

Camden schools services



Prospectus 2018

Welcome

Dear Colleagues,

Introduction

A welcome to our 2018 Camden School Services which highlights all of the service offers and packages. Here you can find the details of our services, training and support offers now available to free schools, academies, and other educational organisations across London.

Our new online website at www.camdenlearning.org.uk (available in April 2018) provides full and comprehensive information on the wide range of support services and professional advice available to schools - including training and support provided by leading experts and access to our specialist support teams based in Camden and working across North London and further afield by arrangement.

Benefits

On our website you can commission schools support and professional training in a number of ways.

Our service offers are set out here covering a broad range of school support services, and leading-edge advice for school leaders and governors. We are proud to host an integrated network of supporting services to help you manage enhanced school performance with our dedicated schools services.

These range from easy 'pay-as-you-go' options together with tailored bespoke advice and support for your school and extensive range of service level packages. All quoted prices are exclusive of VAT.

We look forward to discuss any particular support or training your school may need during the academic year. Please get in touch with us directly using the contacts below, or through the details shown on the service pages.

More details

Our services list a comprehensive catalogue of support activities which you can browse and pick and mix to optimise support where it is needed for your school during the year.

Joining is easy, just log on whenever you need and stay up to date with our services, advice and training programmes.

If you are new to the site, please contact us for getting set as a new user. We'll help you get going quickly and easily.

If there are specific services you need or are looking for, and you can't find listed, please contact us for help and advice.

We're here to help!

Thank you.

Camden Schools Services in partnership with Camden Learning

Who we are: Your Service Provider details

Camden Learning
Primary points of contact
customersupport@camdenlearning.org.uk
Tel 020 7974 1122

Camden Learning
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5 Pancras Square
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Kevin Collins

Head of Business Operations
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Business Recycling & Waste



Contact Name	Business Recycling Waste Team
Job Title	LB Camden
Email	uk.camdenbusinesswaste@veolia.com
Tel	0203 567 5320

Introduction	<p>Camden works in partnership with Veolia to provide a collection services to all schools, children centres and higher education centres and offers a discounted service to maintained schools.</p> <p>We provide a professional, reliable service with no hidden extras or charges, and give assurance you are complying with your the Duty of Care. We can visit and advise you on how you can maximise recycling and make any collection changes you need.</p> <p>To receive a quote for waste or recycling services, to book an officer site visit, or for further information, see the pricing schedules below or please contact Camden working in partnership with Veolia:</p> <p>Call: 020 3567 5320 Email: uk.camdenbusinesswaste@veolia.com</p>
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Details of our service	<p>Camden and Veolia can provide your business with a modern recycling and waste service to meet all your school's needs. We provide a professional service with excellent environmental credentials; you won't find a better service.</p> <ul style="list-style-type: none"> • Purple sack or large bin collection service for general rubbish • Clear sack or bins for mixed recycling • Food waste bin collections service • Registered waste carrier • Zero waste to landfill <p>We also:</p> <ul style="list-style-type: none"> • Repair damaged bins or replaced bins as required • Provide extra one off collections within a week (charge will apply)
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Camden working in partnership with Veolia provide collection services to all schools, children centres and higher education centres, however discounted services are provided to maintained schools and this is reviewed annually.



To receive a quote for waste or recycling services, to book an officer site visit, or for further information, see the pricing schedules below or please contact Camden working in partnership with Veolia:

Call: 020 3567 5320
Email: uk.camdenbusinesswaste@veolia.com

Refuse and discounted recycling pricing schedule 2018/19 for maintained schools. (nurseries, children centres, primary and secondary schools)

Bin Type	Bin Hire costs	Food Waste (100% discount)	Collections (Refuse)	Recycling collections (with 40% discount)
Bags	-	-	£1.73	£.72
Chamberlain*	£141.04	-	£13.79	-
Eurobin 1100l	£141.04	-	£13.79	£5.15
Eurobin cm 660ltr	£141.04	-	£9.50	£3.49
Paladin*	£141.04	-	£13.79	-
Wheeled 240 litre	£25.37	-	£5.82	£2.46
Wheeled 360 litre	£25.37	-	£6.50	£2.83
Food 140 litre	-	£0.00	-	-
Food 240 litre	-	£0.00	-	-

*These bins are no longer available for new supply

Sometimes containers have the wrong items mixed inside. The crews will sticker any affected bins as contaminated. There is a charge for the removal of each contaminated recycling container which is collected as refuse.

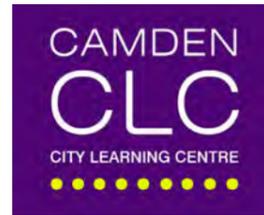
Schools refuse and recycling pricing schedule 2018/9 all nurseries, children centres, schools and higher education centres (excluding maintained schools)

Bin Type	Bin Hire costs	Food waste collections	Refuse collections	Recycling collections
Bags	-	-	£1.73	£1.20
Chamberlain*	£141.04	-	£13.79	-
Eurobin 1100L	£141.04	-	£13.79	£8.59
Eurobin 660 litre	£141.04	-	£9.50	£5.81
Paladin*	£141.04	-	£13.79	-
Wheeled 240 litre	£25.37	-	£5.82	-
Wheeled 360 litre	£25.37	-	£6.50	£4.71
140 litre	£25.37	£7.80	£0.00	£7.80
240 litre	£25.37	£9.95	£0.00	£9.95

*These bins are no longer available for new supply

There is a charge of up to 13.79 for the removal of each contaminated recycling container which is collected as refuse. There is a £40 charge for Duty of Care documentation.

Camden City Learning Centre



Contact: Gillian Ingram, Centre Manager

Email: g.ingram@camdenclc.org.uk

Tel: 020 7387 5198

Introduction

The CLC supports schools to deliver the computing curriculum. The centre has four learning spaces including a Mac suite and sets of mobile devices, allowing classes to be delivered in the centre or at school. Our focus is on helping schools to use technology to enhance teaching and learning across the curriculum. We are a test-bed for innovation and a pathfinder for new initiatives and support all aspects including strategy and development as well as CPD. The support we provide is tailored to each school to meet their needs.

Core aims:

- Develop excellence in Camden in using digital technology for learning and teaching
- Support our educational partners to implement changes in the new computing curriculum
- Provide resources which contribute to the development of confidence and skills in a dynamic environment.

Our services to Camden schools:

- Subject leader meetings
- Conferences in innovative use of technologies
- Advice and support on assistive technology.

Further details of our service offer:

- Class visits to CLC led by CLC staff for a project planned to complement the curriculum
- Class sessions on coding and programming
- Access to CLC lesson plans and schemes of work
- Online safety and digital citizenship– policy, training/classes/assemblies for staff, parents and pupils
- Whole-class music technology projects
- Support with strategic planning for implementing the computing PoS
- Support and guidance in completing national awards (e.g. 360safe and ICT Mark)
- Support for subject leader role
- CPD sessions led by CLC consultant at the CLC or in school
- Class sets of specialist equipment with training and SoWs available
- Innovative projects for target groups/individual pupils e.g. G&T, AfA, SEND
- Using technology to improve outcomes for all learners (assistive technology, targeted intervention).

SLA and other fees/charges:

- Gold: 16 days, £4,400 excl VAT
- Silver: 10 days, £3,300 excl VAT
- Bronze: 6 days, £2,200 excl VAT

Individual sessions: price by negotiation.

Camden Music Service

Contact: Peter West

Email: peter.west@camden.gov.uk

Tel: 020 7974 7233

Web: www.camden.gov.uk/musicservice

Introduction

The Camden Music Service is committed to providing a comprehensive service to all pupils attending Camden schools. As leader of the Camden Music Hub, we work with a wide and diverse range of professional partners to offer opportunities within our schools and at our Saturday Centres and borough ensembles.

