

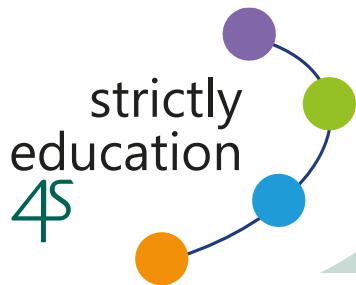


strictly
education
4S

You educate, we support

Directory of Education Services

For Maintained Schools 2020/21



Welcome to our Directory of Services 2020/21

Directory of Services

I am delighted to provide you with a NEW Directory of Services from Strictly Education 4S (formerly Babcock 4S) for 2020/21, highlighting the breadth and depth of support we can offer.

We are now part of the Strictly Education group, the UK's leading education-specific provider of professional support services to over 1,000 maintained schools, 800 academies and 150 MATs in 100 local authorities. By joining forces, we are united by a common purpose; supporting governors and school leaders to achieve the best outcomes for children and young people.

Strictly Education 4S has reshaped its offer for 2020/21 and we have a number of brand-new services to help lead your school more effectively, and make sure you achieve the best value from budgets with specialist payroll and pensions expertise.

Improving Service Quality

We strive to be your partner of choice and are committed to providing a high-quality service through constructive challenge, listening to our clients, rigorous attention to detail and investment in people, systems and quality assurance.

Our Commitment to You

We recognise the continuing pressures school leaders face; of having to do more with less, managing the health and wellbeing of your staff, keeping your school safe and compliant – the list goes on. In alignment with our mission, our priority is to reduce the administration burden faced by schools; providing an integrated service solution across HR, payroll and finance, premises, IT and governance.

The strategic advice and support we provide frees leaders to focus on their core purpose; pedagogy, school curriculum and organisational development.

Our Mission

To be the trusted partner in education support services, enabling you to achieve the best outcomes for children and young people.

You educate, we support.

Working in Partnership

We are proud to have worked in partnership with Surrey schools for the last 15 years and continue to maintain close ties with our colleagues at Surrey County Council and Schools' Alliance for Excellence (SAfE), reaffirming our commitment to helping you achieve the best outcomes for children and young people.



Amanda Fisher
Chief Executive Officer

Contact:

services@strictlyeducation4s.co.uk

0800 073 4444 Option 1

Reassuringly beside you, now and in the future

Continuity of Service

Due to demand we would encourage you to confirm your order by 28th February 2020. This will enable us to schedule support time across the year and ensure continuity of service for your school.

Reconfigured Services

As we constantly strive to improve our service offer to you, this year some of our SLAs have been changed or enhanced including:

- Tree Management & Maintenance
- Governance SLA
- SIMS Support
- Employee Assistance Programme

If you require further assistance when purchasing any of these services, please contact:

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

Statutory duties and responsibilities provided by Surrey County Council

See page 98.

All prices quoted exclude VAT, which will be charged where applicable. Depending on your location, our standard daily rate prices may be subject to an increase where additional travel time is necessary. Some services are subject to contract and special terms and may not be eligible for the early bird discount. Refer to the service information section on page 96 for details.

Get in Touch

We look forward to working with you in the year ahead. So whether you are an existing customer or have never worked with us before, please get in touch.

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1



Introducing **NEW** Services

We have a number of great new services available for 2020/21 including:

- Specialist payroll and pensions expertise
- Tools to support your staff wellbeing
- Premises support to help ensure compliance; property helpdesk, best practice gap analysis and cleaning audit
- Strategic support for school leaders including a special subscription offer for the Teaching Times (up to 50% off)
- SIMS support - Gold and Silver Plus

See overleaf for more details.

How to purchase from Strictly Education 4S

Early Bird Offer – 2% Discount

Confirm your SLA purchases on or before 28th February 2020 to receive a 2% discount.

eStore

To purchase your SLAs go to:

www.strictlyeducationstore.co.uk

Login to benefit from our latest offers and make your regular SLA purchases.

Take advantage of the discounted prices where applicable. All products and services purchased after 28th February will be charged at the full purchase price.

Purchasing made easier

In response to customer feedback, we have pre-populated your baskets to save you time. You also have the option to check and amend your basket as required.

New customers

Please go to www.strictlyeducationstore.co.uk to register for an account or alternatively contact:
services@strictlyeducation4s.co.uk
0800 073 4444 Option 1

Introducing NEW Services...



Payroll & Finance

Specialist Payroll and Pensions Expertise – pages 11 to 18

Our fully managed Payroll Service combined with Pensions Administration makes sure employees are paid accurately and on time each month.



People

Health & Wellbeing Survey – page 41

Gain a more reliable and authentic perspective on school staff wellbeing through use of an independently run survey, enabling you to assess employees' perceptions of their role, relationships, workload and mental and physical wellbeing.



Premises

Property Support Helpdesk – pages 52 to 53

3 levels of helpdesk support, providing a single point of contact to arrange and manage reactive and planned maintenance issues, including on-site advice from a property advisor.

Premises Management 'Best Practice' Gap Analysis - page 56

A cost-effective way of keeping abreast of your premises' compliance status.

Premises Cleaning Audit – page 57

A comprehensive assessment and review of current working practices and compliance that can deliver practical solutions and demonstrable savings.





IMAGINATIVE MINDS GROUP

TeachingTimes

Teaching Times Subscription

Save up to 50% off RRP – page 62

A subscription to Teaching Times gives governors and school leaders the ability to audit and update their development strategy against the best practice in the country.

Maximum savings when purchased as part of your *Governance SLA Plus, but can be purchased separately. *See page 62.



Leadership & Efficiency

Helping you build a whole-school vision

To help support you in relation to Ofsted's focus on school leadership and governance in the 2019 framework, we are now offering:

Independent Strategic Advice & Support for School Leaders – pages 72 to 75

Empowering individuals to make highly-effective contributions across the organisation and improve pupil progress.

Teaching Times Subscription – page 62

As featured.



Leadership & Efficiency

SIMS Support Plus – pages 81 to 82

Our new Silver and Gold Plus SLAs, with enhanced features including completion of upgrades, patches and fixes, will help you make the most effective use of your system.

ScholarPack Support – page 86

Providing accredited ScholarPack cloud-based support and proactive guidance across all aspects of your MIS and beyond.

**NEW
FOR 2020**

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Our Service Offer

As education specialists, we understand that leaders within MATs, academies and schools, face the twin pressures of having to raise standards in the classroom, whilst managing significant structural, human and financial changes in their organisation.

Strategic

We provide the strategic guidance and expertise to help you achieve your educational vision.

Flexible

Modular contracts and flexible strategic and operational support to meet your changing needs and budget, delivered when and where you need.

Operational

Hands-on, on-demand operational support available 24 hours a day to reduce your administrative burden and enable you to remain focused on teaching and learning.

Innovative

The latest technology to streamline processes, generate efficiencies and continuously monitor the performance of your staff and pupils.

We operate across four strategic areas:





Achieving best value from budgets with specialist payroll, pension and finance expertise



Payroll & Finance

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Payroll & Pensions **NEW**

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The service we receive from our dedicated Payroll Officer cannot be faulted. The service provided, the accuracy of payments and the quality of data, means that Strictly Education is greater than the sum of its parts.

Bryan Alcott, St James CE High School

Payroll & Finance

Payroll & Pensions



Making sure your staff
are paid accurately and
on time



NEW

Providing a fully managed payroll service to schools, academies and MATs, ensuring employees are paid accurately and on time each month.

Key features of the service

Your employees being paid accurately and on time is the most important part of running an organisation. At Strictly Education we ensure your employees are able to do what they do best - educating children and young people without the worry of their salaries being incorrect.

- Processing the school's payroll following an agreed schedule
- Calculation of gross pay, deductions and net pay
- Statutory deductions in line with legislation
- Producing secure paper and electronic payslips for employees, delivered in time for pay date each period
- Standard and management reports
- Producing P45s for leavers, delivered by post or electronically direct to the employee
- BACS payments for all employees
- Third party BACS payments and reports
- Specified pensions scheme returns and electronic transfer of payments
- Calculation and processing of electronic payments and returns to HM Revenue and Customs
- Submission of the relevant HMRC monthly and annual returns within statutory deadlines
- Producing P60s for all live employees as at 5th April of the relevant year, with dispatch to the employee by the same method as the payslips
- Ensuring that the payroll complies with statutory legislation requirements relating to pay
- Designated payroll contacts

Benefits

1. Nominated Payroll Officer.
2. Direct contact details for payroll officer and payroll manager.
3. First Run Payroll Reports, allowing for comprehensive checking of Payroll, available one week before payday. Second Run Reports available three days prior to payday.
4. Customer satisfaction survey.
5. Regular customer experience calls.

Price

Price on application

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



**NEW**

Providing a smooth transition into the payroll system, so schools, academies and MATs are fully supported and employees are paid accurately and on time.

Key features of the service

The Payroll Implementation process is fully managed by the dedicated implementation team.

Our welcome pack outlines the process, highlighting key dates and actions and provides a smooth transition into the payroll bureau service.

Clients also receive regular emails and telephone calls, walking them through the on-boarding process at each milestone.

We designate a single point of contact for the transition over to the payroll bureau service with a dedicated implementation officer.

Training sessions are offered to clients, focusing on payroll processes and efficient use of the payroll portal.

Benefits

1. Ensuring your employees are paid accurately and on time during the transition phase.
2. Seamless transition from your previous supplier.
3. Understanding how you work and how we can best meet your needs.
4. Training is on-going and available weekly. We are always available to support you.

Price

< 100 Employees **£500**

> 100 Employees **£700**



Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk

**NEW**

Timely and accurate Teachers' Pensions and LGPS monthly, and annual administration for payroll clients.

Key features of the service

Our pensions service provides calculation of employee and employer contributions using the relevant pension fund legislation, with payment of contributions to the relevant pension fund. The service also includes completion and submission of monthly payment remittances in the required formats for LGPS and Teachers' Pensions.

- Calculation of employee and employer contributions using relevant pension fund legislation
- Payment of contributions to the relevant pension funds
- Provide the Teachers' Pensions MDC return
- Provision of an iConnect Monthly Return
- A monthly spreadsheet of all starters, leavers and changes of employee information for LGPS members in an easy-to-use format
- Completion of unaudited EOYC annual returns in the required format
- Completion of LGPS year-end returns.
- Helpdesk support for ad-hoc queries at any time.
- Continuously reviewed processes ensuring reports meet the legislative requirements of TP and LGPS schemes.

Benefits

1. Single source of information for clients to refer to through our multi-pension report provided each month.
2. Single source of entry, no additional or separate submissions need to be made outside of normal monthly payroll submissions.
3. Expert advice and guidance available through unlimited access to the dedicated pensions helpdesk.

Price

Included in the **standard Payroll SLA price**

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



**NEW**

Generation of statutory compliant letters for all staff enrolled in the LGPS scheme as at 1st April each year.

Key features of the service

Letter Banding includes the creation of the required letter for each relevant member of staff in the LGPS scheme, broken down by each separate contract the employee has.

Benefits

1. Statutory compliance is achieved for LGPS administration.
2. PDF format letters, for employers to tailor or brand.
3. Access via the payroll portal for indefinite reference
4. Re-prints at any time.

Price

£150

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk





NEW

Providing support to schools in respect of their administrative duties as an employer, for auto-enrolment and re-enrolment.

Key features of the service

We provide written support to employees, a monthly monitoring report and template letters plus we complete declarations of compliance with The Pensions Regulator.



Benefits

1. Expert guidance and support throughout the auto-enrolment process.
2. Assurance that employer obligations have been met.
3. Time saving through our auto-enrolment service.
4. Avoidance of penalties and fines by The Pensions Regulator.

Price

Price on application

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk

Teachers' Pensions Administration Service



NEW

Monthly data collection return and payment remittance uploads to the Teachers' Pensions portal.

Key features of the service

- MDC report updating all teaching staff service and salary information with Teachers' Pensions each month
- Monthly payment remittance reconciled against the payment each month
- Complete any service cleansing required after uploads have taken place

Benefits

1. Time-saving for employers.
2. Employer responsibilities met each month, within the deadlines set by Teachers' Pensions.
3. Copies of all uploads provided to employers.

Price

£600 per annum

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk





Providing salary statements for teaching and support employees on an annual basis.

Key features of the service

Salary statements from Strictly Education provide an annual determination of remuneration, as necessary under the employer's responsibility in a standard letter template. A file containing letters for teaching staff is available for portal users to download securely, for printing on school letter headed paper. Salary statements can be provided for non-teaching staff if required.

- Annual determination of remuneration as necessary under the employer's responsibility
- Collation of information for the selected staff member



Benefits

1. Meets requirements for annual Teaching Salary Statements.
2. Provides employees with an accurate statement of earnings.
3. Can be tied into annual pension banding letters for support employees.

Price

< 75 Employees **£150**

> 75 Employees **£250**

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



NEW

If the school, local authority or Audit Commission requires data to satisfy the National Fraud Initiative, Strictly Education can provide this for you.

Key features of the service

The National Fraud Initiative is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud.

We will produce a full report, meeting the requirements of the NFI as outlined in their requirement documents.

Benefits

1. Meets the necessary requirements to ensure you are NFI compliant.
2. Save administration time.
3. A report produced directly from your payroll, ensuring accuracy.

Price

£100

Contact

Payroll & Pensions

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



A close-up photograph of several rows of abacus beads. The beads are in shades of red, yellow, and green, and are strung on thin metal rods. The image is slightly blurred, creating a soft, textured background.

Adding expertise across all aspects
of financial management including
funding, budgeting and reporting



Tailored for you, our range of services cover all aspects of funding, financial management and reporting in schools and academies to help achieve financial efficiency.

SLA Package

Outcomes include:

- Compliance
- Time saving and reduced workload
- Increased efficiency

Leadership support

- School business leader briefings providing updates on current issues and providing networking opportunities (one place in primary, two places in secondary)
- Induction visit for new headteachers to discuss their role in respect of finance and the relationship with the Local Authority
- Finance training for aspiring headteachers and deputy headteachers (one place per school, per year)
- Annual site visit with flexibility to use as and when you need it

Additional support

- Access to our helpdesk for telephone or email support each weekday on accounting queries, funding issues or setting up reports. Complex issues or significant training needs may result in an additional charge
- Salary Budgeting and Monitoring Calculator
- Access to additional information, tools and templates via our Finance website
- Support for Orovia BPS through email or telephone each weekday

Nursery, Primary and Special **£1,529**

Secondary **£1,674**

Traded services include:

- Comparative trend benchmarking based on CFR data **£102**
- Support for forecasting future funding
- Review budget plan prior to submission
- Review multi-year budgets and links with SDP
- Support with deficit recovery
- Financial support for governors and senior leadership team

From **£95** per hour

Year-End Service

A tailored year-end visit to ensure closure is completed and to perform initial LBA health check prior to submission. This will include:

- Closure of previous year end accounts on FMS
- Production of CFR report
- Health check on LBA/profit centre reconciliation
- Housekeeping on codes and reports

If accounts are not in balance at year-end, we can provide support on a chargeable basis.

This service can be booked at any time and bookings will be confirmed on a 'first-come' basis for delivery in May. At least 4 hours must be booked for this service on eStore and additional hours will be available by agreement.

£54 per hour

School Business Leader Training Package

A comprehensive programme of training including courses and practical on-site support for all new school business leaders, to enable them to become more effective in their role. Package includes:

- Four training courses covering a financial overview, financial planning, period-end procedures and financial monitoring and reporting
- Four visits providing one-to-one support including:
 - An initial induction visit
 - Support for the first period end
 - Support for the first FMR
 - Follow up visit with a consultant

£1,884

Year-End Service – *"The year-end service has been invaluable to me over recent years. With the expertise of one of the finance team who close the year, set up all the next year's reports and complete the CFR, they also complete the end of year reconciliation and even scan and return documents along with dealing with any year-end anomalies. Any queries specific to our school can be dealt with effectively. This fantastic service saves time and money and I cannot recommend enough."*

School Business Manager, Our Lady of the Rosary Catholic Primary School, Staines

School Business Leader Training Package –

"After deciding to change career, I started my role as a new school business manager with great enthusiasm, but little knowledge of the details and processes required from the position on a day-to-day basis. The School Business Leader training package provided by the Strictly Education 4S team was fantastic. Every member of the team was helpful and patient, even with my extensive number of questions, and I would strongly recommend this training to anyone starting along their own path in School Business Management."

