

Appendix C

Services to Schools & Academies 2015/16

Statutory and Traded Services to Schools & Academies



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LTA / Maternity Pool – (New contract period 2014 to 2017).

What is it?

The Bedfordshire Schools' Scheme governed by a Management Forum is self-funding, which means that it relies upon the premiums collected from schools to pay for the claims made against the scheme for sickness and maternity leave.

Who can join?

The scheme is open to all Bedfordshire Lower and Nursery schools and those agreeing to participate will be required to remain in the pool for the full three-year contract period (2014 – 2017). Premiums will be set annually and will be based on recent overall scheme claims history. For full details of the terms and conditions of the scheme, please contact Nicci Henson on 0300 300 5781.

The Management Forum members have agreed that there will be a charge per pupil based on the Full Time Equivalent (FTE) pupils on October Census plus an administration charge.

What does it cost?

The cost for 2015/16 is set at £26.00 per pupil plus an administration fee of 3.2%.

Insurance Scheme for CBC Schools

Please Note Academies cannot participate in the insurance scheme for CBC schools but can choose to access a separate insurance framework arrangement provided by Zurich Municipal. Details are available from the CBC Insurance Team.

insurance@centralbedfordshire.gov.uk

2015/16

The Council arranges insurance for a wide range of risks and Schools may participate in or make alternative arrangements that are acceptable to the Council.

This document, replacing the existing 'Safehands' scheme, outlines the insurance cover and the costs being made available to Schools for the year ending 31 March 2016.

Ralph Gould
Head of Financial Control

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Responsibilities for Insurance

Schools funding includes delegated money for insurance and Governing Bodies are required to formally review on an annual basis the adequacy of the insurance arrangements.

Where the Council's insurance is not bought back then schools must demonstrate cover relevant to the Council's insurable interests, under a policy arranged by the Governing Body, that is at least as good as the relevant minimum cover arranged by the Council.

Schools opting to purchase insurance cover other than that offered by the Council must, prior to 1 April 2015 provide evidence to the Council that the appropriate level of cover has been arranged.

The Council can charge the budget share of a school with expenditure incurred by the Council in insuring its own interests in that school. This will occur when funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would have been arranged by the Council.

For schools that have not elected to arrange their own cover, Headteachers must provide prompt notification to the Chief Finance Officer of all risks, properties or vehicles which are required to be insured by the authority and of any alteration affecting existing insurance.

The Chief Finance Officer will supply Headteachers from time to time with information as to risks and levels of insurance cover put in place by the Central Bedfordshire Council to enable them to advise him/her of any variations in the level of cover that should be provided. Headteachers must promptly notify the school's insurers or Chief Finance Officer as appropriate in the form specified of any loss, liability, damage or other event likely to lead to an insurance claim.

Insurance Scheme for Schools – What is included ?

- **Employers Liability**
Covering legal liability in the event of death, injury or disease sustained by staff, volunteers or governors in the course of school duties.
- **Public Liability**
Including Governors liability - covering legal liability in the event of accidental death or injury to third parties and loss or damage to their property i.e. failure to educate, bullying and dyslexia claims.
- **Officials Indemnity**
Including Governors liability - covering legal liability for financial loss in the event of a wrongful act committed by staff, volunteers or governors in the course of providing school services.
- **Libel and slander**
Covering legal liability for libel and slander committed by staff, volunteers or governors in the course of official duties.

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- **Fidelity Guarantee**
Covering loss of school money as a direct result of fraud or dishonesty by a member of staff.
- **Material Damage**
Providing full reinstatement cover following loss or damage to school buildings and contents against the perils of Fire, Lightning, Explosion, Aircraft impact, Riot, Civil Commotion, Earthquake, Subterranean Fire, Storm, Flood, Escape of Water, Sprinkler Leakage. The cover extends to damage caused by acts of terrorism.
- **Business Interruption**
Providing up to 36 months cover for increased cost of working when damage to premises interrupts normal school activities.
- **Money Insurance**
Covers loss of official and unofficial money subject to policy conditions.
- **Personal Accident**
Benefits policy for staff, volunteers and governors who are injured in the course of official duties. Claims are met on a “no fault” basis.
- **Engineering Inspections/Insurance**
Covering statutory inspection of boilers and lifts.

The Optional Insurance

Cover available includes:

- **Annual off-site activities cover**
An annual policy which provides cover whilst undertaking the supervision of pupils enrolled at a participating school, when they are walking, or travelling by other means, in an organised group, directly to and from their home addresses and the participating school.
- **Ad hoc off-site activities cover**
Covers offsite activities for those not in the annual scheme. Requires completed proposal form for each activity or journey.
- **Public Liability PTA**
Covers the liabilities of the PTA/Friends of the School for any activities which they arrange independently of the school both onsite and offsite.
- **Hire of Premises**
Covers the liabilities of non-profit making individuals and groups who do not have their own appropriate level of public liability cover.
- **Motor Insurance**

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Provides comprehensive cover for school-owned vehicles insured through Central Bedfordshire.

- **Works in Progress**

Provides cover for contract works on school premises where the contractor's public liability indemnity is less than £10m.

Legal Expenses – Insurance and Helpline

Sometimes schools become involved in legal issues which result in significant expenditure. School governing bodies are now responsible for responding to most employment claims that may arise (e.g. unfair dismissal or discrimination). They may become involved in contractual disputes which result in litigation. To provide cover against such incidents, the Council has negotiated a policy of legal expenses insurance and advice to which schools can subscribe.

