



Nottinghamshire
County Council

Services for Schools and Education Providers

2016-17



Providing services you can depend on

Contents

Welcome	5
Why choose Nottinghamshire County Council	6
How to purchase our services	7

01 HR, Payroll and Health and Safety

HR Advice, Support and Training	10
Recruitment Service	16
Payroll Services	17
Staff Absence Insurance	20
Governor Learning and Development	22
Health and Safety	24
Occupational Health and Wellbeing	27

02 School Meals

School Meals	30
Catering for Primary, Secondary, Academies and Special Schools	31

03 Premises and Facilities

Grounds Maintenance and Landscape Services	36
Building Cleaning and Hygiene Services	38
Site Design and Improvements Service	40
Facilities Management Advisory and Support Services	42
Property Services - Estate Management, Design and Operations	45
Property Services - Statutory Compliance	48

04 ICT Services

SIMS Support Service	52
Virtual ICT Online Resource (VICTOR)	53
Premier Support Service	54
ICT Cloud Services	56
emCloud Broadband	57
School Website Service	58

05 Finance and Legal

School Finance	60
Legal Services	63
Internal Audit Services	66
Risk and Insurance	68
Procurement	70

06 Governor Support

Governing Body Advice and Information Service	74
Governing Body Clerking Service	76
Headteacher Appointment Service	78
Governor Learning and Development	22

07 Pupil Development

Education Library Service	82
Schools' Swimming Service	85
Instrumental and Music Teaching (IMT)	88
Arts Service	90
Schools and Families Specialist Services	92
Outdoor and Environmental Education Service	94

08 School Support

Education Appeals	100
– Admissions and Exclusions	
Data Collections	102
FFT Aspire Service	103
Performance Analysis	104
Planning for Emergencies	106
Education Improvement Service	108

09 Additional and Free School Services

Design and Print	112
Energy and Carbon Management	114
Recycle for Nottinghamshire	116
Education (SWAC)	
Transport Services	118
Road Safety Education and Training	120
Holme Pierrepont - The National	122
Water Sports Centre	
Futures and The National	124
Careers Service	

10 Health Services

School Health	128
Nottinghamshire Children's Speech and Language Therapy Service	129
School Aged Immunisation Service	130

Welcome



Anthony May
Chief Executive
Nottinghamshire County Council

Welcome to the refreshed directory of services for schools from Nottinghamshire County Council for 2016-17. In the last year we have been continuing to work hard to ensure our services deliver exactly what you need whilst offering the very best value for money.

All of our services are outlined in this directory, and we have featured not only what we offer but most importantly how it can benefit you and your school. For each service there is also a direct contact for any specific questions about that service. If you have a more general question or are interested in a range of services please phone us on **0300 500 80 80** or email **servicesforschools@nottscc.gov.uk**

Nottinghamshire's Schools Portal

Last year we made big changes to our online information, transforming the old 'Wired' schools extranet into a new Nottinghamshire Schools Portal. You can access the new portal at **www.nottinghamshire.gov.uk/schoolsportal** where you can see the latest news and information about our services, and access the interactive order system (IOS) where you can view charges and buy our services.

So far we've had a great response from teachers, headteachers, school business managers and school governors, all reporting it has been a real improvement. You have also shared with us some great ideas for how you'd like the portal to be further developed. This is something we are now working on and I would like to thank everyone for this useful and constructive feedback.

Always there for you

We hope you find this brochure a useful guide and introduction to our services, but please remember further information is available online and we are always just a phone call or email away to answer any of your questions or simply to listen to any concerns or ideas on how we can serve you better.

Why choose Nottinghamshire County Council services?

Nottinghamshire County Council's services for schools offer a wealth of experience, knowledge and skills tailored to the specific needs of schools and academies. We pride ourselves on having a unique relationship with each school and are committed to helping you improve the lives of Nottinghamshire's children and young people.

We are committed to:

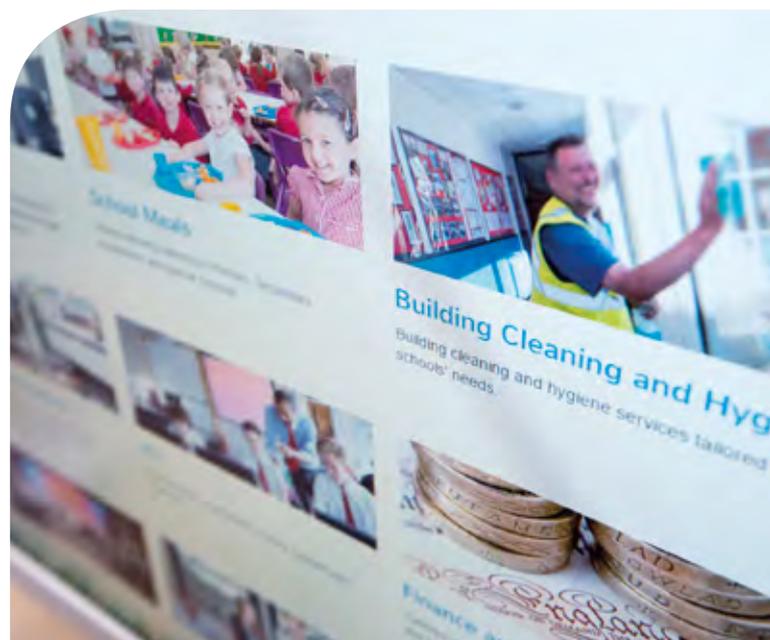
- Delivering high quality services that you can depend on.
- Providing excellent value for money.
- Supporting you to comply with national/legislative standards.
- Keeping you up to date with developments in technology and improving our systems and processes.
- Working with you to develop, shape and improve our services to meet the evolving needs of your school community.

We offer over 50 support services in areas ranging from finance, legal and HR to outdoor education, school meals and grounds maintenance. All of these services offer support that you can trust and the highest level of delivery. This is proven throughout the brochure with testimonials from satisfied customers.

At the same time we realise that we can always improve and we value every one of our customers.

That is why we are committed to continually reviewing, planning and developing, to improve our services - based on what you say you need.

We appreciate the challenges schools face during these difficult financial times, to raise standards and achieve educational goals. Our services have been designed with this in mind, to help you attain your targets whilst gaining the greatest efficiencies from your budgets.



How to purchase our services

We aim to make purchasing our services as easy for you as possible. There are two ways to buy our services and at every stage there is the flexibility and support to ensure you can buy exactly what you need.

Option 1: Online via the Interactive Order System (IOS)

Accessing the system

Most of our services can be purchased via the Services for Schools Interactive Order System (IOS) which can be accessed via the Nottinghamshire Schools Portal www.nottinghamshire.gov.uk/schoolsportal. This is our online buying system for schools and educational establishments to purchase our services in one place.

Once you are set up with a password, it is simple to use, but if you don't have an account please complete the New User Access Form on the Services for Schools page of the Portal and we will set you up with an account and user ID.

Alternatively you can contact the Services for Schools team on **0115 977 2338** or email servicesforschools@nottscc.gov.uk for help in getting set up or with any other support in using the system.

The IOS enables your school/educational establishment to access your school records and purchase history. This information is stored in a secure environment and can only be viewed by authorised users; access to the system is controlled by using your school login details.

The username is usually your schools' DfE number, however if you need to remind yourself of these details or your password, please contact our ICT Service Desk on 0115 977 2010 and select option 1.

For assistance with using the IOS, you will find a copy of our User Guide on your dashboard page.

Suggested and customised contracts

To make the process of buying services even easier there is a 'suggested contracts' option; this includes suggestions for services based on your previous selections and needs, or additional services you may be interested in. All you have to do is click on 'view and decide'. If you decide that you do want the service just click 'accept' and a contract will be generated – it's as simple as that.

By selecting 'create', you can also amend the suggested contract by amending or de-selecting parts of it to suit your needs. Once you've created your order you will receive a confirmation email.

If you can't see a suggested contract for the service you want, click on the 'order button' to see other options. Where prices are available you can select them, which will add them to your total contract, you can then 'accept a contract'. If no prices are shown, contact the provider for bespoke prices. They can then generate a suggested contract, based on your needs, for you to accept.

Making changes to your order

You can still make any changes after you've submitted an order form, by logging back into the system and amending before **31 March 2016**. On 1 April 2016 contracts will go live and changes will require the agreement of the service provider as there is a minimum notice period for all live contracts.

If you wish to buy after this date, review your contract or negotiate longer term arrangements, please contact the service provider direct.

Option 2: Contacting our services directly

For services that are not available in the IOS and for those where you want to negotiate a bespoke package, contact the service direct using the contact information provided in this directory.

For general assistance please contact our Customer Services Advisors on 0300 500 80 80, Monday to Friday 8am-8pm and Saturday 8am-12 noon.

Costs

A breakdown of costs and packages are available on the IOS (see page 7 for information on how to access the system). If no costs are shown for a particular service this means they are bespoke and you will need to contact the provider direct with your needs.

Please note that all prices shown for maintained schools are exclusive of VAT. For academies VAT will be added when invoiced.

Terms and conditions

All services for schools will be delivered under contractual agreements which set out the general terms and conditions for the services including delivery of services, pricing, cancellation and payment terms. You can take a look at these in full via the online IOS.

Complaints

Any dissatisfaction or complaint should be raised initially with the service manager for that service, who will endeavour to resolve the issue to your satisfaction.

Any complaint that cannot be resolved should be referred to the Complaints Manager, Jo Kirkby, (jo.kirkby@nottscc.gov.uk) who will arrange for the appropriate senior manager to investigate and respond formally.

If the complaint cannot be resolved the Complaints Manager will refer the matter to the appropriate Service Director for their consideration.



Providing services you can depend on

01 HR, Payroll and Health and Safety



Human Resources Advice, Support and Training

Our Human Resources service is dedicated to working in partnership with headteachers, school leaders and governing bodies to provide a comprehensive and bespoke personalised package of support to meet the requirements of your school.

We provide a responsive, flexible range of HR services to maintained schools, academies and trusts. Our services are underpinned with an extensive knowledge of the workings and requirements of the education sector. We work together with the Education Improvement Service, Occupational Health, Governor Services, Finance, Health and Safety and Legal Services in order to ensure your school receives the best possible joined up support in all of our work with you.

What we offer

- An effective HR service that meets the day to day and strategic needs of your school.
- A commitment to work in partnership with you to address your priorities according to timescales agreed with you.
- Dedicated professional named HR Business Partners will work with you to ensure that you have the confidence and necessary support to address the challenges you face.
- High quality, solution focused advice specific to your circumstances.
- A range of bespoke training opportunities specifically for you as a headteacher, school leader or governor.
- Advice and support which is underpinned by extensive experience and financial stability.
- The purchase of one of our annual packages gives you exclusive access to the Nottinghamshire Schools Staff Absence Insurance scheme.

Our pledge

We will provide you with a professional, high quality HR service delivered by named HR Business Partners that is flexible and responsive to your needs and which offers excellent value for money. We will respond to your telephone calls and emails within one working day where possible and to written enquiries within five working days.

You can take advantage of either of our two levels of service:

Standard

This service includes telephone and online advice; bespoke onsite support as specified; attendance at employment hearings and appeals in an advisory capacity for all HR related casework; advice and support on safer working, restructuring, collaborations/ federations, job evaluation and redundancy issues; training and employment law updates as they impact on schools, academies and trusts.

Enhanced

In addition to the standard offer this level of service will provide your school with an increased number of onsite visits and levels of face to face meetings and an overall greater level of bespoke support. A full summary of benefits are on the following pages and can also be accessed via our interactive ordering system (IOS).

Accessing the HR Service:

Your named Business Partners are contactable by telephone (office and mobile) and email. Both packages also include access to the HR Duty Desk which is available between 8.30am-5pm, Monday to Thursday, 8.30am-4.30pm on Friday. The HR Duty Desk (0115 977 4433) guarantees that support is always available during normal working hours.

“ At all times HR offered exceptional service. We were 100% confident in the HR advice. The level of understanding from the HR team was crucial in ensuring we had the confidence and resilience to deal with matters that arose. ”

Headteacher
Winthorpe Primary School



Benefits to your school

- ▶ A team of HR professionals with a wealth and depth of experience to provide high quality and professional support reinforced where necessary by the combined services of Nottinghamshire County Council.
- ▶ Integrated targeted support and policies delivered in conjunction with the Education Improvement Service and Governor Services.
- ▶ Comprehensive up to date knowledge of education law, employment law and HR best practice.
- ▶ Written policies, procedures and toolkits specifically designed to meet the complex challenges faced by schools.
- ▶ Comprehensive practical support and guidance on all employee relations matters including appraisal/competency, grievance, disciplinary, safer working, recruitment, absence, redundancy and performance related pay issues.
- ▶ Advisory support to head teachers and/or the governing body or trust at all formal hearings and appeals at no extra cost.
- ▶ Onsite support to manage HR related investigations or access to HR consultants who can undertake complex investigations on behalf of the school.
- ▶ Expert job evaluation analysis to ensure that all posts in your school comply with Single Status pay structures and equal pay legislation.

“ At every point HR offered an exemplary and professional service. Our designated HR Business Partners provided effective advice to help us find the best possible outcome for the school. ”

Headteacher
Jeffries Primary and Nursery School



Costs

No cost information is shown here. Information on costing is available via an interactive order system (IOS).

Package	Standard	Enhanced	Add. charges
Flat charge + per capita rate based on headcount staff numbers per school (as at November 2015 payroll).	See IOS for costs	See IOS for costs	
Advice and Support Professional and efficient telephone and email advice for day to day HR queries including dedicated HR duty team.	✓	✓	
Telephone and written advice tailored to specific circumstances for all employment issues including discipline, safer recruitment, performance (capability), ill health and attendance, appraisal and performance related pay, grievance and harassment. Includes attendance of an HR Business Partner to provide advice at formal hearings and appeals.	✓	✓	
In purchasing the service, you are gaining financial assistance towards the cost of specialist support to defend any employment tribunals or court proceedings arising from the application of the employment processes.*	✓ See IOS for cap	✓ See IOS for cap	
Specialist advice and support on conditions of service for all school based staff.	✓	✓	
Advice and support to restructure including staffing reductions, TUPE, redundancies and evaluation of grades for school support staff.	✓	✓	
Expert advice and support to redesign your structure including job design and job evaluation to ensure future equality proofing of your pay structure.		✓	
HR advisory onsite visits in addition to attendance at hearings.	✓ See IOS for number of hours incl.	✓ See IOS for number of hours incl.	
Additional visits and consultancy to support your school to manage complex casework and other identified school priorities.	See IOS for costs	See IOS for costs	
Comprehensive advice and support on complex employee relations matters.		✓	
Support for welfare visits to absent staff at home. Charge for HR Business Partner to accompany.		✓	✓
Unlimited face to face onsite advice and support for health related casework.		✓	

*Applies to maintained schools buying the HR service. Capped at this amount unless in exceptional circumstances by agreement and only applies where HR support and advice has been sought and followed. Insurance is provided against employment tribunal remedy costs (which can be unlimited) though claims will not be valid where our advice has not been sought and followed. Academy schools - The financial assistance and insurance cover for the award of compensation or remedy costs in employment tribunal or court proceedings is not applicable. The Academy trust should consider arranging their own separate insurance cover for these purposes.

Package	Standard	Enhanced	Add. charges
HR alerts, updates and guidance relating to new and impending changes to employment law and associated policy development and its application in the schools context - including negotiation and consultation with the relevant trades unions.	✓	✓	
Schools Portal and email advice service keeping you updated on all of the latest changes in legislation, guidance, best practice and training opportunities.	✓	✓	
Advice on statutory compliance, for example equality requirements.	✓	✓	
Access to training and briefing events for schools on HR policies, practices and new initiatives.	✓	✓	
Exclusive access to a range of additional salary sacrifice employee benefits e.g. child care vouchers. Available to academies if separately negotiated with the provider.	✓	✓	
Access to the Nottinghamshire Schools Staff Absence Insurance scheme. Charges apply - see separate entry for details.	✓	✓	✓
Access to whole school safeguarding training and designated person training (charges apply – based on numbers trained).	✓	✓	✓
Newly appointed head teachers receive a free up to 2 hours introductory meeting with their named HR Business Partner as part of their induction during their first term.	✓	✓	
Advice and support on all safer working policies and procedures including recruitment to headteacher level as part of the wider responsibility in schools for safeguarding children and young people.	✓	✓	
Advice on inspectorial compliance - for example the single central record.	✓	✓	
Access to all HR related Governor Training delivered through the Full Governor Learning and Development Package, e.g. PRP – Handling Pay appeals/Changes to Leadership Pay.	✓	✓	
Expert advice and assistance to the governing body to manage all matters relating to employment law, HR policies and procedures, formal hearings and appeals.	✓	✓	

The Standard and Enhanced options are annual packages available to all Nottinghamshire schools. Schools are required to give 6 months' notice in order to cease use of the service. Preferential rates are available for those schools prepared to commit to a long-term contract (minimum of two years). Please contact the service direct for further information.

Further information

Safeguarding Training in Schools

The HR service also provide 'Whole School Safeguarding Training' and 'Designated Person Training' for staff in schools on a pay as you go basis. We have a team of experienced trainers offering training to ensure that schools are compliant with legislation, standards and processes in safeguarding to fulfil Ofsted requirements. The training is updated frequently in line with all legislative changes and new developments in safeguarding.

For more information please contact:
safeguarding.training@nottsc.gov.uk
 or **0115 977 2347**.

“ We have used the HR Service frequently over the last year. The HR Business Partners understand the pressure schools are under and always act accordingly, from a realistic and practical viewpoint. They are always courteous and take the time to explain policies and practices, sometimes more than once! ”

Executive Headteacher
The Acorn Federation



Gill Elder

Tel: **0115 977 3867**

Email: **gill.elder@nottsc.gov.uk**

Andy Wilson

Tel: **0115 977 3286**

Email: **andy.wilson@nottsc.gov.uk**



Recruitment Service

– Advertising and pre-employment checks



The service can advise you about the best place to advertise your vacancy to maximise response. The service secures advertising in publications at a discounted rate and also places adverts on the County Council's website. The service has moved to an online system for processing electronic Disclosure and Barring Service (DBS) checks, which has resulted in disclosures being received in 7 days on average.

What we offer

- Standard check* – for spent and unspent convictions, cautions, reprimands and final warnings.
- Enhanced check* – includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for.
- Advertising of teaching and non teaching posts and placement of all adverts on the Nottinghamshire County Council website. This is a set cost.
- Placement of advert in local and national publications and external websites as requested. Media discounts obtained by the Council will be passed on to the school. (Cost of advert plus 8%).
- Complete artwork can be produced by the Council's Design and Print unit and will be charged (invoiced) separately at a set cost. (Cost of advert plus 8%).

Costs

*Note NCC administration charge will apply to both.

The charges are set by the DBS and may be subject to annual increase. The DBS do not charge for checking volunteers, although the NCC administration charge is still applicable.

“ HR Business Partners are very efficient at following up enquiries, and will usually email or call to check how a situation has progressed. We have found them an invaluable service. ”

Headteacher
The Primary School of St Mary and St Martin



Steve Brooks

Tel: 0115 977 4897

Email: steve.brooks2@nottsc.gov.uk

Payroll Services



Nottinghamshire County Council Payroll Services are specialists in the provision of web based intuitive and interactive payroll management services with particular expertise in the field of real time system access to schools payroll data.

We pay in excess of 71,000 employees and pensioners per month across multiple employment types using world class technology. Our service includes full disaster recovery functionality and compliance with the very latest security standards.

