

**QuEST Services offer 2012-13**  
to  
**OCC Maintained Schools**  
**and**  
**Academies**

# Contents

|   | Page |   | Page |
|---|------|---|------|
| Services availability Summary                     | 3    |   |      |
| <b>OCC Maintained Schools</b>                     | 4    | <b>Academies</b>                                  | 55   |
| <b>Improvement Schemes</b>                        |      | <b>Improvement Schemes</b>                        |      |
| SNAST   | 5    | SNAST   | 56   |
| Educational Psychologists                         | 7    | Educational Psychologists                         | 58   |
| Behaviour Support Teachers                        | 9    | Behaviour Support Teachers                        | 60   |
| Oxfordshire International Education Bureau        | 11   | Oxfordshire International Education Bureau        | 62   |
| Oxfordshire County Music Service                  | 13   | Oxfordshire County Music Service                  | 64   |
| Curriculum ICT Services                           | 15   | Curriculum ICT Services                           | 66   |
| <b>Human Resources</b>                            |      | <b>Human Resources</b>                            |      |
| Health Safety and Wellbeing                       | 17   | Health Safety and Wellbeing                       | 68   |
| HR Pay Admin                                      | 20   | HR Pay Admin                                      | 71   |
| Safer Recruitment                                 | 22   | Safer Recruitment                                 | 73   |
| Schools' HR Professional Support                  | 23   | Schools' HR Professional Support                  | 75   |
| Worklife Enhancement                              | 25   | Worklife Enhancement                              | 77   |
| Occupational Health                               | 27   | Occupational Health                               | 79   |
| Staff Care  | 29   | Staff Care  | 81   |
| <b>Finance and SAP applications support</b>       |      | <b>Finance and SAP applications support</b>       |      |
| Finance and SAP Support                           | 31   | Finance and SAP Support                           | 83   |
| Budget Planner                                    | 34   | Budget Planner                                    | 85   |
|   |      |   |      |
| <b>Procurement</b>                                |      | <b>Procurement</b>                                |      |
| Education Procurement Service                     | 36   | Education Procurement Service                     | 87   |
| <b>Facilities</b>                                 |      | <b>Facilities</b>                                 |      |
| Food With Thought                                 | 37   | Food With Thought                                 | 88   |
| QCS Cleaning and Facilities                       | 40   | QCS Cleaning and Facilities                       | 88   |
| Property and Assets                               | 40   | Property and Assets                               | 88   |
| <b>Absence Cover</b>                              |      | <b>Absence Cover</b>                              |      |
| Staff Absence Insurance                           | 41   | Scheme not currently available to academies       |      |
| Maternity, Paternity and Adoption                 | 42   | Scheme not currently available to academies       |      |
| <b>Legal and Licensing</b>                        |      | <b>Legal and Licensing</b>                        |      |
| Legal Support                                     | 43   | Legal Support                                     | 88   |
| Licensing   | 45   | Licensing   | 89   |
| <b>Key Insurances</b>                             |      | <b>Key Insurances</b>                             |      |
| Premises, Liability, Engineering, Work Experience | 46   | Premises, Liability, Engineering, Work Experience | 90   |
| <b>ICT</b>  |      | <b>ICT</b>  |      |
| OCN Connection                                    | 48   | OCN Connection                                    | 91   |
| Internet Web Filtering Netsweeper                 | 49   | Internet Web Filtering Netsweeper                 | 92   |
| MYSCHOOL Remote Access to School LANS             | 50   | MYSCHOOL Remote Access to School LANS             | 92   |
| Sophos Anti Virus                                 | 50   | Sophos Anti Virus                                 | 93   |
| SIMS Annual Entitlement                           | 51   | SIMS Support                                      | 93   |
| SIMS Support                                      | 51   | Oxfordshire Schools Gateway                       | 94   |
| Oxfordshire Schools Gateway                       | 52   | Schools own email filtering service               | 95   |
| Schools own email filtering service               | 52   | OCC On-line Services                              | 95   |
| OCC On-line Services                              | 53   | Changes to ICT Service                            | 95   |
| Changes to ICT Service                            | 53   |   |      |

## Services availability summary

| Service                                     | Availability to<br>OCC Schools | Availability to<br>OCC School<br>Partnerships | Availability to<br>Academies |
|---|--------------------------------|---|------------------------------|
| <b>Improvement Schemes</b>                  |                                |   |                              |
| SNAST                                       | ✓                              | ✓   | ✓                            |
| OIEB  | ✓                              | ✓   | ✓                            |
| OCMS  | ✓                              | ✓   | ✓                            |
| EP  | ✓                              | ✓   | ✓                            |
| BST   | ✓                              | ✓   | ✓                            |
| <b>Human Resources</b>                      |                                |   |                              |
| HR Pay Admin                                | ✓                              |   | ✓                            |
| Safer Recruitment                           | ✓                              |   | ✓                            |
| Health Safety and Wellbeing                 | ✓                              | ✓   | ✓                            |
| Schools' HR                                 | ✓                              |   | ✓                            |
| Worklife Enhancement                        | ✓                              | ✓   | ✓                            |
| Occupational Health                         | ✓                              |   | ✓                            |
| Staff Care                                  | ✓                              |   | ✓                            |
| <b>Finance and SAP applications support</b> |                                |   |                              |
| Finance and SAP Support                     | ✓                              |   | ✓                            |
| <b>Procurement</b>                          |                                |   |                              |
| Education Procurement Service               | ✓                              | ✓   | ✓                            |
| <b>Facilities</b>                           |                                |   |                              |
| Food With Thought                           | ✓ (Direct)                     | ✓   | ✓ (Direct)                   |
| QCS Cleaning and Facilities                 | ✓ (Direct)                     | ✓   | ✓ (Direct)                   |
| Property and Assets                         | ✓ (Direct)                     | ✓   | ✓ (Direct)                   |
| <b>Absence Cover</b>                        |                                |   |                              |
| Staff Absence Insurance                     | ✓                              |   |                              |
| Maternity, Paternity and Adoption           | ✓                              |   |                              |
| <b>Legal and Licensing</b>                  |                                |   |                              |
| Legal Support                               | ✓                              |   | ✓ (Direct)                   |
| Licensing                                   | ✓                              |   | ✓                            |
| <b>Key Insurances</b>                       |                                |   |                              |
| Premises                                    | ✓                              |   | ✓                            |
| Liability                                   | ✓                              |   | ✓                            |
| Engineering                                 | ✓                              |   | ✓                            |
| Work Experience                             | ✓                              |   | ✓                            |
| <b>ICT</b>                                  |                                |   |                              |
| Various ICT Services                        | ✓                              | ✓   | ✓                            |
|   |                                |   |                              |

## OCC Maintained Schools

## Special Needs Advisory Support Teachers (SNASts)

### Contact

June Tyler  
 Administrative Officer  
 Tel:01865 897750  
 june.tyler@oxfordshire.gov.uk

**Special Needs Advisory Support Teachers (SNASts) support schools in carrying out statutory duties related to SEN and Disability. They are a team of skilled teachers with the expertise to assess and provide strategies to enable all children and young people with Special Educational Needs (SEN) to make good progress.**

### What is required of schools?

- Ensure they have effective provision for pupils experiencing challenges to learning including those with SEN and disabilities.
- Ensure they have and can action robust policies to enhance teaching and learning opportunities for pupils with SEN and disabilities.
- To regularly monitor progress of pupils and to be able to measure the impact of interventions to support pupils with SEN and disabilities in accordance with Ofsted requirements.
- Ensure the individual learning needs of pupils are taken into account, giving particular regard to pupils who are looked after.
- To positively engage with parents and families of pupils with SEN and disabilities and liaise with external services for specialist support.
- To maintain high levels of skill and confidence in the workforce, maintaining the capacity of school staff to deliver positive outcomes for all children and young people.

### What the service offers

To support pupils with SEN and disabilities by:

- Working alongside school management teams to develop effective approaches to promote the highest expectations for all pupils.
- Supporting the implementation of The Code of Practice including arrangements for regular reviews of Individual Education Plans (IEPs) and provision management.
- Providing excellent support, advice and modelling of the most effective teaching and learning strategies to engage pupils with SEN and disabilities.
- Keeping schools up to date with the latest guidance and practice supported by staff briefings and professional development for all staff.
- Supporting home/school collaboration and liaison with external multi-agency services.

SNASts may also be contracted by schools, or groups of schools, to undertake specific projects. SNASts are deployed following the annual 'buy back'. Schools are asked to specify their needs and the area locations of SNASts are taken into account when allocating timetables.

Schools can access information about the service at any time by contacting the team.

### Key benefits to the school

- Establishes systems and structures which support improved whole school leadership and classroom practice to secure good or outstanding Ofsted judgements.
- Ensures that schools meet their statutory duties regarding pupils with SEN and disabilities.
- Maintains high level skills in all staff but especially with regard to the role of the SENCO.

### Pricing

SNAST time can be purchased for the whole year in multiples of 0.05 fte (0.1fte is equivalent to 3.5 hours per week)

0.1fte = £5,211

### Pay as you go Service

Schools or partnerships of schools can also purchase less regular support from SNASTs. Schools will be charged for planned support at OCC QuEST rates i.e. **£400** per day or **£200** per half day.

### Partnerships

Available to Partnerships. Contact for further details.

## Educational Psychologists

### Contact

Catherine Roderick  
 Specialist SEN/AEN Assessment Service Manager/Team Leader South  
 Tel: 01865 323532  
 catherine.roderick@oxfordshire.gov.uk

Deb Smit  
 Senior Educational Psychologist/Team Leader Central  
 Tel: 01865 323381  
 Deborah.smit@oxfordshire.gov.uk

Pauline Woolston  
 Senior Educational Psychologist/Team Leader North  
 Pauline.woolston@oxfordshire.gov.uk

**Educational Psychologists (EPs) are a team of professionals with the training and expertise to assess and provide strategies to enable children and young people with Special Educational Needs (SEN) and Additional Education Needs (AEN) to make good progress. EPs provide a distinctive psychological contribution at an individual, group or whole school strategic level. Specific details of the services offered for purchase are as follows:**

### What is required of schools?

- To promote and secure improved educational outcomes for all children.
- To assess the needs of children with SEN or AEN and design and implement effective interventions for vulnerable children so that they are able to fully engage and succeed with their own learning.
- Ensure the learning environment promotes positive mental health, wellbeing and social and emotional aspects of learning.
- To ensure well managed systems and structures for promoting positive behaviour policy and practice.
- To secure professional development of school staff in a wide variety of specific aspects of children's learning difficulties.
- Link effectively with partners to enable positive experiences and improved outcomes at critical points in children's lives e.g. at points of transition, during unexpected life events or when adversity arises.

### What the service offers

- Case consultations to teachers and other professionals.
- Designing and assisting the implementation of evidence bases and effective interventions to improve learning, social and behavioural outcomes.
- Training to school staff, others members of the children's workforce and parents and carers.
- Advising school staff and other practitioners on techniques and strategies to meet the needs of vulnerable groups covering ADHD, behavioural difficulties, Autistic and communication difficulties, dyslexia, dyspraxia, language development, physical and sensory development, emotional and social difficulties, attachment and child development as well as the full range of learning difficulties.

- Advising school staff on issues faced by children and families at challenging times, such as coping with bereavement, transition, complex family issues such as adult mental health, and child protection issues.
- Undertaking complex casework in collaboration with other professionals.
- Supervising and mentoring front line staff individually or in groups.
- Undertaking research, local needs assessments and project evaluations, to inform the effective targeting, development and impact analysis of school projects and interventions to promote the engagement and learning of children.

### Key benefits to the school

- Improves access to learning and academic achievement for children.
- Improves the learning environment so that it promotes positive mental health, emotional wellbeing and effective learning.
- Improves behaviour of children and good attendance and positive engagement in learning.
- Increases school staff knowledge, skills and confidence in teaching children with special and additional needs
- Enhances efficient use of pooled resources by sharing good practice and operating across school partnerships with a variety of non-school partners such as mental health practitioners and family support workers.

Requests for days (September 2012-August 2013) need to be agreed with the EP Service by 1 May 2012 so that the correct staffing levels are in place for the coming academic year.

If you would like to discuss purchasing EP support, please contact the Senior EP for your area.

### Pricing

Basic 1-5 days - **£550 per day**

Bronze: 6-20 days per annum - **£500 per day**

Silver: 21-39 days per annum - **£460 per day**

Gold: 40+ days per annum - **£430 per day**

### Partnerships

Schools are encouraged to make partnership bids as this is more cost efficient and provides flexibility in delivering the service.

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## Behavioural Support Teachers

**Contact**

Bernice Smurthwaite  
Service Manager, Behaviour Support Team  
Tel: 01865 323436  
bernice.smurthwaite@oxfordshire.gov.uk

Please refer to website for service details

[http://portal.oxfordshire.gov.uk/content/publicnet/other\\_sites/Quest/docs/201213/BSS2012-2013.pdf](http://portal.oxfordshire.gov.uk/content/publicnet/other_sites/Quest/docs/201213/BSS2012-2013.pdf)

## Oxfordshire International Education Bureau

### Contact

Vikki Gledhill  
 Educational Commercial Services Manager  
 Tel: 01865 797216  
 internationaleducation@oxfordshire.gov.uk

**OIEB helps schools develop an international dimension through curriculum development, school-to-school partnerships and professional development. Since the OIEB was set up in January 1997, it has introduced into schools wide-ranging activities that have changed the ethos of a large proportion of schools in significant ways and provided much valued direction. This has resulted in long-standing relationships between Oxfordshire Local Authority and similar education authorities around the world. OIEB works with a number of stakeholder partners, including Global Learning Association, to deliver services to Oxfordshire schools and beyond.**

### What the service offers

Our aim is to work with all types of schools to help them develop and embed an international dimension through curriculum development, school-to-school partnerships and professional development.

- Access to free quality courses and events that provide accurate guidance and support on all aspects of the international dimension.
- Opportunity to participate in international mobility of pupils and staff through Oxfordshire projects and international projects.
- Free resources, support and guidance for classroom activities that integrate the international dimension into the curriculum of schools.
- Enable your school to promote the concepts of global citizenship – e.g. Trade and Interdependence, Conflict Resolution, Sustainable Development, Diversity, Human Rights etc.
- Information, advice and guidance on achieving the International School Award (ISA), a framework for national accreditation and recognition of the international work carried out in schools.
- Promote within your school and community, the different Actions of the EU's Life-Long Learning (LLL) programme e.g. Comenius projects.
- Offer your staff in-service training opportunities in the area of the international dimension.
- Access to the annual Model United Nations General Assembly events for 6<sup>th</sup> Formers.
- Access to the work and resources of charities such as Oxfam, Action Aid, UNICEF, WaterAid etc., especially in the area of global citizenship

### Key benefits to the school

- Schools develop international dimension with up-to-date information addressing curriculum and professional development, and access to latest funding.
- Encourages foreign language learning, professional development for staff, as well as, widening cultural perspectives and celebrating diversity.
- Specific and tailored advice available to support your schools needs.

- Support for schools to develop curricula and related resources, enabling children of all ages to access these challenging concepts.
- Enhance the status of the school by achievement of a prestigious nationally and internationally recognised award.
- Access to a wide range of funding opportunities for a variety of school projects from job shadowing to developing curriculum projects.
- Access to high quality providers of inset with tailor made training to suit your needs.
- Developing global citizenship and raising standards through a high profile event involving students from around the world adopting the roles of International Delegates.
- Exciting and innovative opportunities to your school and students

### **Performance standards and monitoring quality**

OIEB is monitored through questionnaires sent to schools and by written feedback from schools as well as course evaluations and informal feedback mechanisms.

### **Pricing**

Nursery school - **£170**

Primary school - **£340**

Secondary school - **£670**

Special school - **£180**

### **Partnerships**

Available to Partnerships. Contact for further details.

## Oxfordshire County Music Service

### Contact

Tony Mealings  
 Head of Service  
 Tel: 01865 740000  
 tony.mealings@oxfordshire.gov.uk

**The Music Service is able to offer, in addition to the provision of instrumental and class lessons: support and consultancy packages; pre and post-OFSTED support curriculum development support; development of whole-school Music strategies; support for music for children with special needs (including 1:1 music technology work with EBD pupils); professional development, including support for non-specialist teachers in Primary schools; help with developing singing; development of ensembles; networking and contact with a wide range of other music organisations. Flexible packages can be negotiated to meet schools' and academies' needs.**

### What the service offers

#### **Subscription package (currently for Secondary Schools only)**

The Music Service offers an optional Service Level Agreement for a fixed annual charge.

