



**Nottinghamshire
County Council**

Services for Schools and Education Providers

2015-16



Providing services
you can depend on

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On 1 December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to create the Disclosure and Barring Service (DBS). The Disclosure and Barring Service will be referenced as DBS throughout the brochure.

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Welcome

Welcome to Nottinghamshire County Council's updated directory of services for 2015-16. Our services have been developed to provide you with efficient and responsive packages tailored to meet your individual needs.

Our teams offer a wide range of services using their wealth of experience and expertise. They can also provide bespoke packages of support and training to meet the needs of individual and families of schools, academies and education providers.

If you can't find what you need in this brochure, then please do not hesitate to contact our staff using the contact details in this brochure. To keep things as simple as possible for you we also have a dedicated single point of contact for all enquiries. You can contact us either by phoning **0300 500 80 80** or emailing **servicesforschools@nottscc.gov.uk**

This brochure provides an overview of each service, however for the latest developments and offers throughout the year visit **www.nottinghamshire.gov.uk/servicesforschools**

Costs

We understand that budgets are getting tighter each year and we're committed to ensuring our services offer value for money. In fact a good number of our services are offered to you free of charge.

This year our charges are not shown in the brochure. Full details of our offers and costs can be found in our online interactive ordering system (IOS) where you can buy our services. Where it's not possible to give an exact figure (i.e. where you may require something bespoke) please contact the service who will be pleased to offer expert advice and a quotation.

Notes pages

We have also introduced a 'notes' page after each section for you to write comments, or keep track of contacts, phone calls or other details you may wish to make a note of as you go through the brochure.

We hope you find this directory of services helpful and we look forward to working with you and supporting you in attaining the best for the children and young people of Nottinghamshire.



Anthony May
Corporate Director,
Children's Families
and Cultural Services



Tim Gregory
Corporate Director
Environment and
Resources

Why choose Nottinghamshire County Council

Staff at Nottinghamshire County Council have gained a wealth of experience, knowledge and skills over the years, dealing with and responding to the specific needs of county schools and academies. We offer over 50 support services in key areas ranging from finance, legal and HR to outdoor education, school meals and grounds maintenance. All of these services offer the same high level of delivery and support that schools and education providers know they can trust.

We pride ourselves on having a unique relationship with each school and are committed to improving the life chances of Nottinghamshire's children and young people.

We are committed to:

- Providing high quality support services.
- Delivering services you can depend on.
- Providing excellent value for money.
- Supporting compliance with national/legislative standards.
- Improving our systems and processes to keep up to date with developments in technology and offering greater functionality.

- Responding flexibly and professionally to the evolving needs of our school community.
- Working with you to develop, shape and improve our future service/s.
- Supporting the attainment of children and young people.
- Building strong relationships with you that foster understanding and are responsive to your needs.

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.

Testimonials

Throughout this brochure you'll find testimonials from schools staff recommending our services. We hope you'll find them useful in gaining an insight into how our services have supported and helped others.



How to purchase our services

Our aim is to make purchasing our services as easy for you as possible.

Our Services for Schools Customer Service Advisors will be on hand to provide a brokerage service, answering your general queries and working with you to put together your package of services. Contact our Advisors by calling **0300 500 80 80** Monday to Friday, 8am to 8pm and Saturday, 8am to 12noon.

Costs

A breakdown of the range of packages available and their costs can be accessed via our online interactive ordering system -

<http://secure.nottinghamshire.gov.uk/servicesforschoolsorderform>

The system is located within a secure environment and to access it, your school/educational establishment will need an account. If you don't already have an account, you can easily set one up by either:

- contacting the Services for Schools Team on **0115 977 2338**
- or by emailing **servicesforschools@nottscg.gov.uk**

Terms and conditions

All services offered through Services for Schools will be delivered under contractual agreements which set out the general terms and conditions for the services. It is imperative as providers and receivers of services, that there is clarity on the terms and conditions of service packages, including delivery of services, pricing, cancellation and payment terms. A small number of providers have additional special conditions and these are applicable in addition to the general terms and conditions; you can take a look at these in full via the online interactive ordering system. Please note: by placing your order you are agreeing to these terms and conditions.



Buying services

There are two ways to buy our services:

Option 1: Online (via the interactive order system)

Many of our service packages are available to purchase using our updated interactive ordering system. This can be accessed either, via the online directory of services which is available at

<https://secure.nottinghamshire.gov.uk/servicesforschoolsorderform>

or by following the 'order online' link on Wired.

The interactive ordering system has been available for a number of years; it 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 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.



The 'order online' symbol is shown on each of the service pages where this facility is available. The order system takes you through step-by-step for each service provider. Each step builds up your order with your

selected options and payment choices as well as collecting useful information about your specific needs and requirements. You will receive email confirmations of all of the choices you make as these will form the new service contracts with providers.

The interactive order system displays all the services that are available to order online, so you can select all your choices in one place. Once you've created your order you will receive a confirmation email. If you need to make any changes after you've submitted your order form, you can log back into the system and make changes before **20 March 2015**. After this date the new contracts will become live and changes will require the agreement of the service provider as there is a minimum notice period for all live contracts.

To make the process even easier there is a 'suggest contracts' option; this includes suggestions for other services which you may be interested in, these are based on your previous selections. You will be able to 'auto-renew' your contracts with one click if you're happy with what's being offered (or if you're not you can amend/reject contracts). In each instance an email will be generated to both parties.

If you want to purchase services that are not showing on the order form, please contact the service directly to find out more. Please note: if you wish to buy services after our order deadline of **20 March 2015** or would like to negotiate a longer term arrangement, then you can log in to the order system to make these requests. A member of staff from the service will contact you to discuss your requirements.

If you are a new school or purchaser and need to complete the New User Access Form please use the following link to download the form

www.nottinghamshire.gov.uk/servicesforschools

Please return completed forms to
servicesforschools@nottscs.gov.uk

We can then give you access to the packages and pricing pages along with an online order form, displaying quotes for annual services specifically tailored to your school or academy.

This year we have updated our user guide to the system and hope this will help new and existing customers navigate around more easily.

Option 2: Contacting our services directly

For services that are not available in the online interactive ordering system and for those where you want to negotiate a bespoke package, you can contact the service directly using the contact information provided on the relevant page of this directory.

VAT

Please note that all prices shown for maintained schools are exclusive of VAT.

Academies and other education establishments

We understand how academies function and that you require us to be responsive to your needs throughout the year. You are also able to order our services via the interactive ordering system. Please note: prices charged will be those current at the time of ordering.

We understand that your needs change from time to time. Should you want to review what has been offered please contact us at any time to discuss your requirements.

If you have agreed your requirements directly with the service, you will still need to log in to the interactive ordering system to confirm and create the contract. If the service is customising an offer for you then they will 'suggest' a contract via the interactive ordering system which you will have to accept to activate it. Once you've made your choices and created the order, you will be able to print it, and it will form a service level agreement for the services requested.

For some prices stated you will need to remember that VAT may need to be added and this will happen when the order is invoiced.

Notes

01

Finance and Legal



Providing services
you can depend on



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 - open 9am-5pm (Monday to Thursday), 9am-4.30pm (Friday) during term time and 10am-3pm in school holidays.
- Remote access (for schools on 1C1N) to SIMS FMS to enable us to deal with complex queries.
- Speedy resolution of financial transaction queries.
- Integrated salary calculator and multi-year budget planning tool.
- School funding modelling tool (pupil numbers driven for future years) with accompanying budget forecasting guide.
- Cashflow spreadsheet.
- Calculator for universal free school meals funding.
- Final accounts guidance and production of year end governor report in consistent financial reporting format.
- Regularly updated financial guidance and procedure notes.
- Strategic financial guidance from experienced officers when required.
- Advice and guidance if you amalgamate/federate or acadmise, 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.

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



On-site support

- Select half or full day visits - the combination, number and content is for you to decide, but advice on what can be covered is always available.
- We aim for visits to be delivered by a named finance contact to ensure continuity and that an understanding of your needs is maintained.
- Dates of visits are confirmed in advance, allowing you time to plan for these and gain the maximum benefit for your school.
- Visits can be extended on an hourly basis, depending on the availability of your Finance Officer.
- A bespoke service to provide financial support can be provided on request if your Office Manager is absent. This is subject to availability.

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. 95% of financial queries will be processed by the end of the financial period in which they are received.

Academy support

Academies can purchase support by day or half day as required. This may be to review funding allocations, help with budget setting, staffing calculations, budget monitoring and production of returns. Additionally a multi-year budget planning tool for academies is also now available.

Training

We run a comprehensive range of financial 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.

Contact

Elaine Armstrong
Tel: 0115 977 2211
Email: elaine.armstrong@nottscg.gov.uk



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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Legal Services

Legal advice and representation for maintained schools and academies.

We provide an effective and efficient legal service via our team of friendly and experienced solicitors and legal practitioners.

Purchasing the Legal Services package will enable schools and academies to access:

- Specialist legal advice.
- Legal Services website (accessed via 'Wired').
- Telephone advice line (available 8.30am-4.30pm, call 0115 977 2223).
- Highly competitive rates in comparison to the private sector.

What we offer

- **Advice on pupil issues** including behaviour on and off school premises, exclusions, special educational needs, safeguarding issues, change of pupil's name and activities outside school.
- **Advice on parental issues** including parental disputes relating to pupils at the school, access to pupils' records, parental responsibility, violent and/or threatening behaviour on school premises.
- **Governor and staff training** – at an additional cost, Legal Services may be able to offer training in a number of areas in conjunction with Governor Support Services.
- **Advice on Data Protection and Freedom of Information** including access to pupils' records, CCTV code of practice, information sharing and photos in school.
- **Advice where there is potential legal action** including demands for payment of disputed invoices and, where appropriate, representation in local courts (please note this excludes representation on any employment related matter – details of this can be found in the HR package).

Contact

Susan Bearman

Kram Kasbia

Tel: 0115 977 3378 or 0115 977 4661

Email: susan.bearman@nottssc.gov.uk

kram.kasbia@nottssc.gov.uk

- **Legal advice on property issues** including boundary disputes; responsibility for maintaining trees; dealing with trespass or other encroachments on the school site; landlord and tenant and commercial property advice relating to leases/licences to share occupation with third parties such as letting arrangements.
- **Advice on school administrative issues** including allegations against staff, charging for school activities, children in care, cyber bullying, emergency planning, equalities law guidance, first aid/administering medication, school policies, copyright licences, school complaints and issues relating to governors.
- **Advice to academies** following conversion on a range of issues including school exclusions and Independent Review Panels. (Please note that we cannot act for you on the conversion process itself. You will need to seek independent legal advice and assistance for this as we must act for the Council).
- **Advice on contractual issues** including advice on contracts and commercial law (including dispute management), general advice on school companies, partnership and joint working agreements, extended services, supply of goods and services and procurement advice.

“Strong and clear advice.”

Carol Litowczuk, Head Teacher
Manor Park Infant and Nursery School

Training

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 delegates involved.

- Depending on the type of training required, this will usually be delivered by experienced lawyers and/or representatives from Governor Support Services.
- Training will be provided at suitable and convenient locations and can be delivered to a wider audience e.g. a family of schools, to reduce the cost per delegate.

Our pledge

Legal Services offer a flexible service which supports schools to meet their legal obligations.

