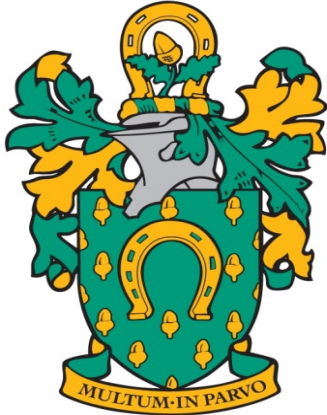


September 2012 – March 2013



Rutland County Council

SERVICES AVAILABLE TO ACADEMIES

INFORMATION FOR SCHOOLS

Dear Colleagues,

Following the Secretary of State for Education's announcement on 26 May 2010, which outlined details of the Academies Bill, and Gordon Jeyes' subsequent letter to schools, I am pleased to introduce the following brochure, which details the Rutland County Council services available to Academies.

These services fall into two categories; those which the Authority will continue to provide and those which Academies can purchase.

Further information about how services are funded can be found within the overview pages of this brochure.

We hope this approach will support those schools considering Academy status in deciding how they wish to provide services and that it will also help maintain the strong relationship which exists between schools and the Authority.

The charges for the services described in this brochure reflect either existing charges from services that already contract with schools or the amounts that are estimated to be received by the Academy through the Local Authority Central Spend Equivalent Grant (LACSEG). Education funding, including the calculation of LACSEG, will be the subject of a further national review during 2010/11. Therefore, the basis on which charges are calculated may require regular revision and the brochure should be viewed as a working document. In addition, further services will be added to the brochure once these become available.

Contact details for each service are listed throughout the brochure and we have also included an enquiry form for schools to complete in order to register their interest in buying services.

If you have any general queries please contact: sbysouth@rutland.gov.uk

Yours sincerely

Sarah Bysouth
Head of Service, Lifelong Learning



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Services we will continue to provide – overview

The following pages outline services which the Local Authority will continue to provide to Academies at no additional cost.

Statutory services which will continue to be provided:

- Home to School transport (including SEN)
- SEN statementing and assessment
- Monitoring of SEN provision, parent partnerships etc
- Prosecution of parents for non-attendance
- Individually assigned SEN resources for children with complex needs
- Support for pupil referral units or education otherwise for a pupil/students no longer registered at an academy
- Other Children's Services arrangements including Safeguarding & Looked After Children Services, Family Support Services and Youth/Community services
- Co-ordination of admissions at Primary and Secondary phase of education
- Statutory responsibilities for Newly Qualified Teachers relating to registration only
- Road safety
- Sustaining Sustainable Schools (Rutland Together) Project

Please note this list is subject to change

The services in this section do not include those covered by the Local Authority Central Spend Equivalent Grant (LACSEG) which the DfE will fund by recouping funding from the Authority. For more information on these services please see the page entitled *Services now available for Academies to buy* on page 11 of this brochure.

Admission Applications

The Admissions Service will continue to provide co-ordination of admission applications as part of the Authority's statutory duties as detailed in the Code of Practice on Admissions as the Admission Authority for specific schools.

Contact details

Robyn Molle: Team Manager Lifelong Learning Team 5

Tel: 01752 720987

Email: rmolle@rutland.gov.uk

Early Years and Childcare

The Early Years and Childcare Service provide statutory functions detailed within the Childcare Act. It also provides high quality support, challenge and advice to early years settings, schools and out-of school provision.

Contact details

Robyn Molle: Team Manager Lifelong Learning Team 5

Tel: 01752 720987

Email: rmolle@rutland.gov.uk

Services for People

Learning Support Services

Administration for Newly Qualified Teachers (NQTs): provide named confidant for NQTs; meet statutory responsibility for duty of care for NQTs.

Contact details

Robyn Molle Team Manager Lifelong Learning Team 5

Tel: 01572 720987

Email: rmolle@rutland.gov.uk

Education Psychology

The Educational Psychology Service makes a distinctive contribution through applying psychology to help young people solve problems and improve learning.