What will the CBC Schools Insurance Scheme cost ?

The Council sources a large insurance programme and benefits from competitive rates which are reflected in this scheme. To participate in the Schools Insurance scheme for 2015/16 you must complete and return the application form attached (Appendix A1).

We do ask that you give a commitment to positively work towards reducing your risks.

All schools will be invoiced and the costs are detailed in Appendix A – Application for CBC Insurance for Schools.

Please send your application form to us by 18 March 2015.

How to contact us

If you have any further questions about the scheme please contact the Insurance team:

Phone: 0300 300 8129

Email: insurance@centralbedfordshire.gov.uk

Fax: 0300 300 8215

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Inspiring Music (Central Bedfordshire's Music Service) – Continuing Service

Inspiring Music is the Music Service of Central Bedfordshire, offering tuition and music making opportunities in schools and in the community.

Inspiring Music's vision is to help people at all stages of life to participate in and enjoy music, supporting individuals in reaching their full potential in developing musical skills.

The Inspiring Music website provides information on some of the musical opportunities available to families and schools, and provides a forum for community and other groups to publicise what they do.

To find out more visit www.inspiringmusic.co.uk

The following termly charges for lessons will apply from 1 April 2015:

School type	Type of lesson	Payments Made by Direct Debit	All Other Payment Methods
		NEW PRICE per term from April 2015	NEW PRICE per term from April 2015
Lower/Primary, Middle & Upper/Secondary schools and community lessons (including Academy schools)	Group	£90.40	£94.10
	Individual 20 minute	£135.80	£141.20
	Individual 30 minute	£203.50	£211.60
	Individual 40 minute	£271.30	£282.20
Non Local Authority schools	Group	£96.20	£100.10
	Individual 20 minute	£149.90	£156.10
	Individual 30 minute	£225.00	£234.00
Music Centres	Full membership	£79.60	£82.20
	Part membership	£53.00	£55.10
South Beds Sinfonia	Membership	£35.60	£36.60
South Beds Youth Voices	Membership	£53.00	£55.10

Direct Debit is our preferred payment method.

If you do not currently pay for your invoices by Direct Debit and wish to set up this arrangement a mandate can be downloaded from our website www.inspiringmusic.co.uk (under the Sign up for lessons, Payment method tabs.)

Alternatively, a direct debit mandate can be sent to you by calling Inspiring Music on 0300 300 6604 or emailing us at inspiring.music@centralbedfordshire.gov.uk

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Schools Secure Network – Services available until 31st March 2017

The Schools Network package is a two year contract to all schools, academies and UTC's in Central Bedfordshire from April 2015 – March 2017. The price has been substantially reduced to reflect lower costs to the Council.

The service includes:

Wide Area Network Services

- Uncontented (non-shared) dedicated internet connection to your school
- Network monitoring and issue resolution
- Schools network advice and guidance for developing and enhancing your wide area network and services using this facility
- Central Bedfordshire is part of the National Education Network (NEN) and e-Safety issues can be dealt with efficiently and quickly

Access to online curriculum resources (sourced by Central Bedfordshire Council on behalf of schools and academies)

- Learning packages including Myths and Legends, CookIt and Risks&Rewards
- Copyright-free photo banks

Access to IT tools and utilities (sourced by Central Bedfordshire Council on behalf of schools and academies)

- Admin e-mail
- Firewall
- Filtering to current approved standards
- Anti virus for all computers in school
- Anycomms Plus (Secure Data Transfer)
- XPorter (Automatic extract of data from schools' management information system to Central Bedfordshire Council)

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What does it cost?

Schools Secure Network	2015/16 Charges
2015/16 charges have been substantially reduced to reflect reduced costs to the Council. Standard charges are shown; Schools who wish to upgrade their service may have different rates.	
Lower/Primary, Nursery, & Special Schools up to 100 pupils < 10mb	£2,800
Lower/Primary, Nursery, & Special Schools up to 100 pupils 10mb	£3,100
Lower/Primary, & Special Schools 100-150 pupils < 10mb	£3,100
Lower/Primary, & Special Schools 100-150 pupils 10mb	£3,600
Lower/Primary, & Special Schools 150-249 pupils <10mb	£3,300
Lower/Primary, & Special Schools 150-249 pupils 10mb	£3,900
Lower/Primary Schools 250+ pupils <10mb	£3,500
Lower/Primary Schools 250+ pupils 10mb	£4,200
Middle Schools up to 500 pupils 20mb	£7,500
Middle Schools 500+ pupils 20mb	£7,700
Upper/Secondary Schools up to 1000 pupils 100mb	£10,900
Upper/Secondary Schools 1000+ pupils	£11,900
We also provide a range of non standard bandwidths – please contact for pricing and availability	

For more information or any queries regarding the Schools Network contact:
 Jeremy Wood, Network Services Manager, 0300 300 5661
jeremy.wood@centralbedfordshire.gov.uk

Educational Psychology, Special Educational Needs and Disability – Continuing Service

Educational Psychology, Special Educational Needs and Disability provide a core statutory service at no additional cost for children and young people:

- with complex needs requiring ongoing multiagency involvement, who currently meet Central Bedfordshire's guidance for SEN at stage 2 and who are highly likely to meet indicators for statutory assessment;
- who are in the process of undergoing statutory assessment;
- Who have existing statements of SEN or Education, Health and Care Plans and where there is a continued concern, or a significant change in need or circumstances.