Our aim is to offer all Camden pupils the opportunity to get involved in music of the highest quality through singing, learning an instrument, composing and taking part in group activities and to support them throughout their musical journey as far as they wish to travel.

Details of our service offer for Camden schools

We offer schools a range of musical activities and support including:

- Instrumental tuition
- Instrument hire
- Whole class instrumental tuition (known as Wider Opportunities)
- Support for school-based ensembles and choirs
- Curriculum support and advice
- Support for singing
- Access to special projects with our partners such as the Royal Academy of Music, the Orchestra of the Age of Enlightenment, Young Persons Concert Foundation & the English Folk Dance and Song Society
- Entry to graded external exams such as Rockscool, Associated Board, Music Medals and Arts Award.

In addition to our programme of training courses and events, we provide support to Camden schools, which includes:

- Network meetings and training for music staff
- Participation in borough performances including the biennial Camden Schools Music Festival at the Royal Albert Hall
- Bronze class school tuition.

SLA and other fees/charges:

SLAs are tailored to the needs of individual schools. In response to feedback from schools annual subscriptions have been included to ensure a comprehensive borough music service.

Annual membership fees are:

- £2,400 for secondary schools
- £1,800 for two-form entry primary schools
- £1,200 for one-form entry primary schools

Instrumental tuition:

- Silver: £31.03 per hour
- Gold: £33.68 per hour
- Ensemble support from £36 per hour
- Curriculum support: £405 per day.

Whole class tuition:

- Bronze: Free.
- Silver: from £300 per class.
- Gold: from £1,300 per class.

Camden Sport and Physical Activity Service – Camden Active Schools (CAS)

Contact: Liz West, Children and Young People's Operations Manager

Email: liz.west@camden.gov.uk

Tel: 020 7974 2603

Web: camden.gov.uk/activeschools

Introduction

CAS is part of the Camden Sport & Physical Activity Service. We have over 20 years' experience of providing high quality, sport and physical activity. In that time we have helped thousands of Camden young people to get active and healthy.

Our objective is to improve the health, wellbeing and attainment of young people in Camden. This is our passion too. We currently work with the majority of schools in Camden and aim to continue doing so.

Our team of highly committed and professionally skilled staff specialise in creating exciting opportunities for young people of varying abilities to play, learn, enjoy and compete in sport and physical activity. We provide affordable and, where required, tailored services for schools to develop a sports and physical activity offer, including competition, leadership for young people, sports coaching and professional learning.

Through our strong network of partners we bridge the gap between school and community sport and physical activity. Our offer to schools, explained below, supports the objectives of the National Primary PE Premium funding programme.

Schools subsidy extended! Since securing funding in 2014 from Camden & Islington Public Health, we are delighted to be able to continue to subsidise the CAS offer in **2018/19** by more than **30%**. This is due to the strong take up of the offer by schools and continued support from Public Health.

Included for Camden schools

CAS provides the following services to all Camden schools – **no other provider can currently offer this:**

- Access to the National School Games initiative and resources
- Access to the London Youth Games offer in Camden
- Access to inclusive sports competitions for young people with SEN.

Camden Active Schools service offer

Our offer comprises a number of packages:

School Sport Development Package – This package will help you to strengthen your sports and physical activity (SPA) offer to maximize take up and pupil benefit. This includes: guidance with design of your sport and physical activity programme to meet the varied needs of your pupils in the most cost effective way; support in achieving, national external validation of your SPA offer; and guidance on developing intra and inter school competitions. We are on the end of a phone whenever you need us.

Competition and Participation Package – Access to a wide range of competitions for differing abilities throughout the academic year and critically, progression routes to borough team and regional competitions (School Games and London Youth Games). This includes access to the Camden School Sports Association (CSSA) primary competition programme. This is a joint venture between the CSSA and Camden.

Leadership for Young People Package – We will help you establish and upskill a group of young leaders in your school to shape and help deliver your school sport and physical activity offer. We can deliver the nationally recognised PlayMaker young leaders award for a group of 20 students in your school. We also offer a free School Games Sports Organising Crew Course for a smaller group of children to start a sports council in your school. These two courses go very well together.

Sports Coaching Package – We have highly skilled coaches in a range of sports (including non-traditional activities like dance and outdoor adventure activities) currently adopted by a large number of Camden schools. This is a bespoke offer which means that you decide the type and extent of the coached provision that you require according to your budget. Whether its breakfast, curriculum, lunch time or afterschool sessions, help to prepare teams for competitions or respond to demand from your pupils or parents we can provide it. We also offer gymnastics, and trampolining sessions at a purpose-built central Camden sports venue to enhance the experience for your pupils.

Sports Development Competition and Leadership Packages – Prices in bold below show subsidised rates for 2018/19 based on the last year of a two-year sign up. All prices assume take up remains at the current levels.

Package	Cost - Primary School Package	Cost - Primary School (per course or unit)
School sport development	2018/19 £175	N/A
Competition and participation	2018/19 - £950 True cost is £1,400 per academic year. Saving of £450, provided by C&IPH. 2019/20 - £1,400 Plus annual subscription to CSSA (currently £450), subject to inflation.	N/A
Leadership for young people		PlayMaker – Sports Leaders UK award - £350 School Sport Organising Crew course – FREE.

School sports coaching charges including sports, outdoor pursuits, dance and gymnastics. All prices are subject to inflation.

Multi-Sports	Price for 1 Coach	Price for Coach + Assistant
Per hour	£33.00	£53.00
Half day 9.00-12.30	£110.00	£170.00
Half day 1.00-3.30	£80.00	£125.00
Whole day 9.00-3.30	£180.00	£280.00
Specialist Offer (Gymnastics/Dance)	Per hour	Price for Coach + Assistant
Per hour	£44.20	£64.20
Half day 9.00-12.30	£150.00	£215.00
Half day 1.00-3.30	£107.00	£152.00
Whole day 9.00-3.30	£248.00	£340.00



Creative Services

Contact: Ros Daniel, Creative Services Manager

Email: ros.daniel@camden.gov.uk

Tel: 020 7974 1985

Creative services

- school prospectuses and other promotional materials
- digital online projects, including website design and digital content support
- brand identity and style guidelines
- leaflets, posters and promotional banners
- photography and illustration
- print procurement

Quotes / estimates provided on request



Complaints and Information Governance



Contact Name	Owen Rees, Schools Information and Governance Officer
Email	owen.rees@camden.gov.uk
Tel	020 7974 4449

Introduction The Complaints and Information Governance SLA provides schools and Governors with expert advice and assistance on implementing the Data Protection Act and the Freedom of Information Act and on dealing with Complaints.

The SLA will ensure that your school and your Governors have access to the guidance you need to carry out your duties as a Data Controller, and the support you need to deal with difficult Complaints.

Details of our Traded Service **Information governance:** The service will provide advice and assistance to schools on the management of their responses to Data Access requests and Freedom of Information enquiries. It will also provide advice to the schools on the following: Records management, Information Governance, the Data sharing code of Practice, CCTV code of practice, safeguarding personal information, protecting privacy – promoting openness, publication schemes, privacy notices and managing enquiries and complaints from the Information Commissioner. The service will also assist schools with the implementation of the General Data Protection Regulation.

Data Protection Officer:

Following feedback from schools, Camden Learning and the London Borough of Camden will be seeking to provide a Data Protection Officer service to schools to begin operations from 26th May 2018. Details of exactly what will be offered and costs will be made available directly to schools as soon as possible.