All services are provided by friendly and experienced staff who have worked with schools for many years. Advice and support is provided by our teams of specialist lawyers.

Legal Services have attained the Law Society's LEXCEL Practice Management Standard.



Benefits to your school

- **Access to specialist legal advice** - covering a wide range of legal disciplines such as education law, land law, landlord and tenant law, contracts and commercial law and litigation which can prevent matters escalating and can be economically beneficial to the school.
- **Access to Legal Services website** - for general information in relation to common problems encountered by schools, latest developments in the law and FAQs.
- **Access to telephone advice line (0115 977 2223)** - 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 rate, which is considerably less than most private sector comparators. If you purchase advice on an ad hoc basis, you will still have access to competitive rates based on the complexity of the issues and the level of expertise and experience of the advisors working on the matter.

“Your support was invaluable.”

Chris Drewry, Head Teacher
Lambley Primary School

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Further information

Legal advice and assistance can be provided as long as this does not create a conflict with the Council's interests, for example as landowner, or any other service/department's interest in the school site. Should it be necessary for your instructions to be placed with an external legal advisor (i.e. due to capacity or a conflict between the school/academy and the Council), the Council will put you in touch with its panel of leading private sector law firms who may offer schools and academies preferential rates.





Internal Audit Services

Internal audit for maintained schools is essential. All LA maintained schools are required to have a professional audit of their School Budget Share account.

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

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

What we offer

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

“We were very impressed throughout the audit from the planning stage through to the final feedback and report, because the Auditor was at all times professional, thorough, knowledgeable and took time to understand our context and to provide detailed explanations as required.”

David Walton, Head Teacher
Bagthorpe Primary School

“The Auditor took time to explain any points that she found as she went along and was able to give me tips on how to take things forward. The audit was a really positive experience and I know moving forward the school will benefit greatly by being able to work on the findings.”

Sharon Johnson, Business Manager
Woodborough Wood's Foundation School

Our pledge

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

Benefits to your school

- Qualified auditors who have enhanced DBS clearance.
- 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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

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.

Training

Internal audit: what does it mean for me?

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

- Training by Senior Auditor.
- Held at your school.
- Ad hoc, as required.
- For Head Teachers, Business Managers, Bursars and Office Managers.
- Schools could combine to receive training.
- Cost is dependent on duration of training, plus off-site preparation time.



Contact

Andy McKinney

Tel: 0115 977 2256

Email: andrew.mckinney@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 pro-active 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 an on-site telephone and web service, 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 in one complete package. Additionally, optional motor insurance is available as a bespoke package to meet the needs of your school.

What we offer

- Platinum insurance – our complete all-in-one insurance package consisting of:
 - Employers' and public liability insurances including cover for your PTA.
 - Property insurance for 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.
 - On-site personal injury cover for pupils.
- Optional motor insurance for all school vehicles including free cover for vehicles on hire (to a maximum of 50 days per year).
- 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 support you.

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 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 losses.
- A single point of contact with experienced staff to deal with your queries and provide risk management advice.
- Telephone claim reporting.
- Access to funding for risk management initiatives.
- Online access to policy wordings, claim forms and evidence of cover.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“ Our new school entrance and car park is fantastic! Vehicles are now able to drive through a designated entrance at the rear of the school separate from pedestrians and pupils.

Thank you so much to Risk and Insurance for matching our school funding, we couldn't have done it without you. ”

Shirley Gascoyne, School Business Manager
St Augustine's School



Contact

Ian Bennett

Tel: 0115 977 3738

Email: risk.insurance@nottscg.gov.uk

Procurement

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

What we offer

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



Our pledge

Hours of service are between 9am - 4.30pm Monday to Friday. All requests will be acknowledged within 48 hours of receipt and agreed work started to a mutually acceptable timescale.



Benefits to your school

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

Training

Introduction to Procurement and Commercial Skills for Schools

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

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

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

Clare Winter

Tel: 0115 977 2619

Email: clare.winter@nottsccl.gov.uk

Finance and Legal

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

02

HR, Payroll and Health and Safety



Providing services
you can depend on



Human Resources Advice, Support and Training

Our Human Resources team are here to provide you with advice, support and training. Our HR Service is dedicated to working in partnership with head teachers, school leaders and governing bodies to provide a comprehensive and personalised package of support tailored to the requirements of your school.

Our service offers excellent value for money and currently we are the HR provider of choice for 96% of Nottinghamshire primary schools, 86% of maintained secondary schools and all special schools and learning centres. We also provide our services to a number of academies and independent schools in Nottinghamshire. We work together with the Education Improvement Service (EIS), 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

- A flexible HR service that meets the day to day and strategic needs of your school.
- A commitment to work in partnership with you to address your priorities according to timescales agreed with you.
- Dedicated professional named HR Business Partners who will work with you to ensure that you have the confidence and necessary support to address the challenges you face.
- High quality, solution focussed advice specific to your circumstances.
- A range of training opportunities tailored specifically for you as a head teacher, school leaders and governors.
- Advice and support which is underpinned by extensive experience, financial stability and a comprehensive insurance package.

Our pledge

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

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

Standard

This service includes telephone and online advice; tailored on-site support as specified; attendance at employment hearings and appeals in an advisory capacity for all HR related casework; advice and support on restructuring, job evaluation and redundancy issues; training and employment law updates as they impact on schools and academies.

Enhanced

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

Accessing the HR Service:

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

“ A thoroughly professional service giving practical advice, guidance and support based upon sound in depth knowledge. Costs involved represented good value for money and were well worth the re-assurance for myself and Governors that correct procedures were followed. I will have no hesitation in using the service again. ”

Head Teacher
Heatherley Primary School

Contact

Gill Elder

Tel: 0115 977 3867

Email: gill.elder@nottsc.gov.uk

Andy Wilson

Tel: 0115 977 3286

Email: andy.wilson@nottsc.gov.uk

Benefits to your school

- A team of HR professionals with a wealth and depth of experience to provide high quality and professional support reinforced where necessary by the combined services of Nottinghamshire County Council.
- Professionally qualified and experienced Business Partners who have extensive knowledge of working with schools.
- Integrated targeted support and policies delivered in conjunction with the EIS, the LADO, Governor Services, Occupational Health, Health and Safety, Schools Finance and other associated support services.
- Comprehensive up to date knowledge of education law, employment law and HR best practice.
- Written policies, procedures and toolkits specifically designed to meet the complex challenges you face.
- Practical support and guidance tailored to resolve all of your HR casework issues.
- Comprehensive support and guidance on complex employee relations matters including appraisal/competency, grievance, disciplinary, safeguarding, recruitment, absence and performance related pay issues.

- Advisory support to head teachers and / or the governing body or trust at hearings and appeals at no extra cost.
- Tailored support to restructure your school, manage staffing reductions and undertake TUPE transfers.
- On-site support to manage HR related investigations.
- Expert job evaluation analysis to ensure that all posts in your school comply with Single Status pay structures and equal pay legislation and assist schools with structural changes.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Payroll Services

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

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

Our specialist team has a long established reputation of providing professional, customer orientated support to schools and academies. Over 300 schools and academies 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 and reduce costs and develop our service offer in line with the evolving schools framework and landscape.

What we offer

- Secure portal for updating and reviewing payroll data 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.



Contact

Jon Clewes

Tel: 0115 977 3434 / 07946 226373

Email: jon.clewes@nottscc.gov.uk

- 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 Pensions, to ensure statutory compliance.
- Provision and despatch of individual payslips displaying clear narrative on all elements of pay in an easily understandable format.
- Creation and amendment of employee records from agreed rates held on the pay system and upon receipt of information from HMRC.
- Input of data relating to staff appointments, terminations and variations in the payroll system.
- Calculation of deductions including tax, national insurance, pensions, attachments of earning, trades union subscriptions and voluntary pay deductions.
- Management of financial systems relating to payroll and compliance with statutory returns.
- Calculation and recording sickness absence figures.
- Calculation of relevant pay in relation to maternity, paternity and adoption leave.
- Maintenance of comprehensive national and local pay scales, processing salary increments with an automatic calculation of pay awards and back pay and the requirements of the School Teachers' Pay and Conditions document.
- Advice and management of auto enrolment in the payroll system.
- Implementation of pay changes in schools for all new and existing staff including new pay structures and re-organisations.
- 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.
- Provision of accurate and timely management information to enable schools to run budget monitoring reports.
- The use of a payroll portal which will allow the efficient transfer of payroll data to the payroll system.

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.



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 Local Authority areas of service 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 changing needs and circumstances.
- Access to high quality management information and reports to enable you to manage your budgets effectively.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Costs for academies

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

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



Staff Absence

This is a flexible insurance scheme that is 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.

The scheme is flexible and adaptable to suit the needs of your school. You choose the level of cover you wish. There are two levels of cover; standard and premium, with the charges for the scheme set out in the price tables (available to view on the online interactive ordering system). There is no change to the charges for the scheme in 2015/16 from 2014/2015.

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 for staff on maternity and adoption leave.
- The scheme covers teachers, teaching and classroom assistants, secretarial and clerical staff, technicians, librarians, mid-day supervisors and out of schools club employees employed by the school.
- The following categories of staff are not included: DSO staff, caretakers, site managers.
- Supplementary quotations are available from Payroll Services on request for kitchen staff or cleaners employed by the school.

Our pledge

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

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 and prices fixed at 2011/12 levels.
- 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%.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

Jo Bray

Tel: 0115 977 4205

Email: jo.bray@nottsgov.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 the requests of governing bodies.

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 co-ordinators and chairs to identify current and future learning needs of their governing body.

“ Directly relevant to our direction of travel as a governing body. The trainer allowed just the right balance of presentation and group discussion. ”

Governor
Muskham Primary School

Our pledge

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

Benefits to your school

- Access to a programme of development opportunities designed from identification of governing body training needs.
- Courses delivered at accessible venues throughout the county.
- All courses are designed specifically for governors with their legal and statutory responsibilities clearly explained.
- Sessions delivered by qualified trainers many of whom are experienced school governors.
- A choice of delivery methods including group sessions and online training and development.
- A good selection of 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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Further information

For school-based whole governing body training please see the Education Improvement Service on page 80.

The cost of the package is based on the size of your governing body according to the instrument of government as at 1 April 2014 (plus associate members).



Contact

Governor Training
Tel: 0115 977 4458
Email: governor.training@nottsc.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. We offer two levels of service; our standard service enables you to meet legal requirements, whilst our comprehensive premium service is designed to give you absolute peace of mind by implementing a bespoke Health and Safety (H&S) management system for you.

What we offer

Standard

Both levels of 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.
- On-site and telephone support and advice.
- Provision of best practice health and safety policies, guidance and model procedures.
- Accident investigation including reporting and recording systems.
- Support with key buildings and facilities management issues including asbestos, legionella and fire management.
- Membership of CLEAPPS.
- Full support with all contact/investigations carried out by enforcement bodies such as the HSE, Fire Service and Environmental Health.
- Access to our Health and Safety Learning and Development Programme.
- We can provide a joined up approach to risk management at your school, which will be more cost effective and give practical solutions.
- The schools Health and Safety Training Programme offers places at a reduced cost to all schools that buy back our service. Tailor-made school specific training can be arranged at an additional cost.
- Access to online information, instruction and training programmes.
- Named/dedicated Health and Safety Advisor for your school.

