



Lambeth

Lambeth CYPS

A handbook for headteachers and governors

Services to schools 2009/10

Welcome

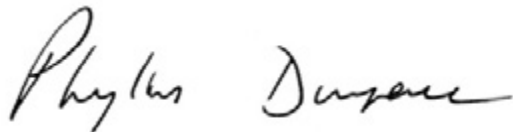
Dear Headteachers and Chair of Governors,

I am very pleased to introduce the 2009/10 revised guide to services for Lambeth schools.

This guide contains information about services that are available from the Local Authority Children's and Young People's Service to support schools in their task of educating and improving the general well-being of local children. The services listed in this guide are provided by experienced staff who are specialists in their fields and share the commitment to improve outcomes for children and young people in Lambeth.

The services provided are tailored to meet individual school's needs. Contained in this guide is information about our schools purchasing support service. This service is specifically aimed at supporting schools to purchase services effectively and advising them about choices. In developing this service our priority is to ensure that non-CYPS providers are vetted for the same level of provision and that you have sufficient information about the range of options available.

As always, I hope you find this a useful resource and that it helps you to make the best possible choices for a successful school year.



Phyllis Dunipace
Executive Director
Children and Young People's Service

March 2009

Contents

	Pages
1. Using this Guide	3-5
2. Schools Purchasing Support Service	6-7
3. Lambeth Energy Management Unit (EMU)	8-10
4. Special Education Needs Service (SEN)	11-12
5. SEN Buyback Service	13-15
6. Alternative Education Maintained Pupil Referral Units	16-18
7. Educational Psychology Service	19-20
8. Payroll Services	21-22
9. Professional Development Services	23
10. Ethnic Minority Achievement Team	24-27
11. Exclusions, Re-integration, Attendance & Admissions Services	28-31
12. Governor Services	32-34
13. Schools Finance & Accountancy Service	35-44
14. Human Resources	45-52
15. Student Enterprises	53
<u>Order Form</u>	
Schools Service order Form	54

1. Using this Guide

Quality assurance

The Children & Young People's Service (CYPS) is committed to providing Lambeth schools with services that are of a high quality, responsive to need, and which provides value for money. Our aim is to ensure that schools receive an excellent, professional service at all times. Our objectives are to manage and deliver services that are continually improving, cost-effective and targeted at actual need.

In order to achieve ongoing self-evaluation many traded services may request that you complete a customer satisfaction survey. This will be generic and allows CYPS to evaluate the relative strengths and weaknesses of a particular service with respect to our ongoing commitment to deliver positive change and improvement in our services to schools.

Types of services

Each CYPS service provider is featured separately in this guide in terms of service type. They are profiled in terms of how their services assist schools, the skills of their teams, contact details, charges and service descriptions. 'Traded' services are those that are sold to schools either on a subscription or on an 'as used' basis. We have also included some information relating to services that the CYPS provides without charge. If more information or clarification is required please contact the relevant service provider.

There are a number of other services, which are core funded and therefore not charged to schools by CYPS. These include:

- Early Years Services
- Youth Services
- Research and Statistics
- Standards Fund
- ICT
- School Improvement Adviser/ School Improvement Partner Services
- Contract Monitoring
- Asset Management, Planning and Development
- Access
- Connexions

Charges

Our aim is to have a clear, fair and acceptable charging structure for schools. Charges are set to reflect the level of support schools receive and take account of the different types of schools. Charges are detailed within each service provider's information pages and the cost structure is explained if it varies from other services.

Value for money

CYPS is committed to providing services for schools, which respond to identified needs and which will support schools in applying Best Value principles.

Best Value being:

- Applying the Four C's in making decisions (Challenge, Compare, Consult & Competition);
- Getting maximum value for money
- Providing more than the lowest price (quality and total cost)
- Improving services delivered to schools

One of the aims in providing services to Lambeth schools is to support schools in making the best use of its budget and to maximise its impact on the raising of educational standards.

Ordering

An order form is at the end of this guide. Please list the services you would like to purchase and the relevant charge for the service, fill in your school details, sign the form and return it to the address shown on the form. CYPS wants to record all orders centrally so please do return your form to the given address in the first instance. Your order will then be immediately forwarded to all the service providers. If you have any questions about each service please contact the provider directly.

The services, prices and terms set out in this guide are valid from 1 April 2008 until 31 March 2009. All order forms should be returned by 30 April 2008. There are no part year/pro rata discounts for late orders.

Service level agreements

Each service that is ordered will have a service level agreement (SLA) that will be sent to the school from the originating business unit. This will specify the service ordered and the terms and conditions for both parties. It is important that the SLA(s) are signed and returned to the relevant business unit as soon as possible. A contract only exists if an order is placed and the SLA is signed.

The standard payment terms and conditions are thirty days and all schools have been informed that the standard mechanism for payment is Direct Debit from April 2007.

Service standards and complaint resolution

Each service provider has set out the details of the services that will be provided. We hope that you will always be satisfied but in the event of unsatisfactory service delivery, please take the following steps.

1. Make an informal approach to the relevant head of service to attempt and resolve any dispute at a local level.
2. If the first step has not remedied the situation, please address your complaint to the Customer Care Officer (CCO – details below) and provide the reason for your dissatisfaction. The CCO will ensure the relevant Business Unit Manager investigates your complaint and provides you with a response within 15 working days.
3. If you are not satisfied at the outcome to this stage, then you have the right to escalate your complaint to a Director. You should address your complaint to the CCO and provide a reason for your dissatisfaction at the earlier response. The CCO will ensure that a Director investigates your complaint and will aim to respond within 15 working days.
4. If you remain dissatisfied, then you are entitled to terminate the contract in writing. However, we hope that we will always be able to respond to any concerns you may have so that they are fully resolved.

Contact details

CCO Address:
1st Floor International House,
Canterbury Crescent
Brixton
London SW9 7QE

Phone: 0207 926 9777
Fax: 0207 926 6344
E-mail: dbakpa@lambeth.gov.uk

Emergency and critical incidents

Lambeth Children and Young People's Service is available to provide information, advice and support to any governing body in the borough dealing with an emergency or critical incident.

International House
Canterbury Crescent
Brixton
London SW9 7QE

Phone: 020 7926 1000

Lambeth Council switchboard

2. Schools Purchasing Support Service

The service aims to ensure schools are sufficiently supported to be effective purchasers of services and improve the quality of services delivered to schools thus enabling head teachers and school staff to focus on teaching.

The service aims to deliver the following:

- Access to purchasing and contract management advice
- Access to information for schools on suitable vetted providers for different types of services or goods
- Facilitating appropriate formal and informal sharing of information and good practice amongst schools

The programme of service review for 09/10 is agreed with the School Resources Committee. In 08/09 there has been considerable focus on the energy management service, the ongoing review of photocopying contracts and waste services. The unit successfully supported schools needing to change cleaning contractor and the number in the corporate contract continues to grow with high satisfaction. This unit continues to work with waste management and recycling, security and grounds maintenance contracts and support for schools continues in each of these contract areas.

A contract management manual is available to all schools and is a comprehensive guide on:

- The role of the CYPS contracts unit
- School meals, special education needs transport, cleaning, grounds maintenance services and waste management
- Contract management
- Purchasing goods or services
- Support available for schools

This manual aims to be an evolving document as priorities change in supporting schools in procurement and contract management.

In partnership with schools, and through the Schools Resources Committee, we will aim to determine what additional or specific purchasing support services are required, and for which schools would be prepared to pay.

Contact Details

Sue Farr

Head of Contracts Unit

Tel: 0207 926 9675

Email: sfarr@lambeth.gov.uk

Grace Busby

Contracts Services Officer – Lead Officer on
Home to School Transport

Tel: 0207 926 9684

Email: gbusby@lambeth.gov.uk

Edwina Hinnigan

Contracts Services Officer - Lead Officer on
School Meals

Tel: 0207 926 9683

Email: ehinnigan@lambeth.gov.uk

Sue Wheeler

Contracts Services Officer - Lead Officer on
Purchasing Support Service

Tel: 0207 926 9661

Email: swheeler@lambeth.gov.uk

Daphne George

Contracts Support Officer - All
contracts/services

Tel: 0207 926 9681

Email: dgeorge@lambeth.gov.uk

Fax Number: 020 7926 9674

Please don't hesitate to pick up the phone and call the CYPS Contracts Unit if you have any questions or are seeking advice.

3. Lambeth Energy Management Unit (EMU)

Introduction

The Energy Management Unit (EMU) is part of the Corporate Procurement Team, based in Lambeth's Finance and Resources Department. We negotiate, tender and manage bulk gas, fuel oil and electricity supply contracts.

We also maintain a computerised database of bills for Lambeth clients who subscribe to our service. This helps us to set consumption targets, prepare budget forecasts and manage the accounts.

The gas and electricity supply markets are now fully deregulated. The EMU bulk procurement arrangements have been achieving value for money prices for our clients.

Aims and objectives

Advise schools and Lambeth's corporate arm of the effect of price trends and new legislative measures on annual utilities budgets

Continue to offer energy/water management and conservation services to schools and other clients and improve EMU and utility supplier's service delivery

Set terms of energy supply contracts and time tenders to ensure competitive low prices.

Create a database of energy and water accounts for all Lambeth Council properties

Carry out a biennial survey of client satisfaction with EMU services

The energy market

The energy market is volatile and the timing of tenders and setting of suitable lengths of contract against market trends help to minimise energy costs

EMU staff have an in-depth knowledge of legislation and changes in the framework governing the deregulated utilities supply market

We are able to gather and assess market intelligence and risks on commodity price movements, changes in regulated fixed costs and time electronic tenders to achieve lower energy prices

Key activity areas

The three key areas of EMU service delivery are:

Statutory (Non-chargeable): use of energy and water accounts information and data in relation to:

- The council's environmental sustainability stewardship to combat climate change carbon management programmes particularly as a signatory to the Nottingham Declaration on Climate Change
- DCSF asset and stock management reviews and performance standards in relation to such projects as BSF and PFI/PPP funding
- Bidding for government, EU and other energy efficiency funding grants from external agencies
- Divesting schools and the council of redundant energy and water accounts

Core service (chargeable): Procurement and management of the gas, electricity and fuel oil supply contracts. The acquisition and maintenance of the databases of the non-contracted water accounts of Thames Water monopoly for monitoring purposes and managing the procurement of site works for meter exchange and removals of existing meters.