Provision of Complaints and related advice to schools:

Schools have a responsibility under section 29 of the Education Act 2002 to have in place a procedure to deal with complaints. The service will provide general advice to schools with regard to the complaints procedure and related processes including detailed advice on good complaints management, vexatious complaints and managing forensic investigations when they are required. The service will also provide advice on setting up and running Governor's complaints panels.

Responses to queries will normally be responded to within 2 school working days.

Schools that are part of this SLA can request individual school visits for briefings or training. Visits are also available to discuss individual issues. Training and briefing courses are also offered to all schools via the Training & Development Service.

SLA & other fees/charges	Buy in/annual subscription: £1,510 Ad hoc charges for schools not opting-in to the SLA: £100 per hour.
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Camden Careers and Connexions Service

Contact	Miriam Hatter, Service Manager
Email	miriam.hatter@camden.gov.uk
Telephone	0207 974 7374

Introduction Careers Camden is a careers guidance service that enables schools to deliver their duty "to secure independent and impartial careers guidance for all students in Y8 to Y13. (Education Act 1997)

Careers Camden offers an information, advice, guidance and support service to those at risk of becoming NEET (not in employment, education or training) and vulnerable pupils (e.g. young carers, SEND pupils and those on pupil premium).

Both Careers and Connexions services have achieved the National Matrix Quality Standard for Information, Advice and Guidance services. The Service is delivered by post graduate qualified careers guidance practitioners with strong youth engagement skills and an in-depth knowledge of local and regional education and career pathways.

Careers Camden Offers:

- Guaranteed expert careers information, advice and guidance from a post graduate qualified Careers Adviser
- Specialist led 1:1 guidance interviews for students of different ages and abilities. Additional support given for larger audience's e.g. vocational and option choice talks.
- Attendance at parents evenings and school events
- Yearly Matrix Standard accreditation to verify the quality of service.
- Impartial and accurate careers and employability information provided by specialists with links to key education and employer partnerships in Camden and across the London Area.
- Detailing and promoting the range of Post 16 opportunities and where appropriate alternative education pathways
- Careers action plans produced for SEND pupils
- Termly reporting on Careers interviews mapping students 1st and 2nd post 16 choices

Connexions Camden Offers:

- Early identification of students at risk of becoming NEET through liaison with key staff and attendance at relevant meetings, e.g. inclusion / SEAM
- Personalised face to face information, advice and guidance - raising aspirations and promoting resilience
- Planning the smooth transition into post-16 education and training for the most vulnerable school pupils
- School link for alternative education, ensuring all pupils receive careers guidance and transition support
- Attend transition reviews and follow up support for pupils with special educational needs and disabilities (SEND)
- Track and support NEET school leavers including early leavers (supporting rise in participation age)
- Working with families so parents and carers can understand their child's options and pathways
- Liaison with employers and local post 16 education providers

Additional Services

Careers Forum: termly forum for school careers managers and co coordinators facilitated by Camden Careers and Connexions service sharing good practice and strategic guidance across Camden Schools

September Guarantee: Ensure duty to deliver the 'September Guarantee' is met (recording of all Camden Yr 11 & 12 intended destinations, offers of a place in learning and producing a Year 11 destinations survey for all schools)

Links to follow up services: As part of the broader Camden Integrated youth support service, the Camden Careers and Connexions service supports early leavers and NEET young people back into education, training and employment.

Latest Quotes from Matrix assessment:

"Access to Careers resources and training opportunities"

"Camden Connexions provides staff with a framework for service delivery without restricting innovation or the ability to address the needs of clients at a local level"

"All clients interviewed placed a high value on the flexible way Camden Connexions staff respond to individual feedback and resolve issues promptly"

"Programmes are tailored to individual needs almost as a matter of course to fit in with demands of specific clients"

"All clients interviewed said they would recommend Camden Connexions to their peers without hesitation"

"Clients are provided with access to current, accurate information which is inclusive"

"A high importance is given to CPD activity within Camden Connexions which recognises the benefits of employing a flexible and committed workforce"

The Duke of Edinburgh's Award (DofE)

Contact: Joseph Myhill, Duke of Edinburgh Award Manager

Telephone: 020 7974 5074

Mobile: 07908 672 645

Email: joseph.myhill@camden.gov.uk

Introduction

Our mission is to inspire, guide and support young people in their self-development and give recognition for their achievements.

The Duke of Edinburgh's Award (DofE) gives young people of all abilities (aged 14-24) the chance to develop skills for life and work, fulfil their potential and have a brighter future. The award is a voluntary, non-competitive programme of activities for young people that encourages them to get fitter through physical activities, learn new and develop existing skills, help others by volunteering and experience adventure by completing a self-sufficient expedition. Young people can sign up for either a Bronze, Silver or Gold award.

The award is recognition of a young person's successful journey of self-discovery and development which is acknowledged by employers and universities alike for the qualities and characteristics young people develop through completing their DofE.

DofE programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.

Details of our service offer

Camden's Integrated Youth Support Service holds a licence to operate the DofE across the borough. **For an annual fee of £950**, we are offering schools the opportunity to work under this licence and receive a dedicated level of support to ensure the successful management and delivery of a DofE programme at school. This includes:

- Support to promote the award to pupils eligible for the award.
- Administration support - setting up staff eDofE accounts, managing infrastructure, award verification and guidance on pupil enrolment process. A per student enrolment fee* applies and there is no upper limit to how many students the school can register.
- Advice and guidance for leaders and co-ordinators including programme planning and access to training resources.
- Access to subsidised training courses: Introduction to the DofE, Expedition Supervisor Training Course, Expedition Assessor Accreditation Scheme, Expedition Skills Module, Countryside Leaders Award and Outdoor First Aid.
- eDofE training will be provided for all new leaders and refresher courses can be organised if needed.
- Approval of awards and issuing certificates for Bronze and Silver. Approving Gold Award notifications for the Gold Award Presentation.
- Termly leaders and co-ordinators network meetings providing regional and national updates. These meetings facilitate sharing of good practice and provide support to the leaders and co-ordinators.

SLA and other fees/charges

Fees/Charges: Operating in Camden as a licensed DofE Centre carries an annual charge of £950

Additionally we can provide

All sessions are charged at £90 per session

Description	Number of sessions / days	Cost
Full Bronze or Silver programme delivered at school. (up to 21 students) (includes expedition training but excludes expedition trips)	30 sessions per academic year or two full days & 16 x 1hr sessions	£2,700
A Bronze expedition training programme for participants (up to 21 students)	12 sessions or 2 x 6 hour days £1,080	£1,080
A Silver expedition training programme for participants (up to 21 students)	15 sessions or 2 x 7.5 hour days £1,350	£1,350
Bronze practice or assessed expedition	2 days	£82** per participant
Silver practice or assessed expedition	3 days	£135** per participant
Gold practice or assessed expedition	4 days (An additional day may be required for travel and acclimatisation)	£180 per participant

DofE Training

Course	Cost, per delegate
Expedition Supervisors training course	£35
Expedition Assessors Accreditation Scheme	£35
Countryside Leaders Award training***	£120
Countryside Leaders Award assessment	£80

*Enrolment fee per student - £21 for Bronze, £21 for Silver and £28 for Gold. Please note that the DofE charity may increase the enrolment fee from April 2019 which means enrolment costs through Camden will also increase

**For the expedition section of the award a number of factors dictate the necessary ratio of qualified staff and support staff. These include - the nature of activity; location and environment; number, ability and needs of the groups. It may be possible to include school staff who have walking and camping experience in this ratio as support staff to reduce costs.

