

## **Appendix A**

### **Services to Schools & Academies 2017/18**

# Statutory and Traded Services to Schools & Academies

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### Value Added Tax (VAT)

A number of services provided to Academies will be subject to VAT. The prices shown in this booklet exclude VAT.

Academies are able to reclaim VAT so the overall impact of applying VAT should not impact financially.

Any queries relating to VAT should be addressed to the Council's VAT Officer:

Connie Bentley Telephone Number: 0300 300 4554

E-mail: [connie.bentley@centralbedfordshire.gov.uk](mailto:connie.bentley@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## 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:

LTA@centralbedfordshire.gov.uk

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 initial cost for 2017/18 is estimated to be £28.00 per pupil plus an administration fee of 3.2%. The actual cost for 2017/18 will be set by the LTA Forum and will be advised to schools when agreed, (expected February 2017).

## 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 – e-mail: [insurance@centralbedfordshire.gov.uk](mailto:insurance@centralbedfordshire.gov.uk)**

### **2017/18**

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 outlines the insurance cover and the costs being made available to Maintained Schools for the year ending 31 March 2018.

Ralph Gould  
Head of Financial Control

# Services to Schools & Academies 2017/18

## 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 2017 provide evidence to the Council that the appropriate level of cover has been arranged.**

The Council can charge 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, Head Teachers 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 alterations affecting existing insurance.

The Chief Finance Officer will supply Head Teachers from time to time with information as to risks and levels of insurance cover put in place by Central Bedfordshire Council to enable them to advise him/her of any variations in the level of cover that should be provided. Head Teachers 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.

- **Fidelity Guarantee**

Covering loss of school money as a direct result of fraud or dishonesty by a member of staff.

# Services to Schools & Academies 2017/18

- **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.

- **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 - Parent/Teachers Association, (PTA)**

**The Council is unable to provide this insurance from 1 April 2017. It is recommended that any PTA should refer to PTA UK organisation where appropriate insurance is available at a competitive cost.**

- **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**

Provides comprehensive cover for school-owned vehicles.

- **Works in Progress**

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

# Services to Schools & Academies 2017/18

## 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. **It is important for this insurance to apply that participating schools use the legal helpline for advice at the earliest stage of any disputes.**

## 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 buyback scheme. To participate in the Schools Insurance scheme for 2017/18 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 1 March 2017.**

## How to contact us

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

Insurance Team

Telephone Number: 0300 300 6200

E-mail: [insurance@centralbedfordshire.gov.uk](mailto:insurance@centralbedfordshire.gov.uk)

Fax Number: 0300 300 8215

## 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](http://www.inspiringmusic.co.uk)

# Services to Schools & Academies 2017/18

The following termly charges for lessons will apply from 1<sup>st</sup> September 2017:

| School Type   |                      | Payments Made by Direct Debit   | All Other Payment Methods       |
|---|----------------------|---------------------------------|---------------------------------|
|   |                      | Price per term from Sept 2017 £ | Price per term from Sept 2017 £ |
| Lower/Primary, Middle & Upper / Secondary schools and community lessons, (including Academy Schools). | Group                | 94.00                           | 97.00                           |
|   | Individual 20 minute | 141.00                          | 146.00                          |
|   | Individual 30 minute | 210.00                          | 218.00                          |
|   | Individual 40 minute | 279.00                          | 291.00                          |
| Non Local Authority schools   | Group                | 100.00                          | 103.00                          |
|   | Individual 20 minute | 155.00                          | 161.00                          |
|   | Individual 30 minute | 233.00                          | 242.00                          |
| Music Centres   | Full membership      | 83.00                           | 85.00                           |
|   | Part membership      | 55.00                           | 57.00                           |
| South Beds Sinfonia   | Membership           | 37.00                           | 38.00                           |
| South Beds Youth Voices   | Membership           | 55.00                           | 57.00                           |

**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](http://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](mailto:inspiring.music@centralbedfordshire.gov.uk).

## Schools Network Service – Services available until 31<sup>st</sup> March 2018

The Schools Network Service provides internet and related services to all schools, academies and UTC's in Central Bedfordshire. Our first year of the two year contract to 31st March 2017 brought performance improvements. During our second year we continued to work with your school to meet and exceed your internet requirements. The Network Service is currently being reviewed, and as a result we are extending the contract by one further year to March 2018 and holding the prices at the 2016/17 level.

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.

# Services to Schools & Academies 2017/18

## 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).

## What does it cost?

| <b>Schools Secure Network</b>  | <b>2017/18 Charges<br/>£</b> |
|--|------------------------------|
| We provide a full range of internet connection speeds, to discuss your needs, please contact us. |                              |
| Our standard annual charges are as follows:  |                              |
| Lower/Primary, Nursery, & Special Schools up to 100 pupils < 10mb                                | 2,800.00                     |
| Lower/Primary, Nursery, & Special Schools up to 100 pupils 10mb                                  | 3,100.00                     |
| Lower/Primary, & Special Schools 100-150 pupils < 10mb   | 3,100.00                     |
| Lower/Primary, & Special Schools 100-150 pupils 10mb   | 3,600.00                     |
| Lower/Primary, & Special Schools 150-249 pupils <10mb  | 3,300.00                     |
| Lower/Primary, & Special Schools 150-249 pupils 10mb   | 3,900.00                     |
| Lower/Primary Schools 250+ pupils <10mb  | 3,500.00                     |
| Lower/Primary Schools 250+ pupils 10mb   | 4,200.00                     |
| Middle Schools up to 500 pupils 20mb   | 7,500.00                     |
| Middle Schools 500+ pupils 20mb  | 7,700.00                     |
| Upper/Secondary Schools up to 1000 pupils 100mb  | 10,900.00                    |
| Upper/Secondary Schools 1000+ pupils   | 11,900.00                    |
| 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

