



Services to Schools 2015–16



CITY OF
YORK
COUNCIL

Foreword

We are delighted to share the local authority (LA) services to schools offer for 2015/16. Through our services to schools offer we aim to ensure that:

- Services offered to schools are of high quality
- Services offered to schools support schools to be safe, resilient organisations focused on continuously improving outcomes for all children and young people
- Services offered to schools build on the successful partnership working that exists between the LA and schools
- Services to schools provide access to best practice, advice and guidance from a range of sources including LA teams, other schools, external agencies and teaching school alliances

Whilst the services offered in this brochure have been developed for maintained schools and academies in York, some may also be suitable for independent schools. If you have any specific questions about any of the services on the following pages, please do not hesitate to contact the appropriate service manager.

Our services to schools offer for 2015/16 cover four main categories:

Statutory services

- These are services that by law have to be provided by a local authority. There is no charge to CYC maintained schools for using these services.
- We will continue to provide some services free of charge to non-maintained schools where there is a statutory duty to do so. There are certain services that LAs are no longer required to provide by law to non-maintained schools. Non-maintained schools who wish to access these services from the LA can do so, but may be charged for use of these services.

Non-statutory services

- These services are provided by the local authority at no cost to CYC maintained schools, although they are not required by law.
- Non-maintained schools may be charged to access these services.

Traded services

- Traded services make charges to both maintained schools and non-maintained schools for their use.
- The specific details of charges and the services delivered will be communicated to schools through service level agreements (SLAs).

De-delegated services

- These services are provided through de-delegated funding agreed by Schools Forum.
- Non-maintained schools will be charged to access de-delegated services.

A particular benefit to schools when buying our services is that they are delivered from a pool of teams that are based in City of York Council, have existing relationships with schools and are able to collaborate with each other to improve the holistic experience of service delivery to schools.

The following pages provide details about our customer service standards, including the code of practice, our teams will observe when delivering services to you.

The majority of services are provided on a rolling contract until a school or the council provides six months notice to end, or, in some cases, change a service. Where a service requires a different arrangement to end the contract, this will be set out in the information for that service.

It is vital that we know what you think about our services, particularly when a service continually meets or fails to meet, the high standards we have set for everything we do. This helps us identify strengths and weaknesses to continuously improve and develop the services available to you.

We hope the breadth of service provision set out in this brochure, our commitment to delivering first class services and our desire to continuously improve will enable you to choose City of York Council to provide services to your school in 2015/16.

Service standards

City of York Council provides a wide range of services and we aim to provide the best possible service to all customers. We are committed to providing you with an excellent customer service regardless of how you choose to contact us. To help us achieve this, our staff will:

- always wear a name badge/tell you to whom you are speaking
- provide their service in a courteous, responsive and timely manner irrespective of age, gender, cultural/religious background, disability, sexual orientation or need
- inform you how long you can expect to wait if you have requested the use of a council service
- where applicable, tell you of any associated costs with the council service you have requested
- have the right skills and behaviours to deal with your enquiry.

Responding to you

We recognise that you expect a timely response to your enquiry when you contact us. To achieve this, we aim to:

- answer your telephone call within 20 seconds
- ensure you are received and welcomed in a timescale appropriate to your meeting appointment
- keep appointments made or notify you as soon as possible if a meeting must be cancelled or travelling is causing a delay
- respond to your email by close of business the following working day
- call you back by close of business the following working day if you have left a voicemail on our 'out of hours' voicemail facility
- work hard to deliver your services right first time
- ensure that all Health and Safety and other statutory requirements are understood by our teams and implemented when working on your behalf or on your premises.

Help us to help you

We have explained how we will provide you with an excellent customer service and how we will respond to you. We also feel it is important to let you know what you can do to help us do this. We ask that you:

- are courteous to our staff
- treat everyone with respect regardless of how you contact us

- when you visit us or when we visit you, help us ensure we have a safe environment in which to work
- tell us in a timely manner when things go wrong
- provide additional information in a timely manner if asked for by a member of staff.

Ongoing service improvement

Most of the time we deliver your services right first time. Sometimes, however, things can go wrong or we fail to meet your expectations. When this happens we would like you to tell us. Your feedback (comment, compliment and complaint) is important to us as it will help us improve our service for the future.

Code of Practice

Everyone involved with the school improvement agenda at City of York Council will be expected to act in accordance with the following Code of Practice. This applies to all service providers included in this brochure.

They will:

- act fairly and reasonably at all times
- act with honesty, courtesy and integrity
- treat all other partners with trust and respect
- provide and expect to receive genuine feedback on their performance and receive appropriate support
- develop and expect good communication and feedback
- be responsive to other partners' needs
- work individually and collectively to meet agreed targets, milestones and performance indicators
- work to create an environment and culture which values the skills, knowledge, understanding and experience which every partner brings
- place an emphasis on action and getting things done
- keep paperwork to a minimum
- invest productively in the development of initiatives and activities
- invest in people.

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Admissions (annual rounds)

Mark Ellis | 01904 551554 | education@york.gov.uk

The local authority provides a coordinated service for three annual admissions rounds for all schools in the York area – that is, the application process of children starting primary, junior or secondary school for the first time in the normal year of admission (Reception, Year 3 and Year 7). The coordination of applications with a locally agreed coordinated admissions scheme is a statutory requirement of the local authority and involves coordinating applications and offers with all local admissions authorities and partner local authorities.

Outside the role of the local authority in coordinating admissions rounds, we also have statutory duties as the admissions authority for community and voluntary controlled schools. There are additional non-statutory services offered by the team to those schools that are their own admissions authority (academies and voluntary aided schools), including a service where we represent the admissions authority in the case of appeals.

Please see the **Admissions Appeal Panels** page for full details of the appeals service provided by Civic & Democratic Services; this is provided separately in order to provide a fully independent and impartial service.

Statutory services

For all schools:

Provided by the School Services team, we coordinate the annual rounds of school admissions to all primary and infant (Reception year), junior (Year 3) and secondary (Year 7) schools within the York area. This is done in partnership with all school admission authorities within the York area and neighbouring local authorities in line with all current school admission policies and coordinated schemes.

- Production of detailed information including the Guide for Parents and Guide to School Catchment Areas
- Marketing and encouraging applications from all
- Managing and maintaining the online application portal and production/distribution of non-online methods, ie common application forms
- Providing advice and guidance to parents/carers on all school admissions issues, including delayed or deferred entry when starting school for the first time
- Liaising and exchanging applications and offers with all York admissions authorities and other LA admission teams, including determining which school is offered within an equal preference system
- Informing all parents/carers of their allocated schools on National Offer Days
- Providing appropriate data and MI to schools and the Department for Education.

This service is provided at no charge

For community and voluntary controlled schools (where the local authority is the admissions authority):

- Consulting on and determining admission arrangements including the admissions policy and Planned Admission Number for all years of entry (including Year 12 entry) within statutory timescales
- Applying these admission arrangements and determining to whom offers can be made
- Providing written evidence of the reason for refusal and representing the admissions authority at any independent school admission appeals panels
- Other related services such as the setting of school term dates.

This service is provided at no charge.

Non-statutory services

For all schools:

- Attendance at secondary school open evenings to provide advice to parent/carers
- Other related services such as training days, collation of school emergency contacts and publishing schools contact information.

For academy and voluntary aided schools (that are their own admission authority):

- Supporting and advising own admission authority schools with the formation, consultation and publication of their admission arrangements
- Assisting own admission authority schools in the application of their admission arrangements and determining to whom offers can be made.

Schools that are their own admission authority are under no obligation to use these services, although by opting out they would need to be aware of the legal obligations around their admission arrangements and the offer and refusal of places.

This service is provided at no charge.

Traded services

For academy and voluntary aided schools (that are their own admission authority):

- The School Services team can represent own admissions authority schools in school admission appeals. This includes liaison with the school to provide a written statement of case for each appeal and attending the school admission appeal on behalf of the own admission authority school.

The cost of these services is £200 per appeal. A reduced rate may be negotiated for multiple appeals.

Admissions (in-year)

Mark Ellis | 01904 551554 | education@york.gov.uk

The School Services team provides a coordinated service for in-year admissions for all schools in the York area – that is, the application and allocation process of children transferring between schools at any time, ensuring all pupils are allocated a school place. This will be done in partnership with all school admission authorities within the York area in line with current school admission policies and fair access protocols.

The local authority has a statutory duty to make decisions on admissions for community and voluntary controlled schools, but the coordination of in-year applications across all schools is no longer a statutory requirement of the local authority. There are additional non-statutory services offered by the team to those schools that are their own admissions authority (academies and voluntary aided schools), including a service where we represent the admissions authority in the case of appeals.

Please see the **Admissions Appeal Panels** page for full details of the appeals service provided by Civic & Democratic Services; this is provided separately in order to provide a fully independent and impartial service.

Statutory services

For community and voluntary controlled schools (where the local authority is the admissions authority):

- Accepting and facilitating applications for in-year school places
- Applying the relevant admission arrangements and determining to whom offers can be made
- Providing written evidence of the reason for refusal and representing the admissions authority at any independent school admission appeals panels.

This service is provided to all community and voluntary controlled schools at no charge.

Non-statutory services

For all schools:

- Managing and maintaining the online application portal and production/distribution of non-online methods, ie application forms
- Providing advice and guidance to parents/carers on all school admissions issues
- Liaising and exchanging applications and offers with all York admissions authorities and other LA admission teams, including determining which school is offered within an equal preference system

- Informing all parents/carers of their allocated schools
- Providing appropriate data and MI to schools and the Department for Education
- Organisation and administration of both the secondary and primary Behaviour and Attendance partnerships.

For academy and voluntary aided schools (that are their own admission authority):

- Assisting own admission authority schools in the application of their admission arrangements and determining to whom offers can be made

Schools that are their own admission authority are under no obligation to use these services although by opting out they would need to be aware of the legal obligations around their admission arrangements and the offer and refusal of places.

The local authority does not have to provide this service although it is recommended that this service continues to be delivered centrally by the LA to ensure all pupils in York have been allocated a school place or are receiving appropriate education. The York Education Partnership has requested that the local authority continues to coordinate in year admissions.

There is no charge for these services.

Traded services

For academy and voluntary aided schools (that are their own admission authority):

- The School Services team can represent own admissions authority schools in school admission appeals. This includes liaison with the school to provide a written statement of case for each appeal and attending the school admission appeal on behalf of the own admission authority school.

The cost of these services is £200 per appeal. A reduced rate may be negotiated for multiple appeals.

Admission appeal panels

Dawn Steel | 01904 551030 | dawn.steel@york.gov.uk

The Independent Appeals Panel provide an independent, impartial and structured forum for appellants and the admissions authority to present their cases and confidence that they will all be given a fair hearing. The service is delivered by Democratic Services Officers who are also trained clerks to Independent Appeals Panels, who are independent of the School Services Team and schools. Use of this service could save schools time, money and the risk of legal challenge or damage to reputation by dealing with appeals in the correct way, including compliance with deadlines in the School Admission Appeals Code.

For day-to-day enquiries, please contact Jayne Carr on 01904 552030 or jayne.carr@york.gov.uk.

Statutory services

- Admission appeals in respect of community and voluntary controlled schools are arranged and funded by the local authority.

Non-statutory services

The following services and provision are included in the overall administration of the school admission appeals process:

- Professional and impartial advice to parents, schools and appeal panel members throughout the appeals process, including the provision of guidance notes on the appeals process. The clerk will also have access to advice from the council's Legal Services team if required.
- Recruitment, appointment and induction of appeal panel members
- Regular training sessions for all panel members and clerks in order to meet the training requirements of the School Admission Appeals Code. Written briefing notes for panellists on issues, including changes to the codes, will also be provided.
- Professional Indemnity Insurance and travel and subsistence costs for panel members.
- Receipt and acknowledgement of appeal forms.
- In consultation with the school/academy, the setting of dates and programmes for appeal hearings and the convening of panels, ensuring that the required number of lay and non-lay members sit on the panel. The coordination of appeal hearings will be in accordance with statutory timescales.
- Provision of a suitable venue for the appeal hearing and refreshments.
- Collation, printing and distribution of correspondence and appeal papers to appellants, panel members, the clerk and the school/academy. Paperwork will be issued within statutory timescales set out in the School Admission Appeals Code.

- Provision of an appropriately trained clerk at the hearing to advise the panel on process and procedure, and to record the proceedings.
- Provision of interpreters/signing services at the appeal hearing if required.
- Issuing of personalised detailed decision letters following the appeals to appellants, school/academy and local authority. Letters will conform to the guidance in the School Admission Appeals Code.
- Assistance with responses to correspondence from the Ombudsman or Academies Education Funding Agency, as well as dealing with responses to Freedom of Information requests where applicable.
- Safeguarding of the information throughout the process, including electronic archiving of the documentation for a two-year period following the appeal hearing.

There is no charge for these services to schools where the local authority is the admissions authority. Academies and voluntary aided schools can buy these services at a charge of £140 per appeal. No charge is made for appeals that are withdrawn prior to the hearing taking place.

Traded services

- There are no services delivered at this level.

Anything else you need to know?

Please note – this service does not include an Appeals Presenting Officer (the school/academy representative responsible for presenting their case to the Appeal Panel). In order to maintain an independent and impartial Appeal Panel Service, this function would normally be provided by the school/academy or by making separate arrangements with the council's Schools Services team.