School Business Manager, Godstone Village Primary School



Our services can be tailored to provide the level of financial support and training that your school needs.

Bursar Service: Package A

This service is designed to carry out the monthly period -end and produce initial FMRs and budget plans. The service can be tailored to support the school business leader (SBL). It could include pre-planned visits to carry out tasks such as:

- Budget plan
- Allocation of budget on FMS
- All period-end reconciliations
- Initial FMRs based on actuals
- Draft budget plan (in consultation with the headteacher and SBL)
- Closure of year end accounts (as detailed in Year-End Service)
- Production of CFR

The service is flexible and can be booked at any time, but must be for a period of 12 months. Individual and monthly tasks to be completed can be tailored and agreed at the set up meeting to ensure school needs are met.

Indicative price based on standard service **£5,055**

Bursar Service: Package B

The service is flexible and can be tailored to support the school business leader. The individual and monthly tasks would be agreed at the set up meeting, but may include orders, invoices, BACS, and cheque processing, accounts receivable and petty cash.

Additional time can be purchased during peak periods.

The service can be booked at any time, but must be for a period of 12 months.

Indicative price based on standard service **£6,953**

Finance Cover Service

This tailored service provides cover to support you when you most need it; to reduce workload, provide support through a major change programme or to cover a vacancy or maternity leave. Tasks may include:

- Preparations of budgets
- Period-end completion and production of financial monitoring reports
- Preparation of staff service returns and payroll forms
- Payment processing and sales ledger invoices
- Set up reports
- Housekeeping on the accounting structure

Schools should request this service via email to: schoolsfinance@strictlyeducation4s.co.uk or call the helpdesk to discuss the support required.

From **£54** per hour

"We have used the bursar service and other school business manager SLAs for a number of years. The expertise of the people who support us has been invaluable to the running of our schools.

The professional challenge they provide as well as the advice and support has enabled our schools to run efficiently and focus on what we are good at - supporting young people. I am not sure we would have achieved 'outstanding' judgments without their support."

Executive Head, Reigate Valley and Wey Valley Colleges

Spotlight on Training and Conferences

- > Financial Responsibilities of Headship
- > Develop Your Understanding of Financial Accounting Processes
- > Understanding the Formula and Forecasting Effectively
- > Financial Due Diligence
- > School Fund Training
- > CFR Briefing
- > Financial Benchmarking





We provide access to electronic tools, templates and latest advice and information alongside training and tailored support for new headteachers and school business leaders.

Bespoke Support for Conversion

We can provide flexible support to help you manage the process of conversion which can encompass the following:

- Finance Policy Template
- Access to our Salary Calculator and Budget Tool if required
- Support to implement the agreed Finance Policy and ensure consistency of financial practice across the Trust
- Operational support to claim rates rebates, make the first VAT claim and produce the first period-end report
- Regular newsletters

PLUS: An invitation to one of our academy workshops.

This service is completely flexible to accommodate the number of schools converting and the number of onsite visits required to meet conversion deadlines. Prices are based on standard rates plus travel where incurred.

Price on application (**£POA**), plus additional travel time outside of Surrey.

School Fund Independent Review

We provide an Independent Review Certificate for the school fund account in compliance with the Department for Education requirements. This includes:

- A review of the systems and processes used during the fund year
- A review certificate
- A graded risk assessment identifying operational changes to improve the financial controls of the school fund account
- Advice and guidance in the production of the school fund accounts

£95 per hour

- Primary – minimum 4 hours
- Secondary – minimum 6 hours

Additional travel time will be charged outside of Surrey. Additional hours will be charged at **£95** per hour.

Recruitment Service

Support and advice for shortlisting, interviewing and financial competence testing of candidates. Charged on an hourly basis at our standard consultancy rate we can:

- Assess applications for financial roles to ensure you interview the best candidates
- Provide and analyse responses to a financial task to assess the understanding and competency of candidates for financial roles within the school, including school business leaders and key finance staff
- Provide and analyse responses to a financial task to support headteacher recruitment
- Provide feedback to the interview panel on responses to finance-based questions at interview

£95 per hour, plus additional travel time outside of Surrey.

Training Programme

A full financial training programme is available either 1:1 at school or at one of our training venues.

To find out more email: schoolsfinance@strictlyeducation4s.co.uk

- Introduction to Academy Accounting
- Financial Due Diligence
- Orovia Budget Planning
- External Funding
- Setting up BACS payments on FMS

Financial Health Checks as approved by the DfE

Check 1 - Review and Develop Capability

Review forecasting and planning, analysis of benchmarking, support to improve current monitoring reports.

Check 2 - Investigate and Prevent

In-depth analysis of costs and curriculum-led planning to provide three-year plans, avoid a deficit and set a sustainable budget. Support for financial due diligence when joining or forming a MAT.

Check 3 - Resolve and Generate Solutions

Review financial leadership, support to restructure staffing, raise understanding of financial management and compliance, support for NTI issues and implement recommendations.

Take advantage of our free consultancy helpdesk support to determine the appropriate level of support for your school. We agree all charges before the start of any work.

£95 per hour, plus additional travel time outside of Surrey.

Prices as shown

Available to purchase via the eStore

Schools interested in securing tailored finance support should contact us for further information about our tailored packages. These are based on a standard hourly rate so you only pay for the time you use.

Contact

Finance Consultancy

E: schoolsfinance@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 5

To purchase go to: strictlyeducationstore.co.uk

Future proof your school budget



Make sure you are covered for any eventuality with our range of Finance Consultancy Support

For more information about our finance consultancy
Call **0800 073 4444** or Email services@strictlyeducation4s.co.uk



Helping you manage and retain the best staff



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People



The services the HR team provide, are fundamental to running our school. They are an outstanding source of knowledge and support, always available via email, telephone or face-to-face.

Monica Paines, Headteacher



High-quality HR services enable schools to manage their HR matters effectively and with confidence. Our Education HR consultants, remote service desk and website resources ensure you have access to timely and appropriate professional HR advice.

Key features of the service

We offer a flexible range of service level agreements to ensure the appropriate level of support to suit your needs and help you manage the unpredictability of some HR matters. The **HR Comprehensive SLA**, **HR Remote Service SLA** and **HR Remote Service Plus SLA** all include full access to our website, but we also offer a standalone website subscription if that is all you need.

HR Comprehensive SLA

This is our most popular SLA which includes unlimited access to the HR service desk and a named HR consultant who can develop a close professional working relationship with your setting to enhance the service that you receive. Access to your named consultant is unlimited for:

- Telephone and email support
- Attendance at formal meetings such as hearings (including pre-meetings) and appeals
- Attendance at formal consultation meetings with staff and/or unions, e.g. redundancy or restructuring, TUPE, etc

In addition to this, the SLA includes a fixed number of on-site meetings for up to 2 hours each:

- One strategic planning meeting using our HR strategic discussion model to enable a more proactive approach to HR support for your school
- A further two meetings (for primary and special schools) or five meetings (for secondary schools and MATs) for HR matters as requested by the school. For example these optional meetings could be for attendance at investigation or informal meetings, redundancy selection meetings/interviews prior to formal stages or one-to-one meetings with staff during the redundancy process.

If more meetings are needed by schools these can be purchased on a pay-as-you-go basis.

HR Remote Service SLA

This provides unlimited access to the HR service desk. HR matters are not always straightforward and it can help enormously to talk through the available options with our experienced HR consultants or officers on the service desk. Advice is available via telephone and email:

In term time: Mon – Thur 08:00 – 17:30, Fri 08:00 – 16:00

In school holidays: Mon – Fri 09:30 – 16:00

If on-site consultancy support is found to be needed by remote service customers, consultancy hours can be purchased in blocks of 10 Additional Consultancy Bundles. However, some customers prefer to purchase a few consultancy hours from the outset to give them peace of mind and a more cost-effective option.

HR Remote Service Plus SLA includes 3 or 6 hours of general HR consultancy, depending on the size of the setting.

HR Website Subscription

This provides unlimited full access to the latest guidance, model policies, templates, bulletins and much more for two registered users. It is included free of charge with our Comprehensive and Remote Service/Plus SLAs.

For more detail on these different SLA options and website subscription, see the summary table below and the key areas of support over the page.

We believe these SLAs provide you with the HR support you need, when you need it most, at an affordable price that you can budget for more reliably.

Features of the service	SLAs			
	Comprehensive	Remote Service Plus	Remote Service	Website Subscription
Allocation of a named HR consultant to gain a fuller understanding of your school's HR needs and help develop your HR strategy, as well as provide continuity in managing your HR issues.	✓	✗	✗	✗
UNLIMITED support from your named HR consultant via email/telephone.	✓	✗	✗	✗
UNLIMITED attendance of your named HR consultant at formal meetings.	✓	✗	✗	✗
Annual on-site strategic meeting with your named HR consultant.	✓	✗	✗	✗
Further on-site meetings with your named HR consultant on HR matters as requested by the school. (Up to 2 per annum for primary/special schools and 5 for secondary schools)	✓	✗	✗	✗
On-site support from an HR consultant for 3 or 6 hours, dependent on the size of the school.	N/A	✓	✗	✗
UNLIMITED calls/emails to our HR service desk.	✓	✓	✓	✗
UNLIMITED access to our website which has over 1,000 sector-specific policies, guidance documents, templates and other useful resources.	✓	✓	✓	✓
Regular newsletters (HR Bytes) with hot topics and best practice articles.	✓	✓	✓	✓



Key Education HR areas of support

Our Education HR services cover all aspects of employing and managing staff in an education setting. We provide advice and guidance on the following areas:

- Strategic HR Planning
- Conduct and Discipline
- Performance Management and Capability
- Management of Absence
- Appointment of Staff
- Pay and Terms and Conditions of Employment
- Grievances and Disputes
- Management of Change
- Employment Law
- Equality and Diversity



Benefits

1. Expert advice from Education HR specialists.
2. A named consultant is able to build a close working relationship with you, which allows greater understanding of your HR needs and more tailored support.
3. Manage complex staffing issues, giving you peace of mind and minimising the risk of employment tribunals and associated costs.
4. Up-to-date guidance documents, model letters and templates to save you time but ensure you comply with regulations.
5. Support with strategic planning to maximise your effectiveness.

Price

See pricing table on page 92

Available to purchase via the eStore

Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

To purchase go to: strictlyeducationstore.co.uk

Staff Health & Wellbeing Support Services



Our range of wellbeing support services enable schools to create a nurturing culture by identifying and addressing difficulties early on. They include mediation and, in partnership with third party organisations, an employee assistance programme and occupational health service.

Mediation Services

If staff are not working effectively together or discord is identified via your health and wellbeing survey, mediation can be a powerful tool to develop harmonious working relationships. A trained mediator can help to add perspective and balance in a way that is more palatable to the individuals than from school peers or leaders.

Key features of the service

- This structured approach can facilitate solutions to a range of workplace conflict situations
- Mutually agreeable outcomes are facilitated by impartial professionals and underpinned by a written agreement
- This is an effective alternative to formal procedures e.g. grievance, disciplinary or capability, and reduces the number of Employment Tribunal cases
- Price on application will be dependent on the extent of the commission (minimum one day)

Employee Assistance Programme SLA

Providing staff with our employee assistance programme will help them to take control of difficulties in their lives by accessing expert advice or counselling at an early stage before mental health conditions develop. This benefits the individual and school with fewer days absent.

Key features of the service

- A confidential freephone helpline, available 24 hours a day, 7 days a week, 365 days a year for employees and their families to receive expert advice, on personal, family, financial and legal issues
- Telephone assessment with a trained counsellor for personal problems, followed by up to six sessions of telephone or face-to-face counselling, or online e-cognitive behaviour therapy (e-cbt) as deemed clinically appropriate
- Access to an EAP website/information library for both employees and managers providing practical self-help information and guidance
- The provision of a wellbeing platform (Optimise) to aid identification of health and wellbeing risks, designed to empower employees to take greater control of their wellbeing. Users can access four different health risk assessments as well as a wealth of resources on wellbeing related topics

Occupational Health SLA

Making reasonable adjustment to employees' working arrangements to accommodate specific needs is a key responsibility for school leaders to assess while balancing the impact this will have on the wider staff and pupils. This OH service provides expert recommendations for new employees via the pre-employment medical questionnaire. For existing staff who have developed difficulties, the management referral process will help you support staff to stay in work and thrive as long as possible.

Key features of the service

- Unlimited processing of pre-employment medical screening questionnaires
- Specific occupational health screening and monitoring
- Unlimited management referrals for prognosis and support with cases of:
 - regular, short-term absence
 - long-term absence
 - potential absenteeism or
 - other health issues
- Recommendations regarding workplace reintegration following absence e.g. phased return
- Recommendations regarding possible ill-health retirement
- Online portal to manage and monitor management referrals
- Advice regarding reasonable adjustments and any implications of the Equality Act 2010 for employees with disabilities

Benefits

1. Mediation can lead to improved working relationships, productivity and staff retention.
2. Our EAP and OH services will help to support the wellbeing of employees and maximise productivity, retention and overall school performance.

Price

See pricing table on page 92

Mediation services are available to purchase via the HR Service Desk

EAP and OH SLAs are available to purchase via the eStore

Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

To purchase go to: strictlyeducationstore.co.uk



NEW

The new Ofsted Inspection Framework includes staff wellbeing as an important measure of school leadership, with effective communication and engagement key elements. Our new staff health and wellbeing survey can support you with creating a strategy to improve the wellbeing of staff in your school or college.

Employers in the education sector are increasingly recognising the significant role they play in making a positive contribution to employee wellbeing, particularly in the area of mental health. In doing so, the trend is now towards taking a more holistic approach, focusing on the quality of work, relationships and health and developing values that support these.

To support schools and colleges with developing their wellbeing strategies, we can now offer access to a detailed staff health and wellbeing survey. This includes advice on launching the survey with staff and how to follow up appropriately on the results to maximise its value.

Key features of the service

- Time-limited access for your staff to an online survey tailored to the education sector, with sections covering:
 - Job satisfaction
 - Communication and working relationships
 - Work-life balance
 - The physical working environment
 - Health and wellbeing
- A detailed bespoke report containing an analysis of the survey results with recommendations and suggested areas to prioritise
- No limit on staff numbers participating per employer

Benefits

1. Gain a more reliable and authentic perspective on staff wellbeing through use of a survey which is run independently of the school / employer.
2. Target wellbeing interventions where they are most needed to make best use of limited resources.
3. Take a 'temperature check' on wider aspects of workforce engagement and factors affecting retention and productivity.
4. Demonstrate that the organisation values the workforce and is committed to improving the quality of work and work-life balance.

Price

See pricing table on page 92

Available to purchase via the eStore



Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

To purchase go to: strictlyeducationstore.co.uk



You educate, we support

Help Employee Assistance Programme

Our Help Employee Assistance Programme is the most cost-effective way of promoting staff health and wellbeing in your school

Confidential support 24 hours a day,
7 days a week for all your school staff
for only **£9.95** per employee

HELP

HELP | Employee Assistance



● Poor staff health and wellbeing not only results in higher sickness absence costs, but it leads to increased employee turnover and difficulty in recruiting and retaining high-quality staff

● Our Help Employee Assistance Programme is perfect for the education sector

● The service includes an online wellbeing platform that is a tool to help school employees take control of their health and wellbeing and is designed to highlight any risk factors and encourage health and personal resilience

Find out more, contact

services@strictlyeducation4s.co.uk

Call 0800 073 4444 (Option 3 HR Helpdesk)



In association with
Optima Health

www.strictlyeducation4S.co.uk
services@strictlyeducation4S.co.uk



The new generation of education recruitment has arrived.

A pioneering new approach for school recruiters to do less and achieve more with sleek advertising tools and best-in-class candidate management technology for an exceptionally low-cost-per-hire.

A new breed of recruitment tools for school workforce attraction to transform the way you find and connect with a world of teaching talent for good.

Key features include



Unlimited advertising

Advertise as much and often as you like on an education-only job site dedicated to connecting schools and teachers. Leadership vacancies included as standard in the Eteach licence.



Your own bespoke career page

Establish yourself as the employer of choice. Drive job seekers to your bespoke career page where all of your vacancies and benefits are showcased.



Build your own Talent Pool

Unique to Eteach! Attract staff even when you aren't actively recruiting and retain top candidates as a free source of talent.



