

24 March 2015

# Services for schools 2015-16

Welcome

Dear Head Teacher and Chair of Governors

We have some excellent schools in Northumberland that perform very well and deliver good outcomes for our children and young people. High quality Local Authority support services have the potential to make a significant contribution to this success.

As you know this has been a year of significant change and we are in the middle of reforming and improving the way we support you.

We are refreshing our 'Services for Schools' over the next few months as a response to your suggested improvements. Next year we hope to have a catalogue of services online. In the meantime, we have made some changes to the services we offer and will continue to listen to your needs and be as flexible and customer focused as possible.

We are committed to providing, and further developing, high quality, responsive and affordable services that support schools in their delivery of high quality education for all of our children and young people. The way we communicate with you, through our website and E-courier has rightly been criticised and we hope to make significant changes very soon.

Thank you for your patience and support in my first 6 months as Director of Education and Skills. I look forward to working with you on this agenda in the coming years.

Andrew Johnson  
Director of Education and Skills

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## Introduction

The basic outline for each of the services is explained below, a more extensive and detailed description is available on request, charges are explained for each of the services on offer.

Once you have had an opportunity to read through the Portfolio should you require any further information or clarity, please contact the appropriate service manager.

### Northumberland Services for Schools – Service Managers

Service Manager	Title	Tel no.	Email	List of services
Dean Jackson	Commissioner for Curriculum and Learning	01670 622724	<a href="mailto:dean.jackson@northumberland.gov.uk">dean.jackson@northumberland.gov.uk</a>	ICT Music service IAG support Northumberland EBP
David Street	Commissioner - Early Years & Primary	01670 622744	<a href="mailto:david.street@northumberland.gov.uk">david.street@northumberland.gov.uk</a>	Early years School improvement
Alan Carrick	Commissioner for SEND	01670 623557	<a href="mailto:alan.carrick@northumberland.gov.uk">alan.carrick@northumberland.gov.uk</a>	Behaviour support
Sue Aviston	Business Support	01670 622281	<a href="mailto:sue.aviston@northumberland.gov.uk">sue.aviston@northumberland.gov.uk</a>	Supply cover scheme Free school meals Trade union facility time School support service Governance and clerking Governance advice
Angela Dyer	HR Advisor	01670 623118	<a href="mailto:angela.dyer@northumberland.gov.uk">angela.dyer@northumberland.gov.uk</a>	HR
Jane Walker	Senior Manager - Alternative Education, Virtual School Head Teacher	01670 622734	<a href="mailto:jane.walker@northumberland.gov.uk">jane.walker@northumberland.gov.uk</a>	Virtual school Education welfare
Alan Hartwell	Senior Manager - Safeguarding & Education - Performance	01670 623589	<a href="mailto:alan.hartwell@northumberland.gov.uk">alan.hartwell@northumberland.gov.uk</a>	School improvement

# HR in schools

Offering high quality advice and support with all employment matters

## Why choose us?

By offering you a Business Partnering approach we will support you to carry out your statutory responsibilities using the best employment and working practices, supporting you to effectively manage HR matters in your school. We have a proven track record working within the education sector ensuring a sound understanding of the needs of your organisation.

We have high standards, ensuring that your employment matters are managed in a professional and effective manner. Our focus is to support and equip you with relevant and appropriate advice to maintain ownership of your employment matters.

## Basis of charge

In purchasing the Human Resources SLA all clients will receive the following benefits:-

- Unlimited access to the award winning e learning portal 'Learning Together' (being rolled out to schools for September 2015), as well as the HR CPD programme and HR Autumn term briefings.
- The Schools HR team will draft, update and publish all HR Advisory policies, procedures and guidance for schools.
- We will manage statutory trade union consultation processes and negotiate with trade unions regarding local authority determined terms and conditions.
- Place recruitment adverts on North East Jobs website and in external media (cost of external adverts to be met by the school).
- Attend hearings and provide advice to the hearing body in cases which may result in dismissal
- Advise on preparing for Employment Tribunals in conjunction with the Legal SLA and prepare settlement agreements for negotiation with employee representatives.
- Pre- employment medical screening and a referral facility through our Occupational Health Unit
- Access to the 24 hour, 7 day telephone counselling helpline
- Foreign Language Assistant recruitment admin ( charged at £367 per assistant)

The Human Resources SLA can be purchased at **Bronze, Silver** or **Gold** levels. (Under review for 2016/17). HR Support at a higher level may purchase on a pay as you go basis subject to the availability of suitably qualified and experienced staff. Preparation and travelling time will be included in the charge. Room charges and catering will be invoiced at cost.

The price of the SLA is made up of a lump sum element plus a per staff contract element, which includes all permanent, temporary and casual staff.

### Bronze

At this level you will receive telephone and email advice on a range of HR matters including, appraisal processes for teachers and support staff, grievance, capability and disciplinary cases as well as HR policies, procedures, terms and conditions of employment and reorganisations and redundancy.

All Maintained Schools	All Academies	Pay As You Go
£670 per school plus £33 per staff contract	£1050 per school plus £35 per staff contract	£436 per day/£59 per hour for HR Manager £399 per day / £54 per hour for HR Adviser £357 per day / £48 per hour for Assistant HR Adviser / School Support Officer

### Silver

This level includes all the services offered at Bronze plus advice on pay and grading matters including Head teacher pay ranges, evaluation of unique job descriptions under the NJC and LGE job evaluation schemes. In addition to advice on redundancy and restructuring a member of the team will attend one criteria meeting and up to two proposal meetings to provide advice to the hearing body. At this level staff will be able to access the Welfare Officer for support and receive one to one counselling.

All Maintained Schools	All Academies	Pay As You Go
£780 per school plus £42 per staff contract	£1155 per school plus £45 per staff contract	£399 per day/£54 per hour for HR Manager £357 per day / £48 per hour for HR Adviser £320 per day / £43 per hour for Assistant HR Adviser / School Support Officer

### Gold

In addition to the services offered at Silver and Bronze, we will provide advice and guidance on the full range of HR related matters through your allocated HR Adviser who will meet with you, on request, once per term to advise on HR issues within your school. A member of the team will prepare draft correspondence for hearings and appeals and attend up to two preparatory meetings per case with Investigating/ Presenting Officers. We will provide written commentary on statements of case, proposed adaptations to model policies, school structure reviews, and draft redundancy consultation letters. In addition we will attend up to two preparatory meetings for each school structure review, redundancy process, contractual change process or TUPE process.

All Maintained Schools	All Academies	PAYG
£1000 per school plus £56 per staff contract	£1365 per school plus £60 per staff contract	£436 per day/£59 per hour for HR Manager £399 per day / £54 per hour for HR Adviser £357 per day / £48 per hour for Assistant HR Adviser / School Support Officer

Angie Dyer, HR Adviser

Email: [angela.dyer@northumberland.gov.uk](mailto:angela.dyer@northumberland.gov.uk) Telephone: 01670 623118

# Early Years' Service Level Agreement (For Schools)

## Why choose us?

The **Early Years' Service Level Agreement (For Schools)** is designed to provide a wide range of services to support the strategic role of head teachers, senior leaders and teachers/practitioners.

This SLA is delivered by the Northumberland Education and Skills Early Years Team supported by a wider group of networks both regional and national.

Our aims are to:

- maintain and develop an effective partnership with you
- strengthen your self-evaluation
- help you to clarify your priorities for improvement
- offer solutions
- encourage effective networking
- ensure you get value for money
- support quality improvement

Most importantly, to support you to improve the achievement and learning experiences of young children.

## The service

In 2015-16 our **core package** of 'essential' Early Years support services includes:

### 1. Support and challenge from a dedicated Early Years Consultant and the wider team

Your EY consultant will facilitate an onsite visit to support and challenge, working with you to evaluate the quality of provision, build leadership capacity and support you in achieving identified priorities.

### 2 Free access to 20 professional development training sessions and reduced costs for access to additional training

The programme includes-

- A) EYFS Learning and Development Core Training
- B) EYFS CPD
- C) Safeguarding and Welfare Requirements

### 3 Telephone support and advice as necessary.

This service provides advice and guidance as necessary at no cost.

In addition, schools can extend and tailor their level of support by selecting additional services from the following list. **We encourage schools (where possible) to select the services they require at the time of setting their budget for the year ahead.**

## Additional Services

- 1. Additional Consultant time-** Support for a specific in school issue or development need. Priced by the day to include a visit, preparation and follow up time.

