



Buyback Form: Service Subscriptions

School Name:

DfES No:

School Improvement Services	Service	2009-10
Special Needs Advisory Support Teachers (SNAAT)	Special Needs Support	<input type="checkbox"/>
	Full time Equivalent SNAATs (FTE):	
Oxfordshire International Education Bureau (OIEB)	Membership	<input type="checkbox"/>
Oxfordshire Education Business Partnership (OEBP)	Membership	<input type="checkbox"/>
	Additional Consultancy	<input type="checkbox"/>
OCMS	Music Service (Please complete the additional Music information sheet)	<input type="checkbox"/>

School Support Services	Service	2009-10
Food with Thought	Centrally provided service (Nursery, Primary & Specials only)	<input type="checkbox"/>
	Operational Audit & Advisory Service	<input type="checkbox"/>
	Catering Monitoring Service	<input type="checkbox"/>
QCS Cleaning	Fully Managed Cleaning Service	<input type="checkbox"/>
	Contract Cleaning Service	<input type="checkbox"/>
	"Term time only" Cleaning Service	<input type="checkbox"/>
	Monitoring Service	<input type="checkbox"/>
School Finance	Level 1	<input type="checkbox"/>
	Level 2	<input type="checkbox"/>
	Level 3	<input type="checkbox"/>



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School Support Services	Service	2009-10
Human Resources	Health & Safety	<input type="checkbox"/>
	PEI 1: HR Administration & Payroll	<input type="checkbox"/>
	PEI 2: HR Administration - Contracts	<input type="checkbox"/>
	Professional Support Option 1 (Insurance)	<input type="checkbox"/>
	Professional Support Option 2 Level 1	<input type="checkbox"/>
	Professional Support Option 2 Level 2	<input type="checkbox"/>
	Professional Support Option 2 Level 3	<input type="checkbox"/>
	R&R1: Full CRB/Schools Recruitment Package	<input type="checkbox"/>
	R&R2: Schools Recruitment Package (excluding CRBs)	<input type="checkbox"/>
	Work life Enhancement - Full Programme	<input type="checkbox"/>
	Work life Enhancement - Maintenance Programme	<input type="checkbox"/>
Occupational Health	<input type="checkbox"/>	
Oxfordshire Community Network (OCN)	Subscription	<input type="checkbox"/>
Schools Information Management System (SIMS)	Subscription	<input type="checkbox"/>
	Lesson Monitor set-up	<input type="checkbox"/>
SAP	Subscription	<input type="checkbox"/>
	Training	<input type="checkbox"/>
Property & Assets	Subscription	<input type="checkbox"/>



Buyback Form: Licence Subscriptions & Opt Out

School Name:

DfES No:

Compulsory Licenses: subscription is automatic; tick ONLY IF OPTING OUT

School Support Services	License	2009-10 Opt Out
Licensing - Compulsory	Copyright Licensing Agency (CLA)	<input type="checkbox"/>
	Educational Recording Agency (ERA)	<input type="checkbox"/>
	Educational Recording Agency (ERA)	<input type="checkbox"/>

NB: We strongly advise that adequate cover is in place through an alternative provider BEFORE opting out.

Optional Recommended Licenses: tick IF REQUIRED

School Support Services	License	2009-10
Licensing	Performing Rights License (PRS)	<input type="checkbox"/>
	Phonographic Performance License (PPL)	<input type="checkbox"/>
	Public Video Screening License (PVSL)	<input type="checkbox"/>
	Collective Worship Copyright Licence (CWCL)	<input type="checkbox"/>
	Collective Worship Music Reproduction Licence (CWMRL)	<input type="checkbox"/>

Please refer to the website for detailed information regarding each licence and for guidance on which licences you need: www.quest.oxfordshire.gov.uk



Buyback Form: Insurance Subscriptions & Opt Out

School Name:

DfES No:

Optional Recommended Insurance: tick IF REQUIRED

Insurance Services	Service	2009-10
Maternity/Paternity/Adoption	Membership	<input type="checkbox"/>
Staff Absence Insurance	Primary Scheme	<input type="checkbox"/>
	Secondary Scheme	<input type="checkbox"/>
	Full time Equivalent (FTE):	
	Support Staff	<input type="checkbox"/>
	Support Staff Budget	
Legal Protection Insurance	Subscription	<input type="checkbox"/>

Compulsory Insurance: membership of county scheme is automatic; tick ONLY IF OPTING OUT NEXT YEAR

Insurance Services	Service	2010-11 Opt Out
Premises, Legal Liability & Engineering Insurance	Membership Opt Out	<input type="checkbox"/>
Work Experience Insurance - Secondary Schools Only	Membership Opt Out	<input type="checkbox"/>

NB: We strongly advise adequate cover is in place through an alternative provider BEFORE opting out.



Buyback Form: Authorisation

School Name:

DfES No:

We authorise payment for the above services, to be deducted from our school's bank account in September.

Signed:..... Signed:.....

Print Name:..... Print Name:.....

Headteacher

Chair of Governors

Please note a signature is required from both the Headteacher and Chair of Governors to authorise payment.

Please complete and return to:

QuEST Business Unit
1st Floor West 1
Unipart House
Garsington Road
Oxford
OX4 2GQ

The deadline for receipt of completed Buyback forms is 15th May 2009

If you have any questions, please contact either of the following:

David Reynolds
Business & Communications Manager
QuEST Business Unit
01865 797284
david.reynolds@oxfordshire.gov.uk

Julia Coffey
Business & Communications Assistant
QuEST Business Unit
01865 797241
julia.coffey@oxfordshire.gov.uk