



**Nottinghamshire  
County Council**

# **Services for Schools and Education Providers**

**2017-18**



**Providing services** you can depend on



# Contents

<b>Welcome</b>		<b>5</b>
<b>Why choose Nottinghamshire County Council</b>		<b>6</b>
<b>How to purchase our services</b>		<b>7</b>
<b>01 HR, Payroll and Health and Safety</b>		
HR Advice, Support and Training	10	
Payroll Services	15	
Recruitment, Advertising and Pre-employment Checking Service	18	
Staff Absence Insurance	20	
Governor Learning and Development	22	
Health and Safety	24	
Occupational Health and Wellbeing	27	
<b>02 School Meals</b>		
School Meals	30	
Catering for Primary, Secondary, Academies and Special Schools	31	
<b>03 Premises and Facilities</b>		
Grounds Maintenance and Landscape Services	36	
Building Cleaning and Hygiene Services	38	
Facilities Management Advisory and Support Services	40	
Property - Statutory Compliance and Estate Management	43	
Property - Design, Construction and Procurement	46	
Site Design and Improvements Service	48	
<b>04 ICT Services</b>		
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
<b>05 Finance and Legal</b>		
School Finance		60
Legal Services		64
Internal Audit Services		66
Risk and Insurance		68
Procurement		70
<b>06 Governor Support</b>		
Governing Body Advice and Information Service		72
Governing Body Clerking Service		74
Headteacher Appointment Service		76
Governing Body Complaints and Governance Reviews Services		78
Governor Learning and Development		22

## **07 Pupil Development**

Schools' Swimming Service	80
Outdoor and Environmental Education Service	84
Schools and Families Specialist Services	88
Education Library Service	90
Instrumental and Music Teaching (IMT)	92
County Youth Arts	94

## **08 School Support**

Education Appeals	96
– Admissions and Exclusions	
Data Collections	98
FFT Aspire Service	99
Performance Analysis	100
Education Improvement Service	102

## **09 Additional and Free School Services**

Design and Print	106
Crisis Media and Reputation Management	108
Energy and Carbon Management	110
Recycle for Nottinghamshire Education	112
Transport Services	114
Futures and The National Careers Service	116
Fleet Services	119
Road Safety Education and Training	120
Holme Pierrepont - The National Water Sports Centre	122

## **10 Health Services**

School Health	126
Nottinghamshire Children's Speech and Language Therapy Service	127
School Aged Immunisation Service	128

# Welcome



Anthony May  
Chief Executive  
Nottinghamshire County Council

Welcome to the new directory of services for schools from Nottinghamshire County Council for 2017-18. Within the brochure you will find over 50 different services offering you all the support you could want from a single trusted supplier.

For each service the brochure provides a useful overview and focuses on the benefits it can provide to you as a customer. Further information and the latest news for each service are available on the Nottinghamshire Schools Portal. You can find the portal at [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal) where you can also access the interactive order system (IOS) and view charges and buy our services.

## Doing things differently

We've gone through a lot of change in the last year with the creation of some new organisations for the delivery of some of our services. These exciting new ventures are the result of several years' work which originated in the Council's 'Doing Things Differently' project that sought to discover innovative, best value, and high quality options for delivering Council services in a different way.

Via, Inspire and Arc are all new organisations which bring together the best qualities of public, commercial and charitable sectors with a merging of knowledge and expertise.

Inspire is a new charitable trust that is delivering the Council's cultural services including library, music and arts services for schools. Arc who provide a range of Property Services and Via who deliver highways and Fleet Management Services are both examples of where the Council has partnered with industry leading organisations to create dynamic new companies experienced in serving schools.

## Keeping in touch

I hope you enjoy looking through this brochure and the further information which is available on the Nottinghamshire Schools Portal. In the brochure there is a direct contact for each service who will be happy to help you with any queries or advice. 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](mailto:servicesforschools@nottscc.gov.uk)

At Nottinghamshire County Council we look forward to working with you during the year ahead and helping you and your school to succeed and prosper during these exciting but challenging times.



## 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](http://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 2421** or email [servicesforschools@nottscc.gov.uk](mailto: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 2017**. On 1 April 2017 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 comprehensive and bespoke support to meet the requirements of your school.

We provide a responsive and flexible range of HR services to all schools including academies irrespective of their governance arrangements. Our services are underpinned by an extensive knowledge of the workings and requirements of the education sector. In circumstances where your school needs a joint approach we will dovetail our support 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 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.
- 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.
- A team of HR professionals with a wealth and depth of experience to provide high quality, solution focused support within a timescale agreed with you.
- Comprehensive up to date knowledge of education law, employment law and HR best practice.
- Written policies, guidance and toolkit documents specifically designed to meet the ever changing and complex challenges faced by schools.

## Our pledge

We will provide you with a professional, high quality HR service delivered by named HR Business Partners who will build excellent working relationships with you so that our support is flexible, responsive to your needs and 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.

- 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 headteachers and/or the governing body or trust at all formal hearings and appeals at no extra cost.
- Professional support to produce letters confirming decisions taken at formal meetings/hearings and appeals at no extra cost.
- On-site support to manage HR related investigations or access to HR consultants who can undertake complex investigations on behalf of the school.
- A range of bespoke training opportunities specifically for you as a headteacher, school leader, governor or trust board member.
- Expert job evaluation analysis to ensure that all posts in your school comply with Single Status pay structures and equal pay legislation.
- The purchase of one of our annual packages gives you exclusive access to the Nottinghamshire Schools Staff Absence Insurance scheme.

You can take advantage of either of our two levels of service; **Standard or Enhanced**.

Details of both packages are summarised in this document and we are happy to discuss any additional requirements with you.

The Enhanced level of service will provide your school with an increased number of on-site visits and face to face meetings ensuring a greater level of bespoke support. Full details of packages with prices can be accessed via our interactive ordering system (IOS).

## Training

### General

Access to a full range of HR related training opportunities for headteachers, senior leaders, business managers, governors and trust board members at a reduced price.

### Safeguarding Training

The HR service also provides '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](mailto:safeguarding.training@nottsc.gov.uk) or 0115 977 2347.

## Details of Packages

Information on costing is available via our interactive order system (IOS).

Package	Standard	Enhanced	Add. charges
Per capita rate based on headcount staff numbers per school (as at November 2016 payroll).	See IOS for costs	See IOS for costs	
<b>Advice and Support</b>			
Professional, efficient telephone and email advice for day to day HR queries including access to dedicated HR duty team.	✓	✓	
Advice tailored to specific circumstances for all employment issues including discipline, safer working, performance (capability), ill health and attendance, appraisal, performance related pay, grievance and harassment.	✓	✓	
Financial assistance towards the cost of specialist support arising from the application of the employment processes.*	✓ £11,275 cap	✓ £22,550 cap	
Specialist advice and support on local and national conditions of service for all school based staff.	✓	✓	
Advice and support for a school restructure including TUPE, redundancies and evaluation of grades for school support staff.	✓	✓	
Support to governing body to manage the long term absence of school leaders including headteacher.	✓	✓	
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 trade unions.	✓	✓	
Access to our comprehensive HR Schools Portal and email advice service keeping you updated on all new and revised policies, guidance, toolkits and training opportunities.	✓	✓	
Professional advice to the governing body/trust to manage all matters relating to employment, policies and procedures, formal hearings and appeals.	✓	✓	
Advice on statutory compliance, for example equality requirements and single central record.	✓	✓	

\*Applies to Nottinghamshire maintained schools only 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. Assistance is provided against employment tribunal remedy costs though claims will not be valid where HR advice has not been sought and followed.