Additional support could include-

- Preparation for Ofsted inspection
- Post Ofsted support
- Support in data analysis, self-evaluation and improvement planning
- Additional moderation
- Leading improvement in Teaching and Learning
- Supporting NQT's and those new to Early Years
- Supporting strategic direction for Early Years
- Building partnerships with other providers to support transition
- Support in working with other agencies including health and social care

- 2. Community powers or other Childcare developments on site including 2 year old provision-** A tailored service to explore options and walk you through the set up processes

Each of the additional services is priced individually, details below.

### Basis of charge:

The cost of the SLA covers the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016 and is made up of a flat rate element.

<b>Early Years Core Package</b>		<b>£550</b>
<b>Additional Services</b>		
1	<b>Additional Consultant time</b>	<b>£400 p/day</b>
2	<b>Additional moderation support</b>	<b>£265 Session</b>
3	<b>Community powers or other Childcare developments on site</b>	<b>Call</b>

Schools in EY SLA are entitled to book up to 20 half day courses within the Early Years Professional Development Programme. If schools wish to purchase above this number it will be £25 per additional half day course thereafter. Non SLA members will be charged a rate of £30 per half day course.

### Federations

We recognise in some circumstances schools in federations may choose to draw down services from the SLA as a federation and therefore would be entitled to a reduced cost. Where all schools within a federation buy into the SLA they will be entitled to a 5% discount of the total cost.

To book a place on any course within the Early Years Professional Development Programme 2015-16 please contact Lesley Kelly ([earlyyearstraining@northumberland.gov.uk](mailto:earlyyearstraining@northumberland.gov.uk))

# School Improvement

Supporting schools to secure sustained improvements through a range of personalised strategies

## Why choose us?

The Early Years and School Improvement Service have a team of school improvement advisors and partnership coordinators who can make a measurable impact on the school improvement agenda.

You will be allocated a dedicated School Improvement Partner (SIP) who will visit your school on a termly basis, provide reports to governors and the head teacher.

## Benefits of the School Improvement Service

Our aims are to:

- maintain and develop an effective partnership with you
- strengthen your self-evaluation
- help you to clarify your priorities for improvement
- offer solutions
- encourage effective networking
- commission support
- induct new head teachers to Northumberland schools

Most importantly, to improve the achievements and educational experience of children and young people.

## Data Unit

The data and performance element of this service is constantly adapting to meet schools' needs, and much of our development work is in response to customer feedback. It is vital for schools to be able to accurately self-evaluate attainment and achievement, using robust data and comparative benchmarking information. The tools to be able to record, monitor and analyse pupil progress and set challenging targets are key to school improvement.

### **First, Primary, Middle, High and Special Schools:**

- Statutory collection, submission and early analysis of:- EYFS, Y1/Y2 Phonics, KS1 and KS2
- Data Pack includes School and Partnership Profiles of EYFS, Y1/Y2 Phonics, KS1, KS2, KS4, KS5
- Attendance and Persistent absence data - 3 sets provided promptly following release of data (mid-September, early February and early April)
- Easy access to RAISEOnline reports and updates; provided in filterable excel-based reports for your school
- Narrowing the Gap Reports providing attainment and progress measures for groups of pupils
- Termly Absence and Persistent absence reports against contextual data
- Pupil Premium lists and analysis

- National, Local Authority and Partnership performance for accurate benchmarking, including rapid turnaround of benchmarking from DFE performance tables
- Analysis of Ofsted data dashboards for governors
- Fischer Family Trust - access to FFT Aspire, training and support
- Telephone support for assessment data and data analysis, tracking progress, target setting, Ofsted preparation and inspections

### In addition for High Schools

- Key Stage 4 performance tables, L3VA and PANDA reports – 3 sets provided promptly following release of data (mid-September, early February and early April)
- Schools will receive new pupils’ KS2 results
- Provide bespoke data where there is a mobility issue
- In the future we will work with schools on projects to develop data analysis tools e.g. Progress 8 and Attainment 8 to share best practise. We will undertake a feasibility study to assess how we can gather KS4 and KS5 raw data directly from schools’ systems.

All schools will receive updates and guidance on changing national performance data priorities and reports and analysis will be developed to incorporate these. All documents will be provided via the Data Platform ([www.northumberlandvtle.net](http://www.northumberlandvtle.net)).

### Basis of charge

The cost of the SLA covers the period 1 April 2015 to 31 March 2016 and is made up of a flat rate element plus a per pupil element.

	First and Special	Middle	High
Core Package	£1950 + £1.25 per pupil on roll	£1970 + £1.25 per pupil on roll	£2170 + £1.25 per pupil on roll

In 2015-16 our core package of ‘essential’ school improvement services includes:

3 days of support and challenge, working with you to evaluate the quality of provision, build leadership capacity and support you in achieving identified priorities.

A representative will support during inspection and feedback. In addition we will provide on-going intelligence about the pattern and themes of inspections.

This service provides a broad range of training opportunities for governors and termly update meetings for Chairs/Vice Chairs of governing bodies.

We also now provide the Chair of governors’ leadership development programme. See additional services.

We maintain an extensive database of providers and have detailed knowledge of expertise across schools in Northumberland.

**Additional services:**

1	<b>Support for self-evaluation - assisted review</b>	This service will support your own self-evaluation processes by assisting the school to carry-out an intensive review against the current Ofsted framework. The service provides external verification of your own self-evaluation and a report making judgments and outlining clear recommendations for improvement.	£550 per team member per day
2	<b>Chair of governors' leadership development programme</b>	This new programme provides opportunities for chairs and aspiring chairs to develop their leadership skills through facilitated workshops, online activities, personal reflection and school-based learning, supported throughout by a dedicated mentor. With school improvement as a key theme across the programme, each unit is designed to help school governors focus on the essential elements of being an effective chair.	£380
3	<b>Head teacher appraisal</b>	This service helps governors meet their statutory responsibility and provides full support from your SIP to review the head teacher's performance objectives, provide guidance on new objectives for the coming year and write up the appraisal document on the governor's behalf.	£450
4	<b>Support for Head teacher recruitment</b>	This service is designed to support governing bodies with the process of exploring leadership arrangements and recruiting a new head teacher.	£1600 plus additional £100 if not in the HR SLA
5	<b>NQT induction support – The Appropriate Body</b>	This service ensures you have access to information, support and guidance in the induction of Newly Qualified teachers.	£275 per NQT Up to a max of £1200 per school
6, 7	<b>Additional Support</b>	Additional SIP time to meet the school's requirements.	£450 per day

Commissioners for Education and Skills - Dean Jackson (tel: 01670 622724), Alan Carrick (tel: 01670 623557), David Street (tel: 01670 622744)

## **Behaviour Support Service for Academies, Free & Independent Schools**

Northumberland's Behaviour Support Services are part of the Locality Inclusion Support Team, whose vision is for all children and young people, no matter what their needs, to have the best possible opportunity to be confident individuals, successful learners' and responsible citizens wherever they live in Northumberland.

### **Why choose us?**

Behaviour Support Services function as part of the Locality Inclusion Support Teams (LIST), from our four multi-disciplinary teams based in Alnwick (North), Blyth (South East), Hexham (West) and Morpeth (Central), We are focused on providing schools with timely access to the localised services that they require.

Through working with schools, academies and free schools, Behaviour Support professionals are able to target and personalise programmes to support prevention and early intervention priorities linked to behaviour. We develop bespoke pieces of one-to-one work or programmes for groups of children and young people, with a variety of needs and requirements. We are also able to work with parents to provide a more holistic approach to the support we offer.

### **The Service**

Our services extend beyond in-class (pupil orientated programmes) to working with staff to develop capacity and capability through coaching and training. The team has experience of working across a range of educational settings at all key stages. Through successfully implementing behaviour management strategies and positive activities ourselves, we specialise in aiding schools in managing complex and challenging behaviour.

All of our work is informed by current best practice guidance, local and national initiatives and statutory requirements. Our practice is based on sound professional knowledge and informed by research evidence. We strictly monitor and evaluate our work to ensure that schools are effectively supported to achieve the outcomes that they require, while building resilient and inclusive communities.

### **Training:**

- Our team of experienced professionals tailor in school training programmes to focus on sharing and disseminating best practice and equipping schools with the tools to manage behaviour effectively. These programmes can be bespoke and may be developed through consultation to ensure that the training is clearly aligned to your school's priorities.

### **Behaviour Audits**

- This involves working with a school's senior leadership team to audit the school's behaviour management strategy. It will include a mixture of in class and play time observations that will lead to an analysed audit and summary report, prepared by a Behaviour Support Teacher. This will include practical recommendations to improve behaviour management. The focus will be on teaching, learning and school systems and structures.