Online application forms

Break down the barriers and watch your applications soar by offering a GDPR-compliant online application form and Fast-apply.



Regional talent

Gain access to regional Talent Pools where active jobseekers have registered their interest.



Dedicated account manager

With a 93% renewal rate, you'll have your own specialist to help you with your recruitment efforts.

Our recommended partner for better, smarter, faster recruitment.

A significant discount on Eteach's standard rate card for Strictly Education customers.

See page 32 for more details.



In this current competitive recruitment market it is important that schools showcase what they can offer effectively and reach as many potential candidates as possible. Being clear about what you need and how you can identify these qualities in a recruitment process are vital skills that we can help with.

Education Recruitment SLA (in association with eTeach)

Our partnership with eTeach provides schools with the opportunity to showcase their offering to potential candidates all year round, not just when vacancies need to be filled. A single payment for a year's service level agreement, provides unlimited access to their online portal, which has a range of features to help your advert stand out and to make applications easy for potential candidates. Our price is significantly below the standard rates offered by eTeach directly.

Key features of the service

- Unlimited recruitment advertising on eteach.com for teaching, leadership and support staff
- Increased candidate attraction via your own school talent pool
- Access to regional talent pools where active jobseekers have registered their interest
- Easy application process for candidates using an online application form that is GDPR-compliant
- Set up a bespoke career page to showcase all your vacancies and benefits you offer as an employer of choice

Occupational Personality Profiling

The Occupational Personality Questionnaire (OPQ) is a proven assessment tool for exploring how relevant work-related behaviours of individuals will fit best within particular work environments or teams and how they will cope with different job requirements.

Key features of the service

- This method of gathering information about style and behaviour helps avoid bias
- Particularly useful for leadership selection but it can also help with individual and team development
- An online self-assessment questionnaire is completed by applicants and then analysed by qualified, licensed professionals with extensive sector-specific knowledge and experience

Price

For Education Recruitment SLA:

See pricing table on page 92

Available to purchase via the eStore

For OPQ:

Price on application

Available to purchase via the HR Service Desk

Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

To purchase go to: strictlyeducationstore.co.uk





The recruitment and selection of leadership roles in schools and colleges can amount to the most critical task a governing body is responsible for, particularly given that the cost of making the wrong appointment can be substantial. Our consultants offer integrated expert support for school leaders and governing bodies from succession planning through to appointment.

Our HR consultants and School Improvement Partners (SIPs) have substantial experience of supporting governors and headteachers in the recruitment, selection and appointment of leadership staff. In addition to this, our finance consultants are able to provide expertise in the assessment of candidates' financial competence.

Key features of the service

After a free scoping meeting to identify your requirements, we can provide you with resources, advice and expert support to enable you to:

- Undertake a rigorous planning process
- Review your leadership structure
- Design a high-quality assessment and selection process, including providing key resources
- Ensure maximum impact of your recruitment advertising
- Determine the suitability of candidates to lead your school
- Deliver professional feedback to all candidates

Bespoke service and pricing

As every school's needs are different, we offer a bespoke service to support you through the recruitment and selection process. In order to fully understand your requirements, an HR consultant would attend an initial planning meeting free of charge to scope out the support needed and then provide you with a no obligation estimate of the costs based on our hourly rate of £93.

A bespoke package can include either HR or SIP consultancy support without the other, but we would recommend you consider the involvement of both at each stage of the process, to ensure you secure the highest level of expertise. An example of the level of support you might expect is as follows:

- Attendance at initial planning meeting(s) and remote follow up support – 2 hours
- Review of applications and attendance at a shortlisting meeting – 4 hours
- Guidance in relation to interviews and assessment activities – 2 hours
- Attendance at the selection day(s) 6-12 hours

Adjustment to the hours required may be necessary during the process e.g. due to the number of applicants received. Only the hours actually worked will be invoiced to the school. No additional costs will be incurred without prior agreement.

In addition to the services listed, for an additional charge per candidate, we are able to offer Occupational Personality Profiling (OPQ) by licensed and experienced staff. See previous page for more details.

Benefits

1. Ensuring the recruitment process is robust and meets all legal requirements.
2. Enabling governors to select a bespoke service that meets the needs of their individual circumstances.
3. Provision of expert advice in relation to a wide range of leadership roles including Executive Head, Headteacher, Head of School, Deputy and Assistant Head.
4. Securing the appointment of the best possible candidate for the school.

Price

Price on application

Available to purchase via the HR Service Desk

Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3



We offer a range of services to help you review your administrative functions and ensure your staff are deployed effectively and HR practices are up to date, appropriate and compliant with the latest regulations.

School Office Review

The changing nature of the administrative functions of schools and academies has led to an increased and diversified workload. An office review by an independent observer can be a prudent investment.

Key features of the service

- A comprehensive review of the administrative function of your school office can optimise efficiencies and improve value for money
- Tailored to the needs of your school, this review can include assessment of some or all of the following: task allocation, workload, efficiency of systems and resources, staffing structures and working hours
- Following an initial scoping meeting, interviews with relevant staff are undertaken (SLT, office staff and service users) as well as observations of work in progress
- The written report includes findings and recommendations, which are discussed in more detail at a final meeting to ensure next steps are clear

Single Central Record Review

The rules about who and what must be included on the single central record are complex because of the wide range of people who interact with schools, whether on a professional or voluntary basis. This review will ensure compliance and provide valuable professional development for office staff.

Key features of the service

- A comprehensive review of your single central record with recommendations regarding errors, amendments and improvements to satisfy current Ofsted requirements
- Provision of a 'tried and tested' single central template for you to use that will ensure safeguarding protocols are enforced
- The option to enlist the time of an HR Officer to make necessary amendments to the single central record on your behalf
- This service can be carried out at your premises or remotely at our offices

Personnel File Review

Schools hold a range of information on personnel files, either because they are legally required to do so or because it helps to operate and monitor policies and procedures, compile and analyse data and respond to information requests. Whatever the reason, it is essential that best practice is being followed for safeguarding, recruitment and selection, and time-bonded storage.

Key features of the service

- A comprehensive review of the content and organisation of personnel files, linking them to vital statutory documents such as the Single Central Record
- Guidance on maintaining employee data as well as legislative compliance with General Data Protection Regulations (GDPR), Data Protection Act 2018
- Correctly organised personnel files enable key employee information and data analysis to be carried out efficiently
- This service is undertaken at your premises within your normal operating hours in collaboration with school administrative staff





Employment Contracts Review

Education staff work to a complex range of different terms and conditions, covered by national and local arrangements, in a variety of settings and different roles. Continuity of service and TUPE arrangements also require extra vigilance to ensure contractual arrangements are accurate and up to date.

Key features of the service

- This service is usually undertaken in conjunction with a Personnel File Review
- A comprehensive review of contractual records to identify discrepancies, and ensure they are up to date and accurately reflect the terms and conditions of each role
- Ensuring accuracy and compliance with legal requirements will avoid the risk of contractual disputes in the future
- This service can be carried out at your premises within your normal operating hours in collaboration with school administrative staff

Due Diligence Checks of HR Records

Whether you are preparing to join a multi academy trust, preparing for an Ofsted inspection or planning a restructuring process, a due diligence check will ensure your HR records are accurate, consistent, up to date and fully compliant with current legislation.

Key features of the service

- Pre-employment checks are reviewed to ensure these have been undertaken appropriately
- Single central record and contractual documentation is reviewed to ensure it is up to date and compliant with latest guidance
- Payroll records are cross checked with personnel files to ensure the information matches
- A summary report is provided with a red/amber/green rating and recommended actions for each of these three areas

HR Administration Cover Service

The HR responsibilities of the school bursar or business manager are often an integral part of this role. If this position becomes unexpectedly vacant, it is essential that key HR tasks are continued and therefore our HR admin cover service can prove invaluable.

Key features of the service

- This service provides interim cover to maintain the school's HR administration function in the absence of the bursar
- Tasks undertaken include recruitment (advertisements, contracts, offer letters); issuing/amending contracts; new starter administration; induction and probation administration; DBS, single central record updates/ checks; occupational health referrals; end of contract administration
- This service also includes a handover to the bursar at the end of the cover period

Benefits

1. Our range of administration reviews can help to optimise the efficiency and compliance of your school with Ofsted and other legal requirements.
2. Our HR Admin Cover Service gives you peace of mind during unplanned absence or departure of your bursar.

"Thanks for a really useful and thorough report. I've shared it with our staffing governor to decide next steps. Thank you for your sensitivity, expertise and clear recommendations."

Headteacher, Junior School, Surrey

Price

Price on application

Available to purchase via the HR Service Desk

Contact

HR Service Desk

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

Disclosure & Barring Service (DBS) including additional DBS Plus



Our online DBS checking service helps support you with safer recruitment and compliance with statutory legislation.

Key features of the service

We have been a Registered Body with the DBS (formerly CRB) since 2002 and currently act as an Umbrella Body for over 500 schools and other organisations.

Making use of the DBS Ebulk system, our service provides:

- Secure online paperless processing that is easy to use for applicants and organisations
- Significantly faster checks, meaning staff can be available for work much quicker without the need for supervision arrangements
- Same day checking; applications received by the DBS the same day as approved by you
- Same day email alert direct to you on clearance
- Easy online monitoring of the progress of applications
- Identification of any errors on applications to avoid unnecessary delays

System Guidance

Detailed written guidance and advice on the use of the online system is provided for applicants and organisations using our service, as well as unlimited telephone support from knowledgeable and experienced staff.

Positive Disclosures Support

Where positive disclosures are received, our service supports you with a full and thorough risk assessment process, which enables you to make an informed decision on the suitability of an individual to work with children.

Additional Web-Based Resources

Access a range of additional web-based guidance and resources to support you with the DBS checking process.

DBS Plus SLA

This SLA is solely applicable to customers who only purchase our DBS Checking Service without any other Education HR SLA. As recruitment becomes increasingly complex, we have developed the DBS Plus SLA to provide additional pre-employment support beyond the routine DBS checking process. Additional features you can benefit from are shown in the table below.

Benefits

Helps schools to comply with:

1. Safer recruitment and pre-employment statutory guidelines.
2. Ofsted safeguarding requirements.
3. Other legal requirements, e.g. right to work.

Price

See pricing table on page 92

DBS Plus SLA is available to purchase via the eStore

Contact

DBS Service Desk

E: dbs@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 4

Components of Service	DBS	DBS Plus
Online processing of DBS applications	✓	✓
Additional CBL/List 99 checks when required e.g. as part of a risk assessment process for staff who are required to commence employment prior to DBS clearance being received	✓	✓
Telephone/email advice and guidance on the processing of DBS applications	✓	✓
Telephone/email support with positive disclosures and completing risk assessments, including the provision of a model template	✓	✓
Website resources for DBS checks, e.g. application and processing guidance	✓	✓
Telephone/email advice and guidance with wider recruitment and pre-employment issues, e.g. single central record, overseas police checks, right to work, references, qualifications, qualified teacher status (QTS), prohibition checks	✗	✓
Additional website resources for wider recruitment and pre-employment issues	✗	✓
No additional charge for external validation checks, which are required when an individual has insufficient ID to satisfy requirements under route 1 (normally £5/request)	✗	✓
Annual single central record health check. A remote review of your school's single central record to ascertain whether it meets the current guidelines on 'Keeping Children Safe in Education'. Recommendations will be provided on how you can make improvements if necessary *	✗	✓

36 *We offer a commissioned service for an HR Officer to revise your single central record using our 'tried and tested' template. Cost is dependent on the extent of the work needed.

Training: Developing People Management Skills



Effective management of employees is essential for the productivity and success of a school as well as the wellbeing of staff. Our portfolio of courses is invaluable for helping to develop the people management skills of teachers and leaders.

We provide a wide range of training workshops on the management of human resources. Whether you are a senior or middle leader, school business manager or working in a teaching, classroom support or office role, we can enhance your confidence and effectiveness in this area.

Key features of the service

- Specifically designed content for staff working in schools
- Delivered by our experienced Education HR practitioners
- Termly scheduled courses give the additional benefit of sharing experiences with peers
- Courses can also be tailored to your needs and delivered at your school at a time that suits you
- Content can be adapted to accommodate varying numbers of staff: individuals, small groups or whole school

Safer Recruitment for School Managers

This workshop is aimed at all those with a responsibility for recruitment, including those who may be shortlisting and interviewing staff as well as those responsible for undertaking vetting checks.

This training meets the requirement of School Staffing (England) Regulations 2009 for at least one panel member who conducts an interview in a maintained school to be trained in safer recruitment.

Appraisal Training

The appraisal process done well provides an opportunity for staff to reflect on the past and feel valued and motivated to identify areas for growth. This takes specific skills, knowledge and preparation on the responsibilities of both appraiser and appraisee. We can deliver courses for both parties to ensure engagement and success is maximised.

Managing Difficult Conversations

This workshop helps to develop the skills and confidence necessary to have effective conversations with staff about underperformance and/or misconduct. A balanced blend of theory, practice and observation helps to refine key techniques.

Managing Investigations

If grievance, conduct or capability issues are raised it is important that the correct procedure is followed to avoid potential legal proceedings. This workshop covers the issues specific to the education sector and helps develop the skills to carry out a robust investigation.

Redeployment - Job Search Training

Cost savings through restructuring is a necessary reality sometimes and staff vulnerable to redundancy may benefit from this course. The recruitment process can be very competitive and overwhelming especially for long term staff who have not navigated their way through it for many years. This course covers where to search for jobs and helps delegates identify their strengths and experience and present these effectively in an application process and interview.

Additional courses available

- Managing Stress and Building Resilience
- Team Building
- Managing Demands on your Time
- Managing Capability Issues
- Managing Redundancy and Changing Staffing Needs

Benefits

1. Provides delegates with a mix of up to date information, theory, skills training and peer discussion, which helps to develop confidence to manage people effectively.
2. Central courses with other schools provide the opportunity to share expertise.
3. Bespoke training in your setting can ensure a consistent approach is implemented across the school.

Contact

HR Service Desk

For course information or bespoke training:

E: educationhr@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

For course bookings:

E: course.bookings@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 2

W: www.strictlyeducation4s-cpd.co.uk



Ofsted inspections include the administration of HR and therefore it is essential that up-to-date compliant processes are in place. Our training, away from the busy school environment, provides comprehensive guidance on the most efficient ways to meet these demands.

We run three popular courses on HR administration each term, which are suitable for all school office staff including bursars, school business managers and HR managers, to cover topics such as safer recruitment and pre-employment screening, contracts, pay, continuous service, absence management and family entitlements.

Key features of the courses

- Each course is a full day (6 hours) held in training rooms at a central location
- Refreshments and lunch are included in the course price
- Extensive resources are provided online to support delegates back at school
- Peer discussions are encouraged to enable learning from each other
- Knowledgeable HR trainers are from the HR service desk team and therefore familiar with the issues schools raise on the service desk
- Available to book via CPD Online (www.strictlyeducation4s-cpd.co.uk)

Introduction to Education HR: Part 1 (Support Staff); Part 2 (Teachers)

The terms and conditions of employment for support staff are different from those of teachers and school leaders and therefore we consider these two groups separately.

These courses cover topics such as safer recruitment, pre-employment screening, contracts, pay, continuous service, induction and probation, absence management and family entitlements.

Managing and Processing DBS Checks

All adults who regularly play a part in an education setting, paid or unpaid, are required by law to have a check by the Disclosure and Barring Service. This course sets out the details of how to do this efficiently to ensure pupils are not disadvantaged or unsafe.

This course is suitable for all staff involved in the DBS checking process (Primary Applicant Managers/ Applicant Managers/ ID Checkers/ DBS online system users). It covers an overview of current legislation and latest guidance, types of check and acceptable identity documents and right to work checks. If the employee needs to start work before the DBS check has been completed or there is a positive disclosure on the check, the necessary risk assessment is explained along with the requirements of the single central record.

Benefits

1. Comprehensive training in the specific administration requirements for the education sector.
2. A resource pack is provided with details of templates, processes and latest guidance to help delegates back at school.
3. Peer discussion enables delegates to share expertise and problem-solve challenges.

Contact

Course Bookings

E: course.bookings@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 2

W: www.strictlyeducation4s-cpd.co.uk



Training: Adult Mental Health First Aid



NEW

First aid for physical health has long been a statutory requirement for employers but with the new focus on staff wellbeing, the need for mental health first aid is gaining momentum. All employers have a legal duty to assess the risks from work-related stress and provide health and safety training. Mental health awareness and first aid training could help to meet these new requirements for effective engagement in staff wellbeing.