*** A £35 CLA registration fee is required for this course prior to starting, payable by school or leader.

“Completing my DofE has been very challenging and rewarding. It gave me the chance to try new things, meet new people and see some beautiful parts of the country. I would recommend it to anyone with the desire to improve themselves.”
DofE Gold participant

Educational Psychology Service

Head of Service: Hilary Forbes

Email: hilary.forbes@camden.gov.uk

Senior Educational Psychologist (Team Manager): Shane Gallagher

Email: shane.gallagher@Camden.gov.uk

Tel: 0207 9741523

Introduction

We provide specialist advice to support schools, colleges and early years providers to meet the needs of children and young people with special educational needs, aged 0 – 25, including those with the most complex needs.

Camden educational psychologists work to support the strategic aim of enabling children with special educational needs to have their needs met locally, so that they achieve positive outcomes and become independent within their community. Interventions are tailored to meet the needs of individual schools and children / young people, and a work schedule addressing the school’s priorities is jointly planned in consultation with the SENDCo (sometimes together with the headteacher) at the beginning of each academic year and reviewed during the year.

What is in the core service, and not traded?

Camden is committed to providing a centrally-funded core educational psychology (EP) service for children and families in Camden’s children’s centres and schools. The core allocation delivers both statutory (Education, Health and Care needs assessments and support for children and young people with a statement or EHC plan) and early intervention services. Statutory work will be prioritised from the core allocation. Early intervention services offered through both the core offer and traded services are the same, and are outlined below.

Details of our traded service offer

The traded service is offered as an extension of (and in addition to) the core service through an annual subscription. It is delivered by educational psychologists eligible for chartered status. The entry-level qualification is now a doctorate in educational psychology and all have further professional accredited training recognised by the Health Professionals Council. Camden EPs deliver a high quality service, build relationships with local schools and draw on local Camden knowledge.

The service develops bespoke packages of support for schools that include:

- consultation, assessment, case formulation, and intervention related to children’s learning, developmental, behavioural, emotional and mental health needs
- evidence-based, targeted intervention with individuals or groups of young people and / or their parents to enable the development of specific skills / strategies associated with engagement with learning and / or rate of progress, e.g. developing practice that promotes resilience and emotional wellbeing and addresses behaviour management; planning for transitions, developing interventions in all areas related to SEN and disabilities
- intervention at different levels – organisational systems and capacity-building, indirectly through parents and teachers, and / or directly with individuals, groups and families
- capacity-building interventions, such as project work, training, coaching and research in areas related to SEN and change management processes; support to the SENDCo to implement Children and Families Act 2015

- Bespoke specific interventions to meet identified need draw on psychological theory and research and include delivering cognitive behavioural therapy (CBT) interventions with individuals, groups and classes; video interaction guidance (VIG) and Solihull approach to enhance interaction between adult and child; developing social skills and study skills packages; resilience programmes; emotional and mental health interventions including Mental Health First Aid and Emotional Literacy Support Assistants (ELSA) ; assertiveness programmes and managing exam stress.

Key areas of support included for Camden schools

- Delivery of core allocated provision according to SEN funding bands, targeted to enable the Local Authority and schools to carry out their duties with regard to the SEND Code of Practice (2014), and to support the strategic aim of enabling children to have their needs met locally
- psychological advice to contribute to the statutory assessment of children’s special educational needs and to inform key annual reviews, within core allocation
- support through the counselling service for any parent/carer of a child in Camden schools / children’s centres
- critical incident support as described in Camden’s Emergency Planning policy.

Please contact us to discuss the additional support you need, and for further information about the interventions offered and their impact on children’s progress.

SLA and other fees/charges

Annual subscription rates for a base number of additional sessions over the year: please note that the rates have not changed over the previous year, with a minimum of 8 – 12 sessions. A session is defined as 3 hours

SLA Level 1:		
Children’s Centres / Primary Schools (less than two-form entry)	£2,600	4 days 8 sessions
SLA Level 2:		
Primary schools (two-form entry and above, and/or with units) / Special Schools	£3,250	5 days 10 sessions
SLA Level 3:		
Secondary schools	£3,900	6 days 12 sessions

Individual days can be bought, either to top up the SLA, or at a higher rate for non-SLA schools.

Single daily rate (2 sessions) £470 (SLA providers) or £650 (non SLA providers)

Secondments of a minimum of a day a week will be considered to individual providers or to groups of providers.

Education Welfare Service

Contact Name	Ed Magee, Education Welfare Service
Email	ed.magee@camden.gov.uk
Tel	020 7974 1653

Introduction **Education Welfare Service** – school attendance and truancy, issues in primary and secondary schools.

Details of our service	Service offer for Camden schools
	<ul style="list-style-type: none"> • Advice and guidance on attendance and punctuality issues • Training / briefing afternoon for secondary EWOs and attendance officers • Issuing penalty notices non-attendance of children and liaison with other organisations to run truancy patrols • Advice and training on how to improve attendance • Inspection of pupils with entertainment and employment licenses and monitoring of pupils educated at home.

SLA & other fees/charges:

Package 1: Fixed-term contract of 12 months.
Cost: £3,950 for Camden schools; £4,030 for out of borough schools.
Details: 12 days of EWS time across the school year.

Package 2: Fixed-term contract of 12 months.
Cost: £1,975 for Camden schools; £2,015 for out of borough schools.
Details: 6 days of EWS time across the school year.

Daily rate: Minimum of half a day.
Cost: £380 per day or £190 per half day for Camden schools; £400 for out of borough schools or £200 for a half day.
Details: Price per day.

Governor Clerking Service



Contact Name Owen Rees, Schools Information and Governance Consultant

Email owen.rees@camden.gov.uk

Tel 0207 974 4449

Introduction Good clerking is an essential requirement of strong governance; the Governor Clerking Service can ensure that you get the support you need.

The Governor Clerking Service provides a comprehensive high-quality service to school governing bodies at competitive rates. Under the SLA, every school is assigned a dedicated clerk, and their work is supported and quality assured by the Camden Governor Support Service.

Details of our service **The SLA is designed to provide governing bodies with the following:**

- High quality clerking service consistent with statutory and Ofsted standards and requirements
- Accurate and professionally produced minutes, demonstrating challenge and support from Governors;
- Governing body membership management, agenda planning and document management support including distribution of agenda papers by e-mail;
- Reliable service with cover available for emergency meetings and panels;
- Close links to other local authority services and personnel ensuring advice given is accurate and up-to date;
- Clear Key Performance Indicators for the Service.

The clerking service includes the following:

- Liaising with the Chair and Head to formulate meeting agenda
- Sending out agenda/papers to the governing body
- Minuting of governing body meetings
- Keeping an attendance register and membership records, and providing these for publication to the school website
- Advice on governance related procedures
- Undertaking actions for the clerk arising from the minutes.

Under the SLA, every school is assigned a dedicated clerk, and their work is supported and quality assured by the Camden Governor Support Service.

The SLA carries an annual charge of £3,000 exc VAT (for schools in all phases) for 6 Governing Body meetings, this is a reduction in price of up to 40% since 2012 and is substantially cheaper than other clerking services. The annual charge entitles the school's governing body to clerking for six meetings. Additional Governing Body and Committee meetings, including Pupil Discipline, Staff Discipline, Complaints and Grievance, are charged at a rate of £350 exc VAT per meeting.

SLA & other fees/charges

Name: Governor Clerking Service

Type: Fixed Term Contract

Contract Length: 12 months

Cost: £3,000

Details: The SLA carries an annual charge of £3,000 (for schools in all phases), this is a reduction in price of up to 40% since 2012. The annual charge entitles the school's governing body to clerking for six meetings. Additional meetings are charged at a rate of £350 per meeting.