All of our packages have been designed to give schools, academies and free schools flexibility, with access to programmes of support that can be aimed at supporting staff, a pupil or groups of pupils. The support will be provided either by one of our experienced Behaviour Support Workers or Behaviour Support Teachers. All pieces of work will have a formal action plan, agreed between the school and LIST at the beginning of the programme which will be reviewed with you on completion of our work.

## Basis of charge

In addition to the core services mentioned above, all packages would include an initial consultation, telephone support throughout the year, access to our Anti-bullying twilight session held in each partnership and the Anti-bullying Accreditation if achieved.

- **Bronze Package (Half Term Plan)** 6 days support **Price: £1,660**
- **Silver Package (Termly Plan)** 12 days support **Price: £3,157**
- **Gold Package (Annual Plan)** 30 days support **Price: £7,677**
- **Bespoke Packages** **Price: On application**  
To develop a more bespoke package of behaviour support, please contact us directly to arrange a consultation.
- **Pay As You Go** - Schools who do not wish to buy in to any of the above packages have the option to purchase days of Behaviour Support consultancy when they need it, which can be used to support a number of different short support programmes, training or meetings. Contact us to discuss your needs. **Price: £328 per day**

## How the cost will be collected

The Behaviour Support SLA will be renewable from 1<sup>st</sup> September 2015 and will run until 31st August 2016. We shall collect 7/12 of the cost from your budget for the 2015-2016 financial year and the remaining 5/12 from your budget for the 2016-2017 financial year.

Schools buying into the SLA are committing to the full 12 month contract.

If you would prefer a different payment structure please contact us directly to discuss.

**Contact Details:** For more information on the enclosed packages please contact your local LIST

- LIST North: (01670) 620152 / LISTNorth@northumberland.gov.uk
- LIST Central: (01670) 624807 / LISTCentral@northumberland.gov.uk
- LIST South East: (01670) 624813 / LISTSouthEast@northumberland.gov.uk
- LIST West: (01670) 623414 / LISTWest@northumberland.gov.uk

# Virtual School

Northumberland's Virtual School comprises three teams who provide support either directly to or through schools/academies/alternative providers to vulnerable learners. We work collaboratively with whole school communities, other services and a range of partner agencies to ensure that support reaches those who most need it, with an emphasis on early help and prevention and defining pathways from 0-25 which will make a difference to young people's lives.

## Why choose us?

The Virtual School teams are already familiar to you:

- Health and Wellbeing
- Education Other than at School (EOTAS)
- Education Support for Looked After Children (ESLAC)

All services offered by the Virtual School team will positively support and contribute towards:

- support you to identify and meet the needs of your vulnerable pupils
- raising whole school standards
- comply with expected safeguarding standards
- school self-evaluation and OFSTED outcomes
- the schools duty to promote health and wellbeing
- effective use of the Pupil Premium grant
- achieving Northumberland's Anti-bullying Accreditation

## Universal Offer

We continue to provide support with no charge to settings where the Local Authority has a statutory duty to do so (for example ESLAC), where the team has been commissioned to contribute to specified outcomes (for example by Public Health), or where funding has been delegated by schools to the Local Authority to provide services (for example EOTAS).

The Virtual School delivers training and support as a partner agency of the Local Safeguarding Children Board (LSCB). There is no charge for these services which include audit of safeguarding standards, Designated Teacher for Looked After Children training, Governor safeguarding training, access to resources and guidance etc.

The teams also support schools to evidence improved outcomes for all children and young people linked to the section 5 Ofsted framework and duty to promote the health and wellbeing of children and young people. We focus on behaviour and safety, achievement, and pupils' spiritual, moral, social and cultural development.

## Service Level Agreement

The Virtual School SLA is delivered by professionals from the Health and Wellbeing team. There is a range of support on offer and we endeavour to provide a flexible service to meet schools' needs, aiming to:

- make sense of changing policy and legislation at local and national level and support you in applying it to your setting and community
- deliver a high quality value for money service
- continue our positive working relationship with you
- promote high standards in key aspects of your Health and Wellbeing programme

- contribute to the delivery of quality PSHE (sex and relationship education, drug education and emotional health and wellbeing)
- ensure compliance in relation to the public sector equality duty.

**Themes in our core service offer include:**

- Achievement of vulnerable groups of learners
- Identifying needs and monitoring progress of vulnerable learners
- Effective use of the pupil premium
- PSHCE curriculum development
- Teaching British values
- Development of spiritual, moral, social and cultural (SMSC) aspects of learning
- Safeguarding
- Challenging identity based bullying
- Implementing the Public Sector Equality Duty
- Participation to inform school self-evaluation
- Securing better health outcomes for children and young people
- Curriculum Support (PSHCE, SMSC, Citizenship)
- Statutory obligations/Ofsted duties
- Pupil resilience, behaviour and safety
- Support toward achievement of award/accreditation
- Parent/stakeholder/governor involvement
- Pupil Voice and Engagement

**Pay as you go**

To maximise our flexibility and to ensure that the support you access meets your needs, schools who do not want to buy into the specified packages can take advantage of our ‘pay as you go’ offer whereby days or half days of officer time at a daily rate can be bought on request. Contact us to discuss your needs. On completion of SLA packages schools will be asked to complete an online evaluation which will contribute to our plans for the following year and will provide an opportunity to open a dialogue regarding the quality of provision where appropriate. All schools will be given a named contact person within the team. Any school requiring a bespoke package should contact **Carol Leckie on 01670 622720.**

**Basis of charge**

Our SLA is designed to give you flexibility to access the type of support which support your own priorities in a planned or reactive way.

The cost of each package of support is calculated to cover the full cost of service delivery and is based on resources and hours of officer time by the half day for preparation, delivery and follow-up.

- **5 days support from appropriate team members for £1800**
- **3 days support from appropriate team members for £1125**
- **1 day support from appropriate team member for £450**

Jane Walker, Senior Manager, Head teacher Virtual School - Looked After Children.  
 E-mail: [jane.walker@northumberland.gov.uk](mailto:jane.walker@northumberland.gov.uk) Telephone: 01670 622734

# ICT

## Helping schools to embrace technology

### Why choose us?

We have lots of developments taking place with ICT and e-learning, not least the new National Curriculum in computing which started last September. To support schools with this we have **produced our own curriculum support materials** - comprehensive packs for EYFS and KS 1 to 3, with lesson ideas and resources.

One major addition to the SLA is **the changes to how ICT/SEN assessments of pupils are made**. In future schools requiring assessments of pupils with disabilities and additional needs, need either to be a member of SLA 1, where it will be free or purchase an assessment externally.

We have successfully launched our own learning platform, School360, which has been very well received by schools. We have also seen a massive increase in the use of iPads and our new system will enable schools to ensure these and other mobile devices, logon and **can be monitored and tracked**. With the growth in the use of mobile devices and also the increased facilities and complexity of our filtering system, we also will give advice and training on filtering, mobile, network and data security through SLA 3.

We continue to offer 3 separate SLA's for ICT & e-learning and schools may opt for any or all SLA's depending on their e-learning and ICT support needs. The three service level agreements relating to e-learning and ICT in the curriculum are:

<p><b>SLA 1</b> Teaching and Learning Support Providing direct support and guidance to teachers on teaching ICT and using ICT in lessons to raise standards. Includes ICT assessment service for SEND</p> <p><u>Cost of SLA</u> £850 per annum</p>	<p><b>SLA 2</b> Managed Online Services &amp; Resources Providing access to a wide range of online e-learning services including School360, Video conferencing and Podcasting Servers.</p> <p><u>Cost of SLA</u> Sliding scale base on staff users - typically a school with 15 staff would be £600</p>	<p><b>SLA 3</b> e-safety &amp; Online Child Protection Providing guidance, support, training, resources and reports to help schools ensure pupils and staff are safe online.</p> <p><u>Cost of SLA</u> £450 + £1 per pupil (Capped at max £900)</p>
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- Schools need to be in SLA 1 for training and in school support. This covers aspects such as the new computing curriculum courses and materials, iPads loan scheme and in school training and support.
- Schools need to be in SLA 2 for access to and support with set up of the new School360 learning platform. This will be particularly important in this transition year from NorTLE to School360.

