

Traded Services for Schools/Settings

2015/16



Welcome...

to our updated 2015/16 Traded Services brochure, which includes current traded services to schools from Children's Services and other County Council directorates.

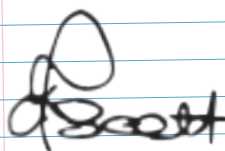
Looking back over the past twelve months, in the midst of significant challenges to both Cumbrian Schools and services provided by Cumbria County Council, we are pleased with the results of our continued positive relationships with schools, both LA and Non LA Maintained.

We know that school budgets are becoming increasingly tighter, year upon year, and with that in mind, we aim to be as flexible as possible in order to deliver services which meet your individual school needs. Please contact the service provider, who will be happy to discuss your options with you.

Cumbria County Council has in place an online purchase management system SLA-Online, <https://secure2.sla-online.co.uk/?logo=10> This system is available to all schools to browse and order traded services offered by Cumbria County Council. This system makes purchasing of services and communication between the LA and the schools much more efficient than the previous system.

Our officers and teams are committed to working in partnership with you, to develop and improve our services. We are looking forward to working alongside you over the oncoming year, delivering high quality support and services to schools, to help achieve the best possible outcomes for children, young people and their families.

Please do not hesitate to contact the Traded Services Team on **01228 226817** if you have any queries regarding this brochure, or indeed regarding any of the services, and they will do their utmost to assist you.



Fiona Scott
Traded Services Manager



How to use this brochure

—○ This brochure has been designed to provide a summary of the Traded Services that will be available to schools for 2015/16.

A quick glance at the contents page, overleaf, will show you that these cover a number of educational support services. They range from Governor Support, Special Educational Needs and Disabilities (SEND) support, Learning Support, Music services and Outdoor Education, as well as a range of 'back office' services, from Legal and Democratic to Facilities Management services.

For each service, the further details section aims to outline any statutory or 'core' elements of each service, traditionally accessed free of charge. In addition are the 'traded' aspects of the service, designed to support schools in achieving the best for Cumbrian pupils.

Traded services are usually offered either through Service Level Agreements (SLA's), or on a 'Pay As You Go' basis, and wherever possible, the cost section will give details of prices for each.

We aim to provide high quality, responsive, value-for-money services tailored to your needs. We encourage you to get in touch to discuss your requirements, or to ask for further information about what we can offer you and how much it will cost. The 'contact us' section will have the appropriate details for enquiring about each service.

The services listed in this brochure are now available to view and request online, on SLA-Online - <https://secure2.sla-online.co.uk/?logo=10>

To access this online service your school/setting will need to have been given a 'log-in' by the Traded Services Business Development Team. By using the SLA-Online system it is possible to create your own brochures by selecting the service/training which is applicable to individual schools/settings. If you require any further information, or assistance, please do not hesitate to contact the team who will be pleased to help you.

Traded Services Business Development Team

Traded Services Business Development Team support the development of services on offer from Cumbria County Council to schools, and provide a co-ordinated approach to the pricing and sales processes involved.

We encourage you to give us as much feedback as you can – if you have any questions, comments or suggestions regarding the services in this brochure, or on what you would like to see on offer in the future, please email us at: tradedservices@cumbria.gov.uk

Or if you would like to discuss anything with our team, please do not hesitate to contact us:

Pam Clark, Business Support Team Leader

t: **01228 226817**

e: pam.clark@cumbria.gov.uk

Melanie Housby, Project Officer

t: **07776 482665**

e: melanie.housby@cumbria.gov.uk

We will also be making information available to you through the County Council website and the Schools Portal. This includes detailed information on the training and development opportunities available through our Cumbria CPD programme.

To download copies of our brochures, please visit the Traded Services web page at http://www.cumbria.gov.uk/landing_page/schoolsandlearning.asp



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Access and Inclusion Team

Introduction

As a team we have substantial experience working with schools, children, young people and their families, together with partner agencies to support children experiencing difficulties either at home or schools, where these difficulties are impacting on the child's attendance and behaviour in school.

The team has a sound knowledge and awareness of statutory and non-statutory guidance and can advise and support schools to develop, implement and maintain high levels of attendance and inclusion. The team works with schools, groups of schools, individual children, young people and their families.

It is important to stress that the majority of our work is in fulfilling our statutory responsibilities and is, therefore provided free, for those children who meet the appropriate criteria. However, we are aware, through our dialogue with schools that additional support may be requested to address the specific needs of the school, and we are in the process of developing our non-statutory services and anticipate that this will be available for the coming year. The team welcome your input to this process.

Benefits to your School

Members of the team are appropriately qualified and experienced with specialist knowledge in a variety of related fields including attendance, re-integration, Children Missing Education and behaviour support.

Inclusion Officers provide advice, support and challenge to schools and learners, to achieve and maintain high levels of school attendance and inclusion, support schools on enforcement legislation and good practice on all issues of attendance.

Re-integration Co-ordinators provide advice and guidance on issues relating to exclusion. They have an excellent working knowledge of the legislative framework, case law and local practice. They represent the Local Authority at Governors Disciplinary meetings and Independent Appeal Panels in line with guidance, and following permanent exclusion they support receiving schools to reintegrate pupils.

Child Employment Officers understand and advise on the law relating to child employment, work permits and licences, and approve chaperones.

Children Missing Education Officers improve outcomes for children and young people in Cumbria by supporting children who are not accessing their educational entitlement and not receiving a suitable education. Children Missing Education Officers carry out statutory responsibilities under the relevant Education and Child Care Acts to ensure that all children are receiving an appropriate education according to their age, ability, aptitude and any special educational needs, through full time and regular attendance in school, or otherwise.

Inclusion Support Officers are qualified Specialist Teachers and Higher Level Teaching Assistants who have specialist knowledge and experience to support you in improving and supporting individual, group and whole-school approaches to children and young people's social, emotional, and behaviour needs.

Further Details

We can offer

Attendance, Inclusion, Re-integration

- One-off or ongoing specialist advice and guidance to individual, or groups of, school leaders and their governors
- Whole child and whole school initiatives to improve overall attendance levels and behaviour
- Analysis of attendance
- Enforcement
- Engaging parents to improve attendance
- Reducing and managing exclusions
- Support with Ofsted inspections to ensure compliance with legislation requirements around attendance.
- Extensive knowledge of good practice, partnership working and locality services

Behaviour, Education, Support

- ADHD support and intervention, plus awareness raising
- Planning for Challenging Behaviour at Lunchtimes (Midday Supervisors: Primary and Secondary) - 3x 150 minutes
- De-escalation techniques - 60–90 minutes
- An Introduction to Coaching
- Solution Focused Approaches
- Circle Time
- SEAL Silver Set; Family SEAL
- Brain Gym

- Behaviour IEP's and Pupil Friendly IEP's
- Behaviour Management Strategies for TA's and NQT's
- Planning for Positive Behaviour
- INSET event including De-escalation
- Basic Classroom management for teaching assistants/ lunchtime supervisors
- The Attachment Friendly School
- Bereavement and Loss Training for Primary and Secondary
- Targeted Mental Health in Schools (TaMHS) – Toolkit Support
- Incredible Years – small group – Social Skills Programme 4-8 years
- Incredible Years – Parenting Programme – 4-8 years
- Triple P – Parenting Programme

In addition the team delivers statutory work, supporting students with statements and Education Health and Care plans and can contribute to the statutory assessment and review process.

Costs

Cost and charges will be dependant on specific agreed pieces of work. All will be agreed ahead of service delivery and have an agreed cost, delivery plan, timeline and review.

Contact us

Sarah Wright

Access and Inclusion Manager

t: **01768 812634**

e: sarah.wright@cumbria.gov.uk



Asset Management

Commercial property advice

Introduction

The Asset Management Service provides access to the Council's commercial property team to ensure that opportunities to maximise the value of the school asset are captured, negotiated and correctly legally documented.

The school will benefit from:

- Maximised property income and minimised property costs
- Provision of property valuations for all purposes (purchase, sales, insurance, rating etc.)
- Negotiation of the rent and terms of licences and leases for third party use of a school's premises
- Provision of general estate management advice including boundary disputes and land ownership issues
- Monitoring of all estate management issues

Benefits to your School

The Asset Management team have many years of experience in estate management and are qualified members of the Royal Institution of Chartered Surveyors. This service is partially sourced by Cumbria County Council (CCC) staff and partially outsourced to external chartered consultants.

Further Details

In providing this service, we will:

- Obtain the school's instructions in order to ascertain their requirements, timescales etc.
- Provide general property advice
- Inspect the property where necessary
- Provide a valuation and report if appropriate
- Negotiate the rent and terms of licences and leases to third parties including telecoms operators
- Undertake appropriate investigations relating to boundary and land ownership disputes
- Liaise throughout with the school including obtaining the school's approval to agreed terms

Costs

The price of this service is **£75** per hour. We will also agree a fixed price for the service if required. You will be notified of the applicable charge in advance of any work commencing. The school will receive an invoice, within one month of the completion of the agreed work. Where appropriate, monthly progress reports will be provided indicating charges to date and those anticipated to completion.

Where external consultants are engaged the fee arrangement may differ to the above hourly rates.

Contact us

Frank Blenkharn MRICS
Asset Manager

t: **07876 707567**

e: **frank.blenkharn@cumbria.gov.uk**



Building Support Services

Reactive and planned maintenance support and advice

Introduction

The Building Support Team is equipped to deliver a wide range of large and smaller scale building improvement projects. This customer focused team is made up of experienced, fully qualified project managers, building surveyors, mechanical and electrical engineers. There is a wealth of experience and understanding of all aspects of education accommodation needs within the team.

The Building Support Team provides a full service to school buildings:

- A 24/7 Helpdesk to resolve breakdown maintenance problems and to arrange statutory testing and service contracts to ensure that the building is safe and compliant with legislation
- A Building Surveying service that will support maintenance issues that require more technical input than the Helpdesk can provide. This team will also support the delivery of the planned maintenance programme designed to reduce breakdown incidents
- A Project and Programme management service that will support major building projects through feasibility studies, option appraisals, advice on funding sources, development of specifications, curriculum modelling and construction contract procurement

Gold and Silver level support packages are offered, providing schools with regular inspections, training for site managers, emergency response and technical assistance in prioritising your own investment programmes.

Benefits to your School

The Building Support Team's services are provided by a full range of property professionals who have many years experience of working with schools.

External contractors shall meet the Council's requirements with regard to Health and Safety and have been formally approved to work within schools. All contractors employ experienced tradespersons and in the case of engineering work, contractors are registered with their own professional bodies e.g. Gas Safety Register for gas installations.

Further Details

Gold Level Support Package

Schools who buy this support package will receive the following services:

- 24/7 Helpdesk
- An attached property professional who will act as a main point of contact for the school and with whom you can build a strong working relationship
- In addition to informal visits a formal property inspection will take place twice a year between the Head teacher or nominated representative and the attached surveyor, to discuss the school's building/property needs
- An inspection report will be issued after each property visit highlighting maintenance issues
- Responsive maintenance support when required
- Support and advice sessions for site management staff as required
- Advice on contracts and Cumbria County Council (CCC) procurement methods
- Professional advice over the phone

Silver Level Support Package

Schools who buy the Silver level support package will receive:

- An attached property professional who will act as a main point of contact for school and with whom you can build a strong working relationship
- A formal property visit will take place twice a year between the Headteacher or nominated representative and the attached surveyor, to discuss the school's building/property needs
- An inspection report will be issued after each property visit highlighting maintenance issues
- Professional advice over the phone

24/7 Helpdesk

Schools who buy this service will receive access to:

- Our helpdesk operators who are experienced in typical property breakdown issues and provide advice and support in their resolution
- Emergency out of hours maintenance helpline
- Access to a database of the Council's approved contractors qualified and able to undertake work in schools

Statutory Servicing Support Package

- Management of the Statutory Electrical and Mechanical Test Service including monitoring of Key Performance Indicators and contractors performance
- The Building Support Team will hold duplicate service records and service schedule information which will be accessible on request
- Management of remedial repairs monitoring and of works carried out for a notified fee
- Full asset register maintained of all mechanical and electrical maintenance items installed on site
- Predictive long term maintenance forecasting for statutory testing items

Feasibility Studies and Option Appraisals

Schools who buy this element of service will receive:

- For new build, extensions and internal alterations we will investigate the existing arrangements, including accommodation layout, service locations and access and develop block plans identifying the options
- Develop budget estimates of the costs associated with the different options and specification and provide advice on additions or omissions to deliver projects within the budget available

Project Management

Schools who buy this element of service will receive:

- For new build, extensions, alterations and cyclical maintenance we will provide overall planning, co-ordination and control of a project from inception to completion, including specification, tender evaluation, award of contract and post-contract management. This will ensure that schools comply with current regulations and legislation which surround the construction industry and also comply with CCC Standing Orders covering the procurement of goods, services and works contracts.

The service will support the school to demonstrate that “Best Value” has been achieved with regard to the maintenance and development of the school site and its building.

Ad Hoc Technical Advice

- Planning applications
- Party Wall negotiations
- Construction, Design and Management (Health and Safety) services
- Building regulations approvals

- Compliance with various regulations and legislation
- Compliance CCC Standing Orders and Financial Regulations (if applicable)

In order to help us provide the highest possible level of service, schools will be asked to:

- Make a commitment to purchase a service from the range of options offered at the beginning of the financial year for a one-year duration
- Process all invoices for payment promptly and in accordance with the Council's standing orders
- Provide clear and accurate details when reporting building defects
- Provide a full brief and nominate a lead contact for all project work at the school
- Ensure that surveyors, engineers and contractors can gain access to the premises at all reasonable times
- For property visits, the Headteacher or nominated representative will make themselves available for a meeting, when required, with the attached surveyor to discuss and prioritise the school's building and maintenance needs
- Take part in customer service satisfaction surveys and any other feedback and information gathering exercises on the completion of projects



Costs

Gold and Silver Level Support Packages

Primary and Special Schools		
Number of pupils on roll	Gold Level Support Package	Silver Level Support Package
Under 100	£450.00	£300.00
100 - 250	£1,000.00	£650.00
251 - 400	£1,250.00	£850.00
Secondary Schools a quote is available on request		

24/7 Facilities Management Helpdesk Support

Helpdesk Support		
Number of pupils on roll	First Registration	Annual Renewal
Under 100	£250.00	£125.00
100 - 250	£650.00	£325.00
251 - 400	£1,000.00	£500.00
400+	£1,300.00	£650.00

N.B. The above charges exclude the cost of the repair work

Statutory Servicing Support Package

There are framework agreements in place with contractors for statutory servicing works. These “bulk buying” agreements ensure that statutory servicing can be delivered with the quality required at a competitive price. Schools will be advised of the cost of these individual elements of work and detailed quotations will be sent on request. To assist in the management of the servicing contract there will Service Level Agreement (SLA) between CCC and the School which will include a fee of 10% of the cost of the services procured.