We will continue to provide psychological assessments and advice as part of the Statutory Assessment process. In addition, we will contribute to the:

Monitoring of pupil outcomes and effective management of resources

Statutory Reviews of Pupils with a Statement of Special Educational Needs where there are serious concerns regarding the provision of the pupil's placement or their transition.

If schools wish to purchase additional time from Educational Psychologists to fulfil other non-statutory functions, these are set out in Section 2 of the brochure.

Contact details

Vicky Todd, Head of Service Inclusion

Tel: 01572 758423

Email: vtodd@rutland.gcsx.gov.uk

Special Educational Needs Service

We work closely with a wide range of agencies to ensure that the needs of a child or young person with a Statement of Special Educational Needs (SEN) who is between the ages of 0-25 are met. This includes:

Negotiating early years mainstream and special school places

Arranging specialist out County placements

Monitoring contract compliance

Arranging transport, including for Looked After Children

Providing quality assurance

Monitoring the safety and wellbeing of children and young people with complex needs being transported to and from school/respite/care home

Purchasing specialist equipment

Identifying appropriate adaptations to schools for children with disabilities

Promoting development of facilities, accommodation and therapy services associated with special school and other specialist provision

Identifying gaps in provision and raising issues with relevant services

Undertaking processes related to the commissioning of provision for post-16 Learners with Learning Difficulties or Disabilities

This service undertakes the statutory assessment of pupils' special educational needs (SEN) in accordance with the SEN Code of Practice. This includes issuing Statements of Special Educational Needs and monitoring pupils' progress through the Annual Review of the Statement.

Our Officers:

Provide advice and support to schools and families during and following the Statutory Assessment process and continue to be a point of contact while the Statement remains in place.

Monitor the progress of all Statemented pupils and will be closely involved when changes to provision or placement are required, when there are issues to be resolved regarding the meeting of a pupil's needs and when applications to the Resourcing Panels are indicated.

Contact details

Vicky Todd, Head of Service, Inclusion

Tel: 01572 758423

Email: vtodd@rutland.gov.uk

Safeguarding/LADO

The Local Authority has a statutory duty to provide.

The core eligibility criteria are as follows:

Specific duties to organise and plan services to safeguard and promote the welfare of children.

This includes:

Responsibility to children and families in need of support and help.

Undertaking enquiries following allegations or suspicion of abuse.

Undertaking initial assessments and care assessments as part of the Assessment Framework.

Convening strategy meetings and initial and subsequent child protection conferences.

Court action to safeguard and protect children.

Coordinating the implementation of the child protection plan on the child protection register.

Looking after and planning for children in the care of the Council.

Ensuring that looked after children are safeguarded in a foster family, children's home or other placement.

Local Authority Designated Officer (LADO)

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

Behaved in a way that has harmed, or may have harmed a child.

Possibly committed a criminal offence against children, or related to a child.

Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self employed workers. The LADO captures concerns, allegations and offences emanating from outside work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The LADO helps co-ordinate information sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Contact details:

Helen Bannister & Donna Gallagher, Head of Service for Vulnerable Children and Customer Care

Tel: 01572 720963 / 758426

Email: hbannister@rutland.gcsx.gov.uk / dgallagher@rutland.gcsx.gov.uk

Please contact the duty team to refer a child whether a referral is appropriate.

Email: dutyteam@rutland.gcsx.gov.uk

Sustaining Sustainable Schools Project

The current Rutland Together project, "Sustaining Sustainable Schools", which began in Autumn 2011 and is providing funding towards a major Eco-Topic projects in each of the primary schools in Rutland is continuing during April 2012 to March 2013 whilst the projects are continuing to be implemented in each school.

Contact details

For further information, please contact either Isabel Clark, Climate Change Co-ordinator, or Craig Howat, Senior Environmental Health Officer.

Email: eco-schools@rutland.gov.uk

Help and guidance will also be available for the production of new and review of existing school travel plans.