**Note: Training for School360 is provided through SLA 1.**

- Schools need to be in SLA 3 for all things e-safety - PCE updates and training, e-safety training courses, ½ termly e-safety reports to SLT, help in dealing with incidents. Additionally this year we have significant changes to the filtering controls in County and also the provision of an authentication system for schools without servers and for iPads. SLA 3 will provide additional support and guidance in using and monitoring these new tools safely in school.
- For further details go to the SLA section of our NGfL website [ngfl.northumberland.gov.uk](http://ngfl.northumberland.gov.uk)

**Broadband Service Level Agreement**

Your Broadband charges for April 2015 to March 2016 are:

- **School**
- **Connection type**
- **Charge**

*Note: Each school will receive their own copy of this document with their specific charge itemised above. The Broadband SLA runs from the 1st April to 31st March each year.*

**Northumberland's Context**

We have three types of connection to schools which are provided depending on location in County. We endeavour to provide the highest possible bandwidth available within the cost range and location of the site. Some of our more rural sites are limited in that they can only receive BT 8mb rate adaptive circuits due to the exchange they are connected to.

		2015/16 charge
BT 8mb rate adaptive	47 schools	£2100
10mb + Northnet	110 schools	£3950
800mb NorthNet	13 schools	£11000

10mb+ are sites largely connected to NorthNet through wireless, they tend to be in urban areas and where possible we have been upgrading connections at no additional charge. 44 of these sites now have 86mb connections.

800mb connections are fibre connections provided to High Schools. Charges are based on a number of elements which make up the Broadband Service and not simply connection costs. The overall charge is made up of:

- 52% - line costs to connect the school
- 20% - backhaul infrastructure costs to connect between schools and back to the Internet Service and filtering provider
- 19% - local filtering control of individual school filters, additional resources to support authentication of mobile devices
- 15% - Internet Service Provision & lightspeed filters
- 4% - management and support.

Providing Broadband to the wide range of school sizes and locations in Northumberland is a challenge. Connection opportunities for rural schools are limited by choice of provider and technology available. Often what service is available, is a poorer service compared to their urban colleagues.

The Local Authority and Information Services are aware of these problems and have continued to build on the network provision for example moving 86 schools from 2mb ADSL connections to 8mb rate adaptive, upgrading 10mb connections to 86mb.

With the recent changes and upgrading of exchanges to Superfast broadband Information have recently gone out to tender for the entire network with the aim of improving services and reducing costs by at least 25%.

We are still not satisfied with the connection these 8mb R.A. circuits provide and are working to find better solutions. Last year we trialled 18mb satellite connections, as a possible next step forward, though results were disappointing and test schools report annoying “lags” and delays in the system.

Even with the infrastructure challenges we have in such a large and varied County, we have continued each year to make improvements to school connections. It’s worth bearing in mind how we compare to others Nationally.

The latest NERP research indicates 43% of Primary schools Nationally on 10mbs or greater - in Northumberland we have 70%. 26% of Secondary schools on greater than 50mb – we have 100% on 800mb demand for better quality broadband continues to grow. Schools have more and more devices on their networks and this coupled with the growth in online learning content and applications, pushes demand higher and higher.

Information Services and myself are committed to continuing to improve the connectivity to schools, whilst reducing costs wherever we can. In the coming year we aim to improve connectivity for schools, particularly those with BT 8mb r.a. circuits.

Richard Taylor, Learning and Development Advisor  
Email: [Richard.taylor@northumberland.gov.uk](mailto:Richard.taylor@northumberland.gov.uk) or Tel: 01670 624705

## Supply Cover Schemes support

There are two schemes, one for teaching staff and one for support staff. They are offered to schools/academies to enable them to budget more effectively for the replacement of absent staff.

### Introduction

Both schemes operate in a similar way but the remuneration rates are different for each scheme, reflecting the differences in teachers and support staff pay.

There are 5 levels of cover within each scheme, 5\*, giving the best level of cover, down to 1\*. Schools/academies will choose a level of cover according to their requirements. Schools/academies must sign up to the level of service contract that they wish to purchase using the procedure specified by Northumberland County Council no later than 31 May. It is expected that schools/academies will remain with the same level of cover for a given academic year.

Withdrawal or a change to the level of membership must be notified in writing by 31 May, to Angela Whitehead, School Funding and Business Relationship Manager: **email** [Angela.Whitehead@northumberland.gov.uk](mailto:Angela.Whitehead@northumberland.gov.uk), prior to the start of the academic year.

All teachers within any school/academy must be covered, and by the same level of cover.  
All support staff must be covered and by the same level of cover.

Charges under the scheme will be levied on a financial year basis and will be calculated based on the number of full-time equivalent posts charged to the school budget or GAG in the January preceding the start of the academic year as follows:

- i 5/12 charged at the appropriate rate from the previous academic year in April, and**
- ii 7/12 charged at the appropriate rate from the current academic year in September**

Whilst the Supply Scheme provides schools/academies with a measure of financial protection, membership of the Supply Scheme does not absolve Governors and Head teachers from their responsibility to provide supply cover in accordance with Teachers' Pay and Conditions of Service, even if the Scheme does not cover that risk.

### Qualifying Absences under the Scheme

Schools/academies will be able to claim benefit from the Scheme when the absence qualifies as indicated below. The benefits will relate to the option chosen by the school/academy:

- 1\* from the 21st working day**
- 2\* from the 11th working day**
- 3\* from the 6th working day**
- 4\* from the 4th working day**
- 5\* from the 1st working day**

**Absences Due to Ill Health**

When a member of staff is absent due to illness, benefit will be provided on the basis of the option chosen above. Absences are no longer linked and therefore each absence will be covered only after the relevant working day is reached as per the selected option.

**Maternity, Adoption or Paternity Leave**

Please see full scheme on the Schools website for details.

**Long Term Absence of Senior Staff – Teacher Scheme only**

Please see full scheme on the Schools website and for details

**Extraneous Duty Payments Teacher Scheme only**

Please see full scheme on the Schools website for details

**Other Unusual Circumstances**

Benefit may also be provided in other circumstances which are unusual or unpredictable provided that prior agreement to any proposed arrangement is obtained from the Authority.

Please see full scheme on the Schools website for details

**Charges & Benefits under the Scheme**

Charges for cover provided under the Scheme can be found in the full scheme document on the Schools website.

The value of benefits payable together with a revised electronic claim form will be provided to schools each year, prior to the commencement of the financial year.

The financial year for the schemes is from 1 April to 31 March each year. All claims should be submitted promptly at the end of each month. Any claims submitted more than two months after the absence will not be paid, other than when the Executive Director of Wellbeing and Community Health agrees that there are exceptional circumstances.

Full details of both schemes are available on the Schools Website under SLA.

Angela Whitehead, School Funding and Business Relationship Manager

Email: [angela.whitehead@northumberland.gov.uk](mailto:angela.whitehead@northumberland.gov.uk), Telephone: 01670 623556

## Free School Meals Eligibility

We can offer a complete solution for the assessment and processing of applications for Free School Meals.

### Why choose us?

The administration of Free School Meals (FSM) Northumberland County Council is overseen by the Free School Meals Administration team and is currently administered by Business Support Unit based at County Hall, Morpeth.

This involves providing all the relevant forms for parents and support and advice on eligibility, processing and administering all applications forms received and checking eligibility against the legal requirements. Sending parents all relevant letters and informing schools/academies of the number of children entitled, including continuing to check eligibility of children at all academies on a monthly basis.

The Schools Forum has agreed that for 2015/16 financial year (April 2015 to March 2016) that the Determination of Free School Meals Eligibility budget should be de-delegated from maintained First, Primary, Middle, High and Secondary Schools, and this means that these schools will benefit from the services described in this document free of charge. However, the budget is not de-delegated from maintained Special Schools or Academies, and these schools and academies need to consider whether or not to buy into this service.

### Duration of the agreement and the notice period for termination

The provision of the services shall commence from: 1 September 2015 for a period of 12 months. Early termination can be activated by either party by way of giving three months' notice in writing subject to a minimum completed contract period of twelve months.

### Service options and charges

#### FSM Administration

- Parents can apply on-line, by telephone or by hard copy.
- On-line applications can be made at any time using the Northumberland County Council website.
- All eligible applications are immediately transferred to the Education Management Service. Academies are informed on a weekly basis of successful applications.
- Weekly lists are sent to all schools and Academies detailing all pupils entitled to FSM.
- Ongoing eligibility is checked throughout the year using the Eligibility Checking Service. Any parent that is no longer entitled is written to and given a 4 week window in which to submit evidence
- There is no need for parents to reapply where ongoing eligibility can be automatically confirmed.
- Access to the Free School Meals administrative service for advice and guidance.
- The Team will provide advice that is compliant with legislation and will keep abreast of all new information in relation to FSM eligibility.
- Provide statistical information on the number of forms received / processed to the Academy on a regular basis.