This provides:

- An annual visit from a senior manager or the Head of Service to discuss provision from the Music Service, assist with any curriculum issues that the school may have, and respond to any other related needs raised by the school.
- The setting up and management of area networks for school based Music Teachers with area-based twilight meetings and professional development opportunities at least twice a year.
- A half day of school-based training for each identified group of schools in response to schools' needs.
- Subject support from the Head or Deputy Head of service in the process of recruiting and interviewing staff.
- Permanent e-mail and telephone support for Heads and Music Staff.
- Support and advice for Heads in respect of concerns about classroom performance.

#### **Pay-as-you-use services (available to all schools)**

The Music Service currently offers advice and support in a number of areas and charge these on an 'item-by-item' basis.

- Curriculum delivery.
- Coaching and conducting ensembles, etc.
- Concerts for schools.
- Consultancy.

### Key benefits to the school

- Specialist support, to assist schools in meeting the National Plan for Music Education.
- Specialist curriculum support.
- Access to a wide range of organisations offering curriculum enhancement.
- Access to large-scale performance events.

- Opportunity for pupils in schools to work alongside music-service ensembles.
- Very high quality on-line curriculum support package.
- Support for small departments and non-specialist teachers.

### **Pricing**

Subscription package (Secondary Schools only) **£500** per school per annum

Curriculum delivery **£52.00** per hour

Coaching and conducting ensembles etc. **£52.00** per hour

Concerts for schools **£2.00** per child

Consultancy **£400** per day; **£200** per half day (up to 3.5 hours)

### **Partnerships**

Available to Partnerships. Contact for further details.

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## Curriculum ICT Services

### Contact

Graham Garner  
ICT Strategy Lead for Schools  
Tel: 01865 897870  
team@oxharnessingtech.co.uk

**The Curriculum ICT Team support schools in the use and development of ICT across the curriculum and the provision of ICT subject specific advice and guidance. They are a team of qualified teachers with the training and knowledge to support classroom practitioners to maximise the benefits of harnessing technology to raise standards and achievement.**

### What the service offers

#### Course subscription packages for all schools

- Training to school staff, parents and governors.
- Half or full day courses.
- Wide range of courses available - e.g.
  - Oxfordshire Learning Platform
  - Assessment and planning
  - Control, modelling and data handling
  - Interactive whiteboards
  - ICT for NQTs
  - New ICT Coordinators
  - Games based learning, animation and green screen
- Unlimited email and telephone support

#### Secondary subscription package

- Annual visit from the Secondary ICT adviser to discuss ICT provision
- 5 half day consultancy visits
- A free place on a course for one person
- Unlimited email and telephone support

### Key benefits to the school

- Improves access to learning and academic achievement for children.
- Improves behaviour of children and good attendance and positive engagement in learning.
- Enables the school to develop a strategic approach to using technology.
- All staff are CRB checked and qualified teachers providing a assured classroom practice approach - not just technical.
- Increases school staff knowledge, skills and confidence in teaching children using and embedding ICT
- Enhances efficient use of pooled resources by sharing good practice and operating across school.

**Pricing****Courses package £475**

- 6 half-day course place credits
  - this offers a saving over the pay-as-you-go prices of £275 if used solely for half-day courses ( $6 \times £125 = £750$ ) or £125 for full day courses ( $3 \times £200 = £600$ )
- Unlimited email and telephone support

**Secondary package £1200**

- Annual visit to discuss provision
- 5 half day consultancies
- A free place on a course for one person
- Unlimited email and telephone support  
(=£240 per half day PLUS a free course place)

**Pay as you go service**

Schools/Partnerships of schools can purchase any of the above services on an ad hoc basis. Schools not purchasing the subscription packages will be charged at OCC QuEST rates e.g. £550 per day, £300 half a day for consultancy visits or at course rates of £125 per half day or £200 per full day.

**Partnerships**

Please contact Graham Garner to discuss options to provide partnership training and consultancy. A partnership may choose to buy in a bespoke package.

## Health, Safety and Wellbeing

*Opt-out service – your school automatically purchases this service unless you indicate that you wish to opt out.*

### Contact

Paul Lundy  
 County Health & Safety Manager  
 Tel: 01865 797169  
 paul.lundy@oxfordshire.gov.uk  
 Help desk: healthandsafetyhelp@oxfordshire.gov.uk.

**The Health, Safety and Wellbeing Team assists schools in meeting their statutory health and safety responsibilities by providing competent practical advice and guidance to create safe, secure and rewarding learning environments.**

### What is required of schools?

- School must offer a safe environment for children, staff and visitors.
- To comply with Health and Safety Legislation schools must identify any significant risks and implement procedures to control those risks.
- Accidents must be investigated.
- Schools must be proactive in carrying out suitable inspections and audits.
- Staff must be trained to carry out their duties in a safe manner.

### What the service offers

- A team of professional Health, Safety and Wellbeing Advisers who can provide technical and practical advice, assistance and support including on-site visits and advice for significant matters.
- Advice on keeping people safe and healthy – your employees and those who are affected by your activities i.e. pupils, contractors, members of the public, visitors.
- Advice on maintaining safe and secure sites, buildings and equipment to meet requirements.
- Access to the County Council's Intranet site and index of Health and Safety information which is updated by the Health, Safety and Wellbeing Team.
- Advice on personal resilience in times of change.
- Two candidates per school to attend the one day Health and *Safety for School Managers* course and the half day stress training available through Learning and Development.
- Annual inspection of school based Swimming and Hydro pools – provided by H&S Professionals within the team.
- Information about compliance with statutory and legal requirements, in relation to health, safety and wellbeing.
- Annual inspections of equipment performed by competent contractors on PE, Outdoor play, D&T & Pottery equipment.
- A full health and safety on site supportive visit which will ensure you fulfil your statutory health and safety responsibilities, including advice on practices related to your activities and processes; and a site safety tour of your school buildings and grounds to establish any actions needed to improve health and safety. *(kindly note that there will be a cancellation charge for short notice unjustified cancellations).*

- If additional visits are required in relation to significant issues a charge may be made.
- A specific action plan to address shortcomings in Health, Safety and Wellbeing arrangements within designated timescales.
- Training events are provided through the Learning and Development team.
- A co-ordinated service working with a range of agencies and partners including Oxfordshire Fire and Rescue Services, the Police, Environmental Health Officers and Health and Safety Executive.
- Access to specialist and technical advice including CLEAPSS and the Radiation Protection Adviser (RPA) Service.
- Occupational Health service including – referrals, medical assessments, telephone advice and guidance. Visits – (additional charge for this service).
- Staff Support service including –Mediation telephone counselling, individual counselling sessions, group work, post incident support and de-briefing (additional charge for this service).
- A Wellbeing Service that provides a supportive stress management service specifically to Schools which has been proven over the past five years to help reduce levels of work-related stress in schools year on year (additional charge for this service).
- Access to the Health, Safety and Wellbeing helpdesk dedicated phone line 01865 797222 and dedicated helpdesk email.

### Key benefits to the school

- Assistance to schools in fulfilling their statutory health and safety duties and responsibilities by improvement of safety measures through regular HSW monitoring, access to employee training, assistance visits and our dedicated helpline and email facility.
- Access to a team of qualified health and safety professionals, who have experience of working in and with schools. Our staff are highly trained, several are Chartered Members of the Institution of Occupational Safety and Health (IOSH). They are up to date with technological advancements and legislation within school and office environments.
- Members of the Health, Safety and Wellbeing team network with other Local Authorities and attend Regional Education Safety Officers Group meetings where matters of mutual interest affecting Education provision are discussed and collective views on consultation documents are established. Senior members of this group sit on the Executive of the IOSH Educational Group which lobby government based on those collective views.
- The Team negotiate on your behalf preferential rates for the contracted services provided for schools through a joint partnership with Warwickshire County Council for:- Outdoor Play Equipment; PE Equipment, Pottery and Design and Technology and have arranged for you to benefit from savings on repairs organised through these contractors. We also monitor these service providers and the work they undertake in schools and follow up any issues with contractors on your behalf.
- The Health, Safety and Wellbeing Team consult with the Education, Health, Safety Advisory Group and Teachers' Unions in relation to items raised at OCC and Teachers Joint Consultative Committee meetings; and in the development of County-wide policies and procedures for use by Schools.
- The Health, Safety and Wellbeing Team also consult directly with Unison regarding issues affecting support staff in Schools.
- We work with the County Insurance Team and Zurich Insurance to look at risk management across the organisation enabling schools to receive a discount on their insurance premiums.

- We can help you satisfy the requirements of the Health and Safety element of your OFSTED inspections.
- We can assist in emergency situations such as dangerous occurrences e.g. asbestos exposure, contamination issues, legionella, hazardous substance releases, critical incident arrangements.
- We issue Safety Action Bulletins affecting schools warning of potential dangers of equipment and/or as a result of a HSE alert on safety measures, or as a direct result of incidents happening in schools.
- We can assist with investigations into serious incidents and accidents that the Health and Safety Executive and other external bodies and Enforcement Agencies may involve you in.
- We provide specific health and safety advice for schools such as arrangements for dealing with Swine Flu and other communicable diseases and infections.
- We can advise on lessons learnt as a result of a serious incident, offer practical solutions and advise on best practice.
- We offer support to schools in relation to incidents involving the physical and verbal abuse of staff and managing challenging behaviours of pupils. We liaise directly with the County's Inclusive Practices Development Officer on your behalf.
- We offer support in the use of the case management system for the reporting of incidents and accidents, dangerous occurrences and near misses; work-related ill health issues and reportable diseases and physical and verbal abuse.

### **Pricing**

Nursery and Primary School - **£3.65** per pupil

Secondary School - **£4.45** per pupil

Special School - **£5.89** per pupil

### **Partnerships**

Available to Partnerships. Contact for further details.

## HR Pay Admin

*Opt-out service – your school automatically purchases this service unless you indicate that you wish to opt out.*

HR Pay Admin and Safer Recruitment are offered as a combined service

### Contact

Kevin Cooper  
 Pay and Employment Information Manager  
 Tel: 01865 797374  
 kevin.cooper@oxfordshire.gov.uk

**The Pay and Employment Information Team (PEI) administers all pay and employment related administration including pay related notifications, absence and salary claims. The service is offered to school employees, Headteachers, Bursars, and School Governors in respect of pay, statutory deductions, terms and conditions of employment, as well as the supporting employment policies and council procedures.**

### What is required of schools?

- Staff must be paid in accordance with contractual terms and conditions.
- As the employer schools must ensure statutory deductions are made in accordance with legislation.
- Schools must ensure that pension scheme or voluntary deductions and administration are processed.
- Schools must ensure all statutory returns are provided correctly and on time.

### What the service offers

- Access to the PEI team via email and telephone for schools and their employees concerning contractual and pay arrangements.
- Establishing and maintaining pay records and pay data.
- Administration of teachers' pension elections including completion of employer statements for the Teachers' Pensions.
- Maintenance of employment records including the provision of information for statutory agencies, e.g. HMRC
- Pay appropriate monthly pension contributions to the Teachers' Pensions, LGPS and maintain records to support completion of the annual contribution statement.
- Processing allowances, overtime, honoraria, casual claims, and travel claims
- Arranging staff benefits such as childcare salary sacrifice schemes.
- Implementing pay awards and calculating backdated pay where applicable
- Providing full "end of year" service as required by the HMRC, producing annual returns and employees' P60s and P11d's where appropriate.
- Assessment and/or validation of Teachers salaries in keeping with the county and/or school pay policies.
- Compliance with statutory and administrative regulations affecting pay.
- Compliance with PAYE in the maintenance of records to meet internal and external audit requirements.
- Administration connected with the recovery of sums due to school following staff absence due to third party accidents.
- Maintenance of records of all teaching staff to support accurate and timely completion of the annual return of salary, service and additional contributions to the Teachers' Pensions.

- Inputting changes to employees' income tax coding and National Insurance category.
- Processing of pay from gross to net, including, where appropriate, maternity, paternity, adoption, and sick pay.
- Processing pay deductions and registrations such as GTC and union subscriptions.
- Arranging deductions for rent when service tenancy staff are appointed or their pay is changed.
- Complying with conditions of pay and service.
- Paying salaries or wages direct to employees' bank accounts.
- Providing confidential employee pay advice slips and P45s.
- Automatic interface with financial management systems.
- Respond to HMRC enquiries and other agencies as required e.g. other local authorities, banks, building societies and other government departments.
- Accounting for and paying over salary and wage deductions.
- Correcting payroll errors/miscoding raised within 3 months.
- Managing the collection of overpayments to employees.

### **Optional Add-on: PEI2 HR Administration Contracts**

Subscribers to the above service can also purchase the following:

- Issuing contracts of employment and relevant forms (bank details, pensions, tax etc) within 8 weeks of employee start date, where notification is provided in advance of start date.
- Assessment and provision of salary statements for newly appointed teachers.

NB: Where schools do not use this service the authority will need to monitor that contracts issued comply with relevant legislation.

### **Key benefits to the school**

- Easy access to the PEI team via email and telephone for schools and their employees.
- Ensures compliance with statutory PAYE regulations.
- Ensures compliance in the maintenance of records to meet internal and external audit requirements
- Interfaces with schools financial management systems.

### **Notes**

1. Following the roll-out of SAP, should schools choose to operate with multiple cost centres or complex financial structures, this will mean additional work and/or maintenance for the PEI Team and as a result may lead to an additional charge for this service.
2. There may also be additional one off charges for Schools who wish to alter or completely rebuild their organisation (financial) structures for payroll / budget purposes. This arrangement will be negotiated by the School and PEI Team should the need arise.

### **Pricing**

**HR Pay Admin and Safer Recruitment are packaged together in one price.**

**£47.78** per occupied school post (as at December 2011 count).

### **PEI2 HR Administration Contracts**

If you wish to subscribe to the optional add-on package, PEI2 HR Administration Contracts, there is an additional charge of **£7.92** per occupied school post (as at December 31<sup>st</sup> 2011)

### **Additional Charges**

- Emergency / manual payments requested by the School **£27**.
- Statement of Earnings **£5**

## Safer Recruitment – Resourcing Services

*Opt-out service – your school automatically purchases this service unless you indicate that you wish to opt out.*

Safer Recruitment and HR Pay Admin are offered as a combined service.

### Contact

Gráinne Darnton  
 HR Manager (Resourcing)  
 Tel: 01865 797384  
 grainne.darnton@oxfordshire.gov.uk

**The aim of the recruitment process is to bring in good-quality new employees safely, cost-effectively and as quick as possible.**

### What is required of schools?

- Schools must meet their duties under the Education Act 2002 to safeguard and promote the welfare of children.
- Schools must follow the guidance in Working Together 2010 and Safeguarding Children and Safer Recruitment in Education (2006).

### What the service offers

- Advertising on the Council's job site plus placing with approved online recruitment services. This provides access to, and support with, using the on-line recruitment services i.e. Oxfordshire County Council on-line recruitment, DCSF and TES websites.
- Provision of application forms.
- Advice on safer recruitment processes.
- Negotiations and links with E-teach. (locum agency)
- Placement of Foreign Language Assistants with schools.
- Grading issues and processing of grading review.
- CRB checks, List 99 checks and the new vetting and barring requirements.
- Provision of access to obtain sponsorship for overseas (migrant) workers, as well as asylum and immigration requirements and advice.

### Key benefits to the school

- We maximise your chances of appointing the right person for your recruitment needs saving you time and money.
- Ensures compliance with statutory and administrative regulations.
- Save schools time and money. Negotiations with agencies undertaken on behalf of schools e.g. with E-teach for the supply of temporary suitably vetted teaching staff.
- Offers access to experienced and qualified staff.

### Pricing

**Safer Recruitment and HR Pay Admin are packaged together in one price. £47.78** per occupied school post (as at December 2011 count).

### Additional Charges

- CRBs and ISA disclosures are charged at the CRB bureau rate plus an administration charge of **£11.00**. NB: receipt of the CRB form is taken as authority to charge the school automatically through SAP.

## Schools' HR Professional Support

*Opt-out service – your school automatically purchases this service unless you indicate that you wish to opt out.*

### Contact

Jane Watret  
Principal Service Manager  
Tel: 01865 797586  
jane.watret@oxfordshire.gov.uk

**The Schools' HR Team provides a professional support service to assist Headteachers and Governors in fulfilling their statutory obligations, facilitate good practice and to develop and maintain long term initiatives and procedures related to all HR issues.**

### What is required of schools?

- Schools must ensure they comply with employment legislation and best practice in matters relating to staff.

### What the service offers

A full range of services is delivered by the Schools' HR team. Our service managers are professional staff with varied experience, a commitment to achieving a high level of customer satisfaction and a detailed understanding of the needs of the schools.

