team has been providing a competitively priced service to schools since Southend became a unitary authority; costs have been held at the current level since 2006. All staff are directly employed by Southend Borough Council and have an interest in improving the local area.

What Property Support will do

We will:

- carry out an annual condition survey, updating internal layout plans
- provide advice and assistance on the preparation of School Asset Management Plans
- advise on capital funding issues at Voluntary Aided Schools
- negotiate the annual servicing contracts
- advise on health and safety issues (building related)
- provide general property advice

What the School will be asked to do

The school will:

- provide clear and accurate details when

- reporting building defects
- provide a full brief and nominate a lead contact for all project work at the school
- ensure that surveyors, engineers and contractors can gain access to the service **purchaser's premises at all reasonable times**
- ensure availability of relevant staff and access to all required areas for property visits
- take part in the customer service satisfaction survey and any other feedback and information gathering exercises on the completion of works etc
- make a commitment to purchase the service offered at the beginning of each financial year
- process all invoices for payment promptly and in **accordance with the Council's standing orders**

It is important that the school complies with the above in order to help us provide the highest possible level of service. We particularly value your feedback once a project is completed, as this enables us to monitor our **contractors' performance and improve our own service**.

Abilities and Experience

The Property and Regeneration Division has three main teams: Business Support, Asset Improvements and Capital Investments.

Working alongside the team are our CDM / Compliance Officer and Assistant. The division consists of a full range of building professionals: Architects, Building Surveyors, Mechanical Engineers, Electrical Engineers, Project Managers and full technical administration support, all of whom have many years experience working with schools.

Price of the Services

The fixed annual cost of the service ranges from £1,000 for schools with up to 100 pupils, increasing in bands of 50; the current maximum charge is £3,950 based on 1,400 pupils.

The annual fee covers the services of our Help Desk, annual condition survey, health and safety advice (building related) and general property advice.

For all orders placed through Property and Regeneration, a fee of 8% of the total order value will be charged at year end.

Project management fees will be payable between 10 – 15%. The fee percentage will be agreed in advance.

CONTACT US

Shona Rowe
shonarowe@southend.gov.uk
01702 215564

Property & Regeneration Help Desk
01702 215795

Road Safety Education (FREE)

Service Description

The Road Safety Team work 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 and assemblies - **themed subjects include ‘Be Bright Be Seen’ and ‘Stop, Look, Listen’.**

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

Movin’ on Up Transition to secondary school presentation for year 6 pupils - interactive presentation assisting pupils with their next step

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 Essex Casualty Reduction Board, 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 10 / 11 students devise and perform to year 4 pupils, educating through peer assisted learning

Road Safety publicity - information packs to suit individual needs

New Intake Meetings (education for parents) - a **presentation about parents’ responsibility to become good and safe road users themselves** delivered during infant school new intake meetings

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

School Crossing Patrols - provision of School Patrol personnel at approved locations on routes to schools at school opening and closing time

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 the Services

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

Time Scales 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.**

CONTACT US

Cheryl Hindle
cherylhindle@southend.gov.uk
01702 215491

Peter Swanwick
peterswanwick@southend.gov.uk
01702 215193

School Visits Advisory Service

Service Description

To help schools ensure risks are minimized and visits are conducted appropriately and safely, the School Visits Advisory Service 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 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
- 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
- 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
- publicise meeting dates for the school visit advisory panel
- provide training to Educational Visit Co-ordinators / Visit Leaders on a chargeable basis
- provide training in schools relevant to their **needs for 'Learning Outside of the Classroom'** on a chargeable basis

What the School will be asked to do

The school will:

- upload required information to the established web based system
- seek advice from the School Visits Advisor on issues as required
- co-operate with school visits 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

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.

Price of the Service

Southend Schools can purchase the school visits advisory package for an annual payment of £310.

However, schools may purchase individual bespoke days for general issues at a cost of £520 per day or £290 per half day, or at an hourly rate.

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

Length of Agreement and Notice Period

Service provision will be reviewed on a yearly basis.