Human Resources, Payroll and Health & Safety

Contact: Cynthia Walters, Schools HR Strategic Lead

Email: cynthia.walters@camden.gov.uk

Tel: 020 7974 4919

Introduction

The HR and Payroll service is made up of Camden HR School Services, Schools HR Business Advisors and a Senior Schools Health & Safety Advisor, supported by a range of specialists; including an Occupational Health Service delivered by our OH partner Medigold.

We are committed to what we do and making the best of your most valuable school Asset - your staff – to help you achieve your school's objectives. We understand the need for a responsive, high quality advice and guidance on matters that you would hope are not routine. These include every aspect of managing employee relations; from the routine to the more complex and contentious. Our school allocated a School HR Business Advisor and a HR Customer Services Advisor, along with our Senior Health and Safety Advisor and our professional team will advise and support you through every situation.

Every school and organisation employs staff and they are very likely at some point to need reliable HR support and employment law advice. We all want our school staff to perform well, be committed and have excellent attendance and timekeeping as well as to make a positive contribution to school life and how children achieve. We offer value for money, practical and school focused solutions to all your people challenges.

Our services are designed to help you achieve the result you want for your school by advising you about what you can do, not what you cannot do. Whether it is support with recruitment, restructuring, redundancy situations or anything else, our professional HR, Payroll and Health & Safety personnel can provide you with advice which is school-focussed and cost effective.

Services inclusive to schools

- Collation of statistical returns as requested by Government Bodies and the Council as maintaining authority e.g. Schools Workforce Census
- Consultation/negotiation with trade unions on issues affecting the staff as a whole
- Support and guidance on industrial relations, including access to the Joint Consultative Committee
- Guidance on safer recruitment and support with the management of child protection
- Allegations against staff, including access to the local authority liaison officer.

Package 1 Comprehensive Schools HR, Payroll and Health & Safety	Package 2 Standard HR, Payroll and Health & Safety
Camden HR Schools Services dedicated telephone helpdesk and e-mail unlimited support facility. Full access to our Camden Schools website offer	Camden HR Schools Services dedicated telephone helpdesk and email support facility. Limited access to our schools website offer
Teacher & Support Staff Contract & Terms and conditions; support with complex cases escalated to the Schools HR Business Advisors	Teacher & Support Staff Terms and conditions queries. Advice and support with complex cases beyond the Service Desk provision to be purchased at an additional cost
Payroll and HR transactional administration service	Payroll and HR transactional administration service
Enhanced health and safety service - full support from the Schools Senior Health and Safety Advisor Schools and their back up team	Core Health & Safety Support Only – additional support available subject to an additional purchases
Occupational Health Service Supplied by Medigold	Occupational Health Service Supplied by Medigold. Available to be purchased as an additional service at preferential rates
A range of model employment policies and management guidance including pay and teachers and support appraisal policies	Model Pay Policy and pay ranges available at no charge all other model employment policies and management guidance can be purchased.
Job evaluation and advice on job description for schools staff support roles	Job evaluation and advice on job description for schools staff support roles are available to be purchased as an additional service
Coaching and advice on managing organisational change incl. redundancy and early retirement.	Available to be purchased as an additional service
Skills Pills training sessions for school leaders delivered at least once a term and a termly half-day briefing on a pre-published topic	Termly half-day briefings on a pre-published topic. Places on the Skills Pills training sessions can be booked at an additional charge
Employment Tribunal Support and Advice - work in relation to an Employment Tribunal. Legal representation will be subject to separate charges for all schools.	Employment Tribunal Support and Advice - work in relation to an Employment Tribunal and legal representation will be subject to separate charges for all schools.

Service Level Agreement Packages:

Package 1 Comprehensive HR & Payroll Service - £127 per staff member

Package 2 Payroll and Basic HR Service - £96 per staff member.

Full details of the HR Payroll and H&S packages will be set out in the service specifications for all Camden School Services, which will be published later in 2018. Details of the additional services that can be purchased will be published in the rate card which will be published on the Camden Learning website –

www.camdenlearning.org.uk

**Insurance Service**

Contact Name Simon Roberson, Insurance Manager

Email simon.roberson@camden.gov.uk

Tel 0207 974 5790

Introduction

The Schools Insurance Service provides a package of property, liability and other insurances for all participating members and also the provision of arboricultural services for the maintenance of trees.

The Insurance Service has considerable experience in insurance and claims handling in both the local government and private sector and also draws upon the resources of insurance consultants, major local authority insurers and loss adjusters. We aim to meet collective and individual requirements and can access the insurance market through our retained brokers if our main insurers or regular suppliers do not have a satisfactory product. Schools are welcome to contact the insurance section to discuss their requirements.

We provide specific advice to schools that participate in the Insurance SLA.

Details of our service offer

Schools can contact the Insurance Service for a detailed description of the type and extent of insurance cover provided, including:

Property insurance: Covers fire, flood, subsidence, theft, accidental damage and damage to fixed glass Fidelity guarantee: Insurance for loss of money through the fraudulent acts of employees or school governors

Liability insurance: Including liability insurance for the following: public liability; employers' liability; libel and slander; officials indemnity

Business interruption: Insurance is provided for additional expenditure necessarily and reasonably incurred in avoiding or diminishing interruption of or interference with the school's usual activities arising out of damage to school property

Plant insurance: The insurance section arranges a contract to provide for the inspection of lifts and lifting equipment necessary to satisfy statutory and health and safety inspection requirements. The inspection of pressure systems, boilers, heating plant and associated equipment necessary to satisfy statutory, health and safety and insurance inspection requirements together with insurance of such plant and equipment

Money insurance: The service includes insurance of "negotiable" and "non-negotiable" money in safes, in the custody of employees, in transit etc. subject to various limits, terms and conditions.

Schools are able to purchase optional additional insurance covers, including loss of revenue from facilities letting, arising out of building damage that is insured by the Council; contractual requirements to insure the works or existing buildings; hirers' third party insurance.

Legal Services

Contact: Rita Biddulph, Lawyer

Email: rita.biddulph@camden.gov.uk

Tel: 020 7974 5749

Introduction

Camden Legal Services provide a comprehensive, cost effective, good quality and responsive service for schools in Camden. We provide in-house advice in respect of all your legal needs. We take instructions by telephone or e-mail and will respond according to your needs and the urgency of the situation.

We place our clients' needs at the heart of all we do. We pride ourselves on the fact that for the last 10 years that we have provided legal support and specialist advice to all the maintained schools in Camden. In addition we have provided legal advice for Lambeth, Hackney, Hounslow, Harrow Councils and the North London Waste Authority.

Camden Legal Services offer includes:

Legal advice through a service level agreement with individual schools allows schools to access legal advice via telephone, email and fax up to court proceedings. We provide legal advice on a wide-range of matters including, but not necessarily restricted to:

As part of the package, we provide training on such subjects as admissions, exclusions, special educational needs, complaints and employment law. We are happy to discuss the training needs of schools in order to arrange a training programme to be provided by our lawyers.

SLA and other fees/charges:

Cost of the service (excluding disbursements and counsel's fees) is as follows:

- Primary and special schools: £561
- Secondary schools: £1,428.

Additional legal support beyond the SLA is provided if the matter is litigated. This additional service is charged at the hourly rates of £80 per hour for a lawyer. If counsel is instructed those costs are charged separately. There will be prior discussion with the school before any additional costs over and above the SLA is to be incurred.

Procurement Service

Contact: Kate Collins, Category Manager

Email: Kate.Collins@camden.gov.uk

Tel: 0207 974 1892

Introduction

Camden Procurement has a range of support to Camden's schools aiming to improve procurement outcomes. We have considerable experience in providing procurement advice - fully consistent with financial and legislative regulations and directives.