Schools buying into the Appeals Service will also be required to provide the clerk with the relevant statement of case, within stated timescales, so that the clerk can meet statutory requirements, under the School Admission Appeals Code, to circulate all parties with the appropriate papers for the appeal hearing. Schools wishing the local authority to prepare the statement of case on the school's behalf may make separate arrangement with the council's Schools Services team.

Arboriculture

Harvey Lowson | 01904 551316 | harvey.lowson@york.gov.uk

City of York Council has a statutory duty to ensure that trees under its control are maintained in such a way that their condition or location does not pose an unreasonable risk to people or property. Schools should take this legal responsibility seriously to avoid foreseeable accidents by risk assessment. All the council's trees, except those in schools, are directly managed by the arboricultural manager at present. Many do not realise that trees and wildlife have statutory protection from harm, where expert advice should be sort. Trees in conservation areas are all protected and some trees have Tree Preservation Orders protecting them. Pruning a tree or cutting a hedge at the wrong time of year can put land owners in court. Wildlife surveys are often required by law before work can be carried out so staff and employees must always seek advice from relevant experts. School staff would not be expected to be arboricultural experts.

Statutory services

- Letting of arboricultural maintenance contracts with in-house staff or external contractors
- Letting of regular tree safety inspection contracts and the recording of the historic data
- Management and monitoring of contracts to ensure that the contractors comply with the specifications
- Specialist arboricultural advice on tree protection before and during development and tree and hedge planting for shade

Non-maintained schools can also buy these services: please contact us for a quote.

Non-statutory services

- Free unbiased expert arboricultural advice, which can be different to the advice of a tree contractor, who may be seeking work. Often work is not essential so a second opinion can save you funding.
- Trees are a valuable educational asset to school grounds encouraging wildlife and providing shade to pupils from harmful UV rays. If not managed then they can become a threat to pupils and property. Using the service will ensure your trees are given the specialist attention they deserve to keep them safe and healthy for the future.
- If you use this service you will not need to worry about your trees as the service will sort everything out for you. Historic records will be retained for you to help defend any tree-related insurance claims in the event of an accident.
- Advice on matters such as tree safety, tree protection, new planting, insurance issues and help in resolving tree-related enquiries. Digital maps and historic records of your tree work and inspections will be retained on the council's tree database at no charge.

- Maintenance work will be commissioned and managed on your behalf at no charge. Help to access outside funding can be provided to encourage new tree and hedge planting, and conservation volunteers are available to help schools with projects free of charge.
- Trees are not maintained within the planned grounds maintenance contracts, as specialist council staff or contractors need to be commissioned to carry out safety inspections and tree work on a case-by-case basis. Arboricultural work, such as safety inspections and pruning, is therefore chargeable as and when necessary.
- For chargeable work, the arboricultural manager will seek to find you the best quotes from a number of specialist contractors. The arboricultural manager will assess recommended works and not allow unnecessary work to be charged to your school.

Non-maintained schools can also buy these services: please contact us for a quote.

Traded services

- Tree maintenance and specialist work, as detailed above, will be chargeable, whether it is carried out by council staff or contractors.

Please contact us for a quote for specialist work.

Archiving, storage, retrieval (Yorkcraft)

Richard Douglas | 01904 552709 | richard.douglas@york.gov.uk

We are the council's leading provider in specialist document archiving and retrieval management. All businesses produce documents that need retaining for many years for operational and statutory reasons. No customer requirements are too small or too large for us to accommodate. Storing paper records can take up valuable and expensive space, so let us work with you to ensure safe, secure effective storage of file management.

For day-to-day enquiries, please contact Yorkcraft on mail_yorkcraftArch@york.gov.uk.

Statutory services

- There are no services delivered at this level

Non-statutory services

- There are no services delivered at this level

Traded services

- Providing label box
£0.99
- Storage (per standard box)
£6.68 per year.
- Standard collection
£3.30 per box (minimum charge £11.00)
- Retrieval of file and scanning
£3.30 per file plus £0.21 per page scanned
- Retrieval of boxes
£3.30 per box plus £10.00 delivery
- Destruction
£3.30 per box (charged on collection)

Anything else you need to know?

Reserving of public contracts: Article 19, from the European Directive 2004/18/EC. In UK law, it is informed by Regulation 7 of the Public Contracts Regulations 2006. It allows for the reserving of public contracts to 'sheltered workshops'.

Arts education

Tim Brooks | 01904 554663 | tim.brooks@york.gov.uk

Providing high quality music support for all children and young people within and beyond school, York Arts Education is the lead partner for the York Music Hub.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

For more information about these services, visit www.yorkartseducation.org.uk or contact artseducation@york.gov.uk.

Whole class ensemble tuition (Wider Opportunities)

- The Wider Opportunities programme is available to KS2, KS3 and special schools. Each class receives a full year of music provision from a qualified, experienced class instrumental tutor, plus free instruments.
- For schools confident to deliver this programme themselves, there are support grants available from £200 to £400 per year.

Please contact us for a quote. There are a variety of models to suit all schools with prices ranging from £300 to £850 per year.

Live Arts Week

- Workshops across all art forms from a wide range of experienced freelance artists (taking place the week before every half-term holiday).

The cost of this service is £100 per half day.

Instrument hire

- Instruments can be hired individually or in bulk, including a range of professional orchestral and world percussion.
- Items can be loaned (free of charge) for 1–2 day projects to schools in the York Music Hub (www.yorkmusicclub.org.uk).

In class music support

- Our team of whole class ensemble teachers are available to support primary teachers with whole class music delivery and can offer staff twilights.

The cost of this service is
£40 per hour | £100 per half day | £180 per full day or for 6 weekly 1 hour sessions.

Asset management

Mark Ellis | 01904 554246 | mark.ellis@york.gov.uk

The School Planning team provides ongoing asset management for school buildings, and manages the schools maintenance and basic need (provision of additional places) capital programmes. This involves commissioning condition surveys of school buildings, maintaining the CYC asset management database of school buildings (Technology Forge), and analysing the data to help prioritise maintenance and basic need investment at maintained schools in the city.

We also prioritise and write bids for submission into national school building programmes (currently the EFA's Priority School Building Programme), and in the case of successful bids work closely with schools and the EFA throughout the process to ensure successful delivery of any EFA-led scheme.

A large part of the team's function is to provide beginning-to-end project management of any capital investment schemes agreed as part of the city's school-based capital programme of investment. This involves liaising with schools to scope the works and minimise disruption, engaging the required property professionals to design and cost schemes, and coordinating the planning process (if required). Ensuring capital schemes are correctly prioritised and come in on time and on budget is integral to this project management role the team delivers.

As the team manages property information for all schools in the city, a member of the school planning team will coordinate any building-related engagement and information exchange required between CYC, the school, the EFA, and CYC's legal team in the event of schools converting to academy status.

Statutory services

- Asset management: survey and monitor the condition of and prioritise capital investment for CYC maintained schools.
- Asset management: provide and coordinate building-related information exchange in relation to academy conversions.
- Write and prioritise funding bids for national school building funding programmes.

There is no charge for these services.

Non-statutory services

- Professional project management of CYC capital investment schemes in school buildings.

There is no charge for this service for projects funded through CYC.

Traded services

- Any school and academy can purchase project management services to help deliver investment of their own capital for between 1% and 1.5% of the capital cost of the proposed scheme, depending on complexity and type.

Audit (Veritau)

Ian Morton | 01609 532739 | ian.morton@veritau.co.uk

Statutory services

- Internal Audit is a non-delegated service provided to schools under the requirements of S151 of the Local Government Act 1972 and the Accounts and Audit Regulations. The service includes individual school audits, themed audits of specific issues across all schools and advice to schools, and is provided by the council's internal audit provider, Veritau.

Non-maintained schools can buy these services: please contact us for a quote.

Non-statutory services

- Veritau also provides counter-fraud and investigation services and basic information governance advice to schools.

Non-maintained schools can buy these services: please contact us for a quote.

Traded services

Veritau provide a number of training courses to schools as detailed below:

- Financial Control Really Matters

This course is aimed at governors on finance committees and those who have an interest in financial matters, as well as school finance and administrative staff. The course introduces governors to the work of internal audit, the concept of financial controls, and the roles of governors, staff and the local authority. The course also covers the requirements of the DfE's Schools Financial Value Standard that all schools are expected to self-assess against annually.

- Information Governance Matters

Lively and interactive sessions introduces the key concepts of Data Protection and Freedom of Information and show how good governance contributes to the work of schools and early years settings and their relations with parents and the community. Governors, school leaders and support staff can learn how to devise strategies for improvement.

The cost of these services is:

£25 per person at a centrally-run course.

£250 per 2 hour session for up to 20 delegates, for in-house delivery.

Additional Audits

Audits are provided to schools free of charge on a cyclical basis based upon a variety of factors. There may be a number of years between each planned audit at an individual school. Schools may purchase additional audit support if they desire a more frequent audit, or if they have a specific issue where they feel they would benefit from additional audit support.

The cost of this service is £265 per day. Typically a primary school audit will cost between £530 and £795 and a secondary school between £1060 and £1325.

Building and asset management

Lynn Hanser | 01904 553418 | lynn.hanser@york.gov.uk

Advice relating to property and asset management.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- General property advice such as boundary disputes relating to ownership and maintenance obligations, consents for sales of part of a site or for extensions and advising on restrictive covenants, wayleaves etc. which may affect the site.
- Agreeing lease/licence terms and rents for third party occupations on site, eg nurseries, out of school clubs, children's centres.
- Advising on responsibilities of the respective parties under the terms of existing leases/licences.
- Advice on specific school requirements for additional land or disposal of surplus land and/or buildings and any subsequent negotiations.
- Assisting in the management of any non-teaching space such as dwelling houses.
- Advice on rating.

These services available to non-maintained schools at no charge.

Traded services

Providing other property information on an *ad hoc* basis:

- Agreement and completion of licences: £300 fixed fee
- Agreement and completion of leases: £300 plus legal fees
- Other advice: fee to be agreed in advance, based on: £50 per hour (minimum fee £100).

Building improvements and alterations

Ian Asher | 01904 553379 | ian.asher@york.gov.uk

This service is one of those provide from the Property & Facilities Management teams and is specifically provided to help schools manage the process of making any change or adaptation to their buildings and building services.

The benefits of using our services include:

- We will provide an experienced professional to meet and agree the parameters of the scheme and services required, then monitor the work we do to ensure your satisfaction: a single point of contact responsible for delivering the whole service to time and budget
- In delivering your project we will ensure that proposals are appropriate, proportionate, deliverable and excellent in quality of design and construction
- Our team has excellent knowledge of the schools' buildings and standards
- Statutory building requirements are managed for you, and all our staff are trained in health and safety
- The fees of any third parties (quantity surveyors, structural engineers, etc) are included in our charges
- Direct links to our project team, a one-stop shop for all your project requirements using our in-house technical specialists.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Making changes to a building can be a complex process requiring a range of specialists (project managers, architects, engineers, cost managers, health and safety, etc). An experienced property professional will lead and support you throughout this process supported by a project team that will consist of internal and external resources.
- We have an established and accomplished team of building designers with a successful track record of delivering adaptations and alterations to school buildings, eg new buildings, classroom extensions, refurbishment of toilets, renewal of windows and roofs.
- Our building services engineers provide a comprehensive environmental, mechanical and electrical consultancy delivering an extensive portfolio of projects, eg renewal of boilers, heating mains, electrical mains, fire and/or intruder alarms.

- Once you have an idea of what you want, we will be happy to have a discussion about the project and how it could be developed. Initially we will suggest undertaking a feasibility study to define your requirements and develop a viable concept solution. When this has been agreed we will develop the design to obtain the necessary statutory consents (planning and building control approvals) and competitive tenders. Following acceptance of the tender we can manage the construction activities on site.

Depending on the scale and complexity of the project a feasibility study will usually be undertaken on a fixed capped fee and will start from £500. Design work and construction management is usually charged on a fee percentage starting from 10% for a complete service. Our fees include all third party specialists required for the project.

Ad hoc services

We can also help with the following *ad hoc* services:

- Condition surveys
- Procurement of asbestos removal in association with Health and Safety team
- Advice on energy saving measures
- Advice on temporary accommodation
- Advice on boundary disputes
- Building lease agreements including letting spaces in/on your buildings or grounds
- Strategic advice on your buildings or grounds.

To discuss your requirements for any of these services, please call us on 553333 for a quote.

Buildings maintenance and repair

Eleanor Cranstoun | 01904 553342 | eleanor.cranstoun@york.gov.uk

This service is one of those provided by the Property & Facilities Management together with Building Services, and is specifically provided to help schools manage the repairs and maintenance of buildings and building services. The service continues to manage all required and agreed planned maintenance and repairs to school buildings.