Premium (in addition to the services listed above under the standard offer)

- We will design and maintain a safety management system at your school including on-site support with your policy, as well as helping you develop and maintain general and specific risk assessments.
- Annual attendance at a School Leadership Team/ Board of Governors.
- Investigation of all RIDDOR reportable incidents.
- Support with civil claims and complaints to mitigate potential liability.
- Assistance with contractor selection.
- Up to three free places on our Schools Learning and Development programme for schools.

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 who have in-depth experience of your school. 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 on-site, co-ordinating your response to any investigation.
- Schools will receive an integrated package of support across the full range of significant risks that they face including asbestos, legionella and fire safety.
- Membership of CLEAPSS, the school science service, which we purchase on behalf of secondary schools (£350 saving per school).
- Access to a Radiation Protection Adviser and Officer, a statutory requirement for schools.

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.

“The responsiveness is very good – I am new in my role as health and safety person. The advice, training and guidance I have received has been extremely helpful.”

Head Teacher
Garibaldi Maths and Computing College



Contact

Steve Bingley
Tel: 01623 434184
Email: steve.bingley@nottsc.gov.uk

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

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 therefore expose your school, staff and governors to potential prosecution resulting in significant fines and/or imprisonment.

“ We at our school know that the Health and Safety team are willing to help us all year round. This feeling of trust in their expertise is invaluable when you consider the responsibility on the Head Teacher of our school. ”

Head Teacher
Farmilo Primary and Nursery School

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 on-site and telephone support and advice as necessary.



Occupational Health and Wellbeing

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

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

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

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

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

What we offer

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



Contact

Helen Hayward or Ann Street

Tel: 01623 665960

Email: occhealth@nottsgov.uk

- Pre-employment medical screening.
- 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 on-site to a group of affected employees.
 - Mediation between employees to provide a positive and workable outcome to workplace conflict.
- Advice on the appropriateness of ill health retirement and provision of authorised signatories as independent doctors - as appropriate.
- Access to physiotherapy service where prompt treatment is advised by a GP or Occupational Health and GP waiting list is more than seven days.
- Access to online stress management package for head teachers and online wellbeing assessment and action planning tool.
- Access to a range of preventative wellbeing and health monitoring and screening activity.

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.

Benefits to your school

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

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



HR, Payroll and Health and Safety

Notes

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03 School Meals



Providing services
you can depend on

School Meals

We are an award winning service, which provides 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 comforting and tasty meals when ingredients are at their best.

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

What we offer

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

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

Benefits to your school

- Meals that are proven to be popular - in our last survey, over 70% of customers stated they were satisfied or very satisfied with the value for money, taste, quality and the variety of food on our menus.
- 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 know the importance school meals play in children's lives, helping them to maintain their concentration and energy levels throughout the day. We therefore have a highly qualified and experienced team in place to ensure that pupils in your school have access to tasty and nutritious meals all year round. We offer an extensive and varied menu for schools, with options for breakfast, morning break and lunch. In addition we offer a buffet catering service developed to suit your needs for inset days etc.

Competition for school catering is very strong with many secondary pupils having access to catering outlets and facilities outside the school gates and bringing food from home. This means we place great emphasis on ensuring we get our service offer right and we work with schools to tailor the catering service to ensure it meets individual school policies and requirements.

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 silver level 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.

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

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 initiative.

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



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.
- Free school meal provision for Reception, Class 1 and Class 2 pupils including a provision when these pupils are on trips out.
- Menu planning, nutritional analysis and dietary information and support.
- Marketing promotions and advice to increase uptake and support for healthy lifestyle initiatives.
- 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 on-site staff, recruitment and including relief cover for absences.
- Longer term contract available to enable schools to explore potential investment opportunities.

Benefits to your school

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

Costs

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

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

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

Charging is monthly in secondary and academy schools.

Log in to our online interactive ordering system to find out further costing information and terms and conditions - see page 7 of this brochure for details.

Further information

- A contract is in place for online dinner money and other school payments, please request further details.
- If your school already buys into the catering service, the only decision you have to make is whether to continue with or vary the current level of service provision.

- We are able to provide an advisory service and training for catering services outside of our contract. This can be tailored to meet your school's individual needs, if required. Please contact us for further information.

“ We have an excellent relationship with the School Catering Team. They are professional, responsive and willing to try new things, a recipe that has helped ensure that our bottom line is very healthy in terms of trading. At the end of the day I cannot think of a more challenging clientele to please than teenagers but that said, I would put our café and restaurant up against any you find on the High Street. ”

Steven Singleton, Director of Business
(Business Strand)
The Manor Academy



Contact

Helen Fifoot

Tel: 01623 434171 or 07970 648783

Email: helen.fifoot@nottssc.gov.uk

School Meals

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04 ICT



Providing services
you can depend on



ICT Central Services

This service provides access to a comprehensive range of centrally managed ICT products and services.

These services are designed to remove the need for technical expertise and the cost of hosting from schools, making a more cost effective and central solution.

Further support and technical solutions for full disaster recovery and enhanced VPN functionality 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.
- **School VPN:** Enabling secure access to the school network for office and teaching staff from any internet connected PC, laptop or other device whilst away from school.
- **Centrally Hosted SIMS:** SIMS databases hosted in our World Class, resilient data centre, 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.

Our pledge

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

As a long established, experienced Public Services Network (PSN) compliant provider of ICT support services Nottinghamshire ICT Services are committed to providing reliable, sustainable, value for money and assured services to our customers. With our extensive partnerships with the main ICT suppliers and resellers to the education sector, and our business class infrastructure and data centre we are able to provide high quality consultancy, professional services, hardware, technical and support solutions to meet all of your ICT needs.

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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottscg.gov.uk



SIMS Support Service

Subscription to the SIMS Support Service will provide access to our Capita Accredited Service Desk for problem resolution, advice and guidance, software upgrades and ad-hoc break fix for faults relating to SIMS software. In addition we provide guidance documentation via our website www.ictservices.nottsc.gov.uk and telephone support for statutory annual processes, financial and academic end of year.

What we offer

- Support for Core SIMS.net modules.
- Tailored support packages for SLG, SIMS InTouch, Agora.
- Specialist support for school mergers, statutory returns, workforce census, FMS etc., delivered in partnership with the Schools Finance service.

- 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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions – see page 7 of this brochure for details.

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 WIRED and our website www.ictservices.nottsc.gov.uk
- Technical/engineer remote support and advice for software upgrades, application of patches, database errors and school mergers.



Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk



Microsoft Support Service

Subscription to the Microsoft Support Service will provide access to our ITIL Standard Service Desk for ad hoc break-fix problem resolution for Microsoft Office products including Office 365. This service is delivered remotely, via our website or with an on-site response when required.

What we offer

- Support in the use of Microsoft desktop and server operating system.
- Support in the use of Microsoft Office Suite.
- Support for Office 365.
- On-site ICT incident response when required.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions – see page 7 of this brochure for details.

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 Microsoft products.
- Support via remote services and via WIRED and our website
www.ictservices.nottsc.gov.uk
- A service that is professional, reliable, flexible and provides excellent value for money.

Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk





On-Site Technical Support Service

In addition to access to our ITL Standard Service Desk, this service provides schools with on-site technical support and assistance as a series of site visits. Our highly experienced, qualified technicians will attend pre-arranged appointments to undertake essential basic maintenance and resolve any current issues e.g. open service desk tickets. This service covers both the administrative and curriculum environments and each visit will, whenever possible, be attended by the same regular technician. Typical tasks that may be undertaken during support visits are listed below in 'what we offer'.

What we offer

- 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.
- Regular system health checks, monitoring and performance of networks ensuring that software and security patched 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.
- On-site ICT incident response for the whole school office systems, hardware and software including SIMS.
- Support for Microsoft server and desktop for curriculum ICT.
- 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.



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.
- Highly experienced and professionally staffed workshop repair and advice service.
- A service that is professional, reliable, flexible and provides excellent value for money.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottscg.gov.uk



Emergency Call-Out Service

ICT emergency, no support contract or ICT support staff off sick? This emergency service is designed for customers who don't have an on-going support package. Our call-out service provides access to our highly experienced, qualified technicians in an emergency, via our ITIL Standard Service Desk. This service covers both the administrative and curriculum environments. Call-out and parts charges apply to this service.

What we offer

- On-site ICT incident response for the whole school office systems and hardware.
- Advice and guidance on replacement products in the event that hardware cannot be repaired, and assistance with purchasing via our market leading supplier partners.
- Advice and guidance on identifying future hardware upgrades and purchases to maintain the integrity of the ICT estate as items become end of life.

- Highly experienced and professionally staffed workshop repair and advice service.
- A service that is professional, reliable, flexible and provides excellent value for money.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Benefits to your school

- 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.

Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk

Broadband and Cloud Services

We are currently replacing the 1C1N broadband network with a new Wide Area Network Solution and broadband package.

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 & support package.
- Network management services.

Further information

Full details of the new range of network and broadband packages will be published soon. Please take a look at our website over the coming months to find out exactly what we offer, what the benefits are to your school and how much it will cost (you'll need to log in to the online ordering system to view costs). Visit www.nottinghamshire.gov.uk/servicesforschools

Existing 1C1N Broadband and Cloud Service customers who took advantage of our special offer will be contacted with details of our new service packages when they become available.



Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsccl.gov.uk



Installation Services

Our installation service compliments our on-site support service by providing schools the opportunity to upgrade, improve or add to their existing IT solution. This comes with the ability to procure a full range of hardware and software at competitive rates through our partnerships with the main ICT suppliers and resellers to the education sector

Our experienced consultants can support school leadership teams to prioritise their ICT infrastructure and software budgets to deliver their educational goals. Upgrades and additions can be tailored for existing solutions to meet goals and enhance the learning experience through the provision of the latest technologies.

What we offer

- Server builds, create new or migrate domains, installation of network equipment and set up of wireless systems.
- Deployment of mobile solutions and devices including tablets, smartphones or iPads with apps.
- PC and laptop builds including deployment of images bespoke to meet the needs of each school.
- Hardware upgrades e.g. memory, hard drives etc.
- Full wireless provisioning from site survey* through to installation and setup.
- Large scale software deployment and setup – automated where possible.
- Warranty support for products purchased and installed via E-commerce portals.

* Incurs a cost, refunded if you take up the solution we offer.



Benefits to your school

- Highly experienced consultancy service able to design bespoke solutions tailored to support the delivery of schools educational goals.
- Access to advice and guidance on all hardware and software purchases to ensure that all ICT procurements, large and small represent value for money and deliver expected educational benefits.
- DBS checked installation engineers, who are 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.
- Highly experienced and professionally staffed workshop repair and advice service.
- A service that is professional, reliable, flexible, and provides excellent value for money.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Notts ICT E-Commerce Portals

Through our extensive partnership network we are able to provide direct access to E-Commerce systems, enabling schools to procure ICT hardware, software and consumables directly from our market leading ICT suppliers.

We also have contractual relationships with a number of leading ICT suppliers, for things like software, iPads and tablet PCs and audio visual technology, enabling schools to take advantage of the best possible pricing while removing the need for schools, which buy through our contracts, to go out to market through a competitive process themselves (which can be very time consuming and costly).