**Service that is provided free of charge:** Advice is provided free of charge.

**How schools/academies will be charged** To simplify charging and to minimise bureaucracy the LA proposes to charge a flat fee of £6 per FSM pupil regardless of the time or complexity of work involved. The charge would be levied on 1st September each year to tie in with the Academy funding period and would be based on the number of FSM pupils on roll the previous January multiplied by the rate per pupil of £6. No in year charges would be levied for new applications and prices would be fixed for the year.

The LA will offer 1 year contracts as required.

### **Benefits of buying the service from Northumberland County Council**

- Continuity of Service
- No administrative burden on Academy support staff
- All queries handled by experienced staff

Eligibility Checking Service ensures accurate school census data.

### **School's responsibilities**

Special Schools/Academies have responsibility to provide Northumberland County Council with accurate information and will be required to notify Northumberland FSM Administration Team of any changes to their contact details or information that is required for that service  
To provide a named contact in the Academy for all free school meal queries.

### **Making an enquiry or complaint**

In the event that Special Schools/ Academies wish to discuss any aspect of the service provided or make a complaint they should contact Linda Nichol or Vicky Lockyer on telephone numbers 01670 623596 or 01670 623599 or e-mail [Linda.Nichol@northumberland.gov.uk](mailto:Linda.Nichol@northumberland.gov.uk) or [Vicky.Lockyer@northumberland.gov.uk](mailto:Vicky.Lockyer@northumberland.gov.uk).

Monday to Friday from 9.00 a.m. to 5.00pm (4:30pm on Friday)

**If Academies decide not to buy the service** If Special Schools/Academies do not buy the Free School Meals service, then they would need to make their own arrangements to allow parents to apply for free school meals and check eligibility from 1 September 2015.

Contact details: Angela Whitehead, School Funding and Business Relationship Manager

Email: [angela.whitehead@northumberland.gov.uk](mailto:angela.whitehead@northumberland.gov.uk), Telephone: 01670 623556

## Education Welfare

### For Academies, Free & Independent Schools

We work with academies, schools, children, young people and their families, together with partner agencies and disciplines to effectively address attendance and welfare issues.

#### Why choose us?

Our Education Welfare Service functions as part of the Locality Inclusion Support Teams (LISTs). We work with academies, schools, children, young people and their families, together with partner agencies and disciplines to effectively address attendance and welfare issues.

The services available are offered through LISTs' four multi-disciplinary teams based in Alnwick (North), Blyth (South East), Hexham (West) and Morpeth (Central). Our work is aimed at providing schools with timely access to localised services that they require.

We work collaboratively with schools creating a vital safety net for our most vulnerable children and young people.

Each officer has regular supervision and individual case reviews with an experienced senior officer and the benefit of peer support. On-going professional training is undertaken to ensure officers maintain essential high levels of competence and understanding of new developments in practice, legislation and Department for Education requirements.

The services you access via this SLA are additional / different and complimentary to the centrally funded services that you receive via the Local Authority. Our aim is to facilitate schools to develop robust attendance systems and procedures, that clearly link to improving outcomes for children and young people.

Centralised services provided by our service at **no additional cost** to schools includes:

- Discharging the County's legal responsibilities (including advice and guidance around legal consequences of non-attendance, legal action, sworn statements and case chronologies)
- Regular truancy patrols in collaboration with police
- Employment and performance work

#### The Service

The Education Welfare SLA is designed to offer a core range of services to meet the needs of the individual school. We are also able to develop bespoke support packages of support on request.

The core service offer includes:

- Named Education Welfare Officer.
- School based meetings to enable effective monitoring, timely intervention and appropriate signposting or referral to other agencies.
- Parentally condoned absence advice to schools.
- Independent intermediary support to facilitate safeguarding and management of home/school relationships.

- Support with referrals to other provisions e.g. Alternative Education.
- Attendance at Child Protection Case Conferences, Reviews and Core Groups, where appropriate.
- OFSTED preparation, advice and guidance and consultation during inspection
- Attendance data analysis.
- Preventative work with both pupils and the school.
- Training:

Our Education Welfare Officers are also available to develop bespoke training to schools, tailored towards whole school approaches to improving attendance e.g. using data effectively / improving communication with parents and carers. This work is negotiated with your senior leadership team, attendance staff or administrative staff.

#### **Basis of charge**

- **Bronze Package** - 3 days support - **Price: £738**
- **Silver Package** - 6 days support - **Price: £1,404**
- **Gold Package** - 12 days support - **Price: £2,731**

#### **Bespoke Packages**

To develop a more bespoke package of education welfare support, please contact us directly to arrange a consultation. **Price: On application**

#### **Pay As You Go**

Schools who do not wish to buy in to any of the above packages have the option to purchase days of Education Welfare support when they need it. These can be used to support a number of different short support programmes, training or meetings. Contact us to discuss your needs. **Price: £256 per day**

#### **How the cost will be collected**

The Education Welfare SLA will be renewable from 1<sup>st</sup> September 2015 and will run until 31st August 2016.

We shall collect 7/12 of the cost from your budget for the 2015-2016 financial year and the remaining 5/12 from your budget for the 2016-2017 financial year.

School buying into the SLA are committing to the full 12 month contract.

If you would prefer a different payment structure please contact us directly to discuss.

- LIST North: (01670) 620152 / [LISTNorth@northumberland.gov.uk](mailto:LISTNorth@northumberland.gov.uk)
- LIST Central: (01670) 624807 / [LISTCentral@northumberland.gov.uk](mailto:LISTCentral@northumberland.gov.uk)
- LIST South East: (01670) 624813 / [LISTSouthEast@northumberland.gov.uk](mailto:LISTSouthEast@northumberland.gov.uk)
- LIST West: (01670) 623414 / [LISTWest@northumberland.gov.uk](mailto:LISTWest@northumberland.gov.uk)

## Music Service

**“Our vision is to enable children from all backgrounds and every part of England to have the opportunity to learn a musical instrument; to make music with others; to learn to sing; and to have the opportunity to progress to the next level of excellence.”**

(The Importance of Music: A National Plan for Music Education)

There are two parts to the Music SLA for 2015-16, each one containing a range of packages to meet the differing needs of schools in line with National Plan for Music Education (NPME) and recent Ofsted reports on music in schools.

### **SLA 1 Core Delivery - Implementing the National Plan for Music Education**

### **SLA 2 Teaching and Learning Music – Responding to Ofsted**

MPN – Northumberland have assigned part of the Music Education Grant to be used by schools to subsidise offers within the SLA1 – Core Delivery. Schools must purchase a minimum of £1400 to receive a one off £1000 discount against their SLA purchase (SLA 1 Core Delivery).

#### **SLA 1 CORE DELIVERY**

For full details regarding the delivery package please visit our website

<http://music.northumberland.gov.uk>

#### **First Access Whole Class Ensemble Tuition**

##### **What you will receive:**

30 weeks of delivery (10 weeks per term), free instrument hire, CPD for school staff.

**Cost:** 1 class £1400, 2 classes £2700

#### **First Access Whole Class Ensemble Tuition with Arts Award**

##### **What you will receive:**

First Access project as above, portfolio booklet for each student, tailored sessions to cover all units within the Arts Award, assessment and moderation of portfolios, certificates for all students

**Cost:** 1 class £1700, 2 classes £3000

#### **Tuition Continuation (large group tuition)**

##### **What you will receive:**

1 hr. per week (10 weeks per term), in groups of no more than 8 per half hour, free hire of instruments for each child for a year. **Cost:** £1400

**NB:** Schools could use some pupil premium money to contribute towards the cost of this tuition.

#### **Progression Routes (clubs and groups)**

##### **What you will receive:**

1 hr. per week (10 weeks per term), free hire of instruments for each child for a year. **Cost:** £1400

**NB:** This can be for one school or for two or more schools joining together. Where there is a shared group, one school will need to book the SLA and discuss provision with their partnership link officer. Schools could use some pupil premium money to contribute towards the cost of the group.

### **Ensembles (ensemble development)**

#### **What you will receive:**

Leader or support tutor for an ensemble for 30 weeks, free hire of instruments for a year for ensemble start up in negotiation with MPN. **Cost:** £1400 1 hour per week, £2000 1 ½ hours per week

### **Singing (classroom vocal support)**

#### **What you will receive:**

1 hr. per week (10 weeks per term) of whole class; professional development for key staff working alongside the MPN tutor. **Cost:** £1400

### **Singing (vocal group development)**

#### **What you will receive:**

30 weeks of delivery (10 weeks per term) of vocal leadership in an appropriate style/genre for your partnership's needs; professional development for key staff working alongside the MPN tutor.