Telephone Number: 0300 300 5661

E-Mail: [jeremy.wood@centralbedfordshire.gov.uk](mailto:jeremy.wood@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## Educational Psychology, Special Educational Needs (SEN) and Disability (SEND) – Continuing Service

Educational Psychology, Special Educational Needs, (SEN) and Disability, (SEND), 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.

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?

| <b><i>Educational Psychology, Special Educational and Disability</i></b> | <b>2017/18<br/>Charge<br/>School<br/>£</b> | <b>2017/18<br/>Charge<br/>Academy<br/>£</b> |
|--|--|---|
| Educational Psychologist daily rate                                      | 536.00                                     | 588.00                                      |
| Hourly rate  | 89.00                                      | 98.00                                       |
| Individual Pupil Assessment  | 268.00                                     | 294.00                                      |
| Advisory Teacher daily training rate                                     | 536.00                                     | 588.00                                      |
| Hourly training rate   | 89.00                                      | 98.00                                       |

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

# Services to Schools & Academies 2017/18

## 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 –Early Years Foundation Stage, (EYFS), lower and primary phase specific courses
- Governors' Visits
- Support and challenge; developing your role
- Safeguarding/Child Protection
- Special Educational Needs, (SEN)/vulnerable learners
- How do we support vulnerable learners in our schools?
- Appraisal of the Head Teacher's Performance
- Finance Induction, (maintained schools only)
- Understanding the roles and responsibilities of an academy governor
- Promoting British Values through Spiritual, Moral, Social and Cultural, (SMSC) development.
- Pupil Premium and other funding
- Recruiting and appointing a new school leader
- School organisation

The subscription will also include access to:

- E-learning opportunities through Governors' E-Learning, (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 online and 2 hard copies of a summary booklet will be sent to schools.

- Advice on a range of governance issues or signposting to specialist advice will be provided also by telephone and e-mail.
- 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

Telephone Number: 0300 300 8105

Email: [gov.training@centralbedfordshire.gov.uk](mailto:gov.training@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## What does it cost?

| <b>Governor Services</b>  | <b>2017/18 Charge Maintained School £</b> | <b>2017/18 Charge Academy/ Free School £</b> |
|---|---|--|
| <b><u>Subscription A:</u></b>   |   |  |
| Subscription rates based on number of pupils on roll  |   |  |
| Schools/academies with up to 50 pupils  | 378.00                                    | 416.00                                       |
| Schools/academies with 51 to 200 pupils   | 488.00                                    | 537.00                                       |
| Schools/academies with 201 to 500 pupils  | 612.00                                    | 673.00                                       |
| Schools/academies with 501 to 1200 pupils   | 733.00                                    | 807.00                                       |
| Schools/academies with 1201+ pupils   | 857.00                                    | 943.00                                       |
| <b><u>Subscription B:</u></b>   |   |  |
| Per governing body  | 79.00                                     | 87.00  |
| Ad hoc face to face courses   |   |  |
| Per 2 hour session  | 105.00                                    | 115.00                                       |
| Per half day session  | 158.00                                    | 173.00                                       |
| Per whole day course  | 315.00                                    | 345.00                                       |
| Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates.  |   |  |
| <b>NB:</b> Please note the subscription is for the academic year 2017-18.   |   |  |
| Subscription for others, e.g., maintained schools, academies and free schools outside of Central Bedfordshire and independent schools, (Subscription B is not available). | 1,219.00                                  |  |

## 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 e-mail: [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk).

## What does it cost?

| <b>Determining Free School Meals Eligibility</b> | <b>2017/18 Charge £</b> |
|--|-------------------------|
| Per determination per year                       | 10.00                   |

# Services to Schools & Academies 2017/18

## Children's Workforce Development

Central Bedfordshire Academy of Social Work and Early Intervention, (The Academy), provide a range of learning opportunities available across the children's workforce sectors. The Academy is renowned for its high quality and impactful delivery programmes including qualifications.

### **Continuing Professional Development**

There is a range of Continued Professional Development, (CPD), training, including e-learning, that can be accessed through the online booking system, CPD Online, [www.centralbedscpd.co.uk](http://www.centralbedscpd.co.uk).

All E-Learning is free of charge, however, there is a charge applied for non completion. All courses will detail any applicable charges

### **“Bespoke” and “In House” delivery**

The team are able to provide training to meet the particular needs of your workforce and are also able to tailor any available courses in the course programme to meet your needs. The Academy also offers the 3 hour, 2 year Safeguarding Awareness training and can deliver this as an after school or inset day activity.