Feasibility Studies and Option Appraisals

The cost of Feasibility Studies will be based on the time charge rates and a fixed price provided based on the specific project requirements.

If the study leads to a project managed by us we will discount the project management fee.

Project Management

Project Management fees will be based on the construction contract value. A quote will be provided for each project.

“Pay As You Go” Technical Advice

Ad hoc advice beyond that described above is available from the team on the basis of the hourly rates as described below:

Senior Professional	£75
Professional	£65
Technical	£55

Contact us

Brian Kirkbride

Contract and Technical Manager

t: **07767 656112**

e: **brian.kirkbride@cumbria.gov.uk**



Communications: Advertising, Design and Multi Media

The design team are a true mix of marketing and technology specialists Giving innovative solutions and best value

Introduction

We offer high quality, value for money, personal design and print services to schools. These services range from simple advice and support through to design, advertising and print procurement along with full project management.

Benefits to your School

We are a highly creative professional team offering design, advertising, web multimedia and print procurement.

The team has an extensive knowledge of current design trends, digital media and print processes that meet and exceed our client's objectives.

We have a proven track record of success and innovation in creative design and marketing and we see every project as an opportunity to enhance your business.

We understand that schools need high quality, professionally designed promotional materials and we can offer bespoke solutions to suit your budget.

Further Details

We enable our customers to meet their objectives through the delivery of:

- Cost effective marketing
- Graphic designs that will make sure you get noticed for the right reasons
- Advertising that gets results, using the right media
- Friendly, easy to understand help and advice on any project, large or small
- Initiatives and projects which are co-ordinated and well-directed

We listen to our customers and understand that everybody's needs are different. We will ask schools to give a detailed brief, target audience, background information to the project, what they are aiming to achieve, and how they will evaluate whether it has worked. Other details we will need include budget, delivery deadlines and contact details.

Examples of our print service with which schools may be familiar with include the School Attendance Registers and School Meals Registers, which continue to be distributed through Traded Services at a small charge to cover costs.

Costs

We can give you a competitive quote and pricing for all areas of our service. All pricing is benchmarked and print is procured through our tendering agreement.

As a recognised agency for our Media advertising we offer substantial discounts, rates will depend upon the size of advertisement and the media in which it will appear, as each publication have different rates.

Design and artwork charges depend upon the product.

Contact us

For individual or specific queries, please contact us to discuss your project.

Communications Team
t: **01228 226601**



County Psychological Service

Applying psychology to improve outcomes for children, families and schools

Introduction

Educational Psychologists (EPs) work within Children's Services to apply psychology to help people solve problems and improve learning and behaviour. This may be at an individual level when children and young people are having difficulty at school, within their family or community. The work might also be at an organisational level, focussed on wider issues with schools, families or other settings to help all children be as successful as possible. Whatever we do, our aim is to promote the development, progress, well-being and inclusion of children and young people aged 0-25 years through the advice and support we offer.

Benefits to your School

You should secure a better understanding of the needs of children and young people and / or a better understanding of how to meet these needs successfully.

All fully qualified EPs are Registered Practitioner Psychologists with the Health Care Professions Council (HCPC) and as such are required to adhere to externally moderated standards of professional practice and ethics, which includes a requirement for professional supervision.

EPs have skills, abilities and experience in working with children and young people from 0–25. We have knowledge of child and adolescent development and are skilled and experienced in assessment processes relevant to a wide range of special educational needs and disabilities and also emotional wellbeing and mental health issues.

We have a sound knowledge of the Cumbrian context, understand relevant legislation and local policies, and have established networking links, for example to other SEND staff and Health.

EPs have skills in offering Consultation to adults – including parents/carers and school based staff – to help find solutions with a range of issues. EPs can offer a wide variety of training that can be negotiated and tailored to meet needs in particular schools/settings. EPs can also offer assistance with research and projects.

Further Details

Educational Psychologists offer the following:

- Training to schools and support with whole school initiatives
- Consultation and advice to staff, including by email and telephone
- Consultation to parents and carers
- Observation and assessment of groups or individual students
- Work to develop interventions for groups or for individuals who are referred via the Special Educational Needs and Disability (SEND) Code of Practice
- The Psychological Advice that is required for all Statutory Assessments of children's Special Educational Needs
- Contributions to selected Annual Reviews of children with Statements of Special Educational Needs or Education Health and Care Plans
- Work with other agencies within Children's Services and beyond, for example the voluntary sector and Health
- Support for schools with particular needs, for example following critical incidents such as bereavement, with behaviour or bullying, or in terms of particular school improvement issues including policy development
- Support in developing emotional wellbeing and good mental health
- Development work, research, training and project work

All schools including maintained schools, free schools, academies and independent schools are entitled to access Educational Psychologists when children and young people are subject to a Statutory Assessment of their Special Educational Needs under the terms of the 2014 Children & Families Act, or when their input has been commissioned by SEND Assessment Officers in relation to statutory processes, e.g. for input relating to an Annual Review.

Psychological support will be made available to schools or settings in the event of a serious critical incident.

As part of core provision maintained schools, free schools and academies will be provided with a named EP as a first point of contact for advice and support. All

maintained schools and academies will be entitled to access without charge Educational Psychologists for a Consultation service about pupils' needs, including that which should serve as external specialist input to SEN Support as part of a Graduated Response (advice and consultation).

Direct work with children and families (more detailed assessment) is also available for maintained schools, free schools and academies without charge as external specialist input to SEN Support and as part of this Graduated Response. It will attract a charge for independent schools and post-19 settings.

Schools and settings will be asked for a clear explanation of whatever issue they require support with, what outcomes they hope to achieve, and the details of a contact person.

Requests for EP involvement at SEND Early Help stage require:

- The SEND Early Help Assessment Form
- Evidence that the parent(s)/carer(s) and, where appropriate, young person have given permission for the referral
- Any current Individual Education Plan (IEP) or Early Years equivalent e.g. Family File (Early Support) or Learning Journey (Cumbria Early Years Foundation Stage IEP) plus previous, reviewed versions of these
- Any available, relevant reports from other agencies, e.g. Health
- School or curriculum-based assessments if available

Programmes of training, either centrally delivered or tailored to the needs of individual schools or clusters, will be available for a charge. Some of these will be offered through the Traded Services brochure and are available via SLA Online, whilst others can be negotiated with the service or through your named Educational Psychologist.

Time can also be purchased from EP's for supporting school development work through negotiated projects.

All input is time limited because of demands on EP resources.

We encourage parents and carers who have concerns about their children to go first of all to the school or setting and contact someone with a responsibility for addressing needs. In a school this would typically be the class teacher or Special Educational Needs Coordinator (SENCO).

We have produced some leaflets which can be used by teachers, parents or carers of children of different ages or developmental levels to help inform and prepare them for the visit of an Educational Psychologist.

These can be accessed online at <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/ils/specialeducationalneeds/psychological.asp>

Costs

Individual consultancy support to LA maintained schools, free schools, academies over and above the core service will be provided at a charge of **£325** per half day, or **£110** per hour. The same charges apply for any time offered to independent schools or post-19 settings.

Contact us

Schools can contact their named Educational Psychologist, and it is often helpful to negotiate requests for involvement. For schools and settings, such requests for involvement are via the SEND Early Help Assessment Form. Other key contacts are as follows:

Allerdale and Copeland Area

Dewi Hughes

Senior Educational Psychologist

t: **07825 340510**

e: dewi.hughes@cumbria.gov.uk

Barrow and South Lakeland Area

Sue Sanderson

Senior Educational Psychologist

t: **07825 340513**

e: sue.sanderson@cumbria.gov.uk

Carlisle and Eden Area

Dr Ruth Willey

Senior Educational Psychologist

t: **07825 340512**

e: ruth.willey@cumbria.gov.uk

County

Dr Mark Toomey

SEND Manager

t: **01900 706453** or **07825 340514**

e: mark.toomey@cumbria.gov.uk



Cumbria Adult Education

Professional Vocational Courses for the Schools Workforce

Introduction

Cumbria Adult Education provides a range of vocational qualifications to suit the needs of all staff roles within the school environment from QCF qualifications to Apprenticeships. The following QCF qualifications are available:

- QCF Level 2 Certificate in Supporting Teaching and Learning in Schools
- QCF Level 3 Diploma in Specialist Supporting Teaching and Learning in Schools
- QCF Level 2 Certificate in Business and Administration
- QCF Level 3 Diploma in Business and Administration
- QCF Level 2 Certificate in Customer Service
- QCF Level 3 Diploma in Customer Service
- QCF Level 2 Certificate in Team Leading
- QCF Level 3 Certificate in Management
- QCF Level 5 Diploma in Management
- QCF Level 2 in Supporting the Wider Curriculum in Schools
- QCF Level 2 Certificate for the Children and Young People's Workforce
- QCF Level 3 Diploma for the Children and Young People's Workforce

These programmes are delivered using taught sessions and workplace assessment.

Cumbria Adult Education may also be able to offer Functional Skills in English and maths for your workforce

Apprenticeships

Cumbria Adult Education are offering intermediate and advanced apprenticeships in:

- Supporting Teaching and Learning in Schools (STLS)
- Children and Young People – Early Years Educator
- Business and Administration
- Customer Service
- Team Leading
- Management

*These apprenticeships are available to **existing members** of staff who wish to develop their skills and knowledge OR schools may wish to **create a vacancy** for an apprentice who they would employ on an apprenticeship wage.*

Apprentices usually must work at least 30 hours per week and a minimum of 16 hours per week. Where Apprentices work less than 30 hours the length of their apprenticeship programme may have to be extended. Apprentices must NOT already have a Level 4 or above qualification.

Benefits to your School

Cumbria Adult Education:

- Provide the most up-to-date professional qualifications
- Has professional, qualified and occupationally competent teaching and assessment staff
- Are able to deliver flexibly across Cumbria
- Ensures all learners are fully inducted at the start of their programme of study
- Carries out regular reviews with the learner and the employer during the length of the programme so that employers are kept up-to-date with the learner's progress.
- Provides a **free** recruitment service for apprenticeships. We can advertise your apprenticeship vacancy and manage the apprenticeship recruitment process from beginning to end. You will be involved at every stage to ensure you get the right person for your school/setting.

Further Details

Apprenticeships

These programmes consist of:

- QCF Certificate or Diploma
- Some also include a technical certificate for additional underpinning knowledge
- Functional English, maths and where required ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Apprentices will need to commit to attending regular training sessions for STLS/CYPW or monthly sessions for the other programmes. These sessions will prepare apprentices for their functional skills tests in maths, English and ICT and provide the underpinning knowledge for the achievement of their framework. CYPW – EYE Level 3 requires apprentices to have achieved GSCE C or above in both English and maths .

Apprentices will be assigned an assessor who will visit them in the workplace regularly to help them build a portfolio of evidence. The duration of an apprenticeship is a minimum of 12 months for a Level 2 and a minimum of 15 months for a Level 3.

Other Vocational Courses (listed previously)

The other programmes listed are delivered on an assessment only basis. The learner will be assigned an assessor who will visit them regularly in the workplace to build a portfolio of evidence. The duration of these courses is 9 months/three academic terms.

Costs

Cumbria Adult Education has funding available from the Skills Funding Agency to help support the costs of delivering these vocational and apprenticeship programmes.

Learners aged 24 and over wishing to undertake certificates and diplomas outside of an Apprenticeship at Level 3 and above may be able to take advantage of a 24+ Advanced Learning Loan to support the costs of training.

For more information on the eligibility criteria to access funding, 24+ loans or for an informal chat, please in the first instance contact Margaret Farren.



Contact us

To discuss your training needs please contact:

Margaret Farren

Skills Team, Adult Education

t: **01900 706111**

e: margaret.farren@cumbria.gov.uk



Cumbria Archive Service

Enhance a child's learning experience and bring topics to life...

Introduction

Our Archive Centres look after the documentary heritage of Cumbria from the Middle Ages to the present day. Each of our four Cumbria Archive Centres at Barrow, Carlisle, Kendal and Whitehaven hold archives relating to their area, and each provides a range of services to schools.

Benefits to your School

Archives offer inspiring learning opportunities for all age groups and we have a successful history of working with pupils and teachers at primary and secondary level. A visit to the archives adds an extra dimension to a child or young person's learning experience and boosts their self confidence. Original archive sources can enhance a child's learning experience and bring topics to life as well as introducing children to our written heritage.

At each of the four Archive Centres there are archivists who are experts in making archives accessible to people of all ages and have a great deal of experience of working with schools and colleges. We also have a full time outreach officer at Cumbria Archive Centre, Carlisle.

Most of our services to schools are FREE OF CHARGE

More Details

Each of our four Cumbria Archive Centres have archives relating to their area, and each provides a range of services to schools, including:

- Advice to teachers
- Advice on sources and topics
- Photocopies of original sources
- Hosting school and college visits
- Providing sources for use in schools
- Resource packs
- Work experience opportunities for students and trainee teachers
- Hosting INSETS
- Learning Links projects

We host school visits and provide sources for classroom use including the loan of displays and a number of resource packs tailored to the curriculum. The Archive Centres also provide work experience opportunities for students and trainee teachers and we host in service (INSET) training sessions for teachers and support learning links projects. We can also supply copies of original documents for a small charge to the school.

Our Barrow and Whitehaven centres are also joint Archive and Local Studies Centres.