The benefits of using our services include:

- We can inspect, diagnose and resolve issues promptly to ensure that your property is safe, fully operational and free from disruptions. Our team has excellent knowledge of your buildings with over 20 years experience.
- A dedicated helpdesk, operating from 8am to 5pm on weekdays, and an out-of-hours team who are trained to escalate calls as required.
- We will update you on actions being taken within 4 hours of your request.
- Regulatory issues are managed centrally, and all staff are trained in health and safety.
- We have a large pool of in-house tradesmen who undertake maintenance work, which makes us very competitive as the overhead costs are spread across the whole council portfolio. Where specialist third party contractors are needed, we will manage those contractors on your behalf and ensure best value for money.
- Direct links to our project team, a one-stop shop for all your project requirements using our in-house technical specialists.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

The focus of the Planned Maintenance & Repair service is your school, our customer, and we will continue to listen to you in order to develop our service in line with your requirements. The offer aims to ensure that we arrange your building maintenance, providing you with reassurance that your school is being maintained as you would wish and that your staff are informed as to what is required and when it will be done.

There are two packages, which are detailed below:

Energy and water service

All schools, including academies, are currently contracted to our corporate energy suppliers until March 2019 (electricity) and March 2017 (gas) so are required to buy into this package, which is designed to provide a basic service and covers the following:

- Audit visit to ensure key elements of building maintenance and statutory testing are being undertaken
- Management of the monthly water monitoring visits (procured through H&S offer)
- Annual Display Energy Certificates (where required)
- Access to the preferential rates for supply of gas, electricity and oil, and associated invoice management. Schools may exit the corporate contracts by giving the required notice.

A regular regime of maintenance is essential to provide a safe and secure environment. This package allows schools with skilled in house resource the freedom to procure and manage their own planned building maintenance and reactive repairs service with reassurance of an audit.

The services offered by the corporate Health & Safety team provide access to contracts to assist with the statutory compliance of water treatment and testing (legionella control), asbestos and fire safety.

The cost of this service is (based on school capacity, not pupil numbers):

Primary: 1–150 pupils: £485 | 151–350 pupils: £640 | 351+ pupils: £750

Secondary (special): £810 | Secondary (mainstream): £975

Full service planned maintenance and repair

This enhanced package is designed to take care of all your building maintenance requirements in a coordinated way and includes the mandatory service above plus:

- Statutory testing and inspection, eg gas safety, lifts, fire alarms, boiler plant, electrical testing
- All other planned preventative maintenance (PPM) and servicing of agreed assets
- Minor repairs associated with PPM
- Ad hoc repairs following breakdowns
- Building fabric responsive repairs.

The cost of this service is (based on school capacity, not pupil numbers):

Primary: 1–150 pupils: £675 | 151–350 pupils: £860 | 351+ pupils: £1020

Secondary: £1695 (un-modernised) | £3120 (substantially new systems within the last 10 years)

These costs do not include the cost of repair work. A spreadsheet will be issued detailing the anticipated cost of all statutory testing and servicing of assets.

Ad hoc services

We can also help with the following *ad hoc* services:

- Condition surveys
- Procurement of asbestos removal in association with Health and Safety team
- Advice on energy saving measures
- Advice on temporary accommodation
- Advice on boundary disputes
- Building lease agreements including letting spaces in/on your buildings or grounds
- Strategic advice on your buildings or grounds
- General building and maintenance repairs, eg joinery, plastering, plumbing, roofing, bricklaying
- Domestic gas servicing, installations and repairs
- Purpose made bespoke manufactured joinery.

To discuss your requirements for any of these services, please call us on 553333 for a quote.

Anything else you need to know?

Schools have full responsibility for repairs and maintenance of their sites. Our service is provided in order to give schools reassurance that the core Planned Preventative Maintenance issues are dealt with in an effective way and also to assist with repairs and breakdowns when requested.

We will provide you with a summary of testing and planned maintenance works and a fixed cost where possible. Where it is not possible to provide fixed costs due to ongoing tenders, we will give you a realistic estimate for work. Servicing and testing work will be charged as it is undertaken throughout the year against the planned schedules provided.

We will also provide you with our service level agreement and a contract management document which outlines how we will work together (helpdesk details, nominated manager, meeting timetable etc).

Any works arising from the testing or planned maintenance or from breakdown/reactive calls will be presented to you with costs to undertake the work; we will only undertake works that you have approved, unless emergency works are required. Reactive and breakdown works are charged upon completion.

Catering: procurement and monitoring

Barbara Kistasamy | 01904 554219 | barbara.kistasamy@york.gov.uk

All schools have a duty to provide free school meals and a paid meal service if required. Helping children achieve and maintain a healthy diet will have lasting health benefits and assist with raising attainment of children at school.

The Client Catering Team is responsible for procuring and letting the school meals catering contract and ensuring that contractors comply with the specification on a day to day basis throughout the life of the contract leaving schools free to concentrate on educational matters.

The current school meals catering contract with ISS Facility Services Management-Education has been extended until the end of term in July 2017. Charges to schools for the client management fee will vary depending on annual inflationary increases. Selling prices to parents will vary depending on the performance of the contract/take-up of meals – more meals served mean this price can be kept as low as possible. It is therefore essential that a strong partnership is developed between schools, the client team and ISS to support/increase the number of meals served. Should a school not currently part of the authority procured contract wish to join at any point, there is no need to wait until the end of the contract period; please contact Barbara Kistasamy for advice.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

Catering Monitoring service (for schools buying into ISS contract procured by the LA)

The objectives of the service are to ensure that the authority procured catering provider (presently ISS) delivers a service according to the contract specification and to the satisfaction of the school, whilst keeping up with any new legislation issued by government. Schools will have the heavy catering equipment (cookers, steamers) maintained during the life of the contract, or replaced when appropriate. Gas Regulation and PAT checks will be carried out on an annual basis. Small equipment such as cutlery and crockery suffering wear and tear will be replaced as required.

The team will:

- Manage the performance of the contractor by performing regular inspection visits to the school premises and holding meetings with the contractor to discuss take up and quality of service provision

- Maintain accurate records of visits and correspondence to assist in the provision of monitoring reports and quarterly performance indicator reports
- Manage payments to the catering contractor, ensuring that payment is only made for services provided in each school
- Organise and attend meetings with contractors, customers and any other stakeholders, producing minutes where necessary
- Deal confidentially and sensitively with staffing issues that arise during visits to premises
- Instigate the issuing of default notices in respect on non-contract compliance
- Provide appropriate information to the Department for Education.

The cost of this service is £5.95 per pupil on roll

Catering Monitoring service (for schools not buying into ISS contract procured by the LA)

- A school would receive at least 3 visits per year and receive a detailed report of the catering activity on site.
- Advice will be given if required where legislation is not being adhered to, especially if Environmental Health Office reports fall below 5 star rating.

The cost of this service is £600 per year

Food Hygiene Awareness training

- This is for staff in schools, and is especially useful for schools employing catering staff directly or for teaching staff and assistants running breakfast clubs etc.

The cost of this service is £250 per session (up to 10 candidates)

Cleaning service

- A deep clean service or high level clean for a school kitchen.

The cost of this service will depend on the kitchen, so please contact us for a quote.

Christian Wood | 01904 551652 | christian.wood@york.gov.uk

The corporate CCTV service, run from the purpose built "York Travel and Control Centre" at West Offices is the central point of contact for all issues relating to CCTV in CYC.

Statutory services

- There are no services delivered at this level.

Non-statutory services

Initial Compliance Audit

- This brief audit of the school's CCTV operations consists of a half-day site visit by the CCTV Manager and will result in a short report on the state of legislative compliance at the premises. This initial report is aimed at highlighting any outstanding issues to the headteacher for further attention.

Cost to non-maintained schools: £235

Traded services

Compliance Service

Where a school has identified outstanding compliance issues at its premises, it can choose to purchase a full Compliance Service. The aim of this service is to assist the school in addressing relevant compliance issues and will be achieved by the following means:

- Site visit to fully identify all outstanding issues relating to the Protection of Freedoms Act 2012, Data Protection Act 1998, Regulation of Investigative Powers Act 2000 and Human Rights Act 1998, as they apply to CCTV
- Production of a formal Action Plan identifying action required to address each concern
- Production of any missing materials required for compliance (eg code of practice, audit and access logs, procedural manuals)
- Training of key personnel.

The cost of this service is £746 (maintained schools) | £1019 (non-maintained schools)

Compliance Refresh

Once the school is in a compliant state, they may consider this service to ensure continuing compliance. This service signs the school up to a renewal process whereby the CCTV Service keeps the school up to date with changes in legislation and best practice and provides support to ensure that any relevant changes that occur in the industry are adopted into the schools existing procedures.

The cost of this service is £205/year (maintained schools) | £336/year (non-maintained schools)

CCTV Monitoring Service (Standard Level)

This service uses our 24/7/365 monitoring facility in the YTCC to provide security and other manned monitoring services through your CCTV system. A standard SLA is available and the service can be tailored to your specific needs. The standard package also includes handling of all recorded data if required. Note that initial capital works may be required to connect your system to our monitoring service, depending on the age of your system.

The cost of this service is £305/year (maintained schools) | £376/year (non-maintained schools)

CCTV consultancy services

We can provide much advice on simple queries free of charge; more involved projects will be at a negotiated charge. Some examples of projects we can assist with:

- New installations: procurement, technology, operational documentation, maintenance arrangements
- Decommissioning: advice on whether you can do without CCTV, processes, alternatives
- Upgrades: replacement technology, procurement, additional features.

If in doubt about what you can legally do with your CCTV system, you can consult the CCTV Service for free advice.

Please contact us for a quote for consultancy projects

Childcare strategy

Barbara Mands | 01904 554371 | barbara.mands@york.gov.uk

It secures sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0–14 (or up to 18 for disabled children). Parents are then able to work, study or train because childcare places are available, accessible and affordable, and are delivered flexibly in a range of high quality settings.

For day-to-day enquiries, please contact Nicola Sawyer on 01904 554609 or nicola.sawyer@york.gov.uk.

Statutory services

- Securing sufficient childcare is a statutory duty under the Childcare Act 2006. This includes early education places for two, three and four year olds, out of school care and facilitating the childcare market.

There is no charge for these services to non-maintained schools.

Non-statutory services

- Provide advice and support for the delivery of free early education places for three and four year olds in school nurseries.
- Provide advice and support on charging policies for wraparound care over and above the early education entitlement for three and four year olds in school nurseries.
- Inclusion funding for three and four year olds in school nurseries.
- Support and challenge to out of school clubs to improve and sustain high quality provision, including working towards Inclusion Standards.
- Provide advice on delivering childcare under school governance arrangements, including procurement of these types of services.
- Provide support to York's award winning 'Shared Foundation Partnerships' to ensure that schools and childcare providers work together to improve quality, ease transitions, offer flexible childcare 8am–6pm and consider expansion to meet demand from local parents.
- Provide advice and support on issues relating to nursery and primary admissions and changes to designated nursery admission numbers.

Non-maintained schools can buy these services: please contact us for quote.

Traded services

- There are no services delivered at this level.

Cleaning: contract monitoring

Barbara Kistasamy | 01904 554219 | barbara.kistasamy@york.gov.uk

The team can provide an independent monitoring service to any school, whether CYC maintained or academy, to ensure that their service provider is providing a quality service that complies with the tendered specification.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

Monitoring

- The team can offer a monitoring service to any school who wishes to have their cleaning service provider independently audited.
- Each school will be visited at least once per term and the monitoring officer will perform an early morning tour of the school to inspect the quality of the cleaning service provided.
- The school will receive a full report which then can be used to meet with the cleaning provider for discussions. The monitoring officer can liaise with the cleaning provider directly if the school prefers. The monitoring officer can support both school and provider to deliver a high standard of cleaning.

The cost of this service is:

£540 per year

Training

The monitoring officer can provide training to cleaning staff. This can include:

- how to organise the cleaning cupboard
- storing chemicals safely
- colour coding equipment for high risk areas
- designating cleaning areas, etc.

Please contact us for a quote.

Typical costs are around £250 per session.

Confidential waste (Yorkcraft)

Richard Douglas | 01904 552709 | richard.douglas@york.gov.uk

A school is accountable to protect its business and pupils against possible fraud and other harmful acts, to comply with the Data Protection Act 1998.

Confidential information may contain any of the following personal data: social security and PAYE records; accounts; VAT receipts; banking; pupil information; personal health information. Also consider any data that may benefit others such as business plans; letter headed paper; company reports; brochures.

We offer a very competitive, tailor-made service to our customers offering value for money, peace of mind, and total commitment to a greener world. Collections can be daily, weekly, monthly or ad hoc. We recycle paper, which saves tens of thousands of trees a year.

We supply dedicated consoles and high security sacks that you and your staff can fill directly on site for us to collect. There is no need to remove staples or paperclips. We provide destruction certificates.

For day-to-day enquiries, please contact Yorkcraft on yorkcraft@york.gov.uk.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Confidential waste consoles
£4.60 per 4 weeks
£3.30 for destruction of up to 20kg
18p/kg for destruction above 20kg
- High security bags
£3.30 each
- Ad hoc collections
£3.30 per bag (minimum charge £28)

Anything else you need to know?

Reserving of public contracts: Article 19, from the European Directive 2004/18/EC. In UK law, it is informed by Regulation 7 of the Public Contracts Regulations 2006. It allows for the reserving of public contracts to 'sheltered workshops'.

Connexions

Steve Flatley | 01904 552367 | steve.flatley@york.gov.uk

The Connexions service offers information advice guidance and support to young people aged 13 to 19, and up to age 25 for those who are disabled and/or at risk of becoming NEET.

The service is the local Duke of Edinburgh Award operating authority, which supports schools to deliver the programme to a high standard.