Project services (chargeable): Feasibility studies, specification, design and implementation of mutually agreed building services and energy efficiency works identified by EMU or requested by clients. These include the procurement and supervision of site works for new meter installations as well as services for water leak detection and repairs through specialist contractors.

EMU annual charges

Core services

From 2006-07 core services will be charged to each EMU client at **0.08 pence/kilowatt-hour** (kWh) of their gas and electricity usage in the preceding financial year. The charge will be uplifted in subsequent years by the rate of the council's annual budget inflation.

The EMU fee for core services will be invoiced to the Head Teacher of the client school. The full-year EMU invoice will be raised and issued between September and December of each financial year.

Project services

Fees for Project Services are to be agreed between EMU and the client, depending on the brief and scope of the project to a maximum of 10% of the project cost.

EMU's responsibilities

In order to provide high quality service, we will ensure that:

- Accurate meter data are used in all contract tenders
- Suppliers use the correct billing addresses specified in the EMU contract schedules to set up bills on their IT systems
- Issue full contract advice to all clients at the start of new contracts and necessary updates on ongoing contracts
- Advise clients on setting up direct debits to avoid excessive credit and loss of bank interest
- Obtain billing data directly from suppliers to maintain the energy accounting database and produce half yearly statements of client's energy and water accounts
- Examine billings for accuracy and reconcile accounts with suppliers to recover any overpayments
- Resolve all contract account queries and disputes
- Respond to a written query within 10 days of receipt confirming Action/Conclusion
- Consult with client school 20 days after first response if the query remains unresolved and agree follow up action including a site visit by the EMU
- 10 days after 20 day consultation follow up with a written response confirming Action/Conclusion
- Close redundant accounts and divest clients of revenue liability for disposed premises
- Review and update clients on available energy efficiency grants

Schools' responsibilities

- Comply with suppliers' payments terms as issued in the EMU contracts advice
- Raise queries on service delivery problems on EMU contract accounts particularly billing and payments problems to be resolved through Items 8, 9 & 10 on the above EMU responsibilities - queries must be confirmed in writing to the EMU
- Complete each quarterly meter reading form by the 20th of the relevant month and fax same to both the supplier and the EMU

- Use the meter reading form supplied by the EMU to document and inform the EMU and suppliers of meter exchanges, removals or new installations at your school
- Inform the EMU in writing at least six months in advance if the school decides to opt out of existing service agreement
- Inform EMU in writing of the closure or relocation of your school with date, all final electricity, gas and water meter readings, and details of who becomes responsible for these accounts
- The Head teacher should ensure that any communication from the EMU or through the CYPS 'Schools Bulletin' on energy matters reaches the school's designated staff
- The Head teacher to provide the EMU with the contact details of the designated member of staff

Quality assurance

- British Gas, Transco or its successors are responsible for the quality and metering of the gas they store and transport to customers on behalf of suppliers. For electricity supplies, this role is the responsibility of the Distribution Network Operators (DNO).
- Meter Operators and Data Collectors provide similar services to suppliers under the deregulated energy markets framework (i.e. make sure energy meters are calibrated correctly and calibration and operation of energy meters so that meter readings will be accurate).
- The EMU uses its databases of energy and water billing records for additional checks on the accuracy of energy calculations from metering data and the reconciliation of accounts as necessary.
- Our knowledge of engineering and health and safety issues means we can keep on top of energy accounting, reporting, monitoring and targeting for utilities budget setting and financial control.

Health and safety

The CYPS (AMPD) has provided out of hours contacts for schools.

The EMU also provide schools with laminated gas safety information sheet for each boiler house. This will includes emergency contact telephone number(s) of the existing gas supplier.

- **All electricity distribution intake rooms are required by law to display the distribution schematics and the emergency contact telephone number of the DNO.**

Contact Details

CPT Energy Management Unit,
Olive Morris House (3rd Floor)
18 Brixton Hill
London SW2 1RL

Leonard C. Igbodo
Energy Manager
Phone: 020 7926 3591
Fax: 020 7926 9748
E-mail: lighbodo@lambeth.gov.uk

Sally Leigh
Head of Commissioning &
Partnership Strategy
Phone: 020 7926 2103
Fax: 020 7926 9748
Tony Cook
Energy Efficiency Officer
Phone 020 7926 0238
Fax : 020 7926 9748
E-mail: tcook@lambeth.gov.uk

Felix Ajayi (Customer Care Contact)

Energy Data Analyst
Telephone: 020 7926 3722
Fax: 020 7926 9748
E-mail: fajayi@lambeth.gov.uk

4. Special Education Needs (SEN)

Introduction

The SEN Team provides the following support to schools:

- Statutory assessment of children with SEN
- Placements of children with statements of SEN
- Statement Management Service
- Statement Monitoring Service
- Advice and Conciliation Service
- SEN finance – statement support (delivered in partnership with CYPS Finance Team)
- Management Information
- Speech and language therapy
- Use of SEN Panel as a decision making body
- Strategic Planning – planning the long term provision for pupils with SEN in the borough

Strengths

SEN staff have a range of skills and experience in dealing with SEN legislation and provision within Lambeth. We provide a high quality, accessible service for efficient identification and assessment of pupils' special educational needs and the appropriate provision to meet those needs.

Our objectives are to:

- provide a service that ensures identification and assessment of special educational needs are completed to statutory timescales
- develop successful working partnerships with schools
- provide a range of advice and support to schools on all aspects of identification and assessment of pupils with SEN
- promote and celebrate diversity at all times
- provide a highly efficient and effective service that is seen to be excellent value for money.

Traded services

We can provide training and INSET sessions for school staff and parents according to individual school needs. The SEN Team will normally provide these at no cost. However, this will largely depend on the amount of resources required to deliver the session.

Training might include a range of special education needs (SEN) related issues for schools, governors, parents or other groups – such as:

- Statutory assessment & placement process
- Statement monitoring & annual reviews
- SEN funding.
- SEN Tribunals

Non-traded services (no charge)

The key areas of activity are as follows:

Coordination of statutory assessment process

- Referral to SEN Panel for agreement to initiate statutory assessment
- Collation of assessment reports
- Progress chasing
- Parental liaison and communication
- Preparation of draft statement
- Referral to SEN Panel for identification and allocation of appropriate support

Placement of pupils with statements of SEN

- Identification of appropriate placement following SEN Panel direction
- Consultation with schools regarding naming of schools under part IV of SEN statement
- Transfer of pupils from primary to secondary provision at 11+

Monitoring

- Local Authority (LA) representation at annual review meetings for pupils with statements of SEN
- Advice on annual review and transitional review arrangements

Advice and support

Advice and support on a range of issues including:

- Strategic issues, funding, legislation and the code of practice
- Assessment coordination, school placement for pupils with statements of SEN, management information for planning purposes, and SEN Tribunal Process.

Contact details

Special Education Needs Team

2nd Floor, Hopton House
243a Streatham High Road
London
SW16 6EY
Phone: 020 7926 9450
Fax: 020 7926 9543

Michael Donkor
Head of Service
Email: mdonkor@lambeth.gov.uk

5. SEN Buy-Back Service

Introduction

Our aim is to provide a high quality, specialist service to Lambeth Primary and Secondary schools for pupils with Literacy Difficulties and Language and Communication Difficulties. We are actively committed to promoting social and educational inclusion through equitable access to all services and provision.

Our objective is to provide a service that is committed to raising levels of achievement for pupils with literacy or language and communication difficulties to enable them to have full access to the curriculum.

The team of highly motivated, well qualified teachers forms successful partnerships with schools. It works closely with SENCOs, pupils, teachers and parents in striving to achieve the best possible outcome for pupils with whom they work.

All members of the team have up to date CRB checks.

Our strengths

The Specialist Buy-Back Team has:

- Extensive experience and expertise in:
 - assessment of pupils with Specific Learning Difficulties/reading difficulties/language and communication difficulties
 - teaching and setting up programmes of study relevant to individual pupils' needs
- Detailed knowledge of the Code of Practice
- Links with other relevant agencies
- All team members are qualified teachers who have accredited qualifications in: Specific Learning Difficulties (Dyslexia), Language and Communication Difficulties and Phono-Graphix. We receive on-going training in all areas of Literacy/Language and Communication Development.

The involvement of the Specialist Team provides strong evidence that you have fulfilled your obligation of accountability under the Code of Practice.

Charged services

Literacy Support and Language and Communication Support

Description

The key areas of activity have been identified as:

Assessment

- Diagnostic assessment including screening for specific learning difficulties
- Class screening in conjunction with class teachers and SENCOs

Intervention

- Teaching and monitoring targeted pupils at School Action /School Action Plus or those with a Statement
- Liaising with key-worker or LSA/TA regarding programmes of study specific to an individual pupil's needs to enable schools to fulfill obligations under the COP
- Involvement in meetings (parents, outside agencies) concerning targeted pupils and any subsequent plan of action

Advice

- Providing advice on documentation as appropriate
- Providing advice on literacy resources, including I.T., and on differentiation, including access to specialist resources, current reading resources and multi-sensory games
- Providing advice on IEPs at COP School Action and School Action Plus informed by diagnostic assessment. This includes advice on the construction of IEPs, pupil targets, interventions, IEP reviews
- Providing advice on delivering literacy and reading within the NLS
- School INSET can be provided in the areas of reading, writing, spelling and specific learning difficulties i.e. the identification, assessment and analysis of difficulties, the developing of teaching and support programmes/resources

This list is not exhaustive. Individual schools, like pupils, will have individual needs. We aim to tailor our offer, where possible, to what you require.

Cost structure

As in previous years schools will be able to select from 3 main options. Each 0.1 session costs £195.

Option 1: Total annual cost = £ 13,650
0.2 specialist support
70 sessions (approx 1 day a week in school)

Option 2: Total annual cost = £6,825
0.1 specialist support
35 sessions (approx 1/2 day a week in school)

Option 3:

Different number of sessions than Options 1 or 2 @ £195 per session

Option 4: Cost for term = £6,825
Concentrated input, i.e. 3 sessions a week over 1 term
(35 sessions per term)

This option is dependent upon sufficient schools requesting it to make it viable otherwise Option 1 or 2 will be delivered.