Teachers wishing to use our service can contact their nearest local Archive Centre to discuss their needs

Further details of our service is available through our website at www.cumbria.gov.uk/archives

Costs

Most of our services to schools are FREE OF CHARGE.

(Copies of original documents can be supplied to schools for a small charge).

Contact us

For further details or to discuss your particular needs please contact:

Cumbria Archive and Local Studies Centre, Barrow

t: **01229 407377**

e: barrow.archives@cumbria.gov.uk

Cumbria Archive Centre, Carlisle

t: **01228 227284**

e: carlisle.archives@cumbria.gov.uk

Cumbria Archive Centre, Kendal

t: **01539 713539**

e: kendal.archives@cumbria.gov.uk

Cumbria Archive and Local Studies Centre, Whitehaven

t: **01946 506420**

e: whitehaven.archives@cumbria.gov.uk



Cumbria Music Service

Cumbria Music Service is a quality provider of music education throughout Cumbria and is the Lead organisation for the Cumbria Music Hub

Introduction

The Music Service is a vibrant and forward-looking team, located within Resources Directorate. It offers access to instrumental and vocal tuition for groups and individuals, whole class instrumental tuition and curriculum support.

Cumbria Music Service provides interactive teacher ensembles and facilitates performance opportunities for children and young people throughout the county. Additionally the service can provide staff for short term projects as well as offering support, advice and training to schools.

The service also provides access to an instrument lease scheme and the assisted instrument purchase scheme.

Benefits to your School

Cumbria Music Service places great importance on the professional development and support of its staff. The majority of our teachers hold qualified teacher status and have skills in teaching both the curriculum and their specialist instruments.

- The Music Service is a professional organisation using quality controlled teaching methods
- The Music Service is committed to CPD for all of its staff
- Staff members undertake the statutory 5 days INSET training
- Staff are reviewed annually using the Performance Management Scheme for centrally employed teachers as required by the DfE
- Staff receive regular visits and support from their Area Manager
- Cumbria Music Service was judged very good or outstanding in all areas in our last annual review



Music transforms children's lives and schools (10 things schools should know about learning music, FMS):

1. Music Boosts Schools' Attainment Levels
2. Music Improves Learning Skills
3. Music Fosters Team Working
4. Music Enhances Social Skills
5. Music Underpins Better Behaviour
6. Music Encourages Creativity
7. Music Is For Life
8. Music Is An Educational Building Block
9. Music Is Fun
10. Music Is For Everyone

Research has shown that a quality music education can improve self-confidence, behaviour and social skills, increasing concentration levels, developing team work and creating respect for the school environment, as well as improving academic achievement in areas such as numeracy, literacy and language. It has clearly demonstrated cognitive benefits, particularly in the younger years of KS1 & KS2. Studies have shown that music can be of particular benefit to children and young people in challenging circumstances, with SEN and disabled children given a unique motivation to participate and communicate.

Further Details

Instrumental and Vocal Lessons

- Tuition is available for brass, guitar, keyboard, recorder, strings, woodwind & voice
- Pupils can lease a wide range of instruments through our instrument lease scheme and support is given to families who meet the criteria for Free School Meals
- Schools can also access the lease scheme from single instruments through to sets
- Pupils can benefit from our V.A.T. exempt Assisted Instrument Purchase Scheme
- All staff follow our instrumental syllabus which closely follows 'The Common Approach', an instrumental curriculum drawn together at national level by the Federation of Music Services

- The instrumental syllabus has 5 levels of achievement. Pupils are assessed regularly and their progress recorded on their personal chart. This progress chart will accompany the pupil from Primary to Secondary school to help with continuity and progression
- Certificates of Achievement are awarded when they have completed each level
- Our lessons offer a broad range of musical experiences such as studying music from around the world, composing, listening skills, theory of music, appraising skills, performing and communicating with other young musicians
- We provide each child with a practice diary. This diary offers a line of communication between teachers and parents and helps pupils to develop independent learning techniques
- Pupils are encouraged to perform to a wide range of audiences in school concerts and ensemble activities
- Our teachers will help with preparation for national exams including GCSE, BTEC and 'A' level practical examinations and performing compositions as required
- Pupils have access to external examinations such as ABRSM & Trinity Guildhall
- Music service staff provide an annual report for each pupil in June, unless the school wishes to follow their own reporting procedure
- Our instrumental syllabus is closely linked to the National Curriculum Music. Lessons can be adapted, at any level, to work alongside classroom topics/subjects and we encourage our staff to liaise with schools on this area.

Whole Class Instrumental Tuition

- The Music Service has developed a flexible package of whole class instrumental lessons for KS2 pupils (First Access Programme)
- This weekly lesson is offered on most instruments, allowing every child to have first-hand experience of live music, group singing, ensemble playing, performance and composing
- An e-learning First Access package is available for African Drumming
- Instruments are currently provided free of charge for the duration of the programme

Continuation Group Lessons for First Access Classes

Following the First Access one year programme classes can choose one of the following options:

- continue with another year of whole class instrumental tuition on the same instrument or change to another instrument
- for those children who want to continue they can receive small group lessons
- talk to our staff about individual preferences such as forming a class orchestra, a singing and instrumental group or any other musical projects you may want us to help you with

Curriculum Support

- [tuned-in.org](https://www.tuned-in.org) is currently free to all schools in Cumbria; it offers extensive activities and lesson notes for KS1 and KS2 pupils
- We offer a comprehensive curriculum music support programme ranging from Nursery through to phase transfer at KS2/3
- Our curriculum team helps to co-ordinate music projects and workshops from KS1 to KS3
- Curriculum teachers can also be provided to deliver National Curriculum Music up to KS2.

Teacher Ensemble Visits

- Our Music Ensemble visits show our commitment to offering schools access to 'live' music. The Henley Review (Feb 2011) recommends that schools should facilitate live music-making opportunities and performances for children. All KS1 & KS2 schools will be offered this awareness-raising visit delivered by one of our highly-rated teacher ensembles. Each year a different theme is approached and a wealth of curriculum-linked materials are specifically produced to support the unit of work being delivered. Separate information will be provided on the portal about these visits.

Music Making Opportunities for Young People

Pupils can enjoy making music on a regular basis with other young musicians through established music centres, who work in partnership with the Music Service.

Cumbria Youth Orchestra offer opportunities for young people throughout the County to get together and play and perform to a very high standard. Our courses will give students the opportunity to:

- experience a range of repertoire and styles
- work with an inspiring professional conductor. Currently our conductor in residence is Alice Farnham who is equally at home conducting opera, ballet, choral and orchestral repertoire.

- be part of a showcase performance. Showcase performances are held at a variety of concert venues across the county including the Sands Centre, Carlisle and the Coronation Hall, Ulverston

Cumbria Music Service can offer a bespoke delivery service to your school or a training workshop/advisory consultation if required.

Costs

Summary of Tuition Charges from September 2014

	Provision	Charges £'s
KS1/2	Class based Curriculum Teaching (weekly)	£50.66 (per hour). Minimum provision is 45 minutes
KS1/2	Curriculum Projects	Choose from a half day workshop or a 2 to 6 week unit of work. Prices start from approx. £125 per half day.
KS1/2	First Access (Whole Class Instrumental Provision) Includes Free Instrument Loan	£45.00 (per hour) Minimum provision is one hour per week. Schools where back to back classes work can purchase subsequent sessions in 45 minute blocks
	Continuation Whole/Part Class	£45.00(per hour). Minimum provision is one hour per week. Schools who combine this with First Access programmes on a back to back basis can buy sessions in 45 minute blocks
	E-Supported African Drumming Programme	£400 per annum
KS1/2	Instrumental/Vocal Tuition/School Ensemble tuition (weekly)	£45.00 per hour (1/2 hr minimum delivery session).
KS2	Choirs	£45.00 per hour (3/4 hr minimum session)
KS1/2	Teacher Ensemble Visits including Workshops	£185 per visit or £320 for whole morning
KS3/4/5	Instrumental/Vocal Tuition/School Ensemble Tuition (weekly)	£45.00 per hour (1/2 hr minimum delivery session).



Instrument Lease Scheme Charges from September 2014

The instrument lease scheme can be accessed by schools or parents/carers of young people wishing to learn to play regardless of whether they learn through the music service. We do have limited resources though so cannot guarantee an instrument. Please note: The first year of lease will be charged in two instalments. Thereafter, the lease charge will be per annum.

Instrument	1st instalment	2nd instalment	Annual charge
Violin/Viola/Guitar	£30	£31	£61
Flute/Clarinet/Cornet/Flugel Horn/Trumpet	£30	£38	£68
Cello/Alto & Sop Sax/Tenor Horn/ French Horn/Trombone	£30	£48	£78
Oboe/Tenor Sax/Baritone / Euphonium	£30	£54	£84
Double Bass/ Bassoon/Tuba/ Bass Clarinet	£30	£61	£91

Charging and Remission Policy

The Education (Charges for Music Tuition) Regulations, 2007 state that should you choose to pass on charges for lessons then there should be a remission policy that has been agreed by your governing body. It also states that no school should make a profit from the charging of lessons.

Contact us

To discuss your school's needs, please contact:

General Enquiries

Ingrid Carruthers

t: **01228 226846**

e: ingrid.carruthers@cumbria.gov.uk

Instrument Lease Scheme/Assisted Purchase Scheme

Jayne Thomas

t: **01900 706089**

e: jayne.thomas@cumbria.gov.uk

General e-mail address

e: cumbriamusicsservice@cumbria.gov.uk



Cumbria Schools ICT Services

Introduction

Cumbria Schools ICT support provides a range of online services to complement your broadband connection, tailored to the needs of pupils, teachers and schools.

These include:

- Website hosting
- Email (including Microsoft Office 365)
- Content filtering
- Anti-virus protection
- Telephone and onsite support
- Website Content Management System
- Website development
- Training

Benefits to your School

- Cost effective – low total cost of ownership compared to commercial prices
- Single purchase for schools online needs
- Reliable
- Ensure your school is protected
- Peace of mind
- Trusted and proven provider
- Delivered by specialists in the field
- Keeping it simple – fully managed and supported with friendly well-trained staff

Further Details

Website Hosting

School websites are hosted on servers which are backed up every night and offer the choice between designing and building your own site or using a fully managed content management system for a little extra cost.

As part of this service we automatically register your school domain name and create all the necessary configurations to make your site appear on the Internet. As the servers are hosted securely the risk of hacking is greatly reduced.

Email

Schools can either manage their own email accounts or we will support them. Schools have a manager's password to enable them to create and delete unlimited mailboxes. E-mail can be accessed via webmail from any computer including smartphones and tablets or from Outlook or any similar email software.

Following an expansive upgrade the mail system is now fully replicated across two server farms to provide a high degree of resilience. Mail is virus checked, both incoming and outgoing, and includes spam filtering. As mail is backed up daily it is possible to restore mail and logs are kept for a limited period of time in case of possible investigations. Additional features include a "bully" report button to allow pupils to forward offensive mail to a member of staff and a built in filter which only allows pupils to send mail to other schools or other nominated addresses.

Those schools which choose to have their mail relayed benefit from the above, with the added advantage of being able to host pupil mailboxes on our server.

Microsoft Office 365

We are now offering Microsoft 365 email and we will be migrating all schools that want to, at no extra charge. This offers a number of additional features including, far larger mailbox size, shared calendars, secure online storage, video conferencing and browser based versions of Microsoft Word, Excel, PowerPoint, Outlook and OneNote. We offer a full migration service and can configure accounts to provide additional safety for pupils.

Content Filtering

The content filter we use is kept fully up to date by automatically adding filter lists to its database at least once a day and sites can be added or removed manually on request. As websites are categorised it is possible to allow schools access to certain websites which are normally blocked e.g. YouTube. We can also add appropriate you tube videos to our own YouTube channel.

Anti-virus

Anti-virus allows subscribing schools the choice between installing a management tool on their own server and configuring their own computers, or using a simple to use "standalone" version for individual machines. Once installed the anti-virus software scans computers for known viruses, the software is updated every hour to ensure latest threats are identified.

Telephone and Remote Support

A single telephone number or email allows subscribing schools to report faults, ask questions or get advice quickly and easily. If required we can remotely access most Windows and Mac computers to provide support.

Content Management System

A cheap and easy way to develop and maintain your school's website, this system is hosted on our secure servers. Is easy to use and is fully supported by our team.

Training

The Schools ICT Support Team can provide a range of training to support the services we provide.

Costs

The Cumbria Schools ICT Support service currently costs a flat rate of **£400 + £0.65** per pupil, based on an academic year subscription.

Prices and services are under review for the next academic year, and schools will be notified as soon as these are available.

Charges for training are extra and negotiable.

Contact us

To enquire about this service, please contact:

Shaun Smith
Business Systems and Information Manager

t: **07768 885267**

f: **01228 221605**

e: **shaun.smith@cumbria.gov.uk**

Dan Johnston

t: **01228 221225**

f: **01228 221605**

e: **daniel.johnston@cumbria.gov.uk**

Jamie Tickner

t: **01228 221229**

f: **01228 221605**

e: **jamie.tickner@cumbria.gov.uk**

w: **<http://www.cict.org.uk/>**



Cumbria Outdoors

A leading provider of experiential learning in the outdoors

Introduction

Cumbria Outdoors offers a wide range of facilities and venues, and emphasis is placed on making the service accessible to all groups and individuals throughout Cumbria and beyond.

The opportunities for residential experiential learning provided by Cumbria Outdoors promote personal and social development. In addition to this Cumbria Outdoors provide curriculum linked living history programmes, family learning, health & wellbeing and environmental awareness courses for all ages and abilities.

The centres are situated in the Northern Lake District, which is an ideal environment to pursue an extensive range of learning experiences. We are also in an area of outstanding natural beauty, with access to special areas of conservation.

Benefits to your School

All activities are led by our Outdoor Education Leaders who are experienced professionals who also have a sound local knowledge. Cumbria Outdoors holds an Adventure Activity Licence and complies with all current Health & Safety legislation and regulations. The service also currently holds The Association of Heads of Outdoor Centre Gold Award.