Adult mental health first aid (MHFA) is an internationally recognised training programme that teaches people how to spot the signs and symptoms of mental ill health and provide practical skills to assess, listen, reassure and respond, even in a crisis.

General knowledge and understanding about good and poor mental health and how this affects our physical health is improving, but there are still lots of myths and confusion that makes it harder for people to be open about their own needs and seek help. Crucially it is hard for people who are mentally unwell to appreciate this as the brain's ability to process information/emotions accurately and problem solve is impaired. As we all respond differently to pressures, everyone needs to be able to identify changes in behaviour as potentially being a signal that more support is needed.

These courses give delegates the knowledge and understanding to dispel the myths that underpin stigma and prejudice, and how we can take steps to live mentally and physically healthy lives.

The National Centre for Children and Families has acknowledged that

"Teaching is a tough job. It can be immensely rewarding but also physically and emotionally draining."

"We must do more to support school leaders, teachers and other school staff to ensure that their mental health and wellbeing is prioritised. If we don't recognise the importance of this we will fail not only staff, but the children and young people they support."

(10 steps towards school staff wellbeing, Dec 2018)

The new Ofsted Inspection Framework includes staff workload and wellbeing and MHFA training will help to support staff with this.

There are four adult courses on offer:

- Half-day Mental Health Aware (all staff)
- One-day MHFA Champion (line managers)
- Two-day MHFA (First Aiders)
- Half-day MHFA Refresher (First Aiders and Champions)

Key features of the courses

- All courses are delivered by quality assured instructors trained by Mental Health First Aid (MHFA) England.
- Raising the profile of mental health helps to normalise these discussions, reducing stigma and encouraging staff to take action or seek support to remain healthy
- Peer to peer support also improves with better understanding of the way people respond to and are affected by different circumstances, dispelling the common myth that this is a sign of weakness
- All courses involve a mix of group activities, presentations and discussions.
- All participants are provided with a course workbook to practise the skills being taught and a comprehensive manual with useful resources and further reading



Training: Adult Mental Health First Aid (cont'd)



Two-day Mental Health First Aider

This is a comprehensive course that covers all the main mental health conditions, their early signs and symptoms and support/treatment options. A structured approach to providing support helps First Aiders stay calm and work through appropriate steps, while maintaining professional boundaries. Videos, case studies and activities help delegates grow in confidence to both provide support and pass on the important message of recovery and the potential to lead productive and rewarding lives.

One-day MHFA Champion

This one-day course gives an overview of the signs and symptoms of common mental health conditions and the support that people might need. An understanding of what affects our wellbeing helps delegates to reflect on how a healthier workforce can be created and maintained. Countering stigma and prejudice, and encouraging appropriate support measures at an early stage can all prove effective.

Half-day Mental Health Aware

Delivered to groups of staff in school, this course helps to dispel myths, reduce stigma and prejudice and encourage peer support. Working together to understand how our mental health and wellbeing is affected by external pressures can help to reduce barriers and enable people to seek support. The role of the MH First Aider is also clarified to ensure they are used to good effect.

Half-day MHFA Refresher

If you have already trained MH First Aiders or MH Champions, it is recommended they update and renew their skills after 3 years. This refresher course provides an opportunity to share successes and challenges with other delegates, update knowledge on support for mental health and revisit the MHFA action plan.

Benefits

1. Staff will have a better understanding of how to manage their own mental health and wellbeing and take steps early on to prevent illness.
2. Staff will feel more receptive to support encouraged by peers, MH Champion or MH First Aider, reducing the likelihood of long term illness.
3. A team approach to wellbeing will create a more nurturing environment improving resilience and cooperation.

Contact

For more information or to discuss bespoke training:

E: eduhrsupport@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 3

Course Bookings

E: course.bookings@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 2

W: www.strictlyeducation4s-cpd.co.uk





A WHOLE SCHOOL CHECK-UP

Is your team feeling the pressure?

The **Staff Health and Wellbeing Survey** is an online survey designed to answer this key question and provide advice on how to follow-up appropriately.

Staff wellbeing impacts directly on retention, productivity and quality of work. *With no limit on staff participating* the survey results help school leaders make informed strategic and practical decisions.

Survey Benefits

- ✓ Designed for the education sector
- ✓ Provides a reliable perspective
- ✓ Independent of the school
- ✓ Insight to workforce engagement
- ✓ Demonstrates the workforce's value

Primary/Special Schools

£349
+ VAT

Secondary Schools

£459
+ VAT

Purchase via the estore
www.strictlyeducationstore.co.uk
 or contact us on
Eduhrsupport@strictlyeducation4s.co.uk
 For full details see page 29.



Keeping your school operationally safe and compliant with premises contractor management and consultancy support



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*Very speedy response, great service, worth every penny,
already saved me lots of time and effort!*

South Camberley Primary and Nursery School



Tailored, professional catering service, taking care of contract management together with quality assurance and advice on all current legislation and regulations.

Key features of the service

For SURREY schools

For schools that are in the current Catering Framework Agreement (Module 1a):

- We look after the catering contract for you – through commissioning and managing the Framework Agreement, ensuring contractual obligations are met and that you receive a high-quality catering service
- Arrangement of any variations to the contract and negotiation with contractors and schools including arbitration where disputes have arisen
- Regular quality assurance visits as requested to all sites to ensure contractual obligations are met. This includes advice given on all kitchen Health and Safety issues/regulations in response to Environmental Health Officer (EHO) reports
- Provide advice and support on all aspects of school meals and catering, via telephone, email and website, such as special dietary requirements and the Cool Milk Scheme
- Professional guidance on kitchen improvement projects, maintenance and repair of kitchens including suitable finishes, cleaning treatments and equipment
- Promotion of healthy eating in conjunction with catering contractors and schools

For SURREY schools

For schools not in the Catering Framework Agreement (Module 1b):

- On request we undertake site visits to monitor and ensure all contractor obligations are being met
- Increase awareness of latest government school meals legislation and ensure you receive a high-quality catering service
- Undertake regular quality assurance visits to review kitchen premises and compliance with Industry Food Safety and Hygiene regulations
- Professional guidance on kitchen improvement projects, ensuring facilities meet individual school needs
- Provide advice and support on all aspects of school meals and catering, via telephone, email and website, such as special dietary requirements

Mandatory Requirement

If you use a supplier organised by Strictly Education 4S, you are required to purchase the SLA to be able to use the supplier and have a contract in place for the duration of the contract term.

For ALL schools

Additional commissioned support is available, tailored and priced to individual school needs, including:

- Consultancy to support schools in complying with statutory catering requirements, for example following a report of failures from an Environmental Health Officer (EHO) or from an internal audit
- Assistance with recruiting catering managers and staff, including advice on job profiles and participation in the interview process, if required
- Advice on general catering management systems, including the planning and costing of menus

Benefits

- 1 Through the Catering Framework Agreement, we take care of contract management, saving your school considerable time and resources.
- 2 For schools with their own contractual arrangements, we ensure that providers are fulfilling contractual obligations and providing a high-quality service for your school.
3. Expert advice on legislation, policy and best practice in school meals.

Price

Available to purchase via the eStore

- All phases, Module 1a or 1b: **£618**
- Commissioned services are priced individually based on customer needs

Contact

Premises Support

E: tracey.killick@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk



Specialist, quality-assured advice and guidance on school caretaking.

Key features of the service

For ALL schools

Caretaking SLA*

- Telephone advice in cases of emergency such as flood and fire
- Where possible, arrangement of on-site induction training for caretaker and premises staff. To benefit from a broad range of training, please purchase the Health and Safety SLA
- Telephone advice, professional and technical support on floor treatments with regard to chemicals and their uses
- Arrangement of cover where possible for caretakers who are absent due to sickness or where there is a vacancy. Additional fees per hour are payable as advised at the time of request
- Telephone advice, professional and technical support on suitable products, treatment and equipment plus advice on the maintenance and repair of cleaning equipment
- On-site assistance and advice in recruitment and selection of new caretakers and site managers, limited to one interview session per SLA year. Repeat interviews will incur additional fees
- On-site induction training and advice for new caretakers/site managers, including Health and Safety issues, location of services, security issues and administrative procedures
- Arrangement of window and carpet cleaning services

Additional commissioned support is available, tailored and priced to individual school needs, including:

- On-site audit of all caretaking services to assess levels of performance and cleaning standards

Benefits

1. Our Caretaking Service gives you peace of mind, providing cover for absence, induction training and advice where possible.
2. For Health and Safety and a range of School Premises training please purchase the Health and Safety SLA.

"I would like to keep the caretaker cover operative for ever! He is an absolute gem! Thank you so much for your time and support organising the temporary caretaker, he has been invaluable."

School Bursar, Guildford

Price

Available to purchase via the eStore

Caretaking - All phases: **£387** (Surrey County geographical area price £POA)

Mandatory Requirement

If you use a supplier organised by Strictly Education 4S, you are required to purchase the SLA to be able to use the supplier and have a contract in place for the duration of the contract term. It is not possible for schools to employ 'cover caretakers' directly.

* *Geographic restrictions may apply.*

Contact

Premises Support

E: lee.carter@strictlyeducation4s.co.uk

or jeremy.jones@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk





*Specialist, quality-assured advice and guidance on cleaning in schools, including taking care of contract management.**

Key features of the service

For ALL schools

Cleaning support for schools that are in the Building Cleaning Contract (Module 1a):

- Procurement of the best tender from public or private sector by way of a group or individual contract
- Management of cleaning contracts in partnership with schools who undertake the day to day monitoring in ensuring that the specification and contract conditions are met, whilst any problems are promptly and effectively dealt with
- Maintenance of financial, monitoring and management systems
- Processing of variation orders brought about by building changes or changes in use
- Quality assurance visits to your school to ensure that the contract standards are being met and maintained, as per the monthly cleaning performance certificates returned by the school
- Production of a personalised work programme for cleaners to follow
- Act as liaison between cleaning contractor and school
- Issue resolution, for example if a contractor fails to meet contract standards

All schools under this SLA are required to complete and return a Cleaning Performance Certificate each month and it is the responsibility of the school to complete the communication book if there are areas which require attention.

This enables us to monitor the standard of cleaning in your school and calculate the authorised payment certificates that are issued to the contractor.

Cleaning contract end dates vary according to the provision in your area. Schools will be advised accordingly when there is an option to renew.

Cleaning support for schools that directly employ their own cleaning staff (Module 1b):

Website, telephone, email and where necessary, on-site advice on the following:

- Most economical number of hours to employ cleaners
- Fair and equitable workloads
- The purchase and use of machinery, equipment and materials
- Floor coverings and their effect on cleaning routines and costs
- Health and Safety, COSHH and manual handling issues
- Production of a personalised work programme for cleaners to follow

Additional Cleaning Support

- Assistance following building development work requiring a 'Builders Clean'. Please note we will invoice the school and not the builders for any works undertaken
- Collection of data for school tender exercises or to review the caretaker/site manager areas of work. Please contact us for a price to collect and update your school data. This is for schools who do not purchase services from us

Note: Extra works in cleaning. It is always advisable to contact us prior to engaging contractors in any extra works. Why? The work may form part of your contract that you are unaware of and Strictly Education 4S may have a more cost-effective or alternative solution to your issue.

Benefits

1. **Contract management and service standards are taken care of under the Building Cleaning Contract, saving your school time and resources.**
2. **For schools employing their own cleaning staff, we provide advice on legislation and best practice.**

Price

Available to purchase via the eStore

Primary, Module 1a or 1b: **£470 + £1.38** per FTE pupil
Secondary, Module 1a or 1b: **£961 + £1.82** per FTE pupil
Special, Module 1a or 1b: **£470 + £1.24** per FTE pupil

Additional cleaning support is priced individually based on customer needs. Please note that group and standalone contracts have the provision for the contractors to apply for an annual increase in line with the Retail Price Index average for the previous 12 months or to respond to changes in minimum or living wage limits by Central Government.

Mandatory Requirement

If you use a supplier organised by Strictly Education 4S, you are required to purchase the SLA to be able to use the supplier and have a contract in place for the duration of the contract term.

Contact

Premises Support

E: lee.carter@strictlyeducation4s.co.uk

or jeremy.jones@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk

* *Dependent on location.*

Environmental Services (Grounds Maintenance) SLA



Professional grounds maintenance service, easing the burden for bursars and school business managers in sourcing, procuring and managing specialist grounds contracts and works.

Key features of the service

For SURREY schools

For schools that are in the Group Contract (Module 1a):

- We take care of the commissioning and management of your grounds maintenance contract. Ensuring the appropriate selection of professional grounds maintenance contractors who are experienced working in school settings and meet all the Health and Safety requirements. These contracts are set up for groups of schools based around the borough districts, providing economies of scale and best value for schools within each group

For schools not in the Group Contract (Module 1b):

- School managed grounds maintenance contracts, documentation and costings

For ALL schools

For all schools, those in the Group Contract and those who are not (Module 1a and 1b):

We provide expert advice on a whole range of environmental topics via website, telephone, email and site visits for:

- Purchasing of trees, shrubs and minor contract planting schemes
- Playing field layout and synthetic sports surfaces
- Managing playing field 'pests'
- Environmental projects and initiatives
- Herbicide and pesticide use in compliance with statutory regulations

Mandatory Requirement

If you use a supplier organised by Strictly Education 4S, you are required to purchase the SLA to be able to use the supplier and have a contract in place for the duration of the contract term.

For ALL schools

Additional commissioned support is also available, tailored and priced to individual school needs, including:

- Enhancing Playing Field Provision through assessment of current provision and recommendations for improvements, together with action plan and costings
- Enhancing School Grounds by offering advice and guidance, planning and specifications for outdoor classrooms, environmental areas, replanting schemes and general grounds enhancement schemes

Note: Extra works in school ground maintenance. It is always advisable to contact us prior to engaging contractors in any extra works. Why? The work may form part of your contract that you are unaware of and Strictly Education 4S may have a more cost-effective or alternative solution to your issue.

Note: Danger!! We have noticed a lot of grass lawn or field reinstatement following development works, is of a very poor standard, leaving stones and debris which can break windows or create a hazard when mowing. If in any doubt please send photographs to the team who can advise on the best approach to rectify.

Price

Available to purchase via the eStore

Module 1a or 1b:

First, Infant and Special Schools: **£202 + £0.41** per FTE pupil

Junior and Primary Schools: **£252 + £0.41** per FTE pupil

Secondary Schools: **£476 + £0.53** per FTE pupil

Commissioned services are priced individually depending on customer needs.

Please note that the Group Contract has the provision for the contractors to apply for an annual increase in line with the Retail Price Index average for the previous 12 months or to respond to changes in minimum wage limits set by Central Government.

Benefits

1. Letting us take care of your grounds maintenance contract saves you time and money.
2. Professional guidance on all aspects of school grounds.
3. Specialist non-biased advice and quotations for school grounds projects.

Contact

Premises Support

E: nick.wells@strictlyeducation4s.co.uk

or jeremy.jones@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk



Professional advice and support on all Health and Safety concerns delivered through training, helpdesk support and an extensive information website. On-site support is available on request.

Key features of the service

Health and Safety SLA

- Health and Safety helpdesk providing Education specialist Health and Safety support via telephone or email
- On-site/email support to develop your school's own Health and Safety policy and procedures
- In school staff Health and Safety Awareness/Lifting & Handling training
- Assistance with school inspections and risk assessments
- Individual risk assessments for staff referred by Occupational Health
- Health and Safety Advisor attendance, to provide advisory support following any major incident reportable to the Health and Safety Executive
- RPA/RPO support for secondary school science departments*
- Access to a comprehensive range of Health and Safety training courses including:
 - Health and Safety Management and Risk Assessment
 - Health and Safety Premises Management
 - Manual Handling and Back Care
 - Legionella Awareness/Management
 - Portable Appliance Testing and Inspection
 - Swimming Pool Plant Operation
 - Mobile Tower Safety
 - Working at Height - Safe Use of Ladders and Steps
- Access to school Health and Safety specific website pages to view and download relevant authoritative guidance, example policies and procedures, risk assessments templates, and useful H&S checklists. Subjects comprehensively covered include:
 - Access Control
 - Lone Working
 - Working at Heights
 - Manual Handling
 - First Aid
 - Medication/Infection and Illness
 - Premises/Site Safety
 - Playground Safety
 - Physical Education
 - Science
 - Arts (creative and expressive)
 - Design and Technology – Swimming: On or Off-Site Swimming Pools

Radiation Protection Officer (RPO) Service

Acting as an intermediary between the school and the Radiation Protection Advisor (as per CLEAPSS requirements), the RPO will monitor to ensure that RPA advice is followed by the school, and will check at prescribed intervals that:

1. The record of sources is accurate.
2. Sources are appropriately stored.
3. The log of source use is kept up to date.
4. Sources are checked for leakage at suitable intervals.
5. The general source management and use is appropriate.