Entitlement and options for schools

- schools may buy any number of whole sessions (0.1)
- session length 0.1 is equivalent to 2.5 hours
- staff are available at the start and end of the school day for meetings, with prior agreement
- basic materials are included - though large scale reproduction of materials will incur an additional charge
- staff will complete administration outside school session time
- all assessments, reports and observation records will be well presented to schools
- in order to be fair to all schools it may be necessary to alternate between morning and afternoon sessions
- an assessment will take up a whole session and will include some recording of observations and results

It is important to link **your school's particular requirements** with the **actual number of sessions** purchased.

For example:

If you require teaching/direct intervention you may wish to opt for Option 1 or 2. This will provide on-going support throughout the year.

For schools mainly requiring assessments, monitoring or advice, Option 3 may suit your needs best. This allows you to select fewer sessions and these can be used flexibly.

If you require concentrated inputs Option 4 may suit your needs.

This option would require careful consideration of accommodation and withdrawal of the focused children 2/3 times a week

Non-charged services

There are no non-charged services for the SEN Buy-Back Service

Helping us to help you

Schools will gain maximum benefit from the service when they:

- Provide liaison time for the SENCO and Buy-Back teacher
- Identify key areas of concern in the school
- Ensure class teachers are clear on the role of the service and the need for collaborative working
- Inform the Buy-Back teacher of any timetable changes/INSET days well in advance

Cancellation of sessions

Timetabling of sessions will be agreed at the start of each term with schools. Where a member of staff is unable to provide a session due to sickness/absence, they will notify the school. If it is not possible to reschedule the missed session the school will not be charged.

If a school cancels a session that has already been planned for and agreed by all, staff will reschedule the session if possible. However, if there are no spare sessions available the school will still be charged for the session in full.

Contact details

10th Floor, Blue Star House,
234-244 Stockwell Road
London
SW9 9SP

Telephone: 020 7926 9440 (Tues PM/Thurs PM)

Fax: 020 7926 9715/9362

E-mail: buyback@lambeth.gov.uk

Literacy Team:

Norma Skinner - team leader

Deborah Angeli
Christine Armstrong
Lesley Hill
Hilarie Reason-Stewart
Lois Hood

Language and Communication Teacher:

Christine Armstrong

*Please note that teachers are frequently out of the office, but will get back to you if you leave a message.

6. Alternative Education Maintained Pupil Referral Units

Kennington Park Primary Pupil Referral Unit and The Park Campus

Introduction

The Pupil Referral Units exist to accommodate children who have been permanently excluded from their mainstream primary and secondary schools, and then to reintegrate them back to another primary or secondary school (or, in the case of the Primary PRU ,arrange a secondary transfer) as quickly as possible. The aim of the Units is to continue to provide the highest quality service to those pupils and their parents/carers who need short and medium term intervention so that they are re-integrated into mainstream education, or transferred to a specialist provision as recommended in their statement of SEN as soon as possible.

Objectives

- Facilitate access and inclusion within the full-time education provision offered by Lambeth
- Provide a structured environment which encourages and supports independent, socially acceptable behaviour in primary/secondary pupils. This enables them to reintegrate into their mainstream peer group
- Continue to provide a curriculum which allows transfer to the mainstream curriculum
- Support staff and pupils in mainstream schools so that teachers can teach, pupils can learn and exclusions are reduced

Strengths

The Units are staffed by highly qualified and experienced teachers and Tuition Assistants who have specialist knowledge and experience in:

- Working with Key Stage 1/2/3 and 4 pupils who have emotional social and behavioural difficulties
- Working with schools that have pupils exhibiting such behaviour
- Working with teaching and non-teaching staff in primary and secondary schools to provide training and INSET on strategies for individual, small group, class and school approaches to behaviour
- Diagnostic assessment of behavioural difficulties, structured observations and advice on Individual Education Plans (IEPs) and Pastoral Support Plans (PSPs)

Contact details

Kennington Park Primary Pupil Referral Unit
Kennington Children's Centre
20 Kennington Park Gardens
London SE11 4AX

Phone: 020 7926 8420

Fax: 020 7926 8414

Email: primarypupilreferralunit
@hotmail.com

Headteacher : Anne Sturman

Deputy Headteacher: Yvonne Douglas

Teachers: Perry Savill, Emma Ling, Rosie Nicholls and Troy Utz

The Park Campus
20 Elmcourt Road
London SE27 9BZ
Phone : 02079260631
Fax : 02079260643
Email : admin@the parkcentrelambeth.sch.uk
www.theparkcentre.lambeth.sch.uk

Headteacher: Richard Leonard

Deputy Headteacher: Andrew Henderson

Traded services

Dual registration

When a school is concerned that a pupil is at risk of permanent exclusion they can apply to enrol the pupil at the PRU for a short and agreed period of time. The pupil will be dual-registered at the PRU and their school for the length of time that they are placed at the PRU. The pupil receives full-time education and support for their SEBD needs at the PRU and a plan to reintegrate the pupil into their school is agreed and will involve the support of a Reintegration Assistant from the PRU.

**Cost: £75 a day per pupil (when attending the PRU)
£55 per session (2.5 hours) for a Reintegration Assistant**

Intervention support from a Reintegration Assistant (RA)

£55 per session (2.5 hours) by the Reintegration Assistant

This service is comprised of a team of Reintegration Assistants who support pupils at risk of permanent exclusion from their mainstream primary/secondary schools. This support takes place within the school. It involves:

- Working with schools to support pupils under threat of permanent exclusion
- Providing support within the classroom
- Working with the school staff to ensure that the pupil's targets are monitored and IEPs implemented
- Working with class teachers/SENCOs/Learning Mentors/Tuition Assistants to provide strategies to support such pupils
- Assisting the school in devising IEPs in consultation with the pupils, parents/carers, EPS and other parties
- Ensuring effective communication between all parties
- Providing a final report on effective strategies to meet the pupils SEBD needs

Support via the advisory teacher team

£150 per 0.1 session (2.5 hours)

This service is comprised of a team of experienced, qualified teachers who give advice to schools. Each teacher has a teaching commitment at the PRU. The advisory teachers tailor their support to meet the individual needs of the school. The service includes:

- Advice and support – this can include whole class observations, focusing upon advising teachers on practical behavioural/organisational strategies for the whole class
- Working with school staff on direct intervention techniques for disruptive pupils/difficult classes

- Working with school staff on strategies for improving teaching and learning through higher levels of acceptable pupil behaviour
- Working with individual pupils/groups of pupils on School Action Plus
- Support through class screening and the diagnostic assessment of SEBD needs
- Observations of individuals and support for statutory assessment
- Advice for devising IEPs/PSPs in conjunction with the EPS and other parties
- Advice and support for support staff – in regard to lunch hall/playground issues for example

The delivery of INSET by the advisory teachers

From £200 per 0.1 session (2.5 hours) 0r £350 for 2 x 2.5 hours

This can include:

- Advice and support on whole school behaviour management/policy writing
- Advice on 1:1 work with pupils, small group work and the writing of PSPs and IEPs
- Advice on aspects of physical intervention
- How to deliver Circle Time

Purchasing notes

- There is no charge for reintegration support where a school is accepting a pupil from the PRU who has been permanently excluded
- Schools may buy any number of whole sessions (0.1). Session length 0.1 is 2.5 hours
- Staff are available at the beginning and end of sessions by special request
- All administration will be done outside session time
- Costs of all materials will be agreed between the Unit and the school; the school will meet these costs
- Schools will receive professional reports and observations
- Schools have the choice of opting-in or opting out of the Unit buyback service

Cancellation of session

Timetabling of sessions will be agreed at the beginning of the term, financial or academic year. Where a member of staff is unable to provide a session due to sickness/absence/emergency cover at the PRU, the school will be notified in advance, as far as is practicable. If it is not possible to reschedule the missed session(s), the school will be reimbursed.

If a school cancels a session, staff will reschedule it if spare slots are available. If this cannot be done, the school will be charged for the cancelled session(s). If a pupil is absent from a school, the school may choose to use the reintegration assistant (RA) to work with other pupils. Alternatively, the school may choose not to use the RA: no charge will be made and the RA will return to the PRU.

Arrangements for **travel** to and from the Primary PRUs for dual-registered pupils referred by schools will be the responsibility of the placing school. It would be expected that all students attending the secondary PRU would travel independently.

7. Educational Psychology Service

Introduction

The Lambeth Educational Psychology Service (EPS) supports the achievement of children and young people aged 0–19 across all the 5 “Every Child Matters” priorities. We do this through the application of psychology in collaboration with other agencies that have a role in supporting the welfare and development of young people.

The EPS works with individual and groups of children, parents/carers, families, school and early years setting staff, other professionals in the Children and Young People’s Service, and Health agencies.

All schools, including pupil referral units, are offered an educational psychology service that provides support to all in the school community.

Our team works with schools to help them meet their individual needs and organisational targets set within school improvement plans. Educational Psychologists are trained in research and evaluation methodology and we apply this wherever possible. Our service offers an annual INSET programme which is a combination of centre-based training and training in individual institutions.

“Buy-back” services

A proportion of the EPS budget is delegated directly to Lambeth schools for them to buy back interventions at their discretion.

The interventions we offer include:

- Consultation with school staff and/or parents/carers, where there are concerns. This may be followed up by observation/assessment leading to planning, implementation and review of support strategies as appropriate
- Group-work with pupils/parents/ staff following consultation in accordance with school priorities
- Systems work with the school as an organization (e.g. promoting emotional wellbeing) and action research on matters of school concern (e.g. the pattern and effects of bullying)

School based INSET customised to meet an individual school’s needs

Standard rate for consultation, assessment or training

- **£310 per session (2 .5 hours)**

Statutory/core services

We provide Educational Psychology advice for statutory assessments and re-assessments, contributions to annual reviews and SEN and disability tribunals at the request of the Special Educational Needs (SEN) Service. These services involve:

- Completing information gathering/assessment information following a request from the SEN Service. This occurs once a statutory assessment or re-assessment has been agreed
- Attendance at annual reviews at the request of the SEN Service
- Data-gathering, preparation and attendance at SENDIST (SEN and Disability tribunals) at the request of the SEN Service

Contact details

Bob Ballard

Principal Educational Psychologist

on House,
243a Streatham High Road,
Streatham
SW16 6EY
020 7926 9658

8. Payroll Services

Introduction

Lambeth Payroll Services (LPS) is a comprehensive payroll service to all employing units of the London Borough of Lambeth. Our service aims to achieve “Best Value” for its customers, and offers services that reflect both the complexities of local government payroll and Lambeth specific payroll at a very competitive price.