Our specialist team has a long established reputation of providing professional, customer orientated support to schools and academies. Over 300 schools, academies and other external clients located throughout the country are now benefiting from our comprehensive and cost effective service.

We will work in partnership with your school to ensure you receive a high quality service which meets your needs.

We are constantly reviewing our services in order to improve efficiency, reduce costs and develop our service offer in line with the evolving schools framework and landscape.

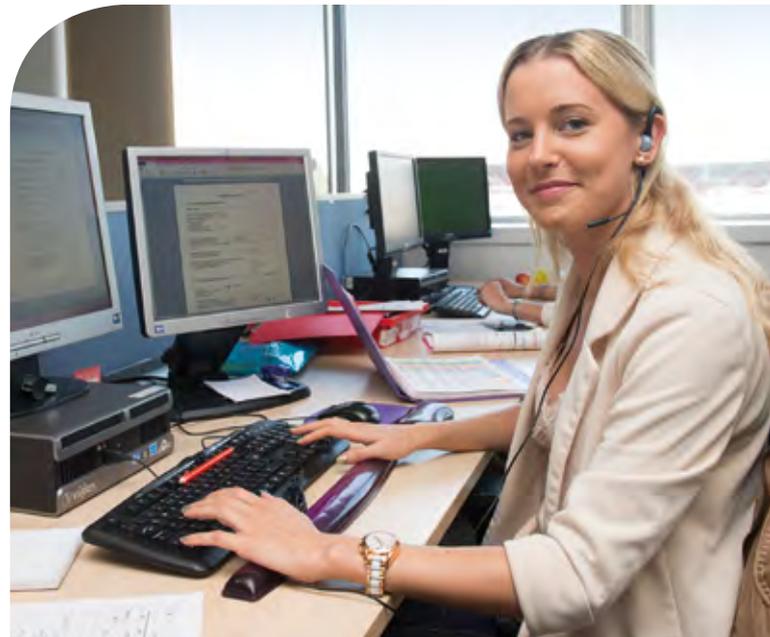
What we offer

- The use of a secure payroll portal which will allow the efficient transfer of payroll data to the payroll system and the production of confidential payroll reports.
- Telephone support service from experienced staff who understand the specific requirements of schools and are able to deal with complex transactional and payroll administration and queries for teaching and support staff.
- Prompt and accurate payments direct to employee bank accounts.

Our pledge

We will provide you with a comprehensive, professional, high quality payroll service that is statutorily compliant, flexible and responsive to your needs and offers excellent value for money. We will respond to your telephone calls and emails within one working day and to written inquiries within five working days.

- Provision of a single point of contact via our Business Support Centre and an effective interface with other County Council financial systems and other bodies, such as HMRC, to ensure statutory compliance.
- Provision and despatch of individual payslips displaying clear narrative on all elements of pay in an easily understandable format.
- Creation and amendment of employee records from agreed rates held on the pay system and upon receipt of information from HMRC.
- Input of data relating to staff appointments, terminations and variations in the payroll system.
- Calculation of deductions including tax, national insurance, pensions, attachments of earning, trades union subscriptions and voluntary pay deductions.
- Management of financial systems relating to payroll and compliance with statutory returns.
- Calculation and recording sickness absence figures.
- Calculation of relevant pay in relation to maternity, paternity and adoption leave.
- Maintenance of comprehensive national and local pay scales, processing salary increments with an automatic calculation of pay awards and back pay and the requirements of the School Teachers' Pay and Conditions document.
- Implementation of pay changes in schools for all new and existing staff including new pay structures and reorganisations.
- Advice and management of pensions auto enrolment in the payroll system.
- Year end procedures including completion and reconciliation of statutory returns (e.g. teacher and local government pensions and financial returns; service returns and productions and issue of P60s). Academies complete their own statutory returns on the provision of data by Payroll services.
- Provision of accurate and timely management information to enable schools to run budget monitoring reports.
- The use of a payroll portal which will allow the efficient transfer of payroll data to the payroll system.
- The use of a Secure Transfer System – Mouchel to enable the transfer of additional payroll documents securely.



Benefits to your school

- ▶ Your employees will be paid accurately, to the agreed timescale, directly to their nominated bank account including calculation of statutory and voluntary deductions.
- ▶ Our knowledgeable and experienced staff will offer a friendly, professional and efficient telephone helpline to deal directly with school and individual employee queries and requests for advice.
- ▶ Pay changes will be implemented, automatically where possible, and directly by us on receipt of the relevant information within agreed timescales.
- ▶ A joined up, end to end payroll service using links with other Nottinghamshire County Council areas of service e.g. HR and Finance as appropriate will reduce the burden for school administrators and ensure that you are statutorily compliant.
- ▶ Our comprehensive, efficient and professional service provides excellent value for money.
- ▶ A flexible service which is responsive to the ever changing education landscape, needs and circumstances.
- ▶ Access to high quality management information and reports to enable you to manage your budgets effectively.

Costs for academies

We offer a tailored payroll service for academy clients based on the above offer which includes:

- The change of status to an academy brings a change in the statutory relationship with the LA, along with a range of additional employer responsibilities and activities. With the move to academy status, a different charging mechanism is in place tailored to each individual academy.
- As the payroll provider our charging model is based on the industry standard of a cost per payslip.
- The service is competitively priced based on cost.
- Price is available on application.

We offer one to one visits with academy management teams to discuss the new charging mechanism and services we can offer in more detail, to ensure that we meet your needs.



Jon Clewes

Tel: 0115 977 3434 / 0115 977 3200

Email: jon.clewes@nottsc.gov.uk



Staff Absence Insurance

This is a flexible insurance scheme that is **only** available to schools who also buy our HR Advice and Support package. The scheme helps schools secure income towards the cost of cover for absent staff without the exclusions associated with some private sector products.

Please note if you wish to join the scheme mid year, we would have to look at pre-existing absences and any maternity cases.

The scheme is flexible and adaptable to suit the needs of your school. You choose the level of cover you wish:

3 – 20 days (maternity and adoption leave is **not** included in this level)

3 – 195 days

6 – 195 days

21 – 195 days

There are two levels of cover: standard and premium, with the charges for the scheme set out in the price tables (available to view on the online interactive ordering system).

Costs of teacher and school support staff cover are based on prices per pupil on roll for primary and secondary schools. Special school costs are based on weighted pupil profile.

What we offer

- Both levels of package cover sickness, jury service, suspension and paternity leave and actual salary costs (100% of occupational maternity pay + 8% of statutory maternity pay + a portion of on costs) for staff on maternity and adoption leave.
- The scheme covers teachers, teaching and classroom assistants, secretarial and clerical staff, technicians, librarians, midday supervisors and out of school club employees employed by the school.
- Schools may claim for staff making a phased return from long term sickness absence.

Our pledge

There are no surprises - this is a fully comprehensive package with no hidden costs or surcharges from a supplier you have worked with for a number of years and can trust.

- The following categories of staff are **not included**: DSO staff, caretakers, site managers.
- Supplementary quotations are available from Payroll Services on request for kitchen staff or cleaners employed by the school.

Benefits to your school

- ▶ Guaranteed income towards the cost of staff absence cover.
- ▶ This service represents excellent value for money with no hidden profit margins.
- ▶ The offer is completely flexible – you choose the level of package which best suits the needs of your school.
- ▶ Payments will be made on a termly basis as follows:
 - Summer term – Period 6 (September)
 - Autumn term – Period 11 (February)
 - Spring term – Period 13 (April)

- ▶ The scheme has a capped payment system which avoids the possibility of premium surcharges. If the level of demand in any school term exceeds the funds available, payments to schools will be reduced proportionately.
- ▶ Funds will be allocated and paid on a percentage basis termly as follows: summer term 30%, autumn and spring terms 35%.



Jo Bray

Tel: 0115 977 4205 / 0115 977 3200

Email: jo.bray@nottsc.gov.uk



Governor Learning and Development



We provide school governors with a flexible, value for money, up to date learning and development programme which takes account of the statutory/legal requirements, national/local initiatives and requests of governing bodies. Our courses are regularly reviewed and updated to reflect the latest version of the Ofsted framework and are designed to enable governing bodies to contribute to sustained school improvement.

What we offer

- Unlimited access to an annual programme of core learning and development activity designed to equip governors to undertake their strategic, monitoring, evaluation and accountability roles.
- Two places at the annual governors' conference per governing body.
- Unlimited access to elearning development opportunities for governors.
- An annual survey of training coordinators and chairs to identify current and future learning needs.

“ Very well presented and enabled us to cover lots of useful ground and to hear from participants about their experiences. ”

Karen Davies, Governor
Jesse Gray Primary School

Our pledge

We will provide you with an accessible and flexible annual programme of learning and development opportunities, updated termly, focused on meeting the identified training needs of school governors.

Benefits to your school

- ▶ Access to a programme of development opportunities designed from identification of governing body training needs.
- ▶ Courses delivered at accessible venues throughout the county.
- ▶ All courses are designed specifically for governors with their legal and statutory responsibilities clearly explained.
- ▶ Sessions delivered by qualified trainers many of whom are experienced school governors.
- ▶ A choice of delivery methods including group sessions and online training and development.
- ▶ A good selection of elearning options provided for school governors who cannot attend face to face sessions.
- ▶ The programme is regularly updated with new courses to ensure governors are updated with important changes.
- ▶ Convenient booking system - bookings taken via the internet and confirmed within two working days.
- ▶ Easy access to the training programme on the internet.

Further information

For school based whole governing body training please see the Education Improvement service on page 108. The cost of the package is based on the size of your governing body according to the instrument of government as at 1 April 2015 (plus associate members).

“ As always, high quality well structured information. ”

Pat Bygate, Governor
Priestsic Primary School



Governor Training
Tel: 0115 977 4458
Email: governor.training@nottscg.gov.uk

Health and Safety



Our service will work in partnership with your school to provide you with advice and support to enable compliance with statutory requirements. We aim to deliver an integrated solution to risk management for you. Our revised service offer enables you to meet legal requirements and is designed to give you absolute peace of mind by implementing a bespoke health and safety management system for you.

What we offer

The service will include:

- Statutory provision of health and safety support enabling compliance with the Management Regulations 1999.
- Auditing, reviewing and evaluating health and safety performance.
- Onsite and telephone support and advice.
- Provision of best practice health and safety policies, guidance and model procedures.
- Support with key buildings and facilities management issues including asbestos, legionella and fire management.
- Membership of CLEAPPS to include the radiation protection service.
- Full support with all contact/investigations carried out by enforcement bodies such as the HSE, Fire Service and Environmental Health.
- Access to a comprehensive revised electronic library containing a suite of health and safety information to aid compliance.
- Access to our health and safety learning and development programme.
- We can provide a joined up approach to risk management at your school, which will be more cost effective and give practical solutions.
- The schools Health and Safety Training Programme offers places at a reduced cost to all schools that buy back our service. Tailor made school specific training can be arranged at an additional cost.

Our pledge

We will provide your school with the assurance that you are complying with statutory requirements for health and safety support in line with the Management Regulations 1999. We will regularly review and evaluate health and safety performance and provide onsite and telephone support and advice as necessary.

- Access to online information, instruction and training programmes.
- Named/dedicated health and safety advisor for your school.
- Through audit and inspection we will maintain a safety management system at your school, including any further onsite support that may be required.
- Assist you to develop and maintain general and specific risk assessments.
- Access to the accident reporting system (Wellworker) which will assist the school in accident/incident investigations under the RIDDOR regulations.
- Support with civil claims and complaints to mitigate potential liability.
- Assistance with contractor selection.

“ We have been really pleased with the support we have received from the health and safety team. They are always available to contact by phone/email and come in to see us when required. We will continue to buy into this valuable service. ”

Jo Gibby, Headteacher
Sonya Cartwright Business Manager
Forest Glade Primary School

Benefits to your school

- ▶ This service will enable you to understand what action you need to take to maintain legal compliance and how to respond to issues and concerns as they arise.
- ▶ Access to health and safety professionals.
- ▶ A single point of contact for all health and safety queries and support/guidance to ensure that you are updated and informed of legal requirements.
- ▶ Support with the immediate and ongoing impact of any serious accidents/complaints/enforcement notices and prosecutions. We will fully support you onsite, coordinating your response to any investigation.
- ▶ Schools will receive an integrated package of support across the full range of significant risks that they face including asbestos, legionella and fire safety.
- ▶ Membership of CLEAPSS, the school science service, which we purchase on behalf of all schools.
- ▶ Access to a Radiation Protection Adviser and Officer, a statutory requirement for schools holding radioactive sources.

Training

Details of health and safety training opportunities are available in a full learning and development programme that is published in booklet form each year for schools. Please contact us for further information.

Further information

Access to competent health and safety support is a legal requirement. Failure to either buy back this or a similar service or employ your own competent person could expose your school, staff and governors to potential prosecution resulting in significant fines and/or imprisonment.

“ An excellent service from a brilliant team. Professional, informative but most of all very reassuring. ”

Tony Walker, Headteacher
Farnsfield St Michael's Church of England
Primary School (VA)

“ We buy in to the local authority health and safety package every year – it means we have access to relevant expert advice, appropriate training and support for all aspects of health and safety. The advisors are approachable and friendly, and have really helped our school to gain in confidence and go from strength to strength with our systems and procedures. ”

Helen Atkins, Headteacher
Leas Park Junior School



Steve Bingley

Tel: 01623 434184

Email: stephen.bingley@nottscc.gov.uk





Occupational Health and Wellbeing

Our confidential and flexible occupational health and wellbeing services are delivered by fully qualified knowledgeable and experienced Occupational Health Physicians and Nurses.

These experts in the relationship between health and employment work alongside our professional team of experienced HR Business Partners and Health and Safety Advisors to offer a full advice and support package to schools.

This will enable you to reduce sickness absence and the associated costs and manage sickness more effectively creating a healthier, more productive working environment and a more engaged and motivated workforce. It will also increase staff retention rates and reduce turnover which disrupts the provision of education to children; resulting in savings in time and money in the recruitment and training of new staff.

We have a proven track record and extensive experience of working with schools across Nottinghamshire.

All advice and guidance provided is consistent with legal, procedural and other requirements which further reduce the risk of successful claims.

What we offer

- A comprehensive, prompt and confidential occupational health and wellbeing service delivered by expert health professionals with full professional indemnity cover.
- Medical referral process for advice and support on employee health issues, disability issues, health and safety and legal compliance.
- Pre-employment medical screening.
- Advice and support with the management of performance and capability issues linked to ill health.

Our pledge

We will provide professional, high quality, Occupational Health and Wellbeing services that are flexible and responsive and offer excellent value for money. We will respond to your telephone calls within one working day; to emails within one working day where possible; and to written enquiries within five working days.

- Access to an Independent Employee Assistance Programme which can provide:
 - Professional staff counselling provided by experienced and qualified practitioners to British Association for Counselling and Psychotherapy (BACP) standards, delivered countywide.
 - A Critical Incident Counselling Response delivered onsite to a group of affected employees.
 - Mediation between employees to provide a positive and workable outcome to workplace conflict.
- Advice on ill health retirement and provision of authorised signatories as independent doctors, as appropriate.
- Access to physiotherapy service where prompt treatment is advised by a GP or Occupational Health and GP waiting list is more than seven days.
- Access to online stress management package for headteachers and online wellbeing assessment and action planning tool.
- Delivery of bespoke wellbeing events at your school e.g. confidential staff health checks.

Benefits to your school

- ▶ Reduced disruption to the provision of children's education.
- ▶ Access to a range of professional occupational health and wellbeing advice and guidance from an organisation which understands your services and you can trust.
- ▶ Improved employee health and wellbeing.
- ▶ More effective employee appointments and reduced recruitment costs through effective pre-employment screening.
- ▶ Improved sickness rates and more effective management of absence reducing sick pay and cover costs.
- ▶ Reduced staff turnover ensuring retention of key knowledge, skills and experience and reducing recruitment and training costs.
- ▶ Improved staff morale and motivation and increased productivity.
- ▶ More effective management of risk including risk of disability discrimination and health and safety claims.
- ▶ Legislative compliance reducing the risk of prosecution with associated costs and reputational risks.



Helen Hayward or Shannon Robertson

Tel: **01623 665960**

Email: **occhealth@nottsc.gov.uk**



Providing services you can depend on

02 School Meals

School Meals

We know the importance school meals play in children's lives, helping them to maintain their concentration and energy levels throughout the day. As an award winning service we support this aim by providing popular and healthy meals, made from quality ingredients.

With local sourcing at the heart of what we do, we're able to make the most of seasonal produce and create nutritionally balanced, comforting and tasty meals when ingredients are at their best and in whose development our pupil customers have been closely involved.

We are proud of the quality of our meals, with around 70% of the food placed on our menus being locally sourced. We also have the Gold Award from the Food for Life Partnership. We believe that this provides an excellent educational tool as children can learn about healthy eating and where their food comes from.

To help make pupils and their parents aware of these quality meals we also offer support and advice on promoting and marketing the service.

What we offer

We take some of the best local ingredients from across Nottinghamshire and our neighbouring counties to create your school meals, including:

- Meat from Mike Maloney's in Tuxford. All their produce comes from animals that are born and reared outdoors such as beef from Holme Farm in Rampton and pork from East Drayton and Hockerwood Farm in Upton.
- Wild venison from Sherwood Forest.
- Seasonal vegetables distributed by our supplier and grown locally where possible, such as potatoes and onions from Highfields in Retford and carrots from Strawson's in Bilsthorpe.

- Free range eggs from Fieldson Farm Eggs in Lincolnshire.

Benefits to your school

- ▶ Meals that are proven to be popular - in our last survey, over 70% of customers stated they were satisfied or very satisfied with the value for money, taste, quality and the variety of food on our menus.
- ▶ Tailored catering service that meets individual school policies and requirements.
- ▶ Support in promoting school meals through printed marketing materials, taster sessions, theme day ideas, recipe testing events, support for parents' evenings and copy for school newsletters.



Catering for Primary, Secondary, Academies and Special Schools

We have a highly qualified and experienced team in place to ensure that pupils in your school have access to tasty and nutritious meals all year round. We offer an extensive and varied menu for schools, with options for breakfast, morning break and lunch. In addition we offer a buffet catering service developed to suit your needs for inset days etc.

With so much competition for school catering (children bringing food from home and the less healthy option of catering outlets outside the school gates) we place great emphasis on ensuring we get our service offer right and preparing meals that are both appealing to students and meet the individual school policies and requirements.

With the inclusion of our kitchen maintenance scheme in our primary school catering service and the option for advice on equipment and kitchen premise maintenance in secondary schools and academies, you can rest assured that we will look after the entire service.

What we offer

- Flexible catering that is compliant with the Government's National Food Standards legislation.
- Support in the implementation of the School Food Plan.
- Universal infant free school meal provision for Reception, Class 1 and Class 2 pupils including a cold provision when these pupils are on trips out, ensuring schools maximise their benefit from this funding.
- Menu planning, nutritional analysis and dietary information and support.
- Marketing promotions and advice to increase uptake and support for healthy lifestyle initiatives.

Our pledge

We will consistently serve high quality, fresh meals using as much local produce as possible. We will work with parents and schools to ensure children have access to nutritious, balanced meals regardless of their special requirements. We will support schools with healthy living initiatives.

We aim to increase uptake and customer satisfaction by maximising usage of onsite facilities, reducing queuing times and providing value for money meals.

- Advice and ideas on kitchen and dining hall refurbishment.
- Advice on maintenance and replacement of kitchen equipment.
- Dedicated training for catering staff and management support.
- Audit and customer surveys to ensure standards are maintained and needs are met.
- Support for healthy eating and living initiatives.
- Advising schools in the management of medical diets upon receipt of an official medical letter to the school.
- Management of onsite staff, recruitment and including relief cover for absences.
- Longer term contract available to enable schools to explore potential investment opportunities.