Cumbria Outdoors systems are integrated with Cumbria County Council's Evolve online notification and approval systems. The advantage to schools of choosing us as a Gold Quality Badge Holder is that no additional 'provider' safety checks are required by schools.

As a traded service, Cumbria Outdoors understands the pressure on budgets and can therefore provide value by tailoring the booking to suit everyone's budget and need. Where costs might still be a barrier to groups or individuals, Cumbria Outdoors will try to assist by accessing or signposting to additional sources of funding.

Further Details

Our Centres

All centres offer warm, homely, comfortable bases for groups to return to after a day in the outdoors. We offer home cooked healthy food at all of our centres, beginning with evening meal on the day of arrival.

Facilities include bunk bedded rooms with separate staff accommodation, communal and recreational rooms, work rooms, drying room facilities and ample toilets and showers. We are working towards providing en-suite facilities for visiting staff, the first room with en-suite facilities is at Hawse End Centre.

Cumbria Outdoors centres and provision is available 7 days a week, 52 weeks a year. Visits can be from 1 day through to residential delivered to the duration required by the client. For example, the majority of school visits are either 4 nights/5 days or 2 nights/3 days.

Hawse End Centre

This is a large Victorian mansion, set on the shores of Derwentwater. The centre accommodates up to 50 residential places and benefits from direct access to the lake and mountains. This was formerly the private country home of the Marshall family, whose daughter was famous for her role in the suffrage movement.

Hawse End Cottage

On the same site as Hawse End Centre, the cottage accommodates up to 24 residential places in a more informal setting in the grounds of the main centre, overlooking Derwentwater in the heart of the Borrowdale Valley.

Yurts at Hawse End Centre

A yurt is a portable, felt-covered, wood lattice-framed dwelling structure, traditionally used by nomads in and around Central Asia. We have two modern style, multi purpose, full-sized and weather resistant yurts in Hawse End Centre grounds. The yurts are on a large, elevated, wooden platform of their own, with a spectacular view of the Lake and Borrowdale Valley.

Each yurt can comfortably sleep up to 8-10 children plus 2-3 adults. The yurts can also be used on a day basis, either for day activities or hired as a meeting venue.

Larger groups can book Hawse End Centre, cottage and yurts.

Fellside Centre

Formerly owned by the Jennings Family, and now accommodates up to 38 residential places in a secluded farmhouse setting in the Northern Fells close to Caldbeck.

Scarness Campsite

This is a private campsite that has direct access to the shores of Bassenthwaite Lake and surrounding fells. Due to restrictions within the National Park, although a large campsite, we accommodate groups of up to 40 people for educational purposes only.

Range of activities available:

Outdoor Activities (Residential and Day Visits):

- Sailing
- Rock Climbing
- Kayaking
- Orienteering
- Caving
- Rafting
- Mountain Walking
- Ghyll Climbing
- Problem Solving
- Open Canoeing
- Abseiling



The Duke of Edinburgh's Award

In addition to being the licence holder for delivery of the Award in Cumbria, with our trained and experienced staff we also offer:

- Practice Expedition
- Qualifying Expedition
- Hire of Equipment
- Gold 'Residential' Opportunities

Please see page 26 for more details.

Living History and Curriculum Specific (Residential and Day Visits)

- Victorian Christmas Experience
- Voyage on the Titanic Residential
- The Great War Residential Experience
- World War Two Residential Experience
- John Muir Award



Key Stage One Day Activities

- Treasure Island
- Teddy Bears Picnic

Other Curriculum Areas and Venue Use

All centres and facilities can also be used for artists and writers in residence type provision, during the winter months. In addition to this the centres can also be used as an INSET venue for school staff and/or governors.

Costs

Due to the bespoke nature of our provision all charges are group specific; however, as a guide, our rate card charges are as follows:

Accommodation Charges

Under 18's from **£39.00** to **£57.00** per person per night fully catered. Price varies according to season.

Over 18's from **£59.50** per person per night, including enhanced adult catering.

Residential Tuition Charges

Outdoor leader rates (working with a group of approximately 10 to 12 participants) **£173.00** per day.

Day Visit Tuition Charges

Half day charges – from **£21** per pupil/from **£25.00** per adult

Full day charges – from **£34** per pupil/from **£40.00** per adult

Charges also Include

Use of waterproofs, walking boots and day sacks, plus use of all specialist personal protective, and outdoor activity equipment.

Booking

Prior to your visit you will have one point of contact – The Hawse End Administration Office. It is advisable to contact the office with a choice of dates and group size to place a provisional booking over the phone or by email.

The provisional booking will be held for two weeks giving group leaders time to complete and return a booking form together with a **£100** holding fee. A **£25** per person deposit will be required 12 weeks prior to arrival.

An invoice/transfer will be raised approximately 4 weeks prior to your visit for the balance of payment.

Bookings can be taken 1-2 years in advance.

Planning

Once group leaders have confirmed the booking they will enter into the planning stage of their visit. During this time a bespoke programme will be negotiated and planned in order to meet the group aims and objectives, as well as keeping within budget restraints. Any programmes of activities delivered by the centre will be agreed, booked, costed and approved by the group leader prior to the start of your visit. Any programme of activities to be self delivered should be submitted prior to arrival.

Transport

In addition to in-house course transport (included in the price), Cumbria Outdoors can offer minibus transport to and from the centres, subject to availability.

Contact us

Helen Hyatt

t: **01768 812280**

e: cumbriaoutdoors.enquiries@cumbria.gov.uk



Cumbria Outdoors The Duke of Edinburgh's Award Programme



A leading youth Charity, the DofE gives all young people aged 14-24 the chance to develop skills for life and work, fulfil their potential and have a brighter future.

Introduction

Cumbria County Council is a Directly Licenced Centre of The Duke of Edinburgh's Award and as such maintains its principles and standards and is authorised to grant awards on behalf of His Royal Highness The Duke of Edinburgh. Cumbria Outdoors is also an Operating Authority Approved Activity Provider and as such is able to deliver activities for the Expedition Section of the Award and sign off participant's achievements. We are well placed to offer advice on all aspects of the Award and enable schools to ensure young people from all areas of Cumbria and all types of educational establishments are able to take up this opportunity.

The Duke of Edinburgh's Award Co-ordinator responsible for the Co-ordination of Cumbrian Schools participation in the Duke of Edinburgh's Award Programme is based at Cumbria Outdoors, Hawse End Centre ensuring the provision of high quality services for young people, improving their outcomes.

A Duke of Edinburgh's Award is recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities for demonstrating the qualities young people have who've achieved a DofE Award develop.

There are three progressive levels of DofE programmes which, when successfully completed, lead to Bronze, Silver or Gold Duke of Edinburgh's Award.

To achieve each one, participants must complete a programme of activities in four or five sections that involve helping the community/environment, becoming fitter, developing new skills, planning, training for and completing an expedition and, for Gold only, working with a team on a residential activity.

There is no real time limit when it comes to completing a DofE programme. As long as participants are under 25 years old when they complete all of their activities in their programme, they are free to work at a pace that they're comfortable with and can achieve their Award.

Benefits to your School

Schools can deliver the Duke of Edinburgh Award under Cumbria County Council's licence free of charge.

Also free of charge - schools delivering DofE under our licence can use the Evolve - Educational visits online notification and approval system for DofE Expeditions.

Further Details

Where schools have specific training needs, for example Expedition requirements, this can be facilitated. We also offer advice on all aspects of the administration of the DofE Programme and run regular training programmes subject to demand.

Further information on the Duke of Edinburgh's Award in general can be found on the website <http://www.dofe.org/>

Costs

To take part in the DofE, participants pay a nominal participation fee for which they are allocated a Participation Place within eDofE (eDofE is the interactive online system that helps young people manage their DofE programme and enables Leaders to monitor their progress).

The current charge for Participation Places from Cumbria County Council is:

Bronze Participation Place	£20
Silver Participation Place	£20
Gold Participation Place	£30

This covers administration, ongoing support, allocation of a Participation Place on eDofE and a Participant Handbook sent to the school and Certificate/Badge on completion.

Contact us

Lisa Hignett

Duke of Edinburgh's Award Co-ordinator

t: **01768 812284**

m: **07920 726221**

e: lisa.hignett@cumbria.gov.uk



Facilities Management Food Service and Cleaning Advice Service

A clean and healthy environment is essential for effective teaching and learning

Introduction

We offer all schools advice and support on school food and building cleaning whether the service is managed solely by the school or provided by an outside contractor. We are also a registered training centre with the Chartered Institute of Environmental Health providing nationally recognised certified courses or short in-house courses tailored to your requirements.

Benefits to your School

- Assist schools in meeting statutory requirements in relation to Food Safety, the 'Requirements for School Food Regulations 2014' and Health and Safety including COSHH and Manual Handling
- The team is highly qualified with over 25 years experience in both the catering and cleaning industry
- Help lighten the burden for Headteachers allowing them to focus on the main day to day running of the school
- We offer individual packages tailored to your school's requirements at an affordable price
- Training courses held in your own school at a time to suit you

Further Details

We offer individual packages tailored to your schools requirements. These packages include the following:

School Food

- Training both certified (Chartered Institute of Environmental Health) and bespoke. Courses available to Kitchen staff, teaching and non-teaching staff
- Assistance with menu development to ensure compliance with the 'Requirements for School Food Regulations 2014'
- Advice on compliance with allergen requirements
- Advice on other school food e.g. breakfast clubs and tuck shops
- Advice and support on developing School Food Policy and Specification
- Advice and auditing of Food Safety Management Systems in accordance with Food Safety Legislation e.g. temperature records, cleaning schedules, risk assessments
- Liaison with Environmental Health Officers

- Kitchen equipment repair and replacement advice
- Cooking methods e.g. equipment efficiency, best practice and minimising waste
- Help with recruitment of catering staff
- Advice on staffing levels and resources to enable a viable catering service
- Professional Quality Assurance advice covering service delivery and legislative compliance
- Advice on customer satisfaction surveys

Cleaning

- Monitoring of cleaning standards with a follow up report
- Advice and training on cleaning methods, safe use of machinery and cleaning chemicals
- Appropriate staffing levels and resource allocation
- Assistance with recruitment of caretaking and cleaning staff
- Advice and support with Health and Safety legislation and best practice including Risk Assessments, COSHH documentation, specifications, method statements and training records
- Health and Safety (Cleaning Systems) Audits
- Sign posting to specialist contractors e.g. High Cleaning and Floor Maintenance
- Trouble shooting
- Advice on customer satisfaction surveys

Training

CIEH Level 1 Award in Food Safety Awareness in Catering (4 hour tuition including short test)

This course will raise awareness of key food safety issues and provide employees with an induction to food hygiene prior to undertaking the Level 2 Award in Food Safety. This course is suitable for mid day supervisors, teaching staff, classroom assistants and breakfast/after school club providers.

CIEH Level 2 Award in Food Safety in Catering (1 day including short test)

Employees will gain an understanding of Food Safety Systems, Techniques and Procedures. They will also learn how to control food safety risks and have the confidence to deliver quality food to customers. This course is suitable for all kitchen staff and anyone else wishing to further their knowledge in food safety.

CIEH Level 2 Award in Healthier Food and Special Diets (1 day including short test)

This qualification has been designed to provide a good, basic understanding of nutrition. This course is suitable for all employees in catering environments involved in the selection of menus, recipes and ingredients. It is also relevant to those people in the health care and education sectors.

CIEH Level 1 Award in Health and Safety in the Workplace (4 hours tuition including short test)

Candidates are made aware of the key health and safety issues and the part that they should play in keeping themselves and others free from harm in the work place. This qualification is suitable for anyone entering the workplace for the first time or those starting a new job as part of their induction programme.

CIEH Level 2 Award in Health and Safety in the Workplace (1 day including short test)

Employees will be made aware of their own safety and the safety of customers, contractors and the public. This qualification is suitable to anyone in the work environment.

CIEH Level 2 Award in Principles of Manual Handling (4 hours including short test)

This course introduces candidates to the risks of manual handling and the controls available. The course is suitable for employees who handle any loads including furniture, materials, boxes, mail and packages.

CIEH Level 2 Award in the Principles of COSHH (4 hours including short test)

This course will introduce candidates to the inherent risks in substances and the controls available. This course is suitable for cleaning and catering staff.

Costs

School Food

Packages can be compiled from any of the following options

Service Level Agreement Options	Primary	Secondary
1 x Quality Assurance Visit (Approx 1 hour on site plus feedback report)	£105	£130
3 x Quality Assurance visits (1 visit per term plus feedback report)	NB. Schools providing lunch but have no kitchen = £75	£390
Kitchen Manual which includes all necessary documentation for Food Safety, Health and Safety and menu planning to comply with legislation. Training on use of manual provided.	£310	£415
Systems Audit (3-4 hour visit plus detailed Audit Report)	£415	£545

Cleaning

Service Level Agreement Options	Primary 1 – 150 NOR	Primary 151 – 499 NOR	Secondary 1 – 150 NOR	Secondary 501+ NOR
1 x Quality Assurance visit inc feedback report	£75	£95	£125	£175
3 x Quality Assurance visits inc feedback report	£225	£275	£365	£520
Cleaning Manual which includes Health & Safety information and documentation, specification, method statements and useful information. Price includes training on use of manual.	£285	£285	£285	£285
Systems Audit (Up to 2 hours on site plus detailed report)	£285	£285	£420	£420

Training

Accredited CIEH Courses

Course Title	Price
Level 1 Award in Food Safety in Catering	£200 plus £20 per person
Level 2 Award in Food Safety in Catering	£315 plus £20 per person
Level 2 Award in Healthier Food and Special Diets	£315 plus £25 per person
Level 1 Award in Health and Safety in the Workplace	£200 plus £25 per person
Level 2 Award in Health and Safety in the Workplace	£315 plus £25 per person
Level 2 Award in Principles of Manual Handling	£200 plus £20 per person
Level 2 Award in Principles of COSHH	£200 plus £20 per person

Contact us

Michelle Holdsworth

FM Advisor

t: **07974 327068**

e: michelle.holdsworth@cumbria.gov.uk

Mary Lee

FM Advisor

t: **07974 327071**

e: mary.lee@cumbria.gov.uk



Free School Meals Eligibility Checking

Introduction

Cumbria County Council is obliged to ensure that free school meals are provided for children whose parents/guardians are eligible through being in receipt of a qualifying benefit. The Cumbria Advice & Support Team process Free School Meals applications. This is free for pupils attending Local Authority Maintained Schools. However, funding for this is given directly to Academies, so the LA has to make a charge to them for this service.