Timescales and Deadlines

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

CONTACT US

Sally Kennet
sallykennet@southend.gov.uk
01702 534600

Sarah Baker
sarahbaker@southend.gov.uk
01702 534888



Service Description

Seabrook College aims to provide 'a place where all children and young people can thrive, learn and achieve their best', by providing a range of pathways and services for primary and secondary maintained schools whose pupils are finding it difficult to access education due to their social, emotional and behavioural needs.

The pathways and services are accessible to all schools with a core programme being free and others charged as agreed by the Schools Forum.

At Seabrook College we aim to work in close partnership with schools, to develop programmes which focus on behaviours for learning, and topics such as managing emotions and social awareness. For those pupils attending the preventative pathway a focus will also be given to improving the pupil's basic skills.

For this programme to be successful it is important that the pupil attends their mainstream school, once a week to practice their new skills in context, and for the professionals involved to establish good working relationships.

What Seabrook College can offer

Off-site Provision

- Full time education for Southend children permanently excluded from school or who are at the point of permanent exclusion where an immediate move to another school is not yet appropriate as agreed with the Executive Head or the LA. Admission to Seabrook pathways may also come via the Fair Access Panel.
- Interim tuition for pupils whose behaviour requires them to be educated away from their mainstream school to receive support and intervention. This will be a time limited intervention with the aim of moving the pupil either back to their school or to a new school for a fresh start.
- A Virtual School that provides suitable education for children whose medical or emotional needs make it impossible for them to access full time education in a mainstream setting.
- An eight week part time (four days a week) preventative programme for children in Key Stages 2 and 3 whose behaviour is putting them at risk of exclusion.

A Behaviour Outreach Service

The Core Offer

- A same day response to a headteacher when a pupil is at the point of a permanent exclusion and they are proactively seeking alternatives.

- Advice and guidance to headteachers and governors on exclusion procedures.
- Preparation of reports on pupils to contribute to the statutory assessment process where **necessary or contribute to the school's report.**
- Observations undertaken in the classroom and provide follow up advice and strategies for classroom management including risk assessments.
- Direct work and practical support in the classroom with pupils or group work for early intervention to help pupils sustain the mainstream placement. This can include liaison with families and signposting to services.

Bespoke Services (chargeable)

The following are examples of bespoke services which can, in discussion with the Headteacher, be offered to all schools and academies:

- **Audit of school's behaviour management** strategies and policies with strategic advice and practical recommendations with a focus on behaviour for learning.
- Ofsted preparation - advice and guidance to ensure standards meet the requirements for judgements on Behaviour and Safety (including **bullying**) and to support schools to secure 'good' or 'outstanding'.
- Support for the development of policies and training in a range of techniques such as anti-bullying, emotional literacy, restorative justice, nurture principles and domestic violence.
- Bespoke training packages such as whole school training, NQTs, LSAs, Midday Supervisors and any other school staff.

Nurture Co-ordination

The Nurture Co-ordinator is available to support the delivery of the nurture arrangements in mainstream primary schools.

Referrals to Seabrook Pathways

Referrals to the Preventative Pathways should be made in the half term prior to the start of the placement to allow for an Intake Conference and the formation of baseline data including lesson observations in the referring school / class.

All requests for admission to pathways should be made on the appropriate referral form, which can be requested from The Prittlewell Centre on 01702 347490.

Please contact Tracey Wilson by email traceywilson@seabrook.southend.sch.uk

Seabrook College

The Behaviour Outreach Service takes referrals on an on-going basis.

Please contact Tracy Jones, Head of Behaviour Outreach on tracyjones@seabrook.southend.sch.uk.

What the School will be asked to do

The school will:

- fully complete the appropriate referral form, including providing an up to date Early Help Assessment (previously CAF) and / or IEP
- provide assessment information and the details of the in-school intervention already in place for all children being referred
- provide pupils with the opportunity to attend their mainstream school whilst on the preventative programme and ensure reintegration procedures take place as agreed
- work in partnership with a range of professionals, be open to a range of solutions offered, contribute to a working plan that meets **the pupil's needs**

Price of the Service

The funding for Seabrook College was agreed by the Schools Forum in March 2014.

