



## **Services to Schools & Academies 2019/20**

# 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 2019/20

## LTA / Maternity Pool – (New contract period 2017 to 2020).

### **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, (2017 – 2020). 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](mailto: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 2019/20 is estimated to be £30.00 per pupil plus an administration fee of 3.2%. The actual cost for 2019/20 will be set by the LTA Forum and will be advised to schools when agreed, (expected February 2019).

## 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)

### **2019/20**

Insurance charges to schools are being reviewed and the outcome will depend on the result of the insurance re-tendering exercise currently underway. The decision of re-tendering will be communicated to all CBC's maintained schools in due course.

## 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 2019/20

The following termly charges for lessons will apply from 1<sup>st</sup> September 2019:

Effective	Sep-19	Academic Year 2019/20	
School Type	Type of Lesson	Lesson Cost Direct Debit	Lesson Cost Other Payment Methods
Lower, Middle & Upper schools and community lessons (including Academy schools)	Group	£8.81	£9.10
	Individual 20 minutes	£13.22	£13.70
	Individual 30 minutes	£19.73	£20.49
	Individual 40 minutes	£26.25	£27.30
Non-Local Authority schools	Group	£9.39	£9.68
	Individual 20 minute	£14.56	£15.13
	Individual 30 minute	£21.84	£22.70
Music Centres	Full membership (Adult)	**£8.53 (£12.35)	**£8.74 (£12.58)
	Part membership – 2 sessions (Adult)	**£5.69 (£8.22)	**£5.90 (£8.38)
South Beds Sinfonia	Membership	£3.79	£3.90

\*Group lessons are only available when a student can be partnered with another student of similar standard.

\*\* Subsidised price for Leighton Linlade Music Centre Adult membership with thanks to Leighton Linlade Town Council grant

## Curriculum Enrichment for Schools

Instrumental and Whole Class		
Whole Class Instrumental Tuition	Various Instruments Available Subsidised	£1,047.42
Six Week Music Projects (for all Key Stages)	Early Years, SEND and Composition Digital Music	£365.58
Weekly Ensemble for various ensembles	20 minutes	£473.00
	30 minutes	£709.50
	40 minutes	£946.00
	60 minutes	£1,419.00
Bespoke Workshops	Whole Day	£286.72
	Half Day	£143.36
Developing a Singing School		
Winter Wonderland (1 Term) Sing Out Play Out! (including 1 term instrumental)	Key Stage 1	£375.00
	Key Stage 2	£614.40
Sing on! (1 Term)	Key Stage 2 (Subsidised)	£375.00
	Key Stage 3 Subsidised	£375.00
Vocal CPD – 6-week project	For Teachers	£365.58
SEND Projects:		
Soundsmiths	3 terms, suited to PMLD students	£1,047.42

# Services to Schools & Academies 2019/20

<b>Musical Communities</b> (Suited to all groups of Students)	3 term projects 6-week digital project Subsidised	£1,047.42 £365.58
<b>CPD, Support and Resource:</b>		
<b>Teach together</b>	Support and reflection, per term	£365.58 (6 weeks) £670 per term
<b>CPD Day</b>	Targeted activity	Priced per event
<b>Network Meetings</b>	By school phase	No charge
<b>Strategic Planning Meetings</b>	By school phase	No charge
<b>Charanga Music School</b>	Annual licence Subsidised	*£95 *£115 *£135
<b>Sing Up! (including 1 CPD event)</b>	Annual Membership:	
	Lower/Primary/Middle Schools with 1-99 pupils on roll	£30
	Lower/Primary/Middle Schools with 100-249 pupils on roll	£44
	Lower/Primary/Middle Schools with 250+ pupils on roll	£56
	Small Secondary/Upper schools	£30
<b>Focus on Sound (Key Stage 4/5)</b>	Annual Licence Subsidised	*£110.00

\*Prices correct at the time of publishing

## Schools Network Services

Following review, the IT Services delivered to schools in the School Network Service have ceased. Schools were informed of the cease at the start of this year and the IT Services have been in regular communication with all schools to provide support and advice throughout this change. AnyComms Plus and Xporter will continue to be traded separately by Children's Services (see in detail below). These systems are the Council's preferred system to securely transfer/extract data between schools and the Local Authority.

