services to SCHOOLS from April 2017
services to schools from 2017
02
Dear Colleagues

I am pleased to welcome you to the updated Services to Schools Offer. As in previous years, by offering simple and easy access to the quality services needed in our schools, Sheffield City Council hopes to support you to raise expectations and attainment, and help to meet our ambition of every school in Sheffield being good or outstanding.

In addition, we are continuing to work with Learn Sheffield, who are already providing a valuable focus on core school improvement. Further Local Authority services may also transfer to Learn Sheffield in the future, and we will ensure that you are kept up to date with developments over the coming months.

You can now view the Sheffield City Council services and consider your requirements for the year ahead. The launch message on School Point 365 contains a link to the individualised page for your school, detailing the services available with prices, and shows your current subscriptions for easy reference.

Sheffield City Council is committed to making sure that our services meet the needs of schools whilst delivering excellent value for money. As a result, we would welcome any feedback in relation to services or the sign-up process.

The School Services Feedback form can be accessed through the Services to Schools Home Screen. Alternatively you can contact the Services to Schools Team directly.

If you have any queries or experience any difficulties, please contact the Services to Schools Team on 0114 273 6395 or by email servicestoschools@sheffield.gov.uk

Jayne Ludlam
Executive Director,
Children, Young People and Families
Sheffield City Council

January 2017

Our aim is to provide “Best Value” and high quality services to meet the needs of Sheffield children, young people and schools.
SERVICES TO SCHOOLS
The Services to Schools Team are responsible for the development, co-ordination and delivery of an integrated service offer to schools. This includes an on-line sign up for subscription services, billing, establishing SLAs and contracts with maintained schools and academies respectively, and assisting all schools to access the services that you need.

**Services you can trust:**
- Sheffield City Council provides a variety of high quality services designed specifically in response to schools’ requirements. These services are individually packaged giving schools the autonomy to purchase any number of services as required.

**Working to meet your needs:**
- We realise that the needs of both maintained schools and academies will change over time, and are committed to adapting our services in order to meet your school’s individual needs. We are prioritising areas of service redesign based on customer requirements, service performance and value for money.

**Transparent pricing:**
- Most traded services carry the same prices for maintained schools and academies, and all prices are based on recovering our costs, not making a profit. That is how we differ from private providers - our motivations are based on maintaining and improving the city’s education, not on driving organisational profits.
- Prices to academies are only higher where it costs us more to deliver. Typically this increase covers the cost of professional indemnity insurance.
- Pricing for services are at the back of this brochure.

**Contact Us:**
Please let us know if you have any queries or comments about the services we provide.

All feedback is valued, and is used to help improve service delivery and your experience as a customer.

E-mail: servicestoschools@sheffield.gov.uk
Tel: 0114 273 6395.
Service Information
Service descriptions are included in the brochure. Traded Services are those that are sold to schools either on a subscription or a call off basis. Information is also included relating to CYPF services which are provided without charge to schools.

Our aim is also to have a clear, fair and acceptable charging structure for schools and academies. Some Traded Services may require levels of commitment to secure their operation.

Service Pricing is included at the back of the brochure with contact details provided if further information is required about the service.

Ordering
Each school will have access to the on-line directory of services and the on-line ordering environment, where you can order subscription services electronically. The services, prices and terms set out in this guide are valid from 1st April 2017. Prices shown do not include VAT. VAT will be charged to establishments where applicable.

Service Specifications and Performance
Where applicable, service specifications are attached to the online directory pages, which specify any service terms and/or conditions for both parties. It is important that you read the specifications fully before subscribing to a service.

Standard terms such as payment are included with the on-line descriptions and may vary between services.

Please note that all information and prices stated in this brochure are correct at the time of printing but may be subject to change. The on-line version of this brochure contains the latest information and prices.

Service Standards and Complaints Resolution
Each service provider has set out the details of the services that will be provided. We hope that you will always be satisfied but in the event of unsatisfactory service delivery, please take the following steps:

1. Make an informal approach to the relevant service contact to attempt to resolve any issues.
2. If the first step has not remedied the situation, please address your complaint to the relevant Assistant Director who will investigate your complaint and provide you with a response within 15 working days.
3. Should the matter remain unresolved, the Strategy and Co-ordination Manager will act as a mediator in order to find a mutually satisfactory solution. You can contact the Strategy and Co-ordination Manager via the E-mail: servicestoschools@sheffield.gov.uk or Call: (0114) 273 6395.
CONTENTS

BUILDING AND GROUNDS MANAGEMENT
Alarms Monitoring 14
Building Control Service 14
Capital Delivery Service 14
CCTV Monitoring 14
Consultancy Support for Facilities Management Service 14
Energy 14
Facilities Management Managed Service 15
Grounds Maintenance Service 15
Landscape Architecture 15
Outdoor Fixed Play Equipment 15
Pest Control 15
Premises Caretaker Training 12
Premises Property Manager 12
Premises Statutory Servicing Package 13
Snow Clearance and Rock Salt Provision 15

CURRICULUM RESOURCES
Archive Studies 19
E-Learning and ICT Curriculum Support 17
Library Services to Schools 17
Museums Sheffield 19
Music Service 17
Swimming Lessons 18
Thornbridge Outdoors 20
Woodland and Countryside Crafts 22
CONTENTS

FINANCE AND ADMINISTRATION
Admissions 24
Admissions Appeals 24
Essential Information Systems 24
EVOLVE / Educational Visits Package 24
Finance Ad-Hoc Support 26
Finance Assurance Maintained Schools 25
Finance Assurance for Academies 25
Free School Meals 25
ICT Development 26
Insurance – Mandatory and Contents 26
Insurance – Maternity and Other 26
Insurance – Sickness 26

PUPIL SUPPORT
Independent Travel Training (IndeTravel) 28
Road Safety Education 28
Sustrans (Bike It) 28

SCHOOLS AND FAMILIES – SPECIALIST SERVICES
Autism Service 31
Deaf and Hearing Impairment Service 31
Educational Psychology Service 31
Fusion TSA School 2 School Support (Specialist Learning Support Service) 30
MAST 32
NotSchool.net 32
Safeguarding Children’s Service 32
Virtual School for Looked After Children 32
Visual Support Service 32
SCHOOL MANAGEMENT

Advice and Conciliation 34
Broadband 34
Business Continuity 34
Catering Consultancy 34
Communications Service 35
Deregistration from School Roll 37
Governors’ Support Service 35
Health, Safety and Wellbeing 37
Information Security and Management 35
Legal Services 35
School Organisation 37
SIMS Support 36
Statutory and Strategic HR Services 36
TU Facility Time 37
Vehicles and Transport 37
## CONTENTS

### SUPPORT FOR TEACHERS AND STAFF

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAL - New Arrivals Team</td>
<td>39</td>
</tr>
<tr>
<td>ESCAL</td>
<td>39</td>
</tr>
<tr>
<td>Flower 125 Health Programme</td>
<td>40</td>
</tr>
<tr>
<td>Foundation Stage Teaching and Learning</td>
<td>39</td>
</tr>
<tr>
<td>Lone Worker Monitoring</td>
<td>40</td>
</tr>
<tr>
<td>Performance and Analysis Service</td>
<td>40</td>
</tr>
</tbody>
</table>

Index 41

Notes
BUILDING AND GROUNDS MANAGEMENT
Subscription services available on SchoolPoint 365

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 42 OF THIS BROCHURE

PREMISES CARETAKER TRAINING
Our Caretaker training programme is made up of modular training for support staff such as caretakers, building supervisors and building officers who undertake the role of ‘Responsible Person’ and are assigned specific duties by the ‘Duty-Holder’ (Head teacher).