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The following activities can be provided by the service at an additional cost to individual schools and partnerships requiring support that does not fit core service indicators:

- Consultation with staff, parents and young people around specific concerns/ issues;
- Formal assessment of individual pupil needs;
- Staff training on all aspects of SEND including social and emotional development, mental health/ wellbeing and inclusion;
- Staff support e.g. Solution Circles, Circle of Adults, group supervision, staff mentoring;
- Group and individual support for young people where there are concerns around their emotional and social development e.g. social skills, emotional intelligence, Circle of Friends and/or their learning.
- Support for project work, research and evaluation.

What does it cost?

<i>Educational Psychology, Special Educational and Disability</i>	2015/16 Charge School	2015/16 Charge Academy
<i>Educational Psychologist daily rate</i>	£525	£576
<i>Hourly rate</i>	£87	£96
<i>Individual Pupil Assessment</i>	£262	£288
<i>Advisory Teacher daily Training rate</i>	£525	£576
<i>Hourly Training rate</i>	£87	£96

For more information, please contact your allocated Educational Psychologist or Foundation Stage Advisory Teacher.

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Governor Services – Continuing Service

A core programme for governor training will include face to face courses via

Subscription A:

- Taking the Chair
- Induction modules
- Health and Safety in a school/academy setting
- Ofsted updates
- Understanding Performance data – EYFS and lower phase specific courses
- Governors' Visits
- Support and challenge; developing your role
- Safeguarding/Child Protection
- SEN/vulnerable learners
- Looked After Children
- Appraisal of the Head teacher's Performance
- Finance Induction (maintained schools only)
- Understanding the roles and responsibilities of an academy governor

The subscription will also include access to:

- e-learning opportunities through GEL

Subscription B offers access to e-learning opportunities through GEL.

Training courses can also be booked on an ad hoc basis; details will be published in the on-line booklet and 2 hard copies of a summary booklet have been sent to schools.

- Advice on a range of governance issues or signposting to specialist advice will be provided also by telephone and email.
- Seminars for clerks and access to Clerkwise offered **free of charge** to clerks working in maintained schools and academies in Central Bedfordshire.

Contact: Joanna Brown

Tel: 0300 300 8105

Email: gov.training@centralbedfordshire.gov.uk

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What does it cost?

Governor Services	2015/16 Charge Maintained School	2015/16 Charge Academy/ Free School
<u>Subscription A:</u>		
Subscription rates based on number of pupils on roll		
Schools/academies with up to 50 pupils	£367	£404
Schools/academies with 51 to 200 pupils	£474	£522
Schools/academies with 201 to 500 pupils	£594	£653
Schools/academies with 501 to 1200 pupils	£712	£783
Schools/academies with 1201+ pupils	£832	£916
<u>Subscription B:</u>		
per governing body	£76.50	£84
Ad hoc face to face courses		
Per 2 hour session	£102	£112
per half day session	£153	£168
per whole day course	£306	£336
Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates		
NB. Please note the subscription is for the academic year 2015-16		
Subscription for others e.g. maintained schools, academies and free schools outside of Central Bedfordshire and independent schools (Subscription B is not available).	£1183	

Determining Free School Meals – Continuing Service

The Contact Centre will answer the customer contact and process the application. Charges for eligibility checking will be applied. Call 0300 300 8306 for this service or email customers@centralbedfordshire.gov.uk.

What does it cost?

Determining Free School Meals Eligibility	2015/16 Charge
Per determination per year	£10

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Education Visits and Journeys – Continuing Service

Central Bedfordshire Council provides, at no additional cost, the following package of services to Community Schools in relation to Educational Visits and Journeys:

- Provision of a school's user account for EVOLVE, the on-line system for planning and approving
- Technical and administrative support for schools to manage their own EVOLVE account.
- Advice and support to individual schools to ensure compliance with Local Authority policy and national legislation.
- Updated information to schools with regard to local and national developments to legislation and products affecting Educational Visits and Journeys.
- An approval process for visits that are either residential, adventurous or overseas.
- Support for basic training needs.

Training Courses

The following course is run twice per year:

EVC (Educational Visits Co-ordinator) Training

This course provides members of school staff with the knowledge and expertise required to co-ordinate visits organised by their own school and ensure that visits are compliant with CBC Policy.

Contact: Pete Hardy, Compliance and Risk Adviser

Tel: 0300 300 4955

Email: pete.hardy@centralbedfordshire.gov.uk

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What does it cost?