### **Qualifications**

There are a range of qualifications to meet the needs of the schools workforce.

L2 Award in Support Work in Schools

L2 and L3 Certificate and Diploma in Supporting Teaching and Learning

L3 and L4 Information Advice and Guidance

L2 and L3 Youth Work

L2 and L3 Business Administration

L2 and L3 Children's Workforce Certificate and Diploma

We have a large range of social care and early years qualifications also available

### **Apprenticeships**

Contact us for information on our apprenticeship programmes. We provide complete support from the point of advert through to appointment and then deliver all elements of the apprenticeship, providing ongoing support to both the mentor and the learner.

### **Traineeships**

We provide a range of traineeship programmes tailored to meet the needs of the individual learners. Contact us for more information about the programme or possible placement opportunities.

### **Direct delivery to pupils**

We offer the Cache Babysitting Award to 14 –18 year olds. This is a great introduction to childcare and can be delivered as an “in school” or “after school” activity

Support at Careers Events, pop up events, and pupil Information, Advice and Guidance, (IAG), sessions.

Contact Details:

E-mail: [Academy@centralbedfordshire.gov.uk](mailto:Academy@centralbedfordshire.gov.uk)

Telephone Number: 0300 300 8131

# Services to Schools & Academies 2017/18

## Advertising of Schools Vacancies

From April 2017 there will be a small charge made to cover the administrative costs of processing schools vacancies.

|   | £                |
|---|------------------|
| Schools in Central Bedfordshire                           | 30.00 per advert |
| Academies in Central Bedfordshire                         | 40.00 per advert |
| All Schools and Academies outside of Central Bedfordshire | 61.00 per advert |

Contact Details:

Email [Academy@centralbedfordshire.gov.uk](mailto:Academy@centralbedfordshire.gov.uk)

Telephone Number: 0300 300 8131

## 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 enable management of 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 courses are 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.

#### **Group Leader Training**

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 field work exercise.

#### **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

Telephone Number: 0300 300 4955

E-mail: [pete.hardy@centralbedfordshire.gov.uk](mailto:pete.hardy@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## What does it cost?

| <i>Educational Visits and Journeys</i>   | 2017/18<br>Charge<br>School<br>£ | 2017/18<br>Charge<br>Academy<br>£ |
|--|----------------------------------|-----------------------------------|
| <b>Bought Back Services</b>  |                                  |                                   |
| Academies are able to buy back the Educational Visits and Journeys support package at the following rates based on number on roll:         |                                  |                                   |
| <b>Lower/Primary Schools</b>   |                                  |                                   |
| 0 - 100  |                                  | 135.00                            |
| 100 - 200  | N/A                              | 214.00                            |
| 200 - 300  |                                  | 295.00                            |
| 300+   |                                  | 375.00                            |
| <b>Middle Schools</b>  |                                  |                                   |
| 0 - 200  |                                  | 295.00                            |
| 200 - 400  | N/A                              | 428.00                            |
| 400 - 750  |                                  | 589.00                            |
| 750+   |                                  | 750.00                            |
| <b>Upper/Secondary Schools</b>   |                                  |                                   |
| 0 - 750  |                                  | 589.00                            |
| 750 - 1000   | N/A                              | 804.00                            |
| 1000 - 1400  |                                  | 857.00                            |
| 1400+  |                                  | 1,018.00                          |
| <b>EVC, (Educational Visits Coordinator), Training - Duration: Whole Day</b>   |                                  |                                   |
| Maintained Schools and Academies buying back Educational Visits and Journeys Support Package.  | 76.00                            | 76.00                             |
| Academies that have not bought back the Educational Visits and Journeys Support Package.   | N/A                              | 127.00                            |
| <b>Group Leader Training - Duration: Whole Day</b>   |                                  |                                   |
| Maintained Schools and Academies buying back Education Visits and Journeys Support Package.  | 76.00                            | 76.00                             |
| Academies that have not bought back the Educational Visits and Journeys Support Package.   | N/A                              | 127.00                            |
| <b>EVC Revalidation - Duration: Half Day</b>   |                                  |                                   |
| Maintained Schools and Academies buying back Education Visits and Journeys Support Package.  | 28.00                            | 28.00                             |
| Academies that have not bought back the Educational Visits and Journeys Support Package.   | N/A                              | 50.00                             |
| <b>In-House Training for Educational Visits: Per Hour</b>  |                                  |                                   |
| If a school requires bespoke training delivered on school site this is now chargeable at an hourly rate to include travel and preparation. | 35.00                            | 35.00                             |

# Services to Schools & Academies 2017/18

## School Admissions Service

**Point of entry admissions service to process the new intake applications received for the academic year of 2017/18 for:**

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

As part of its statutory duty, 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 and for children transferring to their next phase of education, i.e., 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 in accordance with their admissions criteria, 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 using information held on the Tribal database.
- Chasing for medical evidence where medical reasons have been stated.
- Verifying pupil premium eligibility if this is part of the criteria.

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.