Items can be ordered through supplier portals or via our Sales and Support Team without the need for a specification and can be delivered to site within a few days. The portals can be accessed via our website:

www.ictservices.nottsc.gov.uk

Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsc.gov.uk





ICT Education, Training and Consultancy Services

Our ICT Education, Training and Consultancy Services provide access to a comprehensive range of e-learning products and events that are essential to the effective use of ICT in schools.

Our consultancy service provides school leadership teams with access to skilled practitioners to support the development of short, medium and long-term ICT strategies, helping them to identify and prioritise their ICT infrastructure and software budgets to deliver their educational goals.

All ICT training is provided by experienced and skilled practitioners delivering a wide range of on-site consultancy and training in your school or academy.

Comprehensive advice and guidance (and e-learning materials where appropriate) are provided for a variety of areas including SIMS and Office 365.

What we offer

- An extensive range of e-learning material available to all staff in school and based on our core packages.
- Extensive e-learning packages for the full Microsoft Office range including all areas of Office 365.
- On request, access to an experienced trainer to discuss and analyse your school or academy's ICT education and training requirements.
- Consultancy advice to develop and implement an ongoing ICT strategy to support the delivery of your school's educational goals.
- ICT security consultancy includes forensic investigations.



Benefits to your school

- E-learning materials to aid the induction of new staff and staff training for major software updates and new initiatives.
- Flexible learning environment.
- Reduced staff training time requirement.
- Service available to all staff at all locations.
- Future proofing your ICT infrastructure and maximising your ICT budget returns through timely and appropriate replacement/upgrade projects.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

ICT Service Desk

Tel: 0115 977 2010 option 1

Email: helpdesk@nottsgov.uk

ICT

Notes

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05 Premises, Facilities and Transport



Providing services
you can depend on

Grounds Maintenance and Landscape Services

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

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

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

What we offer

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

Our pledge

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



Benefits to your school

- Grounds that are professionally maintained, making them fit-for-purpose throughout the year.
- Dedicated locally based management team, ensuring regular contact and support for on-site 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 experience and 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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

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.



Contact

Mark Herring

Tel: 01623 434162 or 07973 312367

Email: mark.herring@nottsc.gov.uk

Building Cleaning and Hygiene Services

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

Whether you chose 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.

“ We would like to express our thanks for your service to the school whenever help is needed with cleaning and caretaking... The governors are especially grateful for your knowledge of the school and your approachability. ”

Excerpt from a letter to Steve Spick, caretaker at Phoenix Infant and Nursery School, from the school governors.

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.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

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.



Contact

Mark Herring

Tel: 01623 434162 or 07973 312367

Email: mark.herring@nottsc.gov.uk

Property Services

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

Importantly we can also help you ensure all your duties and responsibilities around compliance with statutory building related legislation are met.

So whether you require a 24/7 emergency response, an extension or refurbishment project, help with installation of telecom towers or solar panels, or the development of a five year asset management plan, we have a cost effective, locally sourced solution delivered by friendly, professional staff who understand your needs. Call us for free advice on a range of our services.

What we offer

1. Design, consultancy and procurement

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

2. Building construction

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

3. Strategic/asset management plans

- Developing a three or five year maintenance/basic need strategy.

4. Statutory compliance

- Compliance with all statutory building related legislation e.g. asbestos, legionella and fire.
- Service agreements and statutory inspections advice and management.
- All works carried out to British and European Standards by fully qualified professional engineers, surveyors and architects to ensure that risks are suitably eliminated or controlled.
- Reducing risk of prosecution to head teachers, governors, academies and the Council.
- We check sub-contractors to ensure competency and compliance with statutory regulations, together with DBS assessments.



5. 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 and licenses.
- Negotiation of rating assessments and appeals.
- Issues around the provision and retention of temporary classrooms.

6. Access to 'Property online'

- Through BMS Portal and access to P2 for Project and Property Compliance Information - all your property information including compliance data records (just talk to us about obtaining the licences required, free to existing NCC schools). This is provided to help ensure efficient management and statutory compliance of your building.

7. Repairs and maintenance

- Full repairs and maintenance contract including defect diagnosis, annual service and inspections, planned maintenance and 24/7 emergency response.

- Asset Management Plans (3 – 5 year plans).
- We offer a full condition survey of your building to help you identify urgent and non urgent work.

8. Our new Property Strategy Team

- A key contact interface between departments and the delivery team within the group. They act as client department representatives, identifying property need, dealing with service end users and external bodies, overseeing any property activity for those various departments. Please note that NPO activities still remain with building/departmental occupiers.

9. Emergency assistance

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

Our pledge

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

Contact

Property Careline

Tel: **0115 977 3322**

Email: **property.customercare**

@nottscg.gov.uk

Benefits to your school

- ✎ Your staff and pupils have a safe working environment. Your visitors will be safe and secure and we will support you to ensure you comply with your responsibilities, reducing the risk of prosecution to head teachers, governors, academies and the authority.
- ✎ Online access through 'Property Online' to all your school's property records for asbestos, condition survey, legionella, fire safety and insurance management to keep you legally compliant for all audits and external inspections.
- ✎ The service is professional, reliable, flexible and provides excellent value for money. We can provide you with initial technical advice on all property related matters.
- ✎ We offer peace of mind with our 24 hour, seven day a week maintenance response with full emergency cover including major incidents such as fire, flood, vandalism etc.
- ✎ We check that contractors carry out the task they are supposed to do, when they are supposed to do it. We also check afterwards to make sure the job met your requirements.
- ✎ We have an integrated, in-house Property Group and professional frameworks in place.

- ✎ We are an award winning Property Group, with expertise in educational and CLASP buildings and an extensive historical database of your property.
- ✎ All staff are customer focused, dedicated accredited professionals in property matters, offering you peace of mind and helping to reduce your liability.

Training

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

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Further information

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



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.
- Advice on letting and managing contracts including designing specifications, analysis of alternative provider documents and production of tender documents.
- 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 on-site building cleaning standards and site management operations, and suggestions for service improvement.



Contact

Mark Herring

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

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

Benefits to your school

- ✚ Impartial advice.
- ✚ With a 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, whether open or closed, are met throughout the year.
- ✚ Access to specialist advice to ensure you comply with relevant health and safety requirements and legislation.
- ✚ Reassurance on health and safety issues, risk assessments, training standards, use of chemicals, emergency procedures and solutions.
- ✚ Access to a facilities audit process that received 100 % positive feedback during piloting with schools and academies last year.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Further information

Our sickness cover scheme is subject to certain conditions:

- Caretaker cover is per named caretaker, during term time periods from 6am - 6pm.
- Does not cover caretaker vacancies or absence due to suspension from work. Cover can be provided for this at an additional charge.
- Sickness days cannot be accrued throughout the year i.e. if you opt for cover after the first five days, cover will commence after the first five consecutive days sickness.
- Applications are required by 12 noon on **30 April 2015**.
- Additional costs incurred after any six months absence.

We also provide the following packages:

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

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

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.



Site Design and Improvements Service

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

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

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

What we offer

- Bespoke consultancy offering a range of services from one-off advice to full design and project management, including planning advice and applications.
- Site assessment services including drainage, topographical and utility surveying.
- 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.

Our pledge

We will provide a quality advisory and design service to help make more of the potential offered by your school's grounds.

- New for this year is the 'Whole School Site Strategy'. This is a new approach, initially developed by Hampshire County Council, which supports the school in creating its own strategy to develop the site into the future. Using a series of supported workshops, survey, evaluation and design sessions, we work with the whole school community to create a vision and plan for the future that will act as a roadmap for project fundraising and delivery.

Benefits to your school

- You will get professional and inspirational design ideas.
- You can use design and cost estimates to make grant applications and to inspire fundraising.
- Students and staff can be involved in the design and project delivery where appropriate, bringing added curriculum benefits.
- Staff are trained and experienced in working in schools grounds and are DBS checked.

Costs

Initial site visit and preliminary assessment are provided free of charge. Design and project management fees are then charged either on the basis of a fixed hourly rate or to 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 Nottinghamshire County Council's in-house construction teams.

Log in to our online interactive ordering system to find out more about costs and terms and conditions - see page 7 of this brochure for details.



Contact

Cathy Gillespie

Tel: 0115 977 2064

Email: cathy.gillespie@nottscc.gov.uk

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 MIDAS scheme**

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.

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. Please contact us for further information.

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.



- **Vehicle Hire**

Fleet operations have vehicles for hire with qualified drivers who are trained in first aid, manual handling and MIDAS. The vehicles 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.

➤ Vehicle Hire with driver to suit your particular needs, from 9 to 28 seats. All vehicles 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.

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 Minibus Drivers Awareness Scheme (MIDAS).

➤ We can offer individual packages based on your requirements - please contact us for advice.

Contact

Chris Holland - Team Manager

Tel: **01623 873851**

Email: chris.holland@nottscg.gov.uk

Dave Dance - Compliance Officer

Tel: **01623 873865**

Email: david.dance@nottscg.gov.uk

Andy Frogg - Fleet Operations

Manager (Vehicle Hire, Training)

Tel: **0115 969 4390**

Email: andy.frogg@nottscg.gov.uk

Premises, Facilities and Transport

Notes

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06 School Support



Providing services
you can depend on

Education Improvement Service

The Education Improvement Service is committed to promoting the highest standards of pupil attainment and progress through the development of 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 expert staff offer schools planned and bespoke support packages to address weaknesses through various monitoring, training and advice channels. We want Nottinghamshire to be a place where children are safe, happy and healthy, where everyone enjoys a good quality of life and where everyone can achieve their potential.

What we offer

- Brokering leadership and curriculum support from other schools and educational settings.
- Support from the Virtual School Co-ordinator and team for 'Looked-After Children'.
- Support for inspection and self-evaluation.
- External adviser support for governors undertaking statutory Head Teacher appraisal.
- Bespoke school-based whole governing body training.
- Brokering monitoring officer support for staff performance issues.
- Advice and support for structural reform e.g. federations, academy conversion etc.
- Subject/themed networks and courses including Early Years.
- Conferences to promote innovative practice in Nottinghamshire schools.
- 'Reading Recovery' training through the 'Every Child a Reader' programme.
- Acting as the 'appropriate body' for NQT accreditation and an NQT training package.
- Leadership programme including 'New to Headship' and 'Aspirant Leaders'.
- Quality Assurance packages for good and outstanding schools.
- Support for assessment including schools' statutory duties.

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.



Benefits to your school

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

Costs

Costs for our individual training events including bespoke school-based whole governing body training are advertised in our CPD brochure
www.nottinghamshire.gov.uk/cpd

For core programme governor learning and development information please see the Governor Learning and Development section (page 34).

“ The Education Improvement Service is a highly professional, committed team who have the expertise and knowledge to support schools in order to raise standards. As a school we have benefitted greatly from attending many of the conferences, briefings and courses they provide. We have also commissioned them to deliver bespoke training for the family of schools - keeping us up to date with the changing educational landscape. ”

Melinda Amos, Head Teacher
Butler's Hill Infant and Nursery School



Contact

Andy Fox or Liz Kitts

Tel: 01623 434146 or 01623 434143

Email: andrew.fox@nottscg.gov.uk

liz.kitts@nottscg.gov.uk

Education Appeals

– Admissions and Exclusions

The County Council has a long and proven track record of successfully arranging and clerking admission and exclusion appeals for maintained schools 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.