For online and PDF forms and explanatory information please visit: <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/fsm.asp>

Benefits to your School

The Free School Meals Service provide Schools/Academies with confirmation of Free School Meals eligibility for pupils, which in turn allows schools to access funding related to Free School Meals status ie: Pupil Premium.

We have an experienced and knowledgeable team who receive and process applications, deal with any queries and offer advice to parents/guardians and Schools/Academies.

Further Details

- Checking eligibility
- Processing applications
- Confirmation to parents
- Regular termly audits
- Database maintenance in respect of change of circumstances
- Regular updates to Schools and Academies
- Update application forms, website information etc.
- Advice given for telephone queries from parents/guardians and Schools/Academies

Parents/guardians can complete the Free School Meals application form online via our website:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/fsm.asp>

Alternatively, they can download a copy of the Free School Meals application form from the website, or request a copy from their School or from the Free School Meals Service.

Completed forms are returned to the address on the application form.

Eligibility checks are undertaken to verify parents/guardians are in receipt of a qualifying benefit and eligible for Free School Meals (initially an automated process for online applications). Once eligibility is verified, applications are processed and our database updated.

The Free School Meals Services send a confirmation letter to parents and provide regular updates to Schools and Academies to advise them of new claims which have been granted or withdrawn.

Audits are undertaken up to four times a year to verify continued eligibility for Free School Meals and associated administrative tasks are undertaken to update/maintain the database. Our team also update application forms and website information regularly as and when required e.g. in respect of any changes in eligibility rules etc.

Costs

Charges to Academies will be based on full cost recovery for administration of associated applications processed and withdrawn in the academic year. Invoicing will take place annually in mid-June, based on the number of applications relating to that school's pupils.

Contact us

For any queries please contact:

Karen Shepherd

Locality Support Administrator

t: **01228 226105**

e: karen.shepherd-ruddie@cumbria.gov.uk

Danielle Neal

Locality Support Administrator

t: **01228 226105**

e: danielle.neal@cumbria.gov.uk

Cumbria Advice & Support Team

Cumbria County Council, Kraemer Building

The Courts, Carlisle CA3 8NA



Governor Support Team

The Governor Support Team (GST) offers support, advice and commission a range of training opportunities for governors and clerks to assist in developing these important roles and equip them to provide effective school leadership in Cumbria schools.

Introduction

To facilitate this, and to also include Cumbria County Council's statutory responsibilities, the following services are offered:

- Instrument of Government – to reflect reconstitution or any change to a governing body's status (maintained schools)
- Appointment and reappointment process for Local Authority Governors (All)
- Establishing Interim Executive Boards and temporary/ shadow governing bodies (maintained schools)
- Advice and support to governing bodies on the amalgamation and federation processes (maintained schools)
- Informing schools/academies of expressions of interest from potential new governors.
- Database of governing body membership and terms of office where updates are provided
- Providing material to schools for the election and appointment of governors;

In addition, the Governor Support Team delivers core training programmes, including encouraging local network development for clerks and governors.

Details and booking a place on a GST event can be accessed through the Cumbria CPD brochure and booking process; in addition we will continue to send information to the chair and clerk of the governing body using our email distribution list.

Training and development is a necessary means of equipping governors with the skills and competencies to fulfill their responsibility to ensure the highest standards in their school. Investment in governors' development is seen by the Department for Education as being as essential in school development.

Governors need to be:

- Fully aware of their wide ranging and evolving roles and responsibilities, including oversight of finance
- Capable of leading the strategic direction of the school
- Equipped to provide the support and challenge to schools that is expected under the Ofsted framework.

The Department for Education also recognises that the clerk to governing bodies is a key contributor to the effectiveness of the governing body: 'A governing body can only be truly effective when it has an effective clerk in post'.

Benefits to your School

The Governor Support Team is available to all schools and includes the following benefits:-

- Advice from a team of advisors with experience of best practice and compliance with school governance procedures and legislation.
- Support and guidance Forums for clerks on how to implement statutory requirements and effective practice to ensure (with the chair) the governing body efficiently fulfils its strategic responsibilities.
- Close links to other Local Authority professionals who have an extensive knowledge of local schools and education issues: for example - the Learning Improvement Service, Finance, School Organisation, Health & Safety and Child Protection teams.

Further Details

Governing bodies can access:

- GST website
- A named Governor Support Assistant for your school as the first point for information, advice and giving/ brokering/signposting support, via telephone or email.
- Updated guidance documents in line with changes to legislation and best practice.
- Clerk Appointments:
 - Welcome/Appointment Letter
 - Copy of Instrument
 - Training for new clerks
- Clerks' Forum:
 - Networking opportunities
 - Informative sessions to update clerks on local and national governance developments
 - Addressing a specific procedural topic
 - Questions and answers sessions
 - Influence the development of new resources

- Advice and support in the recruitment process for new governors:
 - Running elections for relevant governor posts
 - Pre-appointment checks
 - A recommended induction process
 - Advice on reconstituting
- New Governor appointments:
 - Welcome/Appointment Letter
 - Copy of Instrument of Government
 - Specific training: Introduction to Governance - day course
- Attendance at any of the countywide sessions/ workshops/forums listed in the Cumbria Continuing Professional Development (CCPD) programme by governors, clerks, associate members and relevant staff (e.g. Business Development Managers).

Costs

Advice is supplied free of charge.

Training course charges/terms and conditions are detailed in the CCPD brochure.

Contact us

To discuss any aspect of the Governor Services, please contact:

Sue Leigh
Governor Support Team Leader

t: **01946 862623**

m: **07966 111716**

e: sue.leigh@cumbria.gov.uk

Governor Support Assistants for telephone and email support:

Faith Matthews) (p/t)
(Carlisle and Allerdale)

t: **01228 226921**

e: faith.matthews@cumbria.gov.uk

Joanne Magnay (p/t)
(Eden and Allerdale)

t: **01228 221333**

e: joanne.magnay@cumbria.gov.uk

Jane Lees
(Barrow, Copeland and South Lakes)

t: **01228 226925**

e: jane.lees@cumbria.gov.uk



Health and Safety Services

We provide professional advice and guidance for health, safety and educational visits to Schools. There is no charge for the combined service for Community and Voluntary Controlled schools.

Introduction

The County Council, as the employer in Community and Voluntary Controlled Schools and maintained settings has duties and responsibilities under the Health and Safety at Work etc. Act 1974.

These responsibilities include ensuring that appropriate Health & Safety management systems are in place within the educational establishment, and to this end we provide two main core services.

General Health & Safety Services; Outdoor and Experiential Learning and Educational Visits Advisory Service;

For Academies, Voluntary Aided and Foundation Schools, statutory H&S responsibilities lie with the School's Governing Body. To assist in meeting your responsibilities we are able to provide our services to you via a cost effective service level agreement.

Our team are working hard, in line with Health & Safety Executive aims, to reduce bureaucracy and the administrative burden this can place on Schools. We are seeking to make the process of risk assessment and risk management easier, by reviewing and simplifying the current systems, policies, safety guidance and templates available to you, and by providing you with user-friendly systems such as EVOLVE.

EVOLVE is an essential online tool for planning and managing educational visits, Cumbria County Council use this system as EVOLVE is currently used by over 19,000 schools across the UK, and more than half a million staff have used the system to efficiently plan and approve 1.2 million visits and activities – and counting!

Benefits to your School

- We are a well-qualified, experienced, multi-disciplined and professional team who act as the 'competent advisor' to the wider Local Authority. We provide expert advice by phone and email as well as on-site support at your school as required.
- We take a sensible, common sense approach to Health and Safety Management and are experienced in undertaking audits, developing policies and guidance.

- We offer you effective emergency back up and support - our Health and Safety team work directly with other teams across the County Council including Children's Services, Property Services, Transport, Media, Legal Services, Learning & Development, Insurance and Emergency Planning and Resilience
- User-friendly online notification and approval system for Educational Visits. (EVOLVE)
- The Senior Health and Safety Manager leading the team is registered on the HSE-approved Occupational Safety and Health Consultants database: <http://www.oshcr.org>
- Staff possess professional qualifications and skills in related subject areas such as auditing, asbestos management, Construction, Legionella, food safety, fire risk assessment, together with professional training qualifications.
- Staff with both private and public sector experience
- An Outdoor Learning and Educational Visits Adviser who has past experience of teaching and holds senior 'technical adviser' outdoor qualifications; Learning Outside the Classroom Quality Badge and is an Adventuremark Inspector. He also is a full member of the Outdoor Education Advisers Panel
- We produce a termly newsletter for schools – Safer Schools and Educational Visits

We provide access to the CLEAPSS Advisory Service – www.cleapss.org.uk

Further Details

General Health and Safety Services

- Professional advice and support for Headteachers, Health and Safety Coordinators, Governors and Staff both via telephone and onsite on all health and safety matters, including fire safety, risk assessment, work related stress, post incident support, construction safety, food safety and asbestos management to name a few.
- Dedicated out-of-hours emergency access to health and safety support outside our office hours.

- Serious incident back-up and support and the benefit of our links with other Council Teams and Officers e.g. General Advisors, Governor Support Team, Media, Legal Services, Transport Team, Property, Children's Services and Emergency Planning.
- Access to safety advice notes, model policies, template risk assessments, and guidance via the School Portal and other systems as relevant.
- Audit of your health and safety management system (three yearly rolling programme).
- Reporting of serious accidents on your behalf (Form F2508) to the HSE
- Assistance with serious accident investigation as required.
- Accidents and Incidents recorded on our central ICASS system, and analysis of the data reported available on request.
- Liaison with external bodies such as the Health and Safety Executive and District Council Officers.
- Access to the CLEAPSS advisory service. (for Science & D&T Safety Issues)
- A Radiation Protection Advisory Service through CLEAPSS via the team's Radiation Protection Officer.
- Access to health and safety-related training courses at preferential rates.
- Provision of our termly Health and Safety Newsletter, 'Safer Schools and Educational Visits'.
- Inclusion in any health and wellbeing initiatives we provide for schools.

Outdoor and Experiential Learning and Educational Visits Advisory Service

- Access to the EVOLVE website and online approval system to allow recording and notification of all educational visits (Level 1 visits approved at school level e.g. sports fixtures, curriculum swimming, cultural day visits to libraries, museums, religious sites, arts events etc.; Level 2 visits approved by the Educational Visits Adviser include visits abroad, residential visits, adventurous activities and remote or hazardous locations)
- Online approval through the EVOLVE website for those visits that require approval and which meet the approval requirements in accordance with DofE guidance for Educational Visits and Cumbria County Council requirements (Level 2 EVA approved visits)

- Access to Cumbria County Council policy and guidance on outdoor and experiential learning and educational visits, including access to generic risk assessment templates for customisation
- Advice and support on effective risk management in all aspects of outdoor and experiential learning and educational visits
- Advice, guidance and recommendations on health, safety and current best practice regarding outdoor experiential learning and educational visits
- Leader Competence endorsement including Duke of Edinburgh Award Supervisors
- Serious incident emergency back up and support.
- Access to Educational Visit Coordinator and Visit Leader Training at preferential rates.

In addition to the core services above we will, from time to time, including at your request, make additional services available to you for which an additional charge may be made. This will include provision of training events either directly or through partners.

In delivering our services, we undertake to:

- Provide the services outlined above in a proper, professional manner and in accordance with best practice.
- Allocate sufficient resources to provide all those services which you elect to take. Although we do not set limits on the amount of contact time we provide we have a 'reasonable use' policy. In providing the service we make available various resources such as the CLEAPSS advisory service and we ask service users to make use of these resources. Where we feel that 'reasonable use' is being exceeded, we will contact you to discuss this. If necessary we will negotiate additional provision of services with you
- Ensure our staff members are appropriately qualified, trained and experienced in the disciplines to which the services relate
- For general enquiries provide telephone advice in office hours (normally 8:30 - 17:00, Monday to Thursday, and 8:30 - 16:30 on Fridays). An answer phone service is provided outside these hours, and calls will be returned by the end of the following working day.
- For emergency calls outside office hours provide a separate number to ensure essential health and safety support is available at all times
- Where requested, confirm by email all advice issued verbally

Respond within 10 working days of receipt to all letters requesting advice or regarding the service

We ask you to:

- Nominate a Senior Manager based on site to take responsibility for health and safety and any additional staff, as appropriate, to support this role and act as liaison points in our provision of these services, and to advise us of the relevant contact details of any such nominated staff when requested
- Comply with relevant health and safety legislation at all times, giving due consideration to all advice provided under this service
- In the interests of efficiency use the methods of notification and reporting provided as part of this service, in particular any electronic and internet based systems
- When our work requires coordination with you or other persons working for us, to make yourself available during our normal business hours
- Make full use of the resources provided through partner organisations as part of our agreement, such as the CLEAPSS advisory service
- Ensure that you do not exceed 'reasonable use' of the service we provide without first seeking our approval
- Provide us with accurate information regarding educational visits as well as any other information of which we ought reasonably to be made aware. Furthermore, the aforementioned information shall be provided to us no later than 30 days prior to the departure date of any proposed visit requiring Educational Visits Adviser approval
- Nominate a suitably experienced member of the senior management team to act as the Educational Visits Coordinator, who will approve all visits that are Level 1
- Ensure that your visit leaders and accompanying staff are competent and appropriately experienced to undertake the proposed visit e.g. staff with appropriate visit leader training or equivalent competence

Costs

These services are provided at no charge to Community and Voluntary Controlled Schools, and Maintained Nurseries.

The cost to Academies, Voluntary Aided and Foundation schools reflects the size of school by using pupil numbers, according to the schedules below. Payments should be made within 30 days of the invoice date.