# Services to Schools & Academies 2017/18

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

| Service Description   | 2017/18 Charge<br>£ |
|---|---------------------|
| <b>School Admissions Team:</b>  |                     |
| <b>Point of Entry Admissions – charge based on Published Admissions Number for school</b> |                     |
| PAN of 30 and under   | 247.00              |
| PAN of 60 and under   | 495.00              |
| PAN of 90 and under   | 742.00              |
| PAN of 120 and under  | 990.00              |
| PAN of 180 and under  | 1,484.00            |
| PAN of 240 and under  | 1,979.00            |
| PAN of 300 and under  | 2,472.00            |
| PAN of 360 and under  | 2,967.00            |
| PAN of 420 and under  | 3,132.00            |
| PAN of over 420   | 3,462.00            |

**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:

Lydia Braisher, Admissions Manager

Telephone Number: 0300 300 4769

## School Admissions Team

### **Admission Appeals**

As part of its statutory duties, 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, Secondary and Upper schools and transfer to the University Technical College, (UTC), as well as in-year admissions.

In addition to its statutory duties, 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:

- Liaison with the academy/school to collect the necessary information to be included in the appeals case.
- Preparation of the written appeal case and submission to the clerk within the required timescales.

# Services to Schools & Academies 2017/18

- 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, (see Administration of Education Appeals on page 17).

| Service Description   | 2017/18 Charge<br>£ |
|---|---------------------|
| <b>School Admissions Team:<br/>Preparation and presentation of admission appeals</b>  |                     |
| Per appeal  | 258.00              |
| Second or subsequent appeal   | 180.00              |
| If there is more than one appeal for the <b>same</b> year group or grouped appeals, the charge for the second or subsequent appeal is reduced to £180.00.   |                     |
| 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. |                     |

***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:

Lydia Braisher, Admissions Manager

Telephone Number: 0300 300 4769

## Administration of Education Appeals

Fees payable by Academies are applied on a case by case basis. For details, please contact Mel Peaston, Committee Services Manager

E-mail: [mel.peaston@centralbedfordshire.gov.uk](mailto:mel.peaston@centralbedfordshire.gov.uk)

or refer to your contract in which the sliding scale is set out.

# Services to Schools & Academies 2017/18

## Fischer Family Trust Aspire Online Subscription Renewal 2017/18

FFT Aspire 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 Aspire.

FFT are currently consulting on a new pricing structure for 2017/18. The outcome of the consultation will not be known until January 2017. The Council is therefore not able to include any proposed costs for 2017/18 in this booklet.

If the Council subscribes to FFT then Central Bedfordshire Schools are able to subscribe at a significantly reduced rate.

The Council will consult with schools through the Partnership Vision for Education Board and other fora to understand the demand from schools for the FFT subscription and the impact of any new pricing model. This will inform the decision of the Council about the future costs in Central Bedfordshire.

The Council will write to schools individually once the outcome of the consultation is known to explain the new costs.

For further information please contact:

Learning Performance Team

Telephone Number: 0300 300 4542

E-Mail: [danyel.islam@centralbedfordshire.gov.uk](mailto:danyel.islam@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 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.

# Services to Schools & Academies 2017/18

## What does it cost?

(These will be introduced at the start of the school year 2017/18 (September 2017)).

| <b><i>Access and Inclusion Services for Academies, (no charge for maintained schools)</i></b> | <b>2017/18 Charge<br/>£</b> |
|---|-----------------------------|
| <b>School Attendance Officer Service</b>  |                             |
| Per hour  | 28.00                       |
| 6 hours per school year   | 166.00                      |
| 12 hours per school year  | 331.00                      |
| 18 hours per school year  | 496.00                      |
| 24 hours per school year  | 662.00                      |
| 30 hours per school year  | 826.00                      |
| 36 hours per school year  | 992.00                      |
| 42 hours per school year  | 1,157.00                    |
| 1 day a fortnight (19 days)<br>(7.5 hours @ £27 an hour x 19)                                 | 3,925.00                    |
| 1 day a week (38 days) per school year<br>(7.5 hours @ £27 an hour x 38)                      | 7,850.00                    |
| <b>Inclusion Support Officer services</b>   |                             |
| <b>Upper/Secondary Schools</b>  |                             |
| One-off annual cost   | 1,072.00                    |
| <b>Middle Schools</b>   |                             |
| One-off annual cost   | 643.00                      |
| <b>Primary Schools</b>  |                             |
| One off annual cost   | 429.00                      |
| <b>Lower Schools</b>  |                             |
| One-off annual cost   | 214.00                      |
| Or an hourly rate as required   | 57.00                       |

For full details of what both of these services can offer please contact:

The Access and Inclusion Service on:

Telephone Number: 0300 300 6826

E-mail: [beverley.carey@centralbedfordshire.gov.uk](mailto:beverley.carey@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## 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:

- **Early intervention and outreach support** for those pupils who are at risk of exclusion and at Stage 2 of the SEMH Central Bedfordshire Code of Practice. (See CBC Graduated Response document.)
- Short stay provision for those children **who are permanently excluded**, with an emphasis on their successful reintegration back into mainstream school;

Jigsaw intervention can include support for pupils and families as well as training for school staff. The focus is on preventative work and on helping schools to support pupils within their existing community and to increase their capacity to hold on to vulnerable pupils.