The Preventative Pathway:

The Preventative Programme

- Minimum of £1,500 per primary pupil or a third of Formula Funding for 2015/16
- Minimum of £1,800 per secondary pupil or a third of Formula Funding for 2015/16

Interim Tuition:

- The cost is £60 per day

Schools will be invoiced half termly.

Behaviour Outreach Service:

The Core service is free to Southend maintained schools.

The cost of the bespoke services are £510 for a full day and £260 for half a day / twilight session.

CONTACT US

Alice Hexter
alicehexter@seabrook.southend.sch.uk
07787 266368

Sandra Bingham
sandrabingham@southend.gov.uk
01702 534395

Southend Adult Community College (SACC)

Service Description

Southend Adult Community College (SACC) provides award winning education, vocational training and Apprenticeships to over 6,800 learners including both adults and young people.

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 whole college was judged as "Good" with "Outstanding" features by Ofsted in October 2014. The College's Business Development provision currently works with over 200 local employers each year.

Service Feedback

"The College has a very friendly atmosphere and the staff are very helpful."

Clair Sandals, Student

"The friendly atmosphere encouraged me to complete my studies and everyone is very helpful and able to answer my questions prior to enrolments. My favourite part of being an apprentice is being able to learn and earn a qualification whilst working and gaining experience with children. I use the skills every day when I am at work and I plan to expand them in the future. Enrolling on this course is one of the best things I've done."

Hayley Stephenson, Student

What SACC can offer

The College offers Apprenticeships and Continuous Professional Development (CPD) for new and existing staff as well as a full recruitment and training service. The Apprenticeship route offers schools support to develop and mould the staff of 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:

- Inset Day Training: we offer a range of one day training courses to develop your staff including:
 - * Safeguarding
 - * First Aid
 - * Health and Safety
- 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
- Assessment and Verification Qualifications: if you are new to Assessment, Internal Verification and Moderation our training will help you to be effective in this
- Apprenticeships for Staff: many of our Level 2, 3, 4 and 5 qualifications can be incorporated into an Apprenticeship framework and qualify for a Government grant. Talk to us if you would like an Apprentice for your school, for example Office Support or Teaching Assistants.
- Apprenticeships, Traineeships and Study Programmes for Pupils: we are happy to attend any open / careers events to talk to pupils and parents about these programmes
- Vocational Training for Post 16: we would be keen to discuss delivering vocational training within your sixth form
- Specific CPD for Teaching Staff: either delivered at your school or within the College our training courses include:
 - * Working with two year olds
 - * Transactional Analysis
- Support Staff: from HLTA to Receptionists, we offer a training programme to enhance their skills and accredit their experience using a range of models
- Bespoke Training Programmes: we will work with you to develop a programme of training that responds to your school needs and is designed specifically to meet your requirements
- A range of extended learning opportunities from our Ofsted Outstanding Art Department:
 - * Life drawing session with DBS check professional tutors and models aimed at developing sixth form art / photography portfolios.
 - * A series of Space to Create sessions can be booked where learners enrol and are able to use excellent art, textiles and ceramics facilities to develop their own projects and develop specific areas of study throughout the year, including school holidays under the supervision of tutor / technician.
 - * There are flexible response opportunities that can be tailored to the learners needs.

Southend Adult Community College (SACC)

In order to deliver this for you, we will:

- conduct an initial meeting 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

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 2014 the College was judged "Good" with "Outstanding" features by Ofsted. The College achieved a rating of 'Outstanding' in its Early Years & Playwork and Visual Arts curriculum areas.

In 2013 the College's Employer Responsive provision was judged by over 90% of employers to be good or better.