Statutory services

- Targeted impartial, careers advice guidance and support for young people aged 13 to 19 in compulsory and full-time education who vulnerable and/or at risk of disengaging from education, namely those who have special needs, are Looked After Children and those who the organisation and Connexions have identified as disaffected from education and at risk of becoming NEET.

There is no charge for these services to non-maintained schools.

Non-statutory services

- Support and challenge to deliver the new statutory duty in relation to careers guidance and inspiration.
- Support in delivering the Duke of Edinburgh Award for young people.

There is no charge for these services to non-maintained schools.

Traded services

- There are no services delivered at this level.

Educational benefits

Mark Ellis | 01904 551554 | education@york.gov.uk

To provide a service to schools to enable the local authority to check whether pupils qualify for free school meals and other educational benefits that are available as a result, including uniform vouchers and home-to-school transport. Local authorities (not schools) have access to the national Eligibility Checking Service (ECS or 'Hub'). For the last two years, the York Education Partnership has asked the local authority to provide this service.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Check whether parents/carers are on the appropriate benefits/low income from DWP data, to determine whether their children are eligible for free school meals.
- Once eligibility is confirmed through applications from parents or checking details collected by the schools, inform schools as to any newly eligible pupils, to enable them to access pupil premium funding.
- Advise parents/carers as to whether they are entitled to any further educational benefits.

CYC maintained schools access this service through a collective purchase made by the York Education Partnership from the schools grant. In 2014/15, this cost £67,150. The reconstituted Schools Forum will need to decide whether to continue this arrangement in 2015/16.

Non-maintained schools can buy this service at a cost of:
Primary: £2000 | Secondary: £3200

Educational psychology

Tina Hardman | 01904 554305 | tina.hardman@york.gov.uk

The Educational Psychology Service aims to improve the educational outcomes, emotional well-being and personal development of children and young people through the application of psychological assessment, advice and intervention. We work with children and young people, in partnership with parents/carers and staff, in a variety of educational settings.

The service's core functions are based around three areas of operation:

- Work with schools and educational settings
- Early years work
- Multi-agency work.

Statutory services

For children and young people with complex special educational needs, Educational Psychologists undertake statutory assessment and submit psychological advice to the local authority as part of the coordinated Education Health and Care (EHC) Plan assessment. Once an EHC Plan 0–25 years has been issued, we have statutory duties to monitor progress and provision through annual reviews potentially up to the age of 25 years if they remain in education or training (including Apprenticeships).

There is no charge for these services to non-maintained schools.

Non-statutory services

The Educational Psychology (EP) Service is retained as a centrally funded service. All schools receive a local authority 'core offer' of allocated EP time from a designated Educational Psychologist. This allocation is based on a transparent formula that takes into account size of school, identified SEN and attainment. The most effective and efficient use of this time is negotiated with the school/setting Senco at a termly planning meeting.

There is no charge for these services to non-maintained schools.

Traded services

Schools/settings are able to purchase additional Educational Psychology services including:

- Training and staff development
- Additional consultancy re policy and school development
- Senco support
- ELSA network support
- Parent and staff drop-in sessions (which aim to develop skills and promote confidence in supporting pupils' needs)
- Support in developing and implementing strategic models at a whole-setting level
- Research and evaluation
- Involvement in small group work

- Individual casework (arranged through our Associate EP via Work with York).

Initial discussions should take place with the named Educational Psychologist for the school, but services will be planned and delivered by the EP team.

Bespoke training packages can be developed and delivered on request. Additional training that we can offer includes:

- | | | |
|-------------------------------|---|----------------------------------|
| ▪ Acquired brain injury | ▪ Circle time | ▪ Peer listening |
| ▪ Anti-bullying | ▪ Dyslexia | ▪ Peer mediation |
| ▪ Attachment and early trauma | ▪ Early Years | ▪ Precision teaching |
| ▪ Attention and concentration | ▪ Exam anxiety and self talk | ▪ Portage training |
| ▪ Autism | ▪ Introduction to Restorative Practices | ▪ Resilience |
| ▪ Behaviour management | ▪ Life-limiting illnesses | ▪ Self esteem |
| ▪ Bereavement and loss | ▪ Looked after children | ▪ Social skills |
| ▪ Circle of friends | ▪ Mindfulness | ▪ Solution-focused conversations |
| | ▪ Nurture groups | ▪ Understanding anger |

The cost of this service is:

Training: £500 per day (reduction for half-day or twilight) including preparation time

Other services (eg consultation, casework): £80 per hour depending on requirements

These charges are subject to VAT for non-maintained schools

The Educational Psychology Service leads the 'ELSA' initiative in York, recently praised in the Ofsted Thematic Review (2014). ELSAs are primarily TAs who receive a comprehensive 5-day training programme, plus termly network meetings, to identify and support children with emerging mental health needs. We have trained ELSAs for more than 50 schools across the city.

The cost of this programme is:

Maintained schools: £200 per participant | Non-maintained schools: £225 per participant

The Educational Psychology Service also co-delivers the 'Elklan' training programme with colleagues from the Speech and Language Therapy Service. This 10-week training programme equips TAs with the skills and knowledge required to support children and young people with speech, language and communication needs in a mainstream setting. Satisfactory completion of activities in school and a course portfolio leads to accreditation at NVQ level 2 or 3.

The cost of this programme is:

£250 per participant (to include course materials and accreditation)

Anything else you need to know?

Evaluations of service delivery are consistently positive. Training is highly valued and relationships with providers and settings are excellent. In our 2014 survey:

- 90% of schools/settings rated their EP as very good or excellent, in relation to 'the contribution of the EP in supporting schools to create positive outcomes for children and young people in their setting'
- When asked 'What would need to happen to improve service delivery?', 39% of schools requested more EP time.
- Portage home visitors receive excellent evaluations of their input at case closure.

Environmental protection

Mike Southcombe | 01904 551514 | michael.southcombe@york.gov.uk

This service is provided by the Environmental Protection Unit, which includes the Noise Patrol Unit. It can provide advice on a range of noise and environmental subjects, eg pollution, low emission strategy, air quality, contaminated land, the environmental impact of planning applications, the noise impact of licensed premises on neighbours, Noise Patrol service, reducing pollution from industry, private water supplies.

Statutory services

- There are no services delivered at this level.

Non-statutory schools

- Basic noise and environmental advice by telephone and email.

There is no charge for this service to non-maintained schools.

Traded services

- Noise and health and safety noise assessments.
- Other environmental advice.

Advice for a complex query and site visits are charged at £46.25 per hour and will be agreed with schools prior to the work being undertaken.

Exclusions and elective home education

Mark Ellis | 01904 551554 | education@york.gov.uk

Statutory services

- Providing advice and guidance to schools on the use of school exclusions.
- To include attendance at governors' pupil discipline meetings and independent appeals where necessary.
- Maintaining a register and monitoring pupil's education whose parents have opted for elective home education.
- Responding to queries from schools and providing advice on elective home education and flexi-schooling.

There is no charge for these services to non-maintained schools.

Non-statutory services

- There are no services delivered at this level.

Traded services

- There are no services delivered at this level.

Family Learning (York Learning)

Fiona Himsworth | 01904 554295 | fiona.himsworth@york.gov.uk

Family Learning offer free courses to parents/carers/staff who want to increase their knowledge of how children learn and support this learning with practical activities. In many courses, participants will also work towards a nationally recognised accreditation.

Statutory services

- None

Non-statutory services

Attendance at school events and parents evenings to offer course and careers advice to parents and school support staff.

Keep up with the Children in English or Maths

Free courses for parents of children of the host school and school support staff. These have been designed in collaboration with the Schools Improvement Team and individual school colleagues to ensure that methods used are in line with the new primary curriculum and teaching methods used in local schools.

They are intended to build up parents/carers' confidence and skills in supporting children's learning, encouraging them not only to help their child with homework and basic English and maths through play and shared activities but also to identify and share opportunities to develop these skills in the outside world, widening children's learning experiences.

Adults will also undertake their own learning, up to a Level 2 Functional Skills qualification in English or maths, making this an ideal course for anyone considering employment or already working in a school support role.

There is no charge for the Family Learning tutor and outreach work but the school is expected to contribute in terms of room space, shared resources, some access to ICT, as well as staff time to discuss course contents and monitor impact on children's attainment and parental involvement in school. Joint planning/delivery of some shared sessions and inter-generational activities is an integral part of this course.

Schools that are not CYC maintained schools can buy these services at the following charges: 5 week taster course (5 × 2 hours) £300 | 2 term full course (20 × 2 hours) £1250

Traded services

- There are no services delivered at this level

Information is available to show how pupil premium has been used effectively to finance this work, including regular joint sessions for adults and children as part of the course, with a staff member working collaboratively with the Family Learning tutor. We also work closely with York Libraries and Archives and include local knowledge and activities within the course contents with the aim of getting families out and about identifying fun learning activities around the city.

Finance and school business support

Richard Hartle | 01904 554225 | richard.hartle@york.gov.uk

The LA provides statutory financial advice, monitoring of, and support for, school finances and for the CSES directorate as a whole. The provision of these statutory services is augmented by traded services to support the individual needs of schools and academies.

For day-to-day enquiries, please contact the School Business Support Team on 01904 554321 or schools.business@york.gov.uk.

Statutory services (maintained schools only)

- Calculation and payment of budget shares, and funding allocations for maintained schools
- Preparation of annual budget statement for maintained schools
- Transmission of financial transactions to schools
- Consolidation of final accounts
- Review of the Scheme for Financing Schools and funding formula
- Servicing of, and support to, the Schools Forum
- Monitoring of the maintained schools' budget for the LA
- Ensuring that maintained schools follow statutory regulations.

Non-statutory services (maintained schools only)

- Leasing and contract advice
- Business rates administrative support.

Traded services

A summary of the range of traded services and their costs is available below. These services are also available for non-maintained schools to buy. You can find more detailed descriptions of all Finance and School Business Support services on the 'Services to Schools' pages on <http://schools.york.gov.uk>.

Entry-level support

- Business helpline facility
- Financial benchmarking advice
- Budgeting spreadsheet
- Online finance guide
- Development of new e-tools
- Frontline and second tier software support
- Weekly business bulletin
- Staff training (booking via WDU)
- Support for staff recruitment
- Support for statutory financial standards and frameworks
- Access to extended services electronic reference library
- New finance initiative assistance

The cost of this package is: £2885

Additional services can be added to meet the needs of individual schools.

Business review service

This service will be valuable to headteachers, both new to the school and new to headship, who require an objective review of the school's business performance. This service will:

- be led by a highly experienced school business manager
- investigate the key business areas of a school
- analyse the current position
- identify findings and recommendations
- draft a report and action plan for the SLT and governors.

The cost of this package is: £990

School business manager (SBM) service

We will provide the school with a highly experienced SBM for a minimum of one day a week to help the headteacher with whole-school management issues.

- Nominated officer
- High level strategic leader
- Line management of school staff
- Qualified and experienced officer
- Financial management, budget plans and monitoring
- Business function reporting to governors
- Budget presentations to governing bodies
- Safeguarding processes
- Liaising with the school's HR and Payroll service provider
- School fund and Charity Commission registration
- Capital grant bids
- Pay assimilation processes
- Facilities management issues
- School risk assessments
- Support with new financial systems
- Health and safety
- Advice on Extended Services activities.

The cost of this package is:

School business manager service (1 day a week): £7994

School business manager and peripatetic bursar (1 day a week): £7492

Small school business manager service (1 day a fortnight): £3953

Ad hoc support:

1 hour: £61 | 3 hours: £121 | 6 hours (1 day): £240

Peripatetic bursar service

This service provides financial data processing and advice, principally through direct support to headteachers and school office staff from an appropriately trained and experienced officer, both in school and from the office base.

- Nominated officer providing weekly in-school support
- Qualified and experienced officer
- Financial management, budget plans and monitoring
- Day-to-day financial checking and processing
- Budget presentations to governing bodies
- School fund and Charity Commission registration
- Support with new financial systems
- Advice on Extended Services activities.

The cost of this package is:

1–100 pupils: £3583 | 101–200: £4587 | 201–300: £5592 | 301–400: £7600 | 401+: £8605

Cheque writing service: £1614

Cheque printing service: £1099

School Fund support: £1099

Ad hoc support:

1 hour: £48 | 3 hours: £97 | 6 hours (1 day): £200

Financial support service

This service offers financial advice to schools, principally through direct support to headteachers and school office staff from an appropriately trained and experienced officer.

- Nominated officer
- Support for the financial management process of the school
- Budget presentations to governing bodies
- Qualified and experienced officer
- Support with new financial systems
- Advice on Extended Services activities.

The cost of this package is: £263

An additional element to the above is the preparation of up to three budget monitoring reports and presentations to governors: add £757

Ad hoc support:

1 hour: £48 | 3 hours: £97 | 6 hours (1 day): £200

Treasury management

This service is only available to maintained schools

- School loans scheme:
By law, schools are not allowed to take out commercial loans. This scheme enables schools to spread the cost of large projects. The cost is linked to the Bank of England base rate.
- Fixed-term cash deposit scheme
A cash investment scheme with a return on investment rate of 0.25% below Bank of England base rate.

Staff absence scheme

A range of cover for absent staff is available: price on application.