CLEAPSS anticipates that monitoring visits to schools will be made at two yearly intervals although more frequent visits may be required where there are concerns that the guidance in L93 is not being followed.

Benefits

1. Providing support and advice to schools over and above the statutory requirements of the employer.
2. A comprehensive management tool supporting schools in driving their H&S agenda forward to create a quality H&S management organisation.
3. Prompt advice and support from experienced Health and Safety professionals dedicated to school settings.
3. Up-to-date guidance on new H&S policy and legislation.

Price

Available to purchase via the eStore

Health and Safety SLA

Primary: **£219 + £35.70** per 50 pupils

Secondary: **£432 + £35.70** per 50 pupils

Special: **£219 + £7.14** per 10 pupils

Radiation Protection Officer (RPO) : **Price on application**

Contact

Premises Support

E: kenneth.holdsworth@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk

Tree Management & Maintenance SLA



A dedicated service providing guidance and assistance on the removal of dead or dangerous trees and expert advice on tree-related issues in line with all current legislation and regulations.

Key features of the service

Tree Inspection, Advice and Guidance SLA 1a

- A tree inspection undertaken once every three years with a schedule of school funded tree work to be carried out rated on a priority of perceived risk basis. The school will be advised prior to arranging work of any 'tree work' costs
- Arboricultural advice
- Advice on tree planting - species and acceptable positions
- Arranging school funded emergency tree work within normal working hours 09:00 - 16:30 weekdays. Emergency work outside of hours may incur additional costs. Road and railway line closures, crane and tower access costs will be subject to additional charges. It is highly unlikely costs for emergency works will be known in advance, due to the complexity of unknown factors
- Monitoring of tree maintenance
- Maintain a select list of Arboricultural contractors

This service does not cover acts of nature such as pest or disease epidemic 'tree work' costs, e.g. Oak Processionary Moth treatment.

Organising of Tree Works Service SLA 1b

Using either a Strictly Education 4S tree survey funded from SLA 1a, or a third party tree survey such as Surrey County Council's which is provided to the school, we will arrange school funded 'tree works' providing two or three estimates for works and managing its completion.

We are no longer able to offer an all inclusive Tree Works SLA, as Surrey County Council now carries out tree inspections for maintained schools. However, we can assist with third party surveys and the managing/monitoring of works.

Ditches

For a small number of schools ditch maintenance was historically part of a buy back with the Tree Works SLA and this is now no longer the case. Maintenance of ditches should now be included in the individual school grounds maintenance contract.

If you require ditch maintenance added to your grounds contract as managed by Strictly Education 4S, please contact: nick.wells@strictlyeducation4s.co.uk.

Additional Commissioned Services

Tree Impact Assessment

- Schools undertaking building work within 15 metres of a tree canopy may have to provide a tree impact assessment (Arboricultural Impact Assessment Report to BS 5837) prior to applying to carry out the buildings work
- Completion of tree preservation order applications to carry out work on trees
- Undertake internal investigation using technical equipment where required to aid the retention of trees and also have a greater understanding of the potential risk to safety
- Any contractors or time costs associated with the control of OPM caterpillars are not included and will be charged as additional items if requested
- Help with advice on subsidence claims involving trees
- Help to devise woodland walks, habitat creation and maintenance



Tree Management & Maintenance SLA (cont'd)



Treeworks not covered:

- Annual removal of epicormic growth as this is regular grounds maintenance
- Any Ash trees affected by Ash Chalara disease are not covered by an SLA as this is a disease epidemic. Guidance will be provided on how to assist with the disease if it becomes a major problem as per other parts of the UK
- Assistance organising Stump Grinding (trees are usually felled and a 1m stump is left to prevent the stump becoming a trip hazard)
- Stump herbicide or basal sucker advice and organising school funded works
- Tree canopy lifting of lower branches
- Guidance and assistance with school neighbours' trees is a Surrey County Council area of delivery, as Surrey County Council is the land owner of maintained schools.
- Annual pruning (Willows, Willow domes, fruit trees, pollards etc) can be arranged
- Organising school-funded remedial works to address damage caused by 3rd party negligence e.g. utility contractors, the creation of forest outdoor classrooms, car park or play ground resurfacing, fenceline clearance, building extensions/development or similar
- Organising remedial works to address trip hazards caused by roots and damage to services both below and above ground (roots/branches etc). The schools insurance advisor will be required to provide acceptable guidance to Strictly Education 4S
- Organising the removal of Ivy on trees or cutting Ivy base to aid inspection
- Organising the reduction and regular maintenance of Conifer, hedges or tree screens is excluded, but can be arranged if requested at the school's cost
- Climbing Tree Inspections and Internal Decay Testing are charged as an additional cost if required. To ensure compliance, schools will be asked to fund these tasks to maintain a 'duty of care' at their premises. These in-depth tree retention and hazard reduction by giving further in-depth knowledge of the particular tree's health

Oak Processionary Moth (OPM) Inspection SLA 1c

Working with our partners this much-needed service is carried out twice a year. Benefiting from regular OPM inspections means schools can manage the OPM hazard effectively, and are doing what is deemed to be 'reasonable'.

Caveat: It is not always possible to identify all OPM nests on every tree due to leaf cover and access limitations, e.g. some nests will be hidden or invisible at the point of inspection.

Annual Tree Inspection SLA 1d

Ensuring trees are maintained to a high standard as well as minimising the impact of 'tree works' costs.

Price

Available to purchase via the eStore

see pricing table on page 93

Contact

Premises Support

E: nick.wells@strictlyeducation4s.co.uk
or alfie.sammuto@strictlyeducation4s.co.uk

T: 07976 583959

Contact number in office hours

T: 01306 320121

Surrey County Council out of hours number

T: 0208 541 9000 Option 4 from 17:00 - 08:00

To purchase go to: strictlyeducationstore.co.uk



Free School Meals Eligibility Check



Identifying pupils eligible for Free School Meals (FSM) is vital to ensure that schools maximise Pupil Premium funding. The FSM Eligibility Checking Service can help you identify FSM eligibility within 48 hours, benefiting from a much easier FSM application with no need to provide supporting evidence.

Key features of the service

- Simple initial online application form for parents and carers to complete via a FSM eligibility checking portal.
- Only 3 key pieces of data are required - National Insurance number (or National Asylum Support reference number), surname and date of birth
- These details transfer securely and automatically to Strictly Education 4S
- We liaise with the Department for Education's Eligibility Checking Service (ECS) to verify the pupils that are eligible for FSM and provide confirmation back to you
- The whole process is confidential. Parents and carers digitally sign their online application form to give Strictly Education 4S permission to verify their application for FSM. The DfE's Eligibility Checking Service is a secure system that only provides 'true' or 'false' eligibility results, ensuring all personal information remains confidential
- There is no need for schools to check through application forms and benefit awards. With swift online checking, the whole process is much faster and provides real-time information
- If your school has a cashless catering system, FSM eligibility can be uploaded, reducing concerns around pupil stigma
- We can also undertake individual checks for you, as and when required
- Additional support and guidance is available for schools on all aspects of Free School Meals via the telephone helpdesk



Benefits

1. Saves your school considerable administration time.
2. Higher response rate from parents and carers, through short online application forms and no need for supporting evidence.
3. Ensures your school is able to maximise the Pupil Premium funding for every eligible pupil.

"Thank you very much, this service is amazing!"

The Grange Community Infant School

Price

Available to purchase via the eStore

Primary, Nursery, Special Schools and PRUs: **£346**

Secondary: **£528**

Contact

Premises Support

E: tracey.killick@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 7

To purchase go to: strictlyeducationstore.co.uk



NEW

A 'low cost' entry service level providing direct contact with the Helpdesk to arrange and manage reactive and planned maintenance support.

Key features of the service

At Strictly Education, we know that good premises management is a prerequisite for the running of a highly-performing school.

Our helpdesk service is designed for schools and academies whose governing body wants to develop a proactive maintenance plan.

- Maintenance requests supported online via the Property Support portal or telephone
- Unique job reference number allocated to each request automatically
- Pre-qualified contractors local to the client's premises will be tasked to complete or provide quotations for the works required
- The helpdesk manages the delivery of planned maintenance routines and monitors delivery, ensuring statutory compliance
- The helpdesk assists with ensuring 'best value' through a process of competitive quotes for planned and reactive maintenance work
- Invoices for all maintenance works sent direct to the school by the contractor
- A member of the helpdesk team will be allocated to each school as the principal point of contact and coordinator
- Maintenance progress updates sent every term

Benefits

1. A single point of contact for all maintenance issues.
2. Access to pre-qualified contractor database.
3. Scheduling and management of planned maintenance routines.
4. Automated audit trail for all maintenance works.

Price

£824 per annum

Contact

Premises Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



Property Support Helpdesk Plus One On-Site Visit (HD+1)



NEW

The benefits of a maintenance Helpdesk, managing and arranging reactive and planned maintenance support coupled with on-site advice from a Property Advisor.

Key features of the service

With our Helpdesk +1 service, you will receive all the benefits and services provided under the standard HD+ service plus the following additional service benefits:

- An initial school property 'Best Practice' Gap Analysis, with a detailed follow up report and recommendations
- An allocated Property Advisor will visit the school on an annual basis
- Between scheduled meetings, the allocated Property Advisor provides remote support through telephone and email contact to provide guidance on property related matters
- Post Visit Reports - The Property Advisor will produce and issue a post visit report summarising the points raised and discussed together with any guidance documents requested during the meeting

Benefits

1. A single point of contact for all maintenance issues.
2. An allocated Property Advisor available via telephone or email to answer property related questions.
3. Scheduled on-site meetings.
4. Advice and guidance on small works projects.
5. A 'snapshot in time' of compliance with recognised best practice.

Price

£1,288 per annum

Contact

Premises Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



Property Support Helpdesk Plus Three On-Site Visits (HD+3)



NEW

The benefits of a maintenance Helpdesk, managing and arranging reactive and planned maintenance support, coupled with an on-site visit by the allocated Property Advisor once per term.

Key features of the service

With our Helpdesk +3 service, you will receive all the benefits and services provided under the HD+ service, plus the following additional service benefits:

- An initial school property 'Best Practice' Gap Analysis with a detailed follow-up report and recommendations
- The Property Advisor will visit the school to meet with the nominated school premises representative every term
- Between scheduled termly meetings the Property Advisor will provide a point of contact to advise and provide guidance on property-related maintenance and Health & Safety matters
- The Property Advisor will produce and issue a post visit report providing a written summary of the points raised and discussed during the meeting together with any guidance documents relevant to the issues raised

Benefits

1. A single point of contact for all maintenance issues.
2. An allocated Property Advisor.
3. Scheduled on-site meetings every term.
4. Advice and guidance on property-related Health & Safety, and maintenance matters.
5. An ongoing review of statutory compliance with follow up reports.

Price

£2,844 per annum

Contact

Premises Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



Property Support Helpdesk - Summary



NEW

Choose the Helpdesk Service that is right for you.

Service Offered	Helpdesk HD+	Helpdesk HD+1	Helpdesk HD+3
Telephone assistance	✓	✓	✓
Online portal access	✓	✓	✓
Quotes for planned maintenance	✓	✓	✓
Quotes for reactive maintenance	✓	✓	✓
Termly progress updates	✓	✓	✓
Unique job numbers	✓	✓	✓
Pre-qualified contractors	✓	✓	✓
Annual site visit from Property Advisor		✓	
Termly site visit from Property Advisor			✓
Allocated Property Advisor		✓	✓
Review of completed actions		✓	✓
Health & Safety advice and guidance		✓	✓
Small works projects advice		✓	✓
Planned maintenance checklist		✓	✓
Best practice gap analysis		✓	✓
Post-visit report		✓	✓
Strategic maintenance planning support			✓
Ongoing review of statutory compliance			✓
Assistance with minor works specifications			✓
Evidence reviews of maintenance routines			✓
Risk assessment reviews and advice			✓
On-site support during visits for Site Team			✓

Premises Management 'Best Practice' Gap Analysis



NEW

A service designed to provide schools and academies with a 'snapshot in time' demonstrating where they are in relation to recognised best practice, property management and maintenance.

Key features of the service

With a mountain of paperwork to maintain and record, it's not difficult to lose track of where your school stands regarding compliance.

Our Gap Analysis service is an effective and cost-efficient way of keeping abreast of your compliance status providing a snapshot in time of your school's compliance.

- The analysis provides an indication of those areas of property maintenance and management that could be improved
- A review of current practices and arrangements, focusing on:

- Condition Survey
- Planned Maintenance
- Reactive Maintenance
- Water Risk Assessment
- Fire Safety

- The gap analysis report will include recommendations for improvement where required, as well as example documents and templates
- A Property Advisor will be available via telephone to offer advice and implementation support

Benefits

1. A single document providing a 'snap shot in time' of compliance.
2. A detailed report with recommendations.
3. Example templates and documents to assist with implementation.
4. Property Advisor support following the Gap Analysis.
5. A useful 'Due Diligence' measure during the academisation process.

Price

Primary school	Secondary school
£765	£1,122

Contact

Premises Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk





NEW

A comprehensive assessment and review of current working practices and compliance, with a summary of options for cost-savings, operational excellence and better time management.

Key features of the service

As education specialists, we know how important it is for you to keep your school buildings clean and safe for children to learn in, but we also understand the financial pressures schools are facing.

Our service is suitable for schools that currently have in-house cleaning, but want to save significant costs by outsourcing and remove the hassle of recruiting and managing your own cleaners. We can quickly conduct an audit, estimate the savings and manage the procurement process and TUPE for you.

An in-depth review is carried out with discretion, to your school's requirements. All aspects of the working environment are observed, and audits are tailored to meet school-specific request.

Our auditors are professionally trained in all aspects of cleaning in educational establishments.

Support and advice is available following the audit, to assist with the implementation of any new methods adopted as a result of the audit.

Benefits

1. Independent assessment thus removing potential in-house issues.
2. Practical solutions to long standing issues.
3. Demonstrable cost-savings as a result of the audit.
4. Peace of mind on all matters related to cleaning and premises.

Price

£1,989

Contact

Premises Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

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St Mary's experience of the Strictly Education 4S Governance Consultancy service has been first class. Governance is now deeply embedded within the school and is relevant.

Chair of the Governing Body, St Mary's C of E Primary School

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Governance & Clerking



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guidance for school
governance

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Effective Professional
Learning

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- ✓ Webinars
- ✓ Weekly leadership briefings
- ✓ The acclaimed audit tool 'What is Good Leadership' worth £120 if sold separately

www.teachingtimes.co.uk

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Standalone

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RRP £800

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with SLA *

£400

**40%
OFF**

Standalone

£480

* Maximum savings when taken with Governance SLA

To purchase please email services@strictlyeducation4s.co.uk or call 0800 073 4444 (Option 1)



NEW FEATURES

Provides professional development and training opportunities for maintained school governors together with advice, support and guidance on governance issues. Our dedicated team led by experienced governors and governance professionals, enable you to ensure effective governance in your school.

Key features of the service

Level 1 SLA includes:

- Access to all training courses in our termly programme
- Up to three places per school at every course
- Full subscription to Better Governor (webinars, podcasts and much more)
- Two places per school at our annual conference
- Full access to our helpline (freephone and e-mail access)

Level 1 SLA Plus includes:

- All features of Level 1 SLA, plus;
- Full subscription to Teaching Times (unlimited access for all school staff)

Level 2 SLA includes:

- All features of Level 1 SLA, plus;
- A bespoke whole governing body development session, with a focus of your choice

Level 2 SLA Plus includes:

- All features of Level 2 SLA, plus;
- Full subscription to Teaching Times (unlimited access for all school staff)

Benefits

1. Comprehensive training programme updated termly.
2. Hot Topics termly briefing
3. Better Governor full access ensures you never miss an opportunity to improve governance.
4. Our unrivalled helpdesk experience enables us to answer all questions accurately and on a timely basis.