In 2010 the College received certification for the Training Quality Standard (TQS). TQS is the most challenging accolade-training providers can earn. The College was recognised as being one of the best training providers in the country by the Government's Skills Funding Agency. The certification was awarded by a panel of leading employers from a range of industry sectors.

In 2009 the College became the first Local Authority-run adult community college in the country to be awarded LSIS Beacon status.

All delivery staff are appropriately qualified and have excellent vocational experience.

Price of the Service

Prices vary depending on the type of provision required.

Some provision will qualify for Government subsidies depending on eligibility criteria.

Method and Timing of Payments

All fees must be paid within 14 days of the issue of an invoice.

Length of Agreement and Notice Period

All provision is bespoke to your needs. As a result, a unique Service Level Agreement will be negotiated and signed by both parties.

Timescales and Deadlines

The service is available throughout the year and aims to be easily accessible and responsive to the needs of all young people, schools / colleges, partners and stakeholders alike.

CONTACT US

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Anne Horn
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Southend East School Sports Partnership

Service Description

Southend East School Sports Partnership offer a wide range of sporting activities and events to assist schools in developing a diverse sporting experience for **Southend's 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 staff 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, teaching assistants and other members of school staff.

Whole School Inset 1 day (6 hours) - £240 including photocopied handouts. Available in Gymnastics, Dance, Games, 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**.

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 CRB 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

- £15 for breakfast clubs (40 minutes)
- £20 for 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.

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.

CONTACT US

Kirk Edwards
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01702 292286 (ext 193) / 07771 847919

Southend West School Sports Partnership

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 Southend's 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, TAs 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.

With our fully qualified, insured and CRB 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.

- £15 for breakfast clubs (40 minutes)
- £20 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

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)
- £15 for additional support i.e. refs (1 hour)

www.southendwestssp.co.uk

CONTACT US

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 01702 508653 / 07763 839863

Southend Marine Activities Centre

Service Description

Situated on a fantastic beach side location facing across the Thames Estuary towards Kent, Southend Marine Activities Centre is an ideal venue for holding out of the classroom events with a difference.

Whether you are looking to reward your pupils with some fun on the waves or you want to bring them together through some bespoke team-building activities, we can help create an action-packed, adrenalin-fuelled day that they will always remember.

All our activities are run by our fully trained team of instructors who are experts in their own field and have a wealth of experience in helping a broad range of people develop new skills.

The Centre's programme of investing in new equipment on an annual basis ensures that the equipment is up-to-date and in good order. All equipment is provided including wetsuits and buoyancy aids.

Various options are available for food: bring your own, use our external catering supplier or you could even have a beach BBQ.

What the Southend Marine Activities Centre can offer

An example of a day at the Marine Activities Centre could start by team building on the beach in the morning followed by lunch on the beach, then an afternoon of water-sport activities including:

- Sailing
- Windsurfing
- Kayaking

At an additional cost, you could even have a go at trying to stay on our banana boat or jetski with our qualified instructors.

Our fully equipped classroom has all the facilities you require to run teaching sessions inside including projector, whiteboard, laptop and flipcharts.

Abilities and Experience

Our events are organised to meet the requirements of individual schools and youth groups.

The Centre is accessible to all types of people. Wheelchair access has been provided throughout the Centre with access to the beach and jetty.

Times are inclusive of arrival time, departure time and lunch breaks, we advise a minimum session of 2 hours and maximum of 6 hours. Times of sessions will vary due to the state of the tide so please contact us to arrange a suitable time with us afloat.

For economic reasons the minimum group size is 10. You can visit with a smaller group but the Centre will still charge for 10. The maximum group size on the water is 60.

Price of the Service

Course fees are per student per hour as follows:

- £5.00 per hour all year either land or water

Further information can be found here:

www.southendmarineactivitiescentre.co.uk

www.facebook.com/southendmarineactivitiescentre

www.twitter.com/smacbookings

CONTACT US

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smacbookings@southend.gov.uk
01702 612770

Gary Weeks
garyweeks@southend.gov.uk
01702 612770 / 07795 497316

Southend Pier & Visitor Centre

Service Description

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

Welcoming over 250,000 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 for a school talk, a trip to **the end of the world's longest Pleasure Pier, a talk at the RNLI lifeboat station & a visit to the Pier Museum.**

What the Pier can offer

School visits can include a variety of options including information packs, talks and even themed events.