The range of services includes advice and support with:

- Discipline and dismissal.
- Grievance and disputes.
- Absence management.
- Redundancy.
- Industrial relations.
- Redeployment.
- Whistle blowing.
- Implications of new legislation.
- Consultation with trade unions.
- Support and advice at hearings.
- Model procedures and policies.
- Equal opportunities and the valuing of diversity.
- Capability and performance management.

### Mediation Service for Schools

A mediation service for schools is now available to help resolve difficult situations. Access to this service will be by referral after discussion with a member of the Schools' HR team.

### Key benefits to the school

- Enables schools to fulfil their statutory obligations, facilitate good practice and to develop and maintain long term initiatives and procedures related to all HR issues.
- Supports Headteachers and Governors in managing their staff.
- Access to professional support and advice when you need it.
- Gives peace of mind when dealing with difficult problems
- Helps schools manage and motivate staff in order to promote school improvement.

**Pricing****Option 1: Insurance Scheme (not available to secondary schools)**

Includes unlimited access to the Schools' HR service email/telephone and consultant support. **£14.38** per occupied post as at 31st December 2010.

**Option 2: Subscription Scheme with additional top-up consultancy days**

All 3 levels offer unlimited email/telephone support plus consultant days as indicated.

*Level 1* - 2 days consultant support

**£1215** per annum. Additional top-up Consultancy Fee **£444** per day

*Level 2* - 4 days consultant support

**£1766** per annum. Additional top-up Consultancy Fee **£334** per day

*Level 3* - 8 days consultant support

**£2098** per annum. Additional top-up Consultancy Fee **£223** per day

**Pay As You Use (PAYU) Fees**

If you choose not to subscribe into either scheme the fee is **£528** per day for services provided.

A charge will also be applied if there is a need for substantial email or telephone support.

**PAYU and Top-up Consultancy Fees Calculation**

Charges apply to consultancy and associated work, including preparation and attendance at meetings and hearings; writing and reviewing letters and reports; negotiations with unions and other employers. The fee is calculated based on time spent providing support (in half hour units, rounded up to the nearest half hour). Each visit incurs a minimum charge equivalent to one hour of support.

**Mediation Service**

Typical costs is **£300 - £350** per mediation for subscribers to Schools' HR Professional Support Services and **£350 - £400** for non subscribers.

## Worklife Enhancement Programme

### Contact

Teresa Heys  
 Worklife Enhancement Coordinator  
 Tel: 07823 536 606  
 teresa.heys@oxfordshire.gov.uk

**The service is aimed at improving educational effectiveness by managing the causes of work related stress.**

### What is required of schools?

It is the legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure health safety and welfare at work includes minimising the risk of stress-related illness or injury to employees and undertaking suitable and sufficient risk assessments for the causes of work related stress.

### What the service offers

A complete strategy for managing the causes of work related stress, based on the Health and Safety Executive's Management Standards and recognised by the HSE as an example of best practice.

#### Full Package

- Headteacher briefing on their roles and responsibilities.
- Facilitators trained to help with facilitating the Worklife Enhancement service in the school.
- Confidential risk assessment undertaken from which the school will receive a full and detailed report including suggestions for control measures to reduce the risk of work related stress.
- INSET session on work related stress awareness and management, or on a specific issue arising from the risk assessment e.g. communication, time management, change management or similar.
- Three network meetings per year for facilitators, plus three for headteachers to share best practice and be brought up to date with latest research and legislation.
- A monthly stress management newsletter emailed to facilitators and Headteacher.

#### Maintenance Package

Available to those schools which have bought into the service for 2 years or more. This consists of last four bullet points above. Schools can also purchase other components of the main package at an additional cost.

### Key benefits to the school

- Collective protective - addresses well-being and stress management issues at a whole school level.
- Reduces the likelihood of absence due to stress
- Can improve educational outcomes for pupils by ensuring employee effectiveness.
- Raises employee morale by showing that the school cares about their opinions.
- Access to a dedicated expert who understands the pressures and demands on schools.

## **Pricing**

### **Full Package**

**£26.77** per employee

Minimum cost of **£263.00** per site

Maximum cost of **£2630** per site

An administration fee of £100.00 is made for new subscribers only.

### **Maintenance Package**

**£16.16** per employee

Minimum cost **£162** per site

Maximum cost **£1620** per site.

### **Partnerships**

Available to Partnerships. Contact for further details.

## Occupational Health

Occupational Health is combined with Staff Care service as one package.

### Occupational Health

#### Contact

Gillian Kinselley  
Occupational Health Manager  
Tel: 01865 815295  
gillian.kinselley@oxfordshire.gov.uk

**The service dedicated to promoting and maintaining the health, safety and well-being of all employees at work.**

### What is required of schools?

- The Management of Health and Safety at Work Regulations demand that employers have a duty to assess the health (and this includes the mental health) and safety risks at work of all their employees.
- Ensure that medical health assessments are completed by employees who have been offered posts.
- Ensure that management referrals are supported by correct documentation and letters.

### What the service offers

- Advice to managers and employees on all aspects of issues relating to the effects of "work on health" or "health on work".
- Medical health assessment screening.
- Assessment and advice following management or self-referrals in relation to sickness, absence, fitness to work, rehabilitation, and ill health retirement.
- Psychological assessment for staff who are experiencing anxiety or stress.
- Advice to management and employees on relevant legislation and compliance.

Services offered for all school employees:

- Medical health assessment screening
- Advice concerning work and health related issues.
- Management referrals.
- Self referrals.

### Additional Services

The following services are available at an extra charge:

- Visits for work place assessment including Display Screen Equipment and disability assessments.
- Health promotion.
- Visits by OH Physician.
- Visits by OH Manager/Advisor.
- Ill health retirement for Teachers Pension or LGPS.

### Key benefits to the school

- Access to the service when you need it.
- Confidentiality – medical ethics are adhered to and discussions about medical conditions are treated as confidential. No medical information is disclosed without the employee's consent.

- Impartiality - the service is for the benefit of both the employee and employer – the service has no disciplinary role.
- Clients receive a copy of any reports to management.

**Pricing**

Occupational Health is combined with Staff Care service as one package. See Staff Care for pricing.

## Staff Care

Staff Care service is combined with Occupational Health as one package.

### Contact

Katherine Snowdon  
 Staff Care Manager  
 01865 815505  
 katherine.snowdon@oxfordshire.gov.uk

**The service supports staff with work based and/or personal problems.**

### What is required of schools?

- Schools have a duty to their staff to resolve conflict and reach workable agreements.
- Schools should offer the facility to staff to air their views in an impartial non-judgemental environment.

### What the service offers

- Return to work support.
- Confidential individual counselling.
- Support through change.
- Critical incident support.
- Manager's psychological advice.
- Staff psychological advice.
- Helpline for raising concerns.

### Additional Services

The following services are available at an extra charge:

- Group sessions
- Mediation

### Key benefits to the school

- Access to the service when you need it.
- Helps find workable agreements.
- Resolves conflict.
- Offers a non-judgemental environment to discuss issues.
- Impartiality - the service has no disciplinary role.

### Pricing

Occupational Health and Staff Care are offered in one package

**£10.54** per employee

**£40.00** per hour for group sessions

### Additional Services

The following services are available at an extra charge:

- Visits for work place assessment including Display Screen Equipment and disability assessments.
- Health promotion.
- Visits by OH Physician.
- Visits by OH Manager/Advisor.

- Ill health retirement for Teachers Pension or LGPS.

**Cancellation and non-Attendance (applies to Occupational Health only)**

**£155.30** will be charged for non-attendance at an appointment or if cancellation is received less than 7 working days prior to an appointment.

## Finance and SAP Support

*Opt-out service – your school automatically purchases this service unless you indicate that you wish to opt out.*

### Contact

Schools Support Section helpline  
Tel:01865 797500  
helpline@oxfordshire.gov.uk

**The core aim is to help schools with their financial management and to enable them to use their resources to best effect, given the current national and local agendas in raising achievement.**

### What is required of schools?

- Schools must maintain accurate and up-to-date financial records.
- Provide statutory returns and meet annual requirements.
- Comply with regulations set out by Oxfordshire County Council.
- Liaise with Local Authority Schools Finance Team.

### What the service offers

#### Helpline

- SAP Applications Support (Phone).
- Firstline Finance Query Handling.
- Frequently Asked Question Sheets.
- Management of Schools Finance Intranet Pages.
- Access to additional Schools Finance Help and Guidance Content on Intranet.
- SAP Applications Development.
- Central Email account contact.
- Improved information on usage and key questions/frequently asked questions.

#### SAP Application Support

- Software licences.
- Debt recovery.
- Banking.
- IT infrastructure (to run the software).

#### Training and Events/Information and Additional Advice

- Additional Help Notes, on-line training and manuals.
- Attendance other school events/requirements.
- Ad hoc face to face Training will be arranged as required.
- Annual/Biannual county school finance staff conference.
- School Governor Induction.
- Provide staff for governor service events.
- Planner Training (see also planner above).

#### Targeted and Preventative Support (Identified Schools)

- Strategic Challenge, Support and Advice 2x half day visits.
- Action Planning.

#### Budget Setting

- Budget surgery/ 2 x half day visits.
- Supply of budget setting tool / "Planner".

#### Budget Monitoring

- Budget Monitoring visits 2x Half Day.
- Payroll review.
- Supplementary - Targeted & Preventative Support.
- School Finance Officer Inductions.
- School Finance Head Teacher Inductions.
- Additional Close down Briefings/Guidance (non s151).
- Second line help desk queries.
- Provide advice on financial content of JD during recruitment.
- Attend interview panel including preparation of finance related questions.

### **School Support - Standard School**

#### **Budget Setting**

- Supply of budget setting tool / "Planner".
- Budget surgery/visit half day.

#### **Budget Monitoring**

- Review of budget monitoring including written/emailed response.
- Budget monitoring visit 2 half days per year.

#### **Supplementary - Standard School Support**

- School Finance Officer Inductions.
- School Finance Head Teacher Inductions.
- Advise on Finance staff recruitment.

### **Key benefits to the school**

- Dedicated Finance Officer who understands and responds to individual school's needs.
- Easy Schools Finance team access by email and telephone.
- Focused approached for schools that need extra support.
- Enables schools to fulfil their statutory obligations and facilitate good practice.
- Easy SAP Support Helpline access.
- Confidence of a robust and secure IT structure within which to operate financial transactions.
- Transparent system allowing schools to fulfil statutory obligations and comply with audit procedures.

## Pricing

|                      | School Type |                              |                  | Banking | Debt Recovery | Technical Environment | Training |           |
|----------------------|-------------|------------------------------|------------------|---------|---------------|-----------------------|----------|-----------|
| SAP Base Charge      |             | Band A                       | up to 100 pupils | £100.00 | £50.00        | £60.00                | £69.00   | £279.00   |
|                      |             | Band B                       | 101-400 pupils   | £150.00 | £100.00       | £90.00                | £69.00   | £409.00   |
|                      | Primary     | Band C                       | 401-999 pupils   | £200.00 | £200.00       | £120.00               | £69.00   | £589.00   |
|                      | Secondary   | Band C                       | 401-999 pupils   | £250.00 | £250.00       | £150.00               | £69.00   | £719.00   |
|                      |             | Band D                       | 1000+ pupils     | £300.00 | £300.00       | £200.00               | £69.00   | £869.00   |
| SAP Licence          |             | Maintenance - Occasional use |                  |         |               |                       |          | £53.00    |
|                      |             | Maintenance - Limited use    |                  |         |               |                       |          | £115.00   |
|                      |             | New - Occasional use         |                  |         |               |                       |          | £284.00   |
|                      |             | New - Limited use            |                  |         |               |                       |          | £623.00   |
| Finance Charges      | Primary     |                              | up to 30         |         |               |                       |          | £501.20   |
|                      | Primary     |                              | 31-50            |         |               |                       |          | £895.40   |
|                      | Primary     |                              | 51-150           |         |               |                       |          | £1,139.60 |
|                      | Primary     |                              | 151-300          |         |               |                       |          | £1,709.40 |
|                      | Primary     |                              | 301-1000         |         |               |                       |          | £1,986.16 |
|                      | secondary   |                              |                  |         |               |                       |          | £2,849.00 |
| Budget Planning Tool | Primary     |                              | up to 30         |         |               |                       |          | £75.00    |
|                      | Primary     |                              | 31-50            |         |               |                       |          | £125.00   |
|                      | Primary     |                              | 51-150           |         |               |                       |          | £175.00   |
|                      | Primary     |                              | 151-300          |         |               |                       |          | £250.00   |
|                      | Primary     |                              | 301-1000         |         |               |                       |          | £300.00   |
|                      | Secondary   |                              |                  |         |               |                       |          | £400.00   |

## Budget Planner

### Contact

Schools Support Section helpline  
Tel:01865 797500  
helpline@oxfordshire.gov.uk

**Following a strategic review of the existing Excel budget planner, on the advice of the Schools Finance team, the Schools Forum have approved the decision to recommend a replacement solution for financial year 2012/13. The Budget Planner has been developed by Orovia.**

### What the service offers

- Database hosted externally on secure third party servers with data transmitted over an HTTPS secure socket layer using secure username/password protocol.
- Access determined by users, roles and access rights. A school can withhold/control more sensitive information if required.
- Access from any Computer worldwide.
- Version Control so that the local authority can be sure all users/schools are using the same data set to produce their budgets. Changes to the central data are immediately available to all users who receive a message of any updates/change within the system when they next login.
- Version Control within a School so the school can work collaboratively on budgets and all versions are saved in the same area, changes are recorded by user and date stamped.
- Remote Support for the school by phone as both parties are able to view the software, make amendments and instantly see any changes.
- Consolidated budgets are submitted by schools in the correct format (CFR/GL code) with all the information under the correct GL codes (including NI and Superannuation etc).
- Benchmarking between schools can be agreed and made available to all schools.
- Comparison of Submitted Budget to Current Budget - a school can instantly report/see the differences at the Cost Centre/GL level.
- Data can be exported into Excel.
- Orovia is committed to a programme of continuous improvement and have agreed to cover the cost of specific developments including interfaces with SAP payroll.

### Key benefits to the school

- Increased security with user defined access.
- Increased flexibility for alternative scenario planning.
- Improved version control and management of any changes.
- Future development including SAP payroll interfaces.
- Separate versions available for maintained schools and academies.
- For the majority of schools it is anticipated that the annual licence costs would be more than offset by efficiency savings generated from the above benefits and future developments.

**Pricing**

| <b>Pupil numbers</b> | <b>Annual Cost</b> |
|----------------------|--------------------|
| 1 - 30               | £75.00             |
| 31 - 50              | £125.00            |
| 51 - 150             | £175.00            |
| 151 - 300            | £250.00            |
| 301 - 1000           | £300.00            |
| Secondary            | £400.00            |

## Education Procurement Service (EPS)

### Contact

Farrell Symonds  
 County Procurement  
 County Hall, New Road  
 Oxford, OX1 1ND  
 T: 01865 323889  
 F: 01865 78335 E: farrell.symonds@oxfordshire.gov.uk

**The County Procurement team (CPT) supports educational establishments with their procurement activities. The team ensures goods and services are sourced in accordance with Best Value principles and in line with educational establishments finance regulations and public procurement legislation.**

### What is required of schools?

- Schools are subject to public procurement legislation and must comply with this to avoid being open to challenge from suppliers and to ensure transparency in their procurement/purchasing practices.
- Schools must ensure Best Value when purchasing goods and services.
- Oxfordshire schools are subject to the Schools Financial Regulations.

### What the EPS service offers to your school

- Promote suppliers to Educational Establishments in Oxfordshire which demonstrate Best Value, Quality and excellence in service delivery.
- Impartial professional procurement advice with no commercial interests involved
- Category Management of Educational Suppliers including Supplier Relationship Management
- Compliance with Public Procurement Legislation and Schools Financial Regulations
- Procurement health check highlighting areas where savings can be achieved

### Key benefits to the school

- Schools do not have to develop their own expertise in a less comprehensive and cost effective way.
- Goods and services can be purchased more economically.
- Contract and supplier relationship management specifically aimed at meeting the requirements of schools.
- CPT will act on the behalf of an individual or group of educational establishments to elicit change should a supplier fail to meet expectations.
- Procurement information and support provided will help them to comply with their statutory and financial obligations.
- Ensuring that advice regarding contracts will be garnered from the appropriate services within Oxfordshire County Council.
- Individual sourcing of suppliers and quotes for specific projects
- Provision of due diligence checks as requested or where strategic sources of supply are identified.
- Protection from unscrupulous suppliers.