Academy schools and all other non-Nottinghamshire maintained schools – The financial assistance to defend cases and insurance cover for the award of compensation or remedy costs in employment tribunal or court proceedings is not applicable. The school should consider arranging your own separate insurance cover for these purposes.

Package	Standard	Enhanced	Add. charges
Advice and support on all safer working policies, procedures and toolkits including recruitment to head teacher level.	✓	✓	
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 in the brochure 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 personalised introductory briefing/meeting with their named HR Business Partner as part of their induction during their first term.	✓ 2 hour session	✓ 3 hour session	
Ongoing HR advisory support and on-site visits to resolve casework issues. Consultancy to support your school to manage more complex casework and other identified school priorities.	✓ See IOS for number of hours incl.	✓ See IOS for number of hours incl.	
Consultancy to support your school to manage more complex casework and other identified school priorities.	See IOS for costs	See IOS for costs (reduced preferential rates)	
Access to our popular range of HR related training and briefing events for head teachers, school leaders and governors. E.g. PRP – Handling Pay appeals/ Changes to School Teachers’ Pay and Conditions document, Safer Recruitment and Absence Management.	✓	✓ (reduced preferential rates)	
Attendance of a HR Business Partner at formal hearings and appeals to provide advice and support to the head teacher/governing body/trust at:	✓ Dismissal hearings/ appeals only	✓ All hearings/ appeals irrespective of procedural stage	
Face to face on-site support for all health related casework.		✓	
Support for home visits to staff in welfare capacity.		✓	✓
Expert advice on job design and job evaluation to ensure future equality proofing of your pay structure.		✓	

\*\* Schools must purchase one of our annual HR Advisory and Support packages to gain access to the Staff Absence Scheme.

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.



## Benefits to your school

We have received very positive feedback from our recent customer survey. We would like to share some of this with you:

- ▶ **Customer service** - 90 % respondents rated the service **excellent or good**.
- ▶ **HR advice and support** - 90 % respondents rated the service **excellent or good**.
- ▶ **Resolution of issues** - 87% respondents rated the service **excellent or good**.
- ▶ **Value for money** - 86 % respondents rated the service **excellent or good**.
- ▶ **Head Teacher and Senior Leaders' Training and Briefings** - 77% respondents rated these as **excellent or good**.

## Further information

Your named Business Partners are contactable by telephone (office and mobile) and email. Both packages 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.



**Andy Wilson**

Tel: 0115 977 3286

Email: [andy.wilson@nottsc.gov.uk](mailto:andy.wilson@nottsc.gov.uk)

**Avneet Nahal**

Tel: 0115 977 4429

Email: [avneet.nahal@nottsc.gov.uk](mailto:avneet.nahal@nottsc.gov.uk)

**Gill Elder**

Tel: 0115 977 3867

Email: [gill.elder@nottsc.gov.uk](mailto:gill.elder@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 58,000 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 management of RTI (Real Time Information) communication with HMRC regarding employee and employer submissions.
- 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 of 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 Secure Transfer System 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 charging mechanism and services we can offer in more detail, to ensure that we meet your needs.

“ All staff are very helpful and efficient and with the recent conversion to academy we have really appreciated all the hard work and dedication the payroll services department have contributed. ”

Annabel Pett  
Heymann Primary



**Stewart Powell**

Tel: 0115 993 4353 / 07557 633851

Email: [stewart.powell@nottsc.gov.uk](mailto:stewart.powell@nottsc.gov.uk)

# Recruitment, Advertising and Pre-employment Checking Service

The service can advise on the best place to advertise your vacancy to maximise response. It can secure advertising on websites and in publications at a discounted rate, as well as placing 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 means disclosures are received on average within 5 days. The service offers an online applicant tracking system (eRecruitment solution), providing a streamlined, managed recruitment service, configurable to individual requirements.

## What we offer

### Advertising

Placement of teaching and non-teaching vacancies on the Nottinghamshire County Council website.

Placement of teaching and non-teaching adverts in local/national publications and on external websites as requested. The school will benefit as any media discounts obtained by the Council are passed back.

### Costs

Details of advertising costs and administration charges are available by logging into the Schools Portal, under Local Authority > Business Support Centre.

### DBS

**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.

**Basic check** – for unspent convictions (new service, available now).

### Costs

Details of DBS administration charges are available by logging into the Schools Portal, under Local Authority > Business Support Centre and will apply to all types of check plus DBS application charge.

The application charges are set by the DBS and may be subject to an annual increase.

Please note - DBS do not charge for eligible volunteers checks. However, the NCC administration charge is still applicable.

### Reference checking

(new service available April 2017)

On-line reference request service, reducing timescales for receipt of checks.

### Full recruitment administration service

(new service available April 2017)

A managed recruitment administration service through the NCC e-recruitment solution, from placement of advert to issue of formal offer. Candidates apply online via an application form which is configurable to individual requirements.

### Costs and introductory prices

All costs (including one off setup costs for the managed recruitment service) are available by logging into the Schools Portal, under Local Authority > Business Support Centre.

Additional advertising in publications or other websites will be subject to an additional cost, quotation details will be provided at point of advert and are subject to an administration charge.

DBS and reference checks will be charged separately, as appropriate, see relevant section on these pages.



**Steve Brooks**

Tel: 0115 977 4897

Email: [steve.brooks2@nottsc.gov.uk](mailto:steve.brooks2@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. There are two levels of cover: standard and premium, further information about these services are available on the schools portal at [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

The charges for the scheme are 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.
- The following categories of staff are not included: DSO staff, caretakers, site managers.
- Schools may claim for staff making a phased return from long term sickness absence.
- Supplementary quotations are available from Payroll Services on request for kitchen staff or cleaners employed by the school.

### Our pledge

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.



## 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](mailto: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 e-learning development opportunities for governors.
- An annual survey of training coordinators and chairs to identify current and future learning needs.

“ An experienced and informative leader managed the session well, highly recommended, a good use of my time, thank you. ”

Governor  
Cotgrave C of E Primary

## 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 e-learning 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 102. The cost of the package is based on the size of your governing body according to the instrument of government as at 1 April 2016 (plus associate members).

“ I enjoyed the course and have already started to use some of the advice provided - many thanks. ”

Governor  
Ramsden Primary



**Governor Training**  
Tel: 0115 977 4458  
Email: [governor.training@nottscg.gov.uk](mailto: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.
- Access to competent advice onsite, telephone and email support.
- 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 CLEAPSS to include the radiation protection service that is only available through the local authority.
- Full support with all contact/investigations carried out by enforcement bodies such as the HSE, Fire Service and Environmental Health.
- Access to the Nottinghamshire Schools Portal containing a suite of online health and safety information to aid compliance.
- Access to our health and safety learning and development programme including the nationally accredited Headteachers, Business Manager's and Premise Managers IOSH courses. Places are offered at a reduced cost to all schools that buy back our service. Tailor made school specific training can be arranged at an additional cost.
- We can provide a joined up approach to risk management at your school, which will be more cost effective and give practical solutions.

## 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.

- Named/dedicated health and safety advisor and Business Partner for your school.
- Onsite monitoring to ensure compliance with legal requirements and to maintain your schools health and safety management system in conjunction with consultancy advice.
- Support with your hazard identification and risk assessment process.
- Access to online accident reporting system (Wellworker). This system allows schools to collate statistics, complete investigations, maintain accurate records under the RIDDOR Regulations and HSE requirements.
- Support with civil claims and complaints to mitigate potential liability.
- Assistance with contractor selection.
- Schools successfully completing the SafetySmart initiative will be eligible for a cash reward of £250-£750 (dependent on school size) from our Risk and Insurance Service (LA schools only).