Our primary aim is to achieve excellence in both payroll administration and customer service.

The objectives of LPS are to provide and maintain a comprehensive payroll service, in a secure environment, which is in line with all national and local conditions of service, and all relevant legislation and other arrangements affecting the payment of salaries.

We do Calculation and payment of monthly gross payments, including the interpretation and operation of the terms and conditions relating to sickness and maternity absences and calculations of statutory and non-statutory deductions from pay.

The unit:

- Provides an enquiry service to all customers during normal office hours, in person and by telephone, fax or e-mail
- Sends all statutory returns to HMRC and Pension schemes
- Provides information to third parties, such as banks, building societies, at the employee's written request
- Provides advice on all tax and NI changes that will impact on the Council
- Provides information regarding employees to the employing unit for reporting purposes
- Provides information to all statutory bodies concerning individual employees, both current and former
- Processes Manual Payments for Starters and Leavers
- Makes payment of salary deductions to appropriate bodies
- Performs comprehensive checking of payroll
- Provides assistance with budget information
- Produces chargeability reports
- Provides management information
- Provides BVPI data
- Has access to the Teachers' Web site, (TP Online) for the purpose of correctly maintaining Teachers details, and accessing Teachers' records
- Provides on behalf of each School, the Annual return of service for Teachers
- Collate information regarding Teacher's annual pension statements (missing service), where data exists
- Sends Notification of Starters and Leavers to Teachers' Pensions
- Implements Teachers' Pay Award within one month of DCSF agreeing the rates
- Automatically implement annual increments for both Teachers and Support staff where due
- Provides advice on Teacher's salary assessments, where necessary
- Meets statutory deadlines in relation to Tax Credit (no longer paid through payroll) payments and Student Loan deductions
- Provides storage for prime documentation
- Processes car and season ticket loans and undertakes the administrative functions in respect of loans to employees
- Supplies duplicate P60 and payslip information on request

Schedule of charges

Service Description	Payment Responsibility	Unit of Charge	Cost
Comprehensive Payroll service (includes Bureau & added value)	Employing Unit	Per Payslip	£8.25 Monthly (a total of £99.00 annually)
Duplicate P60	Employee	Per P60	£10.00
Duplicate Payslip	Employee	Per payslip	£1.00

How you can help us

LPS recognises the role that all staff play in the delivery of payroll services. You can help us by telling us whether or not the Service meets your expectations and by:

- Quoting your employee number whenever you telephone or write to us
- Ensuring claims for additional payment are submitted on time
- Letting us know immediately of any changes in your circumstances that may affect your pay
- Ensuring that we always have your current address and bank account details on file

Contact details

Phoenix House
8th Floor
10 Wandsworth Road
London SW8 2LL

Shida Ashrafi
Head of Service
Phone: 020 7926 9535
Email: sashrafi@lambeth.gov.uk

Paul Liddard
Payroll Manager
Phone: 020 7926 9525
Email: pliddard@lambeth.gov.uk

9. Professional Development Services

Introduction

The professional development centre (PDC)

As part of the Commissioning and Performance Division, we recognise that continuous professional development is an integral part of a school's improvement strategy. We also appreciate that good professional development enables school staff to build the skills necessary to improve the quality of teaching and learning, therefore raising the standards achieved by pupils.

To address these needs, we offer a comprehensive range of courses, conferences and seminars aimed at raising attainment and improving the quality of school education within the borough. A directory of all the training we will be offering for the 2009-2010 academic year will be sent to all schools in June 2009.

The training we offer is:

- Designed and delivered by experienced professionals
- Tailored to meet national, local, school, and individual priorities
- Competitively priced to help maximize your training budget; and
- Delivered in a modern professional environment

As well as being the main training venue for the borough, our facilities are available for exhibitions, workshops or other events. Our purpose-built, air-conditioned rooms offer flexible layout options and a wide range of presentation equipment including SMART boards and LCD projectors enabling us to meet most requirements from private, informal training rooms to a theatre hall.

Strengths

- A complete course administration and booking service
- Over 15 years of experience in managing training and development
- Expert help and consultation in planning your own events
- Modern, well-equipped facilities in the centre of London
-

Contact details

International House
Canterbury Crescent
Brixton
London SW9 7QE

Ms Verna Lewis-King

Workforce Strategy Manager
Children & Young People's Services
Office: 0207 926 9486
Fax: 0207 926 9852
Email: vlewis-king@lambeth.gov.uk

10. Ethnic Minority Achievement Team

Introduction

The multi-ethnic profile of Lambeth schools means that the achievement of ethnic minority pupils is often looked upon as the yardstick by which the success of Lambeth schools is measured. Schools need to be able to address the various aspects of education that impact on the achievement of ethnic minority pupils.

The Ethnic Minority Achievement Team (EMAT) is committed to providing experienced, expert support to all school staff to improve the capacity of schools to meet the needs of pupils with English as an additional language (EAL), ethnic minority pupils, pupils of Gypsy and Roma traveller heritage and refugee / asylum seeker pupils. The work of the Team is DCFS grant funded (EMAG) and is devolved directly to schools but usage is monitored by the Team. EMAT Consultants, Advisory Teachers and Officers support schools and Black and Minority Ethnic [BME] pupils in a variety of ways, some of which include modelling strategies of good practice, offering school specific training for teachers, Learning Support Assistants and organizing conferences that all aim to raise the achievement of BME pupils in all settings. EMAT Consultants and Officers also work with Community Associations, Supplementary Schools and parents in order to raise the profile of Lambeth communities and to encourage meaningful and open dialogue between mainstream schools and other partners. EMAT also manages the Interpreting and Translation Service (ITS) for schools and agencies. Details of the type of work undertaken by ITS are given below.

Interpretation and Translation Service

The Interpretation and Translation Service [ITS] is part of the Ethnic Minority Achievement Team. Up to 31 March 2009 it has primarily been funded through the ring fenced Ethnic Minority Achievement Grant from the DCSF [Department for Children, Schools and Families]. The service provides interpreters [for example, for parent's evenings], translators [for example, for letters to parents], and bilingual assistant support [for newly arrived pupils with little or no English].

ITS is currently working in parallel with *theBigword*, a government contracted language service which has a bigger capacity to meet the needs of our children, young people and families. In previous years, ITS has been highly subsidised for schools, however, due to changes in budget, from April 2009 ITS will become a buy back service. The rates being charged are highly competitive and compare favourably with *theBigword*.

The Interpreting and Translation Service is fully committed to delivering a professional, high quality service which meets the needs of schools and which is reliable, flexible, confidential and responsive.

Our strengths

- The interpreters, translators and bilingual assistants employed by ITS are well trained and experienced in order to provide a full range of language services which schools require. Most of them are also drawn from the local community and are well known to schools. All of them have an enhanced CRB
- We operate at the highest standards of professional competency, conduct and confidentiality.
- Strong working relationships with schools, internal and external agencies
- An enquiry service to all customers during office hours in person and by telephone, fax, e-mail and visits
- Delivery of a personal and focused service through a highly experienced in-house language service team.
- A thorough understanding of the special conditions under which Local Management for Schools operates.
- Adherence to Council policies and procedures.
- Access to the Council's legal services and external legal advice.

- Expert knowledge, advice and support relating to Black and Ethnic Minority children, young people and families

Traded Services

Core service level agreement (SLA)

The SLA includes the provision of the following language services to individual schools:

Interpreting Charging Schedule

- Interpreting for discussions/meetings with professionals not employed by CYPS [Children and Young People's Service] is a matter for their authorities, e.g. NHS.

£25 for the first hour or part hour

£10 for each additional half-hour

CANCELLATIONS: A full charge will be made for any session cancelled with less than 24 hours' notice

Translation Charging Schedule

- Letters or home/school agreements;
- Large items, for example information leaflets or booklets for a particular school;
- Prospectuses; leaflets; flyers;
- General information produced for a particular service;
- Generic letters

£25 1-250 words

£45 251-500

£60 501-750

£75 751-1000

Documents of more than 1,000 words will be priced individually.

Non Traded Services

Bi-lingual assistant support.

Subject to availability, each school will be provided with 15 hours bi-lingual support for all newly arrived children and young people who are enrolled at non-routine times and who are at Stage 1 of fluency in English. If a school enrolls up to 3 children or young people who speak the same language at any one time, one bi-lingual assistant will normally be provided free of charge. If more than 3 pupils are taken on, then further bilingual support can be negotiated.

Services for Traveller pupils and Refugees and Asylum Seekers.

Some interpreting support for Gypsy Roma Travellers and for Refugees and Asylum Seekers will be provided free of charge.

Service Level Agreement Annual Charge

Nursery Schools

£500

Primary & Secondary Schools

1 form entry £500

1.5 form entry £600

2 form entry £700

3 form entry £800

Secondary Schools

£1,000

Children's Centres

Individual charges per session

Other off site school provisions

Individual charges per session

Costs and Services not included in the SLA

Hire of external meeting room facilities

Schools that buy into this service will receive free services equivalent to the amount of the annual charge. In addition, schools will receive free bilingual assistant support subject to availability.

Schools that do not take up the SLA but wish to buy any of the services on offer will be charged at the following rates:

Interpreting Charging Schedule for non-SLA schools

£30 for the first hour or part hour

£15 for each additional half-hour

CANCELLATIONS: A full charge will be made for any session cancelled with less than 24 hours' notice

Translation Charging Schedule for non-SLA schools

£30 1-250 words

£50 251-500

£65 501-750

£80 751-1000

Documents of more than 1,000 words will be priced individually.

The school will undertake to:

- Make provision for language needs within the annually devolved Ethnic Minority Achievement Grant
- Clearly identify responsibilities for the management of interpretation, translation and bilingual support within the school
- Establish effective lines of communication within the school to enable effective use of interpreters, translators and bilingual assistants
- Ensure that all staff involved in the management of interpreters, translators and bilingual assistants have received appropriate training (including NQT induction)
- Provision of documentation as required for all activities that ITS is asked to organise with an indication of any deadline
- Give at least 24 hours notice of cancellation of bookings

Performance Monitoring

Feedback from headteachers on the work of the interpreters, translators and bilingual assistants will be sought at appropriate intervals.