### Pricing

Nursery/Primary/Special Primary schools **£150**

Secondary/ Special Secondary schools **£300**

## Food With Thought (FWT)

### Contact

Colin Garnham-Edge  
 Service Manager, Food With Thought and QCS  
 Cleaning & Facilities  
 Tel: 01865 797249  
 colin.garnham-edgeoxfordshire.gov.uk

**Food With Thought aims to contribute to improving healthy outcomes for children and young people by providing a quality nutritious school meals service serving healthy, fresh food.**

### What is required of schools?

- Schools must ensure that meals are provided by a contractor in compliance with DfE/School Food Trust statutory nutritional and food based standards.
- Encourage the uptake of both paid and free school meals school meals.
- Collect funds in relation to payment for school meals.
- Provide a safe and hygienic environment for pupils and staff in relation to kitchens and dining areas to the standard required by law and Environmental Health.
- Schools not using the Council service will be required to submit detailed evidence to the Directorate demonstrating compliance with a number of areas of legislation.
- Where schools employ their own catering staff they are responsible for ensuring that adequate training has been given.

### What the service offers

**Centrally provided School Meals via a buy-back arrangement** (For Nursery, Primary and Special Schools only)

- FWT undertake all responsibilities in relation to school meals provision ensuring all meals provided meet the SMRP recommendations for food standards and nutrient based standards for school lunches.
- Menus adhere to the Government's Nutritional Standards planned with the help of a comprehensive analysis package and are approved by a Public Health Community Dietician.
- Limited use of salt and refined sugar and whenever possible food is oven baked to reduce the fat content. FWT will also increase the use of fruits and vegetables where possible.
- Children with special dietary requirements are able to enjoy safe, substantial, and balanced meals.
- FWT do not use meat products that contain mechanically recovered meat and are introducing the use of locally sourced fresh meat in the menu across the county. FWT do not knowingly use products containing GM foods.
- We can provide: Fruit bars, breakfast, Mid-morning break service, After school service, Traditional 2-course hot lunch or sandwich lunch.
- A Pupils choice menu, whereby pupils can be guaranteed their choice of meal.
- Every day FWT offers: A two course traditional meal, light meals, a vegetarian choice and a choice of desserts.

### **Operational Audit & Advisory Catering Service**

(For self-managed Primary, Special and Secondary schools)

- Operational Audit and Advisory service to ensure schools meet all the minimum standards.
- We take an objective view of the schools operation and business and offer immediate professional advice in times of emergency. Our support service strengthens managers in their tasks, and encourage responsibility, accountability, and pride.
- Advice and assistance with special projects or crisis management.
- Written reports highlighting any deficiencies and suggesting remedial actions required, including: Food Safety – management, practice and procedures; Health & Safety – management, practice and procedures; Nutritional Guidelines – compliance and Documentation; Provision of Food With Thought employee manual, documented operating procedures and staff bulletins.

**Monitoring Service** (For schools that either self-manage or engage a private contractor)

- Annual Food Safety Audit carried out against the requirements of the Food Safety Act, and an audit of the menu against the recently revised nutritional standards.
- Health and safety procedures and contractors audited.

**Additional Support Services** (Ad hoc services for all schools)

- Menu Planning and Nutritional Advice; Equipment – repair; purchase and replacement scheduling; Kitchen Planning and Design; Supplier Management; Provision of Temporary Staff; Operational Support Team; Contracting out of services.

**Training programmes** (for schools with their own catering arrangements)

- Training programmes for catering staff based in schools delivered by accredited trainers.
- Training in food hygiene o handle food safely.
- On-the-job training, self-study, or relevant prior experience.

### **Key benefits to the school**

- Healthy eating encourages better health outcomes for children.
- Helps schools meet the government's agenda in transforming the quality of all food offered.
- FWT meals meet the Governments statutory guidelines for food standards and nutrient based standard for school lunches. Special dietary requirements catered for.
- Supports local community by using locally-sourced fresh meat.
- Support service strengthens managers in their tasks, and encourages responsibility, accountability, and pride.
- Staff fully insured and CRB checked.

### **Pricing**

Centrally provided School Meals via a buy-back arrangement.

*(Nursery, Primary and Special Schools Only)*

The cost for this service is based on the annual amount delegated to schools for school meals provision.

**Note. The delegation of funding summary will be available in March 2012. It has been agreed with Schools Forum that if you use the Food With Thought service this allocated funding for 2012/13 should be ringfenced by your school.**

Operational Audit and Advisory Catering Service (self-managed Primary, Special and Secondary schools)

The cost for this service is as follows:

- Servery (Primary) **£536**
- Regeneration Kitchen (Primary) **£643**
- Production Kitchen (Primary) **£1071**
- Production Kitchen (Secondary) **£1607**

Monitoring Service (schools that either self manage or engage a private contractor)

Price on application

**Access to Council's Free School Meal Hub (DCSF)**

Price on application

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## QCS Cleaning and Facilities

**Contact**

Tim Holton  
Cleaning Service Manager  
Tel: 01865 797225  
tim.holton@oxfordshire.gov.uk

**Please contact the service direct for further information.**

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## Property and Assets

**Contact**

Greg Lowe  
Operational Asset Management  
Tel: 01865 815532  
greg.lowe@oxfordshire.gov.uk

**Please contact the service direct for further information.**

## Staff Absence

### Contact

Nick Baggett  
 Senior Management Accountant  
 Tel: 01865 797138  
 nick.baggett@oxfordshire.gov.uk

### Insurances to cover you against costs associated with staff absences and maternity, paternity or adoption leave.

#### What the service offers to schools

Where a member of staff is absent due to illness, the insurance fund will reimburse schools with a contribution towards the cost of providing cover at differential rates for Headteachers, Deputy Headteachers, main-scale teachers, classroom and administrative staff, caretakers, cleaners, catering staff and midday supervisors. Some sessional employees reimbursed by monthly claims are not covered by these arrangements (supply teachers and casual claims).

Claims against the fund can be made in respect of the following absences:

- Long term sickness.
- Union facilities agreement \*.
- SACRE \*.
- Jury service and attendance at court as a witness \*.
- Magistrates' court duties and other public duties such as a councillor (subject to a maximum of 6 days per two term period) \*.
- Certain meetings called by the LA, including LA directed health and safety training\*.
- Attendance/training for exclusions panels \*.

Absences marked \* are centrally funded and generally administered through the claims procedure.

#### Key benefits to the school

- Simple to understand and transparent terms and benefits.
- Where a member of staff is absent due to illness, the insurance fund reimburses schools with a contribution towards the cost of providing cover at differential rates according to employed position.
- Security of cover for teaching and non-teaching support staff including Headteachers, Deputy Headteachers, main-scale teachers, classroom and administrative staff, caretakers, cleaners, catering staff and midday supervisors.
- Peace of mind that unforeseen long term illness will be covered.
- No prior risk notification requested.
- Options to suit individual school.
- Premiums are all recycled and not used for profit.
- Simple claims process.

### Pricing

#### Teaching Staff

Primary Scheme **£755** per FTE

Secondary Scheme **£324** per FTE

#### Support Staff

All Staff - 1% of gross non-teaching support budget as at 31<sup>st</sup> December 2011

## Maternity, Paternity and Adoption Leave

### Contact

Nick Baggett  
 Senior Management Accountant  
 Tel: 01865 797138  
 nick.baggett@oxfordshire.gov.uk

### Protecting schools from additional expenditure of maternity, paternity or adoption leave by offering cost-effective insurance.

#### What the service offers

The scheme will continue with historic practice, whereby the salary and employer on-costs of the employee taking maternity or adoption leave are charged to the centre from the date of commencement of the leave until the date the member of staff resumes work. However, two-week paternity leave cover will be reimbursed at similar daily rates as those offered by the Staff Absence Insurance Scheme.

The scheme covers teaching and non-teaching staff, with the exception of:

- Supply teachers and supply non-teaching staff.
- Foreign language assistants.
- Teaching staff provided from central funds, e.g. EMAG, SIAT.

#### Key benefits to the school

- Covers the cost of providing cover for the briefest period of maternity leave which could pose problems for even the largest school.
- Adoption - Covers the entitlement very similar to maternity in scope.

#### **Pricing**

Primary and Secondary schools  
**£11.26** per FTE pupil  
 Special school  
**£11.26** per planned place

## Legal Support

### Contact

Nick Graham

Deputy Head of Law & Governance

Tel: 01865 323910

E-mail: [nick.graham@oxfordshire.gov.uk](mailto:nick.graham@oxfordshire.gov.uk)

### What is required of schools?

- Schools must ensure they have adequate cover in place, not just as a legal necessity but also to avoid finding help in an emergency, which can be extremely costly as well as stressful.
- Most Schools at some point will require legal services. Common areas where they should ensure access to the best advice include:
  - Employment law – your responsibilities as an employer, including advice and guidance on compliance with employment legislation, mediation of employment disputes and managing Employment Tribunal disputes.
  - Land and property law – including leases and land transfers, title deeds of school premises, boundary disputes, trespass, encroachment, rights of way and easements across property.
  - Contracts law – drafting and advising on contractual issues and contract disputes
  - Disability discrimination claims – including advice and attendance at special educational needs tribunals
  - Child protection – where out-of-hours assistance might be required for emergency advice on children who are at risk
  - Debt recovery – such as for recovery of student awards, school meals, music lessons
  - Data protection/freedom of information – and access to educational records
  - Managing pupils' behaviour – particularly in relation to exclusion, parenting contracts and school attendance orders.
  - Parental complaints/behaviour – including advice to Governors and seeking injunctions or taking forward prosecution for trespass

### What the service offers

By subscribing to our services, you are ensuring that you are giving your school appropriate legal cover that encompasses a wide range of areas, including:

- Accidents at school
- School admissions, including legal advice to school admission panels
- Charities
- Child protection and the Children Act
- Commercial matters and contracts
- Conveyancing and leasing of LEA and/or Governing Body land
- Data protection and Freedom of Information
- Debt collection
- Disputes – with neighbours, suppliers, contractors, etc
- Employment
- Exclusion of pupils
- Governors' duties and power

- Health and safety
- The Human Rights Act 1998
- Insurance
- Negligence
- Personal injury
- Planning
- Access to a hotline/emergency helpline for when emergencies arise.

This list is by no means exhaustive but it should give you a flavour of the very diverse matters that we can help you with. The only area in which we cannot act is in the unlikely event of an issue representing a conflict of interest.

### Key benefits to the school

- Oxfordshire County Council's legal team is made up of committed and experienced solicitors, each of whom has specialist knowledge; when you contact us with an issue, you can be assured that you are receiving the very best in legal advice.
- The team has many years of experience in advising schools on all kinds of legal issues.
- An excellent understanding of the role of the local authority and the interplay with academies.
- Broad experience of working for public-sector organisations and the particular problems that they encounter, e.g. governance, Freedom of Information, etc.
- Schools benefit from significantly cheaper rates than private practice.
- The team has considerable experience of providing bespoke training.

### Pricing

Nursery/Primary schools - up to 150pupils - **£187**

Nursery/Primary schools - 151 or more pupils - **£321**

Secondary school - up to 1000 pupils - **£365**

Secondary school - 1001 or more pupils - **£580**

Special school - **£201**

## Licensing

### Contact

QuEST Business Unit  
Tel: 01865 797284  
david.reynolds@oxfordshire.gov.uk

**This service provides schools with a cost effective method for managing the purchase and implementation of essential licences required to ensure compliance with licensing regulations around the use of music, video/DVD and text.**

### What is required of schools?

- Schools must ensure that they can confidently use media and text to support educational and non-curricular activities and are not at risk of being penalised for non-compliance.
- Schools who do not purchase licences via the Council's service would be liable in any inspection and the County Council would be obliged to pass across the list of licensed schools to the appropriate licensing agency.

### What the service offers to schools

This service provides the administration and co-ordination necessary to:

- Arrange for the purchase and recording of licences.
- Where appropriate, negotiate with the licensing agencies to ensure that schools and educational establishments benefit from group discounts.
- Maintain up to date knowledge of licensing requirements and coverage to ensure that schools have access to accurate information, advice and guidance.
- Provide schools with supporting documentation where required.
- Respond to queries from the licensing agencies regarding compliance.

### Key benefits to the school

- Schools can confidently use media and text to support educational and non-curricular activities without the risk of being penalised for non-compliance.
- Assurance that schools have the mandatory licences (Copyright Licensing Agency and Educational Recording Agency) and those they are likely to need (Performing Rights Society and Phonographic Performance).
- Schools benefit from the bulk discount negotiated centrally by the OCC licence team.
- Schools are relieved of the administrative work involved purchasing licences.

### Pricing

The prices for licences are determined by the issuing third party suppliers. Prices for 2012-13 will be published shortly.

## Premises, Liability, Engineering and Work Experience

### Contact

Dale Stevens  
Insurance Manager  
Tel: 01865 797335  
dale.stevens@oxfordshire.gov.uk

**Provides assurance that there is comprehensive financial cover in place to protect the school, its assets, employees and governors against liabilities and claims.**

### What is required of schools?

- Schools are required to demonstrate that cover relevant to the Council's insurable interests is in place.

### What the service offers

- **Legal Liability insurance** provides protection against the schools legal liability to pay compensation for injury or damage to employees and third parties caused by the County Council's negligence or breach of statutory duty.
- **Personal Accident insurance** provides personal accident insurance for employees and official volunteers injured whilst on duty.
- **Fidelity Guarantee insurance** provides financial protection against the loss of money and stock lost through the fraudulent act of an employee.
- **Work Experience Insurance** provides personal accident insurance for all school students taking part in official work experience placements. (this insurance relates to Secondary schools only)
- **Premises Insurance** provides insurance protection for the school buildings and contents against damage caused by fire, lightning, storm, flood, explosion, and other perils.
- **Engineering Insurance** provides an inspection service and insurance protection for all pressure plant and lifting equipment requiring inspection under legislation.

### Additional Cover

Please note the Insurance Team will continue to offer, where appropriate, the option to take out the following additional insurance cover directly to schools (i.e. outside of the QuEST package):

- theft, vandalism and accidental damage.
- pupils and governors personal accident.
- loss of revenue.
- hirers insurance.
- school journey insurance.
- motor insurance where appropriate.

## Key benefits to schools

- Reduced premiums rates through bulk purchase.
- The County Council can ensure cash cover for establishments whilst a claim is being settled (for instance after a large fire).
- Protecting schools from additional expenditure by offering cost-effective insurance appropriate to school's specific needs.
- Some levels of risk can be covered by the County Council rather than each establishment having to cover a large part of the claim themselves.
- Arrange continuity of cover when necessary (for example at the time of renewal or if an insurance company fails).
- Easily available expert advice on insurance and risk management from the Insurance Team in Customer Services.
- The Insurance Team liaise with Insurers, Loss Adjusters, and Solicitors on behalf of the school in order to ensure claims are dealt with swiftly and efficiently.
- Administration of policy documentation and claims undertaken by Insurance Team

## Pricing

Prices are set by the third party insurance provider (Zurich Insurance) as follows:

- Liability - **Per pupil**
- Work Experience - **Per Pupil aged 14+**
- Premises - **Per Sum Insured**
- Engineering Lifts and Pressure Plant - **Individual rates apply**

Rates are published by third party insurance supplier Spring 2012

## ICT Services

### Contact

Polly Hedges  
 Schools Support Manager, ICT Services  
 Tel: 01865 816431  
 polly.hedges@oxfordshire.gov.uk  
 ICT Service Desk 0845 0521000

**ICT Services provide the Oxfordshire Community Network (OCN), the County Council's private, dedicated IT network delivering broad band services to schools. ICT Services also deliver the SIMS Support Service to promote effective and efficient use of SIMS at a cost that provides excellent value for money.**

### What is required of schools?

- Schools need a broadband provision that meets or exceeds the specification outlined by the Governing Board for ICT Services.
- Schools are required to have a secure Management Information System to accurately record pupil data.
- Capable of making statutory returns (School census etc).
- Schools must ensure they hold the appropriate and valid licences for software.
- Schools must have a range of safeguarding policies covering the use of technologies. This includes the use of anti-virus and filtering software.

### What the service offers

#### ICT Service Offer

1. **OCN Connection**
2. **Internet Web Filtering Netsweeper**
3. **MYSCHOOL Remote Access to School LANS**
4. **Sophos Anti-Virus**
5. **SIMS Annual Entitlement**
6. **SIMS Support**
7. **Oxfordshire Schools Gateway**
8. **Schools own email filtering service**
9. **OCC On Line Services**

#### 1. **OCN Connection**

The OCN is a private dedicated network that delivers secure broadband access into all linked sites. Through access to the OCN, users shall have access to the Internet, to the National Education Network (NEN) and to the County Council's Intranet which includes a dedicated schools area.

Also provided as part of this service is school access to use:

- British Pathe Education
- Schools Audio network

All Schools will continue to be covered within the OCN Subscription for Virus Scanning traffic on the Internet. This is essential to protect the OCC network from threat. Schools are encouraged to purchase the separate Sophos AV service for local PCs and laptops.