**Cost:** £1400 1 hour per week, £2000 1 ½ hours per week

**NB:** This can be for one school or for two or more schools joining together. Where there is a shared group, one school will need to book the SLA and discuss provision with their designated link officer. Schools could use some pupil premium money to contribute towards the cost of the group.

**Please note that for all of the above a member of school staff has to be present with the tutor during delivery.**

### **Curriculum Support (classroom support)**

#### **What you will receive:**

30 weeks of delivery (10 weeks per term) of specialist music delivery to support curriculum music development; opportunity for professional development for key staff working alongside the MPN tutor. Unlimited support & guidance for curriculum development via phone or email.

**Cost:** £1700 1 hour per week, £3200 2 hours per week

## **SLA 2 - TEACHING AND LEARNING**

Due to the complete nature of the SLA 2 delivery package, full details relating to content and what you will receive is listed on our website <http://music.northumberland.gov.uk>

### **Music Teaching and Learning**

**Cost:** £800 (with online music resource, Charanga), £650 (without online resource, Charanga)

### **Music Teaching and Learning (small schools)**

**Cost:** £600 (with on line music resource, Charanga), £450 (without online resource, Charanga)

### **Charanga online music resource**

**Cost:** £160

### **Charanga online music resource (with training)**

**Cost:** £280

**Bronze Arts Award High Schools(up to 20 students)****Cost: £2000**

<b>Core Delivery Offers</b>		
1	First Access – whole class ensemble tuition – 1 class	£1400
2	First Access – whole class ensemble tuition – 2 classes	£2700
3	First Access with Discover Arts Award – 1 class	£1700
4	First Access with Discover Arts Award – 2 classes	£3000
5	Progression – large group tuition – 1 hour per week	£1400
6	Progression – clubs and groups – 1 hour per week	£1400
7	Ensembles – ensemble development – 1 hour per week	£1400
8	Ensembles – ensemble development – 1 and ½ hours per week	£2000
9	Singing – classroom vocal support – 1 hour per week	£1400
10	Singing – vocal group development – 1 hour per week	£1400
11	Singing – vocal group development – 1 and ½ hours per week	£2000
12	Curriculum support – classroom support – 1 hour per week	£1700
13	Curriculum support – classroom support – 2 hours per week	£3200
<b>Teaching and Learning</b>		
14	Music Teaching and Learning with Charanga	£800
15	Music Teaching and Learning without Charanga	£680
16	Music Teaching and Learning – small schools with Charanga	£600
17	Music Teaching and Learning – small schools without Charanga	£480
18	Charanga only	£160
19	Charanga with training	£280
20	Bronze Arts Award delivery (High Schools)	£2000

Contact: Jacqueline Craig Deputy Lead Officer

E-mail: [jacqueline.craig@northumberland.gov.uk](mailto:jacqueline.craig@northumberland.gov.uk) Telephone: 01670 624040

## Trade Union Facility Time

Our expert, in-house training and technical support staff can ensure your service is running as efficiently and effectively as possible and that you are meeting your regulatory obligations, giving you peace of mind.

### **Purpose of the service**

The Schools Forum has agreed that for 2015/16 financial year (April 2015 to March 2016) that the money for Trades Union Facility Time budget should be de-delegated from maintained First, Primary, Middle, High and Secondary Schools, and this means that these schools will benefit from the services of County-wide Trades Union elected representatives. However, the budget is not de-delegated from maintained Special Schools or Academies, and these schools and academies need to consider whether or not to buy into this service.

The Facility Time SLA is designed to assist maintained Special Schools by protecting them against the possibility that one of their members of staff could be elected as a County Secretary of their Trades Union or Professional Association. Under such circumstances, the school would be obligated to release the member of staff to work in any school across the County and to pay the associated supply costs to replace them. Participating in the SLA would mean that the Council would meet those supply costs instead. Whereas none of the County Secretaries are currently employed in a Special School, this could potentially happen if one of their members of staff were to put themselves forward for the position, so in essence this SLA is an insurance policy against the potentially very significant costs that might be incurred in such an eventuality. Special Schools should also be aware that County representatives of a Trades Union or Professional Association will only be able to represent their members at e.g. a disciplinary or ill-health meeting if the school in which the member works has contributed to this SLA.

The Facility Time SLA is designed to assist Academies in a different way. As a separate employer, each Academy could be required to release for Facility Time a representative of each of the Trades Unions or Professional Associations to undertake Trades Union duties within their own Academy. Given the number of Trades Unions and Associations which are represented within the school workforce, this could cost a significant amount of money. Participation in the SLA allows the Academy to utilise the services of the elected County Secretaries of each Trades Union or Professional Association instead of their own elected representatives. In addition, for those Academies which participate in the SLA, the Council is prepared to pay the Academy for an agreed level of Supply Cover if one of their members of staff is elected as the County Secretary for that Trades Union or Professional Association and the Academy allows them to undertake that work not just within their Academy but for all the schools within the County.

### **Duration of the agreement and the notice period for termination**

All special schools and academies are bound by their commitments under the previous SLA which will terminate on 31 August 2015. The provision of the services under this SLA shall commence on 1 September 2015 for a period of 12 months to 31 August 2016.

Early termination by schools or academies will not be permitted for operational reasons. However, the SLA may be terminated by the Council on 31 March 2016 if the Schools Forum does not agree to renew their de-delegation decision for the financial year commencing 1 April 2016. As much notice as possible will be given to schools in this eventuality.

**Service options and charges.** Service and charges are as set out in this document.

**Service that is provided free of charge.** Advice is provided free of charge.

### **Basis of charge**

To simplify charging and to minimise bureaucracy, the LA proposes to charge each participating school a flat fee of £3 per annum per fte pupil (including Nursery and Post-16 pupils). The charge would be levied on 1st September each year to tie in with the Academy funding period and would be based on the number of fte pupils on roll the previous October multiplied by the rate per pupil of £3.

If a member of staff at the school or Academy becomes an elected representative for the whole County, then the Council will pay the school or Academy for the services of their member of staff. Before the beginning of each school year, the Council will agree with the school and the elected representative the amount of time which the individual could be released (given the budget available in respect of that particular Trades Union or Professional Association and the commitments from other schools) and whether the commitment is likely to be regular (e.g. every Wednesday) or ad-hoc.

For regular release, the school would be reimbursed on the basis of an agreed sum which would be calculated based upon the average salary of a typical member of staff of that type. Payment for the full year would be made on an agreed date. For ad-hoc arrangements, the school would be reimbursed for the actual costs for the replacement member of staff as and when the member of staff is released. It is always possible that there may be an element of ad-hoc additional release over and above a regular commitment by mutual agreement between the school and the member of staff. Reimbursement of any ad-hoc costs would be through an agreed mechanism.

### **Benefits of buying the service from Northumberland County Council**

- Costs limited through insurance-type arrangements, irrespective of number of elected Trades Union and Professional Association representatives
- Agreement over regular and limited release enables better planning at school level thus minimising disruption

### **The level of service**

Regular evaluation and feedback of service from Clients and elected Trades Union representatives.

### **School's responsibilities**

Special School and Academies have responsibility to provide Northumberland County Council with accurate information to enable this agreement to work. To provide a named contact in the Academy for all queries.

### **If Special Schools or Academies decide not to buy the service**

If Special Schools or Academies do not buy into the service, then they would need to make their own arrangements to meet any additional costs on relation to Facility Time they might incur.

John Clark, Business Development Manager

email: [john.clark@northumberland.gov.uk](mailto:john.clark@northumberland.gov.uk), Telephone: 01670 624049

## SUPPORTING OFFICE STAFF IN SCHOOLS

This SLA has been made available to provide support, training and guidance to School Clerical and Secretarial Staff on an annual subscription basis.

### The service

The service is provided mainly by the Children's Services Directorate Office Services Department. Staff covered within this SLA are those employed to work in schools and who are directly managed by the Head teacher and Governing Body. Therefore it excludes those staff employed via Service Level Agreements or provided by an outside contractor.

Whilst School Clerical and Secretarial staff are key to the smooth and efficient running of any school, schools are responsible for deciding what work is undertaken in the school office, as well as determining the administrative systems that should be followed. However, many of the tasks undertaken are common to all schools, yet each school devises its own systems and procedures. Whereas the reasons for each school working in a different way can reflect local needs, in some cases they have arisen solely out of historic custom and practice.

The SLA supports the work of schools by creating a manual of documented procedures and good practice. Officers from various parts of the council have worked with a number of school office staff to:

- document minimum standards and basic procedures
- identify examples of good practice.