Main Contact

Annie Wong
ITS co-ordinator
10th Floor
Blue Star House
234-244 Stockwell Road
Brixton
SW9 9SP

Tel: 020 7926 9688
Fax: 020 7926 9362
E-mail: awong@lambeth.gov.uk

11. Exclusions, Reintegration, Attendance & Admissions (ERAA) Service

Introduction

The ERAA Service, previously called the Social Inclusion Service, promotes development and educational opportunities for children and young people in Lambeth. The Service provides a range of statutory and non-statutory functions in relation to attendance and punctuality, school exclusions, safeguarding and promoting the welfare of children and young people.

The realigned Exclusions, Reintegration Attendance and Admissions Service supports schools through providing advice, guidance and targeted support on matters relating to admissions, attendance, school exclusions and the reintegration of pupils. This includes the deployment of Education Welfare Officers working with schools to promote pupil punctuality, raising individual and whole school attendance rates and by reducing unauthorised absence so that children and young people can fully benefit from their time at school. In addition court prosecutions and penalty notices are available as another tool to help raise poor attendance.

Advice, support and information

The Service also provides advice to schools on fixed-term and permanent exclusions and represents the LA at the Governors Discipline Committee, if required. Advice, guidance and support on anti-bullying policies and strategies, pastoral support plans and early intervention to reduce the risk of permanent exclusion is also provided. Officers in the School Admissions Team collate vacancy information at community schools and administer the Pan-London secondary and primary coordinated admissions schemes. The ERAA Service has a Panel that considers applications that seek priority on medical or social grounds with regards to admissions in our community and voluntary controlled schools. This MEDSOC Panel is a multi-disciplinary panel that considers medical/social applications at the point of children starting school in reception or transferring from primary to secondary education.

Support for schools is also available through the Pupil Referral Units and approved voluntary providers, which are accessed through the ERAA Service's pupil placement panel (PPP).

Strengths

Dedicated officers are focused on raising pupil achievement in line with strategic targets by:

- Supporting schools to raise attendance and increase punctuality
- Supporting schools to reduce unauthorised absence
- undertaking truancy sweeps
- PRU respite / dual registration
- Reintegration support for excluded pupils
- Effective working protocols with Youth Offending Service (YOS) and Special Educational Needs (SEN)
- Revised Service Level Agreements (SLAs) to providing a more flexible approach to supporting schools in relation to attendance, punctuality and education welfare issues
- Monitoring and tracking children missing education
- Supporting schools, pupils and parents through the Managed Moves process

Contact details

Dean Woodward
Interim Head of Service
Phone: 020 7926 9687
Email: dwoodward@lambeth.gov.uk

General enquiries

Phone: 020 7926 9691
Fax: 020 7926 9502
Email: vliu@lambeth.gov.uk

Admissions General Enquiry desk: 020 7926 9503

4th floor
International House
Canterbury Crescent
Brixton
London SW9 7QE

Traded services

Attendance service

The following services are delivered in line with the published service level agreement.

- Work to raise attendance levels and monitor the attendance and punctuality of Lambeth pupils
- School Attendance Panels
- Meet parents/carers with school representatives
- Truancy listing and intervention
- Policy development
- Consultation and action planning
- Fast track case work management through to Court Panel and prosecution
- Court witnesses and representation
- Carry out requirements of education supervision orders, school attendance orders and Parenting Orders imposed by the Courts

£210 per day

Child Protection training – including safeguarding and promotion of children’s welfare

On site training:

- Whole school training and approach.

£490 per day (4+ hrs) on-site group training session

£245.00 per half-day (2 - 4hrs) day on-site group training session

£185 per session (1 - 2hrs) on-site group training session / presentation

Governor training

Governor training delivered on:

- Child protection
- Admissions
- Attendance
- Exclusions

£470 per day (4+ hrs)

£235.50 per half day (2 - 4hrs)

£175 per session / presentation (1 - 2hrs)

Consultancy

Presentations at training sessions, primarily relating to:

- Child protection
- Courts work
- Admissions
- Attendance
- Exclusions

£470 per day (4+ hrs)

£235 per half day (2 - 4hrs)

£175 per session (1 - 2hrs)

Non-traded services

Child Protection, including Safeguarding and promoting Children's Welfare

- Collation and dissemination of Child Protection information
- Designated teacher update training /seminars
- Liaison and advice to schools on child protection, safeguarding and staff allegation issues

Attendance service

- Whole day duty service Monday to Thursday from 9.30 to 4.30; Friday 11.00 to 4.30
- Two register inspections (October and May)
- Reports as required by the SEN Code of Practice
- Enforcement of school attendance through penalty notices and parenting orders
- Enforcement of school attendance through court proceedings
- Liaison with schools on child protection issues
- Referrals from out-borough schools

Exclusions and reintegration support

- Secure alternative provision for permanently excluded pupils
- Management of Pupil Placement Panel
- Truancy patrols with police
- Early intervention, strategies to reduce the risk of exclusion
- Managed Moves and Reintegration Plans
- Pupil tracking and monitoring

Admissions

- Identification of school places for all Lambeth pupils
- Publication of admission information for parent/carers
- Primary and Secondary coordinated admissions scheme

- Co-ordinate the work of the admissions forum
- Auditing and tracking children missing from education
- Compliance with regulations for child employment and entertainment licenses

Hospital and home tuition service

- Educational provision for pupils at home or in hospital that are temporarily unable to attend school for health related reasons
- Multi-agency liaison and collaboration including the pupil's home/school

Alternative education

- Educational provision at Primary Pupil Referral Unit (KS 1 &2) and The Park Campus (KS3 and 4) for pupils who have been permanently excluded from school, pending placement at mainstream school

Teenage pregnancy

- Support for young mothers to continue their education during pregnancy and following the birth of their child.
Assistance in accessing available support networks

12. Governor Services

Introduction

Governor Services provides advice and practical support to governors, headteachers and clerks to governing bodies of all maintained schools in Lambeth, as well as to parents seeking information about governance issues. This service is provided through a telephone advice line, by email and via the Lambeth website.

Free advice, support and information service for governors, headteachers and clerks

Governors have a key role to play in raising standards and ensuring that every child and young person has the opportunity to achieve their potential.

Governing bodies are expected to:

- Help shape the vision and direction of the school;
- Provide a strategic direction to support improvement;
- Identify strengths and weaknesses through school self evaluation
- Monitor and evaluate the school's effectiveness;
- Challenge and celebrate the standards achieved and the quality of education

Assigned Governor Support Officers (GSO)

Every governing body has an assigned governor support officer (GSO). The GSO provides a first point of contact for governors and governing bodies with free advice, information and support that will help them secure effective governance in schools. Governor Support Officers are able provide advice over the telephone and by email and will also provide briefings at governing body meetings.

We also provide free of charge:

- "Working Together" the Executive Director of the Children and Young People's Service's report to school governors, sent to every governor, headteacher and clerk three times a year.
- A termly briefing meeting for all chairs with the Executive Director of the Children and Young People's Service to discuss issues for consultation and other governance matters.
- A termly briefing meeting for all clerks to governing bodies of Lambeth schools.
- A comprehensive training programme distributed to all Lambeth governors.
- A training programme for clerks and prospective clerks based on the DCSF National Training Programme.
- A termly training link governors' meeting – a forum for link governors from each school to discuss training and development needs and to promote good practice.
- Email networks for chairs, headteachers and clerks.
- A pool of candidates for governorship.
- Full support for temporary governing bodies.
- Schools' instruments of government.
- Information on school term and holiday dates.
- Support for the Lambeth Governors' Forum, which represents governors of all maintained schools in Lambeth.

Governor Services is also responsible for the appointment of Local Authority governors to the governing bodies of maintained schools in the borough.

Traded services

Governor training

Governing training is offered through a comprehensive central training programme, developed in consultation with governors, and school-based training sessions for the whole governing body.

Central training programme

We offer courses on key roles and responsibilities, school self-evaluation, a rolling programme of training linked to the inclusion agenda and performance management. The programme offers courses for governors, particular responsibilities including training on performance management, courses for parent and teacher governors and a regular induction programme for new governors

For the central programme of training courses offered during 2009/10 you may choose to pay in three ways.

Either:

£95 for each attendance by a governor on a course, charged after each attendance

Or

A discount rate of £400 for any five governor attendances, payable in advance

Or

£700 for an unlimited number of attendances throughout the year, payable in advance

Payment for non-attendance

Provided we are informed in advance, there is no charge for governors who are unable to attend a course they have booked at short notice. **However, we will charge the school £30 every time a governor fails to attend a course they have booked if they have not informed us in advance, regardless of whether the school has an SLA.** This is because courses can be oversubscribed, in which case we could offer the place to somebody else, but mainly because courses become unviable if too many do not turn up.

School-based Training Sessions

The courses offered in the central programme may also be delivered as school-based sessions tailored to the needs of your governing body, enabling governors to work together on a subject or theme of their choice. The session will be planned and arranged to meet the specification of the governing body and will be supported by a course pack designed for the purpose.

School-based training sessions are delivered at a cost of £400, including handouts.

E-Learning for Governors - Modern Governor

A number of Lambeth schools have already subscribed to Modern Governor, a new e-learning service for governors, and have found it usefully complements traditional face-to-face training. Modern Governor provides "bite sized learning" with short courses, typically lasting 30 minutes, structured as short, self contained modules, to allow governors to dip in and out of a course.

The courses have been produced with the help of experts in their field and professionals who work with governors and include examples, case studies and scenarios. The courses will remain permanently available so that governors can revisit the material as often as they wish. There are currently 8 modules in the Modern Governor programme containing 18 topics including My Role as a Governor, Preparing for Ofsted, Health and Safety, Understanding School Finance and Child Welfare Basics, with others in the pipeline. An online forum is planned so that governors can share ideas, good practice and suggestions about learning and development. Visit www.moderngovernor.com for more information.

The cost is very reasonable – an annual subscription is

- **£89 for a primary school, or**
- **£99 for a secondary school**

But this rate is only available as a group purchase arranged via Governor Services. You do not have to purchase a Governor Training Service Level Agreement to subscribe to Modern Governor but you do need to include it on your School Service Order Form.

Free training for school-based clerks

In order to support governing bodies, each term Governor Services offers a full training package for clerks. The package is suitable for those who are completely new to the job as well as providing an update for those with some experience or who have done the job for some time.

Training is free of charge to governors of Lambeth schools who may be considering clerking, to Lambeth school employees who will be undertaking clerking and to Council employees who may wish to offer clerking to schools. A charge of £285 for the full course will be made to all other applicants.