Schools most commonly subscribe to our **combined** package, which includes both our **General Health and Safety Services**, and the **Outdoor and Experiential Learning and Educational Visits Advisory Services**. This offers substantial savings compared to making separate provision for each. Schools can, of course, choose to subscribe to just one service if they wish.

Combined Package Full Support from Both General Health and Safety Services AND Outdoor and Experiential Learning and Educational Visits and Advisory Service.

Type of establishment	Base price	Additional cost per pupil
Secondary School	£450	£1.60
Primary, Infant or Junior School	£270	£1.50

General Health and Safety Services only

Type of establishment	Base price	Additional cost per pupil
Secondary School	£400	£1.10
Primary, Infant or Junior School	£250	£1.00

Outdoor and Experiential Learning and Educational Visits and Advisory Service only

Type of establishment	Base price	Additional cost per pupil
Secondary School	£400	£1.10
Primary, Infant or Junior School	£250	£1.00

Contact us**Sharon McCubbin****Lead Health, Safety and Wellbeing Adviser to
Children's Services and Schools**e: sharon.mccubbin@cumbria.gov.uk**Matt Ellis****Outdoor Learning and Educational Visits Adviser**e: matthew.ellis@cumbria.gov.uk

They, together with the rest of the team will lead the
delivery of our services to your school.

To get in touch with us, please ring our team on **01228
221616** or email: healthandsafety@cumbria.gov.uk



Learning Improvement Service

Introduction

Continuing Professional Development

A limited programme of training courses will be offered through Cumbria's training events for school based staff, aimed at supporting our core priorities, including new Headteacher induction, religious education, governance and assessment.

Contact Us

Alan Lindsay

Senior Manager – Learning Improvement

t: **01228 226809 / 07971446054**

e: **alan.lindsay@cumbria.gov.uk**

Richard Cox

Senior Adviser: Allerdale and Copeland

t: **01946 506175 / 07929164812**

e: **richard.cox@cumbria.gov.uk**

Dale Hill

Senior Adviser: Barrow and South Lakeland

t: **01539 713602 / 07900085219**

e: **dale.hill@cumbria.gov.uk**

Sandy Cameron

Senior Adviser: Carlisle and Eden

t: **01228 226805 / 07974327389**

e: **sandy.cameron@cumbria.gov.uk**



Learning Improvement Service - Early Years

Introduction

The Early Years Team offer support, advice and guidance for practitioners and teachers working with children in the 0 – 5 age range.

Further details

Continuing Professional Development

A programme of training courses will be offered through Cumbria's training events for school based staff, aimed at supporting teachers and practitioners working within the 0 – 5 age range.

Contact us

Sally Senejko

Early Years Team Manager – Allerdale and Copeland

t: **07812 972987**

e: **sally.senejko@cumbria.gov.uk**

Ann Breeze

Early Years Team Manager - Barrow and South Lakeland

t: **07772 112859**

e: **ann.breeze@cumbria.gov.uk**

Lynsey Armstrong

Early Years Team Manager - Carlisle and Eden

t: **07812 972988**

e: **lynsey.armstrong@cumbria.gov.uk**



Learning Support Services

Enabling schools to respond to the changes in funding for additional needs support. Qualified STA and TA staff for short or long term cover.

Introduction

Learning Support Service provides high quality support staff (Teaching Assistants (TA's), Senior Teaching Assistants (STA's) and Higher Level Teaching Assistants (HLTA's) to Cumbrian schools, at very competitive rates. This includes provision of support staff, on an annual, termly or hourly basis, to support classes, particular groups of children, or individual pupils, as well as supply cover for staff absences or short-term support needs.

All the support staff we provide are appropriately qualified and experienced, DBS vetted, and have access to our training and development opportunities, including LLN courses, and to performance management.

Benefits to your School

Benefits to schools who use the service include reducing the financial risks associated with having directly employed staff where there are variable levels of support needs; much less time spent by school staff arranging supply cover and dealing with HR issues; as well as removing the uncertainties about quality and cost of staff provided by private agencies.

Operating on an area basis, we have experienced dedicated staff to provide a rapid and professional 'one-stop' response to all school requests, and to help both supply staff and schools with any queries. Around a third of our schools are currently using the service, and we estimate that we successfully fill 99% of the requests we receive.

In addition, there is contract and sick cover, appropriate to the number of hours per week worked, such that where a staff member is supplied for 20 or more hours per week, the school automatically gets cover for sickness absence, which is an important consideration when working with vulnerable children and those with statements.

Our service includes professional team leaders who will work with schools and with our Teaching Assistants to ensure that they receive all the training needed to be able to continue to provide a high quality service.

Further Details

Support staff can be provided for all Key Stages from Early Years Foundation Stage through to Adult Learners, in Nursery, Primary, Secondary and F.E. settings, for ALL pupils.

Support staff can be provided for specialist areas of the curriculum, and for pupils with special educational needs in the following specialist areas:

- **Cognition and Learning Needs** (Specific Learning Difficulty; Moderate Learning Difficulty; Severe Learning Difficulty; Profound and Multiple Learning Difficulty)
- **Sensory and/or Physical Needs** (Visual Impairment; Hearing Impairment; Multi-sensory Impairment; Physical Disability)
- **Behaviour, Emotional and Social Development Needs**
- **Communication and Interaction Needs** (Speech, Language and Communication Needs; Autistic Spectrum Disorder).

The District Coordinators will discuss your needs in terms of where support is required (needs of specific pupils e.g. as per statement, age groups, subject areas, time frames etc.), and match those against available staff (skills and experience, familiarity with the school/pupils etc.), identifying a suitable candidate or shortlist as required. We will explain and agree all costs and arrangements, confirmed in writing, and deal with contract letters, DBS, medicals, and other HR administration. We also keep in regular contact with schools, support staff and other CCC colleagues as appropriate.

Staff can be arranged quickly (in some cases staff can be in place by the following day) and our team will respond to enquiries within a day. We can make visits to schools to explain the service e.g. for new schools or new Headteachers, to discuss issues, staffing needs going forward, or individual staff.

Supply Cover

An additional service available from LSS is the valuable supply cover option. Many schools throughout Cumbria and indeed beyond use this attractive service to obtain cover at short notice when their own staff are unavailable to work and short term cover is required.

Costs

Depending on the agreed arrangements, costs will either be based on hours worked (Delivery), or on school term periods (Calendar), invoiced monthly.

The prices in these tables are based on standard Job Working Circumstances (JWC) points – pay grades and therefore prices will be higher where specific roles attract a higher JWC point.

Learning Support Staff	Calendar (per hour)	Delivery (per hour)
Teaching Assistant	£11.54	£15.43
Senior Teaching Assistant	£13.85	£18.52
HLTA	£15.74	£21.05
HLTA +	£18.55	£24.80

Supply cover costs are dependant on requirements and are negotiable.

Contact us

Copeland

Jackie Cole

t: **01946 506205**

e: jackie.cole@cumbria.gov.uk

Allerdale

Lynn Crichton

t: **01946 506206**

e: lynn.crichton@cumbria.gov.uk

Barrow and South Lakes

Jackie Cole/Lynn Crichton

t: **01946 506220**

e: jackie.cole@cumbria.gov.uk
lynn.crichton@cumbria.gov.uk

Carlisle/Eden

Amy Hoodless

t: **01900 706088**

e: amy.hoodless@cumbria.gov.uk



Legal and Democratic Services

Introduction

Legal Services will provide legal advice and assistance to Schools and Academies in respect of day-to-day requirements relating to:

- Education law matters
- Matters concerning staff, pupils and parents
- Access to information and data protection
- Matters concerning the school premises or grounds
- Advice on debt recovery, contracts and leasing

The service does not include clerking of admission appeals, drafting of compromise agreements or any litigation work which can, if required, be conducted on the schools behalf by Legal and Democratic Services.

Benefits to your School

Legal issues can arise frequently in the day-to-day life of the school. As you will know, such issues can vary immensely, from parental disputes over contact, to vexatious complaints, and from data protection to employment law.

We have lawyers experienced in education law as well as in employment law, property law and a wide range of other areas relevant to legal issues which may arise for schools.

Our long experience of dealing with schools on a day-to-day basis means that we can frequently suggest practical solutions as well as providing legal advice.

Further Details

The cost of the Legal Services School Service Level Agreement is charged on an annual fee, based on the number of pupils at the establishment. The annual fee covers up to 25 hours of work.

Any work that falls outside the scope of this agreement would be charged to the separately at the appropriate hourly rate for the Legal Services member of staff dealing with the matter.

Alternatively any other legal services can be provided on the basis of an hourly rate as and when required. All hours worked would be charged at the appropriate hourly rate for the Legal Services member of staff dealing with the matter.

Costs

Our current hourly rates (valid until April 2016) are **£72** or **£92** per hour depending on the Legal Services member of staff dealing with the matter.

Clerking and administration of School appeals, has a current cost of **£25** per hour in addition to any work/advice given by our solicitors.

Contact us

For further details or to discuss your particular needs please contact:

Property/Contract Matters

Shamim Lindsay

Group Solicitor Environment & Property Team

t: **07976 062123**

e: shamim.lindsay@cumbria.gov.uk

Employment/School/Debt Related Matters

Kate Turner

Group Solicitor Employment & Litigation Team

t: **07919 293626**

e: kate.turner@cumbria.gov.uk

Childcare Matters

Gillian Willman

Group Solicitor Childcare Team

t: **07919 293514**

e: gillian.willman@cumbria.gov.uk



Library Services for Schools

Helping to create life-long readers

Introduction

Library Services for Schools provides high quality book resources, a range of advisory services, as well as training and reading support to all schools within Cumbria.

Our aim is to make a difference to the reading and learning experiences of all children and young people by providing responsive and innovative services geared to the needs of schools, staff and pupils.

Benefits to your School

- Cost effective services make the most of your budget
- Customer focused, flexible service tailored to your needs
- Quick and easy access to a wide range of high quality resources
- Specialist knowledge of children's books and school libraries
- Specialist advice and practical support
- Effective well-resourced school libraries play a key role in raising standards of literacy

Further Details

Non maintained schools can subscribe to our service by signing up to a Service Level Agreement, normally for a minimum of 12 months. The agreement will be comprised of one or more of the services listed dependent on the school's individual requirements.

Schools with agreements will pay the "subscribing schools" rate, where applicable, for services covered by the agreement and for any additional services purchased over and above those covered by the agreement.

Schools that have no agreement can purchase a variety of services on a "Pay As You Go" basis at the "non-subscribing schools" rate.

Book Loans

Termly Book Boxes

These collections are available to subscribing schools to loan on a termly basis and are tailored to meet the schools request. Topic (subject specific) loans are available for both primary and secondary schools. In addition primary schools have access to a wide range of

Reading for Pleasure collections which support the wider reading agenda. Delivery at the beginning of term and collection at the end of term is included in the service.

Long Term Loan Collections

Subscribing schools are provided with an agreed loan collection which supports reading development and supplements the schools' own stock. All or part of this collection can be exchanged during the year. Primary schools have the option of a visit from the mobile library or an exchange tailored to their needs by LSS staff. Secondary schools can opt to have a supported exchange with a member of LSS staff working with them to ensure their collection matches current school needs. Because of the nature of this service it is available through annual subscription only.

Book Leases

Non-fiction book leases are available to supplement school library stock. Books are usually exchanged annually.

Mobile Library

Offering staff and pupils in primary schools the opportunity to choose from a wide range of high quality, stimulating fiction and non-fiction books in a child friendly setting. Because of the nature of this service it is available through annual subscription only.

Reading for Pleasure

All About Books

Our popular book promotion and story sessions are designed to promote reading for pleasure and encourage wider reading. These fun, interactive sessions, aimed at children from 3-11 years, can be delivered in schools or as part of a mobile library visit.

Spellbinding

Spellbinding is an annual book award run by LSS for both primary and secondary schools.

Book Banding Service

Book banding is a method of grading the reading level of a book. Our service includes the grading and colour coding of the book. Pre and post banding stock audits can be provided if required.

Advice and Training

We provide advice, training and practical support to schools who want to improve their school libraries and raise the profile of reading within the school. This can include library design, stock management, computerised library management systems, writing a library policy and promoting library and information skills.

Support for secondary schools also includes recruitment and selection of library staff as well as induction and training programmes tailored to library staff and school needs.

Where schools have invested in a computerised library management system we can help with the installation, implementation and training of both staff and pupils.

Continuing Professional Development

Library staff in subscribing secondary schools are able to attend regular meetings organised by Library Services for Schools. These sessions give them the opportunity to share and discuss issues and ideas to help develop their own libraries and services. Regular current awareness updates keep library staff aware of relevant issues relating to education and library work as well as ensuring that they get access to local and national initiatives, activities and courses. Because of the nature of this service it is available through annual subscription only.

Costs

FS/KS1/KS2

Subscribing Schools

Termly book boxes **£35** per box per term
Library development/Book banding/Book promotion sessions (in school) **£225** per day

Non Subscribing Schools

Termly book boxes **£40** per box per term
Library development/Book banding/Book promotion sessions (in school) **£250** per day

Long term loan collections/book lease/mobile library - because of the bespoke nature of these services they are available through annual subscription only and costs will be school specific

Primary school book award 'Spellbinding' – is free for subscribing schools to participate. There is an administration charge for non-subscribing schools wishing to take part.

KS3/KS4

Subscribing Schools

The CPD package (available through annual subscription only) **£225**

Termly book boxes **£35** per box per term

Library support and development / staff training **£250** per day

Long term loan collections - because of the bespoke nature of this service it is available through annual subscription only

Secondary School Book Award 'Spellbinding' - participation is only available to subscribing schools

Non-Subscribing Schools

All library support and advice work as well as library staff training and development is tailored to match individual school and staff needs. Please contact us to discuss options and prices.

Contact us

For current costs and service enquiries please contact:

Karen Lewis

t: **01228 226505**

e: karen.lewis@cumbria.gov.uk

For more information please visit our web site
cumbria.gov.uk/libraries/schoolslibserv



Moving and Handling Training

Introduction

We provide training for school staff in:

- Safe moving and handling of children
- Manual handling (inanimate objects)
- Risk assessments
- Individual on-site training

Benefits to your School

This training will enable schools to meet their Health and Safety obligations in respect of staff competences, as well as helping them meet their statutory responsibilities for the safety of children and young people in their care. Also, Health and Safety Risk Assessments are aimed at ensuring the general health and safety of any member of staff undertaking moving and handling e.g. teaching assistants, kitchen staff, cleaners etc. It can assist with responding to the needs of children in school identified in their statement or Individual Education Plan, to Health and Safety audit findings, or to evidence good practice for Ofsted.