### **Broadband Service**

- Secondary Schools all have 100 Mb service.
- Primary, Nursery and Special Schools currently all have a 2Mb service.

Schools will be updated about national developments in bringing Next Generation Access (NGA) Super fast broadband services to communities. There will be regular Broadband updates available on a dedicated intranet page.

Schools will be asked to cover the costs of any technical change to the OCN Network in order to connect individual new devices and technologies. These will be quoted on an individual basis.

**Note. There is a 90 day notice period for the cancellation of this service.**

### **Pricing**

Secondary school - **£5,000 + £8.19 per pupil**

Primary, Nursery and Special schools - **£1,000 + £8.19 per pupil**

### **Requirements**

All schools will require this service.

## **2. Internet Web Filtering Netsweeper**

A Central Web Filtering service is available to all schools.

There are two default policy groups, Secondary and Primary defined by CEF. For schools subscribing to the Central Policy a layer of Virus Scanning is also included.

This service provides security on the Internet, ensuring that content is screened to prevent virus attack and filtered for inappropriate content. A central filtering policy is maintained to ensure Child Safeguarding. Schools selecting the central policy can also select to have local management of the filtering if they wish.

Schools may select to purchase their own filtering solution at their own cost.

Schools may switch from a local to the central policy or vice versa at any time but will be asked to subscribe to the full annual charge.

**Option 1** - The ICT Services central filtering policy

Web filtering pricing will be calculated on a per student basis.

**Option 2** - The school purchase their own web filtering service at their own expense. ICT Services must approve the web filtering service that is purchased. The Headteacher to complete an Agreement form to acknowledge responsibility.

### **Pricing**

**Option 1** - **£1 per pupil**

**Option 2** – School purchases at own expense

### **Requirements**

Most schools will require this service.

Schools who have their own Internet filtering solution will be made known to QuEST prior to the On Line form deployment.

### 3. **MYSCHOOL Remote Access to School LANS**

ICT Services provide 2 levels of remote access :

- 1 Remote access to Schools' services for School staff and Managed Services staff from outside the OCN network.  
Access by **staff** to the following services as agreed by the Headteacher.
  - SIMS
  - SAP
  - Shared School folders
  - VPN
  
- 2 Access by **third party service providers** who require remote access to the school LAN. Remote access for service providers is available on completion of the requisite NDA (non-disclosure agreement) and their agreement to ICT Services terms and conditions.

Temporary access can be made available on request to the ICT Service Desk.

#### **Pricing**

All schools

12 users or less - **£180 per school**

13 users plus - **£480 per school**

(User numbers include both staff and third party suppliers)

**Note.** For schools who have selected to purchase their own ISP (no longer using OCN) this service will be essential to use SIMS AP and other OCC online services.

### 4. **Sophos Anti-Virus**

The County Council has an enterprise license in place for Sophos anti-virus software. Under the terms of the license, schools may also make use of this coverage for all PCs owned by the school.

This service offers high quality security and protection for all school owned PCs and laptops at a very competitive price and shows good value for money.

Schools must maintain an asset register of all PCs and Laptops covered by this license. This also includes laptops for teachers that are used away from the school site.

#### **Pricing**

All schools

**£150 per annum**

## 5. SIMS Annual Entitlement (New Service this year)

Annual Entitlement (AE) is the annual charge required by Capita to cover the use and maintain the SIMS software within school (also known as SIMS Licence). The licence includes:

- Use of the SIMS Core
- Use of SIMS Curriculum
- Software upgrades
- Software development
- Data interrogation
- Access to Capita website

### Pricing

Primary, Nursery and Special Schools - **£2.86** per pupil per annum

Secondary Schools - **£3.57** per pupil per annum

**Note** The charge has previously been paid directly by the County Council and then top sliced. The figure is based on pupil/student NOR and in Oxfordshire the charge is based on the SIMS Core and Curriculum Modules of SIMS. For the sake of transparency it is important that schools are fully aware of this cost.

### Requirements

All Schools who use SIMS as their MIS will be required to select this service.

## 6. SIMS Support

### Services included in the SIMS subscription include:

- SIMS Central hosting – Upgrades and patches
- SIMS Application Only – Local Hosted
- SIMS Support
- SIMS Training
- ICT Service Desk
- SIMS Inductions
- Link Consultant
- Annual School Conference
- SIMS Client Manager
- SIMS Development
- Dinner Money (Primary, Nursery and Special schools)
- Lesson Monitor (secondary)

### Pricing

| Number of pupils<br>(January 2012 NOR) | Cost      |
|--|-----------|
| 0 – 99                                 | £1,384.00 |
| 100 - 199                              | £1,615.00 |
| 200 - 299                              | £1,845.00 |
| 300 - 399                              | £2,076.00 |
| 400 - 499                              | £2,307.00 |
| 500 - 599                              | £2,767.00 |
| 600 - 699                              | £2,999.00 |
| 700 - 799                              | £3,230.00 |
| 800 - 899                              | £3,460.00 |
| 900 - 999                              | £4,037.00 |
| 1000+                                  | £4,382.00 |

**Lesson Monitor** (Secondary Schools only)

A separate fixed start up charge is levied for this module of **£2021** to support the additional infrastructure required on the Central Servers.

**Requirements**

All Schools who use SIMS as their MIS will be required to select this service.

**7. Oxfordshire Schools Gateway**

OSG is a portal into a selection of on-line resources that teachers, pupils and parents can securely access via the web in and out of the classroom to support teaching, learning, management and administration.

These services are **optional** and **careful consideration** is advised when selecting your requirements.

- a) **Identity Management** – the credential tool for the creation and management of accounts. This service is essential if you select either or both of the options **b** or **c**. If only option **d** if required please contact the ICT Service Desk for guidance.
- b) **Live@edu Email** - A dedicated schools email Service. This service is the County Council email offer. Your establishment may select to purchase or access an alternative email service.
- c) **SIMS Learning Gateway** - Offers real time read/write access to SIMS for parents and teachers via the internet. Existing SLG users may select to continue with this service. If you are interested in starting to use this service please contact the ICT Service Desk for more details.
- d) **RM LP** - A Virtual Learning Environment to help the people in your educational community reach their full potential. Existing RM LP users may select to continue with this service. If you are interested in starting to use this service please contact the ICT Service Desk for more details. RM Learning Platform annual licence charge and support costs via RM Contract and service management

**Pricing**

- a) **Identity Management** - **£1.80 per pupil per annum**
- b) **E-Mail Service** - **£0.55 per pupil per annum**
- c) **SIMS Learning Gateway** - **£0.53 per pupil + £1100** (secondary school)  
**£0.53 per pupil + £375** (Primary, Nursery and Special schools)
- d) **RM Learning Platform** - **£4.00 per pupil per annum**

**Requirements**

All schools will require the Identity Management Element. Schools should select the other services as required.

**8. Schools who deploy their own email service**

If a school wishes to provide their own filtering system for their email system this is acceptable however the school must accept responsibility for the safeguarding of the content. ICT Services can provide this for these schools. The current supplier is Trend Micro Hosted Email Services. The Headteacher to complete an Agreement form to acknowledge responsibility

**Pricing****£1000 per school per annum****Requirements**

Schools that have selected to use their own Email Exchange Servers will be required to purchase an Email Filtering service.

**9. OCC On Line Services**

Many establishments are required to use some of the OCC on-line services for e-booking and Accident and Reporting. Intranet Security from outside the OCN, School Closures, and other OCC On-Line Services are optional however and will require an OSG account to access.

**Pricing****£60 per school per annum****Requirements**

Access to these services is generated through Identity Management. Schools who opt not to use any of the OSG elements (see section 7) must select this option to ensure OSG Account credentials for staff to access the on-line services.

**Changes to the ICT Services for 2012/13****Removal from the QuEST offer**

- **RM Web Hosting**

It has been agreed with RM that as the variety of service options for Web Hosting is expanding and the service is supplied as a commercial offer direct from RM it will be in the schools best interests to hold their contracts for web hosting direct with RM. RM will continue to offer an Oxfordshire price and will for 2012/13 continue to offer the Basic Web Hosting service for free as part of the RM Learning Platform agreement.

**Additions to the QuEST offer**

- **SIMS Annual Entitlement**

SIMS Annual Entitlement is the annual charge to use and maintain the SIMS software within school (also known as SIMS Licence).

The charge has previously been paid directly by the County Council and then top sliced. The figure is based on pupil/student NOR and in Oxfordshire the charge is based on the SIMS .net Core and SIMS Curriculum Modules of SIMS. For the sake of transparency it is important that schools are fully aware of this cost.

**All Schools who use SIMS as their MIS will be required to select this service.**

**Charges**

The charges are based on the NOR pupils/students as at the School Census in January 2012.

**Key benefits to the school****General**

- Confidence that services meet the requirements of the Governing Board and Data User Groups.

- Services options now costed separately to give schools greater clarity when choosing services.
- 24/7 service for OCN.
- Access to dedicated ICT Service Desk.

#### **OCN Connection**

- Consistently proven, reliable service.

#### **Internet Web Filtering Netsweeper**

- Assists school in meeting obligatory child safeguarding requirements set out by the DfE.

#### **MYSCHOOL Remote Access to School Local Area Networks (LANS)**

- Allows secure remote access for staff or authorised suppliers when they are unable to be on-site.

#### **Sophos Anti Virus**

- Easy to install on Windows servers, desktops and laptops.
- Protects internal and remote access.
- Automated updates.

#### **SIMS Annual Entitlement**

- Keep up to date with upgrades and developments

#### **SIMS Support**

- Ensures that appropriate support is made available to schools.
- Offers individual evaluation and produces a report highlighting any actions required including gaps in training provision.
- Confidence in security - School data hosted on OCC Central Servers is accessed via the OCN network by users with authenticated log on identification.
- Software upgrades, enhancements, and patches are installed promptly.

#### **Oxfordshire Schools Gateway (OSG)**

- Safe, secure and reliable environment.
- Helps people in the educational community reach their full potential.

#### **OCC On-line Services**

- No manual completion of complicated booking forms.
- Instant confirmation of booking.
- Easy and immediate reporting to Health and Safety team.

# Academies

## Special Needs Advisory Support Teachers (SNASTs)

### Contact

June Tyler  
 Administrative Officer  
 Tel:01865 897750  
 june.tyler@oxfordshire.gov.uk

**Special Needs Advisory Support Teachers (SNASTs) support academies in carrying out statutory duties related to SEN and Disability. They are a team of skilled teachers with the expertise to assess and provide strategies to enable all children and young people with Special Educational Needs (SEN) to make good progress.**

### What is required of academies?

- Ensure they have effective provision for pupils experiencing challenges to learning including those with SEN and disabilities.
- Ensure they have and can action robust policies to enhance teaching and learning opportunities for pupils with SEN and disabilities.
- To regularly monitor progress of pupils and to be able to measure the impact of interventions to support pupils with SEN and disabilities in accordance with Ofsted requirements.
- Ensure the individual learning needs of pupils are taken into account, giving particular regard to pupils who are looked after.
- To positively engage with parents and families of pupils with SEN and disabilities and liaise with external services for specialist support.
- To maintain high levels of skill and confidence in the workforce, maintaining the capacity of school staff to deliver positive outcomes for all children and young people.

### What the service offers

To support pupils with SEN and disabilities by:

- Working alongside academy management teams to develop effective approaches to promote the highest expectations for all pupils.
- Supporting the implementation of The Code of Practice including arrangements for regular reviews of Individual Education Plans (IEPs) and provision management.
- Providing excellent support, advice and modelling of the most effective teaching and learning strategies to engage pupils with SEN and disabilities.
- Keeping schools up to date with the latest guidance and practice supported by staff briefings and professional development for all staff.
- Supporting home/school collaboration and liaison with external multi-agency services.

SNASTs may also be contracted by academies, or groups of academies, to undertake specific projects. SNASTs are deployed following the annual 'buy back'. Academies are asked to specify their needs and the area locations of SNASTs are taken into account when allocating timetables.

Academies can access information about the service at any time by contacting the team.

### Key benefits to the academy

- Establishes systems and structures which support improved whole academy leadership and classroom practice to secure good or outstanding Ofsted judgements.
- Ensures that academies meet their statutory duties regarding pupils with SEN and disabilities.
- Maintains high level skills in all staff but especially with regard to the role of the SENCO.

### Pricing

SNAST time can be purchased for the whole year in multiples of 0.05 fte (0.1fte is equivalent to 3.5 hours per week)

**0.1fte = £5,211**

### Pay as you go Service

Academies or partnerships of academies can also purchase less regular support from SNASTs. Academies will be charged for planned support at OCC QuEST rates i.e.

**£400** per day or **£200** per half day.

All prices exclusive of VAT

## Educational Psychologists

### Contact

Catherine Roderick  
Specialist SEN/AEN Assessment Service Manager/Team Leader South  
Tel: 01865 323532  
catherine.roderick@oxfordshire.gov.uk

Deb Smit  
Senior Educational Psychologist/Team Leader Central  
Tel: 01865 323381  
deborah.smit@oxfordshire.gov.uk

Pauline Woolston  
Senior Educational Psychologist/Team Leader North  
pauline.woolston@oxfordshire.gov.uk

**Educational Psychologists (EPs) are a team of professionals with the training and expertise to assess and provide strategies to enable children and young people with Special Educational Needs (SEN) and Additional Educational Needs (AEN) to make good progress. EPs provide a distinctive psychological contribution at an individual, group or whole academy strategic level.**

### What is required of academies?

- To promote and secure improved educational outcomes for all children.
- To assess the needs of children with SEN or AEN and design and implement effective interventions for vulnerable children so that they are able to fully engage and succeed with their own learning.
- Ensure the learning environment promotes positive mental health, wellbeing and social and emotional aspects of learning.
- To ensure well managed systems and structures for promoting positive behaviour policy and practice.
- To secure professional development of school staff in a wide variety of specific aspects of children's learning difficulties.
- Link effectively with partners to enable positive experiences and improved outcomes at critical points in children's lives e.g. at points of transition, during unexpected life events or when adversity arises.

### What the service offers

- Case consultations to teachers and other professionals.
- Designing and assisting the implementation of evidence bases and effective interventions to improve learning, social and behavioural outcomes.
- Training to academy staff, others members of the children's workforce and parents and carers.
- Advising academy staff and other practitioners on techniques and strategies to meet the needs of vulnerable groups covering ADHD, behavioural difficulties, Autistic and communication difficulties, dyslexia, dyspraxia language development, physical and sensory development, emotional and social difficulties, attachment and child development as well as the full range of learning difficulties.

- Advising academy staff on issues faced by children and families at challenging times, such as coping with bereavement, transition, complex family issues such as adult mental health, and child protection issues.
- Undertaking complex casework in collaboration with other professionals.
- Supervising and mentoring front line staff individually or in groups.
- Undertaking research, local needs assessments and project evaluations, to inform the effective targeting, development and impact analysis of academy projects and interventions to promote the engagement and learning of children.

### Key benefits to the academy

- Improves access to learning and academic achievement for children.
- Improves the learning environment so that it promotes positive mental health, emotional well being and effective learning.
- Improves behaviour of children and good attendance and positive engagement in learning.
- Increases academy staff knowledge, skills and confidence in teaching children with special and additional needs.
- Enhances efficient use of pooled resources by sharing good practice and operating across academy partnerships with a variety of non-academy partners such as mental health practitioners and family support workers.

Requests for days (September 2012-August 2013) need to be agreed with the EP Service by 1 May 2012 so that the correct staffing levels are in place for the coming academic year.

If you would like to discuss purchasing EP support, please contact the Senior EP for your area.

### Pricing

Basic 1-5 days: **£550 per day**  
 Bronze: 6-20 days per annum - **£500 per day**  
 Silver: 21-39 days per annum - **£460 per day**  
 Gold: 40+ days per annum - **£430 per day**

All prices exclusive of VAT

### Academy Partnerships and Federations

Available to Academy Partnerships and Federations. Contact for further details.