## AnyComms Plus/Xporter

Anycomms Plus and Xporter are Central Bedfordshire Council's preferred system to securely transfer/extract data between schools and the Local Authority.

- Anycomms Plus, (Secure Data Transfer): web-based secure file transfer system used by schools and teams across the council e.g. Social Services, Finance and HR. This enables schools to receive and respond in a timely and secure manner.
- Xporter, (Automatic extract of data from schools' management information system to Central Bedfordshire Council): This enables teams such as Admissions and Free School Meals to access current information when determining places and eligibility checks.

The Learning Performance Team will send out invoices (**£200 to cover annual licenses**) by March 2019, as per previous arrangements. For more information or any queries please contact:

Learning Performance Team  
Telephone Number: 0300 300 4542  
Email: [danyel.islam@centralbedfordshire.gov.uk](mailto:danyel.islam@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2019/20

## SEND Services

### Educational Psychology Team

Educational Psychology Team provide a core statutory service at no additional cost for children and young people:

- with ongoing complex and severe needs, who are highly likely to meet our guidance for an Education, Health and Care (EHC) Needs Assessment
- who are in the process of undergoing an EHC Needs Assessment
- with existing Statements of SEN or EHC Plans, where there is continued concern, or a significant change in their needs 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: (Please see additional information on accessing the Educational Psychology Service and working with your Educational Psychologist in the following link <http://www.centralbedfordshire.gov.uk/schools-portal/educational-psychology/overview.aspx>)

- 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>Educational Psychology, Special Educational and Disability</b>	<b>2019/20 Charge School £</b>	<b>2019/20 Charge Academy £</b>
Educational Psychologist daily rate	565.25	619.52
Educational Psychologist hourly rate	94.20	103.42
Individual Pupil Assessment	282.25	310.27
Advisory Teacher daily training rate	565.25	619.52
Advisory Teacher hourly training rate	94.20	103.42

For more information or any queries regarding the Educational Psychology Team

Telephone Number: 0300 300 74779 or 0300 300 6400

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

For further information on the SEND Service please look on the SEND Local Offer [www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx](http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx)

## SEND Team

The SEND Team fulfil the statutory duties for the Education Health and Care (EHC) Needs Assessment. They provide support and advise to education settings as to how to request an EHC Needs Assessment, work with the education setting to co-produce an EHC Plan. The team are responsible for securing education placement for pupils with EHC Plans.

# Services to Schools & Academies 2019/20

The SEND Team will provide training with regards to EHC Needs Assessment, Annual Review Process, SEND Tribunals. The SEND Team will provide this training via the SENCO liaison groups or happy to discuss with schools join training.

For more information or any queries regarding the SEND Team

Telephone Number: 0300 300 8356

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

For further information on the SEND Service please look on the SEND Local Offer [www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx](http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx)

## School Improvement Partner

School improvement partners [SIPs] evaluate schools' self-evaluation form [SEF] and provide professional challenge and support to schools. The SIP works within a local context but also a national framework. In summary their role is to;

- Act as a critical professional friend to the school, helping leadership teams to evaluate school performance, identify priorities for improvement and plan effective change
- Contribute to whole school improvement;
- Provide information to governing bodies on their school's performance and development;
- Help build capacity to improve learners' achievement and well-being and to realise other key outcomes for them;
- Provide challenge and support to the senior leadership team; and
- Work with a range of partners to deliver challenge and support for schools and settings

Maintained schools are required to have an external adviser to facilitate the meeting for the headteacher's appraisal process. This role is usually carried out by a SIP, i.e. someone who is independent from the school and ensure pupils benefit from what the school has to offer. The school improvement team recommends that each school has a SIP to retain an objective view of the school and triangulate the views of senior leaders, including governors.