For those academies who are arranging their own admission appeals, we can also offer initial and refresher training packages for governors, panel members / chairs and clerks (subject to further discussions about your specific needs).

What we offer

- 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 and resources on your existing pupils on roll.
- 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, thereby greatly minimising any potential criticism of your appeals process from such bodies.

Training

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

Costs

Package	Cost
Admission appeals (first appeal)	£170
Admission appeals (subsequent appeals heard on the same day)	£130
Logged appeals that do not go as far as a hearing	£50 - £120 (dependent upon reason and timing).

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

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

N.B. The Department for Education made the following statement in November 2012:

Academies are expected to pay for admission appeals from the General Annual Grant. The Department recognises that this is prohibitive for academies with large numbers of appeals and pays a grant to cover the cost of the admissions appeals after the first 20. This per unit, with the rate in 2012 being £180.

For details of terms and conditions - see page 7 of this brochure.

Contact

Sara Allmond

Tel: 0115 977 3794

Email: sara.allmond@nottsgov.uk
nottsgov.uk



Data Collections

The Data Collections Team gathers data from schools relating to assessment, attainment and the school workforce and maintains the central pupil database of contextual data. This information is then validated and used in the annual School Performance Handbook, which allows schools to compare their performance against other schools, and also against the local authority and national averages.

As co-ordinators of data collection procedures and supporters of recent and current software resources, we provide a comprehensive and informed service to schools.

The team already provides support to your administrative staff with statutory data collections. You will know how important it is that the data your school returns is accurate, as it informs your school's budget information and the national performance tables used by Ofsted.

Data Collections will also work with your school to ensure your data is validated and all of the necessary returns to the Department for Education (DfE) from your school are timely, complete and accurate.

What we offer

- Comprehensive telephone support, providing advice on carrying out data collections.
- Clear and up to date guidance notes on all collections.
- Comprehensive data validation particularly with regard to the school workforce and pupil level census collections, together with resolution of duplicates. We also support Phonics, Key Stage 1, 2 and Early Years Foundation Stage.
- Support for school use of the DfE data collection website.

Our pledge

We will direct you to the most appropriate colleague from our team of specialists in all data areas to deal with your enquiry. Contact the Performance Service by calling 0115 977 3604 8.30am - 5.00pm Monday to Friday.

Benefits to your school

- Schools will be supported to produce timely and accurate statutory returns.
- Easy to access and comprehensive timetable and guidance for existing and new collection items.
- Personal telephone support from experienced data collections staff.
- It is particularly important that the data returned is accurate, in order to ensure schools receive their correct level of funding.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.



Contact

Del Walker

Tel: 0115 977 3604

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

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

Data and Performance

(Fischer Family Trust Analysis Service)

The County Council is able to offer schools and academies a discount for access to Fischer Family Trust's new Aspire website.

Fischer Family Trust (FFT) has access to results/pupil profiles from every local authority in the country. This provides data for thousands of pupils and hundreds of schools on which to base estimated outcomes for your pupils and your school. Once pupils have taken their exams, this data can be used to evaluate the key strengths and potential areas for development in your school.

What we offer

- Initial set-up for schools to access the Fischer Family Trust Aspire website.
- Discounted charges for schools (saving up to 30% on the price of the service) by becoming part of a consortium co-ordinated by the Council's Performance Service.



Our pledge

We will provide email and telephone support in relation to FFT from 8.30am - 4.30pm Monday to Friday.

Benefits to your school

- FFT Aspire will provide key target setting and self-evaluation information using the latest curriculum and accountability measures.
- FFT Aspire is more visual and user-friendly, presenting complex data in a way that can be easily understood and interpreted.
- A favourite report option provides faster access to your data, and a new intelligent search function allows you to find individual students quickly and easily.
- FFT will help school leaders with rigorous self-evaluation of school performance, preparation for Ofsted inspections and provide aspirational benchmarks for future performance.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

The new enhanced FFT Aspire system which was launched in autumn 2014 will see a range of new reports and features for school users.



Contact

Melanie Scott
Tel: 0115 977 3604
Email: data.collections@nottsgov.uk
[@nottsgov.uk](mailto:data.collections@nottsgov.uk)

Planning for Emergencies

Schools normally provide a safe haven for pupils but they can become involved in an emergency at any time. Serious injuries, damage to school property (e.g. fires), severe weather, loss of utility supplies, transport accidents, public health incidents and criminal activity all have the potential to cause significant harm. Planning for such eventualities can save lives and enhance your school's reputation as a safe place to learn and work. A plan that deals with the consequences of large-scale emergencies can also help staff to cope with the smaller, but nevertheless distressing, incidents that schools can experience on a regular basis.

Preparing for emergencies can be viewed as time-consuming or resource intensive. We can reduce the administrative burden of reviewing your emergency plan, training your staff and organising exercises - providing you with the confidence that your school is able to respond to a variety of incidents.

What we offer

- Support when developing or reviewing your emergency plan.
- Advice on business continuity arrangements.
- Bespoke maps for your emergency plan.
- General awareness training for staff and governors to ensure they are aware of your school's emergency plan and how it affects them.
- Advanced training for staff who are required to lead or co-ordinate your school's emergency response.
- Call-out exercises to test your emergency communication arrangements outside usual school hours.
- Live or tabletop exercises to test your school's response to an emergency.
- Debriefs after an exercise or incident to identify any important learning points or changes to your emergency plan.
- Free emergency planning resources are available online for all Nottinghamshire schools via 'Wired'. The latest guidance and template can be found here: **Wired > Communities > Local Authority > Document Library > Coping with a school emergency**

Our pledge

The Emergency Planning Team are experienced, professional and innovative. We will improve the resilience of your school and provide your staff with the necessary skills and knowledge to respond effectively to a range of emergencies.

Benefits to your school

- The Emergency Planning Team has extensive experience in responding to a variety of incidents.
- Support with developing emergency plans, organising training events and running exercises.
- Support tailored to meet your specific needs.
- The team works closely with the emergency services, the Environment Agency, the Met Office and many other organisations.
- Training and exercising your emergency plan can be an excellent team building opportunity for staff and governors.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Training

Emergency planning training:

Provides staff and governors with an overview of your school's emergency procedures and outlines their roles and responsibilities during an emergency.

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

Contact

Edward Shaw or Wendy Harnan-Kajzer

Tel: 0115 977 3471

Email: [emergency.planning](mailto:emergency.planning@nottscg.gov.uk)

[@nottscg.gov.uk](mailto:emergency.planning@nottscg.gov.uk)



School Support

Notes

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07 Pupil Support



Providing services
you can depend on



Education Library Service

“Access to library space and School Library Services will have an impact on attainment at a pivotal point in a child’s educational life”. (The Beating Heart of the School APPG Report 2014)

Maintained schools need a wide range of resources to support the curriculum and encourage students to read for pleasure. We offer a range of services to help schools achieve this, including the Loan Collection Service and an Advisory Service. Details below.

The **Loan Collection Service** gives access to over 300,000 high quality resources suitable for all age and ability levels, including picture books, novels, non-fiction books, big books, posters, DVDs and CDs. There are two options - the Standard Service and the Unlimited Exchanges Service (the latter allows you to exchange your resources as often as you wish at no extra charge). With either option, our mobile library can visit your school to allow children to be involved in choosing reading materials.

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

- **Developing your School Library** - we can help with all aspects of developing and managing your school library, from planning a completely new library to the redevelopment of an existing one.
- **Book Talks and Storytelling to Pupils** - a librarian can visit your school to tell stories to younger children and promote reading for pleasure to older children.
- **School Librarians’ Support Package** - provides professional development, current awareness and individual advice and support for qualified school librarians in secondary schools.

“In a climate of increasingly difficult financial constraints, I find that ELS continues to offer excellent value for money. Their services offer the most cost effective way of maintaining a wide selection of quality resources in excellent condition, which is vital to encourage our students to read for pleasure.”

Chris Wadsworth
Retford Oaks Academy

Our pledge

We will provide a high quality, flexible and efficient service tailored to your specific needs. We regularly monitor customer satisfaction with the service provided and aim to maintain, and if possible exceed, our satisfaction rates each year (currently over 95% for all services).

What we offer

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



Contact

Val Sawyer

Tel: 0115 985 4200

Email: valerie.sawyer@nottsc.gov.uk

Benefits to your school

- Value for money: borrowing enables you to access more titles than you could buy with the same budget – approximately 30,000 new items are added to stock each year.
- Our professionally qualified, experienced librarians have an in depth knowledge of stock and the curriculum, which enables them to identify the best resources to meet your specific needs and saves your staff valuable research time.
- Flexible and responsive service that gives you access to relevant resources as your school needs and priorities change.
- Resources are provided quickly and efficiently and delivered direct to maintained schools.
- Our School Librarians' Support Package offers opportunities for networking and sharing of good practice with other school librarians, as well as specialist in-service training to support their CPD needs.
- Our knowledge of the range of library furniture and equipment suppliers assists you in identifying the most appropriate suppliers for your needs.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“The fantastic service that we have continued to receive from the ELS team is worth every penny. The librarians at the ELS base really do know their books and they provide great topic collections to help support learning for our boys and girls. Up-to-date fiction and picture books have helped us to engage and motivate readers. The proactive way in which resources have been provided to meet the needs of the new curriculum is fantastic.”

Adam Leivers-Dunn
Hillside Primary and Nursery School

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. 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.

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.

Contact

Michele Pulford

Tel: 0115 977 2824

Email: [schoolsswimming](mailto:schoolsswimming@nottsgov.uk)

[@nottsgov.uk](mailto:schoolsswimming@nottsgov.uk)



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 at Key Stage 2.
- 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 to access.
- 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 opportunity for all school teachers to access Module 1 and Module 2 training.

Benefits to your school

- National curriculum and Ofsted requirements can be met.
- Additional support and advice is available for pupils with additional needs.
- Training is provided for school teachers in the teaching of swimming to improve learning outcomes of pupils.
- Cross curricular activities including invasive games, movement, literacy, science and links to other subjects.
- Evidence of dyspraxia (a motor learning difficulty) can easily be seen in swimming and this is often when it is first picked up.
- Participation in galas give opportunities to signpost gifted and talented pupils to competitive swimming clubs.
- Work experience and Young Leader placements available to pupils which can lead to apprentice opportunities.
- Significant improvement can be seen in the classroom in the learning outcomes for children with additional needs as they become more confident in swimming.

Training

Amateur Swimming Association National Curriculum Module 1 and 2 courses

1 and 2 day courses respectively in the teaching of National Curriculum swimming. Module 1 covers fundamentals of swimming and is a pre-requisite for Module 2. Module 2 covers planning and improving swimming.

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

Costs

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

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

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.





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 your 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.