The manual is in all schools participating in the SLA and as a work in progress updated pages will be sent out on an annual basis.

- School meals - registers, etc.
- Free School Meals
- Collection and accounting for cash ~ receipting and tracking systems
- Accounts payable/Accounts receivable
- Milk order procedures

The service includes supporting the networking of office staff across the County. Inductions for new office staff and annual training/networking events are also provided through the SLA. Training sessions, networking events and Inductions are all supplied free of charge to subscribers of the SLA, a minimum of one place per member. Feedback from these training sessions has been extremely positive and highlights areas/topics that may need to be covered in the future.

Each year the service evolves to incorporate new areas in response to areas of improvement identified by participants in the SLA. When requested, where a member of office staff is unavailable for any reason, Children's Services will support and help the school to find an appropriate replacement.

**Basis of charge:** New                      £220,    Renewal                      £190

The SLA will only be viable if sufficient schools subscribe and the Corporate Director of Children's Services reserves the right not to offer the SLA or to withdraw it in future years.

**Contact:** **Vicky Lockyer/Linda Nichol**, Office Services Manager

Tel: 01670 623599 or 01670 623596

e-mail: [Vicky.Lockyer@northumberland.gov.uk](mailto:Vicky.Lockyer@northumberland.gov.uk) or [Linda.Nichol@northumberland.gov.uk](mailto:Linda.Nichol@northumberland.gov.uk)

# Governance & Clerking

The School Support Adviser (SSA) allocated to the school will act as Clerk to the Governing Body and will be accountable to the Governing Body, working effectively with the Chair of Governors, the Head Teacher and other governors.

## Why choose us?

The Governance & Clerking Service is available to governing bodies by means of a Gold, Silver or Bronze service that can be complemented by an additional service purchase scheme. Nationally trained clerks to governing bodies to provide high quality, professional governance & clerking services to support effective governing bodies. The SSA allocated to the school will act as Clerk to the Governing Body; will be accountable to the Governing Body, working effectively with the Chair of Governors, the Head Teacher and other governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality requirements. The Clerk and school support team will also be responsible for strategic functions on behalf of the Governing Body.

## The Strategic Service will:

- Identify and recommend authority governors and give advice on parent and staff governor elections.
- Undertake appointment checks and offer induction information and training to new Governors.
- Maintain a database of names, addresses and category of governing body members, and their term of office.
- Provide advice on and assist with the preparation of new and revised Instruments of Government and provide advice on the constitution of the Governing Body including changes of category, trust status and federations.
- Maintain a permanent record on behalf of the Governing Body as required by legislation.
- Provide advice and support with the resolution of complaints against the school under the school's complaints procedure.

The SLA will run from 1<sup>st</sup> September 2015 for 12 months through to 31<sup>st</sup> August 2016.

The cost of the SLA is made up of a flat rate element plus a per Governor element. Schools can buy in to the SLA at bronze, silver or gold levels which represent excellent value for money. Schools can also purchase additional services individually.

We will charge 5/12 of the cost based on the buy in level from the previous year and a further 7/12 based on the buy in level for the New Year. Schools will be committed to continuing the SLA until the following August and to paying for that from their 2016/17 budget.

## Service Level Agreement Summary

<p>The Bronze level of service is based on attendance at three meetings of the Governing Body of no more than three hours in duration, including any pre-meeting time spent with the Head Teacher/Chair of Governors.</p> <p>Northumberland has invested in training a group of clerks, who have completed the national clerks training programme and are able to offer impartial advice on legal and procedural issues as well as the opportunity to share good practice.</p>	<b>B R O N Z E</b>		
<p>The Silver level of service includes the entire bronze package, and in addition the clerk will take notes at the termly governing body meetings to prepare minutes, including indicating who is responsible for any agreed action. Draft minutes and action points will be sent to the Head Teacher and Chair of Governors only.</p>		<b>S I L V E R</b>	
<p>The Gold level of service includes the entire silver package and in addition will include attendance at, and clerking of up to three additional meetings of the full Governing Body or committees called specifically to consider the permanent or fixed term exclusion of pupils, or committee meetings called to consider complaints against the school. The service level agreement covers three additional meetings in an academic year, of no more than two hours in duration.</p>			<b>G O L D</b>

### GOVERNANCE & CLERKING SERVICE SLA

#### Charges:

<b>Bronze Level SLA</b>	£450 plus £80 per governorship
<b>Silver Level SLA</b>	£700 plus £80 per governorship
<b>Gold Level SLA</b>	£1200 plus £110 per governorship
<b>Extra Meetings</b>	£ By arrangement based on £250 per meeting of up to two hours (excluding minutes) £300 per meeting of up to two hours (including minutes) £50 for each additional hour
<b>Governor DBS Checks</b>	£20 per disclosure if not in SLA
<b>Briefing Sessions</b>	£40 per session (included in Silver & Gold)
<b>Ad-hoc requests</b>	From £50 per hour

**Contact:** Sandra Hunter, Governor Support Manager  
 Tel: 01670 623609 E-mail: [Sandra.Hunter@northumberland.gov.uk](mailto:Sandra.Hunter@northumberland.gov.uk)

# Governance Advice

The service will be provided by a dedicated school support adviser who will be responsible for advising the Governing Body and/or their representative on constitutional matters, duties and powers and will work within the broad current legislative framework.

## Why choose us?

The Governor Advice SLA is available to governing bodies that have chosen not to participate in the traditional Governance & Clerking Service. It has been designed to assist governing bodies in meeting their strategic responsibilities and will be delivered by staff with a good understanding of the legal and procedural matters relating to school governing bodies.

The school support team will undertake the following strategic functions on behalf of the Governing Body:

### Strategic Services

- Maintain a permanent record on behalf of the Governing Body as required by legislation to apply to all documentation provided by the school.
- Operate a retrieval service for archived documentation.
- Identify and appoint authority governors and give advice on parent and staff governor elections.
- Ensure that the appropriate checks have been carried out on all new appointees and re-appointees in accordance with school policy and statutory requirements and initiate a welcome pack and letter for newly appointed governors, including details of terms of office and a copy of the school's Instrument of Government.
- Construct and maintain a database of names, addresses and category of governing body members, and their term of office from information provided by the school.
- Provide advice on and assist with the preparation of new and revised Instruments of Government and provide advice on the constitution of the Governing Body including changes of category, trust status and federations as requested.
- Provide advice and support with the resolution of complaints against the school under the school's complaints procedure.

### Additional Elements

- Access to a purposeful agenda that takes account of DfE, LA and Church Authority issues and is focused on school improvement.
- Provide appropriate and impartial legal advice, support and guidance and have access to more specialist advice when required.
- Advise the Governing Body on governance legislation and procedural matters where necessary before and after the termly meeting.
- Access to the Governance & Clerking element of the Chairs' termly briefing meetings organised as part of the Governor Training strand of the School Improvement SLA
- Access to supporting reports for agenda items along with procedure and policy documents as drawn up by this and other NCC traded services (these available so long as access allowed by author – this is likely to be dependent on participation in specific SLA/service contracts )

The SLA will run from 1<sup>st</sup> September 2015 for 12 months through to 31<sup>st</sup> August 2016.

The cost of the SLA is a flat rate plus a marginal cost per governorship, which represents excellent value for money.

Schools can also purchase additional services individually through the Clerking Service SLA. **Schools wishing to buy additional services part-way through the SLA cycle may not be able to secure such services due to a lack of capacity and may be charged at a higher rate.**

**Service provided by a dedicated School Support Adviser.**

#### **How the cost will be collected**

We shall collect 5/12 of the cost from your budget for the 2015-2016 financial year based on the buy in level from the previous year and a further 7/12 based on the buy in level for the current year. Schools will be committed to continuing the SLA until the following August and to paying for that from their 2016/17 budget. Schools buying into the SLA are committing to the full 12 month contract.

#### **GOVERNOR ADVICE SLA**

##### **Basis of charge:**

The service is subject to the following charge:

<b>Single Level SLA</b>	£300 per school / federation plus £10 per governorship
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**Contact: Sandra Hunter, Governor Support Manager**  
Tel: 01670 623609 E-mail: [Sandra.Hunter@northumberland.gov.uk](mailto:Sandra.Hunter@northumberland.gov.uk)

# Information, Advice and Guidance support

The service will be provided by a dedicated universal Information, Advice and Guidance service to students in your school to help inform them of their study and career choices.