The basic package is for a three-day SIP programme which includes a visit each term, headteacher appraisal and all aspects of the Ofsted schedule are covered across the academic year.

### **Autumn term**

A review of school data for each key stage; confirmation of whole school priorities and headteacher appraisal. Plus, a review of the school's curriculum regarding intent, implementation and impact on learning.

### **Spring term**

A review of the school's self-evaluation in terms of the quality of teaching, learning and assessment; the monitoring processes to support the headteacher's judgement including impact on marking and feedback and the moderation of pupils' work. An analysis for the pupil performance targets with a focus on groups of learners plus a review of the impact of the primary sports premium action plan.

### **Summer term**

A review of attainment and progress based on teacher assessments including progress towards progress towards pupil targets particularly for the disadvantaged and the most able. A review of the school's progress towards whole school priorities and its subsequent impact on pupil outcomes i.e. leadership and management. Identification of provisional whole school priorities for the following academic year.

# Services to Schools & Academies 2019/20

## What does it cost?

Cost for each SIP visit per term = **£450 + £135 [30% on costs] = £585 excluding VAT** for both maintained and academies

For further information please contact:

School improvement team

Telephone number: 0300 300 6828

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

## 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 – lower and primary phase specific courses
- Governors' Visits
- Support and challenge; developing your role
- Keeping children safe in education – the role of governors
- Special Educational Needs, (SEN)/vulnerable learners
- Improving attendance and reducing persistent absence – a whole school approach
- Exclusions – the governors' role
- Appraisal of the Head Teacher's Performance
- Finance for maintained schools
- Promoting British Values through Spiritual, Moral, Social and Cultural, (SMSC) development.
- Pupil Premium and other funding
- Recruiting and appointing a new school leader

The subscription will also include access to:

- E-learning opportunities through the National Governance Association's Learning Link.

### Subscription B:

Offers access to e-learning opportunities through the National Governance Association's Learning Link.

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 6598

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

## What does it cost?



# Services to Schools & Academies 2019/20

<b>Governor Services</b>	<b>2019/20 Charge Maintained School £</b>	<b>2019/20 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	398.00	438.00
Schools/academies with 51 to 200 pupils	514.00	566.00
Schools/academies with 201 to 500 pupils	645.00	710.00
Schools/academies with 501 to 1200 pupils	772.00	850.00
Schools/academies with 1201+ pupils	903.00	993.00
<b><u>Subscription B:</u></b>		
Per governing body	83.00	92.00
Ad hoc face to face courses		
Per 2-hour session	110.50	121.00
Per half day session	167.00	182.00
Per whole day course	332.00	364.00
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 2019-20.		
Subscription for others, e.g. maintained schools, academies and free schools outside of Central Bedfordshire and independent schools, (Subscription B is not available).	1,285.00	

## 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>2019/20 Charge £</b>
Per determination per year	10.00

# Services to Schools & Academies 2019/20

## Children's Workforce Development

The Academy (formally known as The Academy of Social Work and Early Intervention), provide a range of learning opportunities available across the children's workforce sectors. The Academy is renowned for its high quality delivery programmes, including qualifications for those working in schools.

### **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.

Early Help Standards – Endorsed Pathway

L1 and L3 Forest Schools

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 Business Administration

L2 and L3 Early Years Educator

L4 Award in Work with Parents

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

### **Apprenticeships**

We offer a wide variety of apprenticeships, and are fully ready to support you with your apprenticeship levy – contact us to receive our apprenticeship document which outlines how we support you on the process from start to finish, 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.

- Early Years
- Teaching Assistant
- Adult Care
- Residential
- Business Administration
- Customer Service
- Operational Delivery
- Leadership and Management (CMI) coming soon

# Services to Schools & Academies 2019/20

## Advertising of School Vacancies

From April 2019 the costs of processing schools vacancies are listed below:

	£
Schools in Central Bedfordshire	30.00 per advert
Academies in Central Bedfordshire	40.00 per advert
All Schools and Academies outside of Central Bedfordshire	50.00 per advert

## Advertising of School Vacancies

### Contact Details:



0300 300 8131



[academy@centralbedfordshire.gov.uk](mailto:academy@centralbedfordshire.gov.uk)



[www.theacademy-inspiringfutures.co.uk](http://www.theacademy-inspiringfutures.co.uk)



[@academyinspiringfutures](https://www.facebook.com/academyinspiringfutures)

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

## Education Visits and Journeys (EVJ) – Continuing Service

Central Bedfordshire Council provides, at no additional cost, the following package of services to Maintained 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.