Further music opportunities for young people are available through Notts Performing Arts and County Youth Arts. Information is available on the Music Hub website www.nottsmusichub.org.uk

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

Our pledge

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



What we offer

- Weekly, whole class instrument lessons with one of our specialist teachers that includes a free class set of instruments and free school access to an e-learning package.
- Weekly instrument and vocal lessons available for individuals, pairs and small groups.
- Low cost instrument hire and purchase.
- Full range of instruments and styles taught.
- Lessons available for children and young people aged 5 - 18.
- Ability to run school bands, orchestras and groups, including rock and pop.
- Financial support available for families on low incomes, looked-after children and those children with special educational needs and disabilities.
- Annual report to parents on their child's progress plus access to a variety of music examination routes.
- Workshops and concert performances available to schools to support the curriculum from Key Stage 1 to A Level.
- Training and support available to help you make the most of music in your school and local community.
- Option to hire out class sets of instruments for your own whole class projects.

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.
- 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.

Contact

Elaine Atkinson

Tel: **0115 977 3287**

Email: imt@nottsgov.uk

Arts Service

Learning can be enhanced and developed through a creative approach. The Arts Service advocates arts as an integral tool to learning and personal development, it also seeks to form new relationships between schools and artists.

What we offer

- Bookable school visits to Rufford Craft Centre with artists' workshops linked to curriculum and/or Ofsted requirements.
- Provision of teachers' resources for arts activities at Rufford Craft Centre and in the classroom.
- Bespoke service facilitating links to professional arts practitioners for use in school and at Rufford Craft Centre.
- 'Arts Award Welcome' support at Rufford Craft Centre.
- Provision of Arts Award and Artsmark training for Nottinghamshire schools.
- CPD arts training for primary and secondary schools, including inset.
- CPD training and support for The Big Draw.
- Education and arts emails to keep you informed about Arts Service activities and opportunities.
- Changing gallery programme of exhibitions and exclusive access for school groups on Mondays.

“ I just want to thank you for arranging a wonderful day, our artist was brilliant and both the students and ourselves learned a lot. She did exactly what I'd hoped for and the students came away with lots of new skills, which we have developed further in their lessons today. Please thank her for us again, she was fantastic, as was the very warm welcome. ”

Lorraine Gill, Teacher
The Manor Academy

Our pledge

We will consistently use our expertise to provide school staff and students with high quality activities and training to develop their skills in using arts as a tool for learning, and for working with professional artists both within a school environment and outside the classroom.



Benefits to your school

- Professional, flexible service that works with the school's needs.
- Bespoke development of arts projects to reflect outcomes.
- Supportive and experienced arts staff committed to the highest standards of provision.
- Arts staff knowledgeable in the specialist field to support the school's choices.
- Recognised training offered to develop the school creative/arts offer to students.
- Clear bookable visits for arts based learning outside the classroom.
- Safeguarding and health and safety compliant offer.

- Training delivered by Arts Service and professional artists and Arts Award/Artsmark trainers.
- Various venues around the county, including at Rufford Craft Centre or your school.
- For all schools - teaching/support staff.

Costs

As our offer is bespoke, prices vary. A typical day at Rufford caters for up to 60 pupils. Contact us for further costing information.

For details of our terms and conditions please see page 7.

Training

- We offer a variety of training throughout the year: Creative artist led CPD, The Big Draw, Arts Award, Artsmark and bespoke inset events.
- Training in arts techniques, creativity and engagement, sharing practice and ideas for engagement. Advice on running a Big Draw at school, including developing drawing as a tool for engagement. Becoming an Arts Award Advisor to run the programme in school. Preparing and applying for Artsmark status.



Contact

Sarah Baker

Tel: **01623 821332**

Email: sarah.baker@nottsccl.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 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, increasing 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).

We offer day visits to Perlethorpe Environmental Education Centre in the beautiful countryside of the Thoresby Estate; Brackenhurst Environmental Education Centre - run in partnership with Nottingham Trent University and located on their Brackenhurst campus near Southwell, and to Sherwood Forest Country Park near Edwinstowe - the famous home of Robin Hood! We also organise orienteering festivals and school camps.

The Mill Adventure Base, at Kingsmill Reservoir, Sutton-in-Ashfield offers a wide range of outdoor activities, meaningful team challenges and adventure both on and off-site.

We provide schools with access to training, guidance and support regarding the management of educational visits and outdoor education.

“**Fantastic value! Staff, facilities and activities were second to none. We felt fully supported and cared for from planning through to completion.**”

Richard Penford
Queen Elizabeth’s Academy

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 and help all service users to reach their potential through tailored programmes of activities.



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.
- At St Michael's activities include walking around the stunning Stanage Edge, local 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. We offer a variety of activities including literacy, maths, art and history outdoors.
- 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.
- Fully supported and individually tailored school visits, including risk assessments, health and safety policies and procedures, teaching programmes and curriculum resources.
- The centres have an inclusive approach and the buildings and activities are adapted and available for all users regardless of ability/disability.
- 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.

Contact

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 and Outdoor Education Advice

Tel: **01623 556110**

Email: **outdoor.environmental@nottscg.gov.uk**

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, personal development and can raise their self-esteem, realise their full potential and achieve more than they ever thought possible.
- 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.
- Bespoke activity packages can be designed in consultation with yourselves to meet your aims.
- 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.



Training

A wide range of training is available including; HSE approved First Aid, National Governing Body Leadership Qualifications (Mountain Leader, Walking Group Leader, Cave Leader, Rock Climbing, Orienteering) and Bringing Your School Grounds To Life. See 'Outdoor and Environmental Training Opportunities' online for details: www.nottinghamshire.gov.uk/outdoorenvironmental

- All courses contribute to competency, skills and knowledge and many lead to nationally recognised qualifications.
- Experienced and highly qualified Outdoor and Environmental Education staff deliver courses throughout the year.
- Courses are held mainly at the Outdoor and Environmental Education Centres. Some courses can be delivered at your own school e.g. bespoke first aid training.
- For all schools and colleagues leading young people in a range of outdoor activities.

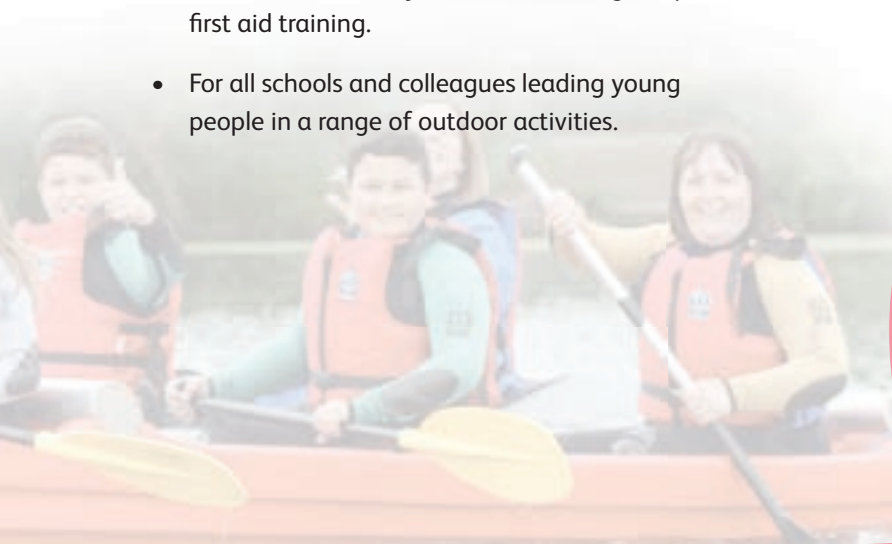
Costs

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

For details about our terms and conditions please see page 7.

“ I have just been to Hagg Farm with George Spencer School... I had the time of my life... the activities were really fun and interesting, thank you to all the staff for taking care of us. ”

Danielle, Pupil
George Spencer School



Schools and Families Specialist Services

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

What we offer

- Training and consultancy on the educational implications of a range of special educational needs including autism, dyslexia, sensory impairment, speech, language and communication needs, Down Syndrome, Foetal Alcohol Spectrum Disorder (FASD), dyscalculia, profound and multiple learning needs, emotional, social and behavioural needs.
- Assessment and target setting for pupils with special educational needs including training on P Scales, PIVATS, Portage (for very young children), specialist language and other assessment methods.
- The Inclusion Development Programme and the DfE Advanced Training Materials for autism, dyslexia, speech, language and communication needs plus the DfE Advanced Training Materials for moderate learning difficulties.
- Working with parents and carers.
- Signs and symbols and other augmentative and alternative communication methods including British Sign Language.
- Inclusive technology and specialist software for pupils with special educational needs, including sensory impairments.
- Literacy and numeracy interventions (Numicon for example) and differentiation.
- Ofsted planning, preparation and follow up in relation to special educational needs.
- School self-evaluation of inclusive practice.
- Transition planning and person-centred approaches.
- Environmental audits for pupils with a sensory impairment.



Benefits to your school

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

Our pledge

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

Costs

There has been no increase in our prices for bespoke training over the last three years. The majority of training we provide remains free of charge. For further information on costs, please contact the service directly. For details about our terms and conditions please see page 7 of this brochure.

Further information

We are able to provide support, advice and training to meet the needs of pupils with the most complex needs **free of charge** to all Nottinghamshire schools, including academies. This type of support is usually negotiated at Family Springboard meetings or through the Educational Psychology Service. The training described above is available for purchase in addition to the core offer.



Contact

Ruth Hardy

Tel: 01623 433326

Email: ruth.hardy@nottscc.gov.uk

Pupil Support

Notes

[illegible]

08 Governor Support



Providing services
you can depend on



Governing Body Advice and Information Service

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

What we offer

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

Our pledge

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

Benefits to your school

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

Further information

- Governor Learning and Development information is available on page 34 and our Clerking Service is outlined on page 112.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“The whole governing body external review by Governor Services was professionally conducted. When reporting back the findings, time was given to any questions and realistic solutions were offered to complete the actions identified.

Whilst choosing governor services to complete this review might on the face of it appear to be more expensive than others offering this service, I found it to be very thorough and provided us with an excellent platform to support our school and it therefore offered best value.”

K Stockton, Chair of Governors
The William Gladstone Church of England (VC)
Primary School



Contact

Leonie Meikle

Tel: 07843 502867

Email: leonie.meikle@nottscg.gov.uk



Governing Body Clerking Service

Every governing body is legally required to appoint a governing body clerk for all its meetings. Governor Services provide a professional clerking service and all year round advice and guidance on all matters relating to the role of governing bodies by staff with a wealth of experience in supporting school governors. Governor Services provide schools with a high quality clerking service delivered by professionally trained clerks and efficient, well organised and knowledgeable business support staff.

What we offer

- Maintenance and monitoring of governing body membership, attendance, terms of office, eligibility checks and provision of welcome pack for new governors.
- A focused agenda produced by the clerk in consultation with the chair of governors at least 15 days before the meeting.
- School specific meeting notices and papers sent electronically to individual governors within the legally required number of days prior to the meeting. Governing bodies can choose for all members to receive paper copies of school specific documents at an additional cost; see service charges.
- Named clerk to provide interpretation, advice and guidance on school government regulations and procedures for at least three meetings per year.
- Clerk to undertake follow-up action or correspondence as instructed by the governing body.
- Accurate, high quality minutes sent to the chair of governors within 15 working days of the meeting.
- Correspondence handling and storage of documentation.
- Named clerk or minuting secretary for special meetings and committee meetings.
- Telephone and written advice before and after meetings as required.
- The flexibility to purchase a clerk or a minuting secretary for additional meetings.
- All the benefits of the Governing Body Advice and Information Service (see page 111).