## Why choose us?

The Learning and Skills service can offer a dedicated bespoke IAG service that can support your students to make choices in their study programme to support and enhance their employment chances. We will ensure that a named, qualified IAG Adviser will be available on pre-arranged dates to deliver information, advice and guidance to young people attending the school.

We would ask that your school ensures IAG Advisers have appropriate access to the school buildings; adequate office space; a computer with internet and intranet access, an appropriate interview room; and appropriate information relating to the students. All information will be treated with confidentiality and stored securely in accordance with Northumberland County Council policy.

## Service Provider will provide:

- Universal information, advice and guidance services for young people attending the school through a qualified (level 6) IAG Adviser
- The equivalent of one day per week during term time plus four days to cover evening sessions and holidays
- Financial administration including payment of salary, pension, NI and tax liabilities
- Holiday and sickness management
- Normal weekly travel to and from school venue
- Staff training and development, including safeguarding
- DBS checks as appropriate
- Negotiated cover due to absence where possible

## Service Purchaser will provide:

- All necessary resources to enable the IAG Adviser to carry out this service, including rent, heating, lighting, public liability insurance, equipment, furnishings, printing, etc.
- Dates, times and venues in agreement in advance with the Service Provider and IAG Adviser, including any evening work
- Any additional travel costs
- Training, development and other activities specific to the school

## Basis of charge:

- Costs are calculated based on a daily rate of £140 x 40 days = £5,600
- Based on 1 day per week during term time plus 4 days for evenings and exam results
- Invoices for will be due in October 2015 and January 2016. Payment will be made by the service user on receipt of invoices.

**Contact:** Louise Woodman, IAG and Policy Manager, Learning and Skills Service  
Tel: 01670 622801 E-mail: [Louise.Woodman@northumberland.gov.uk](mailto:Louise.Woodman@northumberland.gov.uk)

# Northumberland Education Business Partnership

**Northumberland Education Business Partnership (NEBP)** has extensive experience in bringing together schools, businesses and other relevant parties to offer an effective range of mutually beneficial work related learning activities that support children and young people to develop employability and enterprise skills.

## Why choose us?

**Northumberland Education Business Partnership (NEBP)** has extensive experience in bringing together schools, businesses and other relevant parties to offer an effective range of mutually beneficial work related learning activities that support children and young people to develop employability and enterprise skills.

## What schools can buy<sup>1</sup>

### For First Schools

#### **Business Ambassadors to support curriculum activity – in particular STEM**

Successful role models work with schools to inspire pupils to achieve their goals.

#### **Professional Development Placements (PDPs) in industry for Teachers / PAs / Lecturers**

Short term or long term placements for teachers / educationalists in local businesses.

#### **Employer support for Work Related Learning and Enterprise activities**

A range of activities including, but not limited to, the **Tetrahedron** construction activity designed to develop team building skills and the **Clowning Around** team game which will help develop all employability skills.

#### **\*Pupils visits to industry**

Pupils benefit from 'real life' experiences in a range of businesses and sectors.

### For Middle Schools *As for First Schools, plus:*

#### **Employer Engagement**

Involvement and input by employers for groups of pupils working on 'big picture' topics such as sustainable energy and the environment.

#### **Build A Business<sup>2</sup>**

To enable pupils to consider self-employment as a potential career option. Team work activities supported by local self-employed role models and Business Ambassadors enable pupils to form their own business and develop a new product idea.

#### **Apprentice Ambassadors**

Presentation from a current Apprentice. The Ambassador will describe their own personal journey from leaving school to the current time, and will include details of their job and the work they do, the business they work for, the training involved and their aspirations upon completion of their Apprenticeships. Can be tailored to Apprenticeships in a specific sector if required.

<sup>1</sup> Other bespoke activities are under development and will be available; requests should be directed to the WRL Officer

<sup>2</sup> For up to 50 pupils

**\*Career Speed Dating**

This event raises sector and job awareness. It allows the young person to meet and 'grill' employees about their successful route into their career and to understand the qualifications and attributes needed. The activity is fast and very informative. Each young person will receive a workbook to record the employer's answers. For example <http://bchs.uk.net/news/career-speed-dating/>

**For High Schools, Academies and Special Schools *As for First and Middle Schools, plus:***

**Sector Tours**

Bespoke site visits arranged to help young people 'rule-in or rule-out' potential career choices within a specific sector.

**Student Visits**

Bespoke employer visits mapped to GCSE, AS, A2, BTEC qualifications.

**Employer-led Employability Skills Development**

For young people who need to develop their employability skills and attributes. Team work and leadership, communication and presentation skills, CV writing and mock interview practice – all supported by **employers** and **Business Ambassadors**. There will be an opportunity for young people to meet **Apprentice Ambassadors**.

**\*Mock Interview training**

Use of employers to support simulated interview sessions for pupils.

**\*Support for Careers Fairs, Labour Market Information using Employer intelligence**

Employers support simulated interview sessions for pupils in Years 10 to 13.

**\*Sixth Form Conference planning and facilitation**

Co-ordination and facilitation of special conferences determined by the school but which included the involvement of industry. For example Women into Enterprise, Key Skills, management training.

**Charges:**

**Unless specified, activities will be charged at £175 per half day session + £1 per participating pupil.**

**\*These activities will be charged at £350 each + £1 per participating pupil, which includes planning, sourcing employers and delivery.**

**Individual proposals and costings will be produced for all bespoke events.**

**Contact: Carole Richards**, Work Based Learning Coordinator, Learning and Skills Service

E-mail: [Carole.Richards@northumberland.gov.uk](mailto:Carole.Richards@northumberland.gov.uk) or 01670 622790

# **SCHOOL ADMISSIONS APPEALS- PREPARATION AND PRESENTATION SERVICE LEVEL AGREEMENT**

## **Why choose us?**

Voluntary Aided (VA) Schools and Academies are required to manage their own admissions appeals. The Local Authority will, as required, prepare and present appeals on behalf of VA schools and academies.

*Please note that a separate SLA is available to cover the appeals work carried out by Democratic Services.*

## **BENEFITS**

- Knowledge of the child's admissions application history
- Timely and well-prepared information prepared for the Admissions Appeal Panel
- Knowledgeable and experienced staff, used to presenting at the Panel
- Knowledge of, and access to, up-to-date statutory requirements in the School Admissions Code and the Appeals Code
- Commitment to support the school

## **SERVICES INCLUDED IN THE SLA**

- The appeal paperwork will be sent to Democratic Services
- A submission will be prepared on behalf of the Governors of the school and processed within statutory timescales in accordance with the School Admissions Code.
- Parents' cases will be researched to ensure that all relevant information is available at the appeal
- A Local Authority Officer will attend the appeal and present the case on behalf of the school
- A Local Authority Officer will provide advice on the legal framework of the School Admissions Appeal Code

## **CLIENT SCHOOL RESPONSIBILITIES**

Client schools entering into this agreement are expected to:

- Provide all information requested for the appeal within timescales (e.g. Headteacher's statement, Special Needs, etc)
- Approve in writing (by email) the prepared response prior to its submission to Democratic Services
- Ensure that a senior member of staff is available at the school while the appeal is being heard to answer any supplementary questions that may be asked by the Panel. (In the event that questions cannot be answered on the day, the Panel may ask for the appeal to be adjourned).

## BILLING AND PAYMENT ARRANGEMENTS

### Charges

Cost for single appeal (including first hour in hearing)*	£250
Additional cost per hour hereafter	£50
Cancellation of appeal after paperwork circulated	£200

\*This may be reduced if work for an appeal is a repeat of work already recently undertaken.

Payment will be collected annually at the end of the beginning of September following the issue of an invoice detailing the history of appeals heard.

Where practical, internal transfer arrangements will be put in place to charge schools.

### Our commitment to you

We will provide a professional service (as detailed above) and support you in ensuring that all of the deadlines in the school appeals code are complied with. We will provide you, within good time, with clear instructions of our requirements in terms of paperwork. We will provide a prompt response to any request for advice on the appeals process.

### Your commitment to us

We ask that you support us in ensuring that you comply with all deadlines provided by us and supply the paperwork in the requested format and that you attend appeal hearings to support presentation of the case. We ask that you notify us of any changes to circumstances around an appeal at the earliest opportunity and that you comply with the code at all times.

## DURATION OF THE AGREEMENT

Commencing 1 April 2015 and terminating 31 March 2016

**Contact:** Linda Vernon, Early Years and school Organisation Manager  
Tel: 01670 623564 E-mail: [Linda.Vernon@northumberland.gcsx.gov.uk](mailto:Linda.Vernon@northumberland.gcsx.gov.uk)