### Training Courses

The following courses are run at least twice per year:

#### **New EVC (Educational Visits Co-ordinator) Training – full day**

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. A buffet lunch will be provided.

#### **Visit Leader Training – full 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 field work exercise.

# Services to Schools & Academies 2019/20

## **EVC Revalidation**

Existing EVCs are expected to revalidate their training every three years. This course focuses on the role of the EVC and the monitoring and training of other staff within their own environment.

## **EVOLVE familiarisation**

Suitable for all users new to EVOLVE, this two-hour course would be particularly useful for staff having the EVC Admin Support role.

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

Continues ....

# Services to Schools & Academies 2019/20

## What does it cost?

Charges to Schools are VAT exempt, for Academies VAT will be added when the invoice is raised.

<i>Educational Visits and Journeys (EVJ)</i>	<b>2019/20 Charge School £</b>	<b>2019/20 Charge Academy (Exl VAT) £</b>
<b>Bought Back Services</b>		
Academies are able to buy back the EVJ support package at the following rates, based on number on roll in January 2019		
<b>Lower/Primary Schools</b>		
0 - 100		142.00
100 - 200		226.00
200 - 300	N/A	311.00
300+		395.00
<b>Middle Schools</b>		
0 - 200		311.00
200 - 400	N/A	451.00
400 - 750		621.00
750+		789.00
<b>Upper/Secondary Schools</b>		
0 - 750		621.00
750 - 1000	N/A	848.00
1000 - 1400		904.00
1400+		1,073.00
<b>New EVC (Educational Visits Coordinator) Training - Full Day</b>		
Maintained Schools/Academies buying back the EVJ support package	100.00	100.00
Academies that have not bought back the EVJ support package	N/A	170.00
<b>Visit Leader Training – Full Day</b>		
Maintained Schools and Academies buying back the EVJ support package	90.00	90.00
Academies that have not bought back the EVJ support package	N/A	160.00
<b>EVC Revalidation – Half Day</b>		
Maintained Schools and Academies buying the EVJ support package	45.00	45.00
Academies that have not bought back the EVJ support package	N/A	75.00
<b>EVOLVE familiarisation – Two hour</b>		
Maintained Schools and Academies buying the EVJ support package	30.00	N/A
<b>In-House Training for Educational Visits: Per Hour</b>		
If a school requires bespoke training delivered on school site this is chargeable at an hourly rate to include travel and preparation.	36.00	36.00

# Services to Schools & Academies 2019/20

## School Admissions Service

**Point of entry admissions service to process the new intake applications received for September 2020:**

- Starting School
- Transfer to Middle
- Transfer to Secondary
- Transfer to Upper

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 are responsible for ensuring places are allocated in accordance with their determined oversubscription criteria, by ranking all applications through assigning the correct criterion. The School Admissions Team offer this as a buy back service for all point of entry admission applications received for the 2020 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 oversubscription admission criterion, the application meets and checking which catchment area the address is in.
- Carrying out sibling checks using information held on the Synergy database.
- Carrying out feeder school checks using information held on the Synergy 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), chasing for any incomplete forms 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 school's oversubscription 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.

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

# Services to Schools & Academies 2019/20

Service Description	2019/20 Charge £
<b>School Admissions Team:</b>	
<b>Point of Entry Admissions (September 2020 intake) – charge based on Published Admissions Number for school/academy</b>	
PAN of 30 and under	260.00
PAN of 60 and under	521.00
PAN of 90 and under	782.00
PAN of 120 and under	1,043.00
PAN of 180 and under	1,564.00
PAN of 240 and under	2,085.00
PAN of 300 and under	2,605.00
PAN of 360 and under	3,126.00
PAN of 420 and under	3,300.00

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

For further information about this service, please contact:  
Jessica Mortimer-Wabel, 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, 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.
- 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.