“ The Health and Safety team provide a thorough and friendly service to our school. The team work with us in a supportive way, providing valuable guidance and expertise. They operate in the real world and have a real understanding of how schools work. ”

Brian Huxley, Headteacher  
Haggonfields 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 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.
- ▶ Recognition of safety performance and compliance through the SafetySmart Award.

## 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.

“ The Health and Safety team have been invaluable to us at our school, providing a one stop service for advice, training, resources and support. The efficiency of communication is second to none and it really is reassuring to know that we have their expertise on hand when needed. ”

Glenn McPherson, Site Manager  
Fountaindale School



**Steve Bingley**

Tel: 0115 804 0619

Email: [stephen.bingley@nottsc.gov.uk](mailto:stephen.bingley@nottsc.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.

We have a proven track record and extensive experience of working with schools, including academies, irrespective of their governance arrangements, across Nottinghamshire.

Our experts in the relationship between health and employment are able to provide joined up support with our professional team of experienced HR Business Partners and Health and Safety Advisors to ensure your school receives the best possible support in our work with you.

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.

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.

- Advice and support on the management of stress cases.
- A full range of health surveillance activities including Hepatitis vaccinations.
- 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 an independent Physician where necessary.
- Access to physiotherapy service where prompt treatment is advised by a GP or Occupational Health and GP waiting list is more than seven days.
- Delivery of bespoke wellbeing events at your school e.g. confidential staff health checks.



**Helen Hayward or Shannon Robertson**

Tel: **01623 665960**

Email: [occhealth@nottsc.gov.uk](mailto:occhealth@nottsc.gov.uk)

## 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 workplace and who 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.

## Further information

We are contactable by telephone and email between 8.30am-5pm, Monday to Thursday, and 8.30am-4.30pm on Friday.



**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; pork from East Drayton and Hockerwood Farm in Upton; Freedom Food turkey from south Nottinghamshire and lamb from Derbyshire.
- Seasonal vegetables distributed by our supplier and grown locally where possible, such as carrots from Bilsthorpe, onions from Retford, and organic potatoes from Yorkshire.

- Wild venison from Sherwood Forest.
- Organic milk and yoghurts from Acorn Dairy.

### 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 theme events, parent and pupil events, 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 to support schools' NPOs in looking after their kitchen premises in our primary school catering service, as well as the option for advice on equipment and kitchen premise maintenance in academy primary and secondary schools (and schools with bespoke contracts outside of the global school meal contract), 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.
- ▶ Inhouse 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 school 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 can be offered on a no financial risk, group buy back arrangement.

All academies are offered a catering contract on an individual cost plus basis giving increased flexibility of service and control – these contracts are individually managed. If you and your governors are interested in this style of contract please contact Helen Fifoot, Jackie Haslam or Michelle Moran for a bespoke offer for your school.

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. For further information contact Lorraine Sladen at **Isladen@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're 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: 0115 8040 420 or 07970 648783

Email: [helen.fifoot@nottscg.gov.uk](mailto:helen.fifoot@nottscg.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 6QL

tel 0115 965 6888

email [supplies@nottscc.gov.uk](mailto:supplies@nottscc.gov.uk)

web [county-supplies.org](http://county-supplies.org)







## **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 the 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.

“ Your grounds team have been working at Phoenix for the last couple of days and have done an extensive amount of work on the hedges around our nursery unit. This made a significant difference to the teaching environment inside the classrooms and the staff have commented on how much improved the area is. ”

Lisa Harper, Headteacher  
Phoenix Infant and Nursery School



**Mark Herring**

Tel: 01623 434162 or 07973 312367

Email: [mark.herring@nottsc.gov.uk](mailto:mark.herring@nottsc.gov.uk)





# Building Cleaning and Hygiene Services

Each customer is unique with different needs and requirements. 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](mailto: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.

“ It is extremely reassuring to know that you are only a phone call away and able to solve even the most complex problem.

You have been extremely proactive even going above and beyond the call of duty to provide cover in the event of sickness and absence. ”

Steve Davis, Site Manager  
Wainwright Primary Academy







# 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.

- 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 **28 April 2017**.
- Additional costs incurred after any six months absence.

## Further information

Our sickness cover scheme is subject to certain conditions:

- Caretaker cover is per named caretaker, during term time periods from 6am-6pm.



Mark Herring

Tel: 01623 434162 or 07973 312367

Email: [mark.herring@nottsc.gov.uk](mailto: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 Order System.



# Property – Statutory Compliance and Estate Management

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.

**COMPLIANCE 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 Group. However, 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.

**ESTATE MANAGEMENT NOTE:** Services are available for all schools.

## 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).

### Our pledge

We will provide your school with professional high quality statutory compliance and estate management services.

- 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.
- All 'specific' specialist onsite support/advice available (by the day/half day as required).

### 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.



“ 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

## 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 (P2).

“ The team do a really great job and it's always good to know they are on the end of the phone. ”

Jacqueline Straw, Business Director  
The Minster School



### Property Compliance

Tel: 0115 977 4530

Email: [property.compliance@nottsc.gov.uk](mailto:property.compliance@nottsc.gov.uk)

### Estate Management - Susan Blockley

Tel: 0115 977 2075

Email: [susan.blockley@nottsc.gov.uk](mailto:susan.blockley@nottsc.gov.uk)



# Property - Design, Construction and Procurement

Arc Partnership is a joint venture developed by Nottinghamshire County Council and Scape Group to work closely with local communities, providing value for money, treating people fairly and creating a better built environment for everyone.

Whether we're designing a new academy or maintaining a much-loved primary school, we drive greater efficiency and understanding into the design, management and improvement of the public estate. With a highly skilled team, our public sector heritage and experience in delivering over 1,200 projects, we will help you create places that everybody can be proud of.

## What we offer

Here at Arc Partnership, our friendly, experienced team offers a whole range of innovative built environment services designed with the public sector in mind. They're community focused, value driven and designed to make getting the results you need as easy and hassle free as possible.

We group our services into three main areas:

### Design and project management

- A one stop building design service including:
- Architects
- Mechanical & electrical engineers
- Structural engineers
- Construction project management
- Space planning
- Budget management

### Construction services

- Construction programme management and resource planning
- Construction site and contract management
- Management of in-house and supply chain contracting services
- All your building and maintenance requirements supported by a 24-hour responsive helpdesk, Arc Assist

### Procurement

- Contract drafting, tendering and procurement
- Framework management for all our supply chain
- Framework contractor management across a range of multi-skilled projects
- Commercial contact and budget management
- Quantity Surveyors



## Benefits to your school

- ▶ Our experienced design team specialises in creating contemporary and functional schools with the end-user and long-term sustainability in mind.
- ▶ At every stage, our expert project management team will work closely to complete projects on time – delivering results that are under budget and above expectations.
- ▶ We have an experienced, responsive mobile operations and hard facilities management team as well as in-house construction experts.
- ▶ For our existing clients we operate a 24/7 maintenance helpdesk – Arc Assist.
- ▶ As part of Scape Group, one of the leading procurement specialists in the UK, we can bring you the most economically advantageous outcome for your school built environment project.

## Further information

If you would like to find out more about working with us, please get in touch. We are always happy to offer advice, discuss potential projects and provide guidance as to how we can deliver your requirements in a safe, efficient and effective manner.



**Arc Assist**

Tel: 0115 838 48 48

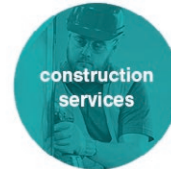
Email: [arcassist@arc-partnership.co.uk](mailto:arcassist@arc-partnership.co.uk)

“ I have to say that I have been delighted with the working teams on site from Arc. They literally worked their socks off and did everything they could to get us finished. We are over the moon with the final result and our children and parents have already noticed the difference. We almost look like a new school. ”

Linda Azemia, Headteacher  
Mornington Primary School



design &  
project  
management



construction  
services



procurement



## Site Design and Improvements Service

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 also able to engage with key stakeholder groups within your school 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.