For pupils who are **not at risk of exclusion** and who do not meet Jigsaw's referral criteria, Intervention Support can be commissioned through the Jigsaw Centre and schools can use Pupil Premium funding to meet these costs.

### What does it cost?

| Jigsaw Extended Education Support Service | 2017/18 Charge School<br>£ | 2017/18 Charge Academy<br>£ |
|---|----------------------------|-----------------------------|
| Jigsaw Advisory Staff daily rate          | 455                        | 495                         |
| Jigsaw Advisory Staff hourly rate         | 76                         | 83                          |
| Individual Pupil Assessment               | 253                        | 283                         |

Jigsaw also offers a limited, (charged for), counselling service with a fully qualified Education psychotherapist.

For further information please access the Jigsaw Website [www.jigsawcentre.co.uk](http://www.jigsawcentre.co.uk) or contact:

The Jigsaw Centre,  
C/O Hawthorn Park Lower,  
Parkside Drive,  
Houghton Regis,  
Bedfordshire,  
LU5 5QN.

Telephone Number: 01582 861995

E-mail: [jigsawcentre@cbc.beds.sch.uk](mailto:jigsawcentre@cbc.beds.sch.uk)

## Income Services

Central Bedfordshire Receipt Books can be obtained by contacting Income Services on 0300 300 5126 / 0300 300 4332 or e-mail: [Income@centralbedfordshire.gov.uk](mailto:Income@centralbedfordshire.gov.uk)

Schools will be invoiced 6 monthly intervals at £3.00 Per Book.

# Services to Schools & Academies 2017/18

## Census Checks

The Learning Performance Team (LPT) would like to offer Schools additional support with data quality checks for the school census. Schools and academies have benefited from the LPT performing these checks by being able to submit a more accurate census and, in some cases, the identification of possible extra pupil funding. For example, in the last year we helped Central Bedfordshire academies obtain accurate funding by identifying over 200 pupils eligible for Free School Meals who were inaccurately recorded.

The following items are checked:

- Main pupil details including Unique Pupil Numbers
- Exclusions
- Free school meal entitlement
- Funded hours
- Top up funding
- Early Years Pupil Premium
- Special Educational Needs

Please note: The LPT base their supplementary checks against the most current information available to the Council. Schools and academies still need to perform their own internal checks and will ultimately be responsible for the sign off and accuracy of data.

If the LPT identify any discrepancies with data, schools and academies are responsible for ensuring that they are reflected on the Collect Portal (along with any relevant return level notes). The Collect portal duplicate reports will also need to be checked and any queries resolved by academies.

### **2017/18 Financial Year cost**

|                                 | Number of schools | Annual census cost |         |
|---------------------------------|-------------------|--------------------|---------|
|                                 |                   | Maintained School  | Academy |
| Nursery/Lower                   | 78                | 90                 | 99      |
| Primary                         | 21                | 150                | 165     |
| Middle                          | 15                | 150                | 165     |
| Upper/Secondary                 | 13                | 210                | 231     |
| Special School                  | 4                 | 90                 | 99      |
| Academy of Central Bedfordshire | 1                 |                    | 165     |

# Services to Schools & Academies 2017/18

## Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher, (NQT), Induction Support

- Registration of NQT's and administration of induction paperwork.
- Review of all Assessment Forms as part of the quality assurance role of the Appropriate Body, and providing feedback to the school/academy as required.
- Correspondence with National College for Teaching and Leadership/DfE on induction related matters.
- One place per NQT at NQT training and an invitation to the NQT Conference, (places allocated on a first come, first served basis).
- One place per Induction Tutor on the training on how to be effective and meet the statutory requirements of the role.
- Central Bedfordshire Council's Essential Guide to Induction Handbook for each individual NQT and each Induction Tutor.
- NQTs will have access to a wide range of twilight enrichment opportunities offered across Central Bedfordshire by the Teaching Schools.
- Telephone and e-mail support for Induction Tutors and NQT's on induction related issues.
- Support and guidance for Induction Tutors of NQT's who are not performing satisfactorily against the Standards.
- Inclusion in the LA's monitoring of NQT provision to fulfil the statutory role for quality assurance; criteria for selection specified in the Induction Handbook, page 20, which is a summary of the Council's Intervention Strategy.

### What does it cost?

| <b>Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher Induction Support</b>   | <b>2017/18 Charge Maintained School (Excl. VAT) £</b> | <b>2017/18 Charge Academy/ Free School (Excl. VAT) £</b> |
|---|---|--|
| <b>Cost for each NQT per term</b>   | 101.00  | 141.00   |
| Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates.<br><br><b>NB:</b> Please note this is for the <b>Academic Year 2017-18</b> |   |  |

Schools and academies wishing to use Central Bedfordshire Council as their Appropriate Body for NQT induction support should contact: [nqtadministrator@centralbedfordshire.gov.uk](mailto:nqtadministrator@centralbedfordshire.gov.uk) for a Registration Form.