Our pledge

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

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, able to advise on governance matters and procedures.
- Access to specialist clerking services for complaints, grievance, disciplinary, pupil exclusions hearings, as and when needed. Support from experienced staff for all matters relating to arrangements for governing body meetings.
- Flexible, pay as you go options, competitively priced that you can use as and when needed.
- Includes all the features of the Governing Body Advice and Information Service.

Further information

- We recognise there are different models of governance. Our packages can be adapted to fit the needs of your governing body. Please contact us to discuss your requirements.
- Governor Learning and Development is also available on page 34.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“As the Chair of Governors many challenges are thrown my way and I have had to seek advice to deal with these. The service received was nothing short of fantastic. I picked up the phone and knowledgeable staff were on the other end to help me, point me in the right direction and at times just listen to me moan. Do not look at the service as a financial outlay, but more of a partnership that will benefit your school and your Governors.”

Vivienne Wilkes, Chair of Governors
Arnold Seeley
C of E Vol. Aided
Primary School



Contact

Leonie Meikle

Tel: 07843 502867

Email: leonie.meikle@nottscg.gov.uk

Head Teacher Appointment Service

Governor Services and the Support to Schools Service provide a professional, cost effective head teacher recruitment service to governing bodies. Together we have considerable experience in head teacher recruitment and can offer expert advice throughout the process. For maintained schools it is a legal entitlement for the Corporate Director or his/her representative to attend all proceedings relating to the selection of any head teacher. Any advice offered by the local authority at these proceedings must be considered by the governing body when reaching a decision.

What we offer

- **Initial contact** - telephone advice to the chair of governors regarding the governing body's role in appointing a head teacher.
- **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 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 DBS checks if necessary.
- **Administrative support** - a named contact who will:
 - arrange all meetings of the governing body and selection panel including copying all information as required and producing minutes.
 - distribution of statutory and local guidance to governors.
 - send out applicant packs.
 - arrange for shortlisted candidates to attend for interview.
 - take up references.
 - arrange for the contract to be issued.
 - distribute minutes of all meetings.
 - support the Governing Body and Local Authority Officer at all stages of the process.

Our pledge

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

Benefits to your school

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

Further information

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

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“ It was professional, reassuring and good value for money. It was satisfying for the governors to know that they could undertake this difficult process of recruitment in the knowledge that all the legal and administrative regulations and requirements would be met. I recommend them to you unreservedly. ”

Rob Skelton, Chair of Governors
West Bridgford Junior School

Contact

Leonie Meikle

Tel: 07843 502867

Email: leonie.meikle@nottscg.gov.uk

Governor Support

Notes

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09

Design, Print and Document Services



Providing services
you can depend on

County Print

The Print Team is Nottinghamshire County Council's award winning, in-house print and document solutions team, but it does not stop there!

We have experience of delivering your ideas in a friendly, welcoming environment that ensures both customers and suppliers enjoy the complete process. Our comprehensive range of professional services, expertise, commercial awareness and the latest technology, is available to you. Whether you want a business card, prospectus, single or multi-coloured print, banners, signage or an entire marketing campaign, we apply the same ethos to all our work. We'll have the knowledge and experience of finding the solution that works for you and at a price to meet your budget.

With an excellent history of delivering to schools, academies and other public body organisations, your job is safe in our hands.

What we offer

- **Publications and posters**
Information packs, leaflets, brochures, prospectuses and posters etc.
- **Stationery and forms**
Letterheads, compliment slips, business cards/visiting cards, pads, notebooks, carbon and NCR (carbonless) sets and forms etc.
- **Large format printing**
Banners, roller banners, pop-up exhibition stands, posters, display boards and signage etc.
- **Miscellaneous**
 1. Folders, calendars, yearbooks/photo-books and diaries etc.
 2. Laminating, wire-binding and comb-binding etc.

3. Low to high volume print and copying services – off any documents; colour and/or black and white.
4. Large mail merges, fulfilment - envelope stuffing and mailing and distribution services.
5. A comprehensive list of graphic design services.
6. Scanning/capture services.

Please note: our services to you are not restricted to the above only, please do not hesitate to contact us to discuss any of your design, print, scanning, fulfilment or mailing service requirements.

Our complementary services also include:

- School merchandise: stickers, pens, balloons, mugs, hats, water bottles etc.
- Desktop publishing and graphic design (please see Graphic Design offer).



Benefits to your school

- Our service is very professional, friendly, reliable, flexible and will provide your school with excellent value for money.
- You will be supported by a fully trained and experienced team that is committed to the highest standards.
- You will be dealing with a team which knows services for schools, understands your needs and is deeply committed to excellent customer satisfaction.
- Our comprehensive range of services and expertise provides you with a 'one stop shop' – saving you time.
- As a customer you will be highly valued; you will benefit from the added value and our specialist expertise.

- Our services offer you support, advice and will suggest alternative formats if we think there are opportunities to improve your outcomes and maximise your budget.
- We provide a secure and confidential service.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

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, where we respond to all customer feedback within 24 hours.



Contact

Print Team – Customer Services
Tel: 0115 977 3318
Email: designandprint.enquiries@nottsgov.uk

Graphic Design Services

We design and create a range of materials specifically for schools to meet your needs including: brochures, prospectuses, leaflets, banners, display boards, letterheads, other stationery and more.

What we offer

- **Artwork creation.**
- **Publications and posters** – information packs, leaflets, brochures/prospectuses and posters.
- **Stationery and forms** – letterheads, compliment slips, business cards/visiting cards, pads and notebooks, carbon and NCR (carbonless) sets and forms.
- **Marketing materials** – logo design, vinyl banners and roller banners, display graphics and display boards, exhibition stands, calendars etc. Plus additional merchandise - such as pens, canvas bags, mugs etc.
- **Signage** – a wide range of types and options are available for indoor and outdoor use.
- Direct link to our in-house print, fulfilment and mailing teams at no extra charge.
- There is no deadline for booking our service as this can be done at any point during the school or calendar year.

Did you know?

This brochure is just one example of a publication designed and printed by Nottinghamshire County Council's design and print teams.

Our pledge

Office hours are 8am - 5pm. Telephone advice is available. Requests will be responded to within 48 hours. We provide an initial proof and a final proof, so you can check and comment on designs before they are finalised.



Benefits to your school

- Proven track record with over 20 years' experience.
- High quality graphic design and advice – bespoke to your needs and budget.
- Creative and innovative – we can come up with completely new design or if you have something in mind we can give a fresh take on an existing design.
- Professional – a friendly and reliable service from start to finish.
- Responsive – you are the customer, no matter what you need we are here to help, whether it's a one off job or involves several pieces of design.
- Added value – we offer value for money both in terms of cost and our public service ethos i.e. we will go the extra mile to help your school.
- Low cost – we provide an affordable end to end service and our prices include FREE advice on the best solution for you.

Costs

Log in to our online interactive ordering system to find out costing information and terms and conditions - see page 7 of this brochure for details.

“ Working with the Graphics team was an excellent experience. They understood what we wanted to achieve and used their skills and knowledge to translate our rough ideas into an attractive, professional panel. It was a genuinely collaborative project; at all times they responded to our comments and made sure that the final result was exactly what we wanted. Installation was efficient and fitted perfectly into our schedule so that we could unveil the panel as part of our anniversary celebrations and leave a permanent reminder of our archaeological excavation for future generations of students. ”

Ailish D'Arcy
The West Bridgford School



Contact

Ann Holliday

Tel: 0115 977 3874

Email: graphics@nottscc.gov.uk

Design, Print and Document Services

Notes

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10 Additional and Free School Services



Providing services
you can depend on

Schools Waste Action Club

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

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.

Through a range of fun and interactive teaching sessions, pupils are encouraged to reduce, re-use and recycle their waste and take positive action to becoming a more sustainable member of their school and community.

The programme has successfully been implemented in over 250 primary, secondary and special schools across Nottinghamshire; it provides a direct link to the Eco Schools and Sustainable Schools frameworks and can help schools make further progress with their targets in these areas.

What we offer

- Accessible and inclusive teaching sessions for all pupils from Foundation to Key Stage 3.
- A qualified and experienced Education Officer, with enhanced DBS clearance.
- An introduction assembly to help pupils become more aware of waste produced in school and a concluding assembly to bring together positive actions to take the school forward.
- A wide range of motivational 'hands on' activities to encourage pupils to reduce, reuse and recycle, delivered on a class-by-class basis.
- Practical advice for schools including how to set up and manage a recycling collection system and composting scheme.
- Seasonal activities and themed weeks throughout the year.
- An action plan, specific to each school targeting areas where waste can be minimised most effectively.
- Assistance to arrange a free visit to a working waste facility in Mansfield, where pupils learn first-hand what happens to their recycling.

Our pledge

We're dedicated to providing a fully inclusive and inspirational waste education programme for maintained schools. Our qualified and knowledgeable Education Officer 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.



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.
- Bespoke support to coincide with schools environmental topics.
- Direct link to the 'waste' strand of the Eco Schools and Sustainable Schools framework.
- Links to the science, Personal, Social and Health Education (PSHE) and geography programmes of study.

“ All the staff and children really enjoyed the activities. The workshops enabled the school to achieve lots of our wider community targets. ”

Rebecca Pearson
Kingsway Primary School

Costs

Currently, the programme is offered to schools free of charge. Please contact us to find out how we can support your school's requirements.

“ The activities were absolutely super and of high quality. The children really enjoyed it and they found it very interesting. ”

Audrey Dean
John Hunt Primary School



Contact

Lydia Powles
Tel: 0115 977 4936 or 07949 760642
Email: lydia.powles@nottsc.gov.uk

Energy and Carbon Management

Currently schools in Nottinghamshire collectively spend around £10million per year on heating and powering their sites. This energy use results in around 65,000 tonnes of carbon dioxide being emitted into the atmosphere. Unlike some other aspects of a school's budget, energy costs can be controlled to some extent, largely by finding ways to reduce demand and by becoming more energy efficient.

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

- Access to value for money contracts for the supply of electricity, gas and wood fuel.
- Free energy surveys to identify energy saving opportunities.
- Finance to enable schools to install fast payback energy saving measures through interest-free loans.
- Provision of energy consumption data, which can be used to help cut waste and improve efficiency.
- A range of excellent resources to help schools save energy and involve students.
- A Display Energy Certificate service to ensure legal compliance and help monitor and communicate energy performance.

“ We are so pleased to have got solar panels and the Green Flag award very close together. They mark a new and exciting year for Greenwood pupils, staff and E Team members.

Thank you for your help and advice. ”

Shelley Hickton
Greenwood Primary School

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.
- Provide opportunities to engage and involve students and staff in energy saving.
- Energy saving measures can bring additional benefits such as upgraded ICT, 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.

Please contact us for further information.

For details about terms and conditions please see page 7 of this brochure.

“ We have been working closely with the energy and carbon management team for the past two years in an attempt to reduce both our energy costs and our carbon footprint. With the help and guidance of the team, we trialled a small area of our sports facilities with new LED lighting and sensors. The results were remarkable, showing a saving of over 70% in that area, so we are now working with the team to roll out LED lighting where appropriate across the rest of our premises.

Many thanks to the team at NCC for their excellent support throughout.”

Rob Gooch, Business Manager
Sutton Community Academy

Contact

Emma Piggins

Tel: 0115 977 4935

Email: emma.piggins@nottsgov.uk



Road Safety Education and Training

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

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

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

What we offer

- Opportunities for Key Stage 2 children to become Junior Road Safety Officers, helping to lead on road safety education/training activities for the whole school community, supported by Road Safety Officers.
- Support for your school in dealing with particular community issues in relation to safety concerns on the highway.
- Key Stage 1 child pedestrian training, which is practical, active and at the roadside.
- Both off and on-road 'Bikeability' cycle training for year 5/6 children, provided by nationally accredited cycle trainers, meeting the national standards.
- Cycle training and education activities to support children's transition between primary and secondary school.
- Education activities for Key Stage 3/4, developing pedestrian and cyclist attitudes and behaviour.
- Education activities targeting the more independent and vulnerable road users aged 15+ as motor scooter riders and car drivers.
- School Crossing Patrol sites and services to assist children crossing the county's busier roads (subject to meeting the necessary criterion).

Our pledge

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



Benefits to your school


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

Costs

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

“ Please will you pass on our thanks and appreciation to all the personnel involved in the Road Traffic Collision Awareness Day at Tuxford Academy. Building on the success of last year it once again proved to be a profound and thought-provoking experience for both students and staff. I am very grateful for all the time and dedication that everyone put into making the day such a success. ”

Mr P Simpson, Assistant Principal
Post 16, Tuxford Academy

Thank you for being my Bike-ability Teachers,
I've learnt a lot Since you've taught me.
Hopefully I'll remember all the stuff you've
taught me for as long as I ride my bike on
the roads.
Thank you once again,
Eleanor (Number 11, Group 12) 
x x x



Contact

Road Safety Office
Tel: 0115 977 4373
Email: road.safety@nottscg.gov.uk

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

Holme Pierrepont Country Park, home of the National Water Sports Centre is based in the south of the county and offers a range of adventurous activities for young people to engage with and to learn from. We have some of the best facilities for water sports in the country, open green spaces, a new family fun park, as well as on-site 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 including a new award for an area of the site that concentrates on team and individual confidence building. 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, raft building and bell boat racing.
- Governing body accredited courses in canoeing and sailing at a discounted rate for schools.
- Team building and problem solving activities using white water rafting (over 14s).
- Orienteering and off-road cycling experiences.
- A new Family Fun Park which includes a Sky Trail high ropes course and mini golf.
- On-site 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 health and wellbeing in sport are available.

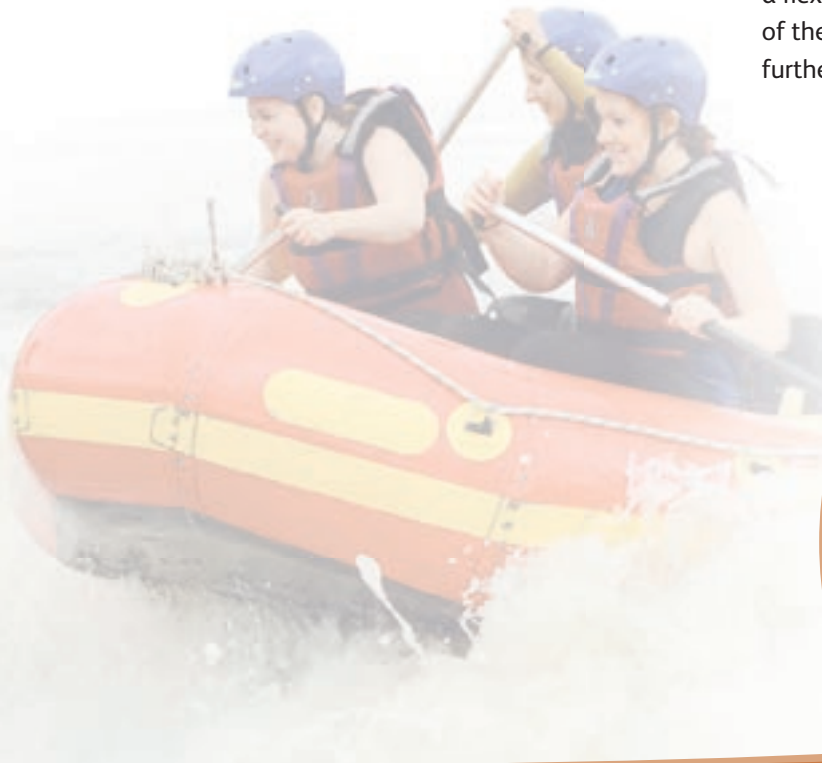
Training

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.



Contact

Bookings Office

Tel: 0115 982 4703

Email: info.nwsc@serco.com

Careers Advice and Employability Services

Futures Advice, Skills and Employment

Inspiring students' work aspirations is central to the Government's latest guidance to schools, and Futures can support you to deliver a flexible and engaging programme. We will work with you to ensure your students make the most of their lives and progress successfully through education and training into meaningful employment.

Our comprehensive Work Inspiration packages, delivered by qualified and professional careers advisers, offer everything you need to improve the progression prospects of your students. We use our local knowledge of the social and economic landscape to provide bespoke packages for your students.

What we offer

Our Work Inspiration package includes:

- Direct communication with a Futures careers adviser including text, email, social media and phone.
- 30 copies of What Work in Nottinghamshire – our unique guide to the world of work in Nottingham and Nottinghamshire.
- Teaching resources for years 8 – 11.
- 3 x non-accredited training sessions, delivered to staff or students, for example: how to use digital media for job searching; how to research careers information online and opportunity awareness.

Other activities that can be purchased separately include:

- Work experience placements.
- Interview skills day.
- Employability day.
- Tracking the destinations of your students.

Our pledge

Futures' services are underpinned by comprehensive training and CPD. As well as our nationally recognised Career Mark IAG quality standard, we hold quality awards for; Investors in People, MATRIX - IAG Quality Standard and The Award for Education Business Excellence. We are the 'National Careers Service' contract holder for the East Midlands region and received an Ofsted Grade 2 for this service last year. We are not-for-profit and we meet all the new Government requirements for guidance providers.



Benefits to your school

- Improve your results/employability skills, raise awareness and enhance engagement with local businesses to improve academic achievement.
- Positive progression matters to your students, the DfE and parents.
- Attract students with your positive destinations record.
- The highly competitive labour market and high youth unemployment mean that employability skills are more essential than ever to students.
- Prepare your students for the increase in apprenticeship opportunities.
- Meet the DfE's requirements for impartial careers guidance and its destination measure.
- Fully integrated range of employability services from one-to-one support to group sessions, employability days, work experience, websites and staff CPD.

Costs

For further information and prices visit our website
www.futuresadvice.co.uk/schools-and-colleges

Training

- A range of courses and opportunities are available including many careers and employability inset sessions.
- Bespoke training to meet your staff needs at our premises, local venues, or your school, delivered by our experienced and expert careers, employability and web specialists.
- Our Professional Development Centre now offers a QCF Level 4 qualification designed for advisers and careers co-ordinators in schools.



Contact

Michelle Wright
Tel: 0115 960 1874
Email: michelle.wright@futuresadvice.co.uk

Additional and Free School Services

Notes

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11

Health Services



Providing services
you can depend on

Health Services

Here are a selection of Services for Schools delivered by NHS organisations. Most are free for schools to access. For more detailed information, please look online or get in touch with the appropriate contact.

In order to help achieve positive outcomes, staff working with children and young people need sufficient knowledge, training and support. The main areas included are promoting and developing PSHE and emotional health, physical activity, healthy eating and nutrition, smoking prevention and speech and language therapy. More information is included on the Services for Schools website.

Healthy Schools

The Healthy Schools Team supports schools in developing healthy lifestyles for their communities by advising, resourcing, training and updating both staff and pupils' knowledge.

What we offer

- Assistance in planning an effective PSHE programme.
- Telephone, email or in person advice and support.
- Assistance in monitoring your school's activities in health and wellbeing issues through the Whole School Review.
- Help maintaining your school's 'Healthy Schools' status.
- To further develop your pupil voice and participation activities, you can purchase support, which leads to accreditation in the 'Investors in Pupils' national award scheme and can be linked to a 'Healthy Schools' enhancement.



Contact: Stuart Eggerton

Tel: 0115 883 1864 / 07826 908866

Email: stuart.eggerton@nottshc.nhs.uk



School Nursing

The School Health team is an excellent first point of contact for school aged children, young people and their parents who need health advice or information. They have a good knowledge of other statutory agencies and voluntary organisations that can offer advice and support related to health issues.

The service delivers the Healthy Child Programme 5-19 years which consists of Health Reviews at School Entry (growth, hearing and vision) and Year 7 (health questionnaire), immunisations (National Programme) and the National Child Measurement Programme (NCMP). We also offer specific targeted support to children and young people with physical and emotional health concerns and central to this role is safeguarding.

The team offer weekly health drop in sessions to all secondary schools where young people can get confidential advice and support around a variety of health issues. The teams are trained to provide C Card in various venues across county and would encourage all schools to take up this provision.

Contact: Sherrel Dudley Tel: **01623 435470 / 07850 918871**

Email: sherrel.dudley@nottshc.nhs.uk

Community Nutrition Team

Designed around the national 'Eatwell' standard, we seek to improve knowledge and behaviour around making better food choices. The service is free to county schools and there is a separate team in Bassetlaw.

What we offer

- Primary schools – School Health Weeks around the Change4Life message.
- Secondary schools - workshops and cookery session preparing pupils for healthy, independent living.
- Four week cooking courses for adults and children.
- Tailored training sessions based upon the needs of your staff.

Contact: Sophy Parkin Tel: **01623 785183** Email: eatwell.notts@nottshc.nhs.uk

Web: www.eatwellnotts.nhs.uk

Schools in Bassetlaw should contact the Bassetlaw team on: **01909 476563**

Nottinghamshire Children's Speech and Language Therapy Service

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

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

What we offer

SLT Practitioners to work in school to:

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

Training opportunities:

- Centrally run training courses.
- Bespoke training in schools and settings.

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

For further details please contact:
Karen Sprigg, Head of Children's SLT
Mansfield Community Hospital
Stockwell Gate, Mansfield
Notts NG18 5QJ

Contact: Karen Sprigg
Tel: 01623 785214
Email: karen.sprigg@nottshc.nhs.uk



Motivating Healthy Behaviour Training

This free half-day training aims to increase your staff's confidence in talking about unhealthy lifestyle behaviours (including smoking, poor diet, physical inactivity) to inspire changes for the better in children, young people and their family members.

During the training, staff are introduced to Motivational Interviewing - a client centred approach which helps to explore and enhance a person's own reasons for change. Also included is information about basic key health messages surrounding the above mentioned health topics and information for signposting towards local services for ongoing support.

What we offer

- Training is currently fully funded by Public Health and is therefore free of charge. It is available across Nottinghamshire county to those working with young people and families.
- Bespoke training sessions are available upon request.

Contact: Rachel Prosser Tel: 07814 286 185 / Alison Shiels Tel: 07814 286183

Email: rachel.prosser@nottshc.nhs.uk / alison.shiels@nottshc.nhs.uk Web: www.nottslandd.nhs.uk



Health Services

Notes

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



**Nottinghamshire
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