We also provide schools with access to a range of high quality and highly competitive services – through the Council's corporate contracts. please note that we contract manage the following categories:

- Facilities Management
- Schools Meals
- ICT
- Energy
- Insurance
- Capital Projects.

Details of our service offer for Camden schools

Our traded procurement support for Camden's schools centres on undertaking procurement exercises for either single schools or groups of schools. Requests or queries regarding traded procurement support should be made through the business partner for schools (and not made directly to the procurement service).

We provide a range of support for Camden schools including:

- Admission and Exclusion Appeals
- Employment matters
- Property issues
- Health and Safety
- Family Law
- Special Educational Needs and the assessment process
- Parents and pupils: liability for pupils, access to / disclosure of pupils records, discipline, anti-social behaviour orders, loss and damage to property, assaults, teachers liability
- Contractual disputes
- Freedom of Information, working in liaison through the information and complaints governance service.
- Data Protection Act issues
- Governance
- Complaints
- Litigation
- Equalities.
- Information relating to how to access Camden corporate contracts, including information to help schools evaluate the financial and service benefits of doing so
- General advice and information, based on industry best practice covering:
 - Pre-procurement issues such as 'how do I source a product or service?'
 - Procurement advice in relation to current sourcing processes that may be under way
 - Post procurement contract negotiation and implementation
 - Contract management and performance issues including termination / novation.

SLA and other fees/charges:

Price on application

Property and Contracts – Repairs and Maintenance

Contact: Paul Jones, Interim Head of Property and Contracts

Email: paul.jones@camden.gov.uk

Tel: 020 7974 8084

Shola Matiluko, Contracts, Performance and Commercial Manager

Email: shola.matiluko@camden.gov.uk

Tel: 020 7974 4518

Repairs and Maintenance (Facilities Management – FM)

This is a direct 'in-house' facilities management service, operated and managed by Camden staff and accountable to schools.

Note: this is a summary only - Detailed explanation of coverage and responsibilities will also be sent directly to schools.

Option 1 - Statutory Testing

We will undertake statutory testing for all building-related statutory inspections, e.g:

- Gas safety
- Lightning conductor testing
- Fire alarm testing
- Emergency light annual testing
- Annual electrical tests
- Legionella monthly temperature

Option 2 - Statutory and planned maintenance, plus reactive mechanical and electrical (M&E) repairs to £300

Includes the contents of Option 1, plus:

Planned preventative maintenance of building related M&E plant and equipment.

- Boiler and hot water system maintenance
- Ventilation maintenance and filter changes
- Monthly lift maintenance
- Security system maintenance.

Reactive repairs

- All reactive repairs to M&E plant and equipment up to a value of £300
- £300 subtracted for the cost of any reactive M&E repairs over and above this cost
- All building fabric repairs - such as roof leaks, damage to doors – can be ordered through the Council directly, and are chargeable.

Optional services

- Schools can order improvements and alterations directly from the Council
- Other optional services could be arranged, such as key holding and pest control.

We will also provide

Option 1 schools

- Sample audits to ensure compliance
- Advice to schools only relating to statutory compliance
- Ensure contractor complies with key performance indicators for statutory testing.

Option 2

- Support to schools in managing mechanical and electrical services
- Sample audits of planned and reactive works
- Reviewing and advising schools relating to technical reports
- Strategic management of contract, including trend analysis and contract reviews.
- Management of insurance inspection reports and actions

School's responsibility

includes: Option 1 -

- Routine maintenance of all building plant and equipment
- Reactive maintenance
- Analyse insurance and statutory test reports and manage all required actions. This includes legionella, lifts and gas safety.
- Managing access

Option 2 - First line maintenance and contact with the contractor:

- Making safe of any building related issues
- Reporting repairs to the helpdesk
- Managing access
- Undertake any minor repairs or improvements that are not covered in the contract
- Payment to specialist sub contractor for all M&E repairs over £300 and all fabric repairs.

SLA and other fees/charges

Contract costs as set out in individual offer letters to schools in February 2018. This is inclusive of administrative & management costs, which was previously separate under the previous contract. Any surplus made on the contract will be returned to schools.

Schools project management – additional fee based on size and complexity of works.

More detailed information about the offers is set out in the Table ‘What items are covered by the contract’, as circulated to schools.



Property and Contracts – School Meals

Contact: Paul Jones, Interim Head of Property and Contracts

Email: paul.jones@camden.gov.uk

Tel: 020 7974 8084

Shola Matiluko, Contracts, Performance and Commercial Manager

Email: shola.matiluko@camden.gov.uk

Tel: 020 7974 4518

Introduction

The new school meals service offered by Camden through our school meals contractor was jointly procured with Islington Council and awarded in February 2018. It followed consultation with the stakeholders and work with schools’ representatives to develop the specification and evaluation of the tender.

The contractor will provide over 10,000 meals daily at 50 schools for all pupils and staff who wish to purchase them, as well as for all pupils eligible for free school meals. The catering contract requires that all schools be offered a two-choice hot meal, which must comply with the Camden School Meal Policy and the national nutritional standards for school lunches.

Camden’s school meal service provision is intended to offer an excellent standard of school meal service that includes:

- the provision of high quality and healthy food
- a whole-school approach to meals
- a motivated and valued workforce
- good communication, and
- a focus on sustainability.

The meals are cooked daily on site with fresh ingredients meeting or exceeding government nutritional standards. Camden school meal service uses the Soil Association Food for Life Silver Standard. To achieve this, the ingredients used in the production of the meals must be seasonal and locally fresh produce, ethically and environmentally sourced and at least 5% organic.

Camden team is made up of professionals who provide technical expertise and knowledge to help manage and deliver high quality services to schools. Camden officers work with the contractor on menu planning and nutritional analysis, monitor the contractor’s performance, visiting schools daily (on a rotating basis) to check the meals, health and safety and food hygiene standards. They meet with headteachers and school councils to discuss any issues/concerns and requests for improvements. Officers meet the contractor at least every month to ensure quality and sustainability targets are being met. The service provided by Camden officers includes procurement of the service, delivering and managing the contract.

Included in the offer to Camden schools:

- Kitchen design planning for upgrades and refurbishment where required
- Advising on kitchen requirement and purchase of dining equipment
- Support to schools for healthy eating activities and initiatives / advice with pupils, staff and parents.

School's responsibility for maintenance includes:

(Depending on repairs and maintenance option selected)

- Maintenance of kitchen equipment
- Organising kitchen repairs
- Statutory testing, e.g. for gas safety
- Pest control
- Deep cleaning of kitchens including ventilation system.

SLA and other fees/charges

- Staffing cost: £2,112 per year subject to annual review
- Light equipment cost: this is no longer part of the SLA and the cost is now retained by schools. Schools will be required to purchase the items, as and when required.

The above are the SLA costs for managing the service. Meals costs are paid in addition, in accordance with contract prices. The prices from April 2018 are set out below:

Primary meal (free and paid)	£2.13
Adult meal	£2.23
Secondary free meal	£2.23

These prices will be subject to annual price review as the indexation within the contract.

**Schools Finance**

Contact: Victor Saunders, Team Leader Schools & DSG

Email: victor.saunders@camden.gov.uk

Tel: 020 7974 5254

Joe Lynch, Schools Financial Advisor

Email: joe.lynch@camden.gov.uk

Tel: 020 7974 4507

Rupert Cornish, Schools Accountant

Email: rupert.cornish@camden.gov.uk

Tel: 020 7974 2170

Introduction

The service provides financial advice and support to schools in meeting their financial responsibilities. Schools have a responsibility to effectively manage the funding provided including ensuring a sound system of internal control, financial planning and achieving value for money. Compliance with the Council's financial delegation scheme for schools is a key part of that process as is the correct recording and authorisation of financial transactions.