To access the booking system (for existing members) or get a quote (new members), go to <http://sasapp.northyorks.gov.uk/webapplications/SAS/modelling/yorkquote.htm>.

Anything else you need to know?

These services provide local knowledge and understanding, particularly of delegated budgets, schools' financial management systems and the wider business function of schools. As the peripatetic officers work in a number of schools, there is an opportunity to share best practice and sound working alternatives, in a confidential manner, to improve decision-making processes.

Fleet services

Chris Slade | 01904 553281 | chris.slade@york.gov.uk

The Fleet Services section based at Hazel Court provides all aspects of vehicle related management and supply, backed up by the in-house workshops on the same site. Associated advice, guidance and training can be provided. The Travel Management Unit can also provide advice and solutions for staff travel needs.

For day-to-day enquiries, please contact:

- Vehicle maintenance: Wayne Thompson | 01904 553249 | wayne.thompson@york.gov.uk
- Vehicle provision: Chris Slade | 01904 553281 | chris.slade@york.gov.uk
- Staff travel or vehicle hire: James Williams / Mark Hewlett | 01904 553258 / 553100 | james.williams@york.gov.uk / mark.hewlett@york.gov.uk

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Fleet Services can offer various levels of service to schools relating to their vehicle, transport and travel needs.
- Schools that operate minibuses or other vehicles can source these through Fleet Services at various levels of provision.
- **Full Supply, Management and Maintenance:** schools can be supplied vehicles on an annual charge basis for the fixed costs (finance of the asset, insurance and road tax), along with maintenance provision on a pay-as-you-go basis. The maintenance aspect includes full servicing, intermediate safety inspections, annual MOT and passenger lift inspection/maintenance where applicable.
- **Management and Maintenance:** schools that already have their own vehicles, or prefer to source and fund the assets themselves, can be supported with the ongoing management at a fixed cost and maintenance on pay-as-you-go.
- **Maintenance only:** schools that just need the confidence of having their vehicles inspected, maintained and repaired by an impartial and dependable support service on a pay-as-you-go basis.

- Occasional or additional requirements for hired vehicles can be accommodated via the Staff Travel Unit using their links to competitive and extensive suppliers of hire vehicles.
- Staff travel needs can be assessed and advised upon by the Staff Travel Team within the Travel Management Unit.
- Advice and guidance on driving, licence, training and compliance matters.

Please contact us for a quote for these services.

Governor support: advice and training

Debra Wilcock | 01904 554210 | debra.wilcock@york.gov.uk

This service supports the processes of effective governance in York schools and academies, by providing guidance and training on a wide range of relevant matters and by ensuring that experienced staff are available to respond to individual governor and governing body needs.

Statutory services

- Support in the appointment of local authority governors
- Support to governing bodies in relation to staff and parent governor elections
- Access to governor training.

There is no charge for these services to non-maintained schools.

Please note that schools not buying into the Governor Support and Development Service will be charged if they wish to access online training through GEL.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Regular electronic newsletters for all governors and school leaders
- Advisory communication as new or revised legislation is issued
- Guides on topics of particular importance
- A telephone helpline
- Advice on governance law
- Termly briefings for governors
- Active assistance for schools to find volunteer governors who have the specific skills, experience and knowledge required by governing bodies
- DBS checks where appropriate
- Online training available to all governors as individuals or for use as whole governing body training
- Face-to-face training for all governors, including specific modules for newly-appointed or elected governors and those in positions of leadership
- Advice on, and brokering of, bespoke training for individual governing bodies
- Facilitated self-evaluation support where appropriate
- Direct and ongoing support for schools causing concern or considered vulnerable

- Support for governing bodies of schools where leadership and management is of concern
- Deployment of York Leaders of Governance based on identified school improvement priorities
- A one-stop electronic "library" of current statutory school policies.

The cost of these services is: £300 per school plus £1.10 per pupil

Anything else you need to know?

By using this service, schools have access to highly regarded, expert staff, both in the support team and across the council. A combination of local knowledge, partnership working and active involvement with regional and national networks enables officers to provide quality support and training at all levels.

It is vital that governors ensure that they have the training necessary to discharge their statutory and non-statutory functions, including making an impact on school improvement and holding school leaders to account for the performance of the school. Governors are free to use the school's funding allocation to purchase governor training from any appropriate source but should consider whether the provision provides the level of support they might need and whether the support providers have the appropriate expertise and regular liaison with other service providers including LA officers.

To continue to access this service, please indicate this on the Services to Schools preference form. Service level agreement recharges will be made at the beginning of the financial year. The SLA may be terminated by giving three months notice to the service; however, refunds will not be given.

Governor support: clerking

Salli Radford | 01904 554210 | salli.radford@york.gov.uk

This service supports the processes of effective governance in York schools and academies by offering governing bodies the option of buying in professional clerking services. This support is delivered by a team of Governor Support Officers (GSOs), with team members being allocated to schools to ensure consistency and to enable a thorough knowledge of individual schools to be developed. All GSOs participate in regular, focused training and are able to offer up-to-date advice on governance legislation, policy and procedures as well as the preparation for, and recording of, all meetings of the governing body. GSOs are also able to offer advice and support as necessary should schools wish to access independent recording of formal complaints and disciplinary/capability hearings.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

For each ongoing clerking arrangement:

- a nominated GSO for each governing body
- regular, on-going training for GSOs
- proactive support for chairs, headteachers and governors
- effective meeting and governing body business planning
- effective production and distribution of materials
- timely minutes of a high quality
- links with the governance service and other officers
- supportive administration
- suitable back-up in the event of unavoidable absence.

The cost of these services is:

£240 to clerk full governing body meetings

£190 to clerk committee meetings

Where a governing body wishes the clerk to undertake work not covered elsewhere in this service level agreement (eg preparation of reports, correspondence), this should be arranged by negotiation with the clerk.

The cost of this service is: £23 per hour

Anything else you need to know?

The service provides governing bodies with highly trained GSOs who make a valuable contribution to the work of the governing body, enabling them to be more efficient and to engage fully with their responsibilities. The GSOs will ensure that governing bodies are advised of their statutory duties and will assist governors to plan their work and development activities in order to meet these requirements. Governing bodies are free to arrange their clerking in any way they feel appropriate whilst meeting the legal requirements laid down in the relevant guidance. There is an expectation that the clerk to the governing body offers professional, independent support and has a good working knowledge of governance regulation and statutory responsibilities, and is familiar with all aspects of the role. By buying into this service schools are ensuring that they are following good practice and are taking steps to strengthen governance by accessing appropriate professional support.

To continue to access this service, please indicate this on the Services to Schools preference form. Service level agreement recharges will be made at the beginning of the financial year. The SLA may be terminated by giving three months notice to the service; however, refunds will not be given.

Grounds maintenance

Dave Meigh | 01904 553386 | dave.meigh@york.gov.uk

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Schools grounds maintenance is provided through Mitie Landscapes who have been awarded a contract to provide horticultural services for 2 years (initially) from 1 October 2014. Services include grass cutting, hedge cutting, shrub bed maintenance, yard and sports pitch marking.

The cost of these services is determined by the range of work required, size of school grounds and frequency it is undertaken. Please contact us for a quote.

Health, safety and occupational health

Stuart Langston | 01904 552621 | stuart.langston@york.gov.uk

City of York Council retains overall responsibility for health and safety, where it is the employer. However, schools have a responsibility to manage health and safety, and this responsibility is delegated within the Local Management of Schools and Fair Funding. The Health and Safety offer from CYC will enable schools to be confident that they will receive appropriate services and support to enable them and CYC to fulfil their responsibilities under health and safety legislation, CYC policies and procedures, reducing accidents and enhancing the educational experience for children.

The CYC Health and Safety Team consists of a group of highly qualified and motivated individuals, who have attained Chartered Safety Practitioner status with their professional representative body, Institution of Occupational Safety and Health. They also hold specialist qualifications in fire, asbestos and legionella risk assessment and management. The team also has extensive specialist knowledge and experience in relation to educational visits.

For day-to-day enquiries, please contact the Health and Safety Team on 01904 554131 or healthandsafetyteam@york.gov.uk.

Statutory services

- Access to and copies of CYC health and safety policies, compliance notes and standards relevant to educational settings (these will be periodically reviewed and updated to ensure they are current)
- Access to health and safety advisers who will provide help in complying with health and safety policies, compliance notes and standards, and give general health and safety advice
- Advice on policy, risk assessment and training needs
- Advice on contractor vetting and management
- Desktop compliance self audit.

These services are provided as statutory to community and voluntary controlled schools, and as non-statutory at no charge to voluntary aided schools. Non-maintained schools can also buy these services for a charge of £600 plus £1.50 per pupil, including all services in the 'Non-statutory services' box below.

- Out of classroom educational visits risk assessment support (including the access to Evolve Software, educational visits leader training and competent educational visit adviser).

Non-maintained schools can buy this service for a charge of £2.00 per pupil.

Non-statutory services

- Assistance and support in accident and incident investigations
- Access to the Health and Safety telephone helpline and email during normal office hours
- Liaison with internal stakeholders, eg legal department, trade unions and external representative bodies, eg Outdoor Advisers Education Panel and Yorkshire Educational Safety Advisers Group to ensure good practice across the region

- Liaison with regulators and others (including HSE, Fire and Rescue Services, and Police)

Non-maintained schools can buy these services as detailed above under 'Statutory services'.

Traded services

- Annual compliance audit visit and revisit
 Maintained schools: 0–2500m²: £350 | 2501–7500m²: £450 | 7501+m²: £550
 Non-maintained schools: 0–2500m²: £450 | 2501–7500m²: £550 | 7501+m²: £650
- Annual fire risk assessment
 Maintained schools: 0–2500m²: £330 | 2501–7500m²: £450 | 7501+m²: £570
 Non-maintained schools: 0–2500m²: £390 | 2501–7500m²: £510 | 7501+m²: £630
- Legionella risk assessment
 Maintained schools: 0–2500m²: £200 | 2501–7500m²: £250 | 7501+m²: £320
 Non-maintained schools: 0–2500m²: £300 | 2501–7500m²: £375 | 7501+m²: £475
- Legionella risk assessment review
 Maintained schools: 0–2500m²: £80 | 2501–7500m²: £100 | 7501+m²: £130
 Non-maintained schools: 0–2500m²: £175 | 2501–7500m²: £225 | 7501+m²: £250
- Ongoing water and water system monitoring for compliance with legionella risk assessment
 Maintained schools: 0–2500m²: £430 | 2501–7500m²: £475 | 7501+m²: £550
 Non-maintained schools: 0–2500m²: £540 | 2501–7500m²: £600 | 7501+m²: £720
- Asbestos condition survey, review and register update
 Maintained schools: £150 | Non-maintained schools: £250
- Access to CYC occupational health service
 Maintained schools: £10 per member of staff employed
 Non-maintained schools: £12 per member of staff employed
- Access to Employee Assistance Programme
 Maintained schools: £5 per member of staff employed
 Non-maintained schools: £7 per member of staff employed
- Health assessment questionnaire review
 Maintained schools: £15 per questionnaire
 Non-maintained schools: £20 per questionnaire
- Health surveillance including audiometry, skin condition, Hand Arm Vibration Syndrome (HAVS) and lung function.
 Price on application
- Construction project advice
 The charge is: 5% of the project cost
- Floor slip potential assessments, following an accident or for assurance purposes
 Maintained schools: £150 per half day | £300 per day
 Non-maintained schools: £250 per half day | £400 per day
- Vibration and noise exposure assessments
 Maintained schools: £150 per half day | £300 per day
 Non-maintained schools: £250 per half day | £400 per day

Home-to-school transport

Mark Ellis | 01904 551554 | education@york.gov.uk

It is appreciated that not all schools will need to use this service, as not all schools have pupils who are provided with transport to school. Home-to-school transport remains a statutory function of the local authority for pupils at maintained schools and academies.

Statutory services

- Policy formulation in liaison with schools and users
- Eligibility decisions including managing the LA's discretionary policy
- Preparation and presentation of cases at transport appeals
- Procuring and the management of home to school transport contracts (taxi and bus)
- Budget management
- This service is currently delivered in conjunction with our transport partners, Streamline Taxis and York Pullman.

There is no charge for this service to non-maintained schools.

Non-statutory services

- There are no services delivered at this level.

Traded services

- York Pullman offer additional transport services to schools on request for educational visits etc. As one of our two preferred transport providers all their drivers have an enhanced DBS check by the local authority. For more information, please contact York Pullman on 01904 622992.
- Pupils who are not eligible for free transport may be able to purchase spare seats on dedicated home-to-school transport vehicles. Parents should contact the School Services team on 01904 551554.

Human resources, payroll and pensions

Mark Bennett | 01904 554518 | mark.bennett@york.gov.uk

For 2015/16, we are introducing new levels of HR service to offer schools more flexibility about what they want to purchase. We are local, accessible and responsive to your needs and can provide schools with a comprehensive integrated Human Resource Advisory, Administration and Payroll service. For full details of what is included in each service, please refer to our SLA.

For day-to-day enquiries, please contact the HR Business Centre on 01904 554523 or schoolshrbusinesscentre@york.gov.uk.