# Services to Schools & Academies 2017/18

## Property Support – Services

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 and will be determined by the level of services required.***

# Services to Schools & Academies 2017/18

## 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

1. Emergency 24-hour helpline.
2. Reactive repair and planned maintenance service.
3. Organisation of Statutory Maintenance Testing and Inspection Service including: Air Conditioning Maintenance, (including F Gas Inspection). Energy reporting remains the responsibility of the school. Management of asbestos in relation to the remedial works to building fabric and M&E Services – where Central Bedfordshire Council, (CBC), are managing the work. Gas/Oil Heating System Servicing. Periodic Electrical Fixed Wiring Testing . Emergency Lighting Discharge Testing. Extract fan/canopy & duct cleaning. Fire Alarm Panel Maintenance and Detector Testing. Fire Fighting Equipment Testing (extinguishers and blankets) Fume cupboard and dust extraction testing gas installation integrity check. Oil line and oil tank/bund integrity inspection Portable electrical equipment testing and inspection. Water temperature monitoring where requested.
4. Organisation of other planned preventative Maintenance, including: Alarms Maintenance, (access, burglar, Alarms and CCTV). Automatic doors. Electrical UPS, (uninterrupted power supply), Maintenance. Generator Servicing. Lift Maintenance. Lightning protection and inspection.
5. Site Agent Training: Advice and regular training sessions with CBC Surveyors/Engineers or specialist Contractors as appropriate. Telephone access to advice
6. A twice termly visit from an allocated assets Colleague.

### OPTIONAL SERVICES

1. Annual Audit of premises risk management.
2. Project Design and Estates Service.
3. Asset Management Plan Advice.
4. Carbon reduction management advice, including organising a carbon survey and Advice and assistance on procuring energy solutions.
5. Energy Management.
6. Arranging Display Energy Certificates, (DEC).
7. Procurement Advice.
8. Advice on how to make your building 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 2017/18

## What does it cost?

| <b>Property Support</b>  | <b>2017/18 Charge School<br/>£</b>   | <b>2017/18 Charge Academy<br/>£</b>  |
|--|--|--|
| <p><b>Core Service</b><br/>Organise and oversee Planned Preventative Maintenance; twice termly visits; 24 hour helpline; reactive maintenance: FIXED FEE per annum.</p> <p>Lower/Primary</p> <p>Middle</p> <p>Upper/Secondary</p> <p><b>NB:</b> Core services lump sum includes the organisation of the PPM, but not contractor's charges for carrying out the service/works.</p> <p><b>Design Service</b><br/>Time charge or % fee based on value of project. Specialist advice, e.g., structural may incur an additional fee.</p> <p>Projects up to £5,000</p> <p>Projects £5,001 - £10,000</p> <p>Projects £10,001 - £30,000</p> <p>Projects £30,001 - £75,000</p> <p>Projects £75,001 plus</p> <p><b>Optional Services</b><br/>Lump Sums or hourly rates as appropriate</p> <p><b>Project Management</b><br/>Hourly Rate</p> <p><b>General and Technical Advice</b><br/>Hourly Rate</p> <p>Assistant surveyor/engineer</p> <p>Senior Surveyor/Engineer</p> <p>Managing surveyor/engineer</p> | <p>560.00</p> <p>1,110.00</p> <p>2,220.00</p> <p>By negotiation</p> <p>12.50%</p> <p>11%</p> <p>10%</p> <p>9%</p> <p>41.50</p> <p>51.50</p> <p>62.00</p> | <p>615.00</p> <p>1,220.00</p> <p>2,445.00</p> <p>By negotiation</p> <p>12.50%</p> <p>11%</p> <p>10%</p> <p>9%</p> <p>45.50</p> <p>56.50</p> <p>68.00</p> |

Contacts: E-mail: [marion.collinson@centralbedfordshire.gov.uk](mailto:marion.collinson@centralbedfordshire.gov.uk)  
[Bernard.carter@centralbedfordshire.gov.uk](mailto:Bernard.carter@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## Appendix A - Order Forms

### A1 - Application for Schools Insurance

**Please note Insurance Premium Tax has increased from 9.5% to 10% from October 2016. The rates below include that increase for 2017/18.**

#### School details

Name of School: .....

Contact Name: ..... Telephone Number: .....

Number of Pupils: ..... Number of Governors: .....

Number of Teaching Staff: ..... Number of other Staff: .....

If you have a pre-school on the same site – please complete the pupil numbers separately.

#### Safe Information:

Make/Model: .....

Serial Number: .....

Dimensions: .....

Value (if known): .....

Key or Combination Lock: .....

#### 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: £1,000 per claim.

##### 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 - £25m
- Employer liability - £25m
- Libel & slander - £ 2m
- Officials indemnity - £ 2m

# Services to Schools & Academies 2017/18

## 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 £2,000.

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 £10m 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:

- A lump sum per sector

| School Type     | 2017/18<br>£ |
|-----------------|--------------|
| Nursery         | 3,460        |
| Lower/Primary   | 3,460        |
| Middle          | 3,770        |
| Upper/Secondary | 4,085        |
| Special         | 3,770        |

- An amount allocated per pupil

| School Type     | 2017/18<br>£ |
|-----------------|--------------|
| Nursery         | £16.11       |
| Lower/Primary   | £17.08       |
| Middle          | £19.63       |
| Upper/Secondary | £24.98       |
| Special         | £22.51       |

## 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.

# Services to Schools & Academies 2017/18

| School Type           | Teachers<br>2017/18<br>£ | Pupils<br>2017/18<br>£ |
|-----------------------|--------------------------|------------------------|
| Nursery/Lower/Primary | 0.84                     | 1.04                   |
| Middle/Special        | 1.09                     | 1.25                   |
| Upper/Secondary       | 1.32                     | 1.50                   |

## Public Liability- Parent/Teacher Association

The Council is unable to provide this insurance from 1 April 2017. It is recommended that any PTA should refer to PTA UK organisation where appropriate insurance is available at a competitive cost.