The training is based on the DCSF National Training Programme for Clerks to Governing Bodies. Following completion of training, the Local Authority advice, support and information service will be available to clerks to Lambeth governing bodies to support them in their work.

Contact details

6th Floor
International House
Canterbury Crescent
London SW9 7QE
Phone: 020 7926 9668

Peter Compton

Coordinator of Governor Services
Phone: 020 7926 9636
Email: pcompton@lambeth.gov.uk

David Jones

Governor Support Officer
Phone: 020 7926 9669
Email: dgjones@lambeth.gov.uk

Joan Badoo

Governor Services Administration
Phone: 020 7926 9668
Email: jbandoo@lambeth.gov.uk

13. Schools Finance & Accountancy Service

Introduction

The School Finance Support Service is designed to provide assistance to schools in carrying out their financial responsibilities and to ensure that the Local Authority (LA) fulfils its statutory functions.

Those schools which choose to purchase the service should benefit from the availability of additional time, for Governors, Headteachers and senior staff, to spend on direct school issues e.g. quality of teaching and learning, and raising standards.

Service provider

CYPS Education Schools' Finance
10th Floor
International House
Canterbury Crescent
London
SW9 7QE

Nilesh Jethwa

Head of Schools Finance
Telephone: 020 7926 9728

Dhiru Shah

Head of Traded Services
Mobile 07947 734 647

Description of services

Statutory services – outside the scope of the Service Level Agreement

Every school will receive the following assistance and guidance, regardless of whether they purchase or do not purchase the service:

- Section 151 function, essentially ensuring that the Council fulfils its role in the stewardship of public funds
- Resolution of problems arising from the failure to meet key control objectives, as identified in internal audit reports
- Clarification of transactions shown on the monthly Cash Summary (this does not include payments made by other business units – these must be raised with the relevant business unit)
- Annual budget preparation pack
- A copy of the Schools' Financial Procedures handbook, together with updates as and when issued

Services within the scope of the Agreement

Schools purchasing the Service Level Agreement, (SLA) will receive assistance with the following, in addition to those items shown at paragraph 3.1:

- **Budget preparation:** assistance with preparing complete income and expenditure schedules in a format required to meet the requirement of the Governing Body and LA.
- **Monthly budget monitoring reports:** to provide reports on the actual income and expenditure position to-date and comparison to budget; prepare forecast outturn for the year with variance analysis and suggestions for remedial action. The assigned Finance Officer can attend (on request) the Governing Body meetings and provide guidance on the budget monitor analysis

- **Monthly financial statements** – advice and support in the production of monthly financial accounts to comply with LA requirements and timetable and in accordance with generally accepted accounting principles
- **Financial closure of the year-end accounts** – ensuring that year-end balances are correctly classified according to DCSF CFR format; reviewing closing accounts to ensure completeness of transactions; and completing final school accounts in accordance with LA timetable
- **Maintaining financial records** – preparing Control Accounts reconciliations (eg VAT, Payroll), including guidance on FMSiS (Financial Management Standard in Schools)
- **FMS accounting package** - advice and support in maintaining system integrity and software is updated with the latest version
- **Financial procedures** – implementation of financial controls and processes in accordance with LA financial procedures. Advice on implementation of internal audit recommendations
- **Financial Health checks** on a monthly basis and written reports on the findings
- Guidance on Consistent Financial Reporting Requirements as defined by the DCSF
- General guidance on taxation queries, but this excludes detailed consultation on PAYE taxation and other tax legislation
- General assistance including assistance with the DCSF returns queries etc.

Service Delivery

Under the terms of the SLA, the school can expect:

- Officers will attend at the time and date, agreed with individual schools. Officers will endeavour to arrange visits at times and dates requested by schools; however this may not be possible in all circumstances particularly around busy periods at year-end and budget submission. Where this is the case, the Officer will suggest an appropriate alternative date.
- Where scheduled appointments have to be cancelled, then the officer will give at least 48 hours' notice and rearrange the visit at a time suitable for the school. However there may be times where appointments may have to be cancelled at short notice, particularly in case of sickness, in which case the appointment will be rearranged at the earliest opportunity.
- Officers are required to be up to-date on current technical accounting issues, DCSF (CFR, FMSiS etc) requirements and FMS developments. This will ensure that advice given to the schools is relevant and up to date.
- Officers are required to, at all times, act in a courteous manner and resolve any issues and queries in a timely and professional manner.
- Agreement to the level and cost of services provided to schools will be obtained prior to, or at the time of delivery of the service. Schools will be required to sign for services received.
- Schools will be invoiced as and when services are delivered except where the full SLA is purchased, in which case payment will be requested twice yearly in June-July and November - December.
- Telephone support will be available from 8.30 – 18.00, Monday to Friday, but in any case the officer will respond within 48 hours.
- There will be times where the designated officer will not be available, due to holidays, training, sickness etc. However, where practicable, the school will be notified in advance.
- Should there be reason for any complaints regarding the service or performance or any other aspect of the agreement, the complaint should in the first instance, be addressed to the Group Finance Manager, Schools, Schools Monitoring Team, Schools' Team, 10th Floor, International House, Canterbury Crescent, London SW9 7QE, Telephone number 020 7926 9728 (Direct Line) or via email.
- If the matter remains unresolved, then final representation should be made, in writing, to the Assistant Director of Education, at the above address.

Schools' Responsibilities

It is not the intention that the activities carried out under the Service Level Agreement are bursarial in nature but should compliment effective, efficient systems of financial control and record keeping within the school. Schools should, therefore:

- Clearly identify the responsibilities for financial administration in the school
- Establish effective lines of communication within the school to allow for the updating of financial records
- Ensure that staff are suitably skilled and, where appropriate, suitably trained to carry out the tasks required
- Ensure that financial records are kept up to date
- Reconcile the local bank account on a monthly basis
- Check for the accuracy of all staffing payments for payroll and, notify errors to the appropriate Payroll Provider
- Ensure despatch of the following returns, to reach the Schools Finance section by the due date:
 - Bank reconciliation
 - Photocopies of the Bank Statements
 - Trial Balance at the end of each accounting period
 - Balance sheet
 - Income and Expenditure Account
 - VAT Submittal Report
 - Full-Year Outturn Projection
 - Any other documents requested by the LA.
- The school undertakes to pay the charges detailed in this agreement within 30 days of being invoiced

It is important that any Health and Safety issues should be notified to Dhuru Shah on the actual dates of the school visits.

Service charges

Level 1 – Bursarial Service

£200 per day (up to one working week per term, i.e. 15 days per year). This is principally a short term absence or sickness cover for school finance staff which includes finance administration (sales & purchase ledger processing) and production of monthly financial statements.

This does not include providing financial advice, budget monitoring, variance analysis, budget preparation, financial reviews with Headteacher and attendance at Governing Body meetings.

Level 2 - The charges are based on the number of days required:

- Option 1:** £6,600 for one SLA based on 11 Working Days (max), equates to £600 per day.
- Option 2:** £7,540 for one SLA based on 13 Working Days (max), equates to £580.00 per day.
- Option3:** £10,700 for one SLA based on 20 Working Days (max), equates to £535.00 per day.

Please indicate the Service level required (tick box):

Option 1

£6,600

Option 2

£7,540

Option 3

£10,700

Quality assurance

The LA is committed to providing Lambeth Schools with services that are of a high quality. In order to achieve this, the school will be requested to complete a self-evaluation questionnaire (customer satisfaction survey). The response will be reviewed to determine if there is any requirement to change the service provision.

Complaint resolution

In the event of unsatisfactory service delivery the following steps should be taken:

- In the first instance, take up the complaint directly with the Head of Traded Services, Education Finance.
- If the complaint is still unresolved then write a formal letter of complaint setting out the precise nature of the problem to the Group Finance Manager, Schools, who should respond within five working days with a proposed resolution.
- If the complaint remains unresolved to the schools satisfaction then the matter should be referred to the Divisional Director Resources, Education.
- Finally if the school remains dissatisfied with the solution offered, the school has the option of terminating the contract in writing.

Finance SLA key contacts

- **Dhiru Shah, Head of Traded Services: Telephone 07947 734 647.**
- **Nilesh Jethwa, Head of Schools Finance: Telephone 020 7926 9728**
- **Farrukh Akbar, Divisional Director Resources: Telephone 020 7926 9734**

**LONDON BOROUGH of LAMBETH
Children and Young Persons Services**

Education Finance Business Unit

SCHOOLS FINANCE & ACCOUNTANCY SERVICE

SERVICE LEVEL AGREEMENT FOR THE PERIOD

1ST APRIL 2009 – 31ST MARCH 2010

1. Purpose

The School Finance Support Service is designed to provide assistance to schools in carrying out their financial responsibilities and to ensure that the Local Authority (LA) fulfils its statutory functions.

Those schools which choose to purchase the service should benefit from the availability of additional time, for Governors, Headteachers and senior staff, to spend on direct school issues e.g. quality of teaching and learning, and raising standards.

2 Service Provider

CYPS Education Schools' Finance
10th Floor, International House, Canterbury Crescent, London SW9 7QE.