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## Behavioural Support Teachers

### Contact

Bernice Smurthwaite  
Service Manager, Behaviour Support Team  
Tel: 01865 323436  
bernice.smurthwaite@oxfordshire.gov.uk

Please refer to website for service details

[http://portal.oxfordshire.gov.uk/content/publicnet/other\\_sites/Quest/docs/201213/BSS2012-2013.pdf](http://portal.oxfordshire.gov.uk/content/publicnet/other_sites/Quest/docs/201213/BSS2012-2013.pdf)

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## Oxfordshire International Education Bureau

**Contact**

Vikki Gledhill  
 Educational Commercial Services Manager  
 Tel: 01865 797216  
 internationaleducation@oxfordshire.gov.uk

**OIEB helps academies develop an international dimension through curriculum development, school-to-school partnerships and professional development. Since the OIEB was set up in January 1997, it has introduced into academies and schools wide-ranging activities that have changed the ethos of a large proportion of establishments in significant ways and provided much valued direction. This has resulted in long-standing relationships between Oxfordshire Local Authority and similar education authorities around the world. OIEB works with a number of stakeholder partners, including Global Learning Association, to deliver services to Oxfordshire schools and beyond.**

**What the service offers**

Our aim is to work with all types of academies to help them develop and embed an international dimension through curriculum development, school-to-school partnerships and professional development.

- Access to free quality courses and events that provide accurate guidance and support on all aspects of the international dimension.
- Opportunity to participate in international mobility of pupils and staff through Oxfordshire projects and international projects.
- Free resources, support and guidance for classroom activities that integrate the international dimension into the curriculum of schools.
- Enable your academy to promote the concepts of global citizenship – e.g. Trade and Interdependence, Conflict Resolution, Sustainable Development, Diversity, Human Rights etc.
- Information, advice and guidance on achieving the International School Award (ISA), a framework for national accreditation and recognition of the international work carried out in schools.
- Promote within your school and community, the different Actions of the EU's Life-Long Learning (LLL) programme e.g. Comenius projects.
- Offer your staff in-service training opportunities in the area of the international dimension.
- Access to the annual Model United Nations General Assembly events for 6<sup>th</sup> Formers.
- Access to the work and resources of charities such as Oxfam, Action Aid, UNICEF, WaterAid etc., especially in the area of global citizenship

**Key benefits to the academy**

- Academies develop international dimension with up-to-date information addressing curriculum and professional development, and access to latest funding.
- Encourages foreign language learning, professional development for staff, as well as, widening cultural perspectives and celebrating diversity.
- Specific and tailored advice available to support your academy's needs.

- Support for academies to develop curricula and related resources, enabling children of all ages to access these challenging concepts.
- Enhance the status of the academy by achievement of a prestigious nationally and internationally recognised award.
- Access to a wide range of funding opportunities for a variety of academy projects from job shadowing to developing curriculum projects.
- Access to high quality providers of inset with tailor made training to suit your needs.
- Developing global citizenship and raising standards through a high profile event involving students from around the world adopting the roles of International Delegates.
- Exciting and innovative opportunities to your school and students

### **Performance standards and monitoring quality**

OIEB is monitored through questionnaires sent to schools and academies and by written feedback from as well as course evaluations and informal feedback mechanisms.

### **Pricing**

Nursery academy - **£170**

Primary academy - **£340**

Secondary academy - **£670**

Special academy - **£180**

All prices exclusive of VAT

### **Academy Partnerships and Federations**

Available to Academy Partnerships and Federations. Contact for further details.

## Oxfordshire County Music Service

### Contact

Tony Mealings  
 Head of Service  
 Tel: 01865 740000  
 tony.mealings@oxfordshire.gov.uk

**The Music Service is able to offer, in addition to the provision of instrumental and class lessons: support and consultancy packages; pre and post-OFSTED support curriculum development support; development of whole-school Music strategies; support for music for children with special needs (including 1:1 music technology work with EBD pupils); professional development, including support for non-specialist teachers in Primary schools; help with developing singing; development of ensembles; networking and contact with a wide range of other music organisations. Flexible packages can be negotiated to meet schools' and academies' needs.**

### What the service offers

#### **Subscription package (currently for Secondary Academies only)**

The Music Service offers an optional Service Level Agreement for a fixed annual charge.

This provides:

- An annual visit from a senior manager or the Head of Service to discuss provision from the Music Service, assist with any curriculum issues that the academy may have, and respond to any other related needs raised by the academy.
- The setting up and management of area networks for academy based Music Teachers with area-based twilight meetings and professional development opportunities at least twice a year.
- A half day of academy-based training for each identified group of academies in response to academies' needs.
- Subject support from the Head or Deputy Head of service in the process of recruiting and interviewing staff.
- Permanent e-mail and telephone support for Heads and Music Staff.
- Support and advice for Heads in respect of concerns about classroom performance.

#### **Pay-as-you-use services (available to all academies)**

The Music Service currently offers advice and support in a number of areas and charge these on an 'item-by-item' basis.

- Curriculum delivery.
- Coaching and conducting ensembles, etc.
- Concerts for academies.
- Consultancy.

### Key benefits to the academy

- Specialist support, to assist schools in meeting the National Plan for Music Education.
- Specialist curriculum support.
- Access to a wide range of organisations offering curriculum enhancement.
- Access to large-scale performance events.
- Opportunity for pupils in schools to work alongside music-service ensembles.
- Very high quality on-line curriculum support package.

- Support for small departments and non-specialist teachers.

**Pricing**

Subscription package (Secondary academies only) **£500** per school per annum

Curriculum delivery **£52.00** per hour

Coaching and conducting ensembles etc. **£52.00** per hour

Concerts for academies **£2.00** per child

Consultancy **£400** per day; **£200** per half day (up to 3.5 hours)

All prices exclusive of VAT

## Curriculum ICT Services

### Contact

Graham Garner  
 ICT Strategy Lead for Schools  
 Tel: 01865 897870  
 team@oxharnessingtech.co.uk

**The Curriculum ICT Team support academies in the use and development of ICT across the curriculum and the provision of ICT subject specific advice and guidance. They are a team of qualified teachers with the training and knowledge to support classroom practitioners to maximise the benefits of harnessing technology to raise standards and achievement.**

### What the service offers

#### Course subscription packages for all academies

- Training to academy staff, parents and governors.
- Half or full day courses.
- Wide range of courses available - e.g.
  - Oxfordshire Learning Platform
  - Assessment and planning
  - Control, modelling and data handling
  - Interactive whiteboards
  - ICT for NQTs
  - New ICT Coordinators
  - Games based learning, animation and green screen
- Unlimited email and telephone support

#### Secondary subscription package

- Annual visit from the Secondary ICT adviser to discuss ICT provision
- 5 half day consultancy visits
- A free place on a course for one person
- Unlimited email and telephone support

#### Academy Partnership packages

Please contact Graham Garner to discuss options to provide partnership training and consultancy.

#### Pay as you go service

- All courses are available to academies not subscribing to the subscription packages at a half day rate of £125 and £200 for full day courses.
- Schools can also purchase half day and full day consultancy visits at the OCC QuEST rates of £300 and £550 respectively

### Key benefits to the academy

- Improves access to learning and academic achievement for children.
- Improves behaviour of children and good attendance and positive engagement in learning.
- Enables the school to develop a strategic approach to using technology.
- All staff are CRB checked and qualified teachers providing a assured classroom practice approach - not just technical.
- Increases school staff knowledge, skills and confidence in teaching children using and embedding ICT

- Enhances efficient use of pooled resources by sharing good practice and operating across school.

## **Pricing**

### **Courses package**

**£475**

- 6 half-day course place credits
  - this offers a saving over the pay-as-you-go prices of £275 if used solely for half-day courses (6x£125=£750) or £125 for full day courses (3x£200=£600)
- Unlimited email and telephone support

### **Secondary package: £1200**

- Annual visit to discuss provision
- 5 half day consultancies
- A free place on a course for one person
- Unlimited email and telephone support  
(=£240 per half day PLUS a free course place)

### **Pay as you go service**

Academies/Partnerships of academies can purchase any of the above services on an ad hoc basis.

- All courses are available to academies not subscribing to the subscription packages at a half day rate of **£125** and **£200** for full day courses.
- Academies can also purchase half day and full day consultancy visits at the OCC QuEST rates of **£300** and **£550** respectively.

All prices exclusive of VAT

## Health, Safety and Wellbeing

### Contact

Paul Lundy  
 County Health & Safety Manager  
 Tel: 01865 797169  
 paul.lundy@oxfordshire.gov.uk  
 Help desk: healthandsafetyhelp@oxfordshire.gov.uk.

**The Health, Safety and Wellbeing Team assists schools in meeting their statutory health and safety responsibilities by providing competent practical advice and guidance to create safe, secure and rewarding learning environments.**

### What is required of academies?

- The academy must offer a safe environment for children, staff and visitors.
- To comply with Health and Safety Legislation academies must identify any significant risks and implement procedures to control those risks.
- Accidents must be investigated.
- Academies must be proactive in carrying out suitable inspections and audits.
- Staff must be trained to carry out their duties in a safe manner.

### What the service offers

- A team of professional Health, Safety and Wellbeing Advisers who can provide technical and practical advice, assistance and support including on-site visits and advice for significant matters.
- Advice on keeping people safe and healthy – your employees and those who are affected by your activities i.e. pupils, contractors, members of the public, visitors.
- Advice on maintaining safe and secure sites, buildings and equipment to meet requirements.
- Access to the County Council's Intranet site and index of Health and Safety information which is updated by the Health, Safety and Wellbeing Team.
- Advice on personal resilience in times of change.
- Two candidates per academy to attend the one day Health and *Safety for School Managers* course and the half day stress training available through Learning and Development.
- Annual inspection of academy based Swimming and Hydro pools – provided by Health and Safety professionals within the team.
- Information about compliance with statutory and legal requirements, in relation to health, safety and wellbeing.
- Annual inspections of equipment performed by competent contractors on PE, Outdoor play, D&T & Pottery equipment.
- A full health and safety on site supportive visit which will ensure you fulfil your statutory health and safety responsibilities, including advice on practices related to your activities and processes; and a site safety tour of your academy buildings and grounds to establish any actions needed to improve health and safety. *(Kindly note that there will be a cancellation charge for short notice unjustified cancellations).*
- If additional visits are required in relation to significant issues a charge may be made.
- A specific action plan to address shortcomings in Health, Safety and Wellbeing arrangements within designated timescales.

- Training events are provided through the Learning and Development team.
- A co-ordinated service working with a range of agencies and partners including Oxfordshire Fire and Rescue Services, the Police, Environmental Health Officers and Health and Safety Executive.
- Access to specialist and technical advice including CLEAPSS and the Radiation Protection Adviser (RPA) Service.
- Occupational Health service including – referrals, medical assessments, telephone advice and guidance. Visits – (additional charge for this service).
- Staff Support service including –Mediation telephone counselling, individual counselling sessions, group work, post incident support and de-briefing (additional charge for this service).
- A Wellbeing Service that provides a supportive stress management service specifically to academies which has been proven over the past five years to help reduce levels of work-related stress in educational establishments year on year (additional charge for this service).
- Access to the Health, Safety and Wellbeing helpdesk dedicated phone line 01865 797222 and dedicated helpdesk email.

### Key benefits to the academy

- Assistance to academies in fulfilling their statutory health and safety duties and responsibilities by improvement of safety measures through regular HSW monitoring, access to employee training, assistance visits and our dedicated helpline and email facility.
- Access to a team of qualified health and safety professionals, who have experience of working in and with academies and other schools. Our staff are highly trained, several are Chartered Members of the Institution of Occupational Safety and Health (IOSH). They are up to date with technological advancements and legislation within academy and office environments.
- Members of the Health, Safety and Wellbeing team network with other Local Authorities and attend Regional Education Safety Officers Group meetings where matters of mutual interest affecting Education provision are discussed and collective views on consultation documents are established. Senior members of this group sit on the Executive of the IOSH Educational Group which lobby government based on those collective views.
- The Team negotiate on your behalf preferential rates for the contracted services provided for academies through a joint partnership with Warwickshire County Council for:- Outdoor Play Equipment; PE Equipment, Pottery and Design and Technology and have arranged for you to benefit from savings on repairs organised through these contractors. We also monitor these service providers and the work they undertake in academies and follow up any issues with contractors on your behalf.
- The Health, Safety and Wellbeing Team consult with the Education, Health, Safety Advisory Group and Teachers' Unions in relation to items raised at OCC and Teachers Joint Consultative Committee meetings; and in the development of County-wide policies and procedures for use by academies.
- The Health, Safety and Wellbeing Team also consult directly with Unison regarding issues affecting support staff in academies.
- We can help you satisfy the requirements of the Health and Safety element of your OFSTED inspections.
- We can assist in emergency situations such as dangerous occurrences e.g. asbestos exposure, contamination issues, legionella, hazardous substance releases, critical incident arrangements.

- We issue Safety Action Bulletins affecting academies warning of potential dangers of equipment and/or as a result of a HSE alert on safety measures, or as a direct result of incidents happening in academies and schools.
- We can assist with investigations into serious incidents and accidents that the Health and Safety Executive and other external bodies and Enforcement Agencies may involve you in.
- We provide specific health and safety advice for academies such as arrangements for dealing with Swine Flu and other communicable diseases and infections.
- We can advise on lessons learnt as a result of a serious incident, offer practical solutions and advise on best practice.
- We offer support to academies in relation to incidents involving the physical and verbal abuse of staff and managing challenging behaviours of pupils. We liaise directly with the County's Inclusive Practices Development Officer on your behalf.
- We offer support in the use of the case management system for the reporting of incidents and accidents, dangerous occurrences and near misses; work-related ill health issues and reportable diseases and physical and verbal abuse.

### **Pricing**

Nursery and Primary academies - **£3.65** per pupil

Secondary academy - **£4.45** per pupil

Special academy - **£5.89** per pupil

All prices exclusive of VAT

## HR Pay Admin

HR Pay Admin and Safer Recruitment are offered as a combined service.

### Contact

#### Kevin Cooper

Pay and Employment Information Manager

Tel: 01865 797374

kevin.cooper@oxfordshire.gov.uk

**The Pay and Employment Information Team (PEI) administers all pay and employment related administration including pay related notifications, absence and salary claims. The service is offered to academy employees, Headteachers, Bursars, and Academy Governors in respect of pay, statutory deductions, terms and conditions of employment, as well as the supporting employment policies and council procedures.**

### What is required of schools?

- Staff must be paid in accordance with contractual terms and conditions.
- As the employer, academies must ensure statutory deductions are made in accordance with legislation.
- Academies must ensure that pension scheme or voluntary deductions and administration are processed.
- Academies must ensure all statutory returns are provided correctly and on time.

### What the service offers

- Payment of staff salaries and expenses direct to bank/building society accounts.
- First line employment information.
- Support with employment policies and procedures.
- Establish and maintain service records including the provision of information for statutory agencies e.g. HMRC.
- Implement pay awards, changes to employees' income tax coding and National Insurance category.
- Provide pay slips and P45s.
- Interface with external agencies.e.g. HMRC, other Local Authorities and Financial Institutions.
- Access to up-to-date employment and pay legislation.
- Access to the Pay, Employment and Information team via email and telephone.
- Pay appropriate monthly pension contributions to the Teachers' Pensions, LGPS and maintain records to support completion of the annual contribution statement.
- Administration of teachers' pension elections.
- Processing allowances, overtime, honoraria, casual claims, and travel claims.
- Arranging staff benefits such as childcare salary sacrifice schemes.
- Providing full "end of year" service as required by the HMRC.
- Assessment and/or validation of Teachers salaries.
- Information relating to contractual and pay arrangements.
- Compliance with statutory and administrative regulations affecting pay.

- Administration connected with the recovery of sums due to school following staff absence due to third party accidents.
- Processing of pay from gross to net, including maternity, paternity, adoption, and sick pay.
- Processing pay deductions and registrations such as GTC and union subscriptions.
- Arranging deductions for rent for service tenancy staff.
- Managing the collection of overpayments to employees.

### **Optional Add-on: PEI2 HR Administration Contracts**

Subscribers to the above service can also purchase the following:

- Issuing contracts of employment and relevant forms (bank details, pensions, tax etc) within 8 weeks of employee start date, where notification is provided in advance of start date.
- Assessment and provision of salary statements for newly appointed teachers.

### **Key benefits to the school**

- Easy access to the PEI team via email and telephone for academies and their employees.
- Ensures compliance with statutory PAYE regulations.
- Ensures compliance in the maintenance of records to meet internal and external audit requirements
- Interfaces with academy's financial management systems if using SAP.

### **Note**

- Pricing is based on the academy using the same pay structures, terms and conditions and employee contracts that it applied prior to conversion. Changes to any of these may require additional work and result in an increase in prices.
- Academies operating with multiple cost centres or complex financial structures might incur additional charges for this service.
- There may also be additional one off charges for academies who wish to alter or completely rebuild their organization (financial) structures for payroll / budget purposes. This arrangement will be negotiated by the School and PEI Team should the need arise.

### **Pricing**

**HR Pay Admin and Safer Recruitment are packaged together in one price. £47.78 per occupied post.**

There is a one-off administration payment of **£3000** to set up the payroll service.