## Legal Expense Insurance and advice 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, (see page 28 for contact details).

The charges for 2017/18 will be:

| School type     | Advice helpline<br>£ | Insurance premium per pupil<br>£ |
|-----------------|----------------------|----------------------------------|
| Nursery         | 143.00               | 0.89                             |
| Lower/Primary   | 200.00               | 0.89                             |
| Middle/Special  | 303.00               | 0.89                             |
| Upper/Secondary | 422.00               | 0.89                             |

## 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 1<sup>st</sup> 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 @ 10%**

e.g., £100 x 15% = £15.00 + 10% IPT = £16.50

## Please complete the following details if cover is required:

Total private hire income for the year ending 31 March 2017 .....

Estimated private hire income for the year ending 31 March 2018 .....

# Services to Schools & Academies 2017/18

## Motor Insurance

The annual premium for each school-owned minibus will be £732.00.

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                      |  |
| Legal Expenses Insurance (includes Helpline) |  |
| Hire of Premises                             |  |
| Motor Insurance                              |  |

Name: .....

Position: .....

Signature: ..... Date: .....

***Please return completed forms to:***

**The Insurance Team,  
Central Bedfordshire Council,  
Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ**

If you have any queries please contact the Insurance Team:

Telephone Number: 0300 300 6200

E-mail: [insurance@centralbedfordshire.gov.uk](mailto:insurance@centralbedfordshire.gov.uk)

Fax Number: 0300 300 8215

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School:.....

Telephone Number: .....

| Service                                   | Purchase Requested<br>Yes/No |
|---|------------------------------|
| Determining Free School Meals Eligibility |                              |

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

***Please return this completed Form to:***

Central Bedfordshire Council,  
Watling House,  
High Street North, Dunstable,  
Bedfordshire, LU6 1LF.

E-mail: [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                  | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|--------------------------|---|
| Schools Network Services |   |

*(If you are already taking our service, you do not need to reply.)*

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

***Please return this completed Form to:***

ICT Admin Team,  
Central Bedfordshire Council,  
Priory House, Monks Walk,  
Chicksands, Shefford,  
Bedfordshire, SG17 5TQ.

E-Mail: [ictadmin@centralbedfordshire.gov.uk](mailto:ictadmin@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service           | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|-------------------|---|
| Property Services |   |

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

***Please return this completed Form to:***

Ms. Marion Collinson – FM Operations Manager

Mr. Bernard Carter – Head of Facilities Management & Maintenance

Community Services Directorate,  
Central Bedfordshire Council,  
Priory House, Monks Walk,  
Chicksands, Shefford,  
Bedfordshire, SG17 5TQ.

E-mail: [marion.collinson@centralbedfordshire.gov.uk](mailto:marion.collinson@centralbedfordshire.gov.uk)

[Bernard.carter@centralbedfordshire.gov.uk](mailto:Bernard.carter@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service  | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|--|---|
| Educational Psychology and Advisory Support Team |   |

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

***Please return this completed Form to:***

SEND Support Team,  
Central Bedfordshire Council,  
Watling House,  
High Street North, Dunstable,  
Bedfordshire, LU6 1LF.

E-mail: [STATASS@centralbedfordshire.gov.uk](mailto:STATASS@centralbedfordshire.gov.uk)

Telephone Number: 0300 300 4768

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                           | Purchase Requested<br>Yes/No |
|-----------------------------------|------------------------------|
| Governor Services: Subscription A |                              |
| Governor Services: Subscription B |                              |

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

***Please return this completed Form to:***

Joanna Brown - Commissioning and Partnerships Officer

Children's Services/School Improvement,  
Central Bedfordshire Council,  
Watling House,  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF.

E-mail: [gov.training@centralbedfordshire.gov.uk](mailto:gov.training@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service         | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|-----------------|---|
| Inspiring Music |   |

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

***Please return this completed Form to:***

E-mail: [inspiring.music@centralbedfordshire.gov.uk](mailto:inspiring.music@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                         | Purchase Requested<br>Yes/No |
|---------------------------------|------------------------------|
| Income Services – Receipt Books |                              |

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

**Please return this completed Form to:**

The Transaction Team Income,  
Central Bedfordshire Council,  
Ground Central,  
Priory House, Monks Walk,  
Chicksands, Shefford,  
Bedfordshire, SG17 5TQ.

E-mail: [Income@centralbedfordshire.gov.uk](mailto:Income@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                         | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|---------------------------------|---|
| Educational Visits and Journeys |   |

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

**Please return this completed Form to:**

Pete Hardy - Compliance and Risk Adviser,  
Central Bedfordshire Council,  
Watling House ( DB2R),  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF.