Price

Available to purchase via e-Store

Level 1: **£685** (includes Better Governor subscription)

Level 1 Plus (Primary) **£935**

Level 1 Plus (Secondary) **£1,085**

(includes Better Governor & Teaching Times subscription)

Level 2: **£950** (includes Better Governor Subscription)

Level 2 Plus (Primary) **£1,200**

Level 2 Plus (Secondary) **£1,350**

(includes Better Governor & Teaching Times subscription)

Individual training and development courses, included in the Governance SLA packages, can be purchased on a pay-as-you go basis through our cpd portal.

www.strictlyeducation4s.co.uk/cpd

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TeachingTimes

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Building A Whole School Vision

A subscription to the Teaching Times gives Governors and School Leaders the ability to audit and update their development strategy against best practice in the country.

Purchase the Teaching Times subscription as part of your Governance Level 1 or 2 Plus SLA to benefit from maximum savings.

See adjacent page for details.

Contact

Governance & Clerking

E: governance.services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk

Bespoke Governance Development Session



Additional governance support tailored to the needs of your Governing Body.

Key features of the service

A whole governing body training and development session, in your own school, is the perfect way to ensure consistent messaging and learning, with no need to travel to a central venue. The focus of the session is for the school to decide, but our most popular sessions include:

- Curriculum and the Quality of Education
- Hot Topics
- Ofsted – Inspection in 2020
- Effective Strategic Governance in 2020
- Self-evaluation of the governing body
- Safeguarding (Child Protection)
- Analyse School Performance (ASP) and Inspection Data Summary Report (IDSR)

Bespoke solutions:

If your Governing Body has specific development needs, we will construct an individual programme to meet your governors' requirements.

Our consultants will build a development programme to your specification.

The cost of such programmes may vary according to numbers of participants.

Why not reduce the cost by inviting other partner schools to share in your governing body training and development session?

Benefits

1. Development sessions and programmes tailored to meet the specific needs and challenges of your governing body.
2. Designed and delivered by specialist governance consultants.

Price

Available to purchase via the eStore

£450

Contact

Governance & Clerking

E: governance.services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

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GovernorHub

where governors [click](#)

What can GovernorHub do for your board?



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and even offline with
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Boards can purchase a full GovernorHub subscription via Strictly Education 4S for the discounted price of **£199 per year**.

For more information, contact

governanceservices@strictlyeducation4s.co.uk
0800 073 4444 Option 8

strictly
education
4S

You educate, we support



Independent, objective support and advice for Headteacher appraisal panels, from experienced consultants, to ensure your Headteacher Appraisal process is robust, thorough and fair.

Key features of the service

Governing Bodies in maintained schools are required by statutory regulations to secure an external advisor to support the Headteacher Appraisal Panel and ensure the process is rigorous and contributes to school improvement. Our independent advisors have the proven skills and experience in facilitating effective headteacher appraisal that supports and empowers governors. Our service includes:

- Contact to arrange the date for review and the planning meeting
- A support pack with full details of the process and links to appropriate training for governors
- Facilitating a two-hour appraisal meeting to review last year's objectives and agree objectives for the coming year
- Agreeing monitoring arrangements with the governors for the coming year
- Drafting of report on behalf of the Headteacher Appraisal Panel

Benefits

1. Headteacher appraisals are facilitated by experienced education consultants who have a strong track record of working with governing bodies and headteachers.
2. All our consultants are experienced school improvement advisers.
3. Informed discussion and clear negotiation will ensure the headteacher and governors understand the standards against which performance will be assessed.

Price

Available to purchase via the eStore

£450



Contact

Governance & Clerking

E: governance.services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk



NEW

Schools can often find themselves dealing with complex and challenging parental complaints, staff grievances and other issues that require detailed investigative work to bring the associated processes to closure. Our governance professionals offer discrete and confidential expertise in leading investigations on the behalf of maintained school governing bodies.

Key features of the service

The success of our approach is based on the integrity of the service we provide to client schools and the experience of our staff in compliance, codes of conduct and best practice in schools.

Our experts have a proven track record of successfully conducting investigative work focused on parental complaints against schools and governors, staff grievances and other aspects of school life for which the trust board has overall accountability.

By the nature of this service, what we offer is bespoke to the school trusts and determined by the specific characteristics and nature of each individual investigation. Key features of the service usually include:

- Formal meeting to agree the scope and detailed specification of the investigation
- Creation of an investigation plan detailing interviews, target dates, document scrutiny and relevant statutory guidance
- Progress reports throughout the investigation
- Full written report and recommendations for action

Benefits

1. Negates the need to incur costly legal fees
2. External, independent experts.
3. Timings and dates negotiated in advance.
4. Timely and cost effective professional service.
5. A tangible end point with an actionable report which is aimed at resolution.

Price

Please contact us to discuss your precise requirements and we will provide a time based accurate quotation.

From £750

Contact

Governance & Clerking

E: governance.services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk





The Strictly Education 4S Clerking Service offers schools a professional, fully trained clerk who will provide an expert, quality-assured service to meet the clerking requirements of the governing board.

Key features of the service

- Introductory meeting between Headteacher, Chair, Clerk and Strictly Education 4S Clerking Service Manager
- Routine monitoring of minutes as part of the quality assurance process
- Training and development programmes for improving the quality and professionalism of clerking. All clerks new to the service are assigned a mentor to support them in the first year of their appointment
- Temporary replacement if the clerk is absent, ill or if an unscheduled meeting is arranged
- All personnel and payroll administration
- Unlimited helpdesk support for the clerk

The Clerk's Duties

- Maintain an accurate constitution of the governing board
- Advise on procedural and legal matters
- Prepare and where necessary, research the governing board agenda in consultation with the Chair and Headteacher
- Collate and distribute the agenda and other relevant papers
- Produce high-quality minutes that provide evidence of effective governance

Optional Services

We offer additional clerking services to reflect the different governance structures across Surrey schools. These include:

- Clerking additional full governing board meetings
- Clerking committee meetings
- Clerking staff hearings, admissions, exclusions and parental complaints

Additional Information

- If a new clerk is asked to spend extra time at the start of the contract, to ensure the governing board is statutorily compliant, charges may apply. Any additional costs would be agreed in advance
- Pricing of the service is on the basis that governing board papers are distributed by email or accessible via a governor portal etc. Additional charges may be incurred if the clerk is required to prepare and distribute hardcopy documents
- Direct Engagement - a charge equivalent to one year's SLA will be made if the Strictly Education 4S clerk is engaged directly by the school. 'Engagement' means the engagement, employment or use of the clerk by the school or any third party to whom the clerk has been introduced by the school, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the clerk is an officer, employee or other representative, an agency, license, franchise or partnership arrangement

Benefits

1. Professional, trained and high-quality clerks providing advice, support and guidance.
2. Flexible arrangements enabling access to clerking for additional meetings and support
3. Temporary cover if the clerk is unable to attend a meeting.
4. Quality-assured service.

Price

Available to purchase via the eStore

SLA Level 1: **£1,920** (3 meetings per annum)

SLA Level 2: **£2,300** (4 meetings per annum)

Committee Meetings: **£260**

Additional Governing Body Meeting: **£450**

Ad-Hoc Support: **£40** per hour

Contact

Governance & Clerking

E: governance.services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk



Tailored training and development opportunities to meet the needs of the professional clerk, providing governing boards with expert advice.

Key features of the service

The role of the clerk to the governing board is ever more demanding. This service level agreement is designed to support the high-quality delivery of the board's clerking requirements.

- Advice, guidance and support to clerks in maintained schools
- Access to resources relevant to clerking
- Access to termly clerks' briefings
- Access to our course programme tailored to clerks' needs including:
 - Clerking pupil disciplinary and staffing panels
 - Pupil performance data for clerks
 - The clerk's role: data protection
 - Effective minute taking
 - School finance
 - Effective governance: what clerks need to know
 - Compliance: why getting it right matters
 - Clerking procedures for new clerks

Price

Available to purchase via the eStore

£350

Contact

Governance & Clerking

E: governanceservices@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk





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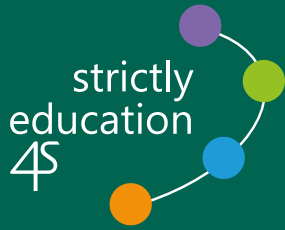
e: joinus@naht.org.uk

t: 01444 472414



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Call **01444 472414** or visit naht.org.uk/naht-edge



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Help Employee Assistance Programme

Our Help Employee Assistance Programme is the most cost-effective way of promoting staff health and wellbeing in your school

Confidential support 24 hours a day,
7 days a week for all your school staff
for only **£9.95** per employee

HELP

HELP | Employee Assistance



- Poor staff health and wellbeing not only results in higher sickness absence costs, but it leads to increased employee turnover and difficulty in recruiting and retaining high-quality staff

- Our Help Employee Assistance Programme is perfect for the education sector

- The service includes an online wellbeing platform that is a tool to help school employees take control of their health and wellbeing and is designed to highlight any risk factors and encourage health and personal resilience

Find out more, contact
services@strictlyeducation4s.co.uk
Call 0800 073 4444 (Option 3 HR Helpdesk)



In association with
Optima Health

www.strictlyeducation4s.co.uk
services@strictlyeducation4s.co.uk

Leadership & Efficiency

Independent Strategic Advice & Support
for School Leaders

A woman with long dark hair, wearing a maroon top and a pearl bracelet, is sitting at a desk and writing on a document with a blue pen. The background is a plain, light-colored wall.

Expert support
for organisational
development to
improve the efficiency
and effectiveness of
your school, academy
or MAT



NEW

Our accredited and experienced team of performance coaching professionals facilitate school and individual support, ensuring that coaching becomes a key driver for organisational improvement and change.

Key features of the service

Performance coaching is proven to be highly effective within educational settings, in securing a culture of challenge and continuous improvement. Our team of performance coaching professionals create support programmes matched to your needs.

Other features of this service include:

- Facilitation by expert and experienced coaches
- Specialists in education performance coaching
- Flexible approach to meet your needs

Spotlight on CPD

We offer a range of programmes which are specifically tailored to meet your needs

Establishing a Coaching Culture in your School/Trust

This programme is aimed at senior leadership teams who want to establish coaching as a support strategy within their own school. This whole-day session explores coaching principles and structures, and how they can be embedded as a core strand of professional development.

£800 (whole day) delivered at your school

Whole-School Introduction to Coaching

An introduction to the basic principles and tools involved in coaching, this session is aimed at all teaching staff within a school. The focus is on establishing clarity of what coaching can bring to an organisation and how whole school communities can engage and grow.

£450 (half day) delivered at your school

One-to-One Coaching

One-to-one coaching is a powerful strategy for anyone new in post, assuming new responsibilities or approaching a period of change within the organisation. Delivered by experienced coaches, sessions will be tailored to meet individual needs.

Price on application

Benefits

1. Coaching has a proven track record of success.
2. Experienced team of accredited coaching professionals.
3. Tailored to meet your context and needs.

Contact

School Leader Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk





NEW

Our team of specialists in education organisational review and development, provide the expertise to support school leaders in achieving their strategic and operational goals.

Key features of the service

As schools work to establish larger and more complex partnerships, they will engage in the process of reviewing their strategic and operational direction.

Our expert services are designed to facilitate leaders in activities which are designed to establish and sustain optimum organisational efficiency and effectiveness.

We facilitate deep structured reflection on the appropriateness, quality and impact of organisational structures, policies and processes. This enables leaders to focus on their core purpose.

Our service provides:

- Bespoke, expert consultancy to enable deep professional reflection
- The implementation of a bespoke strategic review
- Facilitated strategic visioning leading to the formulation of detailed strategic planning
- Access for individual schools to expert organisational development
- Sustainable organisational change and success

Main components of the service include:

- Initial meeting to understand the context and needs of the organisation
- Options to secure appropriate strategic analysis
- Collaborative construction of agendas for organisational change and transformation
- Presentation of report and future options
- Focused agenda for future innovation and sustainable 'change practice'

Benefits

1. Cost-effective independent facilitation and positive advice and challenge.
2. Access to highly-experienced facilitators of organisational change and development.
3. Professional empowerment of senior and executive leaders.
4. Outcome-oriented methodology used throughout.
5. Tangible improvement in organisational efficiency and effectiveness.

Price

Price on application

Contact

School Leader Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk



Strategic Planning & Support for Growth



NEW

As a stand-alone bespoke package, or commissioned as a follow-up to our services for Organisational Change and Development Consultancy, Strategic Planning Support offers schools independent and expert support and constructive challenge.

Key features of the service

Led by a team of experts with significant experience as National School Leaders, System Leaders and influencers.

This service secures clarity and consistency of purpose when schools decide to revisit, review and develop their vision and developing strategic plans for continuous improvement.

Through efficient and carefully structured facilitation we deliver:

- Independent, refreshed perspectives on your school community
- Constructive, evidentially informed challenge provided by educational leadership experts
- The ability to developing a coherent organisational strategy



Benefits

1. Focused and time-bonded project-based consultancy.
2. Draws on experience and expertise from other sectors and organisations which enables reflective and informed planning and decision making.
3. A cost-effective way to bring the best external, professional input to support your strategic planning.

Price

Price on application

Contact

School Leader Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

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- ✓ Access to knowledge banks
- ✓ Webinars
- ✓ Weekly leadership briefings
- ✓ The acclaimed audit tool 'What is Good Leadership' worth £120 if sold separately

www.teachingtimes.co.uk

Primary Schools

RRP £500

50% OFF	with SLA *	40% OFF	Standalone
£250		£300	

Secondary Schools

RRP £800

50% OFF	with SLA *	40% OFF	Standalone
£400		£480	

* Maximum savings when taken with Governance SLA

To purchase please email services@strictlyeducation4s.co.uk or call 0800 073 4444 (Option 1)



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Stephen Morales, CEO ISBL

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* Cannot be used in conjunction with any other offers.

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*Offer based on affiliate membership.

Higher Level Teaching Assistant (HLTA) Status



Strictly Education 4S is the assessment body for the HLTA Programme in London and South East England. It has been created for teaching assistants who would benefit from professional development training to support 1:1 activities, group and whole class teaching.

Programme Details

Assessment is measured against the 33 national standards and enables schools to ensure their Higher Level Teaching Assistants receive accreditation of the status through independent assessment against these standards. The current success rate is 98%.

The 3 day programme will enable candidates to:

- Develop an understanding of the HLTA status and the expectations of the role
- Map their role in school to standards and identify gaps
- Understand what is meant by advancing learning of individuals, groups and whole classes in the context of HLTA status
- Understand how to complete the HLTA written assignments
- Begin to complete a draft assignment under guidance
- Plan for the half-day school assessment

All applicants must:

- Have evidence of, and be able to provide, Level 2 (equivalent to GCSE A*-C grade) Maths and English qualifications
- Already be working at HLTA level supporting 1:1 activities, group and whole class teaching. This needs to be endorsed by the headteacher
- Attend a three-day training programme and half-day school-based assessment

Have you considered becoming a Strictly Education 4S HLTA partner/host school?

Partner schools operate under the guidance of the Strictly Education 4S HLTA management which is a member of the HLTA National Partnership (www.hlta.org.uk) overseeing HLTA assessment in England.

For more information please contact:

hlta@strictlyeducation4s.co.uk
0800 073 4444

Benefits

1. Empower the HLTA to support the school in their own setting.
2. Ensure the teaching assistant receives accreditation of HLTA status.
3. Continuous improvement of support staff development.

Price

£749

Includes materials, certification, three-day preparation and half-day school assessment.

£249* - 3 day preparation course, includes candidate material folder and supporting handbook.

£450* - 1/2 day school assessment fee. Includes school visit and certification.

*Cannot be purchased separately.

Contact

School Leader Support

E: hlta@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 8

To purchase go to: strictlyeducationstore.co.uk





The Key's online information service keeps more than 120,000 school leaders up to date, compliant, and equipped to make confident decisions. We cover everything involved in running a school; from safeguarding and curriculum to connecting and communicating with parents.

Key features of the service

Unlimited access to:

- More than 30 model policies and thousands of practical articles
- Hundreds of downloadable templates and proformas
- Interview questions and tasks for 60+ roles



Benefits

1. Unlimited access for all your team.
2. Free access to Compliance Tracker helping you to stay on top of statutory compliance requirements.
3. Access to The Key's Smartphone app.