Benefits to your school

- ▶ Access to healthy, appetising and balanced meals aimed at maintaining energy and concentration levels throughout the school day.
- ▶ In house training is available to ensure catering staff maintain a professional, reliable and consistent service, in line with relevant Health and Safety and Food Safety regulations.
- ▶ Dedicated specialists and an experienced team who ensure any problem is resolved as soon as possible.
- ▶ Support from a fully trained team, with a wealth of experience and knowledge in providing school meals.
- ▶ Regular audits and satisfaction surveys aimed at maintaining and improving service standards.
- ▶ Group contract ensures no financial risk being carried by schools.
- ▶ Transparent management of financial information.
- ▶ Opportunities to provide service improvement investment.

Costs

The catering service is funded by income from free school meal entitlements (pupil premium and universal infant), paid pupil and adult meals, school lunch grant, small school universal infant free school meals funding, block kitchen and maintenance allowances.

For maintained primary and special schools this is offered on a no financial risk, group buy back arrangement and for secondary schools and academies via separate contracts managed on an individual basis.

Charging can be annual in advance or quarterly in arrears in primary and special schools.

Charging is monthly in secondary and academy schools.

Further information

- A contract is in place for online dinner money and other school payments from Squidcard – the contact details for further information is Lorraine Sladen – lsladen@squidcard.com If your school already buys in to the catering service, the only decision you have to make is whether to continue with or vary the current level of service provision.
- We are able to provide an advisory service and training for catering services outside of our contract. This can be tailored to meet your school's individual needs, if required. Please contact us for further information and a quote.



Helen Fifoot

Tel: **01623 434171** or **07970 648783**

Email: helen.fifoot@nottsc.gov.uk



Case Study - Field to Fork

In addition to preparing and serving quality and healthy school meals, the School Catering Service works closely with schools and its students to help educate about making the right choices regarding healthy meals and importance of quality ingredients.

Working closely with Tuxford Academy Student Food Forum, the School Catering Service arranged a visit in July 2015 to see the journey from the farmer's field to the butcher's counter.

Sandy Dodd, Tuxford Academy's Food Champion commented "Visits like this give students a better insight into where their food comes from so that they can then make informed choices." This positive view was echoed by the pupils who attended the visit, with thirteen year old Jamie Martin saying: "It was a really interesting visit and it showed me the excellent quality of meat used in our school dinners."

The students also visited Spittlemoor Farm at Bothamsall, where farmer John Walker explained how the pigs were reared and the importance of responsible and sustainable farming: "The welfare of all the animals on the farm is the utmost importance and as members of the Red Tractor Farm Assurance scheme we set high standards". As well as being educational the pupils had a memorable day, as they held newly born piglets, and enjoyed an hour long visit round the farm site on a trailer.

With this taste for the good life, Tuxford Academy has now started a growing programme and vegetables produced have been used in the school meal for which they received garden vouchers from the School Catering Service to support the future of the programme.





03 Premises and Facilities



Grounds Maintenance and Landscape Services

Nottinghamshire's school grounds form a vast estate that requires specialist technical landscape management. We know that well maintained and managed grounds can provide an attractive and healthy environment. They can be a haven for wildlife and a valuable amenity for children, parents and the wider community.

Our fully trained staff can provide a professional sport grounds and facilities, landscape, horticultural and arboricultural service that is tailored to suit your individual needs. Health and safety compliance forms an integral part of this estate management. With their skills, experience and knowledge, our Landscapes team can ensure your site looks attractive, complies with relevant legislation and is fit for purpose throughout the year.

In addition, we will work with the Site Design and Improvements Service team for larger development projects to ensure you receive the most efficient and effective service.

What we offer

- Advice, guidance, design and quotes for landscaping projects and developing the school grounds, such as creating environmental areas, ponds and water features, play areas and playground markings, tree planting and sports areas.
- Advice on horticultural purchasing.
- Support and advice on environmental and sustainability initiatives.
- Regular site inspections to ensure service standards are maintained.
- Advice on health and safety compliance and security measures.
- Dedicated training for staff and support from management team to ensure service standards are maintained.

Our pledge

We are committed to delivering a high quality landscape and grounds maintenance service that meets the individual requirements of your site. We will work with you to create a comprehensive programme of grounds services throughout the year.

Benefits to your school

- ▶ Grounds that are professionally maintained, making them fit for purpose throughout the year.
- ▶ Dedicated locally based management team, ensuring regular contact and support for onsite staff.
- ▶ Assurance that high standards will continue to be met with ISO 9001 (quality management) and OHSAS 18001 (health and safety) accreditations.
- ▶ Full COSHH and risk assessed chemicals and procedures, ensuring health and safety compliance at all times.
- ▶ Support from dedicated specialists with a wealth of knowledge in the industry, trained and experienced to ensure any problem is resolved as soon as possible.
- ▶ In house training available to ensure landscapes staff maintain a professional, reliable and consistent service, in line with relevant health and safety regulations.
- ▶ Regular audits and satisfaction surveys aimed at maintaining and improving service standards.

Further information

- The only decision schools need to make is whether to buy into an annual service level agreement.
- Longer term service level agreements can be arranged.

“ We receive a fantastic service from Landscape Services. They are friendly, approachable and hard working. We receive a cost effective solution for our grounds. ”

Duncan White, Headteacher
Holly Primary School



Mark Herring

Tel: 01623 434162 or 07973 312367

Email: mark.herring@nottsc.gov.uk



Building Cleaning and Hygiene Services

Although each customer is unique with different needs and requirements, we know that despite the differences, all buildings demand the same high level of professional care. We understand the need to cater for varying requirements and with our wealth of experience we can offer a service tailored to meet individual needs.

Whether you choose a complete service providing caretakers, cleaners, audits and advice, or just individual elements or specialist cleaning, we will ensure we use the right blend of skills and expertise to suit your establishment.

What we offer

- Supply of COSHH and risk assessed cleaning materials, equipment and supplies.
- High standard of general cleaning including: waste collection and recycling, mopping, dusting, vacuuming, furniture and carpet cleaning, litter removal and sanitary disposal.
- Specialist cleaning solutions including: curtain and blind cleaning, wooden floor treatments, exterior window cleaning, high level cleaning, chewing gum, poster and graffiti removal, specialist floor cleaning and pest removal.
- Fully trained competent staff.
- Audits and satisfaction surveys to ensure service standards continue to meet your needs.
- Advice and guidance on technical aspects of cleaning procedures and practices.

Our pledge

We are committed to providing professional and comprehensive support to our customers. We will provide a proficient, motivated and effective workforce to deliver high standards of cleaning and hygiene at your site. Above all we aim to ensure your establishment is clean and fit for purpose all year round.

Benefits to your school

- ▶ A site that is maintained and fit for purpose throughout the year.
- ▶ Dedicated locally based management team, ensuring regular contact and quick response in case of emergencies.
- ▶ Assurance that high standards will continue to be met with ISO 9001 (quality management) and OHSAS 18001 (health and safety) accreditations.
- ▶ Full COSHH and risk assessed chemicals and procedures, ensuring health and safety compliance at all times.
- ▶ Support from a team with a wealth of experience and knowledge within the industry.
- ▶ In house training available to ensure cleaning staff maintain a professional, reliable and consistent service, in line with relevant health and safety regulations.
- ▶ Support from dedicated specialists, trained and experienced to ensure any problem is resolved as soon as possible.
- ▶ Regular audits and satisfaction surveys aimed at maintaining and improving service standards.



Mark Herring

Tel: 01623 434162 or 07973 312367

Email: mark.herring@nottsc.gov.uk

Further information

The only decision schools will need to make is whether to buy into an annual service level agreement with or without a site employed caretaker or cleaner in charge.

“ Just wanted to write to you to say a huge thank you for our wonderful new hall floor! It looks amazing; brand new in fact, and thank you for initiating the renovation. For this and the way you and your team have supported Abbey Gates over the summer holidays we are very grateful. ”

Kate Cumberpatch, Headteacher
Abbey Gates Primary School



Site Design and Improvements Service

We know that well designed and managed sites can provide a stimulating environment for students' development and learning, as well as attractive and healthy surroundings. They can be a haven for wildlife and a valuable amenity for children, parents and the wider community.

We offer an expert design and project management service that helps schools address site based problems and enables the development of grounds to meet their maximum potential. We have a significant track record of undertaking new build and upgrade projects for schools, and are able to provide services that range from complete design and project management through to technical advice on a particular issue. We can offer initial site assessment and consultation, concept design and master planning through to the design, procurement and contract management of projects. We are able to engage with key stakeholder groups within your school; staff, students, parents, governors to explore your requirements and engage them in the design process. We are happy to provide you with a quote for fees after an initial assessment to discuss the scope of the work required.

We work in collaboration with other County Council services to ensure you receive the most efficient and effective service.

What we offer

- Bespoke consultancy offering a range of services from one off advice to full design and project management, including planning advice and applications.
- Whole site master planning or the design of a specific area including:
 - Redesign of existing school grounds to incorporate features such as nature areas and playground shading.
 - Extension/creation of car parks, new and upgraded play facilities, multi-use games areas, fitness trails etc.
 - Improvements to site security including perimeter security fencing.

Our pledge

We will provide a quality service to help you make the most of the potential offered by your school's grounds.

- Design and creation of both informal and formal play areas.
- Resolution of flooding and drainage problems.
- Site assessment services including drainage, topographical and utility surveying.
- ‘Whole School Site Strategy’ - this is a new approach, initially developed by Hampshire County Council, which supports the school in creating its own strategy to develop the site into the future. Using a series of supported workshops, survey, evaluation and design sessions, we work with the whole school community to create a vision and plan for the future that will act as a roadmap for project fundraising and delivery.

Benefits to your school

- ▶ You will get professional and inspirational design ideas.
- ▶ You can use design and cost estimates to make grant applications and to inspire fundraising.
- ▶ Students and staff can be involved in the design and project delivery where appropriate, bringing added curriculum benefits.
- ▶ Our team of qualified engineers, landscape architects and surveyors are DBS checked and experienced at working for school clients.



Cathy Gillespie

Tel: 0115 977 4282

Email: cathy.gillespie@nottsc.gov.uk

Costs

Initial site visit and preliminary assessment are provided free of charge. Design and project management fees are charged either on the basis of a fixed hourly rate or an agreed ceiling, based on anticipated project value and complexity. Fees are agreed in advance of commencement of the project and works will be procured on the basis of client preference either using a tendering process or our inhouse construction teams.

“ The advice and support was excellent from start to finish resulting in a brilliant addition to our outside space with minimum disruption. ”

Theresa Skillen, School Business Leader
Redgate Special School





Facilities Management Advisory and Support Services

We offer a range of advisory and support services for schools employing their own caretaking and site management staff.

Our provision includes a sickness absence cover scheme for your caretaker or cleaner in charge, independent audits and checks for your school, staff training, advice on specialist areas of facilities management and a range of specialist cleaning services.

What we offer

- Training and development for your site management staff.
- Recruitment advice and assistance with interviews.
- Independent, objective facilities audits.
- Advice on health and safety, emergency planning and specialist cleaning procedures.
- Comprehensive caretaker/cleaner in charge sickness absence cover scheme.
- Direct employment and management of caretaker/site manager and cleaner in charge positions.
- Facilities Management services such as pest control, external window cleaning, gutter/gully cleans, kitchen cleans, waste disposal and washroom hygiene services.
- Facilities audit (full or half day available) with a review of onsite building cleaning standards and site management operations, and suggestions for service improvement.

Our pledge

We will provide an independent and objective advisory service that can be tailored to meet your schools individual needs. We will provide the additional support and reassurance required to ensure your service runs efficiently, effectively and compliantly throughout the year.

Benefits to your school

- ▶ Impartial advice.
- ▶ With the caretaker/cleaner in charge sickness cover scheme in place, you can rest assured your site will function regardless of challenges or problems. The priorities of the site will be provided (cleaning, building security and heating systems) throughout **term time periods**. During holiday periods, the service is able to offer the option of unlocking and locking sites for contractors to safely gain access into buildings.
- ▶ Access to specialist advice to ensure you comply with relevant health and safety requirements and legislation.
- ▶ Reassurance on health and safety issues, risk assessments, training standards, use of chemicals, emergency procedures and solutions.
- ▶ Access to a facilities audit process that received 100% positive feedback during piloting with schools and academies last year.

Further information

Our sickness cover scheme is subject to certain conditions:

- During recess periods the service provided will be an open and close service for contractors to access the building.
- Does not cover caretaker vacancies or absence due to suspension from work. Cover can be provided for this at an additional charge.
- Sickness days cannot be accrued throughout the year i.e. if you opt for cover after the first five days, cover will commence after the first five consecutive days sickness.
- Applications are required by 12 noon on **30 April 2016**.
- Additional costs incurred after any six months absence.



Mark Herring

Tel: **01623 434162** or **07973 312367**

Email: **mark.herring@nottsc.gov.uk**



We also provide the following packages:

Package	Per worker/timescale
Extended Facilities Management Audit (primary schools)	½ day
Extended Facilities Management Audit (secondary schools)	Full day
Sickness absence provided after the 1st day of absence	Caretaker
Sickness absence provided after the 1st day of absence	Cleaner in charge
Sickness absence provided after the first 3 days of absence	Caretaker
Sickness absence provided after the first 3 days of absence	Cleaner in charge
Sickness cover provided after the first 5 days of absence	Caretaker
Sickness absence provided after the first 5 days of absence	Cleaner in charge
Full technical janitorial advice and auditing service (includes termly audits)	Year
Standard technical janitorial advice and auditing service (includes an annual audit)	Year

Existing customers of the Facilities Management service will be able to view their revised cleaning/caretaking charges on the online interactive ordering system.

“ We had an incident at Selston Library, the cleaner was calm and professional and reported the problem in the same way. ”

Jos Hurst, Library Manager
Kirkby Cluster



Property – Estate Management, Design and Operations

The Property Group have been delivering services to schools for over 40 years. This experience has helped us evolve into one of the UK's leading Local Authority design practices for construction and maintenance, including all aspects of property management and health and safety. We offer a complete property solution to your school or academy: a tailor made package to meet the changing and individual requirements of your school, whether this is a project from concept to final construction or just advice on an ad hoc basis.

So when you require a 24/7 emergency repair, an extension or refurbishment project, help with landlord and tenant issues or the development of a five year asset management plan, we have a cost effective solution delivered by friendly, professional staff who understand your needs. Call us for free advice on our range of services.

What we offer

1. Design, consultancy and procurement

- Architectural, building services and landscape design for new builds, refurbishments, extensions, improvements, repairs, alterations and office moves.
- Interior design, space planning, disabled access and advice on low energy sustainable design.

2. Building construction

- Construction, design and management (regulations), compliance advice and management.
- Innovative sustainable building solutions.
- Full project management.

“ From my point of view, I have found the professionalism and dedication from the property team ensured that we as a school were very much involved in the project. Can't thank everyone enough, it's been a hard slog but the end result for the entire school community is incredible. ”

Katherine Collins, Headteacher
Beardall Street Primary School

Our pledge

We will assign a dedicated liaison person to draw up a tailored package to meet your defined criteria. We will work closely with you, to meet your property needs and to deliver projects that are on time, cost efficient and contribute towards improvements in educational attainment.

3. Estate management

- Housing management for caretaker properties.
- Site management including trespass, boundary issues and site security/safeguarding.
- Liaison with statutory agencies on your behalf i.e. planning, highways, building control, HSE.
- Commercial lettings of additional accommodation, valuations, leases and licenses.
- Negotiation of rating assessments and appeals.
- Issues around the provision and retention of temporary classrooms.

4. Access to property information

- Through BMS Portal, “Property Online” and access to P2 for project and property compliance information - for all your property information including compliance data records, just contact the Property Group Information Officer on 0115 977 2866 to arrange access (free to all internal services including existing NCC schools). Licence fee may apply to external and arms length organisations.

5. Repairs and maintenance

- Full repairs and maintenance contract including defect diagnosis, annual service and inspections, planned maintenance and 24/7 emergency response.
- Planned Maintenance Strategy (3 – 5 year plans).

- We offer a full condition survey of your building to help you identify urgent and non urgent work.

6. Emergency assistance

- 24/7 assistance to get your property operational after emergencies such as flood, fire or vandalism.
- We have a service agreement in place with our Highways Team to investigate flooding remedial works such as jetting out drains and carrying out CCTV surveys to help you manage your ‘devolved responsibility’. We can also help you with tracing existing drainage systems and help you design and improve your flood defences.

7. Compliance

- See our compliance page for all our other services available to you.

“ Refurbishment design excellent and project team competent and professional (can we have the rest of the school like this!). ”

Isobel Greenhalgh
Round Hill Primary School

Benefits to your school

- ▶ We will provide advice on all construction related projects and estate management issues.
- ▶ The service is professional, reliable, flexible and provides excellent value for money. We can provide you with all the initial technical advice you need.
- ▶ We check that contractors carry out the task they are supposed to do, when they are supposed to do it. We also check afterwards to make sure the job met your requirements.
- ▶ We offer peace of mind with our 24/7 maintenance response with full emergency cover including major incidents such as fire, flood, vandalism etc.
- ▶ We have an integrated, in house Property Group and professional frameworks in place.
- ▶ We are an award winning Property Group, with expertise in educational and CLASP buildings and an extensive historical database of your property.
- ▶ All staff are customer focused, dedicated accredited professionals in property matters, offering you peace of mind and helping to reduce your liability.



Property Careline
 Tel: 0115 977 3322
 Email: property.customercare@nottssc.gov.uk

Training

We are able to facilitate training in building related matters for all Nominated Property Officers and site managers/caretakers where required. Much of this training is run jointly with our Health and Safety team. We can also bring the building process into the school curriculum with talks and visits.

Further information

Free initial consultation advice is available on a range of our products and services. Just call us to enquire further.





Property – Statutory Compliance

The Property Group compliance team have been delivering our services within schools for many years and will work in partnership with your school to provide you with professional advice and support to enable compliance with statutory requirements. We aim to provide high quality statutory compliance services that are flexible and responsive and can be tailored to your specific requirements which deliver cost effective risk appropriate solutions and offers excellent value for money.

NOTE: LEA Schools - DO NOT need to purchase these compliance services as they are already provided as part of the centrally funded support programme offered by the Property Group¹.

What we offer

Services and advice on risk related legal compliance issues including:

- Condition surveys – identification of significant premises related issues (building, electrical and mechanical) to support your planned maintenance programmes, risks graded and prioritised using CIPFA alphanumeric matrix with estimated costs for improved budget planning.
- Fire Risk management – including fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005.
- Water Quality (Legionella) management – including risk assessments, tank inspections, flushing and temperature monitoring services.
- Asbestos management – updating of asbestos registers and advice and support on the preparation of Local Asbestos Management Plans (LAMPs)².
- Advice and support on how to discharge your ‘CDM client’ duties as required by the Construction (Design and Management) Regulations 2015.
- AutoCAD site/building plans – as part of relevant surveys and assessments.

Our pledge

We will provide your school with professional high quality statutory compliance services that will help you to demonstrate your ongoing commitment to compliance with statutory requirements.

- All 'specific' specialist onsite support/advice available (by the day/half day as required)
- See our Estate Management, Design and Operations page for all our other services available.

Benefits to your school

- ▶ More effective management of premises related risk.
- ▶ Improved knowledge and understanding of what action you need to take to maintain legal compliance and how to respond to issues and concerns as they arise.
- ▶ Legislative compliance reducing the risk of prosecution with associated costs and reputational risk.
- ▶ A high quality service which provides excellent value for money.
- ▶ Access to professional advice, guidance and support from specialists that understand your services and you can trust.
- ▶ Qualified and experienced staff (surveyors/ assessors) who are committed to high quality services and have extensive knowledge of working within schools and have enhanced DBS clearance.
- ▶ Access to additional services – online property compliance information (BMS/P2).



Property Careline

Tel: 0115 977 3322

Email: property.compliance@nottscg.gov.uk

¹Note: LEA schools - The relevant risk specialists within the team already manage established and appropriate monitoring and review programmes to support your ongoing compliance needs (including relevant surveys and assessments). The frequencies of planned site visits vary dependent upon the risk. For further information please contact us directly. You should tell us if you are planning changes to your status as this will affect the level of services we can provide for you.

²Currently we cannot provide asbestos register updates or advice to academies. However we are working to resolve this situation. Please contact us for an update on the latest position.

“ The service received from the team has been excellent. Engagement which is professional, pragmatic, and ultimately providing reassurance that we are doing what we need to and keeping up with best practice. ”

Derek Lisley, Head of Estates and Services
Djanogly Learning Trust



Case Study: School Built on Success

A £425,000 project at Costock C of E Primary School recently completed by the Property Group has helped to transform the school and left staff at the school impressed both with the quality of the work and the customer service they received.

This project included the demolition of the existing dilapidated mobile in the school grounds and building in its place a single classroom and staffroom extension; including toilets and store, and new tarmac hard play area. Additional works also involved converting the existing staffroom conversion to a changing room, making necessary adjustments to an existing internal classroom, and installing a reconditioned hoist and class wet area.



The school were so impressed with the work that Kerry Rhodes, Office Manager e-mailed the following feedback to the Property Group: “Project manager Dave Smith has to be commended on the way that he managed our build right from the planning stage, through construction and snagging. As you can imagine any project like this causes upheaval within the school, and the fact that Dave has constantly kept us up to date, listened to any concerns, and worked with us to find mutually beneficial solutions, has made the whole project run smoothly for the whole school and the local community. Dave also ensured that all contractors onsite conducted themselves in an appropriate manner, that the site was kept “tidy” throughout and that all work was carried out to a high standard.” The email continued “Stella Rousou the architect on the project provided us with some great support and guidance when it came to making decisions and was also open to our feedback. Thanks to both Dave and Stella, we are delighted with the finished product!”





Providing services you can depend on

04 ICT Services



SIMS Support Service

Our SIMS Support Service includes access to our dedicated and experienced accredited service desk for advice and guidance on Core SIMS.net modules, software upgrades and ad hoc break fix for faults relating to SIMS software. Our SIMS centre of excellence supports remote access to your SIMS servers to enable our experienced technical staff to resolve your issues without the need to visit you onsite, making this a convenient and cost effective way to access the support you require.

In addition we provide help notes and guidance documentation via the schools portal, and telephone support for statutory annual processes, financial and academic end of year.

What we offer

- Support for Core SIMS.net modules.
- All SIMS updates and patches.
- Specialist support for school mergers, statutory returns, workforce census, FMS etc., delivered in partnership with the schools finance service.
- Telephone and web chat support.
- Telephone callbacks at an agreed time that is convenient to you.

Benefits to your school

- ▶ Access to friendly, highly experienced and knowledgeable staff via our service desk.
- ▶ Provision of 'How do I?' support for users in the use of Core SIMS.net
- ▶ Support via remote services and via the schools portal.
- ▶ Technical/engineer remote support and advice for software upgrades, application of patches, database errors and school mergers.
- ▶ Technical/engineer support and advice for day-to-day maintenance of SIMS.net.
- ▶ A service that is professional, reliable, flexible and provides excellent value for money.



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottscg.gov.uk

Webchat: [ictservices.nottscg.gov.uk/news/support/](https://nottscg.gov.uk/ictservices/news/support/)



Virtual ICT Online Resource

VICTOR, our new eTechnician Service provides access to our extensive online technical resources.

Our online technicians can undertake much of the routine maintenance and housekeeping necessary to keep your ICT estate up to date including security and operating system patches and upgrades, management of assets (devices connected to your network) and support of MS Office products, all without the need to visit your school. This service compliments our SIMS MIS Service and provides an affordable alternative to onsite technical support for both your administrative and curriculum estates.*

What we offer

- Service Desk and online problem reporting (ask VICTOR).
- Remote management and maintenance of operating system and antivirus (currently Sophos).
- Support in the use of Microsoft Office Suite.
- Support for Office 365.
- Remote diagnostics and audit reports annually.
- Access to a named account manager.

Benefits to your school

- ▶ Affordable and reliable, VICTOR does not take holidays or go off sick, so you can be sure that your estate is monitored regularly and any issues flagged up will be resolved where possible and reported back to you.
- ▶ Access to friendly, highly experienced and knowledgeable staff via our service desk.
- ▶ Access to 'How do I?' support for users in the use of Microsoft products.
- ▶ Support via remote services, schools portal and our website
www.ictservices.nottsc.gov.uk/ask_VICTOR
- ▶ A service that is professional, reliable, flexible and provides excellent value for money.



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk

Webchat: ictservices.nottsc.gov.uk/news/support/

* Terms and conditions apply.

Premier Support Service



The Premier Support package provides all the benefits of our virtual ICT online resource service, but with the added benefit of having a scheduled support visit from one of our highly experienced school engineers. The visits will be a maximum of two hours in duration and will be underpinned by our team of online technicians who will carry out pre visit checks and provide diagnostics reports to enable your engineer to work in the most effective and efficient manner when onsite.*

What we offer

- Regular system health checks, monitoring and performance of networks ensuring that software and security patches and updates have been applied.
- Support for the local area network management and connectivity including network printing, installation of Windows software, housekeeping, managing data, user access and security.
- Onsite ICT incident response for the whole school office systems, hardware and software including SIMS.
- Annual ICT status report providing details of likely future requirements to maintain the health and integrity of your ICT estate, and access to our partner supplier portals for competitively priced hardware and peripherals.
- Support for Microsoft server and desktop for curriculum ICT.
- A named account manager who will offer advice and guidance on identifying future hardware upgrades and purchases to maintain the integrity of the ICT estate as items become end of life.
- Assistance and support to ensure compliance with ICT security protocols.

Our pledge

The pledge for all of our ICT services featured in this brochure is the same and offers a consistent and professional level of support.

Nottinghamshire ICT Services are committed to providing reliable, sustainable, value for money and assured services to our customers and high quality consultancy, professional services, hardware, technical and support solutions to meet all of your ICT needs.

* Terms and conditions apply.

Benefits to your school

- ▶ Access via our service desk to highly experienced support for all elements of administrative and classroom ICT.
- ▶ Expertise in Windows based operating systems, hardware, networking hardware, server hardware and software.
- ▶ Year round support including school holidays.
- ▶ All support staff are DBS checked, trained and experienced, and committed to delivering to the highest standards.
- ▶ A single point of contact for access to a range of supporting partnerships with the main ICT suppliers and resellers to the education sector.
- ▶ A service that is professional, reliable, flexible and provides excellent value for money.



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk

Webchat: [ictservices.nottsc.gov.uk/news/support/](https://www.nottsc.gov.uk/ictservices/news/support/)





ICT Cloud Services

These services provide access to a range of centrally managed ICT products and services in our secure private cloud network.

Our services are designed to remove the need for technical expertise and the cost of purchasing and maintaining hardware and hosting from schools. We offer access to more cost effective, value for money off premise solutions using the latest in secure private cloud technologies.

Further support and technical solutions for full disaster recovery can be delivered on request.

What we offer

- **Remote backup:** provides a secure, encrypted backup and recovery service for data. Remote backup is provided in accordance with IL2 data security requirements.
- **Centrally hosted SIMS:** SIMS databases hosted in our secure private cloud network, to enable classroom access to SIMS where a SIMS server isn't available in school. Fully managed, backed up and upgraded by specialist SIMS technical staff.

Benefits to your school

- ▶ Low cost, fully scalable, central solutions.
- ▶ Access to latest technology solutions to facilitate administrative efficiencies and communication improvements.
- ▶ Bulk processes carried out at the start of each academic year for changes in user access requirements.
- ▶ Safe and secure remote storage of school files and folders including SIMS data.



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk

Webchat: [ictservices.nottsc.gov.uk/news/support/](https://nottsc.gov.uk/ictservices/news/support/)

emCloud Broadband

Our emCloud broadband solution, provided through Virgin Media Business delivers, state of the art internet connectivity and associated services including managed web-filtering and firewalls.*

What we offer

The following services will be available:

- Broadband/internet connectivity.
- Managed web URL filtering solution open to schools to control.
- School domain name hosting.
- Unlimited mailboxes (Office 365) and email filtering accounts.
- Remote backup and support package.
- Network management services.

Further information

The speed and type of internet connection available to each site wishing to join emCloud is determined by site survey; lead in times and costs per site therefore vary. Please contact us directly for further information on how to join the emCloud service.

* Terms and conditions apply.



ICT Service Desk

Tel: **0115 977 2010** option 1

Email: helpdesk@nottsc.gov.uk

Webchat: [ictservices.nottsc.gov.uk/news/support/](https://www.nottsc.gov.uk/ictservices/news/support/)



School Website Service



Our multi skilled team design and build visually stunning websites that are easy for staff, pupils and families to use. All websites are fully responsive, so they look and perform well on mobiles, tablets and modern web browsers.

Our team will work with you to develop ideas, then design and create a bespoke site for you. The award winning Content Management System (CMS) means you can easily add new content using a simple visual interface, so there's no tricky code to learn or difficult administration area to master.

Parents and Ofsted start making judgments about your school from the moment they access your website. Our design and maintenance service ensures that a great impression is made from the moment they log on.*

What we offer

- Site visit to share designs and develop the concepts.
- Website built on the world's most popular website building system.
- Hosting and email support provided for one year.
- Mobile responsive design and browser tests.
- Full training and support at your school and further 2 hours support session onsite.
- Site visit to take professional photographs and video.
- Ofsted website compliance check.

Benefits to your school

- ▶ A complete website design package to launch your site.
- ▶ Face to face meetings to discuss and plan development of the website with our friendly team.
- ▶ Professional photography and videography work are all included in package.
- ▶ Ofsted compliance test in order to pass an Ofsted inspection.
- ▶ Flexible maintenance packages after the first year.



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk

Webchat: [ictservices.nottsc.gov.uk/news/support/](https://www.nottsc.gov.uk/ictservices.nottsc.gov.uk/news/support/)

* Terms and conditions apply.



Providing services you can depend on

05 Finance and Legal

School Finance



Managing school finances is one of the most complex and time consuming tasks for any school or academy, especially with the legal complexities and strict guidelines that surround it. The School Finance team are here to support you with this by providing trusted financial support and advice and ensuring the best use of your budget and resources. We are a dedicated team of friendly, professionally qualified staff with many years' experience of working with schools and academies along with a proven track record of providing comprehensive support, advice, guidance and training covering all aspects of managing your school's finances.

The principles of financial management may be standard, but we recognise that the skills, knowledge and experience of those managing them are not. Our support is tailored to meet the needs of our customers. As well as covering your statutory requirements as part of our core service, we offer a range of sold services.

What we offer

Basic financial support package*

– this includes:

- Dedicated telephone helpline (0115 977 2211)
 - open 9am-5pm (Monday to Thursday), 9am-4.30pm (Friday) during term time and 10am-3pm in school holidays.
- Remote access to SIMS FMS to enable us to deal with complex queries.
- Speedy resolution of financial transaction queries.
- Integrated salary calculator and multi year budget planning tool.
- School funding modelling tool (pupil numbers driven for future years) with accompanying budget forecasting guide.
- Cashflow spreadsheet.
- Calculator for universal free school meals funding.
- Final accounts guidance and production of year end governor report in consistent financial reporting format.

* Please note the basic financial support package is currently only available to maintained schools.

www.nottinghamshire.gov.uk/schoolsportal

Our pledge

A consistent, professional, friendly and responsive financial support service is provided to every customer. Our services and products will be regularly reviewed in light of customer feedback and visit evaluation surveys.

- Regularly updated financial guidance and procedure notes.
- Strategic financial guidance from experienced officers when required.
- Advice and guidance if you amalgamate/federate or academise, including ongoing support after the process.
- Support on the local bank account scheme.
- Advice and guidance on accounting for all areas of extended services.
- Support and training for completion of the Schools Financial Value Standard (SFVS).
- Administration of the school loan scheme and leasing support and approval.
- A 1.5 hour one to one session for new Headteachers and Business/Office managers.

Onsite support

- Select half or full day visits - the combination, number and content is for you to decide, but advice on what can be covered is always available.
- We aim for visits to be delivered by a named finance contact to ensure continuity and that an understanding of your needs is maintained.
- Dates of visits are confirmed in advance, allowing you time to plan for these and gain the maximum benefit for your school.
- Visits can be extended on an hourly basis, depending on the availability of your finance officer.

- A bursar service is available if required
- A bespoke service to provide financial support can be provided on request if your office manager is absent. This is subject to availability.

Academy support

Schools converting to academy receive strategic support from the School Finance team for closing the accounts of the maintained school and advice on finalising their old financial system.

Academies can then purchase ongoing support by the day or half day as required or in the form of a bursar service

This support may be to:

- Assist with setting up financial systems and processes.
- Budget setting, producing staffing calculations or budget monitoring.
- Reviewing and amending funding allocations.
- Assisting with financial returns.
- Cashflow monitoring.
- Financial reconciliations.
- Financial reporting.

The School Finance team can also provide a multi year budget planning tool in a format that is simple and user friendly.

Benefits to your school

- ▶ A high quality professional service which provides excellent value for money.
- ▶ A flexible service that allows you to choose the level of support you need.
- ▶ A friendly, professional and fully trained team of staff committed to the highest standards of service.
- ▶ Easy access to all year round support on the telephone or in school.
- ▶ Services fully compliant with both local and national guidelines and regulations for managing school finances.
- ▶ Access to a service with in depth knowledge and experience of working with Nottinghamshire schools and the issues they face.

Training

We run a comprehensive range of financial and FMS training events for governors, senior leadership and finance staff. Our training programme is reviewed and updated annually in the light of customer feedback and current regulations and initiatives. A schedule of events is published at the start of each financial year. Further training sessions may be added during the year in response to changes in regulations and initiatives.



Elaine Armstrong

Tel: 0115 977 2211

Email: elaine.armstrong@nottsc.gov.uk

“ We see the Schools Finance team as a developing service which changes, adapts and continues to provide us with a level of financial management perfect for the needs of our school. Even though we have many years’ experience of budget management it is reassuring to know that the support and advice we receive ensures we have up to date information with regards to changes to funding and as a Governing body we are compliant within local and national guidelines. ”

Mrs Chris McAdam, Headteacher
Pinewood Infant and Nursery School



Legal Services



Nottinghamshire County Council Legal Services is a nationally recognised award winning team having won the MJ Awards, Halsbury Law Awards, Legal 500 for Best Public Law Team of the Year 2015. Not content to rest there, the team were national finalists in the Family Law Team of the Year as well as the Local Government Chronicle Awards for best public sector legal team.

A dedicated legal team that no matter what the legal difficulty, can support you every step of the way. Having provided advice and support to schools for many years, we are well aware of and understand the wide ranging problems faced by schools, headteachers and governing bodies in an ever changing world.

Whether you need advice on pupil, parental issues, data protection, FOI, cyberbullying, threats of legal action against a school or legal advice in relation to property, safeguarding or contract disputes, we are here to help.

Employment tribunals: We are pleased to announce that legal advice for staffing matters or assistance with employment tribunals is now provided directly via the legal services support package.

What we offer

- Access to telephone advice line (0115 993 9320) - operated during normal office hours on weekdays which enables you to speak directly to a solicitor or legal practitioner to obtain initial advice.
- Access to highly competitive rates - as a purchaser of an annual package, you will be charged at a considerably lower rate than most private sector comparators.
- Training for governors and staff at maintained schools and academies can be provided in conjunction with Governor Support Services. Cost to be negotiated based on our hourly rates and the number of attendees.
- Finally, what we offer is peace of mind. A team that is committed to obtaining the best outcomes for you and your school.

Our pledge

Legal Services offer a flexible service which supports schools to meet their legal obligations. All services are provided by friendly and experienced staff who have worked with schools for many years. Advice and support is provided by our LEXCEL Practice Management Standard.

Benefits to your school

- ▶ We understand the need to be able to adapt and respond to an ever changing and demanding landscape.
- ▶ The law can be complex, demanding and expensive. Our experience has taught us that simplicity is key.
- ▶ By being innovative and practical, we keep things simple, which in turn provides you with the best outcome and for the best cost.

Further information

Whilst we will always do our best to act in your best interests, there may be an infrequent occasion where there is a conflict of interest between the school and the Local Authority. If this arises, the Council will put you in touch with its panel of leading private sector law firms who may offer schools and academies preferential rates.



Susan Bearman

Kram Kasbia

Tel: 0115 977 3378 or 0115 977 4661

Email: susan.bearman@nottscg.gov.uk

kram.kasbia@nottscg.gov.uk

“ This award has gone to an exceptional team – tapping into something old, something new, something borrowed and something brilliant. Not content to reinvent themselves at minimal cost as a fully digitised, paperless office this team has also encouraged its local family court to follow suit. ”

Halsbury's Award



Case Study: Award Winning Service

Nottinghamshire County Council's Legal Services has transformed the way it works by moving from a paper based legal practice to a fully digitised paperless one.

The project has contributed in the last year to the service being recognised nationally by winning and being nominated for a series of awards. This includes winning the MJ Awards, Halsbury Law Awards and Legal 500 for best Public Sector Team as well as making finalist in the Local Government Chronicle Awards, Family Law Team of the Year and finalist in Halsburys Law Awards for innovation.

The project has been the culmination of 3 years' worth of work and was achieved without purchasing any bespoke case management systems or software but by using in more creative ways what the service already owned in terms of ordinary off the shelf software. The service now work much more efficiently by being able to operate and respond from anywhere and being able to develop other ongoing solutions. This has also translated into significant savings.

Building on this success Legal Services has also devised and implemented a pilot in the Local Family Courts which saw all child care cases conducted electronically, which meant they were completed more efficiently and at a lower cost.





Internal Audit Services

Internal audit for maintained schools is essential. All LA maintained schools are required to have a professional audit of their school budget share account.

The requirement for internal audit for academy schools is based on providing an on going independent oversight of, and assurance concerning, the academy's financial affairs. It is recommended as best practice for there to be periodical audit checks of financial controls, systems, transactions and risks.

At Nottinghamshire Internal Audit services, we have a track record of providing schools with a professional internal audit service, which includes the auditing of grant claims, advising on financial irregularities and providing financial control advice. We are confident we can fully meet your service needs.

What we offer

- Maintained secondary schools and colleges require an audit every three years, primary and special schools every five years, followed by the issuing of an audit report.
- For academies we can provide an internal audit role to fulfil the requirements of the Academies Financial Handbook.

“ The auditor was great. She was knowledgeable and had an understanding of the challenges facing schools. She was approachable, friendly yet clear with regard to expectations. ”

Mat Tarrant, Finance Manager
College House Junior School

Benefits to your school

- ▶ Qualified auditors with extensive experience of schools and best practice.
- ▶ Close liaison with other services to schools.
- ▶ Impartial advice and opinions.
- ▶ Ad hoc reviews by agreement.
- ▶ Telephone help and advice for audit and control matters.