The training is designed to enable support staff to be able to carry out their legal duties effectively and to a standard level of competence. The course includes essential training on statutory elements.

The programme comes as a complete 5-day package spread over 5 consecutive weeks and includes the following modules:

- Risk Assessment Training
- CYPD Assets Website (TF Web).
- COSHH
- Legionella
- Asbestos
- Fire Safety
- Working at Height Awareness & Practical

Further support for Duty-Holder i.e. the Head teacher:

Mandatory awareness training for those with legal responsibilities relating to Asbestos, Legionella & Fire Safety on school premises i.e. the Head teacher, the caretaker & or any other staff charged with admitting contractors to site. This is available for free & scheduled on three occasions through the year; booked via SchoolPoint 365 & MyView.

Refresher training is required for all of the above at relevant intervals.

PREMISES PROPERTY MANAGER
The Property Manager Service was created in 2006/07 in consultation with Head teachers and Governing bodies to support Sheffield schools in the management of all premises related activities. Since then the service has grown and supports over forty establishments city wide under Local Authority and Academy control.
The purpose of our service is to ensure the buildings we operate within are fully compliant and meets the needs of its occupants. The service is designed to allocate responsibility of the premises environment to an experienced and skilled team of officers, a Facilities Manager and an Assets Officer who will each visit the site on a weekly basis. The Facilities Manager will provide ongoing support in the strategic development of the premises whilst ensuring duty holders are fulfilling their statutory duties. The Assets Officer supports the caretaker by ensuring they are fulfilling their delegated responsible persons role, this will include mentoring, training and performance monitoring on all related duties. These activities are recorded and submitted on a weekly visit sheet to provide duty holders and service leaders an overview of site compliance. In addition to this the Assets Officer will closely monitor cleaning standards on site and implement an improved cleaning schedule and introduce task related training to all cleaning operatives.

The Property Management team will support, manage and where applicable, facilitate in the following areas;

- Asbestos – removal and management
- Legionella – testing, risk assessment and change management
- Outdoor Play Equipment – testing, risk assessment and change management
- Fire – testing, risk assessment and control
- COSHH – risk assessment, management and logging
- Caretaking – mentoring, monitoring, statutory testing and performance management
- Cleaning – audit, training, recruitment and monitoring
- Facilities Management – contract management, client officer representation and energy management.
- Project Management – procurement, lifecycle, specification preparation and negotiation
- Reporting – Governor reports and task related as required
- H&S – termly site inspection, risk assessment population and governance

The advantage of the service provides managers and service leaders the time to deal with the ever growing demands and pressures of their role whilst having the peace of mind that the building they are responsible for is compliant and a safe environment to work and learn in.

Sites will receive a weekly visit from the PM Service – for further details please contact the service.

PREMISES STATUTORY SERVICING PACKAGE

The package includes a programme of both servicing and surveying to ensure compliance with all relevant statutory testing and servicing legislation.

The work is carried out by competently trained and qualified contractors and a copy of any subsequent official certification or documentation can be accessed via Sheffield City Council’s Asset Management System TF (Technology Forge).

You will receive via e-mail/post a Statutory Servicing Statement which will summarise the services provided and the one’s which are relevant to your school/property along with an annual cost.

Should you wish to take up the option of subscribing, you will need to follow the usual sign up procedure via SchoolPoint 365.
Non-subscription services available to your school

ALARMS MONITORING
We monitor fire, personal attack and intruder alarms, working within the guidelines of the British Standards. We can also cater for additional alarms such as fridge alarms.

Service is available 365 days a year and is monitored 24 hours a day by licensed and trained staff, who will inform the emergency services and key holders following any activation, including faults.

BUILDING CONTROL SERVICE
The provision of a quality and cost effective Building Control Service for those undertaking alterations, extensions or new building works at their premises.

We also provide a Contract Demolition Procurement and Supervision Service for those considering demolition works.

CAPITAL DELIVERY SERVICE
The Capital Delivery Service provides a hub for the best practice delivery of projects within the council and offers a wide range of skills, expertise and experience particularly with regards to construction, building and capital projects.

Services include:
- Architectural Services
- Electrical Services
- Mechanical Services
- Project and Programme Management
- Quantity Surveying Services
- Structural Engineering Services

CCTV MONITORING
We monitor internal and external CCTV, working within the guidelines of the British Standards. Our service is available 365 days a year and is monitored 24 hours a day by licensed and trained staff, who will inform the emergency services and key holders following any activation, including faults.

CONSULTANCY SUPPORT FOR FACILITIES MANAGEMENT SERVICE
This service aims to provide consultancy to school management teams and offer support with regard to facilities management including advice/guidance and on-site training for caretaking and cleaning staff, i.e. site specific support on fire safety, legionella, COSHH, asbestos etc.

ENERGY
Our service can provide you with energy advice and services in relation to the management of your supply contracts for gas, electricity and biomass. We can also provide the following:
- Monitoring of energy consumption.
- Advice on energy conservation measures.
- Production of Energy Performance Certification (DEC).
- Remote Building Energy Monitoring System (BEMs) and other general energy control systems.
- Interest free funded Loans (SALIX) for energy efficient schemes and technologies.
FACILITIES MANAGEMENT MANAGED SERVICE
To provide a bespoke managed service in order to ensure that all relevant buildings related regulations are complied with and buildings are managed safely and efficiently. The bespoke solution can be designed to deliver a combination of the items listed below:

- complete list of statutory requirements appropriate to each site
- basic caretaking activities as agreed
- programmed maintenance through both direct and contracted delivery
- reactive maintenance through both direct and contracted delivery

Service Standards: ensure legal compliance in respect to building management and deliver cost effective solutions to on-going maintenance.

GROUND MAINTENANCE SERVICE
We provide horticultural services and grounds maintenance to help you improve the green spaces in your school grounds and sports facilities. As part of our service, we will validate the site, give horticultural advice, and carry out remedial work, new work and improvements.

We use council approved safe systems of work when dealing with hazards, such as the application of herbicide for weed killing.

LANDSCAPE ARCHITECTURE
We help in designing landscape improvements to school grounds, such as improving entrances, paved area, courtyards, footpaths and children’s play areas. We assist in the design of school gardens, food growing projects, school orchards and wildlife areas. We also design improvements to sports facilities including playing fields and multi-use games areas.

OUTDOOR FIXED PLAY EQUIPMENT INSTALLATION AND REPAIR
We’re a highly skilled and industry approved team that can supply and install all ranges of outdoor play equipment and safety surfacing from all the current playground equipment suppliers, we also supply and install fencing.

Totally independent from suppliers, we offer an unbiased service and recommend the most appropriate equipment for your school. We will make sure your school gets value for money on choice, installation and repair.

PEST CONTROL
We provide a wide range of pest prevention and treatment services to keep your school safe, clean and free of pests. These include dealing with the following common problems:

- Rats and mice
- Cockroaches
- Fleas
- Wasps, ants and other flying and crawling insects
- Pigeons (both pigeon proofing and the removal of pigeon fouling)

SNOW CLEARANCE AND ROCK SALT PROVISION
The service will provide delivery of rock salt and tractor snow ploughing by advance agreement with participating schools.

The purpose of the service is to help schools improve their business continuity and deliver a planned response in the event of significant snowfall.

Pre-booking reduces the risk of schools making a request for a snow plough and salt service after the snow has fallen.
Subscription Services available on SchoolPoint 365

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 43 OF THIS BROCHURE

E-LEARNING AND ICT CURRICULUM SUPPORT
The focus of the service is improving outcomes for children and young people through the effective and purposeful use of learning technologies, so that all children and young people can reach their full potential. We are able to do this because we have the skills and experience to support schools in implementing technology in a way which is proven to support teaching and learning.

The service is responsive to the current and emerging issues surrounding the use of technology in education, this year our main themes include:

- The new computing curriculum – we have developed a new scheme of work to support key stages 1 to 3, including a scheme for SEN learners
- Technology-enhanced learning across the curriculum – for example to support literacy using tablet devices or online learning
- The service provides support for online safety for all schools on behalf of the Safeguarding Children Board; we provided bespoke support, training and consultancy for schools as part of our service packages
- ICT Technical support & consultancy, including including ICT health checks and procurement advice

Standard and Enhanced packages are available to all schools, and technical support available to Primary and Special Schools. For more information, see the online brochure or visit www.sheffieldclc.net or call (0114) 258 7728.

LIBRARY SERVICE FOR SCHOOLS (SCHOOLS LIBRARY SERVICE)
We provide an up-to-date collection of resources for teachers and other educationalists. These resources support all areas of the curriculum in addition to supporting reading for pleasure.
Additionally we offer access to help and advisory services, CPD programme, author events, Sheffield Children’s Book Awards etc.

We offer a quality, cost effective and easily accessible service, priding ourselves on helpful and speedy responses to your needs.

- Library Service for Schools - Two year option available.

MUSIC
Service and charging commence in September.

Sheffield Music Hub is a partnership made up of Sheffield Music Service, schools, music organisations and freelance musicians. A substantial portion of our costs are met by Arts Council England via the Music Education Hub Grant. The following packages can be adapted to meet the needs of your school:
Music – Learn to play a Musical Instrument
(Primary/Secondary/Special)

• Standard Package – A specialist musician will teach 1 class for 45 minutes each week (30 minimum and 33 sessions maximum). Class teacher involvement is key to the success of this programme which includes free loan of musical instruments and a free music CPD session.

• Enhanced Pathways Package – As above plus an additional half hour for up to 10 children who wish to continue after the 1st year. Additional half hour sessions (extra to above) can be purchased. The package includes free loan of musical instruments, live performance and a free twilight CPD session in school.

Music – Learn to Sing
(Primary/Secondary/Special)

• Standard package – an expert singer will teach 3 classes of 30 children (half day per week) for 10 weeks during one term.

• Enhanced package - as above for maximum 6 classes (whole day) for 10 weeks and including a free twilight CPD session in school for the whole staff.

Music – Design your own music programme

• Specialist music leaders - music specialists are available to design a programme with you.

Where lessons take place individually or in small groups, schools can re-charge parents and carers to cover the cost.

Music – Projects, performances and support

• Hub Music Leader available to support every school with signposting and advice. Live performances in school.

• Powerplus Composing Projects for Secondary Schools; Free Primary Singing Festivals in partnership with Sheffield Cathedral ‘Sing!’ Project; Continuing professional development for teachers; Free school music evaluations and curriculum advice; Champion Music Schools termly network meetings.

All packages and projects are subject to instrument availability and mutual agreement on days and times.

Instruments are available for families to hire at low cost.

SWIMMING LESSONS

Service and charging commence in September. Swimming blocks commence September and February.

Sheffield’s School Swimming Service will assist schools in achieving their Key Stage 2 statutory requirement to ensure all pupils can swim at least 25 metres unaided by the time they leave primary school. We offer blocks of 18 weeks of 40 minute lessons (one lesson per week, per class).

Lessons of a more bespoke nature can be delivered, please contact the service to discuss.

• Standard Offer: 18 weeks without transport

• Enhanced Offer: 18 weeks with transport provided
MUSEUMS SHEFFIELD AND ARCHIVE STUDIES

MUSEUMS SHEFFIELD

Museums Sheffield is a charity which runs the Millennium Gallery, Graves Gallery and Weston Park Museum. We offer an engaging schools learning programme, consisting of stand-alone offers and two levels of subscription package. We can tailor our learning to make it suitable for all key stages.

Non-subscription services

- Hands-on workshops on our sites covering a wide range of themes, from Ancient Egypt and Ancient Greece through to explorations of adaptation and wildlife habitats, as well as art and storytelling.
- In-school workshops covering citizenship and identity, Prehistoric Hunters, Tudors or Victorians.
- Get Creative Arts project, based on one artwork or object; great to support your arts week. Includes a teacher CPD session, email support and a visit to the school to see the children’s work.
- Resource boxes for hire.
- Teacher CPD sessions.
- Trails on our website which can be downloaded for free.

Subscription Services

A standard package includes:

- One workshop, one CPD session and a visit by one of our team to your school to talk in an assembly
- The loan of a handling box with up to 10 objects.
- Working together to identify creative opportunities in whole school planning and other partnership opportunities.
- Use of pencils and clipboards when you visit our sites.

An enhanced package includes:

- Two workshops, three CPD sessions and a visit by one of our team to your school to talk in an assembly.
- The loan of two handling boxes with up to 10 objects per box.
- Space on our sites to display children’s work for up to 6 weeks.
- Working together to identify creative opportunities in whole school planning, support with Artsmark applications and other partnership opportunities.
- Use of pencils and clipboards when you visit our sites plus class sets of trails ready printed for your visit.

More detail about our workshops can be found at www.museums-sheffield.org.uk

For more information or to book, call (0114) 278 2655 or E-mail learning@museums-sheffield.org.uk

ARCHIVE AND LOCAL STUDIES

We collect and make available original archive material relating to Sheffield from the 12th century to the present day. Our unique collections support many areas of the National Curriculum at all Key Stages.

You can choose from our range of services:

- Bring your pupils to the archives where they can handle and use original Sheffield based archive material.
- Arrange a representative from Libraries and Archives to visit your school.
- Teacher INSET days and advice service for teaching staff.
THORNBRIDGE OUTDOORS

“Using outdoor experiences, special spaces and adventures to inspire real learning, discovery and development”

Residential and day visit opportunities, at Sheffield’s outdoor education centre in the Peak District, within easy reach of Sheffield. Outcome focused activities and CPD courses for school staff can be delivered at Thornbridge Outdoors, at your school or at a venue of your choice.

For more information contact us: e-mail info@thornbridgeoutdoors.co.uk or call 01629 640 491.

Thornbridge - Subscription services available on SchoolPoint 365

EDUCATIONAL VISITS GUIDANCE, ADVICE, MONITORING AND TRAINING SERVICE

Offered as a subscription service to academy schools

This service is available to all schools however is only directly charged to academy schools - see EVOLVE / Educational Visits Package under Finance and Administration Support.

For more information contact Thornbridge Outdoors.

Non-Subscription Thornbridge Services

DUKE OF EDINBURGH AWARD SUPPORT

We offer to support your school to enable students to complete the expedition section of their Duke of Edinburgh Award by providing full or partial support in expedition preparation, training, and qualifying.

- Duke of Edinburgh Award Support - Price depends on level of support required. Contact us for indicative charges.

STAFF CPD AND TRAINING COURSES

Training course such as:-

- Team building and staff development, including INSET days.
- OEAP Outdoor Learning Cards (bespoke group and open courses for individuals available) and Environmental Learning Cards
- Accredited outdoor leadership awards – in walking (Mountain Leader, Hill & Moorland Leader, Lowland Leader, Expedition Skills Module); climbing (Single Pitch Ward, Climbing Wall Award); and mountain biking.
- Thornbridge Outdoors visiting staff induction training – low ropes, biking leader and problem solving.
- Outdoor skills courses – in climbing and bouldering, mountain biking, walking, canoeing and caving.
Investing in school staff is a great way to utilise your Primary School Sport Premium funding.

**FIRST AID TRAINING FOR GROUPS AND INDIVIDUALS**

We offer accredited first aid courses tailored to the needs of schools and their teaching staff.

Bespoke options include a range of accredited courses, from 4 hour First Aid for School Staff to two day Outdoor First Aid courses, run at your school or at Thornbridge Outdoors.

We also run open Outdoor First Aid courses throughout the year at Thornbridge Outdoors – dates are listed on our website.

**THORNBRIDGE OUTDOORS: OUTDOOR EDUCATION AND TARGETED SUPPORT FOR YOUNG PEOPLE**

Personal development through a wide range of activities including high & low rope courses, climbing & bouldering, weaselling, caving & mine exploration, canoeing, walking, biking, environmental and conservation activities, problem solving, orienteering, pond dipping and more.

We aim to get visiting staff involved in every visit as we believe that this helps to enhance the pupil/teacher relationship and contribute to whole school improvement.

Our inclusive outdoor education residential courses are based on a flexible ‘bundle’ system, for pricing contact Thornbridge.

We provide a flexible programme of outdoor education activities specifically designed to meet your outcomes which can be delivered at Thornbridge Outdoors, at your school or elsewhere. We can link our activities with other curriculum subjects and continue projects that have started in the classroom, in the outdoors.

Examples of outcomes:

- Promoting health and wellbeing
- Enabling students to enjoy and achieve in school – and hopefully later life
- Boosting self-esteem
- Experiencing new things
- Fostering independence
- Experiencing challenge
- Experiencing outdoor and adventurous activities (as per the curriculum)
- Developing team working skills

Additional visit options to a residential/day visit can include:

- Drama/music projects
- Intensive study weekends
- Revision skills sessions
- Geography field trips

The contact for all the above services is Thornbridge Outdoors.
COMMUNITY FORESTRY
Improve the look of your school grounds and give your students a hands-on experience of the natural environment. We offer environmental improvements and activities that are focussed on trees, the urban forest and woodlands. This includes tree planting and associated landscaping designed to your needs and linking to the national curriculum.

CREATIVE OUTDOOR LEARNING SPACES
We offer a bespoke service for pupils and teachers to create new learning environments within school boundaries. These new environments may be new habitats and conservation areas or new food growing areas. We work with you to design environments with access and interpretation in mind so that they can be used regularly for educational activities.

OUTDOOR LEARNING AT THE WOODLAND DISCOVERY CENTRE
Sheffield Wildlife Trust deliver curriculum linked outdoor learning workshops and recreational activities for school groups at the Woodland Discovery Centre and in Ecclesall Woods.
Activities include habitat studies, woodland creatures, sensory exploration and outdoor adventures such as den building, fire lighting and orienteering.

OUTDOOR LEARNING
We offer sessions for school groups in parks, woodlands and green spaces and can also run sessions within school grounds. We can deliver a wide range of curriculum-based activities including sessions on habitats, local area studies, shelter building, survival days, forest schools and can deliver bespoke sessions to meet your needs.

FOREST SCHOOLS’ ACTIVITIES AND TRAINING
We provide Forest School activities and programmes that can be linked to the National Curriculum.
A Forest School programme consists of a minimum of six sessions and is centred on each participant’s personal development. The sessions are bespoke and can be tailored for any age group.

WOODLAND DISCOVERY CENTRE HIRE
We provide indoor and outdoor classroom facilities to help schools deliver outdoor education.
The Woodland Discovery Centre classrooms, Hector’s House and outdoor classrooms provide a variety of facilities in beautiful surroundings. These services can be tailored to your individual needs and can be used for training, INSET days, class activities, and other events.

GRAVES PARK ANIMAL FARM
We specialise in animal care and agriculture, and can support your school in reviewing and developing policies and undertaking strategic planning in delivering hands on education and curriculum based experience.
• Price available on request, for the above E-mail parksandcountryside@sheffield.gov.uk or call (0114) 258 2452.
FINANCE AND ADMINISTRATION SUPPORT
Subscription services available on SchoolPoint 365

FINANCE AND ADMINISTRATION SUPPORT

We provide the same service for academies, foundation and trust schools but as their own admission authority, the case must be presented by the school or academy.

ESSENTIAL INFORMATION SYSTEMS (EIS)
Offered as a subscription service to academy schools – must be purchased to access Admissions and FSM systems

Delivers Information Management and support systems for education functions (Capita ONE / EMS) and social care (Carefirst).

Virtually every service for children and young people relies on these systems. For example: SEN, Free School Meals, MAST and Admissions.

If this was not in place, then essential communication would not take place including statutory returns such as the census.

The broadband service would cease, performance analysis could not take place and the pupil premium and schools budgets could not be calculated. A crucial part of this service is the support of all safeguarding systems, something schools would find difficult, if not impossible to do on their own.

EVOLVE/EDUCATIONAL VISITS PACKAGE
Offered as a subscription service to academy schools

Complete Educational Visits Guidance, Advice, Monitoring and Training Service. This supports employers such as Academy Governing Bodies to fulfil their statutory

ADMISSIONS
Offered as a subscription service to academy schools – must be purchased with EIS

We allocate places at all community and voluntary controlled schools, and co-ordinate applications for voluntary aided, trust, foundation schools and academies. We process applications and notify all Sheffield parents of their outcome. We also provide a comprehensive advice service for parents and school and make provision for parents to appeal against any decision to refuse a place.

ADMISSIONS APPEALS
Offered as a subscription service to academy schools – must be purchased with EIS.

Parents have a statutory entitlement to appeal against any decision to refuse a place at any school they apply for.

For community and voluntary controlled Schools, we will co-ordinate the appeal timetable, liaise directly with schools and prepare all paperwork.

We will also present the appeal case at the hearing, supported by the school where they choose to attend.
requirement under health and safety legislation in relation to the planning, approval and management of all educational visits.

Our service includes access to written guidance and generic risk assessments, use of EVOLVE, access to advice, annual ‘health check’ school visit and entitlement to EVC core and update training.

FINANCE ASSURANCE STANDARD - MAINTAINED SCHOOLS

The Finance Assurance Standard package includes:

Access to our school finance helpdesk for financial management, support, advice and information via telephone, email, remote access software and SchoolPoint 365.

Multiyear budget and financial planning software, updated annually. Annual school budget interview. Quarterly reconciliation of your accounting system. Year-end closedown of your finance system.

FINANCE ASSURANCE STANDARD WITH ENHANCED BURSAR SUPPORT - MAINTAINED SCHOOLS

This includes all the Finance Assurance Standard Package with the addition of the following services:

Please note: the package does not include a visit in August when it is assumed the schools are closed during the Summer.


Production of monthly and quarterly financial reports for your Head and Governors.

Accounting for extended school activities. Financial planning and modelling support. Deficit recovery planning. Financial induction training and mentoring for new staff. Audit of the school private fund for the previous financial/academic year only, (all other school fund audit requests will be subject to an individual charge of £360 per audit). Attendance at governing body meetings where appropriate.

FINANCE ASSURANCE STANDARD - ACADEMY SCHOOLS

The Finance Assurance Standard package includes:

Access to our school finance helpdesk for financial management, support, advice and information via telephone, email, remote access software and SchoolPoint 365. Year-end closedown of your finance system. Available if using SIMS FMS.

FREE SCHOOL MEALS (FSM)

Offered as a subscription service to academy schools – must be purchased with EIS

This service delivers the administration of the scheme for free school meals eligibility. This is a vital service, ensuring schools know which children are eligible and maximising the pupil premium uptake.

The DfE have developed an on line service bringing together on one database the ability to check real time benefit criteria so that pupils eligibility to FSM can be verified. This allows local authorities to make an on line check removing the need for applicants to produce paper proof of benefits and for them to continue evidencing eligibility.

From 2016 there has been a significant development in FSM Administration as an automatic award process has been introduced, based on housing Benefit data in readiness for the 2017 Census.
The introduction of this technology has significantly reduced the cost of the service and improved the process for parents and carers. Electronic application methods continue to be available via the Council Website.

By buying both EIS and FSM administration systems, your school can be provided with information on the maximum number of pupil entitlements to FSM. This in turn maximises the Pupil Premium funding position.

INSURANCE – MANDATORY AND CONTENTS

Subscription service (not available to Academy Schools)

We provide a range of insurances, technical advice, claims handling service, risk management advice and support for your school. The mandatory insurance covers the risks that all schools have a duty to insure against. The locally managed scheme provides contents insurance as an optional buy back for those schools who wish to subscribe and provides cover within defined parameters:

• Theft
• Accidental damage
• Malicious damage
• Escape of water
• Limited cover for personal effects for staff and governors.
• Mandatory Insurance
• Contents insurance

FINANCE AD-HOC ACADEMY SET-UP

Service that provides the setting up of the Academy Financial Accounting System and Processes in SIMS FMS at the point of conversion.

ICT DEVELOPMENT

We help you to use SchoolPoint 365 portal, and make sure your school has appropriate access. We continually develop and improve the portal to ensure effective communication with your school. We also manage the rollout of centrally provided ICT infrastructure and systems used across schools for teaching and learning and administrative purposes.

INSURANCE – MATERNITY AND OTHER (not available to academy schools)

The scheme covers absence due to maternity, paternity, shared parental leave, adoption leave and jury service.

Finance will manage and administer the scheme, process claims, deal with queries, pay out benefits and recoup premiums via cash advance and provide help and advice on completing claims. Any surplus/deficit on the scheme will be taken into account in the calculation of premiums in the following year.

INSURANCE – SICKNESS (not available to academy schools)

We offer a competitive, excess free sickness insurance scheme to make sure you are covered in case of staff absences. We manage and administer the scheme on your behalf. We process your claims, deal with queries, and pay out benefits. You will receive a help and advice service via telephone, email and the Information Centre. All teachers are insured as the minimum package offered, and then you can choose additional categories of staff to insure.

Non-Subscription Services available to your school

FINANCE AD-HOC ADDITIONAL SUPPORT – MAINTAINED SCHOOLS

Financial administration and clerking services. Financial management training and mentoring. Financial Consultancy Services.

• Finance Ad-Hoc Clerking Support.
• Finance Ad-Hoc Training.

• Finance Ad-Hoc Planning.
• Finance Ad-Hoc Recovery Planning.
• Private School Fund Audit.
PUPIL SUPPORT
Subscription Service available to your school

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 46 OF THIS BROCHURE

ROAD SAFETY EDUCATION
From April 2017 we will be offering a subscription service for Road Safety Education and Training. Awareness of Road Safety is a valuable life-skill that can lead to a reduction in road casualties. We will provide a comprehensive programme promoting safer behaviours to pupils as road users, drawing on a range of best practice to encourage all age groups to behave safely on our roads, designed around themes such as:

• pedestrian skills
• transition
• distractions and peer pressure
• consequences and responsibility
• publicity materials that help increase awareness

Non-Subscription Services available to your school

INDEPENDENT TRAVEL TRAINING (INDETRAVEL)
We work with children and young people with disabilities and learning difficulties, as well as their parents, carers, schools and colleges, to help them travel independently to and from school/college.

This helps to increase their confidence, maturity, self-esteem and general health, as well as increasing their social and cultural opportunities and their chances of getting a job after full time education. We also offer an introductory package called ‘Get Going’.

Sustrans Schools Officer
(Previously Bike It)
Sheffield has two Sustrans officers working in the City (this is a joint project between Sheffield City Council and Sustrans).

• Nationally Sustrans work with thousands of schools through the UK, enabling children to travel actively and more safely.
• In one year of working with a school, they can double cycling. In three years pupils report that active travel increases from 60% to 68%.

Sustrans give young people the confidence and ability to travel under their own steam and parents the confidence to let them.

More information about Sustrans is available on their website www.sustrans.org.uk
SCHOOLS AND FAMILIES
Subscription services available on SchoolPoint 365

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 48 OF THIS BROCHURE

FUSION TSA SCHOOL 2 SCHOOL SUPPORT (SPECIALIST LEARNING SUPPORT SERVICE)

School and family support from a team of S2S Teachers to meet the needs and maximise the attainment of pupils with a range of Special Educational Needs and Disabilities within a school or across a locality.

Core Offer to Schools

Review of SEND provision across the school/locality, identifying areas for development and preparation of termly action plan in collaboration with SENCo/ Head - Time Allocation 3 hrs per term.

Subscription Service Offer

Schools can subscribe to an agreed number of half day visits. Further detailed information can be found in the downloadable Service Specification which is available on SchoolPoint 365 website page for FUSION School 2 School Support.

Schools can select how they use their S2S teacher to support any of the following:-
- Complete initial pupil assessment of those pupils highlighted by the school, as having specific SEND
- Monitoring of pupils attainment and progress
- Guidance on the completion of the Sheffield Support Grid, My Plan or School Support Plan
- Guidance on implementation of an Assess, Plan, Plan, Do and Review cycle for an individual or Group of pupils based on assessments
- Pupil Premium
- Data Analysis, including RAISE online
- Guidance on Education Health Care Plans

Subscribing to Fusion TSA S2S Service also entitles you to 2 free SENCo Briefings during the academic year.
Teaching and Learning Strategies
This option includes action planning, support for implementation and monitoring. These are some areas to consider but this is not an exhaustive list

- Inclusive classrooms;
- Dyslexia friendly schools;
- Supporting Children with reading and writing;
- Phonology & Phonics;
- Making Maths Real;
- Supporting the EAL pupil;
- ICT;
- TA Training

Bespoke Packages
In addition, we also deliver discrete bespoke packages to meet both School and Locality Development Priorities. We also offer Exam Access Arrangement testing - Time Allocation: 1⁄2 day per approx. 6 pupils.

Continuous Professional Development:
We offer a range of Centre based training which is published in our brochure and on our website. www.fusiontsa.co.uk We can also offer personalised training based at your school focused on your school or localities individual needs.
Examples of this are:

- Fischer Family Trust Reading Intervention
- Numicon Intervention Mathematics Programme
- Dyscalculia
- Strategies to support short-term working memory
- SEND Development Workshops
- Inclusive Classrooms for Children and Young people
- Literacy/Mathematics Quality First Teaching for SEND for NQTs or RQTs
- Maths Mastery for pupils with SEND

Non-Subscription Services available to your school

AUTISM SERVICE
Our aim is to improve the learning and life outcomes of pupils on the Autism Spectrum or with significant communication difficulties. We work in partnership with parents and carers to support their children’s education, and help your school access the educational and social curriculum for pupils. The team also offers charged training courses each term on the following:

- Making sense of Autism
- Enabling environments
- Communication and Interaction
- Behaviour and social skills

DEAF AND HEARING IMPAIRMENT SERVICE
We are an educational service for deaf and hearing impaired children who are referred to us from the Children’s Hospital. We provide a range of services for pupils including direct curriculum delivery, advice to schools and blocks of intensive input on specific identified areas of need.

EDUCATIONAL PSYCHOLOGY SERVICE
We offer advice about child development and psychological wellbeing. We can identify and assess complex and long term special educational needs (SEN) and disabilities. We offer a wide range of solutions for children to help them cope with anxiety or change, and to help them with problem solving. Training is also available from us on Attention Deficit Hyperactivity Disorder (ADHD), early language development, and the needs of children who have a family member in prison. We also have a range of information leaflets available on Acquired Brain Injury, Asperger Syndrome, Attachment, Fragile X Syndrome and more.
How time is used will be subject to negotiation between school and the service as every school is different and the programme of activities will be a personalised one, reflecting the needs and priorities of each individual school.

MAST
We offer an effective screening and monitoring process and high quality casework. We provide flexible, accessible support for children and families to help them do well in universal services. We aim to keep children safe, attending school and attaining and help parents to access support in their local community. You can come to us when families are not engaging, where family crisis is apparent or for more chronic or complex needs which are limiting the potential of children. We facilitate early help meetings in schools to discuss potential support for children and families with a range of other professionals.

We offer a drop-in service at schools across Sheffield where families can directly access advice and guidance from our workers. The Attendance Strategy is available on the website and information around term time leave. www.Sheffield.gov.uk/attend

NOTSCHOOL.NET
We provide an e-Learning re-engagement project that targets chronically disengaged young people aged 14-16 for whom no other learning strategy has been identified as appropriate or accessible.

We provide re-engagement learning opportunities to young people who have been identified as unable or unwilling to access mainstream school
- Notschool students will have the opportunity to complete Maths and English Level 1 and Level 2 Functional Skills awards.
- Notschool students will also have the opportunity to complete a number of ‘NCFE’ ‘Entry’, ‘Level 1’, and ‘Level 2’ qualifications which have been accredited by the Qualifications and Curriculum Authority (QCA).

SAFEGUARDING CHILDREN’S SERVICE
We provide high quality advice, support, guidance and training services to schools in Sheffield. It is essential that Sheffield has well-supported schools that feel confident in understanding and discharging their responsibilities to safeguard children. We help you to ensure that your safeguarding arrangements are effective and Ofsted compliant.

VIRTUAL SCHOOL FOR LOOKED AFTER CHILDREN
We aim to ensure that all children who are looked after have an appropriate school place that meets each child’s needs, have good school attendance, make good progress and attain well, achieving their educational potential. We aim to enhance the life chances of every looked after child (LAC) wherever they are. We work with schools, social care and health professionals and carers to ensure that all LAC have appropriate school places that meet their needs.

VISUAL SUPPORT SERVICE
We are an educational service for children and young people with a visual impairment, who are referred to us mainly from Health. We provide a range of services for pupils including direct curriculum delivery, advice to schools, and blocks of intensive input on specific identified areas of need.
Subscription Services available on SchoolPoint 365

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 48 OF THIS BROCHURE

ADVICE AND CONCILIATION
We offer independent and impartial support and guidance for parents, carers, schools and others on a whole range of school and other educational issues.

We promote partnership working to ensure effective communication between parents, carers and schools, and provide early interventions aimed at reducing and resolving conflict across all school phases and in all aspects of education provision.

BROADBAND SERVICE
We deliver high quality, secure, super-fast broadband services to schools, providing connectivity to the internet for teaching, learning and administrative purposes.

Our service includes web filtering, to minimise the risk of access to unsuitable content, and access to e-safety and e-learning resources provided by Yorkshire and Humber Grid for Learning.

BUSINESS CONTINUITY
We will support your school to enable you to review and maintain compliant Business Continuity and Emergency Planning documentation. This includes monitoring legislation and guidance.

We offer two packages:-

The Core Offer is for schools that are at the beginning of the process and need help to create emergency and business continuity plans, identify critical incident management teams and communicate with different staffing groups and governors. You will receive a visit to support your school in preparing your plans and a free invitation to an annual resilience event for schools.

The Maintenance Offer is for schools that already have emergency plans but would like to develop business continuity plans or to improve, review or communicate contingency plans. You will receive a visit to support your school and a free invitation to an annual resilience event for schools.

CATERING CONSULTANCY
We provide independent, specialist and impartial advice on all aspects of food served throughout the school day, and in particular school lunches. We have the knowledge and skill to advise you on the National School Food Plan, the Universal Infant Free Meals Policy, the Food Allergen Regulations and School Food Standards.

If your school manages its own catering service, we will work with you to assess your existing school food provision and will highlight areas in need of development or review, to help you ensure your school is meeting the legal requirements on school food.

Our Standard package of support is bespoke to your school, and the Enhanced package includes an in-depth audit, and 1 to 1 support for catering managers.
COMMUNICATIONS SERVICE

We offer a full communications service working in partnership with Schools and Academies. Our services include:

- Crisis Communications and Media Liaison Package (Subscription Service) – gives you unlimited specialist media advice and support in a crisis.
- Schools Communications Planning - How do you communicate with parents, staff and pupils and could you do it better?
- Schools Communications Planning – we provide a full service from devising your communications plan, and auditing your communications messages.
- Schools Social Media – We’ll teach you something. The most shareable, open and social of the communications tools we use – popular with your staff, pupils and parents and growing to be another expected norm in the way people share and receive information.

Other Services

- Graphic design – creating a completely new style and design for your setting, including school banners. We specialise in creating eye catching digital design including digital graphics, animation and videos which, when compared to traditional printed formats, are often lower cost and more effective ways to reach students across school and parents, especially when used through social media.
- Photography – photography for a publication or news story to capturing the essence of an event.
- Internal Communications – we have specialists who can advise on managing communications and engagement with staff.

GOVERNORS’ SUPPORT SERVICE

The quality of school governance has never been as important as it is now. Having an excellent governing body can make the difference between schools being judged ‘outstanding’ or not by Ofsted.

It can also have a profound impact upon the outcomes of children attending school.

Sheffield has high ambitions for its schools and their governance and the local authority’s School Governance Improvement Service (SGIS) has a key role to play in delivering those ambitions.

Basic Support Service

Ensures that your governing board and governors have access to the latest information about good governance and what is expected of them.

(NB No clerking or training is provided as part of this support package).

Full Support Service

In addition to all that is provided through the basic package we will provide; a well-trained dedicated clerk who is able to provide information and advice; support in recruiting suitably skilled governors when required; advice guidance and support on strengthening partnership governance structures; implementing changes driven by DFE / Ofsted including changes to legislation, regulations, policies and guidance. (NB no governor training is provided in this package).

INFORMATION SECURITY AND MANAGEMENT

We provide onsite consultancy, expert guidance and advice on Information Management to enable compliance with the Data Protection Act (DPA), Freedom of Information Act (FOI) and other legislation.

LEGAL SERVICES

Offered as a subscription service to academy schools

We are delighted to offer to you our packages tailored specifically for academies in your ever changing and demanding school environment.

Schools can be unsure of the right time to seek legal advice. A quick call to us could enable you to take steps to resolve a situation earlier.
We have a selection of tailored packages available:
• The standard one year package includes five hours per year.
• The enhanced one year package includes ten hours per year.
• The cost saving two years package includes 12 hours per year with the ability to carry over the hours.
• There is also a pay as you go option; costs are bespoke according to the level of work required.

Our value for money packages include access to our expert local and specialist knowledge covering all Education Law areas, tailored training advice on admissions issues and policies, disputes, governance issues and contracting and debt management. Your package will also provide you access to employment law advice including pay disputes, discrimination complaints, grievance and disciplinary issues.

We also offer fixed fee services on employment issues:
• Settlement Agreements - advice on all aspects of settlement proposals up to the drafting and signing off the Settlement Agreement.
• Advising on ACAS Pre - claims Conciliation - Prior to issuing a claim in the Employment Tribunal, employees are required to enter into pre-claims conciliation via ACAS.
• We can advise you on the merits of settling a potential claim at this stage and assist in any settlement negotiations.
• On-site training for your staff on Employment Law - We are able to provide training tailored to your organisation.

Our experienced legal team would welcome the opportunity to discuss what we can offer you in more detail so please contact us:

Education legal team, led by Nadine Wynter - 0114 273 6784. Employment Law team, led by Paul Singh - 0114 205 3550.

SIMS SUPPORT
We offer a professional support service to meet the needs of schools that use the SIMS.net software (Schools Information Management System). We can provide you with the training, support and advice you need in order to make the best possible use of your software to manage your administrative and teaching roles. We offer:
• helpdesk and technical support via telephone, email, remote access or site visits
• training courses and consultancy
• regular administrative and technical user groups.
• data cleansing and support for statutory returns collections.

STATUTORY AND STRATEGIC HR SERVICES
Offered as a subscription service to academy schools
Schools HR Service provides a range of services that enable maintained schools and subscribing academies to fulfil their statutory HR duties:
• Communicate details of statutory changes and national/local policy changes in relation to HR issues to all maintained schools and subscribing academies.
• Ensure schools and subscribing academies are compliant with the latest employment and education law with regards to their employment responsibilities and management of employment risks.
• Manage the Schools Allocation Panel to enable support staff roles to be graded in line with Sheffield grades and pay scales.
• Support schools and the Local Authority in relation to Academy conversions, TUPE transfers, industrial action and school/nursery closures.
• Support schools with the management of the relationship with their HR and Payroll provider and ensuring statutory responsibilities are met.
• Support the City Council in ensuring all maintained schools and subscribing academies are aware of their employment
responsibilities and risks are managed.

• Ensure schools and Governors are statutory compliant in relation to safer recruitment and senior leadership recruitment.

• Ensure that HR policies and procedures are updated in line with legislative change and that new procedures are developed as required.

TRADE UNION FACILITIES TIME
Offered as a subscription service to academy schools.
The trade union facility time agreement funds the release of elected officials to perform trade union duties in maintained schools and subscribing academies that sign-up to the agreement.

• This allows representatives from SCC recognised trade unions to represent their members in Sheffield schools on an individual or collective basis.

• There is a statutory obligation (Trade Union and Labour Relations (Consolidation) Act 1992 and the Employment Act 2002) on all schools to provide facilities time and in doing so, it will help you to manage contentious employee relations issues.

HEALTH, SAFETY AND WELLBEING
Offered as a subscription service to Voluntary Aided, Foundation, Trust and Academy Schools (where the LA is not the Employer)

• Community Maintained Schools (where the LA is the Employer)
We provide health, safety and wellbeing information, advice and challenge as well as monitoring that health, safety and wellbeing is being managed well. Our support and guidance will enable your school to comply with health and safety law, maintain safe and healthy schools for staff, pupils, students and all who use or visit. This is provided free of charge to all Community Maintained Schools.

• Voluntary Aided, Foundation, Trust and Academy Schools (where the LA is not the Employer)
The Health, Safety and Wellbeing Team can now offer a comprehensive health, safety and wellbeing package to all schools where the LA is not the Employer. This is being offered on an annual subscription basis. The package is also available on a 2 year fixed price basis. Services include:
  • Provision of competent health, safety and wellbeing advice
  • Health and Safety Audit
  • Serious / Complex Accident and Incident Investigation
  • RIDDOR reporting to the Health and Safety Executive
  • Liaison with Enforcement Agencies
  • 4 hours (Primary) or 6 hours (Secondary) on site advice

Non-subscription services available to your school

DEREGISTRATION FROM SCHOOL ROLL
Our service helps you to ensure your school is complying with statutory regulation regarding safeguarding, and helps us to keep children safe through effective identification and tracking.

SCHOOL ORGANISATION
We analyse demographic data, information around new housing developments, and other factors to forecast demand for school places across the city. We then work with stakeholders to bring forward proposals to alter the number of school places where necessary. This includes all types of changes to the pattern of school provision: expansions, new schools, amalgamations, and closures. The demographic data is distributed to schools annually to support financial planning and we can offer support to schools in interpreting this data.

VEHICLES AND TRANSPORT
We offer a range of services, covering vehicle and driver support, transportation solutions, and training and testing of your drivers and transport staff. Vehicle and driver support services include:
  • a full transport management package
  • expert professional advice on current legislation and regulations.
SUPPORT FOR TEACHERS AND STAFF
Subscription Services available on SchoolPoint 365

PRICES AND CONTACT DETAILS FOR SERVICES IN THIS SECTION ARE ON – PAGE 50 OF THIS BROCHURE

EAL - NEW ARRIVALS TEAM
The team works in partnership with Sheffield schools to narrow the attainment gaps and improve the life chances for pupils who have English as an additional language and who have recently arrived in this country.

We provide a range of services to teachers and pupils across primary, secondary and special schools, including guidance and training for teachers and support staff as well as pupil assessment and language support. Our team is responsive to current and emerging issues surrounding demographic changes and the language needs of pupils in the city.

Benefits to children are enhanced life chances through raised achievement for pupils learning English as an additional language and minority ethnic pupils at risk of underachieving.

We offer two subscription packages, enhanced and standard. In addition, we can provide bespoke support customised to meet school needs.

ESCAL (EVERY SHEFFIELD CHILD ARTICULATE AND LITERATE)
Offered as a subscription service for academy schools

Subscribing to ESCAL enables your school to participate in the collective ambition ‘Every Sheffield Child Articulate and Literate’.

ESCAL is a shared commitment to all children in the city, irrespective of which school or setting they attend.

FOUNDATION STAGE TEACHING AND LEARNING
Provision of Early Years Foundation Stage support and training for all maintained nursery and primary schools.

This support and training is for Early Years Foundation Stage coordinators, teachers and teaching assistants and Early Years practitioners.

The offer is of a subscription package which includes access to a range of support and training, in addition we can offer bespoke packages tailored to individual needs.
Non-Subscription Services available to your school

FLOWER 125 HEALTH PROGRAMME
The Flower 125 Health Programme is an award-winning, evidenced-based health promotion programme for small groups of vulnerable children and young people from 5 years.

The programme has been shown to improve self-esteem and confidence as well as improving behaviour and relationships between children and young people and with adults.

The programme aims to promote health and reduce risk-taking behaviours. The strongly recommended, two-day interactive (powerpointless!) training enables participants to deliver the Flower 125 Health Programme in their school or setting.

The training gives trainees time to practice skills and to plan the whole programme for their setting. A comprehensive resource pack is provided.

Key Benefits – A strategy for supporting children and young people who are more vulnerable or perceived to be in danger of risk-taking behaviours, this programme gives consistent messages as well as providing a safe forum for children and young people to learn and be listened to.

Delivering the programme regularly ensures that consistency is maintained.

LONE WORKER MONITORING
We offer a lone worker monitoring system, which uses mobile phone technology to provide live monitoring and immediate assistance to vulnerable individuals, and to comply with current Health and Safety regulations.

Our service is available 365 days a year and is monitored 24 hours a day by licensed and trained staff.

PERFORMANCE AND ANALYSIS SERVICE
The Performance and Analysis Service provides support to schools and school governors in relation to reporting and data analysis. We offer bespoke analysis across a wide range of areas, for example, to support preparation for Ofsted inspection or evaluation and monitoring of school improvement strategies.

A wide range of reports are also available on the Children and Young People’s Profile website https://epp.sheffield.gov.uk.
# INDEX

<table>
<thead>
<tr>
<th>Service</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>24</td>
</tr>
<tr>
<td>Admissions Appeals</td>
<td>24</td>
</tr>
<tr>
<td>Advice and Conciliation</td>
<td>34</td>
</tr>
<tr>
<td>Alarms Monitoring</td>
<td>14</td>
</tr>
<tr>
<td>Archive and Local Studies</td>
<td>19</td>
</tr>
<tr>
<td>Autism Service</td>
<td>31</td>
</tr>
<tr>
<td>Broadband</td>
<td>34</td>
</tr>
<tr>
<td>Building Control Service</td>
<td>14</td>
</tr>
<tr>
<td>Business Continuity</td>
<td>34</td>
</tr>
<tr>
<td>Capital Delivery Service</td>
<td>14</td>
</tr>
<tr>
<td>Catering Consultancy</td>
<td>34</td>
</tr>
<tr>
<td>CCTV Monitoring</td>
<td>14</td>
</tr>
<tr>
<td>Communications Service</td>
<td>35</td>
</tr>
<tr>
<td>Consultancy Support for Facilities Management Service</td>
<td>14</td>
</tr>
<tr>
<td>Deaf, and Hearing Impairment Service</td>
<td>31</td>
</tr>
<tr>
<td>Deregistration from School Roll</td>
<td>37</td>
</tr>
<tr>
<td>EAL / New Arrivals</td>
<td>39</td>
</tr>
<tr>
<td>Educational Psychology Service</td>
<td>31</td>
</tr>
<tr>
<td>E-Learning and ICT Curriculum Support</td>
<td>17</td>
</tr>
<tr>
<td>Energy</td>
<td>14</td>
</tr>
<tr>
<td>ESCAL</td>
<td>39</td>
</tr>
<tr>
<td>Essential Information Systems</td>
<td>24</td>
</tr>
<tr>
<td>EVOLVE/Educational Visits</td>
<td>24</td>
</tr>
<tr>
<td>Facilities Management Managed Service</td>
<td>15</td>
</tr>
<tr>
<td>Finance Ad-Hoc Support</td>
<td>26</td>
</tr>
<tr>
<td>Finance Assurance Maintained Schools</td>
<td>25</td>
</tr>
<tr>
<td>Finance Assurance Academies</td>
<td>25</td>
</tr>
<tr>
<td>Flower 125 Health Programme</td>
<td>40</td>
</tr>
<tr>
<td>Foundation Stage Teaching and Learning</td>
<td>39</td>
</tr>
<tr>
<td>Free School Meals</td>
<td>25</td>
</tr>
<tr>
<td>Fusion TSA School2School Support</td>
<td>30</td>
</tr>
<tr>
<td>Governors’ Support Service</td>
<td>35</td>
</tr>
<tr>
<td>Grounds Maintenance Service</td>
<td>15</td>
</tr>
<tr>
<td>Health, Safety and Wellbeing</td>
<td>37</td>
</tr>
<tr>
<td>ICT Development</td>
<td>26</td>
</tr>
<tr>
<td>Service</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Independent Travel Training (IndeTravel)</td>
<td>28</td>
</tr>
<tr>
<td>Information Security and Management</td>
<td>35</td>
</tr>
<tr>
<td>Insurance – Mandatory and Contents</td>
<td>26</td>
</tr>
<tr>
<td>Insurance – Maternity and Other</td>
<td>26</td>
</tr>
<tr>
<td>Insurance – Sickness</td>
<td>26</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>15</td>
</tr>
<tr>
<td>Legal Services</td>
<td>35</td>
</tr>
<tr>
<td>Library Services to Schools</td>
<td>17</td>
</tr>
<tr>
<td>Lone Worker Monitoring</td>
<td>40</td>
</tr>
<tr>
<td>MAST</td>
<td>32</td>
</tr>
<tr>
<td>Museums Sheffield</td>
<td>19</td>
</tr>
<tr>
<td>Music</td>
<td>17</td>
</tr>
<tr>
<td>NotSchool.net</td>
<td>32</td>
</tr>
<tr>
<td>Outdoor Fixed Play Equipment</td>
<td>15</td>
</tr>
<tr>
<td>Performance and Analysis Service</td>
<td>40</td>
</tr>
<tr>
<td>Pest Control</td>
<td>15</td>
</tr>
<tr>
<td>Premises Caretaker Training</td>
<td>12</td>
</tr>
<tr>
<td>Premises Property Manager</td>
<td>12</td>
</tr>
<tr>
<td>Premises Statutory Servicing Package</td>
<td>13</td>
</tr>
<tr>
<td>Road Safety Education Safeguarding</td>
<td>28</td>
</tr>
<tr>
<td>Children’s Service School</td>
<td>32</td>
</tr>
<tr>
<td>Organisation</td>
<td>37</td>
</tr>
<tr>
<td>Services to Schools Team</td>
<td>5</td>
</tr>
<tr>
<td>SIMS Support</td>
<td>36</td>
</tr>
<tr>
<td>Snow Clearance and Rock Salt Provision</td>
<td>15</td>
</tr>
<tr>
<td>Statutory and Strategic HR</td>
<td>36</td>
</tr>
<tr>
<td>Sustrans (Bike-it)</td>
<td>28</td>
</tr>
<tr>
<td>Swimming Lessons</td>
<td>18</td>
</tr>
<tr>
<td>Thornbridge Outdoors</td>
<td>20</td>
</tr>
<tr>
<td>TU Facility Time</td>
<td>37</td>
</tr>
<tr>
<td>Vehicles and Transport</td>
<td>37</td>
</tr>
<tr>
<td>Virtual School for Looked After Children</td>
<td>32</td>
</tr>
<tr>
<td>Visual Support Service</td>
<td>32</td>
</tr>
<tr>
<td>Woodlands and Countryside</td>
<td>22</td>
</tr>
</tbody>
</table>
## NOTES and CHANGES

<table>
<thead>
<tr>
<th>Service</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Sheffield</td>
<td>Service removed</td>
</tr>
<tr>
<td>Bike It</td>
<td>Renamed as Sustrans</td>
</tr>
<tr>
<td>Free School Meals Administration</td>
<td>Changes in service description</td>
</tr>
<tr>
<td>Educational Psychology Service</td>
<td>No longer a subscription service</td>
</tr>
<tr>
<td>Health, Safety and Wellbeing</td>
<td>New subscription service available</td>
</tr>
<tr>
<td>Museums Sheffield</td>
<td>New subscription services available</td>
</tr>
<tr>
<td>My Learning Fun Book</td>
<td>No longer included in brochure</td>
</tr>
<tr>
<td>Parental Engagement</td>
<td>No longer included in brochure</td>
</tr>
<tr>
<td>Road Safety Education</td>
<td>New subscription service being developed</td>
</tr>
<tr>
<td>Woodlands and Countryside</td>
<td>Moved to Curriculum Resources area</td>
</tr>
<tr>
<td>Youth Sport Trust (YST) Membership</td>
<td>No longer included in brochure</td>
</tr>
</tbody>
</table>
This document can be supplied in alternative formats, please contact 0114 273 6395
Sheffield City Council
www.sheffield.gov.uk