"The sample policies you have provided are brilliant and will save me and my headteacher a lot of time - time we can allocate to other areas of school life."

School Business Manager, Foxwood Academy, Nottinghamshire

Contact

School Leader Support

E: services@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 1

To purchase go to: strictlyeducationstore.co.uk

Price

special offer
15% off

Available to purchase via the eStore.

You can save 15% off the standard cost of The Key by purchasing these services via the SLA with schools. This discount is available until 29th March 2020 and membership will run for one year from 1st April 2020.

If your school is already a member of The Key, you are able to take advantage of this arrangement.

In addition, schools that purchase a new subscription to The Key through Strictly Education 4S will be able to sign up with no joining fee, representing a further saving of £100.

No of Pupils	The Key for School Leaders Rate Card	The Key for School Leaders 15% Discount
1-100	£530	£450.50
101-200	£595	£505.75
201-400	£705	£599.25
401-600	£850	£722.50
601-900	£1,050	£892.50
901-1500	£1,180	£1,003
1501-2000	£1,300	£1,105
2001+	£1,630	£1,385.50

Leadership & Efficiency

SIMS & Technology



Raising levels of pupils'
attainment through
technology



NEW FEATURES

As part of our Capita Accredited Support, we are offering additional SLA options to be more proactive and help schools get the most from SIMS. Please see details below of our SLA packages.

Key features of the service

SIMS Support SLAs	Gold Plus	Silver Plus	Gold	Silver
Unlimited access to the Service Desk offering remote support and assistance for all SIMS, FMS, Discover and SOLUS faults and issue	✓	✓	✓	✓
Service Desk Hours Mon - Fri, 08:00 - 17:00	✓	✓	✓	✓
Remote support	✓	✓	✓	✓
Release of all SIMS, FMS, Discover and SOLUS upgrades, patches and fixes	✓	✓	✓	✓
Support for all statutory returns – supporting schools in meeting government deadlines	✓	✓	✓	✓
Capita news and information proactively sent out to schools	✓	✓	✓	✓
Discounted rates for SIMS Training & Consultancy	✓	✓	✓	✓
Detailed reports available on all support calls logged	✓	✓	✓	✓
Completion of all SIMS, FMS, Discover and SOLUS upgrades, patches and fixes	✓	✗	✓	✗
Capita Upgrades and fixes applied remotely at a pre-booked time to ensure as little disruption as possible to your school	✓	✗	✓	✗
Capita Main Releases tested before they are installed onto your school system	✓	✓	✓	✗
Additional automated backup to assist with Disaster Recovery	✓	✗	✗	✗
Termly Health Checks on SIMS server	✓	✗	✗	✗
3 x 1 hr remote sessions - useful for EoY, Census, new staff induction etc	✓	✓	✗	✗
2 x school visits - to be called off by school as required, for assistance with EoY, Census, etc. (3 hours max per visit)	✓	✓	✗	✗
Power BI Reporting Templates	✓	✓	✗	✗
Price	£2,500	£2,200	£1,350	£1,200

This service provides support for SIMS and FMS, incorporating the following key areas:

- Pupil Database
- Personnel
- Behaviour
- Reporting
- Equipment Register
- Dinner Money
- Discover
- Examinations
- Cover
- Options
- Attendance/Lesson Monitor
- Assessment
- SEN
- System Manager
- School Returns
- SIMS Pay
- In Touch
- Course Manager
- Nova T
- Profiles
- All SIMS Online Services
- FMS (technical queries)



Statutory Return Support

If you purchase your SIMS Annual Maintenance directly from Capita and choose not to buy either Gold or Silver SIMS support from us, then you can purchase separate, additional support just for statutory returns.

Remote Support (applicable to administration systems only)

Remote access enables our SIMS Specialist (with your permission) to connect directly to your server and other supported devices via a secure connection, enabling remote diagnostics and resolution. The software will only connect to the service desk following the user's telephone consent so that they know who is controlling the desktop. Every effort will be made to resolve a call remotely.

N.B. To enable remote support, a school must have the Strictly Education 4S Centrastage software installed and the user must be aware of any system passwords required to allow access by the technician.

Key Performance Indicators (KPIs)

Wherever possible, a first call resolution will be provided. However, if this is not feasible, a priority status will be applied according to the level of urgency.



Benefits

1. Advice and guidance from SIMS professionals to help you make the most effective use of your system.
2. Support from a Capita Accredited local support team.
3. Unlimited service desk support.
4. Fully managed upgrades at a convenient time for your school.
5. Access to technical expertise to resolve SIMS issues.
6. Extended service desk hours: Mon - Fri, 08:00 - 17:00.
7. Over 65% of calls closed same day
8. Guidance on Statutory Returns and End of Year procedures.



helping
schools
inspire

Accredited Support

Additional Services

Statutory Returns Only **£160**

Power BI Templates **£300**

6 Hour School Visit **£600**

3 Hour School Visit **£350**

1 Hour Remote Session **£70**

Third Party Support

It is the school's responsibility to ensure that any third party support suppliers tasked by the school to carry out SIMS installations and upgrades have the necessary expertise to carry out the task successfully. If any installations or upgrades carried out by a third party are proven to be incorrectly configured we may be unable to provide support under the SLA. Please see Terms and Conditions on e-Store for further details: www.strictlyeducationstore.co.uk. Support provided in respect of the above, will subsequently be charged at the agreed rate.

Contact

SIMS & Technology

E: servicedesk@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 6

Service Desk Opening Hours: Mon - Fri, 08:00 - 17:00

To purchase go to: strictlyeducationstore.co.uk



A comprehensive programme of training and consultancy focused on management information, enabling schools to improve organisational efficiency and inform planning.

There are various ways we can work with schools to improve and enhance your knowledge of SIMS:

Scheduled Training:

We will provide a schedule of training in all aspects of SIMS. This will be published in advance and may also be provided at different locations in Surrey, to make it easier for colleagues to attend.

One-Day Session - **£185**

Half-Day Session - **£110**

Remote Training:

Remote services can be carried out when training needs for a specific area are required, or if a relatively small task is needed to be carried out for the school, to allow them to continue working and give them one less task to do. For example, if a school want to use the Behaviour module, but require someone to carry out the setup, we can do this. They can also be used for SIMS familiarisation sessions for new staff members, as part of their induction.

One-Hour Session - **£70**

On Site Training and Consultancy

We can also offer bespoke training sessions tailored to the specific requirements of your school. These sessions could include different aspects of SIMS, to be covered in the same session. We can also provide consultancy to help you get the best out of SIMS and make sure you are using it not just as an MIS, but as a tool for school improvement.

One-Day Session - **£600**

Half-Day Session - **£350**

Benefits

1. Make sure you are making the most of SIMS.
2. Ensure compliance with statutory requirements for management of information in schools.
3. Ensure appropriate recording of information.
4. Understand managing and reporting on data, particularly for Ofsted requirements.
5. Produce accurate data to inform school planning and enhance teaching and learning.



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schools
inspire

Accredited Support

Contact

SIMS & Technology

E: servicedesk@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 6

W: www.strictlyeducation4s-cpd.co.uk

SIMS User Groups

We will be hosting SIMS user groups aimed at increasing awareness of what SIMS can do and providing updates on new features and government changes. These sessions also provide hints and tips for more effective use of SIMS and are a good opportunity to network with colleagues from other schools and share best practice routines, in an informal and friendly setting.

Look out for details of future events on the website and CPD online.

For more information contact:

E: servicedesk@strictlyeducation4s.co.uk

T: 0800 073 4444

www.strictlyeducation4s.co.uk/cpd





Managed Service for a school's IT network and infrastructure, providing service desk, remote support, proactive maintenance and site visits

Key features of the service

This SLA provides a range of support from unlimited telephone and remote support to schools visits plus regular on-site visits with a site report provided following each visit. This allows us to quickly identify any potential issues and address them before they become a problem.

- All calls responded to in a maximum of 4 hours
- Priority calls within the hour
- Site reports provided at the end of each visit
- Real time network monitoring
- Critical security updates are installed remotely to your server
- Periodic remote health checks covering:

1. Server hard disk capacity
2. Server hard disk condition
3. Server backup integrity
4. Server event logs
6. Centrally managed anti-virus
7. Server Uninterruptible Power Supply

Benefits

1. Flexible IT support to suit the needs of your school.
2. Procurement and installation services provided.
3. Keeping the network up to date.
4. Unlimited remote support.
5. Service desk available from 08:00 - 16:30.
6. Fixed cost.

Price

Prices from **£1,750**

Contact

SIMS & Technology

E: servicedesk@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 6

To purchase go to: strictlyeducationstore.co.uk

"The support we receive from Strictly Education is genuinely fantastic. Their on-site technician is experienced, friendly, efficient and independent. Very quickly, he became part of the family. The remote support, on the days in between, is exactly matched to our needs.

There is a sense of urgency and clear process to help staff quickly and effectively from the other end of the phone. Strictly helps us manage our assets and purchases with a firm understanding of financial pressures and planning.

In short, they've been a one-stop-shop for everything we've needed, and for things we didn't realise we needed. It's a great relationship."

Jeremy Hannay, Headteacher, Three Bridges Primary School, Ealing

Google for Education

Partner



Managed service providing daily off-site backing up of the school's important data.

Key features of the service

CloudVault™ is a simple, affordable cloud backup solution for schools. As data backup becomes increasingly important, CloudVault™ works in partnership with Strictly Education to offer an automated, reliable and real-time cloud-based online backup solution for schools.

The automated process allows for a regular, secure and seamless back up of important school data without the need for on-site technical expertise. The latest version 3 release of CloudVault™ is EU data protection ready and fully GDPR compliant, incorporating full AES 256 encryption and it provides central visibility of backup success and/or failures.

This online backup solution delivers daily backing up off-site of your files, folders and SQL databases, which meets all the EFA's Schools Financial Value Standard Guidelines to make sure your Disaster Recovery Plan is robust. The service helps reduce the number of backup deployments, which boosts operational efficiency for schools across multiple sites. Our online backup service is compatible with Capita SIMS and FMS SQL databases and all other MIS systems based on SQL.

CloudVault™ will back up from all locations to two centralised UK data centres reducing time, risk and cost. There is a 24 hour case logging system in place should you ever need it, giving you peace of mind that your backups are encrypted and held securely and safely off-site in line with DfE best practice.



Benefits

1. Secure off site backup of key data.
2. All data is encrypted before it leaves the school site.
3. Fully automated - set and forget.
4. No hardware required.
6. No additional cost for restoring data.

in partnership with



Price

£510 for 1TB*

*£360 for each additional TB

Contact

SIMS & Technology

E: servicedesk@strictlyeducation4s.co.uk

T: 0800 073 4444 Option 6

To purchase go to: strictlyeducationstore.co.uk

Google for Education

Partner



NEW

Accredited ScholarPack support to enable schools and academies to make the most of ScholarPack.

Key features of the service

Strictly Education 4S provides accredited ScholarPack support and proactive guidance across all aspects of your MIS and beyond.

In addition to unlimited telephone and email support, we provide updates on DfE guidance, statutory returns and the year end process.

All calls are responded to in a maximum of 4 hours - priority responses within the hour:

- Service desk available Mon - Fri, 08:00 - 17:00
- We solve your queries through direct access to ScholarPack, plus remote access for training
- Being cloud-based you don't need to think about servers any more, ScholarPack manage this for you
- All updates and releases are managed by the ScholarPack team, with zero down time or disruption to your school

Benefits

1. ScholarPack accredited support.
2. Dedicated service desk.
3. All areas of ScholarPack are supported.
4. Service desk available from 08:00 - 17:00.

Price

Price on application
(depending on the size of the school)

Contact

SIMS & Technology

E: tsprojects@strictlyeducation.co.uk

T: 0800 073 4444 Option 6

To purchase go to: strictlyeducationstore.co.uk





NEW

As well as technical support, we can help with all your technical requirements.

Technical Projects

From physical server renewals to hybrid and full cloud migrations, we can assist schools with planning and implementation of all technology upgrade projects. This includes planning, liaising with key school stakeholders and third parties, and implementation of the final solution, from project management to installation.

Hardware Supply and Installation

We supply and install EdTech equipment and work with a variety of different suppliers to secure best pricing for schools. From servers, desktops and mobile devices (including device management), to interactive screens and data cabling, we can provide options for all your EdTech needs.

Wireless Planning and Installation

We can help plan your managed wireless solution to ensure coverage everywhere you need it. This includes plotting the coverage using heat maps based on your site plans, installing and testing to make sure everything works as it should and coverage is correct.

Technical Baseline Assessment

Strictly Education's Technical Baseline Assessment provides a thorough health assessment of your network, highlighting any immediate work required to ensure the stability of your system.

- Visual data cabling inspection to check data point provision and quality of cabling
- Wireless coverage check
- Server health check, including backup, Windows updates, antivirus, log files, UPS



Price

Price on application

Contact

SIMS & Technology

E: tsprojects@strictlyeducation.co.uk

T: 0800 073 4444 Option 6

To purchase go to: strictlyeducationstore.co.uk

Strictly Conference Series 2020

Helping schools to improve their strategic & operational effectiveness

**BOOK YOUR
CONFERENCE
TODAY!**

Conferences which inspire school leaders to

- ✓ Be more effective
- ✓ Think differently
- ✓ Make a difference
- ✓ Explore new areas
- ✓ Develop professionally

For more information please visit
www.strictlyeducation4s.co.uk or

Call: 0800 073 4444 (Option 2)

Email: conferences@strictlyeducation4s.co.uk

"Conferences are always inspiring and I always come away feeling motivated and thinking about doing things in a different way."

A school leader, Three Bridges Primary School

2020 Conference Programme

Co-constructed with international, national & regional experts

Spring Term

23

Jan

Maths Mastery in EYFS: Particularly for the boys! *

Dianthus Centre, Surrey

Booking Code: 19T/15121

6

Feb

Premises Management Conference: Collaborating to ensure highly effective school estates

Epsom Downs Racecourse, Surrey

Booking Code: 19T/15023

4

Mar

Pupils' Mental Health & Wellbeing

Kingswood Golf Club, Surrey

Booking Code: 19T/15024

20

Mar

Annual SEND Conference: Vision into practice *

Epsom Downs Racecourse, Surrey

Booking Code: 19T/15025

Summer Term

3

Jun

Employee Mental Health & Wellbeing

Surrey Outdoor Learning & Development Centre, Dorking

Booking Code: 20T/15124

1

Jul

Inspirational EYFS: Making high-quality learning happen *

Sandown Park Racecourse, Surrey

Booking Code: 20T/15123

* In partnership with



Strictly Training Programme 2020

Providing school leaders and support staff with the professional development and skills required within a changing educational landscape.