### 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.
  - 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.

### Our pledge

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

- ‘Whole School Site Strategy’ - This service supports the school in creating its own strategy for future development of the whole site. 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.

## Further information

Via East Midlands Ltd is a new company, delivering highways and fleet services on behalf of Nottinghamshire County Council.



**Mike Elliot**

Tel: 0115 977 4282

Email: [mike.elliott@viaem.co.uk](mailto:mike.elliott@viaem.co.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 in house construction teams.

“ Redlands School would unreservedly recommend Via to any school considering any ground work. ”

Steven Walker, Acting Headteacher  
Redlands Primary and Nursery School





Nottinghamshire  
County Council

# Nottinghamshire Schools Portal

The place to go to get the job done.



Nottinghamshire  
County Council

Check your school's  
**virtual mailbox** to see the  
Council's communications, from  
alerts to training courses, all in  
one manageable place.



[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

Your school office has the password for your school.

If it has been forgotten, please ask them to email [econtent@nottscc.gov.uk](mailto:econtent@nottscc.gov.uk)





**Providing services** you can depend on

## **04 ICT Services**





# SIMS Support Service

Our SIMS Support Service includes access to our dedicated and experienced Service Desk for advice and guidance on Core SIMS .net modules, termly updates for current software versions and ad hoc remote 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. We also provide the opportunity to attend our tailored made SIMS Webinars for School and Workforce Census returns at no additional cost to school.

## What we offer

- Support for Core SIMS .net modules including termly updates to current SIMS Software versions.
- Specialist support for school mergers, statutory returns, workforce census, FMS etc., delivered in partnership with the schools finance service.
- Access to a comprehensive range of training and support information via the Schools Portal.
- Free to attend Census Webinars.
- Opportunity to join our SIMS Focus Group termly meetings.

- Telephone and web chat support and call-backs.
- Bespoke support for additional SIMS modules, school mergers etc P.O.A.

## 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@nottsc.gov.uk](mailto:helpdesk@nottsc.gov.uk)

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





# Virtual ICT Online Resource

VICTOR, our 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 MIS support packages 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.
- 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 advisory service.
- Access to a named account manager.
- Telephone and web chat support.
- Telephone call-backs.

## 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](http://www.ictservices.nottsc.gov.uk)
- ▶ 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](mailto:helpdesk@nottsc.gov.uk)

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

\* Special Terms and conditions apply.

# Premier Support Service



The Premier Support package provides all the benefits of our Virtual ICT Online Resource service 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 or three 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.
- Facility to request onsite ICT incident response for the whole school office systems, hardware and software, a range of pricing options available.\*
- 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.

“ We have an engineer on site for half a day a week and he provides an outstanding service; even to the extent of helping us to sort a major IT issue the day before Ofsted arrived by going beyond his usual remit to make sure we had the information we needed for our inspection. ”

Fiona Wilkinson, Business Manager  
John Hunt Primary School

\* Special 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.

“ We have used ICT services provided by Nottinghamshire County Council since our primary school was formed in 2008. We have an engineer on site for half a day a week and he provides an outstanding service; even to the extent of helping us to sort a major IT issue the day before Ofsted arrived by going beyond his usual remit to make sure we had the information we needed for our inspection. The excellent service also includes the ‘Help Desk’ who invariably manage to sort any query or request I send almost immediately – which is one less worry for me in a busy school office – I always know I can rely on them! ”

Fiona Wilkinson, Business Manager  
John Hunt Primary School



ICT Service Desk

Tel: 0115 977 2010 option 1

Email: [helpdesk@nottsc.gov.uk](mailto:helpdesk@nottsc.gov.uk)

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

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

## Our pledge

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.

# 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.

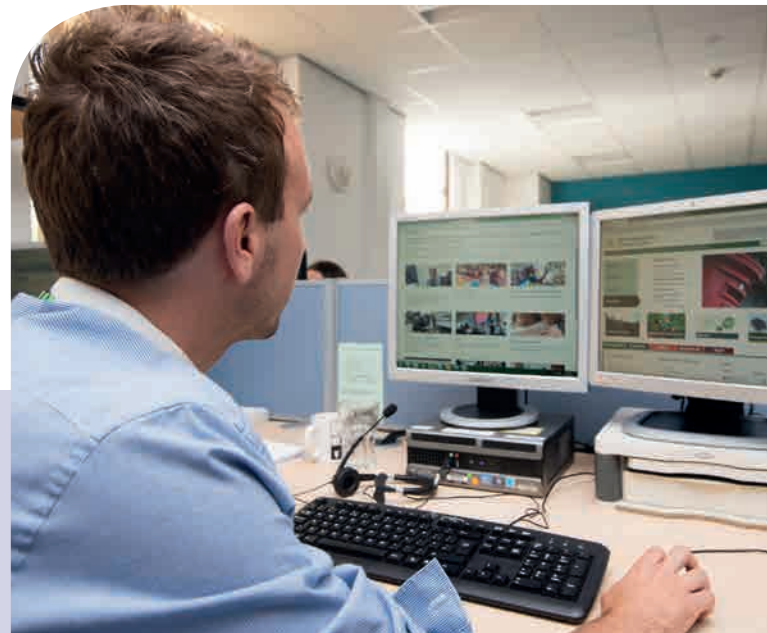


**ICT Service Desk**

Tel: 0115 977 2010 option 1

Email: [helpdesk@nottsc.gov.uk](mailto:helpdesk@nottsc.gov.uk)

Webchat: [ictservices.nottsc.gov.uk/news/support/](http://ictservices.nottsc.gov.uk/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.
- Our compliance website checks can be purchased separately, please contact us to enquire about this service.

\* Special Terms and conditions apply.

## 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](mailto:helpdesk@nottsc.gov.uk)

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





**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 – UPDATED FOR 2017/18!

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

- School funding modelling tool (pupil numbers driven for future years) with accompanying budget forecasting guide.
- Cashflow spreadsheet.
- Final accounts guidance and production of year end governor report in consistent financial reporting format.

## 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 time to plan 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.

Assistance with completion of the REC1 return. This can be done either onsite or remotely.

## 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 also have a new multiyear budget planning tool which is in a format that is familiar, simple, user friendly and helps with the transition to new systems.

## 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.



**Aaron Connor**

Tel: 0115 977 2211

Email: [aaron.connor@nottsc.gov.uk](mailto:aaron.connor@nottsc.gov.uk)

“ Being new to the Business Manager role and sector I really came into this position blindfolded. The support the NCC Finance Team has given me has been outstanding! I can always rely on someone to answer the phone and guide me through a situation, big or small, without making me feel silly or embarrassed. The knowledge and experience within the team is second to none and the training available throughout the year is invaluable. I'm feeling more confident each day and have recently received a special recognition award, from the area, after being in post 6 months. Thank you, I could not of achieved this without you! ”

Mrs Kirsty Lowde, School Office Manager  
St. Edmund's C of E Primary School

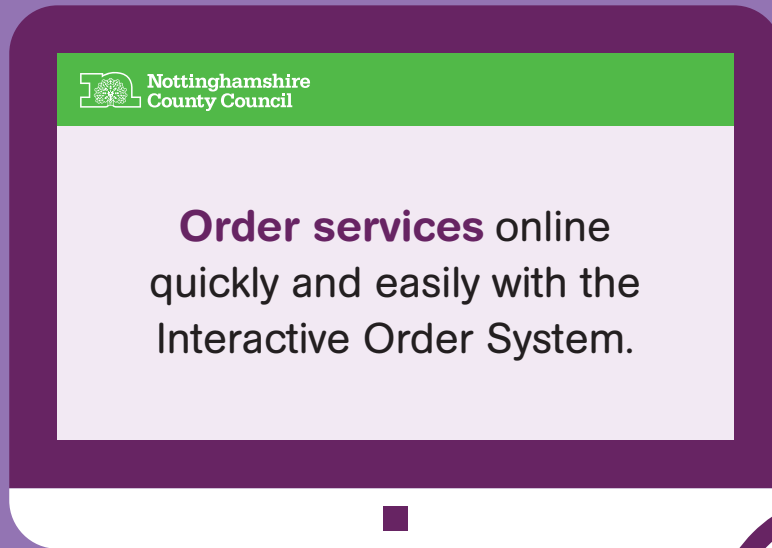




**Nottinghamshire  
County Council**

# Nottinghamshire Schools Portal

The place to go to get the job done.



**[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)**

Your school office has the password for your school.

If it has been forgotten, please ask them to email [econtent@nottscc.gov.uk](mailto:econtent@nottscc.gov.uk)





# Legal Services



Nottinghamshire County Council Legal Services is a nationally recognised award winning team having won the MJ Awards, Halsbury Law Awards and 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.

Legal Services has continued to maintain these high standards for 2016 and are finalists for 'Team of the Year' for the Halsbury Law Awards, the Law Society Awards and Lawyers in Local Government Awards.

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.

## 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. Legal Services is accredited under the Law Society's LEXCEL Practice Management quality mark.



## 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](mailto:susan.bearman@nottscg.gov.uk)

[kram.kasbia@nottscg.gov.uk](mailto:kram.kasbia@nottscg.gov.uk)





## Internal Audit Services

Internal audit for LA maintained schools is essential. All LA maintained schools are required to have a professional audit of their school budget share account every three or five years. Through ERICA we contact those maintained schools whose audits are due in the coming financial year.

The requirement for internal audit in academy trusts is set out in section two of the Academies Financial Handbook 2016. Academies are required to have some form of internal scrutiny to review the risks to internal financial control at the trust.

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

### What we offer

- For maintained schools we provide a risk-based review of financial controls to meet the requirements of the Nottinghamshire LA Scheme.
- For academies we can provide an internal audit service to meet your needs and fulfil the requirements of the Academies Financial Handbook 2016.

“ The auditor was extremely, pleasant, helpful and knowledgeable and was always ready to discuss issues. I was able to talk through with her a few questions I had with regards to financial matters within the school and again her advice was helpful. ”

Christine Dunkley  
Ravenshead C of E Primary School

### Our pledge

Our audits meet 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 we aim to issue the draft report within 4 weeks of the audit visit.

## 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.
- ▶ Receipt via ERICA of relevant fraud alerts which may be of relevance to your school.
- ▶ Access to our standard Audit Programme setting out the key controls we look for during audits.

## 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 audit process is rarely a comfortable one, but the auditor put us at our ease, she was very thorough but helpful, friendly and fair. ”

Maureen Pearson  
All Hallows C of E Primary School



**Rob Disney**

Tel: 0115 977 2224

Email: [rob.disney@nottsc.gov.uk](mailto:rob.disney@nottsc.gov.uk)





## 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.

“ Our school has experienced two major flood losses in recent years. On both occasions Risk and Insurance, their appointed loss adjusters and other experts have been indispensable throughout by providing the necessary support and guidance to help us get back up on our feet. In addition they have agreed to provide some Risk Management funding for flood alleviation works in order to prevent future incidents. ”

Tracey Stocks, Health and Safety Manager  
Garibaldi College



**Ian Bennett**

Tel: 0115 977 3738

Email: [risk.insurance@nottsc.gov.uk](mailto: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.

## Benefits to your school

- ▶ An assured source of procurement related advice which will contribute to maintained 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 maintained school staff involved in procurement through either on the job involvement or training courses.



**Clare Winter – Group Manager  
Procurement**

Tel: 0115 977 2619

Email: [clare.winter@nottsc.gov.uk](mailto:clare.winter@nottsc.gov.uk)

## 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.





Providing services you can depend on

# 06 Governor Support



# Governing Body Advice and Information Service

This stand alone 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.
- Ad hoc briefing reports on new or changed legislation.
- Mentoring support for new/existing chairs of governors.
- Briefings for maintained school/academy 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 sent electronically 6 times per year.
- Access to Nottinghamshire Governor Services' suite of information and advice including:
  - Toolkit to support governing bodies in managing complaints.
  - Leadership and governance solutions toolkit.
  - 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).
- Governing body planning documentation (including annual planner, decision planner and policy checklist) for headteachers and chairs of governors to support the management of the governing body's workload.
- Advice, information and support to individual governors, headteachers and governing body clerks via telephone or email from experienced staff.

## Our pledge

To provide headteachers, trustees and governors with expert telephone and written advice and information on their three core functions.

To be a listening ear and adviser when dealing with complex and challenging situations.

## Benefits to your school

- ▶ Headteachers, governors and trustees can access written and telephone advice from individuals with local knowledge who understand your school's context.
- ▶ Support in the interpretation of the law, up to date advice and information by experienced staff, with a wealth of knowledge who are able to apply this to the needs of your educational setting.
- ▶ News, updates and good practice shared with governors via an electronic newsletter available throughout the year.
- ▶ Maintained school/academy 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.



**Jane Mansell**

Tel: 0115 804 0628 or 07860 597832

Email: [jane.mansell@nottscg.gov.uk](mailto:jane.mansell@nottscg.gov.uk)

## Further information

Our clerking service is outlined on page 74.

“ I cannot speak too highly of Governor Services who, through difficult times, have always been there to support and guide me and our governing body with professionalism and kindness, so generously giving of their time and expertise with good humour when I know they too are under intense pressure. ”

Cathy Brown, Chair of Governors  
Gamston C/E (Aided) Primary School



# Governing Body Clerking Service



Every governing body is required to appoint a clerk for all of their full governing body and committee meetings. Governor Services provide schools with a professional, high quality clerking service delivered by experienced clerks and an efficient, knowledgeable management and business support team.

## 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 NGA 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 at each governing body meeting (minimum 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.
- Telephone and written advice before and after meetings as required.
- Ad hoc clerking/minuting of full governing body and committee meetings is available. Please visit the schools portal for details at [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

## Our pledge

To provide a professional clerking service that ensures governing body meetings are focused on the three core functions of the governing body and are efficiently organised and well recorded. To enable individual governors to access good legal and procedural advice, as required, before, during or after meetings.

## 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 legislation and procedures.
- ▶ Support from experienced staff for all matters relating to arrangements for governing body meetings.
- ▶ Flexible, competitively priced, pay as you go options.

## 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.



**Val Whistler**

Tel: 0115 977 2672

Email: [val.whistler@nottscg.gov.uk](mailto:val.whistler@nottscg.gov.uk)

“ 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





# 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.
- **Start-up meeting of full governing body** - advice about the first stages of the recruitment process, from an experienced local authority officer.
- **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 local authority officer 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

- ▶ High standard of professional advice throughout the process from specialist local authority officers from the Education Improvement Service who understands your school's performance and circumstances and who will help the selection panel prepare the job description, person specification, school details, advertising and interview materials.
- ▶ A named contact within Governor Services for administrative support who will produce and send out key information, obtain references and photocopy relevant documentation.
- ▶ 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.

## 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 headteacher. Any advice offered by the local authority at these proceedings must be considered by the governing body when reaching a decision.



**Jane Mansell**

Tel: 0115 804 0628 or 07860 597832

Email: [jane.mansell@nottsc.gov.uk](mailto:jane.mansell@nottsc.gov.uk)





# Governing Body Complaints and Governance Reviews Services

**Complaints support service** – Governor Services offer two packages to support governors in responding to different stages of complaints – the initial investigation and the convening and clerking of the complaints panel. **External review of governance** offers two levels of support for governing bodies who require an external review of governance. All packages can be purchased individually and provide highly efficient, professionally trained staff to support your governing body. For more details on these packages, visit [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

## What we offer

- **Complaints support – investigation stage:** clerking support up to 10 hours (further time available by negotiation) including attending interviews, producing notes, acting as key contact on behalf of the complaints governor and supporting them when producing their report to be sent to the complainant
- **Complaints support – panel hearing stage:** clerking support up to 14 hours plus attendance as clerk to the complaints investigation panel hearing (further time available by negotiation) including: acting as key contact for the complainant and chair of the panel, gathering and distributing evidence, attending the hearing, providing advice and producing minutes.
- **External review support – level one:** work with the headteacher and chair to distribute a review questionnaire and produce and present a detailed report evaluating a range of governing body information over a three term period and the questionnaire results.
- **External review support – level two:** work with the headteacher and chair to arrange and attend a governing body meeting, distribute and present a review questionnaire, meet with governors to gather additional information. Produce and present a detailed report evaluating a range of governing body information over a six term period, the questionnaire results and the school's website compliance.
- An action plan can be produced at an additional charge for either review process.



**Jane Mansell**

Tel: 0115 804 0628 or 07860 597832

Email: [jane.mansell@nottsc.gov.uk](mailto:jane.mansell@nottsc.gov.uk)

## Our pledge

To provide a high level of competitively priced support for governing bodies from professional, experienced staff.



Providing services you can depend on

## 07 Pupil Development



# 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 training. This has been specifically designed to equip school staff to enable them to support the school swimming instructors in a teaching capacity, in turn improving learning outcomes for the pupils.
- **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.

## 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.

- ▶ 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.

## Training

### Courses for school teachers

#### The Schools' Swimming Service offers bespoke Courses

1 day course in the teaching of swimming, covering fundamentals of swimming and the service specific requirements. Candidates will be awarded CPD points for attendance.

- Amateur Swimming Association tutors.
- Various venues across the county.
- For school teachers and teaching assistants who assist in the delivery of teaching school swimming.



Schools' Swimming Team

Tel: 0115 977 2824

Email: [schoolsswimming@nottsc.gov.uk](mailto:schoolsswimming@nottsc.gov.uk)

## 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.

“ Cameron's swimming has greatly improved, this is due to the swimming lessons he had with school when in year three. I wanted to let you know of my appreciation of those swimming lessons. ”

Catherine Beaumont, Parent







**Nottinghamshire  
County Council**

# Nottinghamshire Schools Portal

The place to go to get the job done.



Nottinghamshire  
County Council

## Share your good news!

Our latest news area is designed for schools to easily share your success stories. This area is available via Google, so is a great promotional tool for you too.



**[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)**

Your school office has the password for your school.

If it has been forgotten, please ask them to email [econtent@nottscc.gov.uk](mailto:econtent@nottscc.gov.uk)





# 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](http://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](http://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 best residential I have had in 14 years of teaching. The activities were just superb. This really was outdoor education at its finest. ”

Teacher  
Bleasby CofE Primary 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](mailto:outdoor.environmental@nottscg.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/disabilities (SEND) 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 and PVI settings. Schools can also purchase a range of training and consultancy services which can be tailored to meet individual requirements.

## What we offer

- Training and consultancy on the educational implications of a range of SEND 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.
- Training on the educational implications of a range of SEND to private and voluntary settings through the Training and Development Opportunities directory (TADO).
- Assessment and target setting for pupils with SEND including training on P Scales; PIVATS; Portage (for very young children); specialist language and other assessment methods.
- Inclusive technology and specialist software for pupils with SEND, including sensory impairments.
- Literacy and numeracy interventions (e.g. Numicon) and differentiation.
- The Inclusion Development Programme and the DfE advanced training materials for: autism; dyslexia; speech, language and communication needs; moderate learning difficulties.
- Working with parents and carers.
- Signs and symbols and other augmentative/ alternative communication methods including British Sign Language and Braille.

## Our pledge

To provide specialist advice and training to schools to support them in effectively meeting the needs of learners with SEND; tailored to meet schools individual requirements, as appropriate; and constantly evaluated and reviewed in response to feedback.



- Ofsted planning, preparation and follow up in relation to SEN, as well as 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, with a deep commitment to high standards and improving life outcomes for children and young people with SEND.
- ▶ As a Nottinghamshire based service, we have an 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.



**Simon Ray**

Tel: 0115 804 0823

Email: [simon.ray@nottsc.gov.uk](mailto:simon.ray@nottsc.gov.uk)

## Costs

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

## Further information

We can 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 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.





## 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 changing 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. 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**
- **Book talks and storytelling to pupils**
- **School librarians' support package**

### 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 either using our online form, by email or by phone. Collections will be delivered direct to school at no extra charge, or you can 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.

### Our pledge

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

- Free termly lists of newly published fiction recommended by our librarians.
- 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 presentations on any aspect of our service can be delivered onsite or at the ELS base.
- Online catalogue showing all resources that are available.
- Book talks and storytelling sessions to promote reading for pleasure.

## Benefits to your school

Contributes to the raising of literacy standards in your school and achievement in the classroom.

- ▶ Saves your school money: borrowing enables you to access more titles than you could buy with the same budget.



**Val Sawyer**

Tel: 0115 985 4200

Email: [val.sawyer@inspireculture.org.uk](mailto:val.sawyer@inspireculture.org.uk)

**Rachel Marshall**

Tel: 0115 985 4200

Email: [rachel.marshall@inspireculture.org.uk](mailto:rachel.marshall@inspireculture.org.uk)

- ▶ Saves your school time: professional librarians with in depth knowledge of stock and the curriculum, will identify the best resources to meet your specific needs.
- ▶ Flexible service that is quick to respond to curriculum changes.
- ▶ Fast and efficient free delivery service to maintained schools.
- ▶ Our school librarians' support package offers opportunities for networking as well as specialist in service training to support CPD needs.

## Further information

Inspire offers a range of cultural, learning, library and heritage services which can be of use to your schools. Contact [info@inspireculture.org.uk](mailto:info@inspireculture.org.uk) to find out more.



## 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, e-learning, 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 Inspire's website [www.inspireculture.org.uk](http://www.inspireculture.org.uk)

### What we offer

- Weekly, whole class instrument lessons with one of our specialist teachers that includes a class set of instruments and school access to an elearning package. Also available with a bolt on Arts Award scheme.
- 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 including Arts Award schemes bespoke to your school.
- Option to hire out class sets of instruments for your own whole class projects.

- ▶ 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.

## Further information

Inspire offers a range of cultural, learning, library and heritage services which can be of use to your schools. Contact [info@inspireculture.org.uk](mailto:info@inspireculture.org.uk) to find out more.

## 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.
- ▶ Continued professional development, performance management and lesson observations for all our teachers.



**Instrumental and Music Teaching**

Tel: 0115 977 3287

Email: [imt@inspireculture.org.uk](mailto:imt@inspireculture.org.uk)



## County Youth Arts

County Youth Arts is a team with over 20 years worth of experience in designing, developing and delivering exciting and innovative arts projects with young people.

We use highly skilled professional artists and work across all art forms - music, dance, drama, visual arts, digital art, film and media.

### What we offer

- We specialise in projects that engage and educate a diverse range of young people including those with SEND, talented and potential, hard to reach and those in challenging circumstances.
- We are also very experienced at Arts Event management, mounting small, medium and large scale youth arts showcases and awards evenings.

### Benefits to your school

- ▶ Work we do can contribute to accreditation including Duke of Edinburgh, Arts Award, A level and more.
- ▶ We will work with young people to plan and design a project that meets the needs of the students and the school.



County Youth Arts

Tel: 01623 644377

Email: [cya@inspireculture.org.uk](mailto:cya@inspireculture.org.uk)

### Further information

Inspire offers a range of cultural, learning, library and heritage services which can be of use to your schools. Contact [info@inspireculture.org.uk](mailto:info@inspireculture.org.uk) to find out more.

“ I have worked with the County Youth Arts team for many years and they have given our students some amazing experiences through innovative arts and music projects which has added value to our work but also provided them with skills and opportunities that we couldn't deliver on our own. ”

Andy Scruby, Assistant Principal  
**Outwood Academy**

### Our pledge

County Youth Arts will work with young people through the arts to give them the opportunity to explore their own capabilities, strengths and unlock their full potential.





**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 school's 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](mailto: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.
- 'Reminder' email before each collection giving important information to help schools prepare.
- 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 help 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 Children and Post looked after arrangements).
- ▶ 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](mailto:data.collections@nottsc.gov.uk)

## Our pledge

- Provide information to enable you to fulfil 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 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.
- ▶ Forward looking pupil and school estimate information is available to support target setting and self evaluation dashboards for value added comparisons are available at national assessment points.

- ▶ The Governor Dashboard provides governors with headline information to support and challenge school leaders.
- ▶ FFT delivers you the latest pupil performance information with valid comparisons across a wide range of indicators.
- ▶ The Student Explorer dashboards provide teachers with a complete overview of each pupil including assessment outcomes, school moves, attendance and Free School Meal eligibility.
- ▶ 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](mailto:data.collections@nottsc.gov.uk)

## Our pledge

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

- Access to the FFT online support area.
- Notification of free webinars, support guides and videos and data releases.
- E-learning modules helping you get the most from your Governor Dashboard.

# 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](mailto:data.collections@nottsc.gov.uk)



# 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 core offer to any maintained school judged to be less than 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 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.
- Support with managing complex complaints through the Complaints Management Service for both the initial investigation and the complaints panel hearings.

#### Closing the Gap:

- Support for looked after children from the Virtual School coordinator and team.
- Achievement and Equality team support for BME and EAL pupils.
- Conferences, Pupil Premium reviews, toolkit of materials to support self evaluation and action planning.
- Bespoke locality based closing the gap collaborations.
- English and literacy developments including ‘Every Child a Reader’, ‘Switch-on’ reading/ writing and ‘Talking to Learn’ speech and language 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 support, advice and challenge we have received from our EIA, and the wider EIS, has enabled us to raise standards and move forwards with confidence. The knowledge and commitment within the team ensures we are kept abreast of the many changes happening within the education world. ”

Clare Harding, Headteacher  
Asquith 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 our CPD brochure and through the CPD website which is continually updated.

## Costs

Costs for universal support are as advertised in our CPD brochure. [www.nottinghamshire.gov.uk/cpd](http://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: 0115 804 0129

Email: [andrew.fox@nottsc.gov.uk](mailto:andrew.fox@nottsc.gov.uk)

[liz.kitts@nottsc.gov.uk](mailto: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 an impressive reputation for service and 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! Our recent investment in technology means that we can now provide an excellent service at even better rates.

### 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, the Council's secure and confidential scanning and capture services for digital capture of your offline material; large format, high volume and/or ad-hoc material.

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

“ For over 15 years, Design and Print have worked closely with the school, producing our newsletters and advising teachers and students on how to put their own designs together. Students are encouraged to visit the team to see how our newsletter is produced. ”

Janet Cheffings, Teacher and Sixth Form Deputy  
Progress Leader  
The Becket School



**Print Team Customer Services**

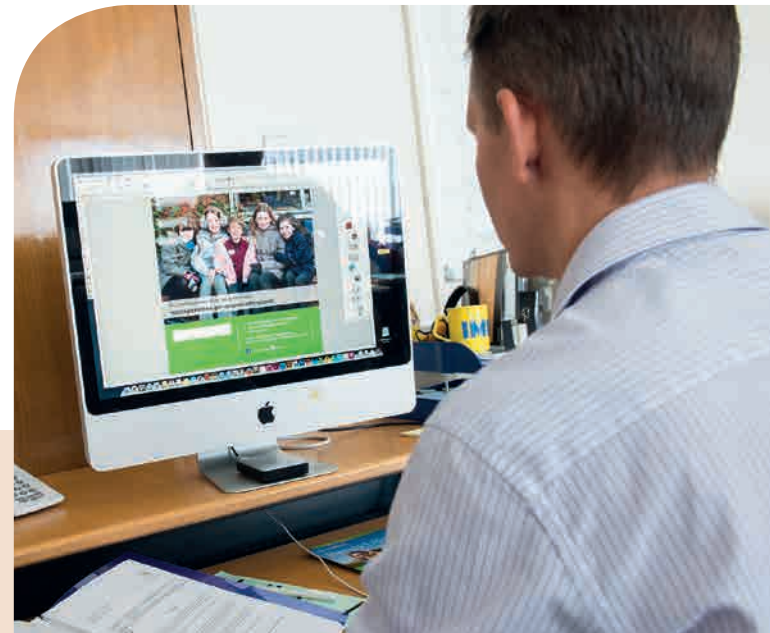
Tel: 0115 977 3318

Email: [designandprint.enquiries@nottsc.gov.uk](mailto:designandprint.enquiries@nottsc.gov.uk)

## Benefits to your school

We are committed to:

- ▶ Achieving high customer satisfaction levels.
- ▶ Providing 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!



# Crisis Media and Reputation Management



This service is already provided to local authority primary schools through funding from The Schools Forum\*. It is now available for the first time to **ALL** primary and secondary schools in Nottinghamshire.

Signing up to the crisis media and reputation management support package will provide peace of mind for your school leadership that in the event that any crisis does arise, even at a weekend, your school will receive high quality advice and support from an award winning team.

## What we offer

Crises are negative events that generally occur abruptly, with little or no warning and which require immediate attention.

These incidents can disrupt the smooth running of your school and have the potential to adversely affect the school's reputation and/or generate significant media/social media scrutiny. For example:

- Teacher being disciplined/HR issues/inappropriate behaviour by staff.
- Ofsted inspection failure.
- Serious injury/death of a pupil or teacher.
- School security issues.
- Weapons/illegal substances on school premises.
- An emergency resulting in school evacuation/lock down.

\* Subject to renewal in 2017.

[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

- An ongoing police led incident on the school's premises or close to the school.

“ The issue in question was dealt with effectively, efficiently and professionally. When reputational issues are at stake, the media team provides an excellent service. ”

Kate Cumberpatch, Headteacher  
Brierley Forest Primary School

## Our pledge

Clear and concise advice and practical support from experienced communications professionals to protect your school's reputation. First class media relations/PR support when you need it most, in a crisis.

## Benefits to your school

Advice and support on issues including:

- ▶ PR/media relations advice when you need it most – **we'll deal with the media, be they local or national, on your behalf in a crisis.**
- ▶ Social media enquiries and requests.
- ▶ How to deal with requests for interviews or statements to the media.
- ▶ Practical support to set up a press conference/ briefing in the situation of a major incident/crisis.
- ▶ Support with checking/drafting media responses.
- ▶ Support with drafting/checking letters to parents.
- ▶ Communications for a failed Ofsted inspection.
- ▶ A list of useful contact numbers for the Council, other key public services and key local media organisations, which will be reissued regularly if any contact information is updated.
- ▶ Access to the Council's emergency out of hours duty mobile number for the communications team.

“ Earlier this year, I needed ongoing media support to manage a sensitive issue within school. It was reassuring to know there was always someone at the end of a phone when I needed communications help and advice – I felt very protected and supported throughout. ”

Jo Cuthbert, Headteacher  
Larkfields Infant School, Nuthall



Marie Lewis

Tel: 0115 977 4918

Email: [marie.lewis@nottsc.gov.uk](mailto:marie.lewis@nottsc.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 mark-up. 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.

“ Following a visit from one of the Council's energy management officer's we discovered we could use the Council's LAEF scheme to enhance a planned lighting refurbishment being carried out over the summer. Now we are enjoying much improved lighting levels and are looking forward to seeing reductions in our electricity bills. ”

Linda Azemia, Headteacher  
Mornington Primary School



**Emma Piggins**

Tel: 0115 977 4935

Email: [emma.piggins@nottscc.gov.uk](mailto:emma.piggins@nottscc.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 '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.
- 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.

[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

## 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 more active recyclers in their households.



- An assembly to introduce the concept of waste and explore the environmental impact it can have.
- A range of motivational ‘hands on’ activities to encourage pupils to reduce, reuse and recycle their waste both in school and at home.
- Seasonal and themed activities run throughout the year to help reinforce important concepts, for example compost ‘check up’ sessions, theatre in education workshops and cookery events to support the Love Food Hate Waste message.

“ Children engaged, clear explanation and pitched at the correct level. ”

Natasha Haythorn, (SWAC Visit)  
St John the Baptist C of E Primary School

“ Brilliant visit. Children totally involved and will use the information learnt to present an assembly. ”

Heulwen Jones (MRF Visit)  
St Wilfrid’s C of E Primary School



SWAC visits and Compost ‘Check-up’ sessions:

**Lydia Powles**

Tel: 0115 977 4936 or 07949 760642

Email: [lydia.powles@nottsc.gov.uk](mailto:lydia.powles@nottsc.gov.uk)

MRF visits, theatre workshops and cookery events:

**Lesley Taylor**

Tel: 0203 567 4391 or 07900 197556

Email: [lesley.taylor@veolia.com](mailto: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.

©WRAP



# 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.

## 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](mailto:andy.frogg@nottsc.gov.uk)

# Futures Advice, Skills and Employment

## Inspire-Local-Transform-Together

We are a leading 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, offering free resources for schools to support employability, aspiration and career progression for students.
- An employment brokerage service and apprenticeships.
- Local labour market information.
- Work experience and employability skills training for young people.
- Accredited qualifications, CPD courses and bespoke training.

“ Overall our students found the CV workshop and Mock Interview Skills event to be of immense value and very positive. Our student evaluations indicated how useful they found these opportunities; in particular our Business Studies students will be able to use their experience to contribute to their curriculum. Some of our students were able to make such a significant impression on our local employer volunteers that they have the potential offer of future work experience, and even the possibility of employment. ”

Mike Kurylec  
Colonel Frank Seely

### 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.html](http://www.futuresadvice.co.uk/schools-and-colleges.html)

“ This taught me some further techniques and what to add to my CV. ”

Year 10 student  
Colonel Frank Seely

## 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.

- **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.



Tel: 0115 960 1597

Email: [info@futuresadvice.co.uk](mailto:info@futuresadvice.co.uk)

Visit: [www.futuresadvice.co.uk](http://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



# Fleet Services

Via East Midlands offers a wide range of fleet services including fleet management, vehicle maintenance, vehicle hire and engine carbon cleaning. With long-standing experience of working with schools, we offer a professional service at competitive rates.

## What we offer

Via East Midlands offers a wide range of Fleet Maintenance and Management services. These include:

### Fleet Maintenance

- Vehicle and plant repair and maintenance
- MOT testing for vehicle classes 4/5/7
- Engine carbon cleaning

A collection and delivery service is also available if required.

### Fleet Management

A comprehensive Fleet Management service offering operational advice as well as the following services:

- Hire and leasing
- Procurement and disposal
- Driver licence checks
- Compliance advice and training

## Our pledge

To provide a comprehensive service including expert advice which supports you with your vehicle management and maintenance needs.

## Benefits to your school

Via Fleet Services are fully equipped to meet all your vehicles needs ranging from advice and guidance through to vehicle servicing and repair. Please contact us for further information on the range of services available.

## Further information

Via East Midlands Ltd is a new company, delivering highways and fleet services on behalf of Nottinghamshire County Council.



**Dave Shaw - Fleet Maintenance Manager**

Tel: 0115 804 2233

Email: [dave.shaw@viaem.co.uk](mailto:dave.shaw@viaem.co.uk)

**Anne Joyce - Team Manager, Fleet Management Services**

Tel: 0115 804 2102

Email: [anne.joyce@viaem.co.uk](mailto:anne.joyce@viaem.co.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 Foundation children and above, 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.

## 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.

- 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).

## 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

There is no cost to schools for most services currently. Please contact us to discuss how we can support your school's requirements.

## Further information

Via East Midlands Ltd is a new company, delivering highways and fleet services on behalf of Nottinghamshire County Council.

“ A superb session, full of enjoyment and learning. Excellent staff with the session pitched just at the right level for the age range. ”

Mrs Gilbody, Deputy Headteacher  
Greenwood Primary and Nursery School



Road Safety Office  
Tel: 0115 977 4373  
Email: [road.safety@viaem.co.uk](mailto:road.safety@viaem.co.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, our Outdoor Adventure Zone, 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).
- Our Outdoor Adventure Zone which includes a sky trail high ropes course, mini golf and mini ECombat.
- Campsite and 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](mailto:info.nwsc@serco.com)



in partnership with



**Nottinghamshire  
County Council**



## **Providing safe, innovative, and sustainable highways and fleet services**

Via East Midlands Ltd delivers highways and fleet services in partnership with Nottinghamshire County Council. We aim to enhance local communities by delivering safe and innovative services.

The company provides a number of services to schools including site design and project management, fleet management and maintenance, road safety education and school crossing patrols.

Our experience and local knowledge is the key to our high quality services. Our commitment to customer service through dedicated teams means we aim to give all our clients an individually tailored and cost effective solution to meet their needs.



[www.viaem.co.uk](http://www.viaem.co.uk)  
Tel: 0115 804 2100  
[contactus@viaem.co.uk](mailto:contactus@viaem.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](mailto: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 is experienced, familiar with the local context and offer flexible, evidence based support and therapy.

## What we offer

Speech and Language Therapists 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. Detailed information about the range of services on offer with costs is available from:

Karen Sprigg, Head of Sold SLT  
Mansfield Community Hospital  
Stockwell Gate  
Mansfield  
Notts NG18 5QJ



**Karen Sprigg**

Tel: 07515 189582

Email: [karen.sprigg@nottshc.nhs.uk](mailto: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 virus's 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.



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



For the latest news about our services visit:  
[nottinghamshire.gov.uk/schoolsportal](https://www.nottinghamshire.gov.uk/schoolsportal)



**Nottinghamshire  
County Council**

W [nottinghamshire.gov.uk/schoolsportal](https://www.nottinghamshire.gov.uk/schoolsportal)

E [servicesforschools@nottscc.gov.uk](mailto:servicesforschools@nottscc.gov.uk)

T 0300 500 80 80

County Hall, West Bridgford, Nottingham NG2 7QP



[facebook.com/nottinghamshire](https://facebook.com/nottinghamshire)



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