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.

The Royal Pavilion at the pier head provides space to enjoy exhibitions through 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.

Abilities and Experience

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

Each member of the team holds the relevant DBS check.

Price of the Service

Walk & Ride:

- Adult - £3.50
- Child - £2.00

Winter Walk Both Ways (October - March):

- Adult - £1.00
- Child - £1.00

Summer Walk Both ways:

- Adult £2.00
- Child £1.00

Train Both Ways:

- Adult - £4.00
- Child - £2.00

NB: Prices may change in April 2015.

Groups of 15+ will receive a 10% discount, and groups of 25+ a 20% discount on these rates.

There is the option to purchase a personalised Pier walking certificate for £1.00.

Child fare: aged 3-16 and student card holders.

Additional Information

The Pier is accessible for all abilities though 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:

01702 215620
vic@southend.gov.uk
www.visitsouthend.co.uk

CONTACT US

Visitor Information Centre
vic@southend.gov.uk
 01702 215620

Lynn Jones
lynnjones@southend.gov.uk
 01702 212530

The Tickfield Centre

Tickfield
Achieving excellence together



Service Description

Tickfield is a fantastic training, meeting and event venue in Southend-on-Sea and our aim is to exceed your expectations.

If you would like to discuss a potential event or access our training and development programme, please telephone (01702) 212032, alternatively email tickfield@southend.gov.uk.

The team based on site would also be happy to give you a tour of this high quality, modern venue and further details of the services we can provide.

Opening Times

The Centre is currently available to hire Monday to Friday, 08.30 – 17.30 (excl. public holidays). Evening and weekends are available subject to availability.

The Tickfield Centre will respond to any enquiries within 48 hours of contacting the centre (Monday to Friday).

Training & Event Facilities & Benefits

The Tickfield Centre has a wide range of offers and services which can be adapted to suit the needs of the hirer, including:

- Free parking
- Fully accessible
- Air conditioned throughout
- Newly refurbished event venue
- Speedy free Wi-Fi
- Complimentary presentation equipment
- Free chilled & filtered drinking water
- Central location
- Excellent transport links
- Extensive catering and refreshment options
- Technician on site to assist with audio visual equipment

Away Day Specials

Half day room hire and equipment £50 (subject to availability)



Organisational Development

All schools can access our award winning organisational development team for consultancy, coaching or team development sessions.

The team can provide advice and practical sessions on change & transition, leadership, culture change, coaching, employee engagement, solution focused thinking and much more. Details have been provided to our current customers of the services which are available (as additional services), in the HR SLA.

If any school would like any further details about this team or if you would like a bespoke offer, please contact, Neil Keeler, Group Manager, People and Organisational Development on 01702 215683 for an informal conversation.

Learning and Development

You will receive a complete start to finish service from our friendly and experienced team who provide the perfect setting for collaboration, celebration and partnership when:

- accessing personal learning & development opportunities available to you, colleagues or your family & friends
- tailoring development sessions around your individual or business requirements with skilled facilitators

Training Opportunities

- Personal Development
- ICT & Data Management
- Health & Safety
- Leadership and Management

Other courses can be made available as bespoke courses subject to sufficient uptake. Please enquire for details.

continued on next page...

The Tickfield Centre

Service Feedback

Rooms & Facilities

"Clean and Helpful as always! Fantastic Centre."

"Excellent location, parking and facilities."

"I just wanted to thank you so much for making our conference yesterday such a great success."

"Thanks again for your hard work, care and professionalism. I really, really appreciate it."

"As always, informative, helpful and caring front of house, wow!"

Learning & Development

"Fantastic course, covered lots in just 3 hours that means I don't have to work harder or longer-just smarter."