Details of our service offer to schools

Camden's schools finance team provides financial advice to schools to assist them in meeting their financial responsibilities. The service is available via phone, email and personal visits and includes:

- Telephone Advice Service
- Schools visits
- Support for R. M. Finance
- Support for CFR Returns
- Budget Preparation Support
- Budget Monitoring Support
- SFVS Return Support
- Finance Officer Cover – Primary, Special and Nursery
- Absence Fund Scheme - Primary, Special and Nursery.

Camden has a range of statutory responsibilities for education and, as part of that, provides all schools with the following services:

- maintaining a school funding formula to enable dedicated schools grant to be distributed between individual schools and other providers
- distribution of other specific government grants and related guidance / requirements that schools need to ensure compliance
- production of procedures and guidance setting out duties of schools to maintain delegation of funding from the authority
- statutory VAT returns and refund of VAT incurred
- Bank payments and cash management

- Completion of statutory returns
- Checking and Processing quarterly returns
- Provision of Cedar reports
- Quarterly balancing of school records with Cedar
- School quarterly monitoring
- liaison with internal and external auditors
- internal audit check of individual schools once every five years
- support for schools in financial difficulty
- production of annual statutory accounts as part of the authority's accounts.

SLA and other fees/charges

Standard Finance package £1,380 per financial year



Tree Planting and Maintenance

Contact: Dave Houghton, Tree Officer

email: treesection@camden.gov.uk

Tel: 020 7974 4444

The Tree service is responsible for some 28,000 Council trees, of which 1,400 are within school sites. We have an advanced tree database where all the trees are recorded, and plotted on GIS mapping. The Camden Tree service employs qualified Tree officers who inspect over 10,000 trees annually within housing, parks, schools and street tree sites.

If your school is part of the Insurance SLA, then you are paying for the trees within your school to be inspected every 2 years for safety and maintenance requirements. The current inspection rate per tree is £18.94p, (subject to annual inflation).

The service also undertakes ad hoc tree inspections for tree work outside the cyclical programme, and schools are covered by the council's out of hour's emergency call out trees service via Contact Camden (020 7974 4444).

The Tree service manages the Council's corporately funded annual tree planting programme with an annual tree planting target of 400 trees, which includes schools at no additional cost to the school. The Council has a term tree contract, who is managed by the Tree team. The prices the tree contractor works to are competitive as the result of a robust tendering process. Lower prices are achieved by economies of scale, due to the relatively large volumes of tree work carried out by the council each year. Schools are required to pay the cost of tree works, the cost of the tree inspection work is covered within the Insurance SLA recharge. (A school can commission tree works directly with a tree contractor, but this places a responsibility on the school to commission an appropriately qualified tree contractor, maintain records of all related works, including monitoring. Advice from the Tree service should be sought in such cases.)

It is important that trees are inspected on a regular basis to ensure the responsibilities relating to 'duty of care' and tree related legislation is met. The Council's Tree Policy can be downloaded from: www.camden.gov.uk/trees.

To find out further information about the Council's Tree service and when the trees within your school are to be inspected again, please contact the Tree team: 020 7974 4444 or e-mail at treesection@camden.gov.uk. For general information about the Tree service, please see the council's tree web page: www.camden.gov.uk/trees.

SLA and Other fees/charges: £18.94 per tree for SLA fee.

Schools IT Support Service

Contact: Alex Marinos, Schools Services Manager

Email: alex.marinos@camden.gov.uk

Tel: 020 7974 2465

Introduction

The Camden Schools IT Support team is based in the Crowndale Centre. The service is customer focused and pro-active. We offer professional advice and assistance with the use of ICT to support excellence in schools through effective curriculum delivery and efficient administration. Our goal is to serve as your technology partner with a focus on providing solutions. In order to achieve this, the Schools IT Support Services has simplified the charging model to reflect customer feedback. This should also result in substantial cost reduction for 90% of our customers. Also we will be introducing a new service desk system with the ability for to track school calls interactively.

Details of our service offer to Camden schools

- Advice, consultancy and technical support for ICT in the whole school
- Dedicated expert team to support and train staff in the use of school management information systems such as RM Integrus, RM Finance and Tucasi Schools Cash Office
- Complete management of a schools ICT network, both wired and wireless
- Advice and project development for new ICT solutions
- Installation of all IT Equipment, from desktops, laptops, tablets and servers to entire networks
- Repairs to PCs, laptops and other ICT equipment and AV equipment
- Proactive maintenance, i.e. health checks
- Service desk support
- Remote support for both equipment and users
- Data backup (both on and off site)
- Advice on disaster recovery plans
- Apple Mac support
- Google Chromebook support
- Tablet support (e.g. iPads).
- Ability to send multiple resources to tackle complex issues if they arise
- ICT procurement advice service
- No hidden charges
- Dedicated technicians willing and able to work alongside you for the benefit of your school
- Software packaging, testing and deployment
- Research and innovation – keeping schools up to date with latest technologies
- Working with the school to support computing resources, with the aim of raising attainment.

New SLA's 2018

- Primary schools SLA 2018/19
- 1 form entry @ £13,260.00
- 1 ½ forms entry @ £14,790.00
- 2 forms entry @ £16,320.00
- 3 forms and Bespoke

Includes the following:

Microsoft – unlimited licensing, includes OS, Office and 365
 Papercut – managed printing solution
 Smart SLS – subscription learning suite from Smart
 Offsite backup – 1 month
 Apple iPad device management to the New SLA's 2018 section.

Options with Primary School SLA:

- Enhanced Off Site Back up, Incremental daily back up @ £300.00 p.a
- Home teacher/staff software package, Access to Microsoft and Smart license for home use @ £300.00 p.a
- Both Enhanced Back and teacher package options @ £500.00 pa

New Web Service

- £2500 – New site design or a migration of existing website content into wordpress from any existing platform.
- £1600 – Redesign of existing site and maintenance
- £1000 – Annual maintenance support for SITSS Wordpress based site
- School web SLA: (A choice of 5 theme frameworks & Wordpress. Includes Web hosting, Web hosting management, Wordpress management, user management, with included onsite tuition and bespoke documentation where required) DFE compliance annual audit

Secondary School SLA's

Please contact Alex Marinos (alex.marinos@camden.gov.uk)

Schools Library Service

 **ISLINGTON**
Working in partnership

 **Camden**
Schools Services

Contact: John Calcott, head of Islington Library Services

Email: John.Calcott@islington.gov.uk

Tel: 0207 527 5827

Introduction

The Schools Library Service (SLS) offers a comprehensive book stock, multi-media / artefacts resource, advisory and consultancy service linked to the national and wider curriculum from foundation stage to KS2. SLS provides schools with access to more curriculum related books and resources than a school could afford to purchase outright in any year.

Experienced and professional staff provide high-quality practical support, advice and curriculum-related material to help schools build a reading culture and an excellent library, as well as offering assistance in meeting Ofsted requirements with regard to reader development and information management.

We provide advice and guidance on how to encourage and promote reading for pleasure. We offer a bespoke service to schools based on topic boxes, individually designed for the teaching and learning needs of each teacher. For the annual subscription, a two-form entry school using their full entitlement will borrow resources with a value of at least £35,000. With a monthly input of new titles, SLS ensures its stock reflects current reading and curriculum requirements.