Our pledge

Our audits meet all professional standards and we comply with the requirements of the LA Scheme for Financing Schools and the Academies Financial Handbook. The service provides advance notification of the need for an audit, agrees audit visit dates with your school and issues the draft report within 28 days of the audit.

Training

Internal audit: what does it mean for me?

To advise schools on how to manage finance effectively, manage risk, ensure the effective use of resources, ensure compliance with financial policies, procedures, regulations and safeguard assets and financial interests.

- Training by senior auditor.
- Held at your school.
- Ad hoc, as required.
- For headteachers, business managers, bursars and office managers.
- Schools could combine to receive training.
- Cost is dependent on duration of training, plus off site preparation time.

Audit Refresher Training

A joint training course presented by Internal Audit and Schools Finance to advise schools of the audit process and the key controls we look for during our audits.



Chris Willimsky

Tel: 0115 977 2240

Email: christopher.willimsky@nottsc.gov.uk

Further information

Maintained schools can choose their own audit provider. However, the chosen auditors must meet prescribed minimum standards (a written guidance note is available from Internal Audit services). Where maintained schools have independent auditors, they must supply a copy of their final audit report to us.

“ The whole process went smoothly, the report was completed quickly. The auditor made my first audit experience as stress free as she could and gave good advice. She always welcomed questions (of which I had a few!) and answered them openly. I certainly learned a lot. ”

Helena Nicholson, Office Manager
Bracken Lane Primary and Nursery School





Risk and Insurance

The Risk and Insurance team are delighted to offer schools a high quality insurance package alongside a hassle free claims handling service that understands your needs. Combined with proactive risk management advice we aim to help prevent unwanted incidents from disrupting your school*.

We are committed to providing you with an excellent, value for money service. With onsite, telephone and web services, we will be there to support your school with guidance and advice to help you through any unexpected events that could arise.

Our platinum insurance product is designed to give you absolute peace of mind with all your insurances in one complete package. Additionally, for schools that have their own vehicles our optional motor insurance is available to complete your insurance needs.

What we offer

- Platinum insurance – our complete all in one insurance package comprising:
 - Employers' and public liability insurances including cover for your PTA.
 - Property insurance for both buildings and contents including accidental damage, fire, theft, flood, vandalism, personal effects and contents taken off site.
 - Off site annual worldwide travel insurance for staff and pupils covering all trips; from a visit to the park to scuba diving on the Great Barrier Reef.
 - Onsite personal injury cover for pupils.
- Optional motor insurance for school vehicles including 50 days of free cover for additional vehicles on temporary hire.
- Access to no claim bonus/loss of excess protection scheme for staff.

* Regrettably, this service is not available to academies.

Our pledge

We will be there to support you by providing quality insurance cover, responsive claims handling and specialist risk management support. From the small to the catastrophic, we will be there to help you through it.

Benefits to your school

- ▶ An insurance product designed to meet your school's needs.
- ▶ Policies procured in line with European Tender Regulations.
- ▶ We undertake all premium and claim negotiations with insurers to ensure the best deal for schools.
- ▶ The insurers we use have all been checked to ensure their financial stability.
- ▶ In the event of a major claim, we have existing links with internal partners to ensure that there is minimum disruption to your service.
- ▶ Unlike other providers, we do not require a lengthy insurer proposal form to be completed.
- ▶ We will use our expertise to ensure that the policy coverage does not contain any hidden exclusions.
- ▶ We work with experienced loss adjusters and disaster recovery and restoration experts who are on 24 hour call to deal with major property losses.
- ▶ A single point of contact with our experienced staff who will handle your claims, insurance queries and provide risk management advice.
- ▶ Telephone claim reporting.
- ▶ Access to funding for risk management initiatives.
- ▶ Online access to policy wordings, evidence of cover and risk management guidance.

“ We had serious concerns over the security of our school site. Risk and Insurance visited us to offer their support and provide specialist risk management advice on the issues. They even helped with match funding to pay for the improvement works and mitigate the identified risks. We're truly grateful for the service they provide. ”

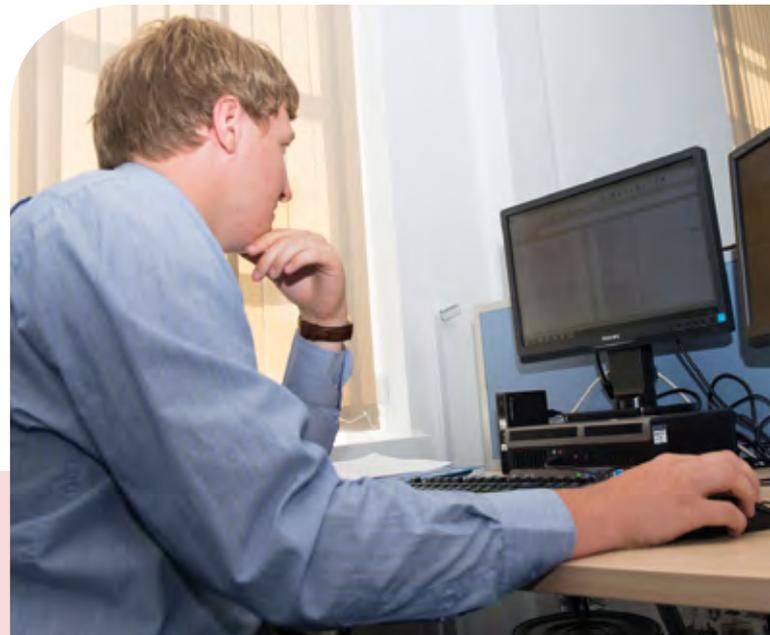
Zoey Archer, School Business Manager
Hollywell Primary School



Ian Bennett

Tel: 0115 977 3738

Email: risk.insurance@nottsc.gov.uk



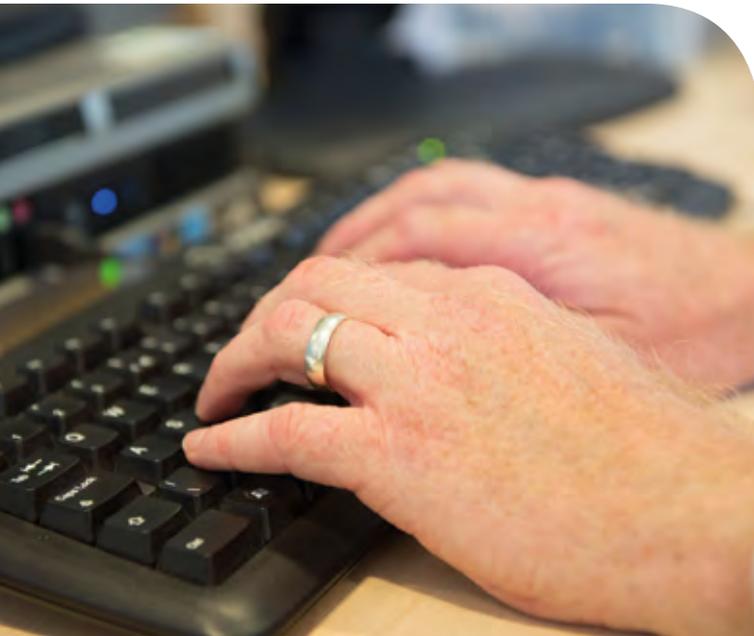
Procurement



We are a highly experienced and commercially focused team offering a range of purchasing and support services, from advice and guidance through to letting complex contracts, ensuring compliance and best practice.

What we offer

- Impartial procurement advice and guidance from professionally qualified buyers with many years of experience.
- Access to a wide range of contracts for products and services.
- Running tenders from advice on writing a specification to designing the tender documents, to supporting the evaluation of tenders and the writing of contracts.
- Advice on legal compliance.
- Advice on how to select suppliers or recommend suppliers that have been vetted by the Council.
- Involvement in contract negotiations with advice on how to negotiate and lead on behalf of academies.



Our pledge

We are open from 8.30am-4.30pm Monday to Friday. All requests will be acknowledged within 48 hours of receipt and agreed work started to a mutually acceptable timescale.

Benefits to your school

- ▶ An assured source of procurement related advice which will contribute to schools exposure to and management of commercial and legal risk.
- ▶ In depth knowledge of the sector and how to access the market.
- ▶ Prices for bought goods and services which ensure best value.
- ▶ Specialist officers with the appropriate levels of training and support.
- ▶ Training support for school staff involved in procurement through either on the job involvement or training courses.

Training

Introduction to Procurement and Commercial Skills for Schools

For those schools who want to build their own in house procurement and commercial expertise, we run a training course to teach the basic skills needed. This course will benefit any school that procures goods, services or building works from a commercial market. The course will be useful to both those individuals who carry out procurement and also those involved in specifying requirements to be procured from commercial markets.

- The training will be quarterly and held at County Hall by members of Nottinghamshire County Council's Central Procurement team.



Clare Winter

Tel: 0115 977 2619

Email: clare.winter@nottsc.gov.uk



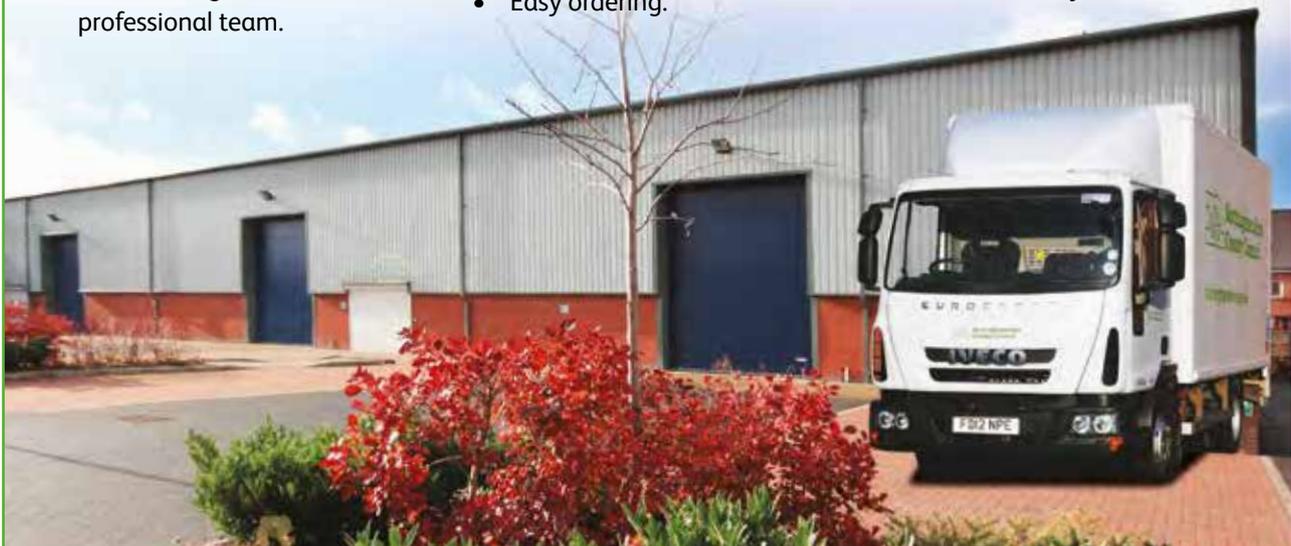


**Nottinghamshire
County Council**

County Supplies

With over 50 years' experience of supplying goods and services to education, and non-profit organisations, you can rely on County Supplies as a one-stop-shop for all you need for your school and all at best value prices.

- Product range of over 12,000 products.
- Advice and guidance from our professional team.
- Convenient collection service.
- No-quibble returns policy.
- Easy ordering.
- Next day delivery for orders placed by midday.
- Free delivery.



Hoyle Road, Calverton, Nottingham NG14 6Q
tel 0115 965 6888
email supplies@nottscc.gov.uk
web county-supplies.org





Providing services you can depend on

06 Governor Support



Governing Body Advice and Information Service

This service provides year round advice and guidance on all matters relating to the role of governing bodies by staff who have a wealth of experience in supporting school governors.

What we offer

- Termly briefing session for headteachers and chairs of governors or their representatives.
- Briefings for school specific clerks on governing body business, changes in statutory requirements for governors and other key developments (at least six hours per year).
- The “Nottinghamshire Governor” newsletter and updates sent electronically throughout the year.
- Access to Nottinghamshire Governor Services’ suite of information and advice including:
 - Committee agenda templates and minuting guidance.
 - Suggested monitoring questions.
 - Model eligibility criteria for governors and code of conduct.
 - Written guidance on staff and parent governor elections (including standard letters and forms in electronic format).
- Written advice on the role of chairs of governors.
- Governing body planning documentation (e.g. annual planner, decision planner and policy checklist) for headteachers and chairs of governors to support the management of the governing body’s workload.
- Good practice guides and briefing papers.
- Provision of advice, information and support to individual governors, headteachers and governing body clerks via telephone or email.
- Guidance on policy and practice when dealing with school complaints.

Our pledge

We provide school governors with telephone and written advice and information on their roles and responsibilities. This includes access to specific support for head teachers and chairs of governors through termly briefing sessions, model documents and good practice advice.

Benefits to your school

- ▶ Headteachers and school governors can access written and telephone advice from individuals with local knowledge who understand your school's context.
- ▶ Support in the interpretation of the law for school governors, up to date advice and information by well trained staff, able to apply this knowledge to the needs of your school.
- ▶ News, updates and good practice shared with governors via an electronic newsletter available throughout the year.
- ▶ School specific clerks briefed and regularly updated via termly briefing sessions (at least six hours per year).
- ▶ Access to advice and information via the Nottinghamshire Schools Portal.
- ▶ Includes subscription to the Nottinghamshire Association of Governors.

Further information

Governor Learning and Development information is available on page 22 and our Clerking Service is outlined on page 76.

“ At our school we find the clerking service a valuable asset to our governing body. The depth of knowledge and professionalism our clerk brings to our meeting enables us to carry out our duties effectively. We find the services that are provided an excellent investment and would recommend them highly. ”

Colin Barnard, Chair of Governors
Abbey Gates Primary School



Leonie Meikle

Tel: 01623 434733 / 07843 502867

Email: leonie.meikle@nottscg.gov.uk

Governing Body Clerking Service



Every governing body is legally required to appoint a governing body clerk for all its meetings. Governor Services provide schools with a professional, high quality clerking service delivered by professionally trained clerks and efficient, well organised and knowledgeable business support staff.

What we offer

- Maintenance and monitoring of governing body membership, attendance, terms of office, eligibility checks and provision of welcome pack for new governors, including NGA 'Welcome to Governance' booklet and Chairs Guide for new chairs of governors.
- A focused agenda produced by the clerk in consultation with the chair of governors at least 15 days before the meeting.
- School specific meeting notices and papers sent electronically to individual governors within the legally required number of days prior to the meeting. Governing bodies can choose for all members to receive paper copies of school specific documents at an additional cost; see service charges.
- Named clerk to provide interpretation, advice and guidance on school government regulations and procedures for at least three meetings per year.
- Clerk to undertake follow up action or correspondence as instructed by the governing body.
- Accurate, high quality minutes sent to the chair of governors within 15 working days of the meeting.
- Correspondence handling and storage of documentation.
- Named clerk or minuting secretary for special meetings and committee meetings.
- Telephone and written advice before and after meetings as required.

Our pledge

We provide a professional clerking service that ensures governing body meetings are focused on the strategic role of the governing body and are efficiently organised and well recorded. Our approach also enables individual governors to access good legal and procedural advice, as required, before, during or after meetings.

- The flexibility to purchase a clerk or a minuting secretary for additional meetings.
- All the benefits of the Governing Body Advice and Information Service (see page 74).
- A pay as you go complaints resolution service to manage the whole process for you should your school receive a complaint.
- Named clerk to provide advice and guidance to support good governance.

Benefits to your school

- ▶ A clerking service that can be adapted to meet the individual governance model for your particular type of school/education setting.
- ▶ The services of a named, professionally trained clerk, who is regularly updated on national and local changes affecting the governing body and able to advise on governance matters and procedures.
- ▶ Access to specialist clerking services for complaints, grievance, disciplinary, pupil exclusions hearings, as and when needed.

- ▶ Support from experienced staff for all matters relating to arrangements for governing body meetings.
- ▶ Flexible, competitively priced, pay as you go options.
- ▶ Includes all the features of the Governing Body Advice and Information Service.

Further information

- We recognise there are different models of governance. Our packages can be adapted to fit the needs of your governing body. Please contact us to discuss your requirements.
- Governor Learning and Development is also available on page 22.



Leonie Meikle

Tel: **01623 434733 / 07843 502867**

Email: leonie.meikle@nottscg.gov.uk





Headteacher Appointment Service

Governor Services and the Education Improvement Service provide a professional, cost effective headteacher recruitment service to governing bodies. Together we have considerable experience in headteacher recruitment and can offer expert advice throughout the process.

What we offer

- **Initial contact** - telephone advice to the chair of governors regarding the governing body's role in appointing a headteacher.
- **Startup meeting of full governing body** - advice about the first stages of the recruitment process, from an experienced adviser.
- **Selection panel meeting(s)** - advice regarding the organisation and role of the selection panel including advertising, shortlisting and interview arrangements.
- **Selection process** - professional help from the adviser in the identification of a suitable shortlist of candidates, attendance at interviews, feedback to panel on the performance of candidates and checks on identity, qualifications and right to work in the UK (legal requirement).
- **Follow up** - feedback on performance to candidates, arranging Disclosure and Barring Service checks if necessary.
- **Administrative support** - a named contact who will arrange all meetings of the governing body and selection panel including:
 - copying all information as required and producing minutes.
 - distribution of statutory and local guidance to governors.
 - send out applicant packs.
 - arrange for shortlisted candidates to attend for interview.
 - take up references.
 - arrange for the contract to be issued.
 - distribute minutes of all meetings.
 - support the governing body and local authority officer at all stages of the process.

Our pledge

This service ensures governing body selection panels are well advised and supported throughout the headship selection process.

Benefits to your school

- ▶ Efficient administrative support which ensures school staff are freed from the administrative burden of recruitment of headteachers. Time consuming tasks, such as producing and sending out key information, obtaining references and photocopying will be undertaken on your behalf.
- ▶ Strategic and professional advice provided by people who understand your school's performance and circumstances.
- ▶ High standard of professional advice throughout the process from specialist local authority officers from the Education Improvement service and a named contact within Governor services for administrative support.
- ▶ Professional advice by representatives of the Education Improvement service to help the selection panel prepare the job description, person specification, school details, advertising and interview materials.
- ▶ Some governing bodies are unable to appoint first time and have to repeat the process. As our charges are based on the number of enquiries, applications and governors involved, the cost of repeating the process will only include the additional work required.
- ▶ All materials provided will be of a high professional standard and approved by HR.



Leonie Meikle

Tel: **01623 434733 / 07843 502867**

Email: leonie.meikle@nottsc.gov.uk

Further information

- This is a joint service delivered by Governor services and the Education Improvement service.
- Whilst governing bodies may be able to buy support from external providers, they may not know your school's performance or circumstances.

For maintained schools it is a legal entitlement for the Corporate Director, or in the case of voluntary aided or controlled schools, the Diocesan Director of Education, or his/her representative, to attend all proceedings relating to the selection of any head teacher. Any advice offered by the local authority at these proceedings must be considered by the governing body when reaching a decision.





**Nottinghamshire
County Council**

Nottinghamshire Schools Portal

The new Nottinghamshire Schools Portal is a replacement for the old Wired system and has been designed to make it much easier for colleagues in schools to access all key news, information and relevant documents.

The portal also includes an electronic post system as well as the latest information, developments and offers from all of our Services for Schools. It has been built to be responsive on any device, so you can view it as easily on a mobile or tablet as from your desktop.

You'll find the portal at

www.nottinghamshire.gov.uk/schoolsportal

We're always interested to hear the views of our users so if you have any ideas as to how you'd like to see the portal improved then please let us know via www.nottinghamshire.gov.uk/schoolsportal/feedback





Providing services you can depend on

07 Pupil Development

Education Library Service



The Education Library Service (ELS) provides resources which are relevant to the curriculum, up to date and in good physical condition, as well as supporting reading for pleasure. We also provide professional advice on school libraries. Our friendly and knowledgeable staff can save teachers invaluable time.

Maintained schools need a wide range of resources to support the curriculum and encourage students to read for pleasure which can assist in raising achievement in the classroom.

The **Loan Collection Service** gives access to over 300,000 high quality resources suitable for all age and ability levels. There are two options - the standard service and the unlimited exchanges service (the latter allows you to change resources as often as you wish at no extra charge). With either option, our mobile library can visit your school to allow children to be involved in choosing reading materials. This encourages reading for pleasure which has been linked to raising standards in school.

Our **Advisory Service** can provide you with bespoke and specialist support including:

- **Developing your school library** - we can help with all aspects of developing and managing your school library.
- **Book talks and storytelling to pupils** - a librarian can visit your school to tell stories and promote reading for pleasure.
- **School librarians' support package** - provides professional development, current awareness and individual advice and support for qualified school librarians in secondary schools.

“ ELS is my absolute lifeline in a tough financial climate and represents fantastic value for money. The Loan Collection and Exchanges enable me to access more titles than I could ever buy with the same budget while the wealth of expertise available for advice and support is invaluable. ”

Celia Foskett, School Librarian
East Leake Academy

Our pledge

We will provide a high quality, flexible and efficient service tailored to your specific needs. We regularly monitor customer satisfaction with the service provided, currently over 95% for all services.

What we offer

- High quality resources for all ages and abilities from 3 - 16 year olds, selected by specialist librarians with an in depth knowledge of the curriculum and the range of resources available.
- Your staff can visit the ELS base to select their own collections; librarians are always available to advise on appropriate resources.
- Order your resources online, by email, phone or fax and they will be delivered direct to school at no extra charge, or ring to collect.
- Our mobile library for primary and special schools carries over 2,500 fiction and non fiction titles intended to promote reading for pleasure.
- Bespoke advice on library policy and all aspects of planning, designing and organising your school library.
- Free termly lists of newly published resources recommended by our librarians for subscribing schools.
- Subscribing secondary schools can participate, free of charge, in the Brilliant Book Award, intended to inspire Key Stage 3 students to enjoy reading.
- School librarians' support package offers regular meetings, inset, newsletters, booklists and individual advice and support as required.
- Inset or staff meetings on any aspect of the school library can be delivered onsite or at the ELS base.
- Online catalogue available showing all resources stocked.
- Book talks and storytelling sessions to promote reading for pleasure, tailored to your needs; the books introduced are lent to the school for one month in addition to your loan.

“ ELS is a wonderful service for teachers offering a comprehensive selection of excellent books and materials to extend resources in the classroom - inspirational for children and teachers. The friendly library staff are always welcoming, well informed and keen to help. Thank you. ”

Margaret Billson
Gilthill Primary School



Benefits to your school

- ▶ Value for money: borrowing enables you to access more titles than you could buy with the same budget, for example, if you bought into 100 unlimited core you could exchange them half termly or more frequently, giving you access to 600 plus titles in one academic year.
- ▶ Our professionally qualified, experienced librarians have an in depth knowledge of stock and the curriculum, which enables them to identify the best resources to meet your specific needs and saves your staff valuable time.
- ▶ Flexible and responsive service that gives you access to relevant resources as your school needs and priorities change.
- ▶ A service quick to respond to new curriculum changes and developments.
- ▶ Resources are provided quickly and efficiently and delivered direct to maintained schools.
- ▶ Our school librarians' support package offers opportunities for networking and sharing of good practice with other school librarians, as well as specialist in service training to support their CPD needs.
- ▶ Our knowledge of the range of library furniture and equipment suppliers assists you in identifying the most appropriate suppliers for your needs.



Val Sawyer

Tel: 0115 985 4200

Email: valerie.sawyer@nottsc.gov.uk

Rachel Marshall

Tel: 0115 985 4200

Email: rachel.marshall@nottsc.gov.uk





Schools' Swimming Service

Swimming is a life skill that every child has a right to learn. Schools have a duty to teach high quality swimming and water safety to all pupils, irrespective of their ability, during their primary education. The purpose of this is to ensure all pupils have the opportunity to achieve the national curriculum standard.

Primary education

The Schools' Swimming service is dedicated to providing the opportunity for all children in Nottinghamshire to access swimming. Pupils will start the Learners Journey which equips them to meet the needs of the national curriculum in relation to both swimming and survival. The service endeavours to enrich all pupils' swimming experiences and offers participation in gala events.

Further support is given to pupils with additional needs through bridging clubs. The aim of which is to help develop the specific needs of individuals, creating pathways and opportunities for development of skills within the limitations of their disability. The service provides qualified instructors and lifeguards and arranges pool hire and transport. The service recommends all school teachers undertake the training offered to improve their confidence and impact on the learning outcomes of the children.

What we offer

- The service is available to pre-school, special, primary and secondary school children of all ability levels.
- Access to all schools to provide the national curriculum statutory requirement in swimming.
- High quality swimming in a safe environment.
- Highly qualified instructors and lifeguards who undergo regular training.
- Flexibility to meet the individual needs of schools and pupils.
- Provision of swimming galas for all schools.
- Access to lead professionals in swimming for advice and support.
- Provision of bridging clubs for pupils with additional needs, teaching in small groups. These sessions can't be undertaken instead of the school's mainstream lessons. The sessions are all funded independently.
- The opportunity for all school teachers to access Level 1 and Level 2 training.
- **New opportunity for schools coming soon** - classroom based swimming teaching delivered by fully qualified instructors, to equip Year 6 children with the knowledge and understanding of how to survive around water.

Benefits to your school

- ▶ National curriculum and Ofsted requirements can be met.
- ▶ Additional support and advice is available for pupils with additional needs.
- ▶ Training is provided for school teachers in the teaching of swimming to improve learning outcomes of pupils.
- ▶ Cross curricular activities including invasive games, movement, literacy, science and links to other subjects.
- ▶ Evidence of dyspraxia (a motor learning difficulty) can easily be seen in swimming and this is often when it is first picked up.
- ▶ Participation in galas give opportunities to signpost gifted and talented pupils to competitive swimming clubs.
- ▶ Work experience and young leader placements available to pupils which can lead to apprentice opportunities.
- ▶ Significant improvement can be seen in the classroom in the learning outcomes for children with additional needs as they become more confident in swimming.
- ▶ Reinforce the skills learnt and develop knowledge, through engagement with Year 6 pupils prior to leaving primary education, to equip them with the skills they will rely on into adulthood.

Further information

Service Recommendation

The service recommends that schools target Years 3 and 4 and those swimmers in Years 5 and 6 who have not yet reached the national curriculum standard.

Our pledge

The Schools' Swimming service is dedicated to providing the opportunity for all schools in Nottinghamshire to access a high quality swimming provision (in accordance with its health and safety guidance document), to ensure that pupils can strive to meet the national curriculum statutory requirement in swimming at Key Stage 2.



Training

National curriculum courses for school teachers
The Schools' Swimming service offers bespoke courses

1 and 2 day courses respectively in the teaching of national curriculum in swimming. Level 1 covering fundamentals of swimming and is a prerequisite for Level 2, covering planning and improving swimming.

- Module 1 runs 4 - 5 times a year when demand is highlighted.
- Module 2 runs once or twice a year according to the demand.
- Amateur Swimming Association tutors.
- Various venues across the county.
- For school teachers and teaching assistants who assist in the delivery of teaching school swimming.

Costs

Our prices are bespoke to each school and take into consideration the number of instructors and lifeguards required to meet industry standards.

By purchasing the full package, you'll get the best price.



Schools' Swimming Team

Tel: 0115 977 2824

Email: schoolsswimming@nottscg.gov.uk

“ My best bit at swimming was learning to swim on my back. ”

Jodie

“ I liked swimming because I went under water and I liked fetching the toys. ”

Luke

“ Thank you I loved swimming. I wish I could come back. ”

Amelia

Quotes from the pupils in the Squirrel Team
Maun Infants School



Instrumental and Music Teaching (IMT)

Most children have their first experience of music at school, starting their musical journey and learning lifelong skills. We provide great music education in partnership with your school. This education enables children and young people from all backgrounds to learn a musical instrument, to perform with others, to learn to sing and have the opportunity to progress to the next level of excellence.

IMT provides instrument and singing lessons alongside affordable instrument hire, practical music workshops, elearning, advice, training and support. We can also support schools in delivering Sing Up, Musical Futures, Arts Award and Arts/Music events.

Lessons can be on an individual, paired or group basis and are provided weekly. Entire classes can also learn through our Whole Class Instrumental offer.

Throughout the year IMT also offer opportunities for young people to hear and perform with professional musicians, groups and orchestras, and to get together and perform with other young people in large venues around the county.

Details of further music opportunities for young people are available on the Nottinghamshire Music Hub website www.nottsmusicHub.org.uk

What we offer

- Weekly, whole class instrument lessons with one of our specialist teachers that includes a free class set of instruments and free school access to an elearning package.
- Weekly instrument and vocal lessons available for individuals, pairs and small groups.
- Low cost instrument hire and purchase.
- Full range of instruments and styles taught.
- Lessons available for children and young people aged 5 - 18.

Our pledge

To deliver a good quality teaching and instrument service, alongside exciting live music opportunities and experiences.

- Ability to run school bands, orchestras and groups, including rock and pop.
 - Financial support available for families on low incomes, looked after children and those children with special educational needs and disabilities.
 - Annual report to parents on their child's progress plus access to a variety of music examination routes.
 - Workshops and concert performances available to schools to support the curriculum from Key Stage 1 to A Level.
 - Training and support available to help you make the most of music in your school and local community.
 - Option to hire out class sets of instruments for your own whole class projects.
- ▶ Continued professional development, performance management and lesson observations for all our teachers.
 - ▶ Innovative packages to help engage all your young people with music.
 - ▶ Packages that can be tailored to fit the needs of your school.
 - ▶ Tailored teaching to meet the needs, aspirations and interests of all young people.
 - ▶ Latest information on national music initiatives.
 - ▶ Exciting links with performance venues and professional musicians.

Benefits to your school

- ▶ A one stop shop for your school's music education.
- ▶ All teachers have regular enhanced DBS and employment checks and undertake Safeguarding Training.



Instrumental and Music Teaching

Tel: 0115 977 3287

Email: imt@nottsc.gov.uk



Arts Service

Learning can be enhanced and developed through a creative approach. The Arts service advocates arts as an integral tool to learning and personal development and seeks to offer opportunities and share skills.

What we offer

- Bespoke artists' workshops linked to curriculum and/or Ofsted requirements delivered in libraries and combined with a library visit.
- Bespoke CPD arts training for primary and secondary schools, including inset.
- CPD training and support for The Big Draw.
- Changing gallery programme of exhibitions in libraries, including opportunities to participate and exhibit.

“ I just wanted to let you know how wonderful the artist led sessions have been. Learners have gained so much and have really been part of a very special and enriching experience. ”

Academy Transformation Trust,
Sutton Campus

Benefits to your school

- ▶ Professional service that works with the school's needs.
- ▶ Supportive and experienced arts staff committed to the highest standards of provision.
- ▶ Arts staff knowledgeable in the specialist field to support the school's choices.
- ▶ Bespoke training to develop the school creative/ arts offer to students.
- ▶ Exhibiting student and school work in a community space.
- ▶ Safeguarding and health and safety compliant offer.

Our pledge

We will consistently use our expertise to provide school staff and students with high quality opportunities and training to develop creative ways to learn.

Training

We offer bespoke training for your staff team in arts techniques, creativity and engagement, sharing practice and ideas for engagement.

Advice on running a Big Draw at school, including developing drawing as a tool for engagement and visual literacy.

Ways to meet Arts Award criteria with your young people.

Where and for who:

- Training can be arranged at a library venue or at your school.
- For all schools - teaching/support staff or for pupils as peer mentors/leaders.

“ Working alongside professional artists not only inspires our students to achieve great goals, but supports staff. The week was exceptional the majority of students engaged in a new experience and the few that were able to attend the celebration day enjoyed sharing their work and celebrating with other schools. An amazing opportunity that as a teaching assistant I will treasure for many years to come. ”

Ashlea Special School



Sarah Baker

Tel: 01623 722404

Email: sarah.baker@nottscc.gov.uk

Schools and Families Specialist Services

We are a team of specialist teachers and teaching assistants with additional qualifications and extensive experience in working with children and young people with special educational needs aged from 0-19. Teaching, advice, support and training for pupils with the most complex needs, and for the staff who work with them, is available **free of charge** to all Nottinghamshire schools, including academies. Additionally, all schools are able to purchase a range of training and consultancy services which can be tailored to meet your individual requirements.

What we offer

- Training and consultancy on the educational implications of a range of special educational needs including autism, dyslexia, sensory impairment, speech, language and communication needs, Down Syndrome, foetal alcohol spectrum disorder (FASD), dyscalculia, profound and multiple learning needs, emotional, social and behavioural needs.
- Assessment and target setting for pupils with special educational needs including training on P Scales, PIVATS, Portage (for very young children), specialist language and other assessment methods.
- The Inclusion Development Programme and the DfE advanced training materials for autism, dyslexia, speech, language and communication needs plus the DfE advanced training materials for moderate learning difficulties.
- Working with parents and carers.
- Signs and symbols and other augmentative and alternative communication methods including british sign language.
- Inclusive technology and specialist software for pupils with special educational needs, including sensory impairments.
- Literacy and numeracy interventions (Numicon for example) and differentiation.

Our pledge

We provide specialist advice and training to schools to support them in effectively meeting the needs of learners with special educational needs and disabilities. We will tailor the training and support to meet your individual requirements and constantly evaluate and review our services in the light of feedback we receive.

- Ofsted planning, preparation and follow up in relation to special educational needs.
- School self evaluation of inclusive practice.
- Transition planning and person centred approaches.
- Environmental audits for pupils with a sensory impairment.

Benefits to your school

- ▶ Staff are highly qualified and experienced and are deeply committed to high standards and improving life outcomes for children and young people with special educational needs.
- ▶ We are a Nottinghamshire based service, with understanding and experience of the local context, and its particular issues and challenges. This helps us to support you more effectively.
- ▶ The service is professional, reliable, flexible and provides excellent value for money.
- ▶ We will discuss the programme of training and support with you, to meet your individual needs and requirements.
- ▶ We are nationally recognised for our work in a number of areas, including autism, dyslexia, speech, language and communication needs and SEND in early years.



Ruth Hardy

Tel: **01623 433326**

Email: ruth.hardy@nottsc.gov.uk

Costs

There has been no increase in our prices for bespoke training over the last four years. The majority of training we provide remains free of charge. For further information on costs, please contact the service directly.

Further information

We are able to provide support, advice and training to meet the needs of pupils with the most complex needs **free of charge** to all Nottinghamshire schools, including academies. This type of support is usually negotiated at Family Springboard meetings. Some of the training described above is available for purchase in addition to the core offer. Please contact the service directly for further information.





Outdoor and Environmental Education Service

‘Outdoor and environmental education makes an important contribution to physical, personal and social education.’ (Ofsted).

The Outdoor and Environmental Education service (OEE) offers your school opportunities to experience quality outdoor learning experiences that enrich the curriculum and help learners to reach their potential through positive engagement with the education process, increased confidence, group awareness, healthy activity and fun.

The service provides two high quality residential centres in the Peak District: Hagg Farm Outdoor Education Centre (for Key Stage 2 pupils and upwards) and St Michael’s Environmental Education Centre (for primary school pupils).

In addition we have Perlethorpe Environmental Education Centre in the Thoresby Estate, Brackenhurst Environmental Education Centre on the Nottingham Trent University campus near Southwell, and Sherwood Forest Country Park near Edwinstowe offering day visits for pupils closer to home. The Mill Adventure Base, at Kingsmill Reservoir, offers a range of outdoor activities, team challenges and adventure both on and off site for Key Stage 2 - 4, and has a peripatetic facility to bring activities to school grounds.

What we offer

- Wide range of adventurous and environmental activities led by highly qualified staff at warm, welcoming and well resourced centres.
- At Hagg Farm activities include rock climbing, canoeing, caving, orienteering, hillwalking, abseiling, gorge walking, zipwire and a host of problem solving exercises, field studies, conservation and environmental/art activities.

Our pledge

We provide and support quality outdoor learning experiences for pupils that are safe, enriching, educational and fun. Our qualified, motivated and experienced staff deliver the highest standards of safety and learning to help service users reach their potential through tailored programmes of activities.

- At St Michael's activities include walking around the local gritstone edges, village studies, orienteering, conservation, stream dipping, history walks with role play and environmental art.
- A range of catering packages to suit your group are available at the residential centres and each group has sole use of the centre.
- Training for teachers and leaders to empower them to meet the relevant needs of young people, the wider community and the school's curriculum.
- Perlethorpe Centre is housed in a former village school with a genuine Victorian classroom. It offers a variety of activities including literacy, maths, art and history using the outdoor environment
- Brackenhurst Centre is on a site with a working farm with access to farm animals, Victorian walled gardens and glasshouses. Activities on offer include looking at life processes, literacy, history and art.
- Sherwood Forest Country Park has a centre for schools' use. Activities include Robin Hood and Medieval Life, shelter building, orienteering and habitat studies.
- Adventure activities at The Mill Adventure Base include climbing, sailing, canoeing, mobile climbing wall, Jacobs ladder, team wall and underground passageways (tubing) as well as off site activities such as mountain biking, abseiling, rock climbing and weaselling.
- The centres have an inclusive approach and the buildings and activities are adapted and available for all users regardless of ability/disability.
- Fully supported and individually tailored school visits, including risk assessments, health and safety policies and procedures, teaching programmes and curriculum resources.
- The OEE team provides technical and practical support for access to the DofE award within the County. This includes setting up and maintaining the award within school, staff training, participant achievement support, health and safety advice and access to support delivering expeditions.
- Information, advice and guidance for school visits and outdoor education including the use of an electronic visits management system. We endeavour to respond to all enquires within a five day period and all approval forms within 10 days.



Benefits to your school

- ▶ Affordable, well regarded and reputable opportunities within 1.5 hours journey time of any Nottinghamshire school.
- ▶ Outdoor activities can enrich the life of each individual by personal achievement/development, raise their self esteem and realise their full potential.
- ▶ Residential and day opportunities for whole year group packages through multiple courses to increase group cohesion, instill school ethos and cement relationships with staff/pupils and peers.
- ▶ Courses for class groups to enhance curriculum and bring subjects alive including exam, fieldwork, PSHE, Self Second, transition to secondary and whole class cross curricular courses.
- ▶ GCSE PE (adventurous activities) training and assessment weeks at Hagg Farm have consistently and significantly improved attainment for students.
- ▶ Targeted courses for disaffected young people to help them achieve success and re-engage them with the education process (through schemes such as Self Second at Hagg Farm).
- ▶ Improve and promote physical health and emotional wellbeing through outdoor experiences and enjoyment of outdoor recreation.
- ▶ Access to specialist advice and guidance regarding school visits through our Outdoor Education Advice service, which is a statutory expectation within health and safety law.

- ▶ The Duke of Edinburgh's Award frequently features positively in schools' Ofsted inspection reports, DoFE can help improve the outcomes of future inspections through evidencing key areas of pupil development.
- ▶ Bespoke activity packages can be designed in consultation with yourselves to meet your aims.

Costs

A breakdown of the variety of packages available and their costs can be seen on our website, including links to our outdoor and environmental education centres. Visit: www.nottinghamshire.gov.uk/outdoorenvironmental



Training

A wide range of training is available including; HSE approved First Aid, national governing body leadership qualifications (mountain leader, walking group leader, cave leader, rock climbing, orienteering) and Bringing Your School Grounds To Life. See 'Outdoor and Environmental Training Opportunities' online for details: www.nottinghamshire.gov.uk/outdoorenvironmental

- All courses contribute to competency, skills and knowledge and many lead to nationally recognised qualifications.
- Experienced and highly qualified Outdoor and Environmental Education staff deliver courses throughout the year.

- Courses are held mainly at the Outdoor and Environmental Education Centres. Some courses can be delivered at your own school e.g. bespoke first aid training.
- Duke of Edinburgh Award trainer and assessor accreditations.

“ The whole environment enables our young pupils to step outside of their usual comfort zones... push themselves to attempt new challenges, allow themselves to achieve new goals and develop and strengthen friendships in the process. ”

Mr A Rahman, Headteacher
Toot Hill School



Hagg Farm Outdoor Education Centre

Tel: 01433 651594

St Michael's Environmental Education Centre

Tel: 01433 650309

Environmental Education Day Centres

Tel: 01623 822218

The Mill Adventure Base, DofE and Outdoor Education Advice

Tel: 01623 556110

Email: outdoor.environmental@nottscg.gov.uk





**Nottinghamshire
County Council**

What's new from the Outdoor and Environmental Education Service



KS2 Induction Programmes at Hagg Farm

These autumn term programmes are an ideal opportunity to get your new year group together. New creative evening sessions including pottery painting, a local story teller and stargazing are perfect for dark nights and for getting in the Christmas spirit!



DofE Open Gold Residential Courses

Your pupils can now complete the residential section of their Gold DofE award in school holidays at either Hagg Farm or The Mill.

Camping Pods at The Mill Adventure Base

Our cosy wooden pods are a great alternative to traditional camping and perfect for KS1/2 pupils to experience their first night away from home.



W www.nottinghamshire.gov.uk/outdooreducation
E outdoor.environmental@nottscc.gov.uk
T 01623 556110 (The Mill) or 01433 651594 (Hagg Farm)



Providing services you can depend on

08 School Support

Education Appeals

– Admissions and Exclusions

Is your school its own admission authority? If so it is your schools' responsibility to arrange an independent appeals process for both admission appeals and exclusion reviews. At Nottinghamshire County Council we can arrange these appeals for you. We have a long and proven track record of successfully arranging and clerking admission appeals and exclusion reviews in a completely independent manner, ensuring all statutory requirements are met.

By using our services, you do not need to go to the trouble of recruiting, appointing and training independent appeal panel members and clerks; we deal with all the necessary arrangements for appeals in line with the current statutory requirements.

Charges will only be incurred for any appeals logged, therefore you can agree to use our services even if your school has yet to receive any appeals, giving you peace of mind that we can respond within the required timescales when called upon.

What we offer

- Legally required information to publish on your schools website.
- Organisation of all aspects of appeals, including venues and refreshments, as appropriate.
- We can receive appeals and act as the initial point of contact and an independent source of information for appellants.
- Genuinely independent and fully trained clerks and panel members, in line with statutory requirements.
- Support and advice (at cost price) in responding to any enquiries and investigations by the Local Government Ombudsman and the Education Funding Agency (EFA).
- A translation and interpretation service (at cost price) to enable you to fulfil your obligations to any appellants requiring such services.

Our pledge

Our experienced and fully trained team members are professional and approachable, providing a friendly, high quality and independent service to enable your appeals processes to be undertaken in line with recognised best practice and statutory requirements.

Benefits to your school

- ▶ No need to worry about the practical and logistical difficulties faced in organising and hearing appeals within the relevant deadlines.
- ▶ We can act as the main point of contact for appellants, enabling you to concentrate your efforts on preparing your case for the appeal.
- ▶ By choosing our service, you do not need to place expensive advertisements for panel members and provide independent training.
- ▶ You can access a large pool of experienced and genuinely independent appeal panel members, with all necessary training provided by the County Council and nationally recognised independent trainers.
- ▶ You will have fully trained and independent clerks who can draw on a wealth of experience of admission appeals and access further specialist legal advice if required.
- ▶ You can utilise our experience of successfully responding to Local Government Ombudsman and EFA inquiries.



Sara Allmond

Tel: 0115 977 3794

Email: sara.allmond@nottsc.gov.uk

Training

For those academies who are arranging their own appeals we can offer admission appeals training packages tailored to your own specific needs.

Costs

Admission appeals are charged at set costs per appeal – contact us for further information.

Translations/interpretations and input into Ombudsman/EFA investigations are charged at cost price. Non County Council venues will also be charged at cost price.

Exclusion Review fees are charged at cost price – contact us for further information.



Data Collections



The Performance, Intelligence and Policy team provides support to schools so they can produce timely and accurate statutory returns to the Department for Education (DfE).

Data collections included in this service:

- Termly School Census
- School Workforce Census
- Early Years Foundation Stage Profile (EYFSP)
- Phonics
- Key Stage 1 Teacher Assessment (KS1 TA)
- Key Stage 2 Teacher Assessment (KS2 TA)

What we offer

- Start of year calendar to inform schools of the collection dates.
- Clear guidance notes to help schools carry out their return.
- Telephone and email support from experienced data collections staff.
- Help in producing the actual return for upload.
- Support for schools in the use of the DfE collection website.
- Validation of data to ensure accurate returns including resolution of duplicates.

Benefits to your school

To ensure you receive your correct level of funding, the Data Collections team will work with your school to make sure the data returned is accurate. Funding based on the census includes:

- ▶ Numbers on roll (School Block of the Dedicated Schools Grant (DSG) allocations).
- ▶ Pupil premium (Free School Meals (FSM), service child and adopted from care).
- ▶ Education, Health and Care Plan (EHCP).
- ▶ Universal Infant Free School Meals (UIFSM).



**Performance, Intelligence
and Policy Team**

Tel: 0115 977 3604

Email: data.collections@nottsc.gov.uk

Our pledge

- Provide accurate and timely guidance to enable you to carry out your returns.
- Telephone and email support.



FFT Aspire Service

Nottinghamshire County Council is able to offer schools and academies a discount for access to the FFT Aspire website. FFT Aspire is the reporting and data tool for schools which provides key target setting and school performance evaluation information. FFT Aspire uses the latest curriculum and accountability measures, is quick and easy to access, enables in depth analysis to support future planning, and aids positive conversations with inspectors.

What we offer

- Initial set-up for schools to access the FFT Aspire website.
- Discounted charges for schools (saving a third on the price of the service) by becoming part of a consortium coordinated by the Council's Performance service.

Benefits to your school

- ▶ FFT Aspire is visual and user friendly, presenting complex data in a way that can be easily understood and interpreted.
- ▶ The new Student Explorer dashboards provide teachers with a complete overview of each pupil.

- ▶ FFT delivers you the latest pupil performance information with valid comparisons across a wide range of indicators.
- ▶ Forward looking pupil and school information is available for all pupils and self evaluation dashboards for results at national assessment points.
- ▶ Reports include a school summary, attainment and achievement, pupil groups, pupil lists, overview of subjects and school context.



**Performance, Intelligence
and Policy Team**

Tel: **0115 977 3604**

Email: **data.collections@nottsc.gov.uk**

Our pledge

We will provide email and telephone support in relation to FFT from Monday to Friday.

- Free overview training from FFT, organised locally within the LA.
- Access to the FFT online support area.
- Notification of free webinars, support guides and videos and data releases.

Performance Analysis



The Performance, Intelligence and Policy team provide schools with a range of performance analysis services to support the process of self evaluation within your school. The publications provide headline measures as well as trend and benchmarking information for you to compare your school's outcomes. Information is available at school level as well as for pupil groups.

In addition to locally produced information, the performance portal also contains externally produced information such as RAISEonline summary reports, Post-16 PANDA Profiles and Level 3 Value Added reports.

Some examples of analysis available to schools through the performance portal include:

- Key Stage handbooks providing analysis of your test/teacher assessment outcomes (EYFSP – KS5).
- Attendance/absence reporting.
- Profile on Entry reports providing secondary schools with a profile of their incoming September Year 7 pupils.
- Information on pupil deprivation.
- Externally produced information.

What we offer

- Customised analysis unique to your school.
- Local and national benchmarking information to compare your school outcomes.
- Validation against your local school information.

Our pledge

- Provide accurate, timely and customised information.
- Telephone and email support with data queries and interpretation of analysis.

Benefits to your school

- ▶ Provides school/subject leaders access to key performance information.
- ▶ Identify areas of good practice within the school.
- ▶ Identify areas for further development.
- ▶ Available quicker than RAISEonline. Primary Key Stage analysis is usually available when schools start back in September and secondary Key Stage analysis is available around October half term. This is a month and a half earlier than RAISEonline.
- ▶ Supports Ofsted inspections.
- ▶ Developed in conjunction with the Council's Education Improvement service.
- ▶ Single location for performance related analysis.

Costs

Currently provided free to all Nottinghamshire schools and academies.

Further information

Access to the performance portal is via the schools portal. From the homepage select 'Quick links' from the menu bar, expand 'General Forms and Information' and select the option 'Performance Portal'. If you need assistance with login details for your school please contact the team.



Performance, Intelligence and Policy Team

Tel: 0115 977 3604

Email: data.collections@nottsc.gov.uk



Planning for Emergencies

Schools normally provide a safe haven for pupils but they can become involved in an emergency at any time. Examples include serious injuries, damage to school property, severe weather, loss of utility supplies, transport accidents, public health incidents and criminal activity.

Planning for such eventualities can reduce the likelihood and impact of an incident and enhance your school's reputation as a safe place to learn and work. A plan that deals with the consequences of large scale emergencies can also help staff to cope with the smaller, but nevertheless disruptive, incidents that schools can experience on a regular basis.

Free emergency planning resources, including a template school emergency plan, are available online via the schools portal.

The Emergency Planning team can offer specialist help in reviewing your emergency plan, training your staff and organising exercises – providing you with the confidence that your school is able to respond effectively to a variety of incidents.

What we offer

- Support in developing or reviewing your emergency plan.
- Advice on business continuity arrangements.
- Creation of bespoke maps for your emergency plan.
- Delivery of general awareness training for staff and governors to ensure they are aware of your school's emergency plan and how it affects them.
- Advanced training for staff that are required to lead or coordinate your school's emergency response.
- Call out exercises to test your emergency communication arrangements outside usual school hours.

Our pledge

The Emergency Planning team are experienced, professional and innovative. They will work closely with you to improve the resilience of your school and provide your staff with the necessary skills and knowledge to respond effectively to an emergency.

- Live or tabletop exercises to test your school's response to an emergency.
- Debriefs after an exercise or incident to identify any important learning points or changes to your emergency plan.

Benefits to your school

- ▶ The Emergency Planning team led on producing national emergency planning resources for all UK schools in conjunction with the Cabinet Office and Department for Education.
- ▶ They have extensive experience in responding to a variety of incidents and work closely with the emergency services, Environment Agency, Met Office and many other organisations.
- ▶ They can provide support tailored to meet your specific needs.
- ▶ Training and exercising your emergency plan can be an excellent team building opportunity for staff and governors.



Edward Shaw or Wendy Harnan-Kajzer
 Tel: 0115 977 3471
 Email: emergency.planning@nottscg.gov.uk

Training

Emergency planning training provides staff and governors with an overview of your school's emergency procedures and outlines their roles and responsibilities during an emergency.

An advanced course is available for employees with specific responsibilities in an emergency (e.g. those required to lead and co-ordinate your school's response).



Education Improvement Service

The Education Improvement service is committed to promoting the highest standards of pupil attainment and progress through the development of maintained schools and other educational settings. We are particularly focused on developing high quality, strategic leadership, teaching and learning and on closing the gap for vulnerable groups.

Our team of expert educationalists provide a free core offer to any maintained school identified as not good by Ofsted or at risk of not being judged as good at their next inspection. We provide school improvement support for all maintained schools and academies through a universal sold service offer. Through these offers we aim to ensure all Nottinghamshire pupils receive a good education and live in a county where children are safe, happy and healthy, where everyone enjoys a good quality of life and where everyone can achieve their potential.

What we offer

Leadership:

- Promoting a school led improvement system through brokering partnership working between schools.
- Induction programmes for headteachers, deputy and assistant headteachers.
- Senior leadership briefings and conferences.
- Support for inspection and self evaluation including making sense of your data.
- Managing appraisal, performance related pay and capability, including brokering monitoring officer support.

- Quality assurance for good and outstanding schools including leadership and management reviews.

Governance:

- External adviser support for governors carrying out headteacher appraisal.

Our pledge

We will consistently provide school improvement advice and support that reflects recent relevant research and best practice. Our offer is constantly reviewed in the light of feedback from our delegates and partners.

- External reviews of Governance.
- ‘Ready for Ofsted’, mini governance reviews.
- Bespoke governor training for your school or group of schools.
- Advice and support for structural reform, e.g. collaborations and federations through the ‘Small Schools’ and ‘Leadership Solutions’ programmes.

Closing the Gap:

- Support for looked after children from the Virtual School coordinator and team.
- Achievement and Equality team support for vulnerable pupils.
- Pupil Premium reviews.
- Bespoke locality based projects such as, ‘Together for Newark’ and ‘Talking to Learn’.
- ‘Every Child a Reader’ and ‘Switch-on’ reading/ writing projects.

Teaching, learning and assessment:

- Acting as ‘appropriate body’ for newly qualified teachers (NQT) accreditation and an NQT training package.
- Subject/themed networks and courses including Early Years.
- Support for assessment including moderation and monitoring of schools’ statutory duties.

“ The Education Improvement service can always be relied upon to offer valuable expertise from highly experienced staff. They have supported my school and family of schools well over the many years I have worked for the authority. We have always gained greatly from the services, high quality training and advice on every aspect of school improvement. ”

Robert Hattersley, Executive Headteacher
Chuter Ede Primary School



Benefits to your school

- ▶ Learning to further develop your leaders' and teachers' skills, knowledge and understanding of effective leadership and innovative practice.
- ▶ Support for all leaders, including governors and teachers to contribute to closing the educational gap for vulnerable pupils.
- ▶ Central programmes, conferences and development activities to support self improvement at individual, team and school levels.
- ▶ Flexible programmes, which are responsive to individual and group needs.
- ▶ A range of CPD opportunities for school leaders and staff to support school improvement offered through a primary and secondary brochure and through the CPD website which is continually updated.

Costs

Costs for our package offers and individual training events, including bespoke school based whole governing body training, are advertised in our CPD brochure along with the discounts available for Nottinghamshire's small schools.

www.nottinghamshire.gov.uk/cpd

For core programme governor learning and development information please see the Governor Learning and Development section (page 22).



Andy Fox or Liz Kitts

Tel: **01623 434146** or **01623 434143**

Email: andrew.fox@nottsc.gov.uk

liz.kitts@nottsc.gov.uk





Providing services you can depend on

09 Additional and Free School Services

Design and Print

We are Nottinghamshire County Council's in house Graphic Design and Print team, offering a comprehensive list of design and print services - specialising in graphic design, branding, print and signage.

Situated in County Hall, we have been providing our services to schools and academies across the county and beyond for over 30 years.

We're a friendly and flexible team with a refreshing enthusiasm for achieving results for our customers. Our extensive experience combined with a policy of total professionalism, has earned us awards and an impressive reputation for excellence.

Using colour, photos, charts and illustrations, we can create, print and deliver business documents, newsletters, brochures, prospectuses, folders, booklets, vehicle wraps, wallpaper and signage that demands attention!

What we offer

Graphic Design and Printing Services

We design, create, print and deliver a wide range of materials for online and off line purpose that includes but is not limited to:

- **Publications and posters**
Information packs, leaflets, brochures, prospectuses and posters.
- **Stationery and forms**
Letterheads, compliment slips, folders, business cards/visiting cards, pads, notebooks, carbon and NCR (carbonless) sets and forms.

- **Large format printing**
Banners, roller banners, posters, display boards and wallpapers.
- Whether you want to use just our design or print services or both, our **one stop shop** will save you time and money; please do not hesitate to contact us to hear how we can help.

Our pledge

We will consistently seek alternative efficient solutions, aim to turn around your quotes within 24 hours, ensure that our costs are competitive and provide a customer focused service – available to you 7.30am-5pm, Monday to Friday.

- **Miscellaneous**
 1. Calendars, yearbooks/photo-books and diaries.
 2. Laminating, wiro-binding and comb-binding.
 3. Large mail merges, fulfilment, envelope stuffing, mailing and distribution services.

Our complementary services also include:

- School merchandise: stickers, pens, balloons, mugs, hats, water bottles.
- Solutions4Data – our in house team for scanning and capture services, for both large volume and ad-hoc digitisation of off line material.

Our **one stop shop** will save you time and money; please do not hesitate to contact us to hear how we can help.

Benefits to your school

We are committed to:

- ▶ Achieving customer satisfaction.
- ▶ Offering exceptional value for money.
- ▶ Providing a 'one stop shop' saving you time and delivering consistent high quality across a wide range of products.
- ▶ Offering a reliable, secure and confidential service with an excellent history of delivering to schools, academies and other public body organisations, your jobs are safe in our hands!



Print Team Customer Services

Tel: **0115 977 3318**

Email: **designandprint.enquiries@nottscg.gov.uk**



Energy and Carbon Management

Helpful, experienced and passionate about saving energy, we provide a comprehensive energy management service to schools, working to reduce the cost of energy, cut carbon emissions and ensure compliance with energy related legislation.

What we offer

- Our evergreen participation agreement allows schools to benefit from the Council's procurement arrangements for gas and electricity, without the worry of seeking out the best contracts each year. Our arrangement aims to secure consistently good prices and limit the impact of market volatility.
- Free energy surveys to identify energy saving opportunities.
- Assistance with finance to enable schools to install fast payback energy saving measures through interest free loans.
- Online access to energy consumption and billing data, which can be used to identify wasted energy and improve efficiency.
- A range of excellent resources to help schools save energy and involve students, including our twice yearly Carbon Copy newsletter.
- A value for money Display Energy Certificate service to ensure legal compliance and help monitor and communicate energy performance.

Our pledge

We are committed to helping schools reduce their energy consumption, cut their carbon emissions, meet their energy related legal requirements and access value for money energy supply contracts. Wherever possible we will assist schools to create awareness of energy related issues amongst staff and students.

Benefits to your school

- ▶ We can help protect your school against increasing energy costs and price volatility.
- ▶ We keep an eye on your billing to raise any concerns promptly, and can help resolve issues with suppliers.
- ▶ Our resources can provide opportunities to engage and involve students and staff in saving energy.
- ▶ Energy saving measures can bring additional benefits such as upgraded lighting, enhanced user comfort, improved heating controls and reduced maintenance costs.

Costs

Energy supplied through our contracts is subject to a small percentage markup. Schools pay for the provision of Display Energy Certificates (and associated Advisory Reports when due). In addition, a small management fee is charged against the provision of loans for energy efficiency measures; otherwise what we offer is free.

“ As a multi academy trust, utilities are a significant cost and an area of ongoing focus. I have recently raised queries with the team around pricing changes that were unexpected and not explained in the standard literature, usage spikes that needed more investigation, and more general issues on energy VAT rates. We have received prompt responses each time, and with sufficient detail as to allow us to resolve our queries on a timely basis. I have never had to chase up a reply or ask for more clarification, and their help has been much appreciated. ”

Julia Gills, Federation Accountant
White Hills Park Federation



Emma Piggins

Tel: 0115 977 4935

Email: emma.piggins@nottscg.gov.uk



Recycle for Nottinghamshire Education



There are many ways in which maintained schools can take action to be more eco friendly and sustainable.

Nottinghamshire County Council working in partnership with Veolia can offer your school a range of activities, all as part of the new 'Recycle for Nottinghamshire Education' initiative.

The Schools Waste Action Club (SWAC) is a waste education programme that aims to increase awareness of waste and its management amongst school staff and pupils. The programme involves an education officer visiting the school and working with individual classes to encourage them to think about waste, its impact on the environment and how it can be reduced.

Visits to the Materials Recovery Facility (MRF) in Mansfield can also be arranged for schools. These visits, run by Veolia, offer an insight into waste and recycling as pupils discover first hand what happens to their recyclable waste after it has been put in the recycling bin. Visits to the MRF include a tour around the operational site.

Both SWAC and MRF visits provide a range of fun and interactive teaching sessions and are offered to schools **free of charge**.

What we offer

- Accessible and inclusive teaching sessions for all pupils of all ages, dependent on the activity.
- Qualified and experienced education officers, with enhanced DBS clearance.
- An assembly to introduce the concept of waste and explore the environmental impact it can have.

Our pledge

We're dedicated to providing a fully inclusive and inspirational waste education programme for maintained schools. Our qualified and knowledgeable education officers will help your school address the issue of waste, explore practical ways to reduce it, and help you take further steps towards meeting your eco and sustainable school targets. We encourage pupils to take positive action so they can be sustainable members of their school and community. Our aim is to motivate them to take the message home and become active recyclers in their households.

- A range of motivational ‘hands on’ activities to encourage pupils to reduce, reuse and recycle their waste both in school and at home.
- Practical advice for schools which includes knowing what can and can’t be recycled or finding out how to set up and manage a recycling collection system or composting scheme in school.
- Seasonal and themed activities run throughout the year to help reinforce important concepts. These include Compost ‘Check-up’ sessions, the Love Food Hate Waste ‘Cookery Club’ and the Reduce, Reuse and Recycle ‘Play in a Day’ theatre in education workshops.
- An action plan, specific to each school targeting areas where waste can be minimised most effectively.

“ A great session where all the children were engaged in their learning. Thank you. (SWAC visit). ”

Jane Scatterlee
Heathlands Primary and Nursery School



SWAC visits and Compost ‘Check-up’ sessions:

Lydia Powles

Tel: 0115 977 4936 or 07949 760642

Email: lydia.powles@nottscg.gov.uk

MRF visits, The Cookery Club
and ‘Play in a Day’ theatre sessions:

Lesley Taylor

Tel: 0203 567 4391 or 07900 197556

Email: lesley.taylor@veolia.com

Benefits to your school

- ▶ A programme that offers practical and achievable ways to minimise waste in school, both in the short and long term.
- ▶ Activities designed to inspire pupils and help them become more ‘responsible’ citizens, leading to a more sustainable lifestyle within their school and community.
- ▶ Bespoke support to coincide with schools environmental topics.
- ▶ A direct link to the ‘Waste’ strand of the Eco Schools and Sustainable Schools framework.
- ▶ Links to the Science, Design and Technology, Engineering, Personal, Social and Health Education and Geography programmes of study.



Transport Services

Do you have enough trained minibus drivers for your school? Are you aware of the legislation regarding school minibus transport?

Any drivers who passed their driving test after January 1997 may not have the entitlement to drive minibuses (including teachers and day care staff) and may need a full PSV D1 Professional Licence.

What we offer

- **The Minibus Drivers Awareness Scheme (MIDAS)**

The MIDAS scheme allows organisations to assess and train minibus drivers and is highly recommended for school staff driving on a category B licence who do not have the D1 entitlement. Although the scheme is not mandatory there are many advantages to successful completion of the training. Drivers will feel more confident in their ability to drive and will gain valuable experience of driving a minibus, increasing competence.

Some employers may require drivers to have taken this training and some insurance companies may offer lower premiums based on drivers having completed the training.

We have qualified staff to support drivers in successfully completing MIDAS training, please contact us for further information.

- **Driving under the Section 19 permit scheme (Minibus Permit)**

A Section 19 permit is usually issued for a set fee and is given to non profit making bodies that run transport services which benefit the community.

Section 19 permits are issued to bodies to enable them to provide transport for their own members, or other people whom the organisation exists to help.

The vehicle must not be used to transport members of the general public. It must also not be used with a view to profit, or for an activity which is itself carried out with a view to profit. Category D1 (101) restriction licence holders are entitled to drive minibuses that are operated for 'hire or reward' in accordance with a Section 19 permit.

Our pledge

Transport and Travel Services will assess driver(s) level of training requirements for MIDAS and offer guidance to obtain the professional PSV D1 licence. Please contact us for further information.

Once a permit has been obtained, a member of staff can drive a minibus under the conditions outlined above. These permits only apply within the UK.

Section 19, Standard Bus Permit application forms can be obtained from the Council's Fleet Management services as the designated body representing the Traffic Commissioner. There is a cost for these permits.

- **Vehicle Hire**

Fleet operations have vehicles for hire with qualified drivers who are trained in first aid, manual handling and MIDAS. These range from 9 - 28 seat accessible vehicles which can carry up to six wheelchairs, depending on the number of passengers.

- **Accessible Vehicle and D1 Licence training**

We offer training in the safe and emergency operation of the passenger lift, securing wheelchairs with the correct equipment and the removal and installation of seats. D1 Training, the 'starter pack' includes both theory tests arranged at a DSA test centre local to you. The practical training and test will be arranged to meet your requirements.

- **Fleet Maintenance**

Have sites at Bilsthorpe and West Bridgford, Nottingham and can offer all of your vehicle maintenance requirements at competitive rates. We can also include a collection and delivery service. For further details call Bilsthorpe reception on 01623 873950.

Benefits to your school

- ▶ We offer guidance and can point you in the right direction ensuring that you are fully compliant and safe in the knowledge that the school mini bus is not breaking the law when used by the school.
- ▶ We also monitor the Council's 'Permit to Drive Scheme' and assess drivers who do have the minibus entitlement within their driving licence (passed before January 1997) in the MIDAS scheme.
- ▶ We can offer individual packages based on your requirements - please contact us for advice.
- ▶ Vehicle hire with driver to suit your particular needs, from 9 to 28 seats. All vehicles are accessible and can carry up to six wheelchairs.
- ▶ Accessible vehicle training safe and emergency operation of passenger lifts.
- ▶ Securing of wheelchairs and seat removal and installation.
- ▶ We can offer the full service for D1 training including arranging the theory and practical tests. Driver training will be arranged to suit your requirements.



**Andy Frogg - Fleet Operations
Manager (Vehicle Hire, Training)**

Tel: 0115 969 4390

Email: andy.frogg@nottsc.gov.uk

**Dave Shaw - Fleet Maintenance
Manager**

Tel: 01623 873950

Email: dave.shaw@nottsc.gov.uk

Road Safety Education and Training

Children's safety is of paramount importance to everyone. The Road Safety team develops and delivers interactive education and training activities appropriate to the age and development of children, in relation to specific casualty information from your locality.

We provide road safety education activities for all Key Stage and 6th form pupils, in accordance with national guidance and take into consideration local casualty concerns.

Our professional service is reliable and flexible to meet both the general and specific needs within your school.

What we offer

- Opportunities for Key Stage 2 children to become Junior Road Safety Officers, helping to lead on road safety education/training activities for the whole school community, supported by Road Safety Officers.
- Support for your school in dealing with particular community issues in relation to safety concerns on the highway.
- Key Stage 1 child pedestrian training, which is practical, active and at the roadside.
- Both off and on road 'Bikeability' cycle training for Year 5/6 children, provided by nationally accredited cycle trainers, meeting the national standards.
- Cycle training and education activities to support children's transition between primary and secondary school.
- 'Bikeability' cycle training Level 2 and 3 for all secondary pupils commuting to school.
- Education activities for Key Stage 3/4, developing pedestrian and cyclist attitudes and behaviour.
- Education activities targeting young drivers and their passengers.
- School crossing patrol sites and services to assist children crossing the county's busier roads (subject to meeting the necessary criterion).

Our pledge

We offer road safety education activities for all children with the benefit of direct access to local casualty information, enabling us to focus on the particular needs of your school. We respond to all queries and safety concerns in relation to schools, offering support and advice as appropriate.

Benefits to your school

- ▶ Activities are interactive and designed to engage children and young people, enhancing their learning.
- ▶ Your issues relating to safety outside your school will be listened to and appropriate support provided wherever possible.
- ▶ All road safety education and training staff have enhanced DBS clearance.

Costs

Currently, there is no cost to schools. Please contact us to discuss how we can support your school's requirements.

“ The Road Safety team present a very powerful and essential message to our young people about the importance of keeping safe on our roads. The pupils at Toot Hill were really made to think carefully about how to keep themselves safe. I would recommend this excellent presentation to every school. ”

Mrs Polly Fender
Performance Director for PSHCE, Maths Teacher, 7.1 Tutor
Toot Hill School

“ We have had lots of positive feedback from the students themselves about the input and information they received and the message has really struck a chord with them. In particular, the creative and interesting way in which activities were structured and delivered helped to ensure that the students were fully engaged and responsive to what we were trying to achieve. ”

Justin Samuels, Director of Post 16 Studies
Minster School



Road Safety Office

Tel: 0115 977 4373

Email: road.safety@nottsc.gov.uk

Holme Pierrepont Country Park, home of the National Water Sports Centre

Holme Pierrepont Country Park, home of the National Water Sports Centre is based in the south of the county and offers a range of adventurous activities for young people to engage with and to learn from. We have some of the best facilities for water sports in the country, open green spaces, a new family fun park, as well as onsite accommodation and fully refurbished conference rooms for meetings and conferences. We hold a range of nationally recognised licences to ensure safe practice in adventurous activity. We also have a dedicated team of professionals who can tailor activities to fit individual circumstances and they are happy to work with your school to ensure that children achieve the required outcomes from your visit.

What we offer

- Water sport experiences including canoeing, kayaking, sailing and raft building.
- Discounted activity packages specifically for schools.
- Team building and problem solving activities using white water rafting (over 14s).
- A new family fun park which includes a sky trail high ropes course and mini golf.
- Onsite accommodation available for residential breaks.

Our pledge

To provide an excellent learning experience in a safe and friendly environment. We will tailor activity packages to meet individual needs.



Benefits to your school

- ▶ Opportunities to challenge young people.
- ▶ Adventurous activities as part of the wider school curriculum.
- ▶ Sporting activities promote life skills, increase social values, encourage healthy behaviour and team work.
- ▶ Educational talks about sport in terms of National Centres and community and elite performance.

Training

A range of water or land based accredited courses to develop the skills and confidence of young people.

- Fully qualified instructors.
- Accredited by National Governing Bodies.

Costs

We recognise that the services often required for school groups do not fit neatly into a defined pricing structure. The team are experienced in working with schools to develop bespoke packages including using a flexible cost model that will meet the objectives of the school and the centre. Please contact us for further details and costs.



Bookings Office

Tel: 0115 982 1212

Email: info.nwsc@serco.com



Futures Advice, Skills and Employment

Inspire-Local-Transform-Together

We are a leading not for profit provider of jobs and skills advice, training and apprenticeships. We can support your students with their preparation for the world of work by inspiring them to think creatively about their career aspirations.

What we offer

We provide a range of services:

- Careers advice and guidance to young people.
- The National Careers Service Inspiration programme.
- An employment brokerage service and apprenticeships.
- Outcome tracking for customers within our sector.
- Careers programmes through our quality award.
- A team of specialists who provide up to date information about the jobs market.
- Work experience and employability skills training for young people.
- Accredited qualifications, CPD courses and bespoke training.

“ Thank you for coming into school to talk to us about the Employability provision we offer our students. Our discussions were thought provoking and inspiring and I now have a clear idea of what we need to put in place. Thank you for providing me with some fresh ideas and I will be working on finalising our strategy with clear outcomes in the next few weeks. ”

Fiona Farmer, Career Manager
Toot Hill School

Our pledge

We inspire people of all ages to achieve their potential and, in so doing, help reduce unemployment and support economic growth.

Benefits to your school

Our focus is on providing high quality services that make a difference to people's lives. We will help you to support your students to make the right choices about their future. To find out more visit www.futuresadvice.co.uk/schools-and-colleges

“ I just wanted to say how useful our first meeting was that an external organisation could see how well we were supporting students with CEIAG and provided us with useful information about various resources and contacts relating to employability. Employer engagement and LMI is an area we would like to improve on and the listed suggestions are particular useful and we will aim to try and implement these in our careers curriculum. ”

Tim Taylor, Aspirations, Careers & Employability Coordinator
Murray Park School



Tel: 0115 960 1597

Email: ask@futuresadvice.co.uk

Visit: www.futuresadvice.co.uk

Stay connected:

- Like FuturesAdvice on Facebook
- Follow @Futures_Advice on Twitter
- Join us on LinkedIn: [linkd.in/1QZWZYd](https://www.linkedin.com/company/futuresadvice)
- Join our circle on Google+:
Futures Advice

The National Careers Service, Careers Inspiration

Across Nottinghamshire, the National Careers service delivers a free independent and impartial service called Careers Inspiration. The purpose of Careers Inspiration is to provide information and guidance to schools to make them aware of the range of services that are available to them to inspire young people in making career decisions and preparing them for the world of work.

Modern careers guidance is now as much about inspiration and aspiration as it is about advice. Sustained and varied contacts with employer networks, FE colleges, higher education institutions, mentors, coaches and alumni can motivate pupils to think beyond their immediate experiences and



encourage them to consider a broader and more ambitious range of future education and career options.

We are keen to work with your school to complement activities you currently offer to help your students by brokering relationships with and between schools, colleges, local communities and employers to help young people benefit from first hand experience of work and the opportunities available in the local labour market. We can provide access to a range of services including:

- **Labour market information including news on events and local opportunities**
We have a series of publications and services aimed at schools with a focus on future demand for jobs and skills
- **Help to access careers service providers**
We can offer you independent and impartial help with setting up alumni, accessing careers advice, inspirational websites and work based skills support.

“ Sincere thanks for the feedback and action planning framework. Thank you so much for your focus and hard work on our school and for the electronic copy of the materials which we will be working on to integrate into our new tutorial activities programme from September. ”

Mike Kurylec, Assistant Headteacher
Col. Frank Seely School

“ Tremendous - thanks for your input on the day and your follow up - we are very excited about the potential developments in school and value your contributions. This will now be worked on in school - no doubt we will be in touch! ”

Martyn Cooper, Headteacher
Belper School

- **Links with employers**
We can support you to access local employers who are committed to engaging with schools and young people to help prepare them for the world of work.
- **Newsletters**
Receive our newsletter for current national and regional information on what is happening within the Careers Inspiration agenda and to share best practice.
- **Resources and lesson plans**
A variety of high quality lesson plans to support your careers and employability delivery within school including those that cover labour market information, CV writing and evaluation.



Caroline Diss

Tel: 0115 960 1558

Email: caroline.diss@futuresadvice.co.uk



Providing services you can depend on

10 Health Services

School Health

School Health teams are community based. They work with children and young people from 5-19 including children and young people who do not attend school.

What we offer

- School Health offer a universal service to children aged 5-19 years reviewing health at key stages and providing information, advice and support about health issues.
- The first point of contact for children, young people and parents, who need health advice or information.
- Good knowledge of other agencies and voluntary organisations and offer advice and support related to health issues.
- Can also refer and signpost to specialist services.

The service aims to improve health outcomes for local children and young people by contributing to programmes and interventions including reduction in childhood obesity (National Child Measurement Programme), emotional and mental health support, reduction in teenage pregnancy rates, reduction in prevalence of sexually transmitted infections, substance misuse and smoking.

The service works in partnership with other agencies and professionals to ensure young people enjoy good health. They have a role to play in managing the interaction between health and education so that children and young people enjoy good health, achieving optimal education. This includes a key role in supporting the local Healthy Schools Programme.

Accessing our service(s)

The teams are based in various health centres across Nottinghamshire. Your child's school will know the name of your school nurse.

The team offer weekly health drop ins to all secondary schools where young people can get confidential advice and support on a variety of health issues. The service also provides half termly drop ins for primary age children and their parents. These will be held in schools or local community settings.



Sherrel Dudley, General Manager

Tel: 01623 781822 / 07850 918871

Email: sherrel.dudley@nottshc.nhs.uk

Nottinghamshire Children's Speech and Language Therapy Service

The local NHS Children's Speech and Language Therapy Service (SLT) is commissioned to provide services to children with speech, language and communication needs (SLCN) across Nottinghamshire.

Schools are now able to purchase additional SLT support from us. This can be tailored to the individual needs and requirements of the school, to enable them to effectively support children with SLCN. The team are experienced, familiar with the local context and offer flexible, evidence based support and therapy.

What we offer

SSLT Practitioners to work in school to:

- Assess children's speech, language and communication skills.
- Deliver therapy to individuals or groups of children.
- Advise and demonstrate strategies and activities.
- Support target setting.
- Support others to deliver therapy programmes.
- Provide training to enhance support for children with SLCN.

- Support parents of children with SLCN training opportunities:
- Centrally run training courses.
- Bespoke training in schools and settings.

There is a cost for these interventions and schools can make contact directly with the service to arrange costs and services.

For further details please contact:

Karen Sprigg, Head of Children's SLT
Mansfield Community Hospital
Stockwell Gate
Mansfield
Notts NG18 5QJ



Karen Sprigg

Tel: 01623 785214

Email: karen.sprigg@nottshc.nhs.uk



School Aged Immunisation Service

The Immunisation team are a new dedicated team of highly skilled professionals providing immunisations in schools and the community. Working closely with schools we provide vaccinations to children and young people in primary and secondary schools. We also provide a targeted service for those children not in education at a range of safe and accessible locations.

What we offer

- Protection to children and young people in our communities.
- Immunisation from diseases such as Polio that have disappeared in the UK, but are still around in many countries throughout the world.
- Flu vaccination by nasal spray offered to all children in school year 1 and 2. Reducing the spread of flu to their families and the wider community.
- Booster vaccinations for secondary school children in Year 9 to protect against tetanus, diphtheria, polio and meningococcal ACWY.
- HPV immunisation which protects girls against the viruses responsible for over 70% of cervical cancers. HPV is provided through 2 injections; the first is usually undertaken in Year 8 and then the second in Year 9.

“Friendly and more importantly understanding of a needle fearing daughter.”

“You were welcoming and polite and kind to me, you explained what was going to happen.”

“They truly made me feel comfortable. They informed us on what they were doing.”

“It was great as we got a leaflet before hand and it gave us lots of information.”

Service Users



To book a session or for further information, please call: **07920 182032**

For the latest news about our services visit:
nottinghamshire.gov.uk/schoolsportal



**Nottinghamshire
County Council**

W nottinghamshire.gov.uk/schoolsportal

E servicesforschools@nottscc.gov.uk

T 0300 500 80 80

County Hall, West Bridgford, Nottingham NG2 7QP



facebook.com/nottinghamshire



[@NottsCC](https://twitter.com/NottsCC)