Email: hcaldicott@rutland.gov.uk

Home to School/College Transport

The Local Authority has a statutory duty to provide home to school/college transport for pupils of statutory school age who meet the eligibility criteria, regardless of the status of the school which they attend. The Authority's Home to School Transport Policy will continue to apply to pupils attending an Academy.

The core eligibility criteria are as follows:

- the pupil lives within the area where Rutland is the Local Authority
- the pupil is at least in the school year in which he/she will attain his/her fifth birthday
- the pupil is registered at the school designated by the Local Authority and this is not within walking distance of home (i.e. 2 miles for primary school pupils and 3 miles for 11-16 year olds) measured by the shortest available walking route to the nearest entrance to the school and the maximum journey times (excluding the time taken to get to the designated pick-up point or waiting time for a connecting service) are 45 minutes for primary children and 75 minutes for secondary aged pupils, each way.

Contact details

Andrew Harris, Group Manager Transport

Tel: 01572 758451

Email: aharris@rutland.gov.uk

Road Safety Education & Training

Children's safety is of paramount importance to everyone. The Local Authority provides a range of road safety education activities for key stages, in accordance with national guidance and taking into consideration local casualty concerns.

Currently there is no cost to schools.

Contact details

Tish Barnwell, Road Safety Officer

Tel: 01572 758248

Email: tbarnwell@rutland.gov.uk

Services now available for Academies to buy – overview

The following pages outline services which will be available to Academies on a buy-back basis. These services fall into two categories:

- Services that already trade with schools
- Services that will now be available for Academies to buy back from the Authority

These services have previously been included within the Local Authority Central Spend Equivalent Grant (LACSEG) but the funding for them has been recouped by the DfE to enable Academies to provide these services themselves or purchase them from a provider, such as the Authority.

A number of services are in the process of developing services which may be offered to Academies. These will be added to this brochure as appropriate

School Inclusion Services (providing services for children and young people with additional needs)

A team of specialist staff with extensive experience in working with children and young people with special educational needs.

Advice, support and training for staff working with pupils with additional needs.

A range of training and consultancy is available from the local authority and can be tailored to meet need.

Service Features

- Training, consultancy on the educational implications of a range of special educational needs including autism, communication and behavioral learning needs.
- Support in working with parents and carers.
- Literacy and numeracy interventions and differentiation.
- Transition planning and person centered approaches.
- Bespoke educational psychology support.

Cost of Service

Training and consultancy

Per hour : £70

Per half day: £200

Per day : £350

Contact details

Vicky Todd, Head of Service Inclusion

Tel: 01572 758423

Email: vtodd@rutland.gcsx.gov.uk

Copyright Licences

Enabling staff and students in schools to copy and share information gathered from a variety of sources in support of the curriculum, whilst minimising the potential risk of copyright infringement.

RCC hold and pay the fees for blanket licences with four copyright agencies, ensuring schools have sufficient cover for curricular and some extra-curricular and extended school activities within the defined limits of each licence. The licences held are with the:

Copyright Licensing Agency (CLA)
Educational Recording Agency (ERA)
Phonographic Performance Ltd (PPL)
Performing Right Society (PRS)

The licence period in all cases is 1 April-31 March of each year. By entering into these licence agreements for all Rutland schools; we have been able to secure significant discounts and cover at much more competitive rates than if schools were to hold individual licence agreements. It also removes the need for schools to broker their own agreements.

We provide guidance and support to schools; promoting good practice and disseminating the terms and conditions of the four blanket licences held. Advice is also provided in respect of additional copyright services which some schools may need to procure, depending upon the activities that take place at their premises.

Costs of service

Copyright licences are charged in different ways. They are charged either by costs per child, with different rates dependent upon the type of school or on a banded rate based on the number of pupils that a school can accommodate. All licences have to be reviewed annually. Contact Local Authority for individual school/college costs.

Fees for the **CLA** licence are calculated using published pupil numbers, and applied using a per Primary, Secondary and Special Pupil rate.

Fees for the **PPL** licence are calculated using pupil number bandings.

Fees for the **PRS** licence are calculated using pupil number bandings.