All of the courses, risk assessments, advice and guidance will be given by fully qualified trainers.

Further Details

Depending upon which option is chosen, course content typically includes:

- Understanding the directives and legislation
- Posture and spinal awareness
- The principles of safer handling
- Base movement
- Risk assessments
- How pupils can be injured
- As well as practical aspects including learning safer handling techniques with the use of equipment

Courses can be provided both on-site and externally for Safe Moving and Handling of Children, and for Manual Handling (inanimate objects). These can be delivered as part of INSET, during school hours, or in twilight sessions. Certification and refresher training will be provided. Our qualified trainers can deliver on-site training to individuals or small groups, and risk assessments, as required.

Costs

The Handling and Safe Movement of Inanimate Loads

Max 20 delegates delivered on the school premises.
Duration approx. 3 hours: **£250**

The Handling and Safe Movement of Pupils and Loads

1 full day combined course **£446**

Delivered on the school premises: quote will be given on consultation.

Risk Assessment and Consultation Visit

Duration 1 hour: **£70** Bespoke assessment costs will be quoted on consultation.

Refresher Training – Principles of Manual Handling and Base Movement of Inanimate Loads

Max. 20 delegates delivered on the school premises.
Duration approx. 1.5 to 2 hours: **£203**

Refresher Training – the Handling and Safe Movement of Pupils and Loads

Duration 3 hours: **£343** Quote will be given on consultation.

Contact us

To discuss your needs and costs involved, please contact:

Michelle Gate

t: **01900 706090**

e: michelle.gate@cumbria.gov.uk

Amy Hoodless

t: **01900 706083**

e: amy.hoodless@cumbria.gov.uk



Procurement Services

Putting 'Pro' into Procurement

Introduction

The Commissioning, Procurement and Contracts Team purchases goods, services and works for Cumbria County Council.

We have a professional procurement team who are responsible for a wide range of contracts and tenders. The role of this team is to put in place the most effective and efficient procurement arrangements which have been through robust processes, which not only represent best value but also facilitate improvements in service delivery.

Benefits to your School

By working with other partner authorities, we are able to offer competitive prices on many different types of contract. The advantages and benefits of our purchasing partnerships include:

- Goods and services that are fit for purpose
- Continuity of supply
- Best value

The two Procurement and Contracts Managers in the Commissioning, Procurement and Contracts Team for goods and consumables are CIPS (Chartered Institute of Purchasing and Supply) qualified and collectively have nearly 30 years experience in procurement for the public and private sector.

More Details

Listed below are a few contracts we have in place:

- Electricity
- Gas
- Meter Operator (for ½ hourly supplies only)
- Heating Oils
- Food Buying (inc groceries, frozen food, fresh fruit & veg, fresh meat, school milk etc.)
- Cleaning and Maintenance Products
- Cash in Transit
- Washroom Services (inc sanitary bins)
- MFD's
- Mobile Phones
- Fuel Cards
- Car Hire
- ICT Consumables
- Gym Maintenance

- Water Coolers
- Furniture
- Uniforms

The above list is not exhaustive so if you can't see a particular contract, then please contact us and we can let you know if we provide it, or have plans to bring in a future contract.

Costs

Please contact the individuals detailed against the contracts for up to date prices. Length of agreement will depend on the contract but these details will be given upon enquiry.

Contact Us

Goods and Consumables

Nicola Bell, Procurement and Contracts Manager
e: nicola.bell@cumbria.gov.uk

Fuel Cards, Mobile Phones

Angela Armstrong, Procurement and Contracts Officer
t: **01228 221742**
e: angela.armstrong@cumbria.gov.uk

Car Hire; Stationery; ICT Consumables

Michelle James, Procurement and Contracts Officer
t: **01228 221743**
e: michelle.james@cumbria.gov.uk

Water Coolers; Gym Maintenance

Susan Stapley, Procurement and Contracts Officer
t: **01228 221743**
e: susan.stapley@cumbria.gov.uk

Furniture; Uniforms

Clare Redpath, Procurement and Contracts Officer
t: **01228 221746**
e: clare.redpath@cumbria.gov.uk

Food and Cleaning

**Food Buying; Washroom Services;
Cleaning & Maintenance Products;
Multi-Function Devices, Cash in Transit;
Heating Oils; Utilities**
Debbie Heard, Procurement and Contracts Manager
e: debbie.heard@cumbria.gov.uk

Alison Henderson, Procurement and Contracts Officer
t: **01228 221741**
e: alison.e.henderson@cumbria.gov.uk



SEND Teaching Support Team

Promoting inclusion through specialist support for teaching and learning

Introduction

The SEND Teaching Support Team (TST) provides a service to support inclusion and raise the educational attainments and achievements of children and young people with special or additional needs. We normally work with schools to support children from Year One upwards. The two sensory teams who work with children who are Blind/Visually Impaired or Deaf/Hearing Impaired work with those children and their families from birth.

There are small specialist teams within the wider team focussed on the following areas of Special Educational Need and Disability (SEND):

- Autism Spectrum Conditions
- Blind/Visual Impairment
- Deaf/Hearing Impairment
- Physical/Medical Needs
- Severe Learning Difficulties
- Specific Learning Difficulties (Literacy)
- Speech and Language Difficulties

We offer support and constructive challenge to schools and settings always with the aim of improving the outcomes of children and young people. When support from the team is written into Statements or Education Health and Care Plans, then the SEND TST forms part of the range of provision that Cumbria LA offers to meet SEND needs.

Benefits to your School

The SEND Teaching Support Team comprises mainly Specialist Teachers but also Specialist Higher Level Teaching Assistants. Staff have significant experience, are obliged to maintain high levels of specialist knowledge, and hold or are pursuing additional specialist qualifications in at least one particular area of SEN. We are skilled in the assessment of individuals and also knowledgeable about a variety of educational contexts and interventions. We have a sound knowledge of the Cumbrian context, understand relevant legislation and local policies, and have well established networking links, for example to other SEND staff such as Assessment Officers and EPs. We also have strong links with local Health staff.

Staff can offer support that is tailored to meet the needs of individual children and young people with SEND. We can advise on appropriate strategies, specialist programmes, interventions and resources. We can also offer training and mentoring that is targeted at building a school's capacity to improve the outcomes of groups of children with SEN. We are skilled at supporting SENCOs with individuals and in strategic planning around SEND. We are accessible and can follow up on advice and support.

Further Details

The SEND Teaching Support Team:

- Provide coherent, co-ordinated, integrated and focussed support to settings, schools and families to help improve outcomes for children with SEND
- Work with schools, settings, families and other services to enable increased curriculum access for children. This may be through the provision of support and advice or written reports to staff, work with individuals or groups or by the provision of inset/training
- Support leadership teams, teachers, teaching assistants and other school staff, offering coaching and modelling as appropriate
- Advise on specialist programmes and interventions, offering coaching, modelling or mentoring as appropriate, plus support with evaluation
- Raise standards of teaching and learning by increasing capacity in schools
- Help embed the principles of inclusive education and share good practice in assessment and intervention

All schools including maintained schools, free schools, academies and independent schools are entitled to access The SEND TST when children and young people are subject to a Statutory Assessment of their Special Educational Needs and Disabilities under the terms of the 2014 Children & Families Act, and when our input has been commissioned by SEND Assessment Officers in relation to statutory processes, including inputs to Annual Reviews.

Direct work with children and families (more detailed assessment) is also available for maintained schools, free schools and academies without charge as part of the Graduated Response to needs. This will be charged for in independent schools and post-19 settings. *However, there is only a very limited amount of such time available and schools and settings are encouraged to seek advice and consultation first.*

Requests for SEND TST involvement at SEND Early Help stage require:

- The SEND Early Help Assessment Form
- Evidence that the parent(s)/carer(s) and, where appropriate, young person have given permission for the referral
- Any current Individual Education Plan (IEP) or Early Years equivalent e.g. Family File (Early Support) or Learning Journey (Cumbria Early Years Foundation Stage IEP) plus previous, reviewed versions of these
- Any available, relevant reports from other agencies, e.g. Health
- School or curriculum-based assessments if available

Programmes of training, either centrally delivered or tailored to the needs of individual schools or clusters, will be available for a charge. Some of these will be offered through the Traded Services brochure and are available via SLA Online, whilst others can be negotiated with the service or through your named first point of contact.

Time can also be purchased from the SEND TST for supporting school development work through negotiated projects, for example mentoring support for Teaching Assistants or Teachers, or support in the use of specialist interventions.

All input is time limited because of demands on SEND TST resources.

We encourage parents and carers who have concerns about their children to go first of all to the school or setting and contact someone with a responsibility for addressing needs. In a school this would typically be the class teacher or Special Educational Needs Coordinator (SENCO).

When the Specialist Advisory Teacher or Higher Level Support Assistant already has a working relationship with the parent or carer of a student with whom they are involved, then contact can be made directly.

Costs

Individual consultancy support to LA maintained schools, free schools, academies over and above the core service will be provided at a charge of **£325** per half day, or **£110** per hour. The same charges apply for any time offered to independent schools or post-19 settings.

Contact us

There is a professional lead for each area of SEND and it is often helpful to negotiate contacts and referrals. For schools, requests for involvement are via the SEND Early Help Assessment Form.

The professional leads for different areas of SEND are:

Autism Spectrum Conditions

Caroline Pollard

t: **07810 504603**

e: **caroline.pollard@cumbria.gov.uk**

Blind/Visual Impairment

Anne Barrett

t: **07825 947697**

e: **anne.barrett@cumbria.gov.uk**

Deaf/Hearing Impairment

Ruth Humpage

t: **07798 588768**

e: **ruth.humpage@cumbria.gov.uk**

Physical/Medical Needs

Elaine Ellar

t: **07920 500765**

e: **elaine.ellar@cumbria.gov.uk**

Severe Learning Difficulties

Elaine Ellar

t: **07920 500765**

e: **elaine.ellar@cumbria.gov.uk**

Specific Learning Difficulties (Literacy)

Elaine Ellar

t: **07920 500765**

e: **elaine.ellar@cumbria.gov.uk**

Speech, Language and Communication Needs

Jane Nicholson

t: **07796 178641**

e: **jane.nicholson@cumbria.gov.uk**



Team-Teach Training

De-escalation techniques to avoid restraint

Introduction

The service delivers an accredited behaviour support training programme, Team-Teach, to school staff using a group of qualified trainers.

Benefits to your School

This training is valuable for those wanting to be able to better manage a difficult child or children, using de-escalation techniques and positive handling strategies. It is relevant to primary/infant, secondary and special schools, and useful to Teachers, Teaching Assistants and often Midday Supervisors as part of a whole-school approach.

It is useful for responding to behaviour management plans, and could help demonstrate good practice in a preventative approach to Health and Safety responsibilities. There are particular benefits if all staff in a school/setting are trained to deal with a situation in the same way to ensure consistent approaches.

All of our courses are delivered by qualified Team-Teach trainers.

Further Details

Team-Teach provides training in positive handling strategies (with an emphasis on de-escalation, but including physical restraint) for Children's and Adult Services, enabling them to better support those who display challenging behaviour. The course takes a whole setting holistic approach to behaviour management, and aims:

- To enable services to develop acceptable and authorised responses to disruptive, disturbing, angry and aggressive behaviours in a manner that maintains positive relationships and provides safety for all
- To promote the least intrusive positive handling strategy and a continuum of gradual and graded techniques involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds, with an emphasis for the use of verbal, and non-verbal de-escalation strategies
- To reduce the amount of serious incidents involving physical controls in all settings

- To increase the awareness of staff concerning the importance of recording and reporting, monitoring and evaluating, all incidents involving positive handling
- To provide a process of repair and reflection for both staff and children
- To provide knowledge and understanding of relevant policies and legal considerations, aggression and conflict, being able to recognise typical signs and causes, and identify appropriate staff responses
- To provide awareness of the importance of self-awareness and self-control whilst managing challenging behaviour, and be able to use positive and protective personal safety skills in order to minimise risk to all involved.

Two levels of programme are offered:

Team Teach Foundation Course – 6 hours duration

This is aimed at low risk service settings (Mainstream Primary/Secondary Schools, Nurseries, Children's Hospitals, Elderly Care etc.). The course covers personal safety, risk reductions strategies, positive handling, together with documentation and legal guidance. It is organised into eight modules:

- Module 1** – Background to Team-Teach
- Module 2** – The Legal Framework
- Module 3** – Understanding Aggression
- Module 4** – How Feelings Drive Behaviours
- Module 5** – De-escalation and Diffusion
- Module 6** – Personal Safety
- Module 7** – Positive Handling
- Module 8** – Repair, Reflection and Review

Participants will receive a course workbook and certificate.

Certification for this course is valid for 36 months, although a refresher is recommended after 24 months. The course can be delivered as one full day's training or as twilight sessions by negotiation.

Team Teach Basic Course – 12 hours duration

This is aimed at medium risk service settings (Special Schools; PRU's; Children's Homes; Elderly Care etc.). This course covers personal safety, risk reduction strategies, a range of positive handling and interventions, together with a focus on policy, documentation and legal guidance. It is organised into eight modules:

Module 1 – Background to Team-Teach

Module 2 – The Legal Framework

Module 3 – Understanding Aggression

Module 4 – How Feelings Drive Behaviours

Module 5 – De-escalation and Diffusion

Module 6 – Personal Safety

Module 7 – Positive Handling

Module 8 – Repair, Reflection and Review

Participants will receive a course workbook and certificate.

Certification for this course is valid for 24 months, although a refresher is recommended after 12 months. The course can be delivered as two full days training or as twilight sessions by negotiation.