Telephone : 020 7926 9728 – Nilesh Jethwa (Head of Schools Finance)
Telephone Mobile 07947 734 647 – Dhuru Shah (Head of Traded Services)

3 Description of Services

3.1 Statutory Services – outside the scope of the Service Level Agreement

Every school will receive the following assistance and guidance, regardless of whether they purchase or do not purchase the service –

- a) Section 151 function, essentially ensuring that the Council fulfils its role in the stewardship of public funds;
- b) Resolution of problems arising from the failure to meet key control objectives, as identified in internal audit reports;
- c) Clarification of transactions shown on the monthly Cash Summary (this does not include payments made by other business units – these must be raised with the relevant business unit);
- d) Annual budget preparation pack;
- e) A copy of the Schools' Financial Procedures handbook, together with updates as and when issued;

3.2 Services within the scope of the Agreement

Schools purchasing the Service Level Agreement, (SLA) will receive assistance with the following, in addition to those items shown at paragraph 3.1 –

- a) **Budget preparation** – assistance with preparing complete income and expenditure schedules in a format required to meet the requirement of the Governing Body and LA.
- b) **Monthly budget monitoring reports** – to provide reports on the actual income and expenditure position to-date and comparison to budget; prepare forecast outturn for the year with variance analysis and suggestions for remedial action. The assigned Finance Officer can attend (on request) the Governing Body meetings and provide guidance on the budget monitor analysis.
- c) **Monthly financial statements** – advice and support in the production of monthly financial accounts to comply with LA requirements and timetable and in accordance with generally accepted accounting principles.
- d) **Financial closure of the year-end accounts** – ensuring that year-end balances are correctly classified according to DfES CFR format; reviewing closing accounts to ensure completeness of transactions; and completing final school accounts in accordance with LA timetable.
- d) **Maintaining financial records** – preparing Control Accounts reconciliations (eg VAT, Payroll), including guidance on FMSiS (Financial Management Standards in Schools).
- e) **FMS accounting package** advice and support in maintaining system integrity and software is updated with the latest version.
- f) **Financial procedures** – implementation of financial controls and processes in accordance with LA financial procedures. Advice on implementation of internal audit recommendations.
- g) **Financial Healthchecks** on a monthly basis and written reports on the findings.
- h) Guidance on Consistent Financial Reporting Requirements as defined by the Department for children, school and families, DCSF.
- i) General guidance on taxation queries, but this excludes detailed consultation on PAYE taxation and other tax legislation.
- j) General assistance including assistance with the DCSF returns, queries etc.

4 Service Delivery

Under the terms of the SLA, the school can expect:

- a) Officers will attend at the time and date, agreed with individual schools. Officers will endeavour to arrange visits at times and dates requested by schools; however this may not be possible in all circumstances particularly around busy periods at year-end and budget submission. Where this is the case, the Officer will suggest an appropriate alternative date.

- b) Where scheduled appointments have to be cancelled, then the officer will give at least 48 hours' notice and rearrange the visit at a time suitable for the school. However there may be times where appointments may have to be cancelled at short notice, particularly in case of sickness, in which case the appointment will be rearranged at the earliest opportunity.
- c) Officers are required to be up to-date on current technical accounting issues, DCSF (CFR, FMSiS etc) requirements and FMS developments. This will ensure that advice given to the schools is relevant and up to date.
- d) Officers are required to, at all times, act in a courteous manner and resolve any issues and queries in a timely and professional manner.
- e) Agreement to the level and cost of services provided to schools will be obtained prior to, or at the time of delivery of the service. Schools will be required to sign for services received.
- f) Schools will be invoiced as and when services are delivered except where the full SLA is purchased, in which case payment will be requested twice yearly in June-July and November – December or once per year as deemed necessary.
- g) Telephone support will be available from 8.30 – 18.00, Monday to Friday, but in any case the officer will respond within 48 hours.
- h) There will be times where the designated officer will not be available, due to holidays, training, sickness etc. However, where practicable, the school will be notified in advance.
- i) Should there be reason for any complaints regarding the service or performance or any other aspect of the agreement, the complaint should in the first instance, be addressed to the Head of Schools Finance, Schools' Team, 10th Floor, International House, Canterbury Crescent, London SW9 7QE, Telephone number 020 7926 9728 (Direct Line) or via email.
- j) If the matter remains unresolved, then final representation should be made, in writing, to the Director of Resources CYPS, at the above address.

5 School's Responsibilities

It is not the intention that the activities carried out under the Service Level Agreement are bursarial in nature but should compliment effective, efficient systems of financial control and record keeping within the school. Schools should therefore:

- a) clearly identify the responsibilities for financial administration in the school;
- b) establish effective lines of communication within the school to allow for the updating of financial records;
- c) ensure that staff are suitably skilled and, where appropriate, suitably trained to carry out the tasks required;
- d) ensure that financial records are kept up to date;

- e) reconcile the local bank account on a monthly basis;
- f) check for the accuracy of all staffing payments for payroll and, notify errors to the appropriate Payroll Provider;
- g) Ensure despatch of the following returns, to reach the Schools' Financial Monitoring Section by the due date:
 - Bank reconciliation
 - Photocopies of the Bank Statements
 - Trial Balance at the end of each accounting period
 - Balance sheet
 - Income and Expenditure Account
 - VAT Submittal Report
 - Full-Year Outturn Projection
 - Any other documents requested by the LA.
- h) The school undertakes to pay the charges detailed in this agreement within 30 days of being invoiced.

It is important that any Health and Safety issues should be notified to Dhuru Shah on the actual dates of the school visits.

6 Service Charges

Level 1 – Bursarial Service

£200 per day (up to one working week per term, i.e. 15 days per year). This is principally a short term absence or sickness cover for school finance staff which includes finance administration (sales & purchase ledger processing) and production of monthly financial statements.

This does not include providing financial advice, budget monitoring, variance analysis, budget preparation, financial reviews with Headteacher and attendance at Governing Body meetings.

Level 2 - The charges are based on the number of days required:

Option A) £6,700 for one SLA based on 11 Working Days (max), equates to £612 per day. **Plus Additional Days at £612 per day.**

Option B) £7,670 for one SLA based on 13 Working Days (max), equates to £580.00 per day. **Plus Additional Days at £590 per day.**

Option C) £10,880 for one SLA based on 20 Working Days (max), equates to £544.00 per day.

Please indicated the Service level required (tick box):

Option A	Option B	Option C
£6,700	£7,670	£10,880
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plus 1 Day	Plus 1 Day	
12 Days	13 Days	20 Days

7 Quality Assurance

The LA is committed to providing Schools with services that are of a high quality.

In order to achieve this, the school will be requested to complete a self-evaluation questionnaire (customer satisfaction survey). The response will be reviewed to determine if there is any requirement to change the service provision.

8 Complaint Resolution

In the event of unsatisfactory service delivery the following steps should be taken:

- In the first instance, take up the complaint directly with the Head of Traded Services, Education Finance.
- If the complaint is still unresolved then write a formal letter of complaint setting out the precise nature of the problem to the Head of Schools Finance, who should respond within five working days with a proposed resolution.
- If the complaint remains unresolved to the schools satisfaction then the matter should be referred to the Divisional Director Resources, Education.
- Finally if the school remains dissatisfied with the solution offered, the school has the option of terminating the contract in writing.

Finance SLA Key Contacts

Dhiru Shah – Head of Traded Services - Telephone 07947 734 647

Nilesh Jethwa – Head of Schools Finance - Telephone 020 7926 9728

Farrukh Akbar – Director Resources CYPS– Telephone 020 7926 9734

**LONDON BOROUGH of LAMBETH
Children and Young Persons Services**

Education Finance Business Unit

SCHOOLS FINANCE & ACCOUNTANCY SERVICE

SERVICE LEVEL AGREEMENT FOR THE PERIOD

1ST APRIL 2009 – 31ST MARCH 2010

Agreement

Service level agreement for the period 1st April 2008 – 31st March 2009 for the provision of Financial Services

I herewith agree to the terms and conditions of the Schools Finance & Accountancy Service Level Agreement as set out on pages 1 to 7 of this document.

** = Select the one that applies.

** Option A = £6,732

** Option A Plus 1 Additional Day = £7,344

** Option B = £7,670

** Option B Plus 1 Additional Day = £8,260

** Option C = £10,880

Other (Please specify) subject to consideration and discussion with by CYPS.

The governing body of **XXXXXXXXX Primary / Secondary School** accept the terms of this agreement.

Signed: for and on behalf of the Governing Body..... (Headteacher)

Date: 01 April 2009.....

The service provider, London Borough of Lambeth – CYPS Schools' Education Finance Team accepts the terms of this agreement.

Signed:Dhiru Shah (Head of Traded Service), for and on behalf of CYPS, London Borough of Lambeth.

Date: 01 April 2009

14. Schools Human Resources

Introduction

The Schools' Human Resources team provides a range of support through a combination of expert guidance and support in the increasingly complex area of employment. The team offers personal visits from an assigned HR Manager/Officer, a telephone help-line, HR Matters bulletins, training sessions and attendance at governing body meetings when required. Our aim is to support schools in delivering tangible school improvement through enabling schools to; successfully implement national staffing strategies; operate best employment practice; recruit, retain and develop high-calibre staff; avoid employment litigation wherever possible; defend actions at an employment tribunal.

Recruitment Strategy Services (RSS), also forms part of Schools HR and provides a recruitment and retention service through the Recruitment Strategy Manager, with a focus on developing strategies and initiatives to improve recruitment and reduce turnover in Lambeth schools.

We are fully committed to delivering a professional, high quality service which meets the needs of schools and which is reliable, flexible, confidential and responsive.

Our strengths

- We understand the pressures placed on Governors, Schools Managers and their administrative staff when dealing with a large number of competing demands
- Schools HR staff are well trained and experienced in order to provide a full range of HR services which schools require
- We operate at the highest standards of professional competency, conduct and confidentiality.
- Strong working relationships with schools, trade unions and professional associations, internal and external agencies
- An enquiry service to all customers during office hours in person and by telephone, fax e-mail and visits
- Delivery of a personal and focused service through a highly experienced in-house human resources team
- A thorough understanding of the special conditions under which Local Management for Schools operates
- Detailed knowledge and experience of Council policies and procedures, which have already been tested against ACAS guidelines and employment case law
- Extensive networking with other LA's to keep abreast of issues developing nationally and to ensure best practice is maintained
- In depth knowledge of employment law
- Access to the Council's legal services and external legal advice
- Expert knowledge, advice and support relating to Newly Qualified Teachers, Overseas Trained Teachers and Employment Based Routes (GTP/RTP)

Contacts details

Floor 11
International House
Canterbury Crescent
Brixton
London SW9 7QE

Tel: 020 7926 9757
Fax: 020 7926 9825

Claire Cobbold
Head of HR Schools
Service

Tel: 020 7926 9757
Email: ccobbold@lambeth.gov.uk

Carol Palmer
Principal HR Manager

Tel: 020 7926 9740
Email: cpalmer@lambeth.gov.uk

Rosa Vaz
Principal HR Manager

Tel: 020 7926 9972
Email: rvaz@lambeth.gov.uk

Kevin Ronan
Recruitment Strategy
Manager

Tel: 020 7926 9829
Email: kronan@lambeth.gov.uk

Sandra Lescault
Senior HR Manager

Tel: 020 7926 9189
Email: slescault@lambeth.gov.uk

Alicia Reynolds
Senior HR Manager

Tel: 020 7926 9877
Email: areynolds@lambeth.gov.uk

Mark Baron
Senior HR Manager
(Maternity Cover for Alicia
Reynolds)

Tel: 020 7926 9877
Email: mbaron@lambeth.gov.uk

Non-traded services

HR will provide the following services without charge:

- Carrying out pre-employment checks, such as staff qualifications, List 99 / criminal record bureau checks (CRB), and medical clearance (CRB charges- currently £36, are recharged to schools)
- Giving advice to governing bodies, where the LA has the legal right to do so, in accordance with the relevant education acts, covering:
 - appointment of teaching staff (including headteachers and deputy headteachers of community schools) and consultation about the appointment of support staff
 - determination that an employee should cease to work at a school
- Notification of individual employee maternity benefits to the appropriate payroll provider.
- Issue of dismissal notices for community schools (in voluntary aided and foundation schools this is the responsibility of the governing body)
- Facilitating the provision of estimates for redundancy, severance, premature retirement and efficiency retirement
- LA statutory returns, such as 618G, BVPI's
- Elements of the work involved in school closures, or amalgamations (LA led initiative)
- Strategic development, such as responses to national staffing strategies
- Registration, assessment and processing of NQT's
- Child protection casework

Traded Services

Core service level agreement (SLA)

The SLA includes the provision of the following HR services to individual schools:

Recruitment and selection

- Advice to governing bodies on all aspects of appointing staff, including legislative requirements, model procedures and documentation, advertising, job descriptions, job evaluation, interviewing and assessment
- Provision of management guidance for dealing with headteacher and Deputy Headteacher appointments

Contracts

- Advice to governing bodies on a variety of contracts, model documentation, national and local terms and conditions, contract variation or termination and undertaking job evaluations and salary assessments

HR advice

- Provision of an all year round telephone help line, providing advice on all aspects of HR issues and terms and conditions of employment
- Assigned HR manager is also available to provide procedural advice and management support through school visits in all matters relating to employee relations and personnel management.

Policy advice

- Preparing, reviewing and negotiating changes with Trade unions on employment policies and procedures for schools
- Advice on employment law, regulations, DCSF guidance, staffing and pay policies

Casework

- Advice and assistance to headteachers and governing bodies on the management of individual casework, such as discipline, capability, grievance, sickness, staffing re-organisation, redundancy, and child protection
- Access to legal advice and support at employment tribunals, and occupational health referrals

Employee relations

- Consultation and negotiation with recognised professional associations and trade unions on behalf of schools
- Advice on the facilities afforded officials of such associations / unions

Staff development

- Advice on performance management and appraisal

HR Matters

A half-termly publication that provides HR advice on:

- Employment law
- Procedures and policies
- New initiatives

SLA annual charge

- Nursery Schools

£2100

- Primary & secondary schools

1 form entry £3060

1.5 form entry £3985

2 form entry £4630

3 form entry £6190

- Secondary schools

£2245 + £11.25 per pupil

- Children's centres

Up to £750 dependant on number of staff

- Other off site school provisions

£1810

Costs and services not included in the SLA

- Recruitment advertising costs and interview expenses
- Hire of External meeting Room facilities
- Fees for solicitors and barristers to represent the school in a tribunal or court of law, unless specifically agreed by the Council
- Charges by the CRB and other bodies for their services

Recruitment strategy service (RSS)

The recruitment strategy service provides a mix of statutory and non statutory services to schools. The service is part funded by grant money from the TDA, but also needs to trade its non statutory services to schools in order to maintain its current level of operation.

Statutory non-traded services:

- **NQT induction administration:** Registration, administration of assessment reports, returns to GTC and quality assurance of the Lambeth schools provision

- **Overseas Trained Teachers (OTTs):** Communication and written advice to schools on the legislation and employment of OTTs (school visits and further support is part of the traded service)
-
- **Benefits and council initiatives for staff:** Develop and communicate initiatives to schools and staff; such as Salary Sacrifice Schemes (childcare vouchers), Housing, Season ticket loans and more
- **BME recruitment projects with TDA:** Focused use of grant funding from the TDA, working with local Initial Teacher Training providers to increase BME representation in our workforce
- **Golden Hello Payments:** Advice, support and administration of all payments to schools and teachers
- **Chartered London Teacher Status (CLTS):** Guidance, advice and administration of CLTS in Lambeth schools (further support and guidance will be charged under the traded service)

Traded services

- **NQT recruitment:** Access to the NQT pool / database; cost to schools who do not buy into this service will be £275 per NQT placement
- **Recruitment and Retention advice service:** :providing visits, telephone and online support over and above the statutory requirement to schools in areas such as NQTs, OTTs and Employment Based Routes to QTS and CLTS (otherwise visits and time will be charged at £55 per hour)
- **Lambeth Schools Supply Service (LSSS):** free access to this service, providing quality teachers at a substantially reduced supply teacher cost to schools with no temp to perm fees. This service is currently running in 40 Lambeth schools and is now open to all schools (otherwise joining / set up fee of £550 per school not in SLA)
- **Employment Based Routes (EBR):** Representing Lambeth at local HEI providers and communicating to schools around opportunities to take on EBR trainees and also how to progress existing staff to QTS through these routes
- **South London Group:** Working with 12 other London LAs for recruitment and retention opportunities for Lambeth schools that are part of the service
- **Access to the Lambeth teacher database:** enabling schools to target specific types of teachers interested in working in Lambeth, for positions you are advertising. We intend to develop this service over the coming year even further
- **Free advertising:** of all your school vacancies on the E-Teach service, the leading on-line education job site. Adverts will cost £30 per single advert or unlimited yearly subscription for £120 primary and £240 secondary for schools not buying in
- **Lambeth teacher attraction events:** Developing a pool of potential teachers for schools to recruit from, Heads have the chance to come to the event and promote their schools and meet with teachers (attendance to schools not buying into the SLA will be £100)
- **Recruitment events:** National representation of Lambeth schools at recruitment fairs and events, to ensure the best pool of teachers for schools to choose from for the above traded services

Recruitment strategy charges

- Nursery schools

£125

- Primary & secondary schools

1 form entry £175

1.5 form entry £225

2 form entry £275

3 form entry £325

- Secondary schools

£525

- Children's centres

£125

- Other off site school provisions

£175

Traded Services

Additional services

NQT induction and support programme

- Advice and support to schools and programme of CPD for NQT's in their first year, ensuring they meet the national standards for induction as set out by the DCSF.

£525 per NQT

NQT induction tutor training

- A CPD programme to support Induction Tutors in schools, to ensure that they fully support their NQT's in meeting the DCSF induction standards

£340 per tutor

Overseas trained teachers – QTS programme

- A programme to advise teachers trained overseas on gaining Qualified Teacher Status in the United Kingdom

£140 per teacher

Training

- Training for individual full governing bodies or staff groups on all aspects of HR procedures. The cost includes copies of procedures, other related documentation, and training presentation material. Training sessions can be tailored to meet the individual needs of governing bodies.

£385 per two hour session

- Scheduled training programmes for Headteachers, schools support staff and governors
Costs as set out in training brochure

Contracts

- Preparation and issue of employment contracts and conditional offer letter.

£70 per contract

Recruitment and selection administration

- Receiving enquiries for application packs, distributing recruitment packs to applicants, receipt of completed applications and photocopying of applications for short-listing panel

£3.80 per pack distributed plus postage and package

£3.80 per application received and copied plus postage and package (where applicable)

Interviews

- HR advice and attendance on schools' recruitment and selection panels.

£55 per hour

HR Consultancy/Work outside the SLA

- Additional HR consultancy may be available, please contact the Head of Schools HR

POA

The school will undertake to:

- Provide full financial information on staffing and other matters to the team at both the budget planning stage and during the course of the year where changes are made
- Clearly identify responsibilities for human resource management within the school
- Establish effective lines of communication within the school to allow for the immediate updating of Human Resources records
- Ensure that the staff involved in human resource management have received appropriate training (including NQT induction)
- Provision of documentation as required for all tasks that the Schools Human Resources Team is asked to undertake with an indication of any deadline (including NQT and OTT information)
- Modification of action and procedures when Schools Human Resources advises that changes are necessary to comply with the law. Failure to follow advice given by the Human Resources team may result in unnecessary legal and financial burdens for the school
- Give 48 hours notice of cancellation of meetings
- Not to provide schools that do not subscribe to the Schools Human Resources trading account, with information provided under this agreement. Non-subscribing schools that make use documentation provided by Schools Human Resources will be charged accordingly

Performance monitoring

Upon conclusion of an employee relations matter, Schools Human Resources will issue a feedback questionnaire to the Headteacher or the school's lead on the matter.

15. Student Enterprises

We are committed to developing an Enterprise Environment for students in Lambeth, and work with partners to develop programmes and pathways that support employability and skills agendas, and extend and embed Work Related Learning, within 14-19 Agendas. Central to this is the development of Employer Engagement.

Lambeth EBP provides a range of services to schools, businesses and the community. We have a strong track record of successful project development and management. We are a member of the London Central Education Business Alliance and have achieved national quality awards for the standard of our work. The majority of our programmes are grant funded and are provided free to schools, one exception being work experience.

In conjunction with our partner organisations across central London, we can support schools in enhancing the curriculum, contributing to raising young people's aspirations and attainment. Our services are largely free and the partnerships formed with businesses and the community can bring substantial benefits to schools. Our organisation and the individual services are quality assured and we have a strong track record of successful delivery.

Contact details

Hopton House
Phone: 020 7926 9840
Fax: 020 7926 9537
Email: lebp@lambeth.gov.uk

Traded services

Pre 16 work experience

Schools are offered a quality support service to assist in providing work experience placements for students in Year 10 and above, throughout the year. The service includes support and advice for staff responsible for co-ordinating work experience.

Work placement finding service

This is an inclusive quality placement finding service, by request, and includes the following work:

- Identification of work placements from an up-to-date database, covering a wide range of vocational areas
- Management of additional placement finding to meet school requirements
- Initial checking of new placements and regular monitoring to ensure that:
 - employers meet all health and safety and other legal requirements
 - placements are appropriate in terms of equal opportunities
 - adequate insurance cover is held
- Production of relevant school, parent and employer documentation for each student and placement
- Provision of information leaflets
- Support for pre-placement student preparation activities

£ 30.00 per placement

Lambeth Children and Young People's Service
7th Floor
International House
Canterbury Crescent
Brixton
London SW9 7QE

<http://www.lambeth.gov.uk/services/education-learning/>