Time Management

"Brilliant facilities, trainer very knowledgeable, course interesting and enjoyable."

Ladder Safety

"Very enjoyable session and good use of my day. Good to have a large group of people on the course to generate discussions and learn about our colleagues experiences. Useful information / tools for work and home life. I would highly recommend this course."

Influence and Persuasion

Training Courses:

Cancellations must be received 10 working days prior to attending the course via email or full payment will be charged.

Room Bookings:

For full terms and conditions, prices and further information please refer to website:

www.southend.gov.uk/tickfield



Join our network for the latest updates and special offers available to you!



Important Information incl. T&C's

The customer to complete a short event reservation form agreeing to the booking terms and conditions.

Payments to be made in advance over telephone, online or in person using a debit / credit card. Tickfield can invoice the customer in exceptional circumstances.



CONTACT US

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01702 212032

Neil Keeler
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01702 215683

Youth Centre Facilities Hire - IYSS

Service Description

We are delighted to be able to offer a unique Community Centre to all schools that are seeking alternative venues or opportunities for their students.

The prices quoted here are those available to members of the public. Schools will automatically receive a discounted rate for booking multiple facilities and for block booking. For a bespoke quote please contact the service via the details below.

Shoebury Centre, Delaware Rd, Shoeburyness:

A centre with unique facilities that is located next to Shoebury Leisure Centre.

Available Facilities:

- Single Pitch Climbing Wall
- Fully sprung floor dance studio
- Recording Studio and rehearsal space
- Gym
- Media room with fully interactive teaching facilities
- Sports hall
- Art room

Facility	Price
Gym	£20 per hour
Sports Hall	£28 per hour
Climbing Wall	£50 per hour (group only) inc 2 instructors
Recording Studio	£15 per hour
Media Lab	£25 per hour
Meeting Rooms	£10 per hour

CONTACT US

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01702 534300

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Contact Information

Contact Information



Contact Information

Ability Action

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Claire McAllister
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Accountancy: Cash Collection

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Bicycles, Cycle Maintenance & Sustainable Travel Planning

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Richard Twomey
ReCycle Centre Manager
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01702 340864

Bike It, Bikeability & Ideas in Motion

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Ideas in Motion
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Collette Kemp
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Sue Goss
Travel Planning
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Cycling in the Curriculum (Bike It)
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Building Control

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Connexions Services (IYSS)

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Counter Fraud & Investigation Services

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Educational Psychology Service

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Emergency Planning & Business Continuity

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Facilities Management

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01702 534353



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Finance Service

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Group Accountant

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01702 534056



Christine Hickey
Schools Finance Service Manager

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Governor Services

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School Improvement Commissioning and Quality Assurance Manager
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01702 215869



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Grounds Maintenance & Landscape Service

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01702 215604



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Headship Recruitment Service

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01702 215960



Jim Gray
HR Business Partner for Schools
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01702 215679

Contact Information

Human Resources Service

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01702 215960



Jim Gray
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01702 215679

ICT Support Services

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Insurance Advisory & Risk Management Service

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01702 215204



Kathy Slowther
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Internal Audit Service

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Linda Everard
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Learning & Improvement Team (4-19)

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11-19 Learning and Improvement Adviser

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Media & Reputation Management Service

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Museums Service

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Music Services

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Payroll & Pensions Service

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Performance Data

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Janet McKay
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Mike Bennett
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Procurement Service

General Enquires

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01702 534026



Michelle Lansley
Senior Procurement Adviser

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01702 212177

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Property Support Services

Property and Regeneration Help Desk

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Team Leader - Business Support

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01702 215564

Road Safety Education

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Team Leader

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01702 215491

Peter Swanwick
Assistant Road Safety Officer

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01702 215193



Zulfiqar Ali
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School Visits Advisory Service

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Business Continuity Officer / School Visits Advisor

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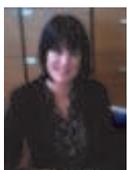
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www.theaspireproject.co.uk



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

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