# Services to Schools & Academies 2019/20

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	2019/20 Charge £
<b>School Admissions Team: Preparation and presentation of admission appeals (appeals heard between April 2019 to March 2020)</b>	
Per appeal	271.00
Second or subsequent appeal	189.00
<p>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 £189.00.</p> <p>There is no charge if an appeal is withdrawn or settled prior to the case being written. If an appeal is withdrawn or settled after the case has been written and sent to the panel and appellants, then a reduced charge of £135.50 will be charged (£94.50 if a second or subsequent appeal).</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-Wabel, Admissions Manager  
 Telephone Number: 0300 300 4769

## Academisation

A charge to convert schools into academies to cover the council's costs of managing academy conversions. The current market average rate of £5,120 is being set by other local authorities, requiring the same range of work and time per academy conversion.

Service Description	2019/20 Charge £
<b>Managing academy conversions</b>	
Per conversion	5,120

For further information about this service, please contact:  
 Gemma Cooper, School Organisation, Admissions and Capital Planning  
 Email: [school.organisation@centralbedfordshire.gov.uk](mailto:school.organisation@centralbedfordshire.gov.uk)



# Services to Schools & Academies 2019/20

## Administration of Education Appeals

Our team arranges for the appointment and training of clerks and independent panel members and manages all administrative aspects of the appeal process in line with statutory requirements on your behalf. Appeals are arranged, and decisions provided within the statutory deadlines required in the School Admissions Code and the statutory guidance provided in relation to Exclusions. The Council offers a complete end to end process for delivering appeals including providing online application forms, preparing documentation, liaising with parents and the Academy and seeking legal advice whenever necessary. We can also provide statistics on appeals for inclusion in your prospectus when requested. The benefits of using our services include: -

- You will receive support from officers specifically trained in the running and organisation of education appeals law and practice, with experience of managing significant numbers of appeals
- Access to tailored training packages
- Online appeal application forms for parents and officers who will act as the main point of contact for appellants including all correspondence and advice on the process
- Access to a pool of experienced and genuinely independent appeal panel members who have received all statutory training
- Provision of neutral venues
- Providing responses to any enquiries and investigations by the Local Government Ombudsman and the Education and Skills Funding Agency (ESFA)
- Access to translation services and a pool of fully qualified SEN experts.

Please contact the Educational Appeals Team to request the fees and charges for the administration of Education Appeals

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

## Fischer Family Trust (Aspire Online Subscription Renewal)

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 pricing structure for 2019/20. The outcome of the consultation will not be known until January 2019. The Council is therefore not able to include any proposed costs for 2019/20 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

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

# Services to Schools & Academies 2019/20

## 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.

### **What does it cost?**

**(These will be introduced at the start of the school year 2019/20 (September 2019)).**

<b>Access and Inclusion Services for Academies, (no charge for maintained schools)</b>	<b>2019/20 Charge £</b>
<b>School Attendance Officer Service</b>	
Per hour	32.00
6 hours per school year	192.00
12 hours per school year	384.00
18 hours per school year	576.00
24 hours per school year	768.00
30 hours per school year	960.00
36 hours per school year	1152.00
42 hours per school year	1,344.00
1 day a fortnight (19 days)	4,560.00
(7.5 hours @ £32 an hour x 19)	
1 day a week (38 days) per school year	9,120.00
(7.5 hours @ £27 an hour x 38)	
<b>Inclusion Support Officer Support and Guidance</b> Advice on all aspects of the exclusion process-fixed period and permanent, attending professionals' meetings and reintegration meetings, supporting the headteacher, governors and parents during a permanent exclusion, advice and guidance on policy development.	
<b>Annual Fee</b>	
Upper/Secondary Schools	1,132.00
Middle Schools	680.00
Primary Schools	453.00
Lower Schools	226.00
Hourly Rate	61.50
<b>Head of Service/Team Leader Access &amp; Inclusion</b> Full school reviews on behaviour and/or attendance linked to the Ofsted Framework. The review includes (three days):	450.00
•Off-site review of policies and data	
•On site meetings with governors, staff and pupils	
•Written report with suggested actions	
•Review meeting within 12 months	