Statutory services

- Administration of Teachers Pensions (TP)
- Completion of statistical surveys/annual returns (excluding the Schools Workforce Census)
- Equal pay – ensure equal pay enforcement and monitoring through periodical audits
- Industrial action – written information to be provided on statutory advice. Collation and provision of information to corporate bodies.

Non-maintained schools can also buy these services: please contact us for a quote.

For community and voluntary controlled schools where the council is the employer of staff, the council is responsible for the following statutory duties:

- Notification of changes to national/local conditions of service
- Administration of dismissals including redundancy
- Pre-employment safeguarding checks – provision of basic checks for safeguarding and safer recruitment and ongoing support in relation to Ofsted inspections
- Statutory notifications – notify the appropriate regulatory bodies where there is a legal duty imposed on employers, ie Disclosure and Barring Service.

These services are provided as statutory to community and voluntary controlled schools, and non-statutory at no charge to voluntary aided schools. Non-maintained schools can also buy these services: please contact us for a quote.

Non-statutory services

- Some services are provided on a non-statutory basis to voluntary aided and voluntary controlled schools; please see above for full details.

Traded services

Full HR service – comprehensive integrated HR Advisory, Admin and Payroll service

- Unlimited professional support on employee relations issues plus attendance at on site meetings as required
- Unlimited professional support on organisational changes issues plus attendance at on site meetings as required

- Annual health check visit from the HR team
- Protection against Employment Tribunal costs (subject to all of the LA's advice being followed and acted upon)
- Support with headteacher recruitment
- Access to all HR training events
- Payroll, Pensions and HR Admin support
- Submission of school workforce census
- Access to staff benefits and the staff lottery

The cost of this service is £1750 per school plus £120 per employee (based on staff head count at 1 October 2014)

Remote HR support service – for those schools just wanting telephone or email support

- HR Professional Support – access to unlimited telephone / email advice (this does not give access to any on site meetings)
- Access only to planned HR training events on statutory requirements
- Payroll, Pensions and HR Admin support
- Submission of school workforce census
- Access to staff benefits and the staff lottery

The cost of this service is £115 per employee (based on staff head count at 1 October 2014). Additional services can be purchased as pay-as-you-go service options.

Pay-as-you-go service

Schools can buy elements of the Full HR service on an *ad hoc* basis. Access to this will be dependent on the HR team being able to resource your request and will be at a premium price.

Please contact us for a quote

Bespoke service

We can offer bespoke HR services, tailored to your needs, including:

- Service options to support cluster working
- Staff development
- Bespoke training for staff or governors

Please contact us for a quote

Additional services

- Recruitment audit
- Academy conversion support
- Mediation
- Independent investigations
- Outplacement support

Please contact us for a quote

Laura Conkar | 01904 554347 | laura.conkar@york.gov.uk

The service is the first point of contact for schools regarding ICT procurement, connectivity, telephony and any concerns and/or issues in this important area.

Statutory services

Our service provides:

- Strategic advice to the local authority on key ICT issues impacting on policy and practice in the LA and within schools
- Project management of a number of large-scale corporate ICT projects, including planning and procurement of new technologies, which are centrally deployed to schools
- An interface between corporate developments and new DfE ICT requirements for schools and children's centres to ensure opportunities are available for delivery of citywide solutions and to enable economies of scale
- Input to the Policy and Resources team on school build projects
- Schools with technical and procurement advice on new builds that require ICT infrastructure and/or projects to refresh technology in schools.

There is no charge for these services to non-maintained schools.

Non-statutory services

- Independent advice on a range of issues including developing a school strategy for the use of ICT, ICT infrastructure, procurement, data protection, Freedom of Information and data security.
- Advice on ICT requirements in new school builds, extensions and developments.
- Management and monitoring of existing centrally provided ICT service contracts.
- Procurement and monitoring of new framework agreements for ICT managed services.
- Ad hoc troubleshooting of technical problems arising from corporate systems or liaison with appropriate corporate department to resolve technical problems.
- Access to corporate ICT contracts such as Voice Over IP telephony, MFD printers and corporate telephone call rates.

There is no charge for these services to non-maintained schools.

Framework for the Procurement of ICT Equipment and Services for Schools

The ICT Business Engagement Team for Schools has provided this procurement framework, which is available for CYC maintained schools to use if they wish. The team and the corporate Procurement team can provide further advice and support on its use.

The intention of this framework agreement is to provide maintained schools with a choice of ICT equipment and services from which a supplier can be selected. This framework agreement widens the choice of pre-tendered ICT equipment and services currently available to schools through the DfE list of ICT Suppliers and through the Government Procurement Service.

It provides the council with the mechanism to:

- Establish terms and conditions under which the framework will operate
- Enable the benchmarking of the performance of suppliers which provide support services
- Provide an escalation path for suppliers and schools
- Ensure that all suppliers comply with the requirement for enhanced DBS & ISA Barred List checks for all staff sent into the school environment including third party contractors
- Ensure that all suppliers work to the technical and functional specification for school ICT infrastructure originally set out by Becta (British Educational Communications and Technology Agency) and which currently remain the standard on the DfE website
- Provide competitive pricing of ICT equipment and services
- Encourage schools to follow good practice in terms of ICT procurement
- Shorten timescales for very large ICT project by negating the need for schools to go out to OJEU (Official Journal of the European Union).

This service is not available to non-maintained schools. The ICT element of this service is free.

Traded services

Broadband managed service

Schools are in contract for the broadband service, which ends in 2017. There is an option to extend the contract beyond that date.

Schools receive a dedicated 1gigabit per second fibre link to the CYC fibre network. Connection:

- speeds will depend on the school's local network hardware capabilities.
- is to the internet via a dedicated SuperJanet (Joint Academic Network) connection. The broadband service is filtered and also has virus protection of internet content.
- via SuperJanet connection also provides schools with access to a number of free services such as the Janet Videoconferencing Service, domain hosting and access to resources on the National Education Network.

The broadband connection provides schools with the opportunity to make additional savings by opting for additional services that are delivered over it such as Voice Over IP telephony.

The cost of this service is based on the following banding. Exceptions may be made where changes have been made over time to manage merging of schools or to reflect multiple occupancy at a single site.

The cost of this service is:

Primary schools (all schools)

1–100 pupils: £2890 | 101–200: £4050 | 201–350: £5190 | 351–450: £6340 | 451+: £7490

Secondary schools (maintained schools)

1–1000 students: £16,730 | 1001+: £19,490

Secondary schools (non-maintained schools): £20,810

Voice over IP (VOIP) telephony

This service allows schools to use their broadband/internet connection for voice calls (telephony) therefore delivering savings by ceasing analogue telephone lines rentals associated with these lines. Savings are also made as the telephone calls using VOIP use a CYC negotiated tariff. Over 27 school sites currently use VOIP.

VOIP allows schools to make multiple calls incoming and outgoing unlike a traditional analogue line, eg being restricted to either outgoing or incoming calls.

- Zero tariff between geographically distant CYC sites (council and school buildings).
- Internal telephone number range.
- Very low national calls and lower international call costs.
- Guaranteed quality of service.
- Managed, supported and monitored service including a service level agreement.
- Intelligent billing of individual customers within an organisation.
- Access to functionality such as voicemail on each extension.
- The provision of phone facilities wherever a data-point is present.
- Regular reviews of call costs and special offers.

The local authority has invested in core infrastructure, which enables schools to buy into corporate VOIP services at an affordable price should they wish to. Some indicative capital costs for replacing analogue phone systems with a VOIP system are shown below. There may be other cost considerations depending on the layout and infrastructure of the school but these would be identified at a survey stage and raised with the school.

The cost of this service is:

- 8-port PoE switch for up to 8 handsets (per cabinet) @ approx £362
- Handsets from £100 (basic) up to £265 (Mitel 5330e)
- Configuration/installation: £200 per half day

Secure email

The rationale for this service is to provide schools with the facility for their own staff to send emails securely and more importantly to provide staff with the tools to send encrypted/secure emails to partner organisations such as health, police, social services etc.

Teachers/staff can access their email anytime and anywhere via the internet. They also have access to both individual and organisational calendars that provide schools with additional management functionality. Email distribution groups can be set up for groups of staff within the school, eg Primary X SLT group. Included in the service is access to the CYC ICT service desk. There is up to 100MB storage space on each email account. The service includes the functionality to enable teachers to change their own password after their initial password has been set.

The cost of this service is:
£18/year per account

ICT disposal (new service)

- The service can dispose of items such as PCs, printers, phones, laptops, tablets and PDAs as well as larger items such as photocopiers and MFDs (multi function devices).
- This service is available to all schools and ensures that ICT equipment is disposed of both securely and in compliance with the electrical waste requirements of the WEEE regulations. The data on devices is wiped using the highest industry standards (Blancco's certified process).

The cost of this package is:

£100 per year

If you have any queries about this new service or would prefer ad hoc collection of ICT equipment, please contact James Walker at james.walker@york.gov.uk, who will quote a price for the job required.

Insurance and risk management

Lisa Nyhan | 01904 552953 | lisa.nyhan@york.gov.uk

This is a small team responsible for providing comprehensive Insurance and Risk Management services to help protect schools' assets and mitigate losses that may result from hazards and claims against the school. By using this service schools have access to advice and support in relation to policy coverage and with all insurance claims, whether made against the school or for school property, from appropriately skilled staff. Claims information is available on request, and we provide up-to-date information on any significant developments.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- Full claims handling service
- Advice on specialist insurance cover
- Risk management support
- Access to the Risk Management Challenge fund.

Non-maintained schools can buy these services: please contact us for a quote.

Traded services

- All maintained schools are automatically insured for mandatory and statutory covers
- If a school wishes to opt out of the scheme and arrange their own cover then the insurance team should be notified no later than 1 March
- Cover through the external insurance market on the most economic and advantageous terms
- School journey cover (optional for secondary schools)
- Cover for school hires to third parties without Public Liability cover
- Cover for contents and glazing.

The cost of this service depends on the premiums charged by the insurance company. All schools' public liability premiums are based 80% on claims history, ensuring that premiums accurately reflect the risk. The school may be required to pay the relevant excess on a claim; this will depend on the type and cause of the claim.

Non-maintained schools can also buy these services.

Legal services

Peter Cairns | 01904 551095 | peter.cairns@york.gov.uk

This service provides headteachers and governing bodies with access to an efficient, quality and cost effective legal service. It is provided by the council's Legal Services group.

Statutory services

- Statutory legal advice, for example advising on Freedom of Information and Data Protection.

There is no charge for these services to non-maintained schools.

Non-statutory services

- There are no services delivered at this level.

Traded services

This service provides access to a solicitor with specialist education skills, who is able to draw on other specialism within the Legal Services group where necessary.

Membership of this scheme entitles a school to two hours of advice on each query. For more substantial issues (requiring more than two hours of advice) we will discuss our fees with you:

- advice on pupil and parent issues
- advice on constitutional issues
- advice on property issues
- advice on commercial/contract and procurement issues
- advice on staffing issues.

Please note that our legal services in respect of employment law matters are provided in conjunction with the HR service so advice on these matters is **only** available to schools who have taken both services.

The retainer does **not** include:

- the payment of third party fees (eg Land Registry fees on a property transaction), nor the conduct of transactional legal work
- representation or the use of a barrister for the provision of specialist legal advice and representation in the higher courts, because of its very occasional frequency.

This service operates on an annual contract. Notice of withdrawal can be given by either party in December to change the following April.

The cost of this service to maintained schools is:

Primary

1–180 pupils: £136 | 181–359 pupils: £202 | 360+ pupils: £268

Secondary

1–180 pupils: £152 | 181–359 pupils: £224 | 360+ pupils: £300

Non-maintained schools can also buy these services: please contact us for a quote.

Libraries and archives (Explore York)

Sue Matthews | 01904 554310 | sue.matthews@exploreYork.org.uk

Frances Postlethwaite | 01904 554282 | frances.postlethwaite@exploreYork.org.uk

Explore York Libraries and Archives is a not-for-profit Industrial and Provident Society and is contracted by City of York Council to deliver a public library and archives service to the people of York. This new society is the first of its kind in the country and is led by its staff. The new organisation is currently looking to get charitable status, which means it will have access to sources of funding not available to the council. The children's service is managed by the Children and Young People's Librarian, which is currently a job-share.

Statutory services

- Public library services for children, parents and carers
(Sorry but we do not provide a schools library service to loan books to schools to use in the curriculum. We can provide information on other places to access this if you need it).
- Class visits to learn about libraries, archives and books
- Visits for children to borrow books as individuals
- Free use of public access computers for 2 hours per day – this can be for homework
- Support with homework and how to search for information, both on computers and in books, and other printed materials.

There is no charge for these services to non-maintained schools.

Non-statutory services

- Summer Reading Challenge and other book-related children's activities across the year to support reading, such as children's reading groups and children's holiday activities.

There is no charge for these services to maintained schools or non-maintained schools, though there is a cost for children to attend some holiday activities.

Traded services

- There are no services delivered at this level.

Anything else you need to know?

- If you want to arrange to visit a library or ask about using computers please contact your local library: contact details are available at www.exploreYork.org.uk.

- For general information on activities and other queries, please contact the Children and Young People's Librarian, using the details above.
- For information on our archives service, please contact Sarah Tester, Gateway to History Project: telephone 01904 555102 or email sarah.testers@explore.york.gov.uk.
- Explore is keen to work with schools around homework and we can arrange to have a demonstration of how our online resources can help with homework and coursework. If you would like to arrange a visit by our reference librarian or would like to book students onto one of our study busters sessions at Acomb, Clifton, Tang Hall or York, please contact adrian.clark@explore.york.gov.uk.