### **PEI2 HR Administration Contracts**

If you wish to subscribe to the optional add-on package, PEI2 HR Administration Contracts, there is an additional charge of **£7.92 per occupied post**

### **Additional Charges**

- Emergency / manual payments requested by the School **£27**.
- Statement of Earnings **£5**

All prices exclusive of VAT

## Safer Recruitment – Resourcing Services

Safer Recruitment and HR Pay Admin are offered as a combined service

### Contact

**Gráinne Darnton**

HR Manager (Resourcing)

Tel: 01865 797384

grainne.darnton@oxfordshire.gov.uk

**The Resourcing Team can provide Academy schools support to enable them to attract the best people and support with Safer Recruitment. It offers employment checking service to ensure that appointments made in accordance with safer recruitment practices and legislative requirements.**

### What is required of academies?

- Academies must meet their duties under the Education Act 2002 to safeguard and promote the welfare of children.
- Academies must follow the guidance in Working Together 2010 and Safeguarding Children and Safer Recruitment in Education (2006).

### What the service offers

- Recruitment advertisement advice.
- Use of the on-line e-recruitment system to place the academy advertisements.
- Inclusion in the academy's advertisements of the academy's logo and any information the Client wishes to include.
- The academy's application form can be downloaded from the advertisement page and returned directly to the academy.
- Advertisements are published in every local authority school via vacancy bulletin.
- Access to back office processing for contact with candidate where online applications are used.
- Access to advice and guidance on safer recruitment.
- The academy will benefit from the advertising space bulk-buying rates negotiated by the County Council.
- Advice and assistance on attraction methods and safer recruitment as well as advice on compliance with legal requirements such as immigration requirements.
- Arrangement of Foreign Language Assistant placements through the British Council.
- CRB processing. Through the Council's Umbrella Body status the CRB disclosure will go directly to the academy.
- Access to the Council's on-line CRB processing.
- Assistance with Risk Assessments where there are declared offences.

### Key benefits to the academy

- Ensures compliance with statutory and administrative regulations.
- Save academies time and money.
  - It is a cost effective method of attraction for candidates to vacancies.
  - Our CRB administration charge is one of the lower levels of charges in the country.
- Offers access to experienced and qualified staff.

**Pricing**

HR Pay Admin and Safer Recruitment are packaged together in one price  
**£47.78 per occupied post**

CRBs are charged at the CRB bureau rate\* plus an administration charge of **£11.00** for each request.

The charges for using the online recruitment service **only** are based on the number of advertisements placed throughout the year as follows:

- 1-10 advertisements - **£100** per advertisement
- 11-20 advertisements - **£95** per advertisement
- 21-30 advertisements - **£90** per advertisement
- 31-40 advertisements - **£85** per advertisement

**Note** The academy will only be charged these rates if it is not buying the HR Pay Admin package.

All prices exclusive of VAT

\* No VAT is payable on the Bureau element of the CRB cost.

## Schools' HR Professional Support

### Contact

Jane Watret  
Principal Service Manager  
Tel: 01865 797586  
jane.watret@oxfordshire.gov.uk

**The Schools' HR Team provides a professional support service to assist Headteachers and Governors in fulfilling their statutory obligations, facilitate good practice and to develop and maintain long term initiatives and procedures related to all HR issues.**

### What is required of academies?

- Schools must ensure they comply with employment legislation and best practice in matters relating to staff.

### What the service offers

A full range of services is delivered by the Schools' HR team. Our service managers are professional staff with varied experience, a commitment to achieving a high level of customer satisfaction and a detailed understanding of the needs of the academies.

The range of services includes advice and support with:

- Discipline and dismissal.
- Grievance and disputes.
- Absence management.
- Redundancy.
- Industrial relations.
- Redeployment.
- Whistle blowing.
- Implications of new legislation.
- Consultation with trade unions.
- Support and advice at hearings.
- Model procedures and policies.
- Equal opportunities and the valuing of diversity.
- Capability and performance management.

### Mediation Service for Academies

A mediation service for academies is now available to help resolve difficult situations. Access to this service will be by referral after discussion with a member of the Schools' HR team.

### Key benefits to the academy

- Enables academies to fulfil their statutory obligations, facilitate good practice and to develop and maintain long term initiatives and procedures related to all HR issues.
- Supports Headteachers and Governors in managing their staff.
- Access to professional support and advice when you need it.
- Gives peace of mind when dealing with difficult problems
- Helps academies manage and motivate staff in order to promote academy improvement.

**Pricing****Option 1: Insurance Scheme (not available to secondary academies)**

Includes unlimited access to the Schools' HR service email/telephone and consultant support. **£14.38** per occupied post as at 31st December 2010.

**Option 2: Subscription Scheme with additional top-up consultancy days**

All 3 levels offer unlimited email/telephone support plus consultant days as indicated.

*Level 1* - 2 days consultant support

**£1215** per annum. Additional top-up Consultancy Fee **£444** per day

*Level 2* - 4 days consultant support

**£1766** per annum. Additional top-up Consultancy Fee **£334** per day

*Level 3* - 8 days consultant support

**£2098** per annum. Additional top-up Consultancy Fee **£223** per day

**Pay As You Use (PAYU) Fees**

If you choose not to subscribe into either scheme the fee is **£528** per day for services provided.

A charge will also be applied if there is a need for substantial email or telephone support.

**PAYU and Top-up Consultancy Fees Calculation**

Charges apply to consultancy and associated work, including preparation and attendance at meetings and hearings; writing and reviewing letters and reports; negotiations with unions and other employers. The fee is calculated based on time spent providing support (in half hour units, rounded up to the nearest half hour). Each visit incurs a minimum charge equivalent to one hour of support.

**Mediation Service**

Typical costs is **£300 - £350** per mediation for subscribers to Schools' HR Professional Support Services and **£350 - £400** for non subscribers.

All prices exclusive of VAT

**NOTE**

Pricing is based on the academy using the same pay structures, terms and conditions and employee contracts that it applied prior to conversion. Changes to any of these may require additional work and result in an increase in prices.

## Worklife Enhancement Programme

### Contact

#### Teresa Heys

Worklife Enhancement Coordinator

Tel: 07823 536 606

teresa.heys@oxfordshire.gov.uk

**The service is aimed at improving educational effectiveness by managing the causes of work related stress.**

### What is required of academies?

It is the legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure health safety and welfare at work includes minimising the risk of stress-related illness or injury to employees and undertaking suitable and sufficient risk assessments for the causes of work related stress.

### What the service offers

A complete strategy for managing the causes of work related stress, based on the Health and Safety Executive's Management Standards and recognised by the HSE as an example of best practice.

#### Full Package

- Headteacher and Academy Board briefing on their roles and responsibilities.
- Facilitators trained to help with facilitating the Worklife Enhancement service in the academy.
- Confidential risk assessment undertaken from which the academy will receive a full and detailed report including suggestions for control measures to reduce the risk of work related stress.
- INSET session on work related stress awareness and management, or on a specific issue arising from the risk assessment e.g. communication, time management, change management or similar.
- Three network meetings per year for facilitators, plus three for headteachers to share best practice and be brought up to date with latest research and legislation.
- A monthly stress management newsletter emailed to facilitators and Headteacher.

#### Maintenance Package

Available to those academies which have bought into the service for 2 years or more. This consists of the last four bullet points as above. Academies can also purchase other components of the main package at an additional cost.

### Key benefits to the academy

- Collective protective - addresses well-being and stress management issues at a whole academy level.
- Reduces the likelihood of absence due to stress
- Can improve educational outcomes for pupils by ensuring employee effectiveness.
- Raises employee morale by showing that the school cares about their opinions.
- Access to a dedicated expert who understands the pressures and demands on academies.

**Pricing**

**Full Package**

£26.77 per employee

Minimum cost of **£263.00** per site

Maximum cost of **£2630** per site

An administration fee of £100.00 is made for new subscribers only.

**Maintenance Package**

£16.16 per employee

Minimum cost **£162** per site

Maximum cost **£1620** per site.

All prices exclusive of VAT

## Occupational Health

Occupational Health and Staff Care are offered as a combined service.

### Contact

Gillian Kinselley  
Occupational Health Manager  
Tel: 01865 815295  
gillian.kinselley@oxfordshire.gov.uk

**The service dedicated to promoting and maintaining the health, safety and well-being of all employees at work.**

### What is required of academies?

- The Management of Health and Safety at Work Regulations demand that employers have a duty to assess the health (and this includes the mental health) and safety risks at work of all their employees.
- Ensure that medical health assessments are completed by employees who have been offered posts.
- Ensure that management referrals are supported by correct documentation and letters.

### What the service offers

- Advice to managers and employees on all aspects of issues relating to the effects of "work on health" or "health on work".
- Medical health assessment screening.
- Assessment and advice following management or self-referrals in relation to sickness, absence, fitness to work, rehabilitation, and ill health retirement.
- Psychological assessment for staff who are experiencing anxiety or stress.
- Advice to management and employees on relevant legislation and compliance.

Services offered for all academy employees:

- Medical health assessment screening
- Advice concerning work and health related issues.
- Management referrals.
- Self referrals.

### Additional Services

The following services are available at an extra charge:

- Visits for work place assessment including Display Screen Equipment and disability assessments.
- Health promotion.
- Visits by OH Physician.
- Visits by OH Manager/Advisor.
- Ill health retirement for Teachers Pension or LGPS.

### Key benefits to the academy

- Access to the service when you need it.
- Confidentiality – medical ethics are adhered to and discussions about medical conditions are treated as confidential. No medical information is disclosed without the employee's consent.
- Impartiality - the service is for the benefit of both the employee and employer

- the service has no disciplinary role.
- Clients receive a copy of any reports to management.

**Pricing**

See under Staff Care

## Staff Care

Staff Care and Occupational Health are offered as a combined service.

### Contact

#### Katherine Snowdon

Staff Care Manager

01865 815505

katherine.snowdon@oxfordshire.gov.uk

**The service supports staff with work based and/or personal problems.**

### What is required of academies?

- Schools have a duty to their staff to resolve conflict and reach workable agreements.
- Schools should offer the facility to staff to air their views in an impartial non-judgemental environment.

### What the service offers

- Return to work support.
- Confidential individual counselling.
- Support through change.
- Critical incident support.
- Manager's psychological advice.
- Staff psychological advice.
- Helpline for raising concerns.

### Additional Services

The following services are available at an extra charge:

- Group sessions
- Mediation

### Key benefits to the school

- Access to the service when you need it.
- Helps find workable agreements.
- Resolves conflict.
- Offers a non-judgemental environment to discuss issues.
- Impartiality - the service has no disciplinary role.

### Pricing

**Occupational Health and Staff Care are offered in one package**

**£10.54** per employee

### Additional Services

The following services are available at an extra charge:

- Visits for work place assessment including Display Screen Equipment and disability assessments.
- Health promotion.
- Visits by OH Physician.
- Visits by OH Manager/Advisor.
- Ill health retirement for Teachers Pension or LGPS.

**Cancellation and non-Attendance (applies to Occupational Health only)**

**£155.30** will be charged for non-attendance at an appointment or if cancellation is received less than 7 working days prior to an appointment.

All prices exclusive of VAT

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## Finance and SAP Support

**Contact**

Schools Support Section helpline

Tel:01865 797500

helpline@oxfordshire.gov.uk

**The core aim is to help schools with their financial management and to enable them to use their resources to best effect, given the current national and local agendas in raising achievement.**

### What the service offers

**Helpline**

- SAP Applications Support (Phone).
- Firstline Finance Query Handling.
- Frequently Asked Question Sheets.
- Management of Schools Finance Intranet Pages.
- Access to additional Schools Finance Help and Guidance Content on Intranet.
- SAP Applications Development.
- Central Email account contact.
- Improved information on usage and key questions/frequently asked questions.

**SAP Application Support**

- Software licences.
- IT infrastructure (to run the software).
- Standard training.

**Training and Events/Information and Additional Advice**

- Additional Help Notes, on-line training and manuals.
- Ad hoc face to face training will be arranged as required.
- Annual/Biannual county school finance staff conference.
- Academy Governor Induction.
- Provide staff for governor service events.
- Planner Training (see also planner above).

**Additional Support**

- Up to 3 half day visits

**Supplementary - Standard Academy Support**

- Academy Finance Officer Inductions.
- Academy Finance Head Teacher Inductions.
- Advise on Finance staff recruitment.

### Key benefits to the academy

- Dedicated Finance Officer who understands and responds to individual school's needs.
- Easy Schools Finance team access by email and telephone.

- Enables academiels to fulfil their statutory obligations and facilitate good practice.
- Easy SAP Support Helpline access.
- Confidence of a robust and secure IT structure within which to operate financial transactions.
- Transparent system allowing schools to fulfil statutory obligations and comply with audit procedures.

### Pricing

|                      | School Type |                              |                  | Banking | Debt Recovery | Technical Environment | Training |           |
|----------------------|-------------|------------------------------|------------------|---------|---------------|-----------------------|----------|-----------|
| SAP Base Charge      |             | Band A                       | up to 100 pupils |         |               | £60.00                | £69.00   | £129.00   |
|                      |             | Band B                       | 101-400 pupils   |         |               | £90.00                | £69.00   | £159.00   |
|                      | Primary     | Band C                       | 401-999 pupils   |         |               | £120.00               | £69.00   | £189.00   |
|                      | Secondary   | Band C                       | 401-999 pupils   |         |               | £150.00               | £69.00   | £219.00   |
|                      |             | Band D                       | 1000+ pupils     |         |               | £200.00               | £69.00   | £269.00   |
| SAP Licence          |             | Maintenance - Occasional use |                  |         |               |                       |          | £53.00    |
|                      |             | Maintenance - Limited use    |                  |         |               |                       |          | £115.00   |
|                      |             | New - Occasional use         |                  |         |               |                       |          | £284.00   |
|                      |             | New - Limited use            |                  |         |               |                       |          | £623.00   |
| Finance Charges      | Primary     |                              | up to 30         |         |               |                       |          | £501.20   |
|                      | Primary     |                              | 31-50            |         |               |                       |          | £895.40   |
|                      | Primary     |                              | 51-150           |         |               |                       |          | £1,139.60 |
|                      | Primary     |                              | 151-300          |         |               |                       |          | £1,709.40 |
|                      | Primary     |                              | 301-1000         |         |               |                       |          | £1,986.16 |
|                      | secondary   |                              |                  |         |               |                       |          | £2,849.00 |
| Budget Planning Tool | Primary     |                              | up to 30         |         |               |                       |          | £75.00    |
|                      | Primary     |                              | 31-50            |         |               |                       |          | £125.00   |
|                      | Primary     |                              | 51-150           |         |               |                       |          | £175.00   |
|                      | Primary     |                              | 151-300          |         |               |                       |          | £250.00   |
|                      | Primary     |                              | 301-1000         |         |               |                       |          | £300.00   |
|                      | Secondary   |                              |                  |         |               |                       |          | £400.00   |

The County Council has made a significant investment into SAP to adapt it for Academies. To assist with offsetting these costs there is a one-off charge of **£9,900** for secondary academies and **£7,450** primary academies.

All prices exclusive of VAT

## Budget Planner

### Contact

Schools Support Section helpline

Tel:01865 797500

helpline@oxfordshire.gov.uk

**Following a strategic review of the existing Excel budget planner, on the advice of the Schools Finance team, the Schools Forum have approved the decision to recommend a replacement solution for financial year 2012/13. The Budget Planner has been developed by Orovia.**

### What the service offers

- Academy version available to schools converting to an academy based on CAG formats.
- Database hosted externally on secure third party servers with data transmitted over an HTTPS secure socket layer using secure username/password protocol.
- Access determined by users, roles and access rights. An academy can withhold/control more sensitive information if required.
- Access from any Computer worldwide.
- Version Control so that the local authority can be sure all users/schools are using the same data set to produce their budgets. Changes to the central data are immediately available to all users who receive a message of any updates/change within the system when they next login.
- Version Control within an academy so the academy can work collaboratively on budgets and all versions are saved in the same area, changes are recorded by user and date stamped.
- Remote Support for the academy by phone as both parties are able to view the software, make amendments and instantly see any changes.
- Consolidated budgets are submitted by academies in the correct format (CFR/GL code) with all the information under the correct GL codes (including NI and Superannuation etc).
- Benchmarking between academies can be agreed and made available to all academies.
- Comparison of Submitted Budget to Current Budget - an academy can instantly report/see the differences at the Cost Centre/GL level.
- Data can be exported into Excel.
- Orovia is committed to a programme of continuous improvement and have agreed to cover the cost of specific developments including interfaces with SAP payroll.