2012/13 fees for the **ERA** are calculated on a per pupil basis of 32p net/Primary Pupil and 56p net/Secondary Pupil, and a 30% discount is then awarded to the Local Authority for having taken out a blanket licence.

Contact details

Sarah Bysouth, Head of Service Lifelong Learning

Tel: 01752 758460

Email: sbysouth@rutland.gcsx.gov.uk

Governor Services

Governor Services are contracted out to CfBT, however as part of a buy-back services, Academies can be included:

- Training and Development programme
- Helpline

In addition, CfBT are able to provide advice and support with

- The appointment of Local Authority governors/trust members
- The election of parent governor/trust representatives
- Signposting training – particularly induction for new governors/trust members

CfBT are committed to:

- Providing a friendly and welcoming response to all enquiries
- Providing access to services in a variety of ways to suit varying circumstances
- Ensuring confidentiality whilst having regard to the provisions of the Freedom of Information Act
- Providing effective training and support for governors and clerks
- Providing an efficient course booking system
- Maintaining an up-to-date and comprehensive database of governing body memberships

- Offering up-to-date, accurate and understandable information and advice
- Reporting annually on performance and targets
- Providing governors and clerks with opportunities to feed back suggestions for improvement in a variety of ways

Performance indicators and quality assurance

All training is evaluated on a course-by-course basis and the feedback used to inform their programme of continuous improvement.

Range of service levels available

Training and Development

A comprehensive package of training and support to governors, Headteachers and clerks. The provision is detailed below under the cost of service

Costs of service: Specific bespoke training please contact CfBT directly

The Contract which RCC has in place with CfBT entitles the Governing Body/Trust to receive:

- Access to e-learning training and information modules on the CfBT website
- Welcome pack for governors/clerks (includes current training programme and magazine)
- A handbook on CD ROM for all governors and clerks. One hard copy per school, additional hard copies on request
- Induction course for new governors, based on DfE National Training Programme for New Governors (includes a file of course materials to take away)
- Induction course for new clerks, based on the National Training Programme for Clerks to Governing Bodies (includes a file of course materials to take away)
- A comprehensive programme of training courses and briefings for individual governors and associate members
- Information about latest developments in education
- A telephone and email help-line for legislative and other enquiries
- Access to guidance notes and service leaflets, these include leaflets on governor recruitment
- Support / consultancy to schools experiencing challenging circumstances (e.g. post Ofsted inspection)
- Headteacher/Principal recruitment and selection guidance and materials

Details of Service offered	Price per School
Governor support package	Basic package £350 per primary school Basic package £500 per secondary school

Contact details

Sarah Bysouth, Head of Service Lifelong Learning

Tel: 01572 758460

Email: sbysouth@rutland.gcsx.gov.uk

Legal Services

Peterborough Legal Services provides this service on behalf of Rutland County Council.

They provide:

- Employment law, including reorganisations and employment transfers, redundancy and TUPE matters, dismissals, appeals and governing body hearings, compromise agreements and ACAS settlements, contract of employment issues and terms and conditions, and trade union relations and industrial action.
- Dealing with existing site occupiers, including options for termination/relocation to maximise the educational use of the site, and property law matters generally.
- Contractual issues and disputes, including matters arising out of the development of the site and responsibilities arising under grant agreements.
- Coping with neighbour disputes, trespassers, threatening or abusive persons, claims for damage and anti-social behaviour.
- Matters arising under inter-agency arrangements with the Police and Children's Services for safeguarding children, including compliance with statutory responsibilities towards child protection, and clarification of the current law relating to both private and public law proceedings.
- Parental rights and responsibilities, contact (access) issues, change of name, requests for witness statements from school staff in private proceedings.
- Pupil records – content, who has access, disclosure and inspection.
- Pupils with special educational needs and/or disabilities and the administration of medicines.
- Advice on charging and income generation.
- Advice on exclusions and other disciplinary sanctions – grounds for exclusion and help with decision letters and governing body reviews.
- Advice on law relating to governing bodies, their composition, and governor appointment/election procedures.
- Advice on pupil absence, taking a pupil off roll, and pupil admissions.
- Advice on school uniforms, equalities and human rights issues.
- Advice on handling complaints.
- Procurement issues, including the drafting and application of standing orders, and the retendering of catering services.
- Debt recovery for sums above the small claims limit, with support and guidance to staff in pursuing lower value claims in-house.
- Information compliance including Freedom of Information and Data Protection issues.

Costs of service

Advice and support is normally charged on an hourly rate. Where appropriate, bulk service can be provided at discounted rates, and fixed fees applied. Further details available on request.

Package	Duration	Cost
Option A	Per annum (5 hours)	£300
Option B	Per annum (10 hours)	£500

Legal Services can be provided as a pay as you go basis at a very competitive hourly rate or more beneficially, services can be provided to schools (excluding any external costs/disbursements) for an annual fee.

Contact details

Kim Sawyer
Peterborough Legal Services
Peterborough City Council
Town Hall
Peterborough PE1 1HG
Tel: 01733 452361
Email: Kim.Sawyer@peterborough.gov.uk

Audit Services

The requirement for internal audit for academy schools is based on supporting or providing the Responsible Officer (and ultimately the Governing Body), with an on-going independent oversight of, and assurance concerning, the academy's financial affairs. It is recommended best practice for there to be quarterly audit checks of financial transactions.

The Welland Internal Audit Consortium has a team of auditors experienced in the delivery of audit services tailored to the needs of schools, head teachers and governors. We can provide assurance that the school's internal control arrangements operate effectively and without placing undue pressure on the time of teachers or other staff. We will work with head teachers to identify and deliver any

enhancements to the control arrangements so that the schools can demonstrate the highest possible standards of governance and financial management.

The services we offer include

Schools Financial Value Standard

We have developed an audit methodology that allows us either to undertake assessments against the new Standard or to support those schools who wish to complete a self assessment. The methodology allows provides the headteacher and governors with assurance about compliance and, where appropriate delivers an action plan for the achievement of necessary improvements.

Routine Internal Audit Services

We can deliver a tailored package of internal audit work to reflect the size of the school and any specific requirements of the head or governors.

Consultancy Services

We have the capacity to advise on, and support in, the development of more efficient financial and administrative processes. We can undertake audits of private funds. We can respond to requests for advice: by phone; by email; or by a timely school visit where more complex questions have been posed.

Charge rate

The daily rate as at 1 April 2012 is £200.

Contact details

Nicola Scott, Lead Auditor

Tel: 01572 758302

Email: nscott@rutland.gov.uk

Outdoor Education Advisory Service

Leicestershire County Council provides this service on behalf of Rutland County Council.

They provide:

- Advice and support on all aspects of the educational visits (EV) process
- Establishment access to the Leicestershire County Council (LCC) for educational visits
- An online advice and notification with approval procedure for specific educational visits, to check that arrangements reflect LCC guidance and current good practice
- Access to a range of training courses, that support educational visits and outdoor learning

Costs of service

Details of service offered:	Price (per pupil, per school etc as stated):
Fixed SLA – basic support	£250.00 per primary school £500.00 per secondary school

Further information:

Specific training requirements to be discussed and priced on application.

Contact details

Kevin Brooks
Education and Off site visit
Leicestershire County Council, Beaumanor Hall, Woodhouse, Loughborough
LE12 8TX
Tel: 01509 890119
Email: Kevin.Brooks@leics.gov.uk

To take up this opportunity please contact Robyn Molle Team Manager Lifelong Learning Team 5 - tel 01572 720987, email rmolle@rutland.gov.uk and contact Kevin Brooks directly.

Sustaining Sustainable Schools Support

Rutland County Council has a range of officers with experience and knowledge across the nine topics of the Eco-Schools Programme and sustainability and who are able to offer advice and support towards your schools journey through the Eco-Schools programme and towards other sustainability aims.

The support that may be available includes:

- Advice and support on your work towards your chosen Eco-Topic or sustainability aims or projects
- School visits to attend/provide lessons, assemblies or school meetings
- On-site training on implementing projects (please see details below)
- Access to the Eco-Schools Resource Pack including resources and project ideas for each of the Eco-Topics to help your school move further through the Eco-School Programme, towards Silver and Green Flag awards. The pack includes the Eco-Topic Resource Sheets with information and resource links to lesson, assembly and activity plans for each Eco-Topic. Each resource sheet includes topic background, links to local, national and international campaigns, to other Eco-Topics and to resources available via the internet from other organisations.
- **Access to updates for the SCORE Pack for the Energy Topic which** includes resources and guidance documents to help schools to save energy, money and carbon including projects to save energy from your lighting, heating, IT equipment, out-of-hours energy use and guides to renewable energy technologies and how to identify investment opportunities (produced by the Carbon Trust in collaboration with local authorities across the East Midlands, through Climate East Midlands and East Midlands Councils).
- **Schools Energy Information Pack.** Information on your school's past energy use and guidance on the methods available to monitor your energy usage, including Automated Monitoring and Reporting (AMR) systems and the Energy Monitoring Kit provided to your school in September 2011. Assistance is also available in collating and calculating your energy use.

Costs of service

Cost Group 1: £30 per hour

Cost Group 2: £50 per hour

Please refer to page 9 for information on the free support available for school travel and sustainable transport. The above charges apply to support specifically for the Eco-School programme or support outside the scope in the other section.

The Eco-Topic Contacts are able to offer up to 1 half-day school visit each term for each school, for up to 3 Eco-Topics per two year period, due to their other work roles. This refers to support being provided across two years due to the requirement to complete 3 Eco-Topics to achieve your first Green Flag, and to complete 2 additional Eco-Topics during each subsequent two-year period to obtain your next Green Flag and maintain your Green Flag Status. Additional visits may be possible depending on agreement from the Eco-Topic Contact.

Training Available

Energy Topic: Training is available to assist you in implementing projects from the SCORE resource pack and to monitor and understand your energy use:

- **Eco Schools Practical Energy Saving:** This is a fast-track guide provided in the SCORE pack around key energy saving measures to deliver financial, energy and carbon savings within the school and will be a fundamental component to delivering quick savings. On-site training is available for the following projects: 1) **Active labelling of light switches project;** 2) **IT labelling project;** 3) **Reduction of out-of-hours electricity project.**
- **Taking Control of Your Heating:** A framework for improved heating management within the school, this will deliver a better understanding of the heating systems and associated controls to deliver carbon savings. On-site training is available to review your current heating practices through this guide.
- **Getting the Benefit from AMR & Monitoring Your Energy Use:** A self-help guide for schools to encourage the use of AMR data that is increasingly being made available to schools through improved metering technology is included in the SCORE Pack. Training is available to access and interpret your AMR data (where available), how to monitor your energy use and how to calculate energy and carbon savings from projects.

For details of any other training available from other Eco-Topics contacts, please email the relevant Eco-Topic Contact.

Contact details

Rutland County Council's Eco-Topic Contacts and cost group for each topic:

Eco-Topic	RCC Eco-Topic Contact	Email	Cost Group
Litter	Suzi Parfremment Pollard Street Scene Officer	spollard@rutland.gov.uk	1
School Grounds	Craig Howat Senior Environmental Health Officer	chowat@rutland.gov.uk	2
Transport	Heather Caldicott Sustainable Travel Officer	hcaldicott@rutland.gov.uk	1
Biodiversity	Craig Howat Senior Environmental Health Officer	chowat@rutland.gov.uk	2
Waste	Emily Frikha Waste Projects Officer	efrikha@rutland.gov.uk	1
Energy	Isabel Clark Climate Change Co-ordinator	iclark@rutland.gov.uk	1
Water	Isabel Clark Climate Change Co-ordinator	iclark@rutland.gov.uk	1
Healthy Living	Drew Hughes Active Recreation Manager	dhughes@rutland.gov.uk	2
Global Perspectives	Isabel Clark Climate Change Co-ordinator	iclark@rutland.gov.uk	1

For further information, contact Isabel Clark, Climate Change Co-ordinator
Email: eco-schools@rutland.gov.uk

School Admissions Service

In year Admissions

The Admissions Service is able to administer the full in-year admissions process for schools that are their own admitting authority, including applying the over subscription criteria to all applications received and the ranking of applications for in year, clarifying elements of the criteria where needed, including sibling and address queries on behalf of the school.

If the schools admission criteria are different to that of the LA's, the provision and cost of this service may need to be negotiated.

Point of Entry Admissions – Allocations

The Admissions Service is able to administer the point of entry admissions process for schools that are their own admitting authority, including applying the subscription criteria to all applications received and the ranking of applications, clarifying elements of the criteria where needed, including sibling and address queries on behalf of the school.

If the schools admission criteria are different to that of the LA's, the provision and cost of this service may need to be negotiated.

Costs of Services

Details of Service offered	Price (per pupil, per school etc as stated)
In year admissions	Primary school £30 per hour Secondary School £30 per hour
Point of Entry Admissions - Allocations	Primary school £30 per hour Secondary School £30 per hour

Costs agreed on an annual basis and via a service level agreement.

Contact details

Robyn Molle, Team Manager Lifelong Learning Team 5

Tel: 01752 720987

Email: rmolle@rutland.gov.uk

Admission Appeals Administration – Shared Legal Services Team

Peterborough City Council and Rutland County Council moved to shared legal services in May 2011. A single team of lawyers and other experienced personnel provide all legal services, including an appeals service from the Town Hall at Peterborough. We offer a complete appeals administration service for schools not maintained by the local authority. The cost of that service (shown below) comprises the following:

An independent Panel comprising of 3 panel members to hear the appeal.

All Panel members' disbursement expenses.

Annual training for Panel members.

A fully trained and experienced clerk.

Use of central, disabled access premises.

All appeals administration to include all stationery and costs associated with arranging and holding the hearing, letters to parents and dealing with any queries by telephone.

Drafting and issuing the decision letter.

The cost of the appeals administration process comprises the actual cost and does not include any element of profit for the Council.

Complaints

Where the complaint concerns an issue with the administration of the hearing we will process and deal with any complaints. Where the complaint is made to the Ombudsman we will draft a letter of response to any complaint for an additional small fee of £35.00.

Costs of Service

Option 1 (Pay as you go) £150.00 per appeal

Option 2 (1 April to 31 March) £3000 per year (maximum of 30 appeals) subsequent appeals £100 each

Logged appeals that do not go as far as a hearing, £50 - £100 (dependent upon reason and timing).

Contact details

Appeals Administrator: Karen Taylor, Peterborough City Council, Town Hall,
Peterborough PE1 1HG

Tel: 01733 452589

Email: Karen.taylor@peterborough.gov.uk

Communications Support

The public expect more and more information regarding communications whether this is verbal or written. At times managing communications can be difficult when linking with media.

Situations arise unexpectedly and advice from the Communications Officer can be invaluable.

Service features

Advice on managing enquiries and assistance in preparing press releases.

Advice on disclosure of information.

Advice and support with regard to circulation of information and managing difficult situations with regard to communications.

Cost of Service

Per hour: £50

Contact details

Chris Jones, Strategic Communications Adviser

Tel: 01572 758308

Email: cjones@rutland.gov.uk

Traveller Education Service

Improving educational outcomes for children and young people from, Gypsy Roma and Traveller (GRT) backgrounds. Traveller children are admitted on the same basis as any other children. If children are on the school roll then the school is known as the base school and as such a place is required to be kept open for them. Further information is available if required.

Service features

- Support for recently arrived traveller pupils.
- Supporting children and families through our Traveller Education Team, such as supporting schools with parental engagement, improving attendance, achievement and attainment, and developing culturally inclusive curriculum.
- Training and professional development for schools.
- Specialist resources loan service, including dual language books, dictionaries, distance learning resources.

Benefits to schools

- Capacity raised for improving traveller achievement at classroom level through delivery of continued professional development, coaching, joint planning and teaching.
- Increased understanding of barriers to achievement for vulnerable groups, such as travellers and asylum seekers.
- Achieving improved outcomes for traveller groups, for example, increasing A*-C attainment at GCSE for advanced bilingual learners.

Costs of Service

Details of Services offered	Price per pupil, per school etc as stated
Individual school support primary or secondary	£500 annual cost per pupil

Contact details

Robyn Molle, Team Manager Lifelong Learning Team 5

Tel: 01572 720987

Email: rmolle@rutland.gov.uk

Social Inclusion Service

Working in partnership with children, young people, schools and parents in promoting school attendance and attainment.

- Help in developing an attendance strategy and in-house policies for individual schools.
- Attends regular meetings in school to offer advice on individual vulnerable children with attendance issues (over and above the allocated young people).
- Provides group-based workshops with young people on the importance of attendance.
- To offer advice on the use of exclusions and other sanctions.
- Offers advice on coding in registers and 'promoting pupil attendance and recording absence'.

Benefits to schools

- Improved attendance
- Ensures schools operate within the law
- Improved attainment
- Improved relationships between the school and parents/carers.
- Support to vulnerable pupils

Costs of service

Hourly rate : £50 per hour per school/college

Contact details

Donna Gallagher/Helen Bannister – Heads of Service, Vulnerable Children and Customer Care

Tel: 01572 758426 / 750963

Email: dgallagher@rutland.gcsx.gov.uk / hbannister@rutland.gcsx.gov.uk

Support for Newly Qualified Teachers

This will cover the administration and management of the statutory regulations for Newly Qualified Teachers.

The NQT Induction Coordinator will:

- Monitor schools' NQT induction procedures to ensure the statutory regulations are met.
- Ensure that NQTs are correctly registered with the General Teaching Council for England (GTCE) or its replacement.
- Administer the termly collection and analysis of NQT progress reports and

follow up unsatisfactory assessments.

- Convene the Induction Panel in order to confirm satisfactory / unsatisfactory completion of the statutory induction period.
- Notify the GTCE of the outcome of the assessments.
- Liaise with the GTCE, the Training and Development Agency for Schools (TDA) and the Department for Education (DfE) to ensure all documentation and advice is current and accurate.
- Ensure that Induction Tutors and NQTs receive copies of any relevant documentation provided by central government.
- Provide an impartial advice service, by way of “named contacts”, for any NQT who considers that his/her induction is unsatisfactory.
- Manage and administer the Rutland NQT database.

Induction Tutors and Induction Managers of all schools with an affiliated NQT will be able to request additional support throughout the designated period in order to:

- Support induction tutors with procedures.
- Validate assessments where concerns exist.
- Provide additional support for NQTs in difficulties.

Costs of service

Rutland County Council has a contract in place with CfBT who provides this service

For Academies there will be a charge of £200 for each NQT, payable at the start of their Induction period.

This will be reviewed on an annual basis.

Contact details

Robyn Molle, Team Manager Lifelong Learning Team 5

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John Menendez, Lincolnshire/CfBT

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Job Evaluation Services

The job evaluation of newly created posts for advertising and the re-evaluation of re-focussed/partially amended posts currently occupied, is a Human

ENQUIRY FORM

Name:

Position:

School:

Tel:

Email:

I am interested in receiving further information regarding the following services, which are now available for Academies to buy back from Rutland County Council (*please tick*):

- School Inclusion Services**
- Copyright Licences**
- Governor Services**
- Legal Services**
- Audit Services**
- Outdoor Education Advisory Service**
- School Admissions Service**
- Admission Appeals Administration**
- Communications Support**
- Traveller Education Service**
- Social Inclusion Service**
- Support for Newly Qualified Teachers**
- Job Evaluation Services**
- Sustaining Sustainable Schools Support**

Please add any further comments or queries below:

Please return the completed form to:
sbysouth@rutland.gcsx.gov.uk