# Services to Schools & Academies 2019/20

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

For invoice enquiries:

Telephone Number: 0300 300 6826

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

For all other enquiries 0300 3004795

[Jackie.edwards@centralbedfordshire.gov.uk](mailto:Jackie.edwards@centralbedfordshire.gov.uk)

## Safeguarding

The Safeguarding officer ensures the Local Authority/schools are meeting their statutory duty in relation to the completion of Section 175/157 of the Education Act 2002. This is achieved through the completion of a self-audit which identifies any areas that schools may need additional support with. The service offers schools the opportunity to access a safeguarding audit which satisfies the requirement of the section 175/157 and gives a triangulated view of the culture of safeguarding in the school.

The safeguarding audit is completed by the safeguarding officer with assistance from the Head teacher, Designated safeguarding lead and safeguarding governor. The audit focuses on all aspects of safeguarding in the school such as policies, on and off-site safety, child protection records, Single Central Record and staff training. During the audit advice will be given on areas that need improvement and recommendations on how to achieve best practice. As part of the audit the safeguarding officer meets with children and staff in order to gauge how embedded the safeguarding culture is within school.

### Safeguarding audit **£350**

The service offers safeguarding training to schools focusing on Keeping Children Safe in Education 2018. The training is approximately 1.5 hours and aims to give staff an understanding of their responsibilities in respect of safeguarding, a refresher of the school processes and procedures in relation to safeguarding, knowledge of Female Genital Mutilation (FGM), and 'real life' scenarios for staff to discuss and feedback on. The service also offers bespoke training packages for schools wishing to focus on more specialised issues or areas of concern.

### Safeguarding training **£160**

The Safeguarding Officer and Local Authority Designated Officer will be offering joint training focusing specifically on Whistleblowing and the referral process to the LADO. This training will aim to give staff the understanding of what whistleblowing is, why we whistle-blow and what the correct procedures are when whistleblowing. The training will give staff the confidence should they need to whistle-blow by using real scenarios as a discussion base and asking them to explore what they would do given the situation. At the end of the training staff will know the situations in which they might whistle-blow, the correct procedure and people to talk to and the process of contacting the LADO.

### Whistleblowing training **£160**

Contact Victoria Blackmore

[Victoria.blackmore@centralbedfordshire.gov.uk](mailto:Victoria.blackmore@centralbedfordshire.gov.uk)

03003006199

## The Jigsaw Centre

The Jigsaw Team is a Central Bedfordshire Service (CBC) who provide a dual role to all schools. The in-reach service provides the LA's statutory 6<sup>th</sup> day provision for permanently excluded primary children. The outreach service offers LA's specialist advisory service for SEMH (Social, Emotional and Mental Health), in this capacity it offers early intervention and support for primary aged children (Year Reception to Year 6).

# Services to Schools & Academies 2019/20

As a CBC core service for the 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.)
- **Advice and Guidance** for those pupils who are at risk of exclusion with an Education Health Care Plan with Social Emotional Mental Health as their primary need.
- Day 6 provision (**statutory duty**) 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 and support vulnerable pupils.

## What does it cost? (Where pupils do not meet Jigsaw Criteria)

Jigsaw Extended Education Support Service	2019/20 Charge School (£)	2019/20 Charge Academy (£)
Jigsaw Advisory Staff daily rate	490.00	490.00
Jigsaw Advisory Staff hourly rate	82.00	82.00
Individual Pupil Assessment	270.00	270.00

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

Jan Redding  
Jigsaw Team Leader  
0300 300 4659

Sue Salisbury  
Head of Outreach  
0300 300 4683

The Jigsaw Service  
c/o Academy Central Bedfordshire  
Block 4  
Kingsland Campus  
Parkside Drive  
Houghton Regis  
Bedfordshire  
LU5 5PX  
Telephone Number: 0300 300 5735  
Email: [jigsaw.centre@centralbedfordshire.gov.uk](mailto:jigsaw.centre@centralbedfordshire.gov.uk)

## Income Services – Receipt Books

Following review, the Receipts Books will no longer be provided to schools by CBC. Schools can obtain receipt books from their bank.