### Key benefits to the academy

- Increased security with user defined access.
- Increased flexibility for alternative scenario planning.
- Improved version control and management of any changes.
- Future development including SAP payroll interfaces.
- Separate versions available for maintained schools and academies.
- For the majority of schools it is anticipated that the annual licence costs would be more than offset by efficiency savings generated from the above benefits and future developments.

**Pricing**

| <b>Pupil numbers</b> | <b>Annual Cost</b> |
|----------------------|--------------------|
| 1 - 30               | £75.00             |
| 31 - 50              | £125.00            |
| 51 - 150             | £175.00            |
| 151 - 300            | £250.00            |
| 301 - 1000           | £300.00            |
| Secondary            | £400.00            |

All prices exclusive of VAT

**Notes**

1. Academies contracted to SAP Finance will be charged at the same rate as maintained schools.
  2. Non-contracted academies will be offered the product at £500 per annum.
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## Education Procurement Service (EPS)

### Contact

Farrell Symonds  
 County Procurement  
 County Hall, New Road  
 Oxford, OX1 1ND  
 T: 01865 323889  
 F: 01865 78335 E: farrell.symonds@oxfordshire.gov.uk

**The County Procurement team (CPT) supports educational establishments with their procurement activities. The team ensures goods and services are sourced in accordance with Best Value principles and in line with educational establishments finance regulations and public procurement legislation.**

### What is required of academies?

- Academies are subject to public procurement legislation and must comply with this to avoid being open to challenge from suppliers and to ensure transparency in their procurement/purchasing practices.
- Academies must ensure Best Value when purchasing goods and services.
- Academies are subject to the Statutory European Procurement Regulations.

### What the EPS service offers

- Promote suppliers to Educational Establishments in Oxfordshire which demonstrate Best Value, Quality and excellence in service delivery.
- Impartial professional procurement advice with no commercial interests involved.
- Category Management of Educational Suppliers including Supplier Relationship Management.
- Compliance with Public Procurement Legislation and Schools Financial Regulations.
- Procurement health check highlighting areas where savings can be achieved.

### Key benefits to the academy

- Academies do not have to develop their own expertise in a less comprehensive and cost effective way.
- Goods and services can be purchased more economically.
- Contract and supplier relationship management specifically aimed at meeting the requirements of educational establishments.
- CPT will act on the behalf of an individual or group of academies to elicit change should a supplier fail to meet expectations.
- Procurement information and support provided will help them to comply with their statutory and financial obligations.
- Ensuring that advice regarding contracts will be garnered from the appropriate services within Oxfordshire County Council.
- Individual sourcing of suppliers and quotes for specific projects
- Provision of due diligence checks as requested or where strategic sources of supply are identified.
- Protection from unscrupulous suppliers.

### Pricing

Nursery/Primary/Special Primary academy **£150**  
 Secondary/ Special Secondary academy **£300**  
 All prices exclusive of VAT

**Facilities****Academies**

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**Food With Thought (FWT)****Contact****Colin Garnham-Edge**

Service Manager, Food With Thought and QCS

Cleaning &amp; Facilities

Tel: 01865 797249

colin.garnham-edgeoxfordshire.gov.uk

**The Food With Thought catering service is available to academies. Please contact the service direct for further information.**

**Facilities****Academies**

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**QCS Cleaning and Facilities****Contact**

Tim Holton

Cleaning Service Manager

Tel: 01865 797225

tim.holton@oxfordshire.gov.uk

**Please contact the service direct for further information.**

**Facilities****Academies**

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**Property and Assets****Contact**

Greg Lowe

Operational Asset Management

Tel: 01865 815532

greg.lowe@oxfordshire.gov.uk

**Please contact the service direct for further information.**

**Legal and Licensing****Academies**

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**Legal Support****Contact**

Nick Graham

Deputy Head of Law &amp; Governance

Tel: 01865 323910

E-mail: nick.graham@oxfordshire.gov.uk

**Please contact the service direct for further information.**

## Licensing

### Contact

QuEST Business Unit

Tel: 01865 797284

david.reynolds@oxfordshire.gov.uk

**This service provides academies with a cost effective method for managing the purchase and implementation of essential licences required to ensure compliance with licensing regulations around the use of music, video/DVD and text.**

### What is required of academies?

- Academies must ensure that they can confidently use media and text to support educational and non-curricular activities and are not at risk of being penalised for non-compliance.

### What the service offers

- Arrange for the purchase and recording of licences including:
  - Copyright Licensing Agency (CLA)
  - Educational Recording Agency (ERA)
  - Educational Recording Agency Plus (ERA Plus)
  - Performing Right Society (PRS)
  - Phonographic Performance Limited (PPL)
  - Public Video Screening Licence (PVSL)
- Where appropriate, negotiate with the licensing agencies to ensure that the Client benefits from group discounts.
- Offer the Client access to accurate information, advice and guidance on licence requirements.
- Provide the Client with supporting documentation where required.
- Respond to queries from the licensing agencies regarding Compliance.

### Key benefits to the academy

- Academies can confidently use media and text to support educational and non-curricular activities without the risk of being penalised for non-compliance.
- Assurance that academies have the mandatory licences (Copyright Licensing Agency and Educational Recording Agency) and those they are likely to need (Performing Rights Society and Phonographic Performance).
- Academies benefit from the bulk discount negotiated centrally by the OCC licence team.
- Academies are relieved of the administrative work involved purchasing licences.

### Pricing

The prices for licences are determined by the issuing third party suppliers.

Prices will be published shortly.

All prices subject to VAT

## Premises, Liability, Engineering and Work Experience

### Contact

#### Dale Stevens

Insurance Manager

Tel: 01865 797335

dale.stevens@oxfordshire.gov.uk

**Provides assurance that there is comprehensive financial cover in place to protect the academy, its assets, employees and governors against liabilities and claims.**

### What is required of academies?

- Academies are required to demonstrate that cover relevant to their insurable interests and requirements is in place.

### What the service offers

- **Legal Liability insurance** provides protection against academies legal liability to pay compensation for injury or damage to employees and third parties caused by negligence or breach of statutory duty.
- **Personal Accident insurance** provides personal accident insurance for employees and official volunteers injured whilst on duty.
- **Fidelity Guarantee insurance** provides financial protection against the loss of money and stock lost through the fraudulent act of an employee.
- **Work Experience Insurance** provides personal accident insurance for all academy students taking part in official work experience placements.
- **Premises Insurance** provides insurance protection for the school buildings and contents against damage caused by fire, lightning, storm, flood, explosion, and other perils.
- **Engineering Insurance** provides an inspection service and insurance protection for all pressure plant and lifting equipment requiring inspection under legislation.

### Key benefits to academies

- Easily available expert advice on insurance and risk management from the Insurance Team in Customer Services.
- The Insurance Team liaise with Insurers on behalf of the academy.
- Administration of policy documentation and claims undertaken by Insurance Team

### Pricing

The premium for the Service is as calculated by the Insurer on an academy by academy basis based on its evaluation of the insurable risk.

The charge by the Council for undertaking the administration is **5%** of the amounts charged by the Insurer.

All prices exclusive of VAT

## ICT Services

### Contact

Polly Hedges  
 Schools Support Manager, ICT Services  
 Tel: 01865 816431  
 polly.hedges@oxfordshire.gov.uk  
 ICT Service Desk 0845 0521000

**ICT Services provide the Oxfordshire Community Network (OCN), the County Council's private, dedicated IT network delivering broad band services to academies. ICT Services also deliver the SIMS Support Service to promote effective and efficient use of SIMS at a cost that provides excellent value for money.**

### What is required of academies?

- Academies should have a secure Management Information System to accurately record pupil data.
- Systems should be capable of making statutory returns.
- Academies must ensure they hold the appropriate and valid licences for software.
- Academies should have a range of safeguarding policies covering the use of technologies. This includes the use of anti-virus and filtering software.

### What the service offers

1. **OCN Connection**
2. **Internet Web Filtering Netsweeper**
3. **MYSCHOOL Remote Access to School LANS**
4. **Sophos Anti-Virus**
5. **SIMS Support**
6. **Oxfordshire Schools Gateway**
7. **Schools own email filtering service**
8. **OCC On Line Services**

#### 1. **OCN Connection**

The OCN is a private dedicated network that delivers secure broadband access into all linked sites.

Through access to the OCN, users have access to the Internet, to the National Education Network (NEN) and to the County Council's Intranet which includes a dedicated schools area.

Also provided as part of this service is academy access to use:

- British Pathe Education
- Schools Audio network

All academies will continue to be covered within the OCN Subscription for Virus Scanning traffic on the Internet. This is essential to protect the OCC network from threat. Academies are encouraged to purchase the separate Sophos AV service for local PCs and laptops.

#### **Broadband Service**

- Secondary academies have 100 Mb service.

- Primary, Nursery and Special academies currently all have a 2Mb service.

Academies will be updated about national developments in bringing Next Generation Access (NGA) Super fast broadband services to communities. There will be regular Broadband updates available on a dedicated intranet page.

Academies will be asked to cover the costs of any technical change to the OCN Network in order to connect individual new devices and technologies. These will be quoted on an individual basis.

**Note. There is a 90 day notice period for the cancellation of this service**

### **Pricing**

Secondary academy - **£5,000 + £8.19 per pupil**

Primary, Nursery and Special academy - **£1,000 + £8.19 per pupil**

All prices exclusive of VAT

## **2. Internet Web Filtering Netsweeper**

A Central Web Filtering service is available to all academies.

There are two default policy groups, Secondary and Primary defined by CEF. These can be used in the academy environment. For schools subscribing to the Central Policy a layer of Virus Scanning is also included.

This service provides security on the Internet, ensuring that content is screened to prevent virus attack and filtered for inappropriate content. A central filtering policy is maintained to ensure Child Safeguarding.

Schools selecting the central policy can also select to have local management of the filtering if they wish.

Schools may select to purchase their own filtering solution at their own cost.

Academies may switch from a local to the central policy or vice versa at any time but will be asked to subscribe to the full annual charge.

**Option 1** - The ICT Services central filtering policy

Web filtering pricing will be calculated on a per student basis.

### **Pricing**

**£1 per pupil**

All prices exclusive of VAT

## **3. MYSCHOOL Remote Access to School LANS**

ICT Services provide 2 levels of remote access :

- 1 Remote access to academy' services for academy staff and Managed Services staff from outside the OCN network.  
Access by **staff** to the following services as agreed by the Headteacher.
  - SIMS
  - SAP
  - Shared School folders
  - VPN
- 2 Access by **third party service providers** who require remote access to the academy LAN. Remote access for service providers is available on completion of the requisite NDA (non-disclosure agreement) and their agreement to ICT Services terms and conditions.

Temporary access can be made available on request to the ICT Service Desk.

### **Pricing**

All academies

12 users or less - **£180 per academy**

13 users plus - **£480 per academy**

(User numbers include both staff and third party suppliers)

All prices exclusive of VAT

**Note.** For schools who have selected to purchase their own ISP (no longer using OCN) this service will be essential to SIMS, SAP and other OCC online services.

#### **4. Sophos Anti-Virus**

The County Council has an enterprise license in place for Sophos anti-virus software. Under the terms of the license, academies may also make use of this coverage for all PCs owned by the academy.

This service offers high quality security and protection for all academy owned PCs and laptops at a very competitive price and shows good value for money.

Academies must maintain an asset register of all PCs and Laptops covered by this license. This also includes laptops for teachers that are used away from the academy site.

### **Pricing**

All academies

**£150 per annum**

All prices exclusive of VAT

#### **5. SIMS Support**

##### **Services included in the SIMS subscription include:**

- SIMS Central hosting – Upgrades and patches
- SIMS Application Only – Local Hosted
- SIMS Support
- SIMS Training
- ICT Service Desk
- SIMS Inductions
- Link Consultant
- Annual School Conference
- SIMS Client Manager
- SIMS Development
- Dinner Money (Primary, Nursery and Special schools)
- Lesson Monitor (secondary)

**Pricing**

| Number of pupils | Cost      |
|------------------|-----------|
| 0 – 99           | £1,384.00 |
| 100 - 199        | £1,615.00 |
| 200 - 299        | £1,845.00 |
| 300 - 399        | £2,076.00 |
| 400 - 499        | £2,307.00 |
| 500 - 599        | £2,767.00 |
| 600 - 699        | £2,999.00 |
| 700 - 799        | £3,230.00 |
| 800 - 899        | £3,460.00 |
| 900 - 999        | £4,037.00 |
| 1000+            | £4,382.00 |

**Lesson Monitor** (Secondary Schools only)

A separate fixed start up charge is levied for this module of **£2021** to support the additional infrastructure required on the Central Servers.

All prices exclusive of VAT

**Requirements**

All academies that use SIMS and wish to be centrally hosted by OCC will be required to select this service. Service is also available to academies who opt to locally host.

**6. Oxfordshire Schools Gateway**

OSG is a portal into a selection of on-line resources that teachers, pupils and parents can securely access via the web in and out of the classroom to support teaching, learning, management and administration.

These services are **optional** and **careful consideration** is advised when selecting your requirements.

- a) **Identity Management** – the credential tool for the creation and management of accounts. This service is essential if you select either or both of the options **b** or **c**. If only option **d** if required please contact the ICT Service Desk for guidance.
- b) **Live@edu Email** - A dedicated academies email Service. This service is the County Council email offer. Your establishment may select to purchase or access an alternative email service.
- c) **SIMS Learning Gateway** - Offers real time read/write access to SIMS for parents and teachers via the internet. Existing SLG users may select to continue with this service. If you are interested in starting to use this service please contact the ICT Service Desk for more details.
- d) **RM LP** - A Virtual Learning Environment to help the people in your educational community reach their full potential. Existing RM LP users may select to continue with this service. If you are interested in starting to use this service please contact the ICT Service Desk for more details. RM Learning Platform annual licence charge and support costs via RM Contract and service management

**Pricing**

e) **Identity Management** - £1.80 per pupil per annum

f) **E-Mail Service** - £0.55 per pupil per annum

**g) SIMS Learning Gateway - £0.53 per pupil + £1100** (secondary school)  
**£0.53 per pupil + £375** (Primary, Nursery and Special schools)

**h) RM Learning Platform - £4.00 per pupil per annum**

All prices exclusive of VAT

### **Requirements**

All academies will require the Identity Management Element. Academies should select the other services as required.

## **7. Academies who deploy their own email service**

If a school wishes to provide their own filtering system for their email system this is acceptable however the school must accept responsibility for the safeguarding of the content. ICT Services can provide this for these schools. The current supplier is Trend Micro Hosted Email Services. The Headteacher to complete an Agreement form to acknowledge responsibility.

### **Pricing**

**£1000 per academy per annum**

All prices exclusive of VAT

## **8. OCC On Line Services**

Many establishments are required to use some of the OCC on-line services for e-booking and Accident and Reporting. Intranet Security from outside the OCN, School Closures, and other OCC On-Line Services are optional however and will require an OSG account to access.

### **Pricing**

**£60 per academy per annum**

All prices exclusive of VAT

### **Requirements**

Access to these services is generated through Identity Management. Schools who opt not to use any of the OSG elements (see section 7) must select this option to ensure OSG Account credentials for staff to access the on-line services.

## **Changes to the ICT Services for 2012/13**

### **Removal from the QuEST offer**

- **RM Web Hosting**

It has been agreed with RM that as the variety of service options for Web Hosting is expanding and the service is supplied as a commercial offer direct from RM it will be in the academies' best interests to hold their contracts for web hosting direct with RM.

## **Key benefits to the academy**

### **General**

- Confidence that services meet the requirements of the Governing Board and Data User Groups.
- Services options now costed separately to give schools greater clarity when choosing services.

- 24/7 service for OCN.
- Access to dedicated ICT Service Desk.

#### **OCN Connection**

- Consistently proven, reliable service.

#### **Internet Web Filtering Netsweeper**

- Assists academy in meeting obligatory child safeguarding requirements set out by the DfE.

#### **MYSCHOOL Remote Access to School Local Area Networks (LANS)**

- Allows secure remote access for staff or authorised suppliers when they are unable to be on-site.

#### **Sophos Anti Virus**

- Easy to install on Windows servers, desktops and laptops.
- Protects internal and remote access.
- Automated updates.

#### **SIMS Support**

- Ensures that appropriate support is made available to academies.
- Offers individual evaluation and produces a report highlighting any actions required including gaps in training provision.
- Confidence in security - School data hosted on OCC Central Servers is accessed via the OCN network by users with authenticated log on identification.
- Software upgrades, enhancements, and patches are installed promptly.

#### **Oxfordshire Schools Gateway (OSG)**

- Safe, secure and reliable environment.
- Helps people in the educational community reach their full potential.

#### **OCC On-line Services**

- No manual completion of complicated booking forms.
- Instant confirmation of booking.
- Easy and immediate reporting to Health and Safety team.