Costs

There are two main delivery options:

Internal – We will come to your school to deliver the course, for up to 24 participants. Additional participants can be accommodated at an additional charge, billed in units of 12:

Foundation Course: £1331 for up to 24 participants (additional participants at £472 per 12)

Basic Course: £1754 for up to 24 participants (Additional participants at £773 per 12).

The cost includes a pre-visit by a tutor to establish training needs, discuss documentation and carry out risk assessment of training venues.

External – We will arrange courses at venues across Cumbria based on demand. Costs include refreshments and lunch. Whilst the courses are open to individuals, schools would find it beneficial if two members of staff attend the same course

Foundation Course – Cost per person: £153**Basic Course – Cost per person: £177**

Refresher Training is provided for both the Foundation Team- Teach course (after 3 years) and Basic Team- Teach course (after 2 years).

Foundation Refresher Course cost: £450 for up to 12 participants (£727 for up to 24 participants)

Basic Refresher Course cost: £708 for up to 12 participants (£1535 for up to 24 participants).

Contact us

As outlined above, we will explain all details and options, and discuss training needs with schools to ensure that the course is appropriate to those needs.

Michelle Gate

t: **01900 706090**

e: **michelle.gate@cumbria.gov.uk**

Amy Hoodless

t: **01900 706083**

e: **amy.hoodless@cumbria.gov.uk**



Virtual School and Equalities Learning Team

Supporting vulnerable groups

Introduction

The Virtual School/Equalities Learning Team provides support, advice and training in relation to:

- Children Looked After (CLA)
- BME groups
- English as an Additional Language (EAL)
- Travellers
- Young Carers
- Equality Legislation

Benefits to your School

The Virtual School/Equalities Learning Team brings a wealth of experience knowledge and expertise relating to each of the vulnerable groups for whom we provide a service.

Looked After Children: The Inclusion Officers and Achievement Teachers have specialist knowledge relating to promoting the inclusion and achievement of looked after children, the impact of trauma on the brain and learning, attachment styles and development of the brain and strategies for individual children, the role and responsibilities of designated teacher and understanding the needs of vulnerable learners. We provide both generic and bespoke training packages to schools.

BME: The officer has specialist knowledge relating to equality legislation, community cohesion and promoting cultural awareness and human rights and experience of successfully delivering projects such as the UNICEF's Rights Respecting School Award.

EAL: The officer has specialist knowledge and experience of working with children who are EAL learners and of providing a wide range of training e.g. assessing EAL learners, working with International New Arrivals, Strategies for Teaching Assistants working with children learning EAL. The officer can also signpost to other services such as translation and interpreting services. The officer can provide advice and support to schools on all EAL related issues.

Travellers: The Traveller officer has specialist knowledge and experience of working with Traveller children and Traveller communities, as well as

schools, multi-agency teams, the voluntary sector and safeguarding. The officer has relevant experience in promoting attendance and inclusion in schools and raising awareness of the learning needs of Traveller children. The officer can provide advice and support to schools on all Traveller related issues.

Young Carers: The officer works closely with a range of professionals and also Young Carers organisations to ensure the needs of Young Carers are met. The officer has knowledge relating to the needs of young carers and how schools can best support them to achieve.

We can support your school to:

- Promote the inclusion and achievement of identified learners/groups of learners in your school
- Provide high quality CPD for your staff on specific issues in order to improve outcome for identified groups of learners
- Meet the requirements of the new Equality legislation

Further Details

Children Looked After

The LA has a statutory duty to monitor and promote the progress and achievement of looked after children. We fulfil this duty through regular monitoring visits with the designated teacher in each school during which the progress of the child is reviewed and any additional support agreed. The following is available free of charge to Maintained Schools, Academies and Independent Schools:

- Support and advice on what to do when a child is new into care, support with the Personal Education Plan (PEP), linking to other relevant services and professionals
- Advice re meeting the specific learning / social and emotional needs of individual CLA
- PEP training for designated teachers

We offer generic training on meeting the needs of CLA and other vulnerable learners which is charged.

BME

The three Equality Learning Officers cover different aspects of work in relation to promoting the achievement of BME groups, community cohesion and equality issues as follows:

- **EAL Officer:** advice to schools on all aspects of EAL, assessment of individual EAL learners who are not making progress after school based intervention, training via LLN programme/school clusters.
- **BME Officer:** support and advice to schools on Equality issues and community cohesion, meetings the needs of BME pupils in schools, promoting cultural awareness and understanding of equality legislation.
- **Traveller Officer:** advice and support to schools on meeting the needs of Traveller children, awareness raising, support to promote attendance and retention in Schools.

These services are available for Maintained Schools without charge and charged for in Academies and Independent Schools.

Training is provided via the Traded Services programme for individual schools or clusters of school for EAL, specific training events relating to promoting cultural awareness and understanding of equality legislation. This training is charged for all maintained Schools, Academies and Independent Schools.

Examples of training include:

EAL training:

Using Talking Bocs and Time to Talk with EAL children, EAL in the Early Years Foundation Stage, Essential EAL, Assessment and Tracking, International New Arrivals, Training for Teaching Assistants, Supporting Advanced Learners of English as an Additional Language.

Equality training:

Meeting the requirements of the Equality Act 2010; Persona Dolls; SMSC

Looked After Children:

Attachment and impact on learning and strategies to use in the classroom; Trauma and the Brain

In addition bespoke training can be delivered to individual or clusters of Schools. This is negotiated with Traded Services on behalf of the Service Manager and the relevant Equality officer / CLA Achievement Teacher or Inclusion Officer.

Young Carers

The Young Carer Officer works with schools to promote an understanding of the specific needs of Young Carers and how schools can support them to achieve. This work includes advice on best practice and strategies to support Young Carers and materials such as a model school policy.

Costs

Charging rates are **£82.00** per hour.

Contact us

To discuss your schools needs, please contact:

Beverley Redfern

Service Manager

t: **07771 982032**

e: **beverley.redfern@cumbria.gov.uk**

Contact for specific groups:

EAL

Rachel Lee

t: **07576 396970**

e: **rachel.lee@cumbria.gov.uk**

Travellers

Lesley Asbridge

t: **07866 649157**

e: **lesley.asbridge@cumbria.gov.uk**

Young Carers

Kyla Hope

t: **07884 476347**

e: **kyla.hope@cumbria.gov.uk**

BME, Equality Legislation

Sara Nobili-Park

t: **07921 164805**

e: **sara.nobili-park@cumbria.gov.uk**



Catering Services



A service provided by Orian Solutions Ltd A company controlled by Cumbria Country Council

Introduction

The catering teams at Orian work across schools, colleges and organisations to freshly prepare and service more than 12,000 meals a day. From healthy wraps to full and wholesome cooked meals, we work with customers to provide a service which offers value-for-money and peace-of-mind. We can work with customers to ensure they are meeting all the appropriate nutritional and allergen guidelines.

Our offer to each setting is unique and we develop bespoke menus in partnership with our customers. We are flexible and can offer:

- Provision of a fully managed foodservice
- Cost plus arrangements or
- Management only contracts

Benefits to your School

Benefits of our comprehensive service range include:

- Ingredients which are sourced ethically and locally
- Dedicated account management teams
- Expert guidance on new nutritional and allergen guidance
- “Lunch Shop” an online meals management system – at no cost to schools – a service which is specially tailored for primary schools
- Menus meet all required statutory nutritional guidelines and are still child-friendly
- We can help schools providing Universal Infant Free School Meals,
- Secondary school and college catering with services specifically designed for each age group

Our Directly Managed Service in detail – our clients can expect:

- Clear contract specification so you know exactly the service you can expect
- Scheduled contract management meetings at your convenience
- Foodservice compliant with all current legislation
- Recipes and menus which comply with current food standards for either primary or secondary service

- Allergen analysed menus produced for you using our SAFFRON software package
- Experienced foodservice area management team based in your area to support you and our on-site team
- On-site foodservice team employed, paid and managed by the foodservice provider
- Recruitment and absence management with cover arrangements included
- Menu development, innovation and variety
- An optional kitchen equipment repair and maintenance service
- 18001 and CHAS Health and Safety accreditation and comprehensive food hygiene and safety activity
- Documented kitchen management system as part of a 9001:2008 Quality Management accredited service
- Wastage management arrangements and monitoring
- Regular internal and external quality audits
- Liaison with Environmental Health Officers
- Health and Safety auditing and support
- Industry recognised training programmes for on-site teams
- Mentoring, coaching and staff development
- An award winning food and beverage procurement team with a focus on local sustainable procurement
- Risk management activity
- Full support services back up for our service provision
- Marketing plans and promotional activity including theme days, surveys and aimed at increasing uptake of a balanced, healthy meal option
- Delivery of other school food services such as breakfast clubs, break services, after school and special function/buffet catering
- Advice and support on developing a whole school food policy (draft policy document available)
- Financial monitoring and forecasting specific to your service
- IT solutions offering pre-order and pre-payment facilities

Full details of this and alternative levels of service provision are available through discussion with a member of our management team

Further Details

Whatever the level of provision you require, all our catering service solutions are managed and co-ordinated by a team with extensive experience in the foodservice industry and the education sector in particular

Costs

A price for service provision will be provided to you following discussion and a visit to site to identify your specific catering service requirements. Long term arrangements are also available.

Contact us

To enquire about this service please contact:

Graeme Gunn

t: **08454 707010**

e: graeme.gunn@orian.co.uk

Alistair Irvine

t: **08454 707010**

e: alistair.irvine@orian.co.uk

w: www.orian.co.uk



Cleaning Services



A service provided by Orian Solutions Ltd A company controlled by Cumbria Country Council

Introduction

We know that making a good impression for your customers and visitors is vital and creating a workplace environment that is clean and hygienic for your staff, customers and visitors is of a primary concern.

We will tailor our service to take care of all your cleaning needs. A clean environment promotes a safer workplace.

With a highly experienced area management team and well trained local staff using the latest environmentally friendly cleaning products, we can deliver a best in class and flexible cleaning service for customers from local and district authorities, public bodies, schools and commercial organisations.

Our area management team are happy to talk to you about any specific requirements you may have and to develop a solution tailored to your needs.

Orian' cleaning service is accredited to:

IIP
CHAS
ISO 9001:2008
OHSAS 18001:2007

Benefits to your School

Fully managed cleaning service

- Development of a cleaning specification in conjunction with the client which matches your needs and budget
- Comprehensive cleaning method statements which match your building use
- Productivity and efficiency levels measured against industry recognised standards
- Cleaning teams employed, paid and managed by cleaning provider
- On-going flexibility in service delivery with specification amendments to match your changing needs and budgetary constraints
- Local area management support for you and our on-site teams
- Internal and external audit and monitoring of cleaning service standards

- Our cleaning service is managed to BS EN ISO 9001:2008 series quality management systems
- Our cleaning staff are trained to British Institute of Cleaning Science (BICS) industry lead body competency standards
- Our management team are further accredited to a supervisory standard and able to deliver training to British Institute of Cleaning Science standards
- Ongoing training and development programme for cleaning teams
- Recruitment and absence management arrangements in place for service continuity
- Cover arrangements for cleaning staff absence included
- COSHH, risk assessment and management
- Equipment provided and maintained as part of the agreement
- Chemicals purchased with a best in class performance and "Eco-flower" and Nordic Swan environmental focus
- Ongoing commitment to service innovation, efficiency generation and improvement all shared with the client
- Health and Safety auditing and support
- Full support services back-up for the service provision

Details of alternative levels of service provision are available through discussion with a member of our management team

Further Details

Whatever the level of provision you require, all our cleaning service solutions are managed and co-ordinated by a team with extensive experience in the building cleaning industry and the education sector in particular.

Costs

An annual price for service provision will be provided to the client following discussion and a visit to site to identify your specific cleaning requirements. Long term arrangements are also available.

Contact us

To enquire about this service please contact:

Graeme Gunn

t: **08454 707010**

e: graeme.gunn@orian.co.uk

Alistair Irvine

t: **08454 707010**

e: alistair.irvine@orian.co.uk

w: www.orian.co.uk



Fire Equipment Service and Maintenance



A service provided by Orian Solutions Ltd A company controlled by Cumbria Country Council

Introduction

We offer a rolling annual service for your fire extinguishers and other fire fighting equipment (such as hose reels and fire blankets), to help you meet your overall responsibility for fire risk assessment and the strategic management of fire safety on the school premises or other place of work.

Benefits to your School

We offer a high quality personal service delivered by Fire Equipment Maintenance Technicians who are industry qualified. With over 20 years' experience in the field the service delivers an invaluable support to schools, public bodies and other commercial organisations responsible for the provision of a comprehensive fire safety strategy.

Further Details

When considering your fire prevention and containment needs our team are able to;

- Inspect, service, maintain and repair equipment to ensure it's in full working order in line with BS5603 part 3:2009
- Offer advice on the appropriate equipment needed on your premises including where and how it should be installed
- Provide advice on signage requirements in line with current legislation
- Supply and install fire extinguishers and other fire fighting equipment
- Provide training for your staff on the safe use of portable fire extinguishers
- Maintain accurate records and provide record sheets of work carried out and inspections completed

Costs

Charging Information

- Price for a rolling annual service is only **£31.00** (lump sum) plus vat for servicing up to 7 units on each site. Additional units are charged at **£4.10** per unit plus vat
- Fire awareness training session is charged at **£285.00** per course plus vat with a minimum of 5 and maximum of 12 people per course
- Prices for new and replacement extinguishers will be provided at the time and will be dependant on the type of appliance required

Contact us

To enquire about this service please contact:

Graeme Gunn

t: **08454 707010**

e: graeme.gunn@orian.co.uk

Alistair Irvine

t: **08454 707010**

e: alistair.irvine@orian.co.uk

w: www.orian.co.uk



If you require this
document in another
format (eg CD, audio
cassette, Braille or
large type) or in
another language,
please telephone
[01228 226817](tel:01228 226817).

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ
করে 01228 226817 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，
请致电 01228 226817

Jeigu norëtumëte gauti šią informaciją savo kalba,
skambinkite telefonu 01228 226817

W celu uzyskania informacji w Państwa języku proszę
zatelefonować pod numer 01228 226817

Se quiser aceder a esta informação na sua língua,
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Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen
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