## 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, we helped Central Bedfordshire academies obtain accurate funding by identifying over 200 pupils eligible for Free School Meals who were inaccurately recorded.

# Services to Schools & Academies 2019/20

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.

2019/20 Financial Year cost	Number of schools	Annual census cost	
		Maintained School (£)	Academy (£)
Nursery/Lower	73	100.00	109.00
Primary	26	166.00	182.00
Middle	15	166.00	182.00
Upper/Secondary	13	232.00	255.00
Special School	4	100.00	109.00
Academy of Central Bedfordshire	1	n/a	182.00

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)

## Newly Qualified Teacher, (NQT), Induction Support

- Registration of NQTs 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 the Teaching Regulation Agency/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 NQTs on induction related issues.
- Support and guidance for Induction Tutors of NQTs who are not performing satisfactorily against the Standards.

# Services to Schools & Academies 2019/20

- 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 Improvement Strategy.

## What does it cost?

Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher Induction Support	2019/20 Charge Maintained School (Excl. VAT) £	2019/20 Charge Academy/ Free School (Excl. VAT) £
Cost for each NQT per term	84.00	121.00
Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates. NB: Please note this is for the <b>Academic Year</b> 2019-20		

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.

## Facilities Management (Property Services)

The Council's Assets Department offers a range of Facilities and Construction services that schools may be interested in purchasing on an annual basis or ad hoc as required. We aim to provide a hassle-free service, where you can benefit from our technical expertise and purchasing power. Our services are provided on a cost recovery basis and are delivered in accordance with our values: customer friendly, efficient and connected.

Below are a range of options for you to choose from.

### **Property related statutory compliance and reactive and emergency repairs service**

All schools need to have effective arrangements in place to manage the condition of their premises. Those responsible for maintaining school buildings should:

- Maintain school buildings so that they are safe, warm and weathertight and provide a suitable learning environment.
- Deal with emergencies promptly and effectively.
- Plan how they manage their premises and other assets.
- Manage and procure maintenance works effectively.

**Central Bedfordshire's Scheme for Financing Schools** sets out responsibility for Repairs and Maintenance, stating the principal objective is to ensure that buildings are well maintained and provide a safe and efficient work place for schools to operate.

The Council's Assets Service successfully manages compliance across a large portfolio of public and office buildings. Schools can commission the Council so that they can be confident that they are meeting all their statutory obligations relating to the school building.

### **Service description**

The Council will arrange all statutory compliance testing and inspections, review the recommendations and communicate them to the school. Up to date compliance information will be available to the school through a live compliance schedule.

The Council will provide access to competent property professionals through its 24/7 helpdesk service. If a school experiences a maintenance or repair issue they can ring the helpdesk and the Council will ensure swift resolution of the issue.

# Services to Schools & Academies 2019/20

The roles and responsibilities of the school and the Council in the delivery of this service are outlined below.

School	CBC
Fund the testing and inspections	<p>Commission statutory testing and inspections:</p> <ol style="list-style-type: none"> <li>1. PAT</li> <li>2. Fixed wiring inspections</li> <li>3. Emergency lighting</li> <li>4. Lifts and hoists</li> <li>5. Heating and cooling systems</li> <li>6. Legionella Risk Assessments</li> <li>7. Legionella monitoring</li> <li>8. Asbestos visual inspection (annual)</li> <li>9. Fire Risk Assessments</li> <li>10. Glazing Risk Assessments</li> <li>11. Working at height and fall protection systems</li> <li>12. Fire detection and alarm systems</li> <li>13. Fire door checks</li> <li>14. Firefighting equipment</li> <li>15. Access and security systems</li> <li>16. Lightening conductors</li> <li>17. Extract systems, including catering extract and fume cupboards</li> </ol> <p>Submit output of testing and inspections to the school.            Make recommendations following review of tests and inspections            Commission Display Energy Certificates            Provide school with live compliance schedule showing level of compliance.</p>
<p>Call the helpdesk number and provide the following information:</p> <ul style="list-style-type: none"> <li>• Building name</li> <li>• Location of issue</li> <li>• Response required</li> <li>• Urgency</li> <li>• Main contact (including out of hours)</li> </ul> <p>Instructing CBC to deliver the works required            Fund the works required</p>	<p>24/7 helpline service            Property professional will assess the issue and recommend solution, including cost            Source a competent contractor            Procure best value solution            Administer contract to deliver works</p>

## Service Cost

The cost of this service is a fixed fee. The fees for 2019/20 are outlined in the table below

School	Community and Voluntary Controlled Schools	Foundation, Voluntary Aided and Academy Schools
Lower/ Primary	£590.00	£648.00
Middle	£1,169.00	£1,285.00
Upper/ Secondary	£2,338.00	£2,576.00

Please note that works valued over £2,000 will incur an additional 10% management fee.

## Reactive and emergency repairs service

If a school would rather manage their own statutory compliance the option of accessing the 24/7 helpdesk service is still available.

## Service cost:

The cost of this service is a fixed fee. The fees for 2019/20 are outlined in the table below

# Services to Schools & Academies 2019/20

School	Community and Voluntary Controlled Schools	Foundation, Voluntary Aided and Academy Schools
Lower/ Primary	£358.00	£404.00
Middle	£922.00	£1,034.00
Upper/ Secondary	£2,058.00	£2,289.00

Please note that works valued over £2,000 will incur an additional 10% management fee.

## Property Improvement Projects

### *Service Description*

The Council delivers a wide range of building-based projects valued up to £40m through its Minor Projects and Capital Construction Services. These services are available to assist schools to make improvements to their buildings. The types of services that we offer in this area are:

- Project Management and Contract Administration
- Technical advice and due diligence
- Options analysis, feasibility and detailed design
- Specification development and procurement of contractors
- Planning and Building Control advice
- Energy efficiency advice
- Accessibility improvement advice

### **Service cost:**

All projects vary in scale and complexity. Consequently, the Council will provide a fee proposal for each individual project on request following a discussion with the school about its requirements, aspirations and budget.

Contacts: Gosia Mos 0300 300 6774 E-mail: [Assetshelp@centralbedfordshire.gov.uk](mailto:Assetshelp@centralbedfordshire.gov.uk)



# Services to Schools & Academies 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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. Lisa O'Connor – Technical Support Officer

Mr. Bernard Carter – Head of Facilities Management & Maintenance

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

Contact Gosia Mos: 0300 300 6774

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

# Services to Schools & Academies 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (If yes, please state the service required)
School Improvement Partner	

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:***

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

For further information please contact:  
School improvement team  
Telephone number: 0300 300 6828  
Email: [Sally.Dakin@centralbedfordshire.gov.uk](mailto:Sally.Dakin@centralbedfordshire.gov.uk)

# Services to Schools & Academies 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested 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 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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:***

Contact: Eve Jones, Data and Compliance Officer

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

Central Bedfordshire Council,  
Watling House  
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 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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:***

**Jessica Mortimer-Wabel, Admissions Manager School Admissions Team,**  
Central Bedfordshire Council,  
Watling House,  
High Street North,  
Dunstable,  
Bedfordshire, LU6 1LF.

# Services to Schools & Academies 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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 2019/20

## A2 – Other Traded Services Buyback Return

Name of School: .....

Telephone Number: .....

Service	Purchase Requested Yes/No (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 2019/20

## 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 2019/20

## 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.

## 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

# Services to Schools & Academies 2019/20

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)

## 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

# Services to Schools & Academies 2019/20

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

## 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.

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- 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

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Za Informacije

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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