Management information

Hannah McNamee | 01904 554580 | hannah.mcnamee@york.gov.uk

A school is held accountable and judged by its data so it is important that the appropriate records are collected, analysed and kept up to date. The Management Information Service, provided by the Strategic Business Intelligence Hub, supports schools with these key activities to ensure intelligent use of data for school improvement.

By using this service, schools have access to a team of highly regarded professionals who have experience of offering quality support, expertise and advice to schools. Schools benefit from reduced rates in relation to key information systems such as FFT and Integris^{G2}.

For day-to-day enquiries, please contact the MIS Team on schoolmis@york.gov.uk.

Statutory services

- Statutory government data collections (eg school census, end of key stage data returns) – guidance and support in the use of your management information system
- Data management legislation support (eg Data Protection Act and privacy notices)
- Support with transferring pupil data between schools.

There is no charge for these services to non-maintained schools.

Non-statutory services

- There are no services delivered at this level.

Traded services

Please note only schools that buy the **Core Offer** package will have access to FFT Aspire, Assessment Project and Integris^{G2} training. These packages are all available to maintained and non-maintained schools.

Core Offer

- Integris^{G2} software helpdesk support, training and guidance to trained schools staff
- Performance analyses for statutory assessments, including trend, LA, national and pupil group comparisons
- Support in the use of FFT Aspire estimates and value-added data
- Provision of demographic and socio-economic information
- School-specific performance information to support Ofsted inspection preparation.

The cost of these services is:

Primary:

0–100 pupils: £568 | 101–200: £661 | 201–300: £756 | 301–400: £851 | 401+: £946

Secondary:

0–600 pupils: £630 | 601–1000: £683 | 1001+: £735

Fischer Family Trust – FFT Aspire access

- Access to FFT Aspire system.

The cost of these services is:

Infant: £60 | Primary/Junior: £100 | Secondary: £500

Please note:

- These costs are negotiated with an external software company and are subject to change.

Integris^{G2} Assessment module maintenance, support and reports (primary schools only)

- Support with setup and maintenance of your Markbooks, including ensuring school staff have access to the Markbooks they need, with the pupils they need to see, as required
- Support with finding missing statutory assessment data
- A comprehensive suite of attainment and progress reports based on your Markbook data:
 - reports will cover EYFSP to Year 6
 - reports will be available 3 times a year (dates to be specified by each school)
 - for EYFSP, reports will cover all 17 aspects of the EYFS framework
 - for Years 1–6, reports will cover the core subjects (reading, writing and maths).

The cost of these services is:

EYFS only: £150 | EYFS & KS1: £200 | KS1 & KS2: £300 | EYFS, KS1 & KS2: £400

Please note:

- These costs are in line with the assessment framework currently in use. In lieu of DfE guidance linked to 'Assessing without Levels', significant changes to the assessment Markbooks may be required, and thus the costs of this element of the service may need to be negotiated with effect from 1 September 2014.
- In line with Ofsted guidance, schools rated as *Requires Improvement* or *Inadequate* can request 6 reporting points a year
- Additional reports for non-core subjects may be available at an additional charge
- Requests for reports to be re-generated due to incomplete or missing data may incur an additional charge.

Integris^{G2} Training for schools staff (eg administrative staff, business managers)

- Course descriptions and charges are available on request.

Training per person will be charged at Workforce Development Unit standard rates.

Marketing and communications

Leona Marshall | 01904 552057 | leona.marshall@york.gov.uk

Statutory services

- There are no services delivered at this level.

Non-statutory services

- Provision of reactive media support to maintained schools including access to the council's 24/7 emergency out of hours service.

Traded services

A summary of the range of available traded marketing and communications services from the Communications Team is detailed below. These services are also available for non-maintained schools to buy.

- Development of a bespoke marketing and communications strategy and delivery plan for both external and internal audiences
- Design and production (including management of third party suppliers) of marketing and communications material (adverts, newsletters, information leaflets, brochures, flyers, banners, display stands and other bespoke items such as promotional merchandise and outdoor advertising)
- Proofreading and editing copy supplied, and copywriting as required
- Media buying (for advertising and information campaigns via radio, magazines, papers)
- Development of newsletters and e-newsletters for internal and external audiences
- Proactive media liaison (production of features, media releases, arrange interviews, targeting of journalists from trade, local, regional and national media to support profile, engage further with the York community, and influence policy and debate)
- Media training, to equip staff with the necessary tools to deal with the media
- Social media training, set-up and introduction to management tools (such as Twitter and Facebook)
- Advertising opportunities via the LA's website, customer centre screens and city wide publication
- Access to an extensive image library and other photo websites (within their fair use policy)
- Access to the LA's media monitoring and cuttings service, and the relevant industry licences.

Due to the bespoke nature of the work we do, please contact us for a quote.

Museums Trust

Amy Baggaley | 01904 687633 | amy.baggaley@ymt.org.uk

York Museums Trust offers a range of services to schools, including visits to the Castle Museum, Yorkshire Museum and the York Art Gallery (currently closed for refurbishment). Schools can take part in special workshops to enhance their visit. Workshops are available for all key stages, and the full range can be found on our website www.yorkmuseumstrust.org.uk.

Statutory services

- There are no services delivered at this level

Non-statutory services

- School visits to York Castle Museum and Yorkshire Museum free for York schools. For advice and guidance on your visit please call Joanne Upton on 01904 687633.
- We have some of the finest collections and artefacts in the UK, covering a huge range of periods from the early Stone Age to the 21st century and a huge range of subjects, including history, art and science.
- Expert qualified museum staff are available to help pupils interpret and make the most of their visit.

Non-maintained schools will be charged the standard admission rates (details on our website).

Traded services

- A programme of additional workshops available to complement your visit. Please access our website, www.yorkmuseumstrust.org.uk to find out more.

Prices vary due to differing lengths and the complexity of the workshops.

Performing Rights licences

Linda Brook | 01904 554574 | linda.brook@york.gov.uk

City of York Council currently purchases two licences, on behalf of schools. These are Phonographic Performance Licence (PPL) and Performing Rights Society for Music licence (PRS). Buying these licences in this way reduces the cost of the licences to schools.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

Schools will be charged for the cost of their respective individual licences at the start of each financial year (Period 1). The licences are charged on the basis of pupil numbers.

Please note:

- PPL and PRS licences are just two of a vast range that are required by schools for various purposes.
- a useful website describing these and other licences available to schools can be found at: www.copyrightandschools.org.

If your school requires any licence other than the two above, you will need to contact the relevant companies directly for further information.

The cost of this service is based on an amount per pupil. The unit cost for 2015/16 has yet to be published. This service is available to maintained schools only.

Place planning

Mark Ellis | 01904 554246 | mark.ellis@york.gov.uk

The School Planning team undertake the strategic planning around the supply and demand of pupil places in the city. This involves detailed statistical work to produce school level, area level and city-wide pupil number projections based on birth rates, cohort migration, parental preference, and proposed new housing in the city. The resulting picture of places available and places required is published annually in the School Place Planning Framework document.

The directorate's responses to new housing developments during the planning process and the calculation of resulting Section 106 / CIL funding requests are also undertaken within the School Planning team.

We also ensure that the city's place planning issues are well communicated both internally and with schools through headteacher briefings, cluster meetings, and discussion at the York Education Partnership Stakeholder Group.

Project management of any statutory reorganisation of schools, including the delivery of new places and ensuring the appropriate statutory consultation processes have been followed, are also provided by the School Planning team.

Statutory services

- Manage the supply and demand of Reception to Year 11 pupil places within the city.
- Project management of school organisation statutory processes.
- Manage Section 106 funding requests arising out of new housing developments.
- Undertake data returns to the Education Funding Agency on school capacity and predicted pupil numbers.

There is no charge for these services to non-maintained schools.

Non-statutory services

- We can provide specific place planning analysis and mapping services for individual schools upon request.

Non-maintained schools can buy these services: please contact us for a quote.

Traded services

- There are no services delivered at this level.

Print Unit

Christine Cuthbert | 01904 551055 | printunit@york.gov.uk

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

We are the bulk quality print service for City of York Council. We offer black or full colour prints. Our finished sizes range from A6 to A0 in black and A6 to A3 in full colour. We can provide:

- Business cards
- Postcards
- Stickers and labels
- Leaflets and flyers
- Brochures and booklets
- Posters and banners
- Personalised letters
- Envelopes
- Binding (comb or thermal)
- Laminating
- NCR pads (No Carbon Required – carbonless papers)
- Large format

Due to the bespoke nature of the work we do, we ask you to contact us by phone or email so we can quote a price for each job you require.

School improvement and skills

Maxine Squire | 01904 553007 | maxine.squire@york.gov.uk

Every child in York deserves the highest quality of education. Our vision is for every school to work in partnership to achieve this so that all children realise their full potential. The work of the School Improvement and Skills service focuses on facilitating partnership working to create sustainable models of school improvement and to promote the progression, participation and employability skills of young people 14–19, and up to the age of 25 for those with learning difficulties and/or disabilities.

The service brokers a wide range of support from school improvement professionals including the Ebor Teaching Schools Alliance, Pathfinder Teaching School Alliance and a range of external consultants. The service continues to develop and innovate to meet local needs.

Statutory services

- Monitoring and supporting schools causing concern
- Monitoring all schools' performance
- Statutory moderation in EYFS, KS1 and KS2
This service is also available to non-maintained schools at a charge of £525 per key stage
- Headteacher recruitment: a lead officer present to support governing body during the interview process
This service is also available to non-maintained schools at a charge of £450 per day
- Secure sufficient, appropriate provision for all young people aged 16–19 (and up to 25 with LDD)
- Support and encourage participation up to age 18.

There is no charge for these services to non-maintained schools, except where specified.

Non-statutory services

The School Improvement service offers a range of support, which includes:

- Email and telephone support for school leaders
- Providing local and national updates on whole-school and subject- or aspect-specific developments
- Analysis of school, local and national data and support on its effective use to inform school development planning
- Facilitating and sharing of effective strategies to accelerate the progress of specific groups of learners, including vulnerable groups and able pupils
- Facilitating networking between schools to share best practice and promote collaboration, including clusters and area transition networks
- Advice and support to ensure effective transition processes are in place at all stages/ages

- Developing effective partnerships with groups across and beyond the local authority to enhance the support available to schools.

There is no charge for these services to non-maintained schools.

Traded services

The services listed below are all available to all schools. There is a 10% surcharge on all costs for non-maintained schools, except where otherwise specified.

Headteacher performance management (external adviser)

- One of our team will undertake the external adviser role to support governors with headteacher appraisal.

The cost of this service is: £300 (standard) | £500 (with written report)

Headteacher/senior leader recruitment

With the standard service, a member of the team will assist the school to shortlist and will attend interviews to help with candidate selection.

We also offer an enhanced service, where a member of the team will support the school and governors through the entire selection process, to include:

- Helping to write all recruitment materials including the advert
- Assessment centre design
- Liaising with Human Resources department
- Managing the assessment centre
- Attending the interview
- Liaising with candidates after the selection process.

The cost of this service is: £500 (standard) | £1000 (enhanced)

York Challenge Partner (YCP)

- Provided independent advice, support and evidence
- Deliver in-school training
- Ofsted advice
- Help with writing, reviewing or evaluating school development plans and school self evaluation documents
- Quality assurance of school self evaluation processes
- Bespoke training for senior leaders and governors on all aspects of school improvement.

The cost of this service is: £250 (half day) | £450 (full day)

Continuing professional development

- A range of courses will be available to all York schools; these will be designed to respond to local needs and national priorities. Details will be sent to schools in the summer term.

- Bookings for all courses can be made by contacting WDU on 01904 553017, email wdu@york.gov.uk or from their website www.yorkworkforcedevelopment.org.uk

The cost of these courses is:

Full day: £95 | Half-day: £50 | Twilight: £40 | Support networks: £10

A discounted package will be available offering a saving of at least 20%, please contact WDU for more information.

School and cluster support

Bespoke in school and cluster-based training and support, including adviser support for:

- Individual class teachers
- Subject leaders
- Whole school or cluster training days.

This cost of this service is: £350 per day

NQT Appropriate Body

Independent quality assurance of NQT induction, through the role of the appropriate body, is important both for ensuring that schools provide adequate support for their NQTs and that their assessment is fair and consistent. NQTs cannot start their induction until their Appropriate Body has been agreed. Further details and enrolment forms will be sent to schools in the summer term.

- Support throughout the induction programme including induction tutor updates
- In-school support from the local authority NQT induction tutor if required
- All administration, support and guidance
- Reminders of when each assessment is due
- Welcome meeting for all NQTs
- Guidance on the statutory induction process
- Free support and training for induction tutors.

The cost of this service is:

1 NQT: £275 | 2–4 NQTs: £250 each | 5+ NQTs: £225 each

NQT Induction Training

- Access to a comprehensive training programme for NQTs. This is an additional package of training provided in partnership with the Ebor Teaching Schools Alliance, and will include at least 7 training sessions. Schools will still need to register their NQTs with a provider for the Appropriate Body.
- The induction training is also open to more experienced NQTs who may have started the induction period part way through an academic year.