Please note that CBC maintained schools **do not** need to complete this form as they automatically receive this service.

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|------------------------|---|
| Admissions and Appeals |   |

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

***Please return this completed Form to:***

Lydia Braisher, Admissions Manager,  
School Admissions Team,  
Central Bedfordshire Council,  
Watling House,  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF.

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service                                  | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|--|---|
| 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 return this completed Form to:***

Learning Performance Team  
Children's Services,  
Central Bedfordshire Council,  
Watling House,  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF

E-Mail: [Danyel.Islam@centralbedfordshire.gov.uk](mailto:Danyel.Islam@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

| Service       | Purchase Requested<br>Yes/No<br>(If yes, please state the service required) |
|---------------|---|
| Census Checks |   |

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

***Please return this completed Form to:***

Learning Performance Team  
Children's Services,  
Central Bedfordshire Council,  
Watling House,  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF

E-Mail: [Danyel.Islam@centralbedfordshire.gov.uk](mailto:Danyel.Islam@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## 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 27<sup>th</sup> February 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 and Early Years Financial 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.

### Youth Support Service: Special Needs Support

The Council funds Special Needs Personal Advisers to support young people with Statements of Educational Needs, Education, Health and Care Plans and Learning Difficulty Assessments within schools and colleges and will complete Preparing for Adulthood Plans for this cohort. From 2017/18 this minimum statutory service will be maintained.

*Contact for Special Needs Support:*

Angela Perry: Telephone Number: 0300 300 4484

E-mail: [angela.perry@centralbedfordshire.gov.uk](mailto:angela.perry@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## Youth Support Service: Youth Workers in Schools

The Council have commissioned Groundwork to deliver youth work provision. This consists of a range of informal learning opportunities and provision in local communities and schools that will develop the social and emotional capabilities of young people.

*Contact for Groundwork:*

Diana Hedley: Telephone Number: 07736132295  
E-mail: [Diana.Hedley@groundwork.org.uk](mailto:Diana.Hedley@groundwork.org.uk)

## Youth Support Service: Volunteering

The Council have commissioned CVS to provide volunteering opportunities for young people with a view to supporting their access to education, employment and training.

*Contact for CVS:*

Adam Payn: Telephone Number: 01234 213 100  
Email: [adam@youthactioncentral.org](mailto:adam@youthactioncentral.org)

## 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 Special Educational Needs and Disability, (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).

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

## 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.

# Services to Schools & Academies 2017/18

## 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:

Ken Ward

Telephone Number: 01525 863910

## 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:

Sarah Wright, Commissioned Services Manager

Telephone Number: 01525 863910

## 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:

Cliona Devereux

Telephone Number: 01525 863910 or

E-Mail: [medicalneeds@harlington.org](mailto:medicalneeds@harlington.org)

## Payment Services

The Financial Systems 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:

Financial Systems Team

Telephone Number: 0300 300 4631

E-mail: [masterdatateam@centralbedfordshire.gov.uk](mailto:masterdatateam@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2017/18

## School Admissions & Appeals

The School Admissions Team has a statutory duty to co-ordinate admissions for all academies and schools in the local authority area for their point of entry intake which is part of the annual admission rounds, (e.g., children starting school or transferring to the next phase of education at a Middle, Secondary or Upper school). As the Council is the Admissions Authority for Community and Voluntary Controlled schools, the Council is also responsible for processing applications with regards to assessing which criteria the applicant meets.

If a Community or Voluntary Controlled school is oversubscribed the Council as the Admitting Authority will prepare and present the school admissions appeal case if an appeal is lodged by the parent/carer. Academies and own admission authority schools can buy back the point of entry service for the School Admissions Team to assess applications received for their new intake into their point of entry and buy back the admission appeal services for a senior member of the team to prepare and present the academy or school's case at appeal.

The team also processes in-year applications for community and voluntary controlled schools and offers this as a free of charge service to academies and own admission authority schools who wish to opt in to this service.

## 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.

## 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 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

# Services to Schools & Academies 2017/18

## Health and Safety

The Corporate Health, Safety and Wellbeing Team provides statutory Health and Safety advisory services for community and voluntary controlled schools, to support them with fulfilment of their legal duties. This includes:

- Access to policies and procedures via the schools portal.
- Access to AssessNET online, accident/incident reporting system, which community and voluntary controlled schools are required to use.
- General advice on health and safety matters.
- Assistance with investigation and reporting of serious incidents.
- Monitoring/compliance audits in line with risk-based schedule.

For support enquiries, please contact the Health, Safety and Wellbeing Team

Email: [healthsafetyandwellbeing@centralbedfordshire.gov.uk](mailto:healthsafetyandwellbeing@centralbedfordshire.gov.uk)

Telephone Number: 0300 300 6793.

## Contact us...

Për Informacion

المعلومات

Per Informazione

معلومات کے لئی

Za Informacije

তথ্যের জন্য

ਜਾਣਕਾਰੀ ਲਈ

Za Informacija

برای اطلاع

by Telephone:

0300 300 8304

by E-mail:

[customer.services@centralbedfordshire.gov.uk](mailto:customer.services@centralbedfordshire.gov.uk)

on the Web:

[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Write to

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