<i>Educational Visits and Journeys</i>	2015/16 Charge School	2015/16 Charge Academy	
Bought Back Services			
Academies are able to buy back the Educational Visits and Journeys support package at the following rates based on number on roll:			
Lower/Primary Schools	0-100	N/A	£131
	100-200		£208
	200-300		£286
	300+		£364
Middle Schools	0-200	N/A	£287
	200-400		£416
	400-750		£572
	750+		£728
Upper/Secondary Schools	0-750	N/A	£572
	750-1000		£780
	1000-1400		£832
	1400+		£988
EVC (Educational Visits Coordinator) - Duration: Whole Day			
Maintained Schools and Academies buying back Educational Visits and Journeys Support Package	£73.50		£73.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A		£124.00
Group Leader Training - Duration: Whole Day			
This course is aimed at individual teachers wishing to organise their own visits. It covers risk assessment and management, considerations for planning, understanding of relevant legislation and EVOLVE familiarisation. Delegates will also have the opportunity to plan a visit as a result of a fieldwork exercise.			
Maintained Schools and Academies buying back Education Visits and Journeys Support package.	£73.50		£73.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A		£124.00
EVC Revalidation - Duration: Half Day			
Practising EVCs are required to update their qualification every three years by attending EVC Revalidation			
Maintained Schools and Academies buying back Education Visits and Journeys Support package.	£26.50		£26.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A		£47.00

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School Admissions Service

Point of entry admissions service to process the new intake applications received for the academic year of 2015/16 for:

- Starting School
- Transfer to Middle
- Transfer to Upper/Secondary
- Transfer to University Technical College (UTC)

As part of its statutory obligations, the School Admissions Team currently co-ordinates the admission of pupils to schools at the normal point of entry i.e. at the start of the reception year and for children transferring to middle, secondary and upper schools.

Academies and own admission authority schools can buy back this service for the School Admissions Team to process their point of entry admission applications received for their new intake.

If an academy or own admission authority school wishes to buy back this service then the School Admissions Team will process all applications for the school, including:

- assessing which admission criteria the application meets and checking which catchment area the address is in
- carrying out sibling checks using information held on the Tribal database
- carrying out feeder school checks (where applicable) using information held on the Tribal database
- chasing for medical evidence where medical reasons have been stated

Where the academy/school has children of staff criteria, the School Admissions Team will provide a list of children to the academy/school where this has been stated for verification.

Where the academy/school has faith criteria, the School Admissions Team will collate all the relevant information supplied by the parent/carer(s) and send this to the academy/school to verify if the child meets any of the faith criteria.

The School Admissions Team will ensure that all applications will be correctly ranked against the academy or schools admissions criteria reducing the risk of incorrectly ranked applications which could result in a child entitled to a place being turned down or appeals being upheld on grounds of maladministration.

Where the school is oversubscribed we will also hold the waiting list until the start of the academic year and offer places on the academy/school's behalf if vacancies arise, liaising with the academy/school before places are offered.

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The charge for processing Point of Entry Admissions is detailed below:

Service Description	2015/16 Charge
School Admissions Team:	
Point of Entry Admissions – charge based on Published Admissions Number for school	
PAN of 30 and under	£240
PAN of 60 and under	£480
PAN of 90 and under	£720
PAN of 120 and under	£960
PAN of 180 and under	£1440
PAN of 240 and under	£1920
PAN of 300 and under	£2400
PAN of 360 and under	£2880
PAN of 420 and under	£3040
PAN of over 420	£3360

There is no charge to community and voluntary controlled schools. The Local Authority is the admission authority and is, therefore, responsible for admissions to the school.

For further information about this service, please contact Jessica Mortimer, Admissions Manager on telephone 0300 300 4769.

School Admissions Team

Admission Appeals

As part of its statutory obligations, the School Admissions Team co-ordinates the admission of pupils to schools at the normal point of entry, i.e. at the start of the reception year for Lower/Primary schools, the transfer to Middle, Upper/Secondary school and transfer to the University Technical College (UTC), as well as in-year admissions.

In addition to its statutory obligations, the School Admissions Team can offer academies and own admission authority schools a buy back service relating to admission appeals, where it has not been possible to offer a child a place at the academy/school due to oversubscription. This service will include:

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- Liaison with the academy/school to collect the necessary information to be included in the appeals case
- Preparation of the written appeals case and submission to the clerk within the required timescales
- Reading the appellants submission and ensuring that any relevant information submitted as part of their case is verified
- Ensuring that up to date information on waiting lists is available
- Ensuring that information on the alternative school offered is available
- Carrying out walking route distance measurements to alternative schools
- Presentation of the case at the appeal hearing, answering any questions from the appeals panel and parents
- Informing the academy/school of the outcome of the appeal

Please note that this service **excludes** the organisation and clerking of appeal hearings, which is a separate chargeable service for academies via the Committee Services team.

Service Description	2015/16 Charge
School Admissions Team:	
Preparation and presentation of admission appeals	
Per appeal	£250.00
Second or subsequent appeal	£175.00
<p>If there is more than one appeal for the same year group or grouped appeals, the charge for the second or subsequent appeal is reduced to £175.</p>	
<p>There is no charge if an appeal is withdrawn or settled prior to the case being written. There is a reduction of 50% if an appeal is withdrawn or settled after the case has been written and sent to the panel and appellants.</p>	

There is no charge to community and voluntary controlled schools. The Local Authority is the admission authority and is, therefore, responsible for the preparation and presentation of appeals for these schools.

For further information about this service, please contact Jessica Mortimer, Admissions Manager on telephone number 0300 300 4769.

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Administration of Education Appeals

Education Appeals administration is independent of Schools Admissions, which is why its handled by Committee Services and not the School Admissions team.

Academies and own admission authority schools can buy back this service.

Parents may appeal for a place at a school which does not have a place for their child. If there is more than one appeal for the same year group in the same academic year or grouped appeals, there is no reduction in charges for a second or any subsequent appeal. There is a reduced charge of £100.00 if an appeal is withdrawn within 7 days of the hearing date. If the appeal is withdrawn 8 or more days in advance of the hearing date, the charge is reduced to £25.