The cost of this service is:

1 NQT: £275 | 2–4 NQTs: £250 each | 5+ NQTs: £225 each | Experienced NQTs: £100 per term

Schools that do not register their NQTs with City of York Council as their Appropriate Body or opt for the NQT Induction Training can still access NQT welcome meetings and tutors' updates.

The cost of this service is: £50 per delegate per session

Health check visits

- A brokered service to supply an external consultant who will have up-to-date experience to conduct a bespoke health check visit
- The visit can be tailored to focus on specific areas where the schools has concerns.

This cost of this service, including visit and written report, is:

Primary: £1000 | Secondary: £2000

Safeguarding check

- A review of schools' safeguarding arrangements (policy and practice) prior to inspection, or when a cause for concern has been identified (report and action plan follow up).

The cost of this service is: £500

CLEAPSS

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools, including establishments for pupils with special needs:

- termly newsletters for schools, and a wide range of free publications
- risk assessments
- low-cost training courses for technicians, teachers and local authority officers
- a telephone helpline: 01895 251 496
- a monitoring service, eg for mercury spills
- evaluation of equipment
- advice on repairs
- a health and safety review service for publishers, exam boards and other organisations producing teaching resources.

Further information can be found at www.cleapss.org.uk.

The cost of this service is £0.11 per pupil.

There is no surcharge for non-maintained schools

CLEAPSS radiation protection adviser (RPA)

- Every secondary school that holds a radiation source has a statutory duty around the management of these sources, and the 'Ionising Radiation Regulations 1985 (IR85)' states that the employer must by law, appoint a Radiation Protection Adviser (RPA).
- Schools can also buy the services of the LA's Radiation Protection Officer (RPO), to monitor your school and ensure safety standards are being met.

The cost of this service is:

Radiation Protection Adviser: £35 | Radiation Protection Officer: £200 per half day

There is no surcharge for non-maintained schools

SEN coordination

Jess Haslam | 01904 554322 | jessica.haslam@york.gov.uk

Every child with Special Educational Needs (SEN) deserves the same opportunities as their peers. The SEN Coordination Team work to support the statutory assessment process to ensure that children and young people needing additional support beyond the delegated SEN funding are assessed within statutory guidelines and schools receive additional funding as appropriate. This supports schools in their work to narrow the attainment gap and include children with SEN in the wider school offer. Following the SEND reforms, the assessment for Education, Health and Care Plans covers children and young people 0–25 years.

The SEN Coordination team consists of SEN Designated Officers and SEN Support Assistants who coordinate the Education, Health and Care needs assessments and funding for children and young people with special educational needs and disabilities (SEND).

For day-to-day enquiries, please contact Lisa Abel on 01904 553528 or lisa.abel@york.gov.uk.

Statutory services

The SEN Coordination team provide services to support children and young people at SEN threshold band 3 and above: coordinating the assessment pathway and quality assuring submissions from annual reviews for evidence of progress towards appropriate outcomes for children and young people with SEN. The Education, Health and Care Panel oversees this process, and allocates funding and personalised packages for children and young people who require support beyond the delegated funding to schools and colleges.

Coordination of Education, Health and Care needs assessment includes:

- Coordinating the assessment pathway for children and young people with special educational needs
- Gathering evidence of special educational needs, health and care needs
- Coordinating multi-agency working within the assessment process, including Coordinated Assessment Meeting (CAM) for statutory assessment
- Allocating element 3 SEN funding (high needs 'top up' funding), where a child's needs cannot be met within the element 1 and 2 already delegated to schools
- Monitoring progress and support for children and young people with statements of SEN and Education, Health and Care plans.

Individual support:

- Development of personalised packages for children and young people with highly complex special educational needs
- Key working for families through the assessment process
- Dispute resolution and mediation.

Support for school staff:

- Targeted training to enable staff to effectively support young people with SEND.

There is no charge for these services to non-maintained schools.

Non-statutory services

- There are no services delivered at this level.

Traded services

- There are no services delivered at this level.

SEN Specialist Teaching Team

Jess Haslam | 01904 554322 | jessica.haslam@york.gov.uk

The SEN Specialist Teaching Team provides support for children and young people, their family and educational setting. They work directly with children with the highest level of needs to improve outcomes and work with families to provide support, guidance and advice. The work with school staff is to offer advice and training to equip staff with the appropriate skills and knowledge.

The Specialist Teaching Team consists of specialist teachers and support workers supporting children and young people (CYP) with the following conditions and special educational needs: deaf, vision, autism, physical and health needs. The team have a wealth of knowledge relating to special educational needs and disability (SEND) and local knowledge to ensure that CYP, families and schools are supported effectively.

For day-to-day enquiries, please contact Penny McDonald on 01904 554204 or penny.mcdonald@york.gov.uk.

Assessment and specialist advice about a CYP's needs looking at:

- access to the curriculum
- specialist equipment
- access to exams
- access to daily living
- social and emotional support
- adaptation of environment to meet sensory need
- support for staff considering the social needs for CYP with SEND.

Individual support:

- work with the young person to develop strategies to encourage self-confidence and independent learning
- coaching and mentoring to support social and emotional wellbeing linked to their SEND
- teaching support from a specialist teacher
- advice about accessing life in York
- key working.

Support for school staff:

- support with planning and differentiation to enhance personalised learning
- health and safety guidelines to address specific needs
- peer awareness
- where to access resources to support students
- access to exams
- advice on effective working practices
- targeted training to enable staff to effectively support young people with SEND.

Statutory services

CYP at SEN band 3: Services listed above are free to maintained and non-maintained schools.

Non-statutory services

CYP at SEN band 2: Services listed above are free to maintained schools.

Non-maintained schools can buy these services and will be charged in line with the rates below.

CYP at SEN band 1: Advice and signposting to information is free to maintained schools.

Non-maintained schools can buy these services and will be charged in line with the rates below.

Traded services

Generic training is available at £80 per hour plus 1 additional hour for preparation, handouts, planning (eg 2 hours of face-to-face training would cost £240)

This service is available to all schools including academies and independent schools.

Specialist teacher

This service is available for non-maintained schools to buy, to cover the non-statutory provision that is made to CYC schools.

The cost is:

... £80 per 1.5 hour session. This includes time working directly with the CYP, reports, liaison and travel.

... or £60 per hour. This time includes time working directly with the CYP plus additional time charged for reports, liaison and travel at 44p per mile.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- Advice on running outdoor education sessions for pupils in the city's parks and open spaces.
- Loan of all resources required to deliver 50 prepared lesson plans and copies of lesson plans.
- Copies of previous risk assessments as a guide for teacher led sessions.
- Running of anti litter/dog fouling campaigns.
- Run sessions for students to volunteer in parks and open spaces.

There is no charge for these services to non-maintained schools.

Traded services

- There are no services delivered at this level.

Swimming lessons

Andrew Laslett | 01904 553370 | andrew.laslett@york.gov.uk

Lessons should have a minimum ratio of 1 swimming teacher to 12 students (8 students for beginners) as recommended by CYC Swimming Scheme of Work and the Safe Supervision for Teaching and Coaching Swimming document.

To make a booking for this service, please contact the pool you wish to hire:

Energise | 01904 552436 | energise@york.gov.uk

Yearsley | 01904 552431 | yearsley.pool@york.gov.uk

Statutory services

- There are no services delivered at this level.

Non-statutory services

All schools and academies have access to the CYC Swimming Scheme of Work, which includes:

- Operational pool procedures
- Staffing ratios
- Lifeguard and swimming teacher qualifications
- Lesson plans suitable for beginners all the way through to advanced swimmers.

This scheme of work combines the requirements for National Curriculum and QCA Schemes of Work for Physical Education Key Stage 1 and Key Stage 2 and the ASA National Teaching Plan.

Traded services

The service includes:

- Two qualified lifeguards
- Two qualified level 2 swimming teachers, who are aware of national curriculum requirements, additional teachers can be available for hire, if requested
- Pool hire and equipment hire.

The cost of this service is £700 per term (30 minutes per week), *subject to review in 2015.*

Anything else you need to know?

If looking elsewhere to purchase swimming provision, schools must consider the following:

- Are there well trained qualified lifeguards on duty?
- Is the pool water quality well maintained and managed?
- Has the pool been risk assessed?
- Does the pool have safe operating procedures and emergency action procedures?
- Are there appropriate numbers of qualified swimming teachers who are police checked and who know about the national curriculum requirements?

Traveller support

Catherine Hemmings | 01904 554329 | catherine.hemmings@york.gov.uk

This service provides specialist advice and teaching for Travellers, with language or cultural needs that may create barriers to access, attendance and achievement. We work closely with schools, families and in close partnership with a range of professionals.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Advice and support to schools, families, nurseries and playgroups.
- Specialist teaching.
- Short-term intervention projects.
- Assistance in the development of policy and practice.
- Contribution to statutory assessment procedures where appropriate.
- In-service training and development opportunities for teachers, support staff and a range of other professionals.
- Guidance on responding to racial harassment.

Maintained schools access this service through de-delegated funding agreed by the York Education Partnership from the schools grant; this arrangement runs until 31 March 2016. The reconstituted Schools Forum will need to decide whether to continue this arrangement after that date.

Non-maintained schools can buy these services: please contact us for a quote.

- Additional bespoke support and training is also available.

There will be an additional cost for bespoke delivery: please contact us for a quote.

Waste services

Jayne Chappell | 01904 553270 | jayne.chappell@york.gov.uk

This service is provided by Waste Services, City and Environment Service, City of York Council, Eco Depot, Hazel Court, York, YO10 3DS

Statutory services

- There are no services delivered at this level.

Non-statutory services

- There are no services delivered at this level.

Traded services

- Access to an in-house waste management service for general waste and recycling, with collections and charges adjusted to the school curriculum year. Extra collections can be requested at an additional charge.
- Waste management advice from Waste Service Officers.
- A service level agreement sets out the standard to be achieved in delivery the service together with a mechanism for resolving any problems.

The cost of these services (per bin per collection) is:

£2.58 (240 litre) | £4.37 (360 litre) | £6.69 (660 litre) | £7.79 (1000 litre) | £10.62 (1280 litre*)

* Please note that the 1280 litre bin is only available to existing customers.

Anything else you need to know?

The general waste and recycling bins are for loose un-compacted waste and recycling – see contract for full terms and conditions. The prices shown above are fixed until 31 March 2016.

Workforce Development Unit

Nigel Burchell | 01904 553017 | nigel.burchell@york.gov.uk



The Workforce Development Unit (WDU) provides learning and development opportunities for our workforces in York, including those that work with adults and children. It is crucial that our workforces have the opportunity to engage in continuous professional development.

We provide a service that facilitates the development of a skilled, confident and competent workforce. A workforce which can work in partnership with agencies, carers, families and communities to support children and young people to reach their full potential and live safe, happy and fulfilled lives.

Statutory services

The WDU facilitate a number of learning and development opportunities working with other services such as HR, Educational Psychology, Health and Safety etc. Included in the courses that we currently have on offer are:

- Safeguarding
- Fire warden
- Health and safety awareness, eg IOSH, Working safely and managing safely
- First aid
- Food hygiene
- Manual handling of objects.

There is no charge for the use of the WDU service. However, there is a charge for attendance on some courses. Further details are available on the WDU website.

Non-statutory services

We work with partners within Children's Services and HR to provide and facilitate a comprehensive offer to schools for all school staff.

We offer a full learning and development support service that includes the following:

- Provision of up-to-date training records for all staff who access training courses through WDU with the opportunity, for staff to update their independent learning. This provides a comprehensive learning record for staff to support CPD and a key piece of evidence for inspectors.
- For those involved in the planning and delivery of learning and development opportunities, WDU offer a full support package including the sourcing of trainers and venues, marketing and evaluation of courses.
- Facilitation of bookings online (www.yorkworkforcedevelopment.org.uk), telephone (01904 553017) and via email (wdu@york.gov.uk).

These services are available to staff in maintained schools and academies.

Traded services

- WDU have a team of Learning and Development Advisers who can offer support and guidance in relation to specialist and mandatory learning and development requirements associated with all your staff needs.
- New for 2015, we will be introducing Leadership and Management development opportunities including Introduction to Project Management and Coaching Skills.

Please contact us for a quote for these services.

York Independent Living & Travel Skills

Jess Haslam | 01904 554322 | jessica.haslam@york.gov.uk

York Independent Living and Travel Skills (YILTS), is a travel training programme for students with a range of special educational needs across York. Its aim is to provide young people with the necessary skills to travel independently between home and their place of education.

For day-to-day enquiries, please contact Peta Hatton on 07789 874738 or peta.hatton@york.gov.uk.

Statutory services

- There are no services delivered at this level.

Non-statutory services

- Students learn the skills to get to and from school or college on their own: walking, cycling, going by bus, or a combination of all three. Developing skills for independent living are addressed including issues of personal safety, using a mobile phone, being in a busy environment, responding to unexpected scenarios etc.
- This also means that there will be fewer taxi journeys made within York, reducing both carbon emissions and costs to CYC.
- YILTS is a first step to enabling young people to travel confidently around York and take a full and active role in the life of the city.

There is no charge for these services to non-maintained schools.

Traded services

- There are no services delivered at this level.