Develop your skills in the following areas:

Governance

- ✓ Effective Governance
- ✓ Roles & Responsibilities
- ✓ Safeguarding
- ✓ The Quality of Education
- ✓ Governance of Finance
- ✓ Risk Management



People

- ✓ Safer Recruitment
- ✓ HR Administration
- ✓ Conducting Investigations
- ✓ Mental Health First Aid
- ✓ Managing Redundancies
- ✓ DBS Processing
- ✓ Appraisal



Premises

- ✓ Site Management
- ✓ Pool Plant Management
- ✓ Mobile Tower Safety
- ✓ COSHH & Cleaning
- ✓ Site Security
- ✓ Tree Management



Health & Safety

- ✓ H&S Management
- ✓ Risk Assessment
- ✓ Ladders & Steps
- ✓ Lifting & Handling
- ✓ PAT Testing



Finance

- ✓ Financial Overview
- ✓ Budget Planning
- ✓ Financial Monitoring
- ✓ Period End Procedures
- ✓ Bursar Briefing
- ✓ Year End Briefing



SIMS

- ✓ New User
- ✓ Discover
- ✓ Reporting
- ✓ End of Year Procedures
- ✓ Behaviour Management
- ✓ Attendance
- ✓ Census Overview



You educate, we support

For more information on dates and locations:

Visit: www.strictlyeducation4s-cpd.co.uk

Call: 0800 073 4444 (Option 2)

Email: course.bookings@strictlyeducation4s.co.uk

Price List 2020/2021

Service	Level	Phase	2020 - 21 Price
Payroll & Finance			
Payroll & Pensions			
Payroll Bureau Service		All phases	£POA
Payroll Implementation	<100 Employees		£500
	>100 Employees		£700
Pensions Administration Service			Included in standard payroll SLA price
Pensions LGPS Banding Letter Service			£150
Pensions Auto-Enrolment Services			£POA
Salary Statements	<75 Employees		£150
	>75 Employees		£250
Teachers' Pensions Administration Service			£600 per annum
National Fraud Initiative Reporting		£100	
Finance			
Finance Consultancy – FOR SURREY Schools			
SLA Package		Nursery, Primary and Special	£1,529
		Secondary	£1,674
Year End Service		All phases	£54 per hour
School Business Leader Training Package			£1,884
FOR SURREY Schools/tailored for all schools on request			
Bursar Service	Package A	All phases	£5,055
	Package B		£6,953
Finance Cover Service	SLA Customer		£54 per hour
	Non SLA Customer		£58 per hour
FOR ALL schools			
Bespoke support for conversion		All phases	£POA
School Fund Independent Review			£95 per hour
Recruitment Service			£95 per hour
Training Programme			£POA
Financial Health Checks	Check 1 - Review and Develop Capability	All phases	£95 per hour
	Check 2 – Investigate and Prevent		£95 per hour
	Check 3 – Resolve and Generate Solutions		£95 per hour

Price List 2020/2021

Service							
People (Education HR)							
Mainstream Schools (FTE Pupil numbers)	Up to 250	251-500	501-750/ Special schools *	751-1000	1001-1250	1251-1500	1501+
HR Comprehensive SLA	£1,400	£2,240	£3,500	£4,730	£5,985	£7,290	£8,670
HR Remote Service SLA	£1,065	£1,700	£2,800	£3,785	£4,790	£5,830	£6,940
HR Remote Service PLUS SLA <i>(includes 3 or 6 hours of general consultancy support, dependent on size of organisation)</i>	£1,350	£1,985	£3,370	£4,355	£5,355	£6,400	£7,505
Occupational Health SLA	£505	£760	£1,265	£1,770	£2,530	£3,280	£4,120
Education Recruitment SLA in association with eTeach	Primary Up to 250 £575	Primary Over 250 £860	Secondary Up to 750 £1,430	Secondary Over 750 £2,860	Special/PRUs £1,145		
Staff Health and Wellbeing Survey	Primary/special schools				£349		
	Secondary schools				£459		
Leadership Recruitment and Selection	£POA based on £93/h						
Employee Assistance Programme SLA	£9.95 per employee						
HR Website Annual Subscription	£499 per school (2 registered users)						
Disclosure and Barring Service	£8.75 administrative charge (payable in addition to standard DBS fee)						
DBS Plus Annual Subscription	£199						
Additional Consultancy Bundles **	10 hours £850						

* Special schools pricing based on staff headcount is equivalent to mainstream schools with FTE pupil numbers 501-750

** Available to HR Remote Service SLA customers who need additional consultancy support

Pricing

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Some services are subject to contract and special terms. Most services are subject to a 2% price increase if purchased after 28th February 2020. See service information pages for details.

Early Bird Offer

Confirm your SLA purchases on or before 28th February 2020 to receive a 2% discount on selected services.

To purchase your SLAs go to: www.strictlyeducationstore.co.uk

Eligibility

Some services are not eligible for the 2% Early Bird discount and exclusions apply to the following:

Governance: Clerking Service

Independent Strategic Advice & Support for School Leaders: The Key for School Leaders, HLTA Status and Teaching Times Subscription

People (Education HR): Education Recruitment SLA in association with eTeach, Leadership Recruitment and Selection, Occupational Health, Employee Assistance Programme, Disclosure and Barring Service (DBS), DBS Plus Annual Subscription, and Additional Consultancy Bundles

Finance: Recruitment Service, School Business Leader Training Package and Financial Health Checks

SIMS & Technology: SIMS Service Desk Support, Online Backup

Services listed in the directory as 'Price on application' or 'EPOA' are not eligible.

Price List 2020/2021

Service	Level	Phase	2020 - 21 Price
Premises Support			
Catering SLA	1a or 1b	All phases	£618
Caretaking		All phases	£387
Cleaning SLA	1a or 1b	Primary	£470 + £1.38 per FTE pupil
		Secondary	£961 + £1.82 per FTE pupil
		Special	£470 + £1.24 per FTE pupil
Environmental Services	1a or 1b	First, Infant and Special	£202 + £0.41 per FTE pupil
		Junior and Primary	£252 + £0.41 per FTE pupil
		Secondary	£476 + £0.53 per FTE pupil
Health and Safety	SLA	Primary	£219 + £35.70 per 50 pupils
		Secondary	£432 + £35.70 per 50 pupils
		Special	£219 + £7.14 per 10 pupils
	Radiation Protection Officer	All phases	£POA
Tree Management and Maintenance (Price levels are determined after review of number, size and age of trees on site. Prices and services have changed this year to reflect the end of the previous local authority contract which is no longer in place)	SLA Level 1a Inspections and Support	All phases	Level 0 £300
			Level 1 £524
			Level 2 £748
			Level 3 £1,280
			Level 4 £1,468
	SLA Level 1b Organising Works and Support	All phases	Level 0 £252
			Level 1 £420
			Level 2 £605
			Level 3 £932
			Level 4 £1,233
	SLA Level 1c Oak Processionary Moth Inspection	All phases	£200
	SLA Level 1d Annual Tree Inspection	All phases	£POA
Free School Meals Eligibility Check		Nursery, Primary, Special schools and PRUs	£346
		Secondary	£528
Property Support Helpdesk (HD+)		All phases	£824
Property Support Helpdesk Plus One On-Site Visit (HD+1)		All phases	£1,288
Property Support Helpdesk Plus Three On-Site Visits (HD+3)		All phases	£2,844
Premises Management 'Best Practice' Gap Analysis		Nursery, Primary, Special schools and PRUs	£765
		Secondary	£1,122
Premises Cleaning Audit		All phases	£1,989

Price List 2020/2021

Service	Level	Phase	2020 - 21 Price
Leadership & Efficiency			
Governance			
Governance SLA	Level 1 (including Better Governor subscription)	All phases	£685
	Level 1 Plus (including Better Governor & Teaching Times subscriptions)	Primary	£935
		Secondary	£1,085
	Level 2 (including Better Governor subscriptions)	All phases	£950
	Level 2 Plus (including Better Governor & Teaching Times subscription)	Primary	£1,200
		Secondary	£1,350
Better Governor Subscription		All phases	£199
Bespoke Governance Training and Development Session		All phases	£450
Governor Hub		All phases	£199
Headteacher Appraisal		All phases	£450
Investigations			From £750
Clerking Service SLA	Level 1 (3 meetings per year)	All phases	£1,920
	Level 2 (4 meetings per year)		£2,300
	Additional Governing Body Meetings		£450
	Committee Meetings		£260
	Ad Hoc Support		£40 per hour
Clerks' Training and Development SLA		All phases	£350
Independent Strategic Advice & Support for School Leaders			
Establishing a Coaching Culture		All phases	£800 whole day
Whole School Introduction to Coaching			£450 half day
One-to-One Coaching			£POA
Organisational Change and Development Consultancy		All phases	£POA
Strategic Planning and Support		All phases	£POA
Teaching Times Subscription	Standalone	Primary	£300
		Secondary	£480
Higher Level Teaching Assistant (HLTA) Status	3 Day Preparation and Half Day School Assessment	All phases	£749
	3 Day Preparation Course		£249
	Half Day School Assessment Fee		£450
The Key Service for School Leaders	Number of Pupils	Full Price	15% Discount
	1 - 100	£530	£450.50
	101 - 200	£595	£505.75
	201 - 400	£705	£599.25
	401 - 600	£850	£722.50
	601 - 900	£1,050	£892.50
	901 - 1500	£1,180	£1,003
	1501 - 2000	£1,300	£1,105
	2001+	£1,630	£1,385.50

Price List 2020/2021

Service	Level	Phase	2020 - 21 Price
SIMS & Technology			
SIMS Service Desk Support	Silver	All phases	£1,200
	Silver Plus		£2,200
	Gold		£1,350
	Gold Plus		£2,500
Additional Services	Statutory Returns Only	All phases	£160
	Power BI Templates		£300
	6 Hour School Visit		£600
	3 Hour School Visit		£350
	1 Hour School Visit		£70
SIMS Training & Consultancy	Scheduled Training - Full Day	All phases	£185
	Scheduled Training - Half Day		£110
	Remote Training - 1 Hour		£70
	Onsite Training - Full Day		£600
	Onsite Training - Half Day		£350
Whole School Technical Support		All phases	From £1,750
Online Backup	1 TB From £1,750 £360 for each additional TB	All phases	*£510
ScholarPack Support		Primary	£POA
Additional Technical Services		All phases	£POA

Pricing

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Some services are subject to contract and special terms. Most services are subject to a 2% price increase if purchased after 28th February 2020. See service information pages for details.

Early Bird Offer

Confirm your SLA purchases on or before 28th February 2020 to receive a 2% discount on selected services.

To purchase your SLAs go to: www.strictlyeducationstore.co.uk

Eligibility

Some services are not eligible for the 2% Early Bird discount and exclusions apply to the following:

Governance: Clerking Service

Independent Strategic Advice & Support for School Leaders: The Key for School Leaders, HLTA Status and Teaching Times Subscription

People (Education HR): Education Recruitment SLA in association with eTeach, Leadership Recruitment and Selection, Occupational Health, Employee Assistance Programme, Disclosure and Barring Service (DBS), DBS Plus Annual Subscription, and Additional Consultancy Bundles

Finance: Recruitment Service, School Business Leader Training Package and Financial Health Checks

SIMS & Technology: SIMS Service Desk Support, Online Backup

Services listed in the directory as 'Price on application' or 'EPOA' are not eligible.

Service Information

Customer Feedback

In line with our Customer Care Policy, we welcome feedback, so if you have a compliment, complaint or suggestions for improvement, please let us know via our online feedback form, call us or write to us by letter or email.

Contact: customercare@strictlyeducation4s.co.uk

Conversion to Academy Status

Please let us know your plans and find out about the services we offer to academies. We can convert your SLAs into Academy SLAs at any point throughout the year in line with your conversion date, to ensure continued support for your school during the period of transition.

Pricing

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Early Bird Offer

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To purchase your SLAs go to:

www.strictlyeducationstore.co.uk

Eligibility

Some services are not eligible for the 2% Early Bird discount and exclusions apply to the following:

Governance & Clerking: Clerking Service

Independent Strategic Advice & Support for School Leaders: The Key for School Governors, HLTA Status and Teaching Times Subscription.

People (Education HR): Education Recruitment SLA in association with eTeach, Leadership Recruitment and Selection, Occupational Health, Employee Assistance Programme, Disclosure and Barring Service (DBS), DBS Plus Annual Subscription, and Additional Consultancy Bundles

Finance: Recruitment Service, School Business Leader Training Package and Financial Health Checks

SIMS & Technology: SIMS Service Desk Support, Online Backup

Services listed in the directory as 'Price on application' or 'EPOA' are not eligible.

GDPR & Privacy Policy

At Strictly Education 4S we are committed to data privacy and protection. We operate at the highest standards and have taken action that provides robust GDPR compliance. As a business with data collection at the core of many of our services, safeguarding personal data is of the utmost importance to us.

To view our privacy policy visit: www.strictlyeducation4s.co.uk/privacy

Keeping in Touch

We want to improve these services, together with our policies, processes and procedures, by listening and responding to our customers, partners, associates and staff. If there are any additional services you are seeking which are not featured in this directory, please let us know. We welcome the opportunity to meet with you and talk about your requirements.

Contact: services@strictlyeducation4s.co.uk

0800 073 4444 Option 1

We are proud to work with our partners:



Termination of Contract

If the client shall at any time during the contract or during six (6) months from the expiry or termination of this agreement engage, employ, utilise the services of or introduce to another employer, either temporarily or permanently, directly or indirectly any person employed or contracted by Strictly Education at any time during the agreement, including but not limited to any individuals supplied under this agreement, then the client shall pay to Strictly Education the sum equivalent to x 3 years SLA income for the SLA task.

RECEIVE £150
when you refer a
school*



You educate, we support



Payroll and Finance



People



Premises



School Effectiveness

To register for referral please e-mail
services@strictlyeducation4s.co.uk
using **DIRECTORY20** as a reference.

* Terms & Conditions: A credit of £150 will be given to the referring school where they introduce by referral another school. A successful referral is defined as the commencement of trading with Strictly Education 4S for one or more of its payroll, HR, premises support, SIMS, technology, finance, leadership and efficiency or governance and clerking services.

Statutory responsibilities and duties provided by Surrey County Council



The information below aims to provide clarification in regard to some services that Babcock 4S (now Strictly Education 4S) may have carried out in the past, but is now the responsibility of Surrey County Council.

Schools' Finance & Monitoring Team

All statutory Council responsibilities under Section 151 including:

- Production of Finance Manual
- Budget Plan approval
- Deficit monitoring
- SAP reporting
- Final accounts for Surrey LA schools converting to academy
- LA External auditor requirements
- Staff Cover Scheme

Contact: SFMT@surreycc.gov.uk

Schools' Property Team

Surrey County Council as the 'employer' must provide policy and guidance to schools and monitor the application of same. The Strictly Education 4S H&S SLA provides further assistance schools in carrying out their local and/or devolved responsibilities.

Tree and Ditch Inspections

Surrey County Council undertake tree inspections for maintained schools every two years, as they are the landowner and it is a statutory requirement placed upon them. Neighbours' tree queries, ditch enquiries, and land ownership queries should be directed to the SCC Property Helpdesk.

Contact: myhelpdeskproperty@surreycc.gov.uk

HR & OD Statutory Services

Surrey County Council provides a range of statutory responsibilities for maintained schools, where the local authority is the employer. This includes HR representation at Education joint Consultative Committees (EJCC) and information on the councils' voluntary benefits scheme.

HR Employment Practice & Reward Team

- Provide a range of 'model' statutory and contractual HR employment policies
- Collective bargaining with the relevant trade unions in respect of Surrey Pay, terms & conditions and the recommended teachers' pay model
- Provide and maintain a template written statement of particulars for Surrey Pay staff
- Management of trade union facilities time and reporting arrangements
- Partnership meetings with schools and HR operational leads

HR People Consultancy Team

- HR support at statutory employment meetings including attendance at hearings and appeals in respect of possible dismissals
- Represent Surrey County Council in respect of TUPE transfers in schools where Surrey County Council is the employer (notably academy transfers)

Contact: myhelpdeskhr@surreycc.gov.uk

Surrey Governor Service

- Maintaining a database of maintained school governing bodies
- Preparing and issuing Instruments of Government and constitution
- Nominating Local Authority governors to governing bodies
- Providing basic advice and guidance
- Final accounts for Surrey LA schools converting to academy
- LA external auditor requirements
- Intervening in schools causing concern by appointing additional governors or Interim Executive Boards as appropriate

Contact: governorservices@cognus.org.uk

Schools' Data Team

- Pupil School Census
- School Workforce Census
- LAC Reconciliation Return
- UPN enquiries
- Key Stage returns
- B2B Student conflicts
- CTF/CML/ CMJ
- CFR

Contact: Schools.data@surreycc.gov.uk



Schools' Alliance for Excellence
SAfE is made up of schools and other partners to deliver a high quality, cohesive, coordinated school-led improvement system to serve all children and schools in the Surrey and wider area from nursery to post-16.
Contact: admin@schoolsallexcel.com

OUR PROMISE TO YOU

We endeavour to follow the six guiding principles outlined below in all our work with clients, partners and colleagues.



RELATIONSHIPS

We build and sustain excellent relationships

We behave with honesty, integrity, openness and respect at all times



RESPECT

We value people and their differences

We listen and communicate with sincerity and respect



TRUST

We are trusted to deliver great services

We trust and empower our people to exceed our clients' expectations



CHALLENGE

We challenge ourselves and each other

We challenge ourselves to learn and go above and beyond



REPUTATION

We work hard to protect reputations

We take responsibility for the reputation of our clients



DELIVERY

We strive to deliver excellent services

We are responsive and agile to the changing needs of our clients



strictly
education
4s

You educate, we support

No 1 Pixham End
Dorking
Surrey
RH4 1QA

Web: www.strictlyeducation4s.co.uk
Estore: www.strictlyeducationestore.co.uk