By using the school library service, your school can:

- Save time and money
- Respond effectively and quickly to curriculum demands
- Develop pupils' learning experience and create a lifelong love of reading
- Establish independent learning and information management skills at an early stage of pupils' education
- In addition to our core offer to primary schools, we also co-ordinate the annual Carnegie Medal Shadowing Programme for secondary schools and their student reading groups.

Subscription offer includes:

- Six topic loan boxes a year per class teacher, which includes up to 40 items per topic box delivered to schools at the beginning of each term and half term
- An initial advisory visit to your school library or 'book corner' to advise on stock management, presentation and pupil use
- One school display collection per term to support themes e.g. black history, author studies
- Access to circulating collections produced by specialist staff on topical themes
- Delivery and collection of resources.

Consultancy services

Designed for schools who wish to concentrate resources on the improvement and development of their library facilities and stock.

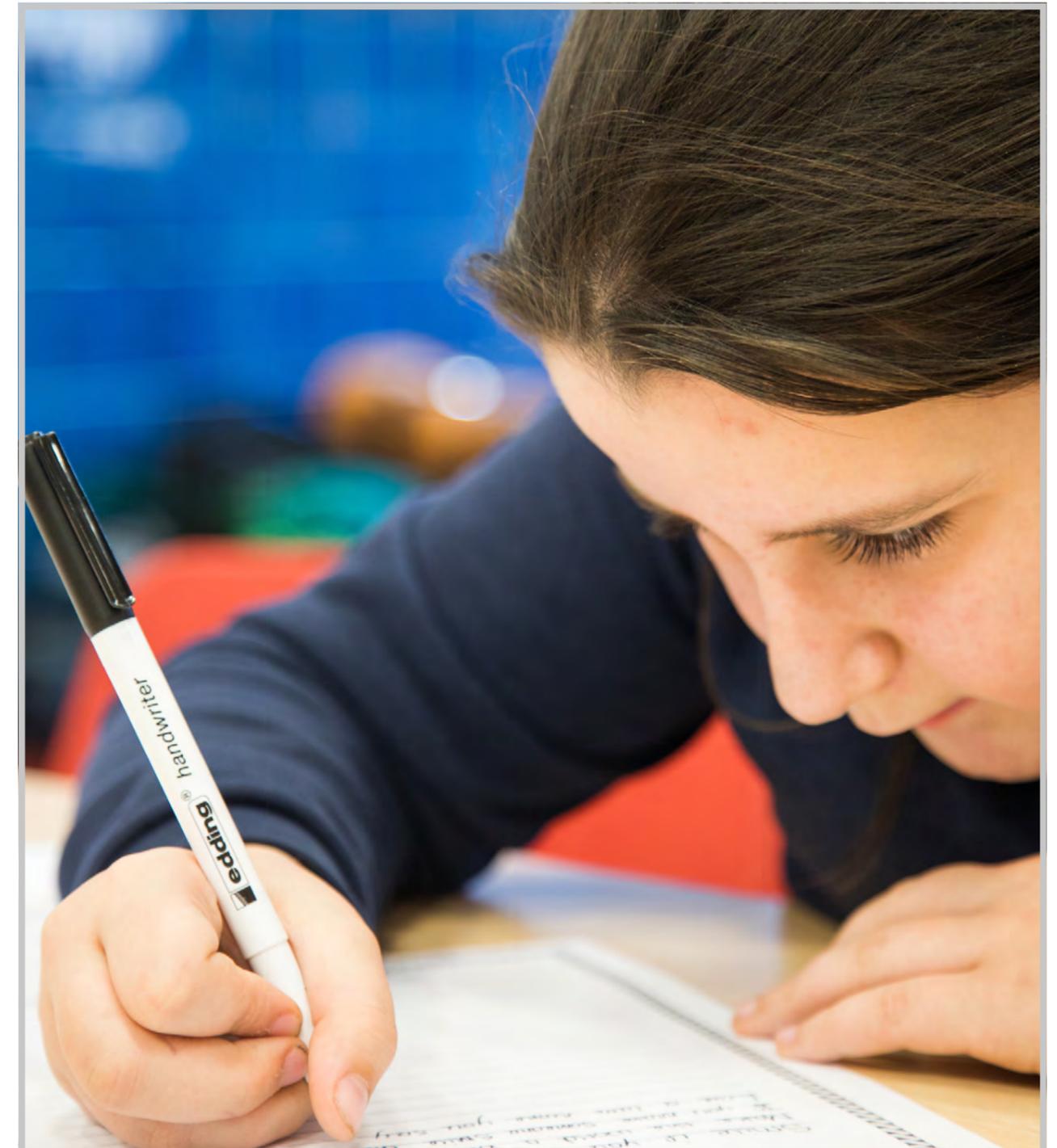
Our advisory training and consultancy services can bring your library up to date and help students develop their library and research skills. We offer advice on stock management and library organisation including furnishing, classification, cataloguing and stock audits. We procure new books and learning resources on your behalf at heavily discounted prices.

This service offers best practice when creating new school libraries or 'book corners' and the use of learning resources in the classroom, including curriculum related artefacts and eBooks.

Our professional library staff are also available to work in school libraries, e.g., one day-per-week, running the library or providing additional support as and when required.

SLA and other fees/charges

- Subscription charge: £17.85 per child
- Consultancy Service: £250 per day.



Our Trading Terms

Camden Schools Services entries on the Camden Learning website set out the extensive range of traded services provided by Camden School Services from the London Borough of Camden. You will find all our service information presented in a consistent format to enable quick and easy reference.

It is intended that all of our services will be quality assured, through regular review processes and the use of school surveys, to ensure the effectiveness of our services and the level of customer satisfaction.

The outcomes of these steps will be shared with you as our customers. The Council through Camden Learning will aim to maintain effective working relationships with all our schools, responding to your feedback and suggestions openly and promptly and keeping you informed of any changes, which may affect our service offers and delivery.

We aim to provide timely and regular updates to our working policies and trading processes. Please share with us your experiences if anything can be made easier or simpler to use.

In line with the operating market-place for the delivery of school services, you will find that our working arrangements with schools are extremely flexible and price competitive. As a guiding principle, the services provided to schools are on a not-for-profit basis, prices are based on the recovery of the costs associated with the delivery of support services and the supporting administration and accommodation support involved with their delivery.

Camden School Services will always work closely with schools to keep the viability of our services under review and we will keep you informed and updated on a regular basis of any changes from time to time.

Charges are specified for the duration of the service contract commitment period and are normally subject to increases in line with agreed price variation mechanisms set out in the service contracts. It is our wish that our prices remain market focused and competitive for all our customers, whilst supporting the Council in fair recovery in the costs of delivering these services.

Billing for our services will take place on an annual basis in April for the Service Level Agreements (SLAs) and on a monthly basis throughout the year for spot and additional purchases.

Services to academies and stand-alone trading partners will normally be subject to applicable VAT at the rates in force at the date of invoice. Our normal settlement terms are 30 days.

Customer feedback is valued as an essential part of developing high quality services reflecting the needs of our customers and responsive to changes in market requirements.

We will ask that you let us know when you are happy with the school services which that are provided and where things do not match the expected high standards. We would wish to develop our trading experience with you and to make ongoing improvements in our standards and quality of delivery.

020 7974 1122
customersupport@camdenlearning.org.uk

See our standard terms and conditions here.

Thank you.



Who we are: Your Service Provider details

Camden Learning

Primary points of contact
customersupport@camdenlearning.org.uk

Camden Learning
Business Operations
Floor 11
5 Pancras Square
Camden
London
N1C 4AG

Kevin Collins
Head of Business Operations
Kevin.collins@camdenlearning.org.uk

Contact us:

T: 020 7974 1122

E: customersupport@camdenlearning.org.uk

W: camdenlearning.org.uk