Parents may seek a review of a decision to permanently exclude their child from a school, and this is also administered by the Committee Services Team.

What does it cost?

<i>Education Appeals – Charges relate to Academies and those Schools handling their own admissions.</i>	2015/16 Charge
Per appeal transferred from Children's Services	£185.00
Academies Admission Appeal	£185.00
Exclusion Appeal	£720.00
Other charges may apply, such as deferment fees and if appeals are withdrawn. Details are available on request.	

Contact Mel Peaston
Committee Services Manager
0300 300 6076

mel.peaston@centralbedfordshire.gov.uk

Access and Inclusion - Academies

The Access and Inclusion Service carries out the Local Authority's legal duties in relation to school attendance and access to education. The service works with schools and parents to ensure that children attend school regularly. It will issue Fixed Penalty Notices when necessary, instigate legal proceedings against parents and serve School Attendance Orders.

The service is also responsible for monitoring Elective Home Education and Children Missing Education and for ensuring that the local authority's legal duties with regard to exclusion from school are discharged (in relation to both schools and parents). The service is able to offer support to schools with regard to Traveller children who may be experiencing difficulty in

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accessing their education. The service is also responsible for carrying out the Local Authority's legal duties in relation to child employment and children in entertainment.

What does it cost?

(These will be introduced at the start of the school year 2015/16 (September 2015)).

Access and Inclusion Services for Academies	2015/16 Charge
School Attendance Officer Service	
Per hour	£27
6 hours per school year	£162
12 hours per school year	£324
18 hours per school year	£486
24 hours per school year	£648
30 hours per school year	£810
36 hours per school year	£972
42 hours per school year	£1,134
1 day a fortnight (19 days)	£3,847
(7.5 hours @ £27 an hour x 19)	
1 day a week (38 days) per school year	£7,695
(7.5 hours @ £27 an hour x 38)	
Inclusion Support Officer services	
Upper/Secondary Schools	
One-off annual cost	£1050
Middle Schools	
One-off annual cost	£630
Primary Schools	
One off annual cost	£420
Lower Schools	
One-off annual cost	£210
Or an hourly rate as required	£55
For full details of what both of these services can offer please contact: The Access and Inclusion Service on: 0300 300 6995 martin.smith@centralbedfordshire.gov.uk	

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Fischer Family Trust Online subscription renewal 2015/16

The Council has purchased the Local Authority Fischer Family Trust (FFT) package which provides high quality performance data to support target setting and self evaluation. This means that Schools that wish to access this service through the Local Authority can do so at a reduced rate for the period April 2015 to March 2016.

FFT Online is an extremely useful resource which helps schools in target setting and comparing value added progress of pupils to the progress of similar pupils nationally. The FFT Governor Dashboard and Self Evaluation booklets are also available via FFT live.

What does it cost?

Fischer Family Trust Online Subscription	2015/16 Charge School	2015/16 Charge Academy
<i>Infant (Lower School)</i>	£60	£66
<i>Primary <= 100</i>	£60	£66
<i>Primary >100 (Middle School)</i>	£100	£110
<i>Secondary (Upper School)</i>	£500	£550

For further information please contact:

Learning Performance Team on: 0300 300 4542

danyel.islam@centralbedfordshire.gov.uk

The Jigsaw Centre

The Jigsaw Centre (based at Hawthorn Park Lower School) has been commissioned by Central Bedfordshire as an alternative provision to provide early intervention and support for primary aged children (up to the end of Year 6).

As a core service for our most vulnerable pupils it provides;

- short stay provision for those children who are permanently excluded, with an emphasis on their successful reintegration back into mainstream school.
- Early intervention and outreach support for those pupils who are at risk of exclusion. This will include support and training for pupils and staff. The remit will be on preventative work.

Additionally other Intervention Support can be commissioned through the Jigsaw Centre.

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For further information please contact:

The Jigsaw Centre
Hawthorn Park Lower
Parkside Drive
Houghton Regis
LU5 5QN
Tel: 01582 861995
Email jigsawcentre@cbc.beds.sch.uk

Income Services

Central Bedfordshire Receipt Books can be obtained by contacting Income Services on 0300 300 8015 or e-mail Income@centralbedfordshire.gov.uk Schools will be invoiced 6 monthly intervals at £3.00 Per Book

Property Support – Services available until 1st September 2015 to 31st August 2016

CBC has a legal responsibility as Landlord for all community schools; we are required to ensure that you are managing your statutory compliance correctly. You can do this in one of two ways. Firstly by arranging the inspections yourselves and then providing CBC with copies of all certifications; or by buying into our service provision. For Academies, Voluntary Aided, Voluntary Community and foundation schools the legal responsibility is yours alone, but we can provide this service and ensure compliance is provided for you if you wish.

Core and Optional Services – Our Offer

We have consulted schools and decided to offer property support options in 2 ways, a ‘Core’ Service and a range of optional call-off services.

Core Service

The Core service has been developed after consultation with schools to make available a high quality, affordable and professional service which will enable schools to meet statutory requirements and get advice when they need it. Schools will be allocated a dedicated Assets colleague and we will be available at the end of a 24 hour phone line for your maintenance requests. **The cost of this service is a fixed fee per annum and details can be found on page 23.**

Optional Services

The optional services outside the Core agreement provide a wide range of additional services available for when schools need them, from specific property or premises management issues through to the project management and design of new facilities.

The cost of these services is either on a time charge or % fee basis.

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Property Support

Your statutory compliance certificates will be placed on a web portal and you shall have free access to your data.

CORE SERVICE CONTRACT	OPTIONAL SERVICES
1. Emergency 24-hour helpline	1. Annual audit of premises risk management
2. Reactive repair and planned maintenance service	2. Project Design and Estates service
3. Organisation of Statutory Maintenance, Testing and Inspection Service, including: Air conditioning maintenance (including F gas inspection) Asbestos testing and record maintenance Boiler servicing Electrical Fixed Wiring Testing Emergency Lighting Extract fan/canopy cleaning, testing and sterilizing Fire alarm maintenance Fire Fighting equipment testing Fume cupboard and dust extraction testing Gas installation testing Oil line and oil tank testing Portable electrical equipment testing and inspection Water Hygiene testing	3. Asset management plan advice
4. Organization of other Planned Preventative Maintenance, including: Alarm maintenance (access, burglar alarms and CCTV) Automatic doors Electrical UPS (uninterrupted power supply) maintenance Generator servicing Lift maintenance Lightning protection and inspection	4. Carbon reduction management advice, including organizing a carbon survey and advice and assistance on procuring energy solutions
5. Site agent training: Advice and regular training sessions with CBC surveyors/engineers or specialist contractors as appropriate Telephone access to advice	5. Energy management
6. A twice termly visit from an allocated Assets colleague	6. Arranging Display Energy Certificates (DEC)
	7. Procurement advice
	8. Advice on how to make your buildings accessible for all and ensure compliance with the Disability Discrimination Act 1995.
	9. Construction Health and Safety Advice including the co-ordination of CDM (construction design and management regulations) for project work.
	10. Fire Risk Assessments
	11. Project Management
	12. Planning and Building Control advice
	13. Sewage pump annual service and call-out maintenance
	All above service can be arranged but additional charges will apply.

Services to Schools & Academies 2015/16

What does it cost?

Property Support	2015/16 Charge School	2015/16 Charge Academy
Core Service Organise and oversee Planned Preventative Maintenance; twice termly visits; 24 hour helpline; reactive maintenance: FIXED FEE per annum.		
Lower/Primary	£510	£561
Middle	£1,020	£1,122
Upper/Secondary	£2,040	£2,244
NB: Core services lump sum includes the organisation of the PPM, but not contractor's charges for carrying out the service/works.		
Design Service Time charge or % fee based on value of project. Specialist advice e.g. structural may incur an additional fee.		
Projects up to £5,000	by negotiation	by negotiation
Projects £5,001 - £10,000	12.5%	12.5%
Projects £10,001 - £30,000	11%	11%
Projects £30,001 - £75,000	10%	10%
Projects £75,001 plus	9%	9%
Optional Services Lump Sums or hourly rates as appropriate		
Project Management Hourly Rate		
General and Technical Advice Hourly Rate		
Assistant surveyor/engineer	£41.00	£45.00
Senior Surveyor/Engineer	£51.00	£56.00
Managing surveyor/engineer	£61.50	£67.50

Contacts: steven.girling@centralbedfordshire.gov.uk or graham.smith@centralbedfordshire.gov.uk

Services to Schools & Academies 2015/16

Appendix A - Order Forms

A1 - Application for Schools Insurance

School details

Name of school

Telephone number.....

Contact name

- Number of pupils.....
- Number of governors
- Number of teaching staff
- Number of other staff

Buy Back Cover (Property and Liability) includes:

Property : Full reinstatement cover for buildings and contents damage by Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion, Earthquake, Subterranean Fire, Storm, Flood, Escape of Water, Impact, Sprinkler Leakage.
Excess of £1,000 per claim.

Terrorism : losses arising from acts of terrorism.

Business interruption : Additional expenses: In the event of a major incident the policy would provide cover for cost of hiring huts/cabins or the hire of temporary premises as well as the cost of transportation of pupils to another site in order to carry on the work of the school.

Combined Liability

- Public liability - £20m
- Employer liability - £20m
- Libel & slander - £1m
- Officials indemnity - £5m

(Governors are liable to pay 10% of costs up to a maximum of £50)

Personal Accident (provides benefit for staff who suffer a permanent physical injury whilst going about their official duties through an accident or an assault). – assault benefit up to 5 x annual salary
accident up to 3 x annual salary. Lump sum benefits for Governors and volunteers.

Engineering Statutory inspection of all engineering plant. A charge will be made if it is necessary for any Written Schemes of Examination to be prepared.

Money Cover in unspecified safe to £2000. Excess of £250 (excess of £50 on school fund monies). Also cover for money in transit and cheques, stamps, postal order, etc.

Fidelity Guarantee - Cover up to a limit of indemnity of £250,000 for loss of money or goods through the fraudulent acts of staff.

Buy Back cover

Funding for Buy Back is provided in the formula based on two elements below:

Services to Schools & Academies 2015/16

- A lump sum per sector

School Type	2015/16
Nursery	£3,300
Lower/Primary	£3,300
Middle	£3,600
Upper/Secondary	£3,900
Special	£3,600

- An amount allocated per pupil

School Type	2015/16
Nursery	£15.39
Lower/Primary	£16.31
Middle	£18.75
Upper/Secondary	£23.86
Special	£21.50

Optional Cover

All schools

The given rate is multiplied by number of pupils on Spring Term Roll to calculate your premium.

School Offsite Activity

An annual policy covering travel and personal injury insurance for offsite standard and hazardous activities/trips. N.B. Teachers rate is multiplied by the number of teaching staff and the pupil's rate is multiplied by number of pupils.

School Type	Teachers 2015/16	Pupils 2015/16
Nursery/Lower/Primary	£0.80	£1.00
Middle/Special	£1.05	£1.20
Upper/Secondary	£1.27	£1.44

Public Liability- Parent/Teacher Association

Provides liability cover in the event of any damage/injury caused to a third party due to the negligence of the PTA.

Annual Premium per PTA = £66.00

Legal Expense Insurance/Helpline

The legal insurance and advice helpline is provided by Abbey Legal Protection. **Purchase of both services is now compulsory.** Should you have any queries regarding this cover please contact the Insurance Team. The charges for 2015/16 will be:

School type	Advice helpline	Insurance premium per pupil
Nursery	£137.00	£0.85
Lower/Primary	£192.00	£0.85
Middle/Special	£290.00	£0.85
Upper/Secondary	£405.00	£0.85

Services to Schools & Academies 2015/16

Hire of Premises – Public Liability

This insurance is only available for non-profit making individuals and groups only. Profit-making organisations and individuals MUST have their own liability cover.

Cover is renewed annually on 01 April and provides liability cover of up to £10m for private hirers of school premises who have insufficient or no liability cover of their own.

There is an excess of £60.00 per claim.

The charge for the cover should be added to the fee charged to the hirer, and should be calculated as follows:

15% of hire fee plus insurance premium tax @ 6%

e.g. £100 x 15% = £15.00 + 6% IPT = £15.90

Please complete the following details if cover is required:

Total private hire income for the year ending 31 March 2015

Estimated private hire income for the year ending 31 March 2016

Motor Insurance

The annual premium for each school-owned minibus will be £700.. Excess of £1,000 per claim.

Please specify the number of vehicles you wish to insure and the relevant vehicle details.

.....

Please indicate the insurance cover your school requires (type **Yes** or **No**):

Liability & Property (Buy Back)	
School Offsite Activity	
Public Liability- Parent/Teacher Association	
Legal Expenses Insurance (includes helpline)	
Hire of Premises	
Motor Insurance	

Position

Signature Date

Please return completed forms to: The Insurance Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

If you have any queries please contact the Insurance team:

Tel: 0300 300 8129

Email: insurance@centralbedfordshire.gov.uk

Fax: 0300 300 8215

Services to Schools & Academies 2015/16

A2 – Other Traded Services Buyback Return

Name of school

Telephone number.....

	Purchase Requested
Advisory Service	
Determining Free School Meals Eligibility	
Schools Secure Network	
Property Services	
Educational Psychology and Advisory Support team	
Governor Services	
Inspiring Music	
Income Services – Receipt Books	
Educational Visits and Journeys	
Admissions and Appeals	
Fischer Family Trust online subscription	

Contact Name	
Name of Head Teacher	
Signature of Head Teacher	
Name of Chair of Governors	
Signature of Chair of Governors	
Date:	

Please use one return for each service required and forward to the appropriate contact.

Services to Schools & Academies 2015/16

Appendix B - Statutory Services and Services Provided Free of Charge

Children's Services Finance, Schools Team

The Schools Finance Team carry out statutory finance service to schools. Statutory functions include:

- No later than 31st March each year make an initial determination of schools budgets for the funding periods and give notice of such determinations to the governing bodies of the maintained schools.
- After consultation with Schools Forum decide upon the formulae which they will use to determine school's budget shares.
- Ensure an amount equal to the guaranteed funding level is included (MFG)
- Ensure the 'Scheme for Financing Schools' deals with matters connected with the financing of schools maintained by the authority set out in Schedule 5 of The School Finance Regulations.
- Ensure the Local Authority publishes a statement of out-turn after each financial year at both central level and for each school.

School Financial Advisers are also able to provide advice on areas that were previously covered on training courses offered by the Bursary Service:

Fully Funded Accounting

This course was offered to any schools managing a fully funded bank account and any other finance personnel who wished to further their own financial development.

The course was designed to teach delegates basic accounting principles and produce the main financial reports. Although the course is no longer available please contact your School Financial Adviser for advice on Fully Funded Accounting, this is a non-chargeable service.

Capital Accounting / Formula Capital

This course was intended for any staff involved in formula capital projects, setting capital budgets and accounting for capital. It was designed to teach delegates the accounting principles of capital and procedures involved with projects. Although this course is no longer available, please contact your School Financial Adviser for advice on accounting for capital. This is a non-chargeable service.

Children's Workforce Development

This service previously provided buyback support for schools as well as providing the Children's Workforce Development (CWD) directory, which signposts a range of learning opportunities. In 2015/16 the local authority will maintain a minimum statutory service for which no charge will be made. Please see the website for further information
[Http://www.centralbedfordshire.gov.uk/learning/schools/support-for-professional/Childrens-workforce-development.aspx](http://www.centralbedfordshire.gov.uk/learning/schools/support-for-professional/Childrens-workforce-development.aspx)

Services to Schools & Academies 2015/16

Youth Support Service: Special Needs Support

The Council funds Special Needs Personal Advisers to support special schools and young people with a statement of educational needs within mainstream schools and will undertake Section 139A assessments for this cohort. From 2015/16 this minimum statutory service will be maintained.

Youth Support Service: Youth Workers in Schools

The Council have commissioned Groundwork and 4YP to deliver youth work provision. These providers are able to offer support to upper schools.

Contact for Youth Support Services:

Jackie Squire: 0300 300 6566

Email: jackie.squire@centralbedfordshire.gov.uk

Educational Psychology

Core service delivery is based around our statutory role which continues to be provided without charge to all maintained schools and Academies within the Local Authority:

- Provide advice and support for pupils with complex and severe Special Education Needs (SEN) at early years+/school action +, who are highly likely to meet local authority indicators for statutory assessment.
- Contribute to Statutory Assessment under the 1996 Education Act for pupils with complex SEND through the provision of psychological advice.
- Provide advice and support for pupils with statements where there is a continuing concern or change in circumstances.
- Advise the Local Authority on need and provision for pupils with SEN and disability. This includes providing expert witness assessment and testimony as part of the SEN and disability tribunal process (SENDIST).

The Jigsaw Centre

The Jigsaw Centre has been commissioned by Central Bedfordshire Council to provide early intervention and support for primary aged children.

- A non statutory preventative role to ensure that a wide range of support strategies are available to all schools for pupils with emotional and behavioural difficulties to prevent social exclusion.

Hearing Impairment Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). The service consists of the specialist provision for hearing impaired pupils at Toddington St George Lower School, Parkfields Middle School and Harlington Upper School as well as a Peripatetic Service for hearing impaired children and young people aged 0-18 throughout Central Bedfordshire.

For further information, please contact: Imelda Taylor at Toddington St George Lower School on 01525 872360.

Services to Schools & Academies 2015/16

Visual Impairment Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). This service supports children and young people who are blind or who have severe visual impairments from birth or identification to 18.

Please contact Catherine Bianco, Business Manager for HAST

Tel 01525 872360 c.bianco@cbc.beds.sch.uk

Medical Needs Teaching Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). The service provides teaching for children who are unable to attend school on the advice of a medical practitioner for reason of their medical condition/illness.

For further information, please contact: 01525 751285 or medicalneeds@harlington.org

Payment Services

The Payments and Master Data Team are responsible for setting up new local bank accounts, liaising with the school, bank and Finance Team to ensure that accounts are set up according to the Financial Regulations. This includes the maintenance of the account once it is set up e.g. change of signatories, arranging open credit facilities.

Contact details:

Central Payments and Master Data Team -

Phone: 0300 300 8156

E-mail: centralmasterdatateam@centralbedfordshire.gov.uk

Admissions & Appeals

The Admissions Service coordinates the Admissions process for schools in line with the Admissions Code. Academies and own admissions Authority Schools can buy an Admissions & Appeals Service which includes preparing and presenting appeals.

Therapies & Other Health Related Services

This service is provided by the Clinical Commissioning Group . If Central Bedfordshire Council does get involved, it is as a result of statutory Special Education Needs provision.

Monitoring National Curriculum Assessment

This service is provided free for Local Authority maintained schools. Academies (including Free Schools) are required to comply with assessment arrangements as set out in their funding agreement.

School Improvement

Each School has the primary responsibility for improvement and ensuring high educational standards. The School Improvement Service provides appropriate challenge and support to schools designated as causing concern, as set out in the "School Intervention Strategy" 2014.

Services to Schools & Academies 2015/16

Newly Qualified Teachers (NQTs)

The Statutory role of the Local Authority as the Appropriate Body will continue to be provided free of charge to maintained schools. Academies may choose to purchase this function as part of a Service Level Agreement (SLA). The NQT Core training and Induction Tutor training is delivered in partnership with the Training/Teaching schools.

Please contact Sally Dakin for further details.
Email:sally.dakin@centralbedfordshire.gov.uk

Access and Inclusion Service – Maintained Schools

The Access and Inclusion Service carries out the Local Authority's legal duties in relation to school attendance and access to education. The service works with schools and parents to ensure that children attend school regularly. It will issue Fixed Penalty Notices when necessary, instigate legal proceedings against parents and serve School Attendance Orders. The service is also responsible for monitoring Elective Home Education and Children Missing Education and for ensuring that the local authority's legal duties with regard to exclusion from school are discharged (in relation to both schools and parents). The service is able to offer support to schools with regard to Traveller children who may be experiencing difficulty in accessing their education. The service is also responsible for carrying out the Local Authority's legal duties in relation to child employment and children in entertainment.

Health and Safety

The Corporate Health, Safety and Wellbeing Team will provide statutory Health and Safety services for community and VC schools. This will include:

- Access to policies and procedures via the schools portal;
- Access to AssessNET online accident/incident reporting system;
- Monitoring/compliance audits in line with risk-based schedule;
- Assistance with investigation and reporting of serious incidents.

Lee Butler
Health and Safety and Wellbeing Manager

lee.butler@centralbedfordshire.gov.uk

Contact us...

Për Informacion

Per Informazione

Za Informacije

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برای اطلاع

المعلومات

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তথ্যের জন্য

Za Informacija

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