

School Improvement
Liverpool



School Service Level Agreements

2023/24

OUTSIDE LIVERPOOL &
NON-MAINTAINED SCHOOLS

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Pricing summary

Design & Technology – Cooking & Nutrition SLA	
£6, 120 for one day per week, for two terms	£8,670 for one day per week for three terms
Attendance & Welfare SLA	
	£34 per hour
Financial SLA	
Maintained schools	£3,000
Nurseries/extended provision	£1,950
Academies	Please contact us for a bespoke quote
Additional days	£450 per day
Governor Services - Support SLA	
	£300 per year
Governor Services – Training SLA	
	£80 per governor
Clerking of Governing Bodies	
£220 per two hour meeting	£60 per additional hour or part thereof
GovernorHub	
For schools purchasing the clerking SLA	£200
For all other schools	£300
For Multi Academy Trusts	Please get in touch to discuss pricing
GovernorHub plus The Key for School Governors package	
Prices with Clerking SLA	See page 24 for pricing options
Prices without Clerking SLA	See page 24 for pricing options

Primary MFL SLA	
£3,600 based on 1.5 hours a week per year	£1,200 per year for each additional hour
Schools' HR SLA	
	£50 per employee
PSHE SLA	
	£1,500 per year
Safeguarding SLA	
	£980 per school per year
School Swimming SLA	
No transport	£5.25 per child per half hour session
With return coach transport	Please contact us for a bespoke quote
SEND & Inclusive Learning SLA	
	£980 per school per year

Who are School Improvement Liverpool?

Experts in education, with a firmly established reputation as one of the leading service providers in the North West.

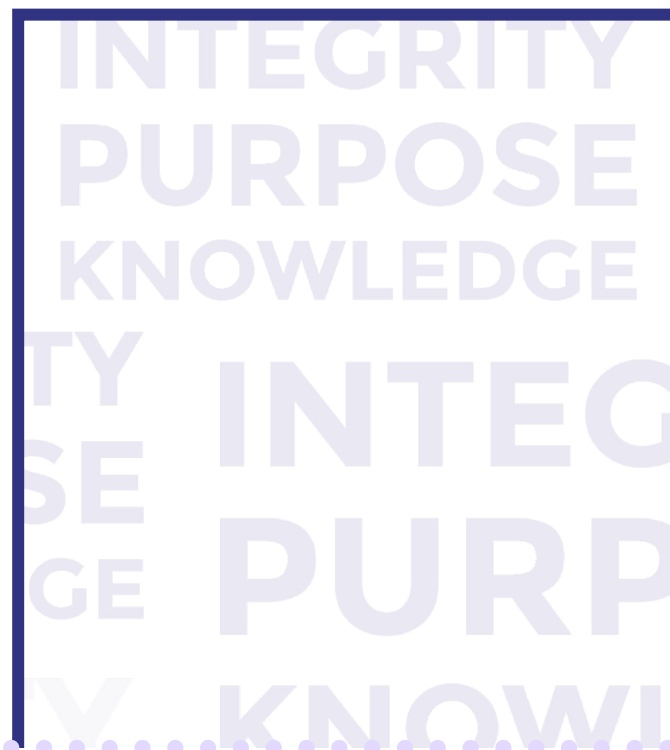
We offer schools a superior service, delivering consultancy, training and professional development via our trusted and experienced teams, who have proven track records of excellence and credibility.

Our aim is to challenge and enable schools and other settings to be the best they can be. We are dedicated to offering outstanding support to ensure every child and young person has the opportunity to develop, learn, achieve and excel.

Training and CPD

School Improvement Liverpool offer hundreds of training courses every year, both online via zoom and face to face.

> Our full offering can be found online at:
www.schoolimprovementliverpool.co.uk/Training



Consultancy and In School Training

We can offer our consultancy and training for many of our services both virtually and face to face. We can deliver to just your school, or can offer our services on a cluster or network basis.

Virtual delivery is a great option if you don't want your staff being out of school for whole days at a time and can work well if a number of staff or schools need support.

We can look at bespoke packages and cater to your school/network requirements.

If you are interested in finding out more about our in school services, please email marketing@si.liverpool.gov.uk.

Developed in collaboration with Liverpool schools, SIL: Supply Agency was established to offer a professional and ethical supply and recruitment service for schools.

Recruiting only the highest calibre of staff, SIL Supply Agency aims to recruit and retain high quality teachers, learning support, administration and facilities staff to work in schools across Liverpool.

They offer agency staff fair rates of pay as well as career support and access to current, purposeful and quality assured CPD.

SIL: Supply Agency are motivated to make a difference to the lives of children and support the wellbeing of schools. They uphold the same core values of the wider SIL family, offering competitive prices for quality services, alongside the reinvestment of revenue back into local education services.

They are part of the **REC Audited** Education scheme, holding gold standard. This professional code has been created by industry stakeholders in order to promote good practice and ensure members conduct their business ethically.

For more information on how the team can support your supply and recruitment needs, please get in touch with our team.
Phone: 0151 351 1464 | Email: supply@si.liverpool.gov.uk | Website: www.schoolimprovementliverpool.co.uk/supply

They are also a named **supplier on Crown Commercial Service's Procurement Framework** for supply teachers. In partnership with the DfE, the framework provides greater transparency in terms of costs for schools and ensures agencies adhere to a consistently robust approach to safeguarding.

SIL Supply offer a number of different options, including:

Short term cover: Local staff available on a daily basis.

Long term cover: Discounted long term packages to support your budget.

Temp to perm recruitment: Remember SIL Supply will never charge you a transfer fee.

The wider SIL Team

Our trusted, motivated and experienced staff members are all driven by the desire to make a difference to the lives of children and support the wellbeing of schools.

Early Years Quality Improvement Team - Committed and experienced in supporting schools and PVI settings with their development and delivery of quality provision for our youngest children.

EMTAS/EAL/Ethnic Minorities - Experienced in supporting schools to raise the educational attainment of our ethnic minority pupils by drawing on local community knowledge and providing high quality training for all teachers and staff.

SEND & Inclusive Learning - A guaranteed high level of support, guidance and training, delivered by experienced former SENCOs. The team have up to date knowledge of local and national policies and statutory requirements.

Governor Services - Advice, guidance and support delivered by an experienced and knowledgeable team, ensuring governors are effective in their role and fulfil their statutory responsibilities.

Health & Wellbeing - Experienced and motivated to support you in improving outcomes for children and young people through physical activity, PE, healthy eating and mental & emotional wellbeing programmes.

Modern Foreign Languages (MFL) - A team of experts offer an award-winning service that is delivered by experienced Foreign Language Tutors with native level language skills.

Schools' HR - A fully qualified team of HR professionals, affiliated to the Chartered Institute of Personnel and Development (CIPD) and have a full understanding of School Teacher's Pay and Conditions (STP&C) and Green Book conditions of service. The team is organised in a way that ensures that every school has a designated Adviser who is their first point of contact. Each Adviser not only builds relationships with schools, but also enables schools to work together on matters that are important in their area.

Attendance & Welfare - Professionally qualified and experienced staff who have a track record of being able to challenge, support and solve issues that have historically led to poor attendance.

Secondary Team - A knowledgeable core team, supplemented and enhanced by a wider team of Associates who are experts in their field. Collectively, the team has a wide range of experience, including recent secondary Headships and Inspections.

Safeguarding - A highly regarded and dedicated team, who provide timely and effective guidance around critical incidents, alongside ongoing support, enabling you to meet your statutory responsibilities in safeguarding children.

Statutory Assessment and Data Team - A pioneering team with established packages to support schools with both statutory and curriculum assessment and develop appropriate and effective approaches to data.

Early Career Teachers (ECTs) - We offer a wealth of experience and expertise in supporting schools to develop ECTs throughout their induction period and fulfil the relevant duties as laid out in the most recent government legislation. As your designated AB, SIL will ensure compliance with statutory requirements and support schools with their induction responsibilities.

Computing & e-safety - We live in a digital age. The internet and new technologies are changing the way we work, the way we live and the way in which we educate children and young people. We can support your whole school with computing & e-safety training and advice.

Education Visits - Educational visits and school trips help enhance the social, personal and emotional development of all learners and encourage children and young people to engage with the public and places. Our approval system EVOLVE is an online tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures.

Schools' Finance - Our Finance team, led by experienced and professionally qualified accountants, has a detailed understanding of the education sector and the implications of current policy initiatives. We offer quality services to support our customers in ensuring sustainable provision. As well as the Finance Annual Service Agreement, there are a variety of resources for budgeting, regulations and procedures available for Schools to download.

Governor Services - Every school and academy benefits from effective governance. Established in 1999, each year the Governor Services team supports more than 2,200 Governors and leaders to work together effectively to secure the best outcomes and opportunities for children, and to meet their statutory obligations. The team are committed to providing expert support, advice, guidance and training for governors.

Visit our [Teams page](#) for more information.

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Design & Technology – Cooking & Nutrition

Our Offer

Our talented team of School Food Officers have been working in the classroom actively cooking alongside children aged between 2 and 13 of all abilities for many years.

We design and deliver a comprehensive scheme of work that exceeds the D&T Cooking and Nutrition National Curriculum and assesses against it. Our programmes develop extensive practical skills and nutritional knowledge while instilling a love of food and cooking. According to research, 1 in 4 Reception aged children within Liverpool are overweight or obese and this increases to 4 in 10 when they reach Year 6.

By educating and inspiring children, we can help take a positive step in tackling the obesity crisis. Our qualified and skilled officers are experts in working with children in the classroom, health and safety in the workplace and food hygiene (CIEH Level 2). Our team is made up of a qualified nutritionist and QTS school food officer, both with a passion for promoting positive food environments.



Quality assured by **Niki Horton** who has worked for School Improvement over 10 years focusing on children physical and nutritional wellbeing. Niki oversees the school swimming programme, the food in schools team and is responsible for ensuring safe educational visits.

Ella Smith has First Class BSc (Hons) in Nutrition and Health and a PGCE in Primary Education with QTS. She is passionate about children developing healthy relationships with food, by exploring food and learning how to cook from a young age. Ella uses her knowledge of nutrition, and her skills as a qualified teacher, to lead our school food team.

Kaytie has a First Class BSc (Hons) in Nutrition, is currently completing MSc in Psychology and is also a qualified Patisserie & Confectionery Chef. Kaytie has a long-standing passion for all areas of food and is completing her MSc to broaden her knowledge of how a balanced diet can have a positive affect on mental health. She wants to share her skills and knowledge to encourage the healthiest of lifestyles from the youngest of ages.



Quality Assurance delivered by:

Niki Horton | Physical and Nutritional Wellbeing Officer
nicola.horton@si.liverpool.gov.uk

Ella Smith | Lead Food Officer
Ella.smith@si.liverpool.gov.uk

Kaytie Bancroft | School Food Officer
kaytie.bancroft@si.liverpool.gov.uk



Design & Technology – Cooking & Nutrition Service Level Agreement: What we offer

A cost effective, high quality, valued service, exceeding the National Curriculum requirements for D&T Cooking and Nutrition and assessing against it. Pupils will be taught skills enabling them to cook whilst applying the principles of nutrition and healthy eating. Our service also creates cross-curricular links to support the whole school with curriculum intent, implementation and impact.

Pupils will learn:

- The importance and good practice of food safety and hygiene
- How to make healthier choices and learn the benefits of a healthy lifestyle and good nutrition
- A wide range of age appropriate practical cookery skills
- Transferable skills i.e. following and writing recipes, using maths and practising fine motor skills
- How to design, develop and make delicious savoury dishes and desserts through an engaging, hands-on approach

How it works

- The Service Level Agreement can be offered to all nurseries, primary and special schools
- Our team offer a professional service to the pupils, staff and parents
- Using personalised planning, we construct a flexible timetable in conjunction with your school
- We use certificates and work with the staff to recognise children's achievements while creating a positive learning environment
- We ensure compliance with statutory and sector requirements
- We also provide risk assessment documentation and sample information, such as parents letters
- We cater to all medical requirements, dietary needs, allergies and special educational needs to guarantee participation and inclusion. We adhere to best practice guidance
- We deliver a sequenced scheme of work with progression across all key stages



Design & Technology – Cooking & Nutrition Service Level Agreement: Our responsibilities

School Improvement Liverpool will provide or arrange:

- A professional School Food Advisor for one day each week during term time to deliver practical food, nutrition and healthy eating sessions
- A bespoke programme for schools which can include parent workshops, curriculum impact days and other provision to meet the needs of the school
- Consultation with your school staff to ensure planning and lessons that meet the needs of the children in your school
- Offer guidance and support regarding ordering and storage of food items
- Provide the necessary equipment, resources and supporting documentation for pupils to use and follow during practical sessions
- Promotion of school values, self-esteem and confidence
- An open dialogue with schools regarding any alterations or changes that may be necessary
- A service that is reflective of and sensitive to the age, ability, dietary requirements and cultural diversity of the school population
- Dedicated project management and quality assurance procedures throughout the service period
- Provide or arrange cover/alternative timings in the eventuality of session interruption during the service period.



Design & Technology – Cooking & Nutrition Service Level Agreement: What are my school's responsibilities?

- To assign a designated member of staff as a contact person for all enquiries and support
- Provision of a suitable room with access to a sink and cooking facilities where possible
- Provision of admin support as required e.g. photocopying and access to IT equipment whilst staff are on-site
- Ensuring a member of school staff remain in the classroom for the duration of the lesson and continue to be responsible for the care and wellbeing of all children
- The purchasing, ordering, delivery and storage of food and supplies required for the food programme
- To ensure your assigned School Food Advisor is aware, in advance, of any changes to the timetable, INSET and other relevant activities that may affect the cookery sessions
- To inform Judy Boyce of any planned, unplanned or emergency closures
- To provide allergy and relevant medical and safeguarding information prior to the commencement of the programme and for staff to have awareness and knowledge of these conditions
- Work with your School Food Advisor to ensure they are part of the school community and made to feel welcome
- To inform Niki Horton of any planned, unplanned or emergency closures.

Pricing

Prices are subject to VAT.

Design & Technology – Cooking & Nutrition Service Level Agreement	
£6,120 for one day per week, for two terms	£8,670 for one day per week for three terms (full academic year)

Please note the returned SLAs are logged with the time and date of return. Due to high demand, days and officers will be allocated by the SSIO based on the SLA return. Sessions and officers from previous years are not guaranteed.

Additional Services:



We also offer a range of other services. These include:

- **Parent workshops** - Providing the opportunity to develop new skills, gain mealtime inspiration, receive guidance and advice whilst also improving family relationships, and confidence with food and social skills.
- **Cooking days** - We cater to almost any subject and create cross-curricular links between cookery and other aspects of your curriculum and enrichment for EYFS up to Year 6.
- **CIEH food safety hygiene training** - We offer Introductory and Foundation Food Safety and Hygiene training for catering staff or staff within your school who handle or serve food regularly i.e. breakfast or after school club staff.
- **Catering and breakfast club audits** - A professionally qualified officer will visit your school and complete an audit to ascertain whether your school meals provision meets the standards set by the School Food Plan. Following the visit, a report will be provided with observations and recommendations as well as ongoing, additional support.
- **CIEH allergen awareness training** - It is vitally important that everyone responsible for preparing or handling food is fully aware of what could trigger an allergic reaction, and understands the precautions that need to be taken. Awareness of allergens will not only help to ensure the safety of those consuming food, but also that government regulations are being adhered to.

All of our services can be delivered flexibly to suit the needs of your school, for example we are able to offer:

- Half days
- Full days
- Twilight sessions
- Cluster models
- Integration of extra services into SLA

Pricing

Prices are subject to VAT.

Please contact us for a bespoke quote.

For more information, please contact Niki Horton (Physical and Nutritional Wellbeing Officer) nicola.horton@si.liverpool.gov.uk

Attendance & Welfare

Our Offer

We have a professionally qualified and experienced team that are used to dealing with the complexities, practicalities and impact of poor school attendance. Our Education Welfare Officers (EWOs) are trained to work with young people and families, with a track record of being able to challenge, support and solve issues that have historically led to poor attendance. Staff have extensive experience of individual casework management and knowledge of attendance issues including policy, law and best practice.

The team can deliver a wide range of assessments, casework and targeted interventions, including delivery of all statutory enforcement processes and procedures. Strong links with neighbouring local authorities supported by cross-border working protocols allow our team to address attendance issues for all pupils, irrespective of their home address.



Allison Cain has been supporting vulnerable young people and their families within Education Support services for over 20 years.

Allison began her current role over seven years ago, bringing with her a huge amount of experience in Managing Attendance & Welfare, Children Missing Education, Elective Home Education and School Admissions.

Allison ensures her team continually strive to provide the best quality service to schools in improving attendance rates and lowering persistent absence.



Quality Assurance delivered by:
Allison Cain | Attendance & Welfare
Service Manager
allison.cain@si.liverpool.gov.uk



Attendance & Welfare Service Level Agreement: What we offer

The Attendance & Welfare Service works in partnership with schools, putting the child first when school attendance is a concern. This is achieved by offering a flexible service, responding to individual needs and priorities, either at an individual school level or with groups of schools.

Supporting with Persistent Absence (PA)

Helping schools manage the key performance area of PA and addressing the problem of entrenched absence patterns.

Helping schools become Ofsted ready

Assistance with Ofsted preparation and participation in inspections as required.

Establishing effective home-school links

Ensuring parents and carers understand their legal responsibilities, and working with hard to reach families.

Case management

Using the fast track and time-focused case management model, with flexibility to select the most appropriate and effective interventions to improve the attendance of individual pupils.

Early identification and review

Discussion on an agreed and regular basis between the Attendance & Welfare Service and school staff regarding pupils with emerging attendance issues, offering advice and agreeing actions.

This includes reviewing attendance registration certificates, identifying developing patterns of absence and updating progress of cases in meetings by telephone, email and written reports.

Representing schools at a range of multi-agency forums

Supporting families and pupils as requested, including at safeguarding meetings. Helping schools meet any safeguarding requirements.



Enforcement of Attendance

Preparation and presentation of witness statements, as well as formal assessments and appearance in court to present evidence when a hearing is contested.

Case work

Assessment and intervention following a referral can include the following, all of which we provide:

Investigations; home visits, writing letters/action plans; signposting and referrals to other agencies; attending meetings such as internal attendance panels; working with other agencies including Early Help, child in need or child protection procedures - and social care; advocating and negotiating support; maintaining case files; preparing relevant documentation to support legal action and engaging in regular supervision where case files are quality assured.

Supporting development of best practice in school

By auditing and reviewing the attendance management practice and procedures, helping to develop uniform practice and identify priorities. Development and delivery of action plans to address barriers to attendance, including supporting the early help agenda.

Staff and schools are fully supported

Experienced managers provide staff with an additional level of operational advice, guidance and direction. We also support schools in demonstrating effective use of attendance data to analyse trends at registration group, year group and whole school data, to inform appropriate actions and interventions.

Advice and guidance

We are available via EWS helpline throughout the working week and can contribute to school events and assemblies as required. We can also provide advice on pupils above and below statutory school age.



Attendance & Welfare Service Level Agreement: How it works

The Service Level Agreement can be offered to primary, secondary and special schools.

- The service is available across the academic year and schools can purchase hourly support for up to 35 hours per week
- Attendance & Welfare Service staff will support schools in accordance with the requirements of the setting within a school-led action plan
- The school and the EWO will agree an appropriate cycle of meetings to discuss referrals and exchange information

What are my school's responsibilities?

- Written referral for all cases of absence where action is required
- Providing the EWO with any relevant background pupil and family information and up-to-date attendance data as case work progresses
- Agree regular meetings with school-based staff to receive feedback on Attendance & Welfare Service actions and make any new referrals

Outcomes

The Education Welfare Officer makes contact with a family on receipt of all referrals. Written feedback is available to schools for all actions taken, advice given, and outcomes achieved. The EWS remit includes all pupils of legal school age across all sectors of schools.

School Improvement Liverpool will also provide:

- Regular operational reviews for all the work undertaken in-line with agreed targets and priorities
- Termly service analysis of all referred cases

Pricing

The SLA is offered on a minimum 3 hour buy back, to ensure the most effective support is provided to schools.

Prices are subject to VAT.

Please note schools are billed on an annual basis for this SLA.

Attendance & Welfare Service Level Agreement

£34 per hour

Additional Services: Tailored to you



We also offer a range of other services, including:

Attendance & Persistent Absence (PA) Data Profiling Training for Schools

Best for:

All schools, particularly those preparing for inspection.

What we offer:

Bespoke data analysis training highlighting overall attendance and PA rates, analysed against the school's key vulnerable groups.

Information is produced in an inspection-ready format. The reporting process can be used to inform Governors and senior leader forums.

Training and advice on pre-Ofsted attendance planning, including a review of the current school attendance policy.

Key benefits:

- Assistance in the strategic planning for improving attendance and reducing PA
- Inspection-ready attendance data
- Report produced highlighting the strengths and areas of focus for attendance

Attendance & Persistent Absence Data Profiling
Training

£250 (includes 3 follow up sessions)

All prices are subject to VAT.

For more information, please contact Allison Cain: allison.cain@si.liverpool.gov.uk

Schools' Finance

Our Offer

The Schools' Finance team have a wealth of experience in supporting schools, academies, children centres and nurseries in all aspects of their financial activities.

The team has a detailed knowledge of school and education funding, financial systems (ESS, Access and Bromcom) and policies and procedures.



Michelle Jukes has over 30 years of experience and knowledge working in Education Finance supporting and advising Head Teachers, School Business Managers and School Governors.

The Schools' finance team have highly experienced Budget and MSE officers who provide financial support across all education settings.



Quality Assurance delivered by:

Michelle Jukes | Interim Schools' Finance Team Manager.

michelle.jukes@si.liverpool.gov.uk

Schools' Finance Service Level Agreement: What we offer



The key elements of our Financial Service Level Agreement are outlined below.

The Schools' Finance SLA package consists of six on-site, remote or combination of support visits, report writing, plus telephone and email support.

Financial planning and monitoring for schools

Budget

- Align financial strategy, curriculum and workforce planning
- Review financial systems including forecasting, compliance, reporting, governance and challenge
- Assess current and 3-5 year budget position.
- System driven budget monitoring reports. Comparing actual and forecast income and expenditure to budget and highlight variances
- Review specific financial issues (eg: deficit, pupil numbers, procurement, income generation, restructuring)
- Cash flow monitoring/forecasting to ensure sufficient funds are available to meet the expenditure commitments
- Assess the use of revenue and capital funding
- Full name by name analysis of staffing budgets, verified to payroll information and school plans
- Compare staffing structures and spending against other schools
- Help to develop an action plan for a school to address issues identified, i.e. licenced deficits
- Production of ICFP metrics to assist schools in ensuring financial management planning generates a balance in the allocation and expenditure of school resources, incorporated into existing support visits, twice a year to assist schools in ensuring financial management planning generates a balance in the allocation and expenditure of school resources.

Reporting

- Customised written reports, including ICFP metrics, giving clear, concise and prioritised advice and information to Governors
- Financial, curriculum and workforce benchmarking reports
- Enabling Headteachers and Governors to use this information to aid their planning
- Funding forecasts

Support

- Advice and support on all aspects by dedicated finance officers
- On-site support for staff and Governors on benchmarking, with a focus on decision making to achieve value for money, improve use of resources and target spending effectively



Financial planning and monitoring for nursery

Budget

- Detailed nursery business planning, including access to toolkit and templates
- Full name by name analysis of staffing budgets, verified to payroll information and nursery plans
- Full income reconciliation of funding streams
- Review specific financial issues (e.g. aged debt, payment plans etc)
- Advice and support on scenario planning

Reporting

- Customised written reports, giving clear, concise and prioritised advice and information to Governors

Support

- Advice and support on all aspects by dedicated finance officers
- Advice and support on marketing strategies and parental contracts
- System checks to provide assurance on the integrity of the accounts

Pricing

All prices are subject to VAT.

Financial Service Level Agreement Six visits per year, bespoke to your requirements	
Maintained schools	£3, 000
Nurseries/ Extended provision	£1, 950
Academies	Please contact us for a bespoke quote
Additional ad-hoc support (for SLA schools)	£450
Additional ad-hoc support (for non-SLA schools)	£600

For more information, please contact Michelle Jukes:
michelle.jukes@si.liverpool.gov.uk

Governor Services

Our Offer

Every school and academy benefits from effective governance. Established in 1999, each year the Governor Services team supports more than 2,200 Governors and leaders to work together effectively to secure the best outcomes and opportunities for children, and to meet their statutory obligations.

We are committed to providing expert support, advice, guidance and training for Governors. Our professional, independent clerking service ensures the Board has access to advice on regulations and matters of procedure as well as professionally presented minutes.



Dave Cadwallader has led the Governor Services Team since 2006. An established governance trainer in Liverpool and neighbouring local authorities, and a Leading Governance Consultant for NGA, Dave has a broad experience of working with schools and academies to strengthen governance, including as Chair of a successful primary Interim Executive Board (IEB), overseeing its conversion to academy status.

Dave is Chair of Directors of a Multi Academy Trust, Chair of a secondary governing board and Deputy Chair of a primary governing board.



Quality Assurance delivered by:

Dave Cadwallader | School Governance Lead.

dave.cadwallader@si.liverpool.gov.uk



Governor Services - Support Service Level Agreement: What we offer

Subscribers can access telephone and email support on all matters related to governance including:

- Legal obligations
- The core functions of governors/directors/trustees
- Conflict resolution, such as advice on how to deal with complaints from parents or a breakdown in communication between governors/school leaders
- Constitutional and procedural matters
- Effective governance
- Training for governors

How it works

- The Service Level Agreement can be offered across all school phases, irrespective of school status
- Support via telephone and email is available from 08:30am – 4:45pm, Monday to Friday
- Emails will receive a response within 48 hours

Pricing

All prices are subject to VAT.

Prices are indicative and dependent on your requirements and local authority.

Governor Support Service Level Agreement

£300 per year



Governor Services – Training Service Level Agreement: What we offer

A complete suite of training to support strong governance of schools, as well as consultancy for Headteachers, managers, Governors and clerks. Course deliverers are all experienced trainers with suitable expertise and courses are evaluated by participants.

Example courses include:

- Induction for new Governors
- The role of the Chair
- Parent Governors
- Effective meetings
- Online safety
- SEND
- Financial management
- Health & Safety
- Link Governors
- Governance legislation
- Ofsted inspections
- Performance management
- Pupil exclusions
- Pupil data
- Safeguarding
- Safer recruitment
- The role of the Clerk
- Pupil Premium

How it works

The Service Level Agreement can be offered across all school phases.

It includes unlimited subscription for all Governors on any courses advertised on GovernorHub.

This is a full training programme of centrally-based day and evening courses, covering the needs of both new and experienced Governors, anticipating and reacting to local and national initiatives.

Pricing

All prices are subject to VAT.

Governor Training Service Level Agreement

£80 per governor (as recorded on your Instrument of Government)



Governor Services – Clerking of Governing Bodies: What we offer

Our highly regarded and popular clerking service assists Boards to meet statutory and procedural arrangements, as defined by Governance Regulations, the Governance Handbook and Academy Articles of Association.

Professional presentation of agenda and minutes

That accentuate Governors' challenge and support, a critical factor in Ofsted's assessment of leadership and management.

A dedicated clerk

To record and minute each meeting of the governing body and/or its committee(s).

Headteacher/Chair liaison to agree and prepare an agenda

Distribution of agenda and supporting papers.

Draft minutes shared with Headteacher/Chair within an agreed timescale

Approved minutes to be dispatched to Governors.

Advice and guidance

On governance constitution and procedures.

Monitoring of attendance at governing body meetings

Including identification of Governors failing to meet attendance requirements.

Training and briefings

Clerks are trained in the role and receive termly briefings.

What are my school's responsibilities?

- Headteachers/Chairs to respond to drafts within three working days
- Headteachers/Chairs to confirm the agenda and provide supporting papers at least 14 days ahead of the meeting
- A **charge of £100 + VAT** will be made for postponed meetings if less than 48 hours notice is **received** by the clerk.

Pricing

All prices are subject to VAT.

Clerking of Governing Bodies

£220 per two hour meeting
£60 per additional hour or part thereof



Governor Services – GovernorHub: What we offer

Modern Solutions for Traditional Governance

Best for:

All schools, Academies and Multi Academy Trusts (MATs).

What we offer:

Access to GovernorHub will support the organisation, preparation and secure document storage of all your board papers, enabling Governors to communicate with each other effectively.

Key benefits:

- GovernorHub keeps communication simple and confidential - all with state of the art encryption
- It allows flexible working on a variety of devices through apps and the GovernorHub website Database access for larger MATs and academy chains, enabling you to manage lists of Governors, members and trustees across the whole MAT or chain.

How it works

- **A noticeboard;** Post an item and GovernorHub will email the relevant Governors for you.
- **A document storage area;** All your documents are easily searchable and available in one place.
- **A news feed;** Helping you keep up to date with national and local news.
- **A meeting calendar;** GovernorHub has a single calendar that you can sync to your various devices, instead of having to manually update.
- **Membership management tools;** Keep track of your constitution, committees and roles, alongside updating contact details and terms of office.
- **Additional MAT features;** Each of your Local Governing Boards, plus your Trust Board will have a dedicated area, meaning papers, news and resources are only accessible by members who need to see them.

For schools purchasing the clerking SLA	£200
For all other schools	£300
For Multi Academy Trusts	Please get in touch to discuss pricing

All prices are subject to VAT.

For more information, please contact Dave Cadwallader:
dave.cadwallader@si.liverpool.gov.uk



GovernorHub plus The Key for School Governors package

During 2020, **GovernorHub** joined forces with **The Key**. The Key is widely used by schools as an online resource both for school leaders and Governors.

As a result of this, we are able to offer a **40% discount** on the price for **The Key for School Governors** service when bought as a package with GovernorHub.

There is also an additional discount for those school that buy into the Clerking SLA.

The Key will help you to:

- Make sense of the latest guidance
- Provide challenge and support
- Tune in to news that matters to governors
- Respond to critical issues
- Make big decisions

Members have access to:

- More than a thousand practical articles
- Hundreds of downloadable templates
- The Key app
- Model policies and policy examples
- Questions to ask during meetings

The Key for School Governors: <https://schoolgovernors.thekeysupport.com>

For more information, please contact Dave Cadwallader: dave.cadwallader@si.liverpool.gov.uk



Prices with Clerking SLA

Prices without Clerking SLA

Number of Pupils	The Key for School Governors (RRP)	Governor Hub	Governor Hub + The Key (RRP)	SLA Package: Governor Hub + The Key for School Governors
1-50	£675.00	£200.00	£875.00	£525.00
51-100	£795.00	£200.00	£995.00	£597.00
101-200	£845.00	£200.00	£1,045.00	£627.00
201-400	£940.00	£200.00	£1,140.00	£684.00
401-600	£1,000.00	£200.00	£1,200.00	£720.00
601-900	£1,055.00	£200.00	£1,255.00	£753.00
901-1500	£1,125.00	£200.00	£1,325.00	£795.00
1501-2000	£1,205.00	£200.00	£1,405.00	£843.00

Number of Pupils	The Key for School Governors (RRP)	Governor Hub	Governor Hub + The Key (RRP)	SLA Package: Governor Hub + The Key for School Governors
1-50	£675.00	£300.00	£975.00	£585.00
51-100	£795.00	£300.00	£1,095.00	£657.00
101-200	£845.00	£300.00	£1,145.00	£687.00
201-400	£940.00	£300.00	£1,240.00	£744.00
401-600	£1,000.00	£300.00	£1,300.00	£780.00
601-900	£1,055.00	£300.00	£1,355.00	£813.00
901-1500	£1,125.00	£300.00	£1,425.00	£855.00
1501-2000	£1,205.00	£300.00	£1,505.00	£903.00

All prices are subject to VAT.

All prices are subject to VAT.

For more information, please contact Dave Cadwallader: dave.cadwallader@si.liverpool.gov.uk



Additional Services:

External Review of Governance

Best for:

Any governing board looking to self-evaluate, and schools required to commission one, following an Ofsted inspection.

What we offer:

An External Review of Governance following a national, prescribed model. The process involves a facilitated self-review session resulting in an agreed Governing Board Development Plan.

Key benefits:

The purpose of the review is to enable the governing board to evaluate how effectively it carries out its core functions, to:

- Set the strategic direction and vision for the school
- Hold the school’s leadership to account
- Ensure financial probity
- Identify areas for development

On-site training

We can deliver training at your school, bookable as two hour sessions.

On-site training for clerks

We also offer on-site training for new and experienced clerks to Governing Boards and committees. This includes taking notes & writing minutes, recording governor challenge, setting the agenda and the legal framework.

External review of Governance	£840
On-site training	£250 per two hour session
On-site training for clerks	£300 per half day

All prices are subject to VAT.

Primary Modern Foreign Languages

Our Offer

Our award-winning service is delivered by a team of Foreign Language Tutors (FLT) with native level language skills, who are recruited and trained by a dedicated team of Advisory Teachers. For nearly 20 years, Liverpool has been at the forefront of Modern Foreign Languages (MFL) in primary schools, delivering the MFL service via a vibrant and highly trained team. We have devised an ambitious curriculum based on the government programmes of study and which delivers all four language skills in an interactive style.

Team accolades include European Language Label for Outstanding Contribution to Languages in the Primary Sector, the European Award for Languages, Spanish School of the Year for four consecutive years and La Jolie Ronde Primary Language Prize.



Jane Halsall has an extensive background in language teaching and has been instrumental in developing the service over the last 19 years, and in its continued success.

Jane ensures the service embraces current developments in language teaching and remains cutting-edge in its approach to high quality and relevant methodology.

Acting as an ambassador for Primary Languages in Liverpool, Jane and her team attend regional and national events and liaises with national agencies and language learning organisations.

A team of highly experienced Advisory Teachers support Jane by visiting schools regularly, observe and feedback to FLTs, provide bespoke training for schools and demonstrations of best practice and to support schools' preparations for inspections.



Quality Assurance delivered by:

Jane Halsall | School Improvement Officer MFL

jane.halsall@si.liverpool.gov.uk



Primary MFL Service Level Agreement: What we offer

Weekly teaching of French or Spanish

This is available at all Key Stages as required. Delivered by a Foreign Language Tutor (FLT) with native level language skills.

Schemes of Work following the MFL Programme of Study

Detailed SOW, including weekly lesson plans, are provided for all Key Stages.

The Key Stage 2 schemes are designed to meet the needs of the statutory Programmes of Study and offer clear opportunities for the class teacher to monitor and evidence pupil progress against age-related expectations.

Inbuilt opportunities for pupil assessment

Advice on resources, materials and courses.

Ongoing training

Provided by the MFL Team to ensure quality in the delivery of MFL. The team receives 5 days of training per year in addition to team-teaching and training in school when necessary.

Monitoring visits

The MFL advisory team will visit the FLT's regularly to observe, monitor quality and provide training and advice. Schools will receive a minimum of one written observation report per year.

How it works

The Service Level Agreement can be offered to all primary schools. Teaching is provided on a weekly basis and paid for annually.

What are my school's responsibilities?

- Schools should assign a Subject Lead who will be responsible for the overall management of MFL in school and who will liaise with and support the FLT.
- It is expected that a member of staff is present during the language lesson and will remain responsible for the care and wellbeing of the pupils throughout. They will also support the FLT and engage in the lesson to improve their own knowledge of the MFL curriculum and of language and methodology.
- Schools should allow the FLT's to attend three training days provided by the MFL Team during the first week of the Autumn term and one additional day per term.

Pricing

Prices are subject to VAT.

Primary MFL Service Level Agreement	
£3,600 based on 1.5 hours a week per year	£1,200 per year for each additional hour

Additional Services: Tailored to you



As part of the Universal Offer, Liverpool primary & special schools can receive up to two days' support, teaching advice or training to enable them to deliver Modern Foreign Languages.

Themes could include:

- Subject Reviews
- Preparation for Inspections
- Developing Quality Teaching And Learning
- Professional Development
- Developing MFL Across the Curriculum
- Developing Effective Assessment
- Developing Effective Transition
- Support for Celebrations and Events
- International Work / School Links

This list is not exhaustive and bespoke packages of support can be negotiated.

For more information, please contact Jane Halsall:
jane.halsall@si.liverpool.gov.uk

MFL Quality Mark

The Quality Mark rewards schools which demonstrate excellent practice in key areas:

- Strong subject leadership
- Excellence in teaching and learning
- Assessment, which informs future practice
- High profile of languages within an international context

It enables schools to evaluate, develop and celebrate their achievements and best practice in Foreign Language provision.

In addition to this, we offer a Gold Standard Quality Mark, which is available for schools who go 'above and beyond' the requirements of the standard Quality Mark.

Primary MFL Quality Mark			
£250 Valid for three years	Renewal cost: £100	Gold Quality Mark: Additional £100	£400 for non Liverpool schools

All prices are subject to VAT.

Schools' HR

Our Offer

Our service provides you with a dedicated, fully qualified HR Adviser who will work closely with you through steps of any HR process, considering all relevant legal aspects. Your Adviser strives to fully understand your requirements and ideal results, acting as a critical friend to provide creative solutions which best fit the individual needs of your school, staff and pupils. All team members remain at the forefront of all aspects of HR management, achieved via their professional body, the Chartered Institute for Personnel and Development (CIPD).

The Schools' HR team consists of experienced and highly qualified HR professionals, all of whom have a thorough understanding of school issues and terms of employment.

They work closely with their employment law solicitor, School Improvement colleagues, advisers from the Local Government Association and representatives from trade unions and professional associations.



Katie Smith is a fully CIPD qualified Human Resources Manager with over 20 years' experience.

Following a thorough grounding in the private sector, Katie has dedicated the majority of her HR career to supporting schools.

Employed initially as HR Adviser, her role involved working side-by-side with School Managers and Governors, offering support and advice on a vast array of HR issues.

Since becoming HR Manager, Katie has ensured her team remain fully updated on employment law and DFE HR matters so they can provide the best possible advice and support to schools..



Quality Assurance delivered by:

Katie Smith | Schools' HR Manager

katie.smith@si.liverpool.gov.uk



Please note: In order for us deliver the best possible level of services within this agreement, we ask all establishments to adhere to certain timescales and protocols as shown in relevant policies and procedures.

The Service Level Agreement can be offered across all school phases, irrespective of school status.

The Service Level Agreement offers a comprehensive service, which includes a HR professional presence on site at relevant meetings.

****Further information relating to the operation of the HR SLA can be found on page 58 under Terms and Conditions***

How it works

As part of School Improvement Liverpool we ensure HR support is targeted appropriately to help raise standards and the quality of teaching and learning. Even when your Adviser is not with you, we want to ensure you are always supported. That's why each Adviser has a personal mobile phone and the support of 6 HR colleagues so we can always offer a timely response and initial advice.

When you opt to purchase the Schools' HR Service Level Agreement you will benefit from a thorough support package, underpinned by the full support of employment law solicitors.

The support package includes the following services:

Trade Union / Professional Association Consultation and Negotiation

- Communication with trade union representatives, when appropriate, to assist with the management of employee relations casework.
- Provision of advisory and consultative support on school staffing reviews (including redundancy) and liaison with union/association representatives on such matters.



Employee Relations Support

Advice and guidance:

- On the procedural aspects of managing and investigating individual employee matters including, conduct, performance capability, grievances and whistleblowing.
- Relating to the management of sickness absence concerns.
- Given to Headteachers and Governor Panels from a designated Adviser at grievance/disciplinary/capability/competency internal hearings and appeals.
- On an ongoing basis during all individual HR cases including suspension, dismissal and negotiation around settlement agreements, when required.
- In the application of school HR policies.
- At multi-agency/strategy meetings on safeguarding issues relating to allegations against staff.
- For whole school or departmental staffing reviews, including redundancy and relevant early retirement.
- With individual or collective disputes; assistance with negotiation/consultation arising from trade union disputes.

Supported by:

The drafting of non-standard correspondence and example templates in relation to all of the above | Interpretation of all aspects of employment law both current and planned | Correspondence to Headteachers and other named school.

Staff Contracts and Terms and Conditions of Employment

Advice and guidance:

- On the nature, interpretation and application of all terms and conditions of service, including the various national schemes, as they apply to school based staff.
- On locally agreed policies and provisions including term time working arrangements and pay calculations.

Supported by:

When appropriate, negotiation with recognised Trade Unions on relevant changes to local terms and conditions of employment.

Pricing

All prices are subject to VAT.

Schools' HR Service Level Agreement

£50 per employee

Additional Services: Tailored to you



Our Schools' HR Team also offer a range of additional services outside of the Schools' HR Service Level Agreement.

Contract Preparation Service

Best for:

Schools needing to streamline the preparation of statements of particulars for staff. Every member of staff is entitled to a written statement of particulars, setting out the basic contract terms between employer and employee, within two months of their start date.

What we offer:

Once provided with the relevant details, our experts can formulate and quality assure statements of particulars ready for sharing with staff.

Key benefits:

This can be done singularly at the point of recruitment or as part of a fuller school or departmental review.

£20 per contract

All prices are subject to VAT.

Intensive HR Support Package

Best for:

Schools that need weekly or regular HR expertise on-site. Our intensive HR Support provides a regular HR presence and focus in school.

What we offer:

A qualified and experienced Schools' HR professional managing all HR issues. Based on the school site, for an agreed no. of days.

Key benefits:

- A HR professional based in your school providing objective and direct insight and support.
- Management of all necessary arrangements, including documentation, staff queries and relevant meetings.
- Access to a professional and experienced HR team whenever required.
- Individual remains employed in a specialist education HR team, with access to relevant CPD and understanding of wider education HR matters.
- School avoids costly recruitment to specialist, stand alone role.

Please refer to page 37 for pricing.

Additional Services: Tailored to you



Mediation Service

Best for:

Schools looking for an informal and speedy solution to workplace conflict. Research has shown that mediation is the most effective approach.

What we offer:

A fully ACAS accredited mediation service undertaken by HR professionals.

Key benefits:

- A safe and confidential space for participants to find resolutions to workplace conflict issues.
- Most mediations take just one to two days and can be set up very quickly.
- Cost saving when compared to failing to mediate – which includes manager's time, sickness and absence costs, the cost of individual and/or team underperformance and time spent on formal procedures.

Please refer to page 37 for pricing.

Independent Investigation Service

Best for:

Schools looking to save Senior Leadership time and reduce the risk of internal conflict.

What we offer:

A specialist, independent HR investigation service.

Key benefits:

- Consultation to understand the background to the case, the remit of the investigation and the parties involved.
- Evidence gathered to establish the facts. This may include recorded interviews with all parties involved.
- A written report upon completion, outlining the allegations and chronology of events, summarising the evidence and setting out key findings. If required, the investigator will also attend any Governor hearing to present the findings.

Please refer to page 37 for pricing.

Additional Services: Tailored to you



Supporting School Recruitment

Best for:

Schools who want an HR professional to be part of any recruitment process, to bring an external and expert perspective.

What we offer:

- An experienced Advisor to guide the school through the process and decision making
- Work with you to devise appropriate selection and assessment tools

Key benefits:

- Guidance throughout the whole process, from developing an advert to job offer
- Applying relevant employment legislation and HR best practice to the recruitment process
- An additional and objective perspective throughout the process

For more information, please contact Katie Smith:
katie.smith@si.liverpool.gov.uk

Pay Audit

Best for:

Schools who require a thorough review of individual staff pay to ensure everyone is paid fairly and accurately for hours worked.

What we offer:

A full audit of individual staff pay and hours worked, including the application of term time only calculations.

Key benefits:

- As school budgets become ever tighter, pay audits can help schools identify and address any overpayments being made to staff
- Reduce the need for extensive staffing reviews
- Eliminate potential equal pay claims
- Ensure staff are paid correctly for hours worked

Pricing for additional services

All prices are subject to VAT.

For schools purchasing the Service Level Agreement	For all other schools
£450 per full day	£600 per full day

Additional Services: Tailored to you



Conversion to Academy Trust – (TUPE OUT support)

Best for:

Schools transferring to Academy status or joining a Multi Academy Trust (MAT).

What we offer:

Support with preparation for and TUPE consultation where the school transfers to Academy status or in to a MAT.

Key benefits:

- Advice on preparing individual employee due diligence information
- Support with TUPE consultation with staff, including attendance at any 1-1 meetings
- This support is included within the normal SLA price if, following transfer, the Academy purchases the Schools' HR SLA for the following 12-month period. Otherwise pricing = £600 per day

For more information, please contact Katie Smith:
katie.smith@si.liverpool.gov.uk

Pricing for additional services

All prices are subject to VAT.

For schools purchasing the Service Level Agreement	For all other schools
This support is included within the normal SLA price if, following transfer, the Academy purchases the Schools' HR SLA for the following 12-month period.	£600 per full day

PSHE and Mental Wellbeing

Our Offer

Our PSHE specialists are highly qualified in all aspects of PSHE and have developed successful training and support for primary, secondary and special schools. They have expertise of working directly in schools developing curriculum, schemes of work, and teaching and learning.

The team works in partnership with a range of organisations who specialise in various aspects of PSHE. They currently deliver training locally, nationally and internationally through our accredited trainer in Philosophy for Children for SAPERE and Thinking Moves for Dialogue Works.

The team care passionately about the empowerment and health and wellbeing of children and young people, and strive to support colleagues in promoting these at all times with a wealth of experience leading PSHE and a range of health-related projects across all types of schools and phases.



Quality Assured by **Judy Boyce** who has worked for School Improvement Liverpool for over 20 years, focusing on getting the best outcomes for children. She leads the Health and Wellbeing team and is well qualified with vast experience of working across the different areas of the service.

Julie McCann is a member of the National PSHE Association Advisory Council, having been a Senior Leader and Advanced Skills Teacher in PSHE education and has taught and delivered training both in the UK and abroad.

Sonia Cross is a terrific advocate for the mental health and wellbeing of pupils and staff alike, playing a pivotal role in the citywide review of mental health across Liverpool.



Quality Assurance delivered by:

Judy Boyce | Senior School Improvement Officer

judith.boyce@si.liverpool.gov.uk

PSHE / P4C: julie.mccann@si.liverpool.gov.uk

Mental Health & Wellbeing: sonia.cross@si.liverpool.gov.uk

PSHE and Mental Wellbeing Service Level Agreement: What we offer



The PSHE SLA gives schools access to in-depth support and guidance around the PSHE curriculum. As well as bespoke in-school support, schools are able to attend a number of training sessions throughout the year which ensure that their staff are up to date with the latest guidance and practices. Email and telephone support throughout the year is also included in the SLA, ensuring that our PSHE experts are able to give advice and answer questions when required.

What is included?

- Support and advice through telephone consultation or email to support the planning, delivery and assessment of effective PSHE education (0.5 days)
- Reduced consultancy day rate for PSHE and Mental Wellbeing support (£450 per day instead of £600 per day)
- Regular updates in response to key local and national developments
- One x whole-staff training of up to two hours per year to address your setting's PSHE priorities
- Attendance for one delegate at the following training:
 - New Subject Leader Training (full day)
 - RSE (half day)
 - PSHE and OFSTED (half day)
 - Assessment in PSHE (half day)
 - Safe and effective teaching in PSHE (half day)
 - PSHE briefings x 3 (1 hr)
 - Health Education as part of PSHE (half day)
 - Managing staff health and wellbeing (half day)

Pricing

All prices are subject to VAT.

£1,500 per year

Additional services can be purchased to meet your school's needs as required.

For more information, please contact Julie McCann or Sonia Cross:

julie.mccann@si.liverpool.gov.uk or sonia.cross@si.liverpool.gov.uk

Safeguarding

Our Offer

Our Safeguarding team is highly regarded due to its dedication to providing timely and effective guidance around critical incidents, alongside ongoing support and training, enabling you to meet your statutory responsibilities in safeguarding children across Merseyside and beyond.

The team can provide a range of services for schools including tailored whole school safeguarding training, DSL training and safeguarding audits. They are committed to supporting schools to work effectively as part of a Multi-Agency team around the child and family and can signpost and advise schools across a wide spectrum of school safeguarding matters.



Together **Nicky and Steve** have over 40 years' experience working in education. Both have extensive school pastoral knowledge and have held the role of Designated Safeguarding Lead (DSL). They are experienced leaders, between them having held strategic roles at a Multi Academy Trust and local authority level. They are both accredited trainers through the Safer Recruitment Consortium.

The team have led or supported a number of key local projects, including critical incident management, Operation Encompass, 'Signs of Safety' and child exploitation.



Quality Assurance delivered by:

Nicola Noon and Steve Watts | Safeguarding

safeguarding@si.liverpool.gov.uk



Safeguarding Service Level Agreement: What we offer

Training, advice, guidance, model policies and practical support to ensure children are kept safe and schools meet their statutory responsibilities.

Statutory training included in the SLA

- Training for those new to the statutory role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead (one place per year is included within this agreement. Additional places are priced at £150)
- Statutory Refresher Training for Designated Safeguarding Leads or Deputy Designated Safeguarding Leads (two places per year are included within this agreement. Additional places are priced at £100)
- Annual safeguarding briefings for Headteachers, to update them on local and national developments, share best practice and enable schools to meet their statutory requirements (one place per year is included within this agreement. Additional places are priced at £100)
- Ongoing twilight Refresher Training for Designated Safeguarding Leads throughout the academic year (one place per year is included within this agreement. Additional places are priced at £100)

Core services included in the SLA

- Support and advice through telephone consultation, email or visit from a Safeguarding Officer when required, in response to critical incidents and other safeguarding concerns
- The provision of a Schools' Safeguarding Handbook providing key model policies, resources and guidance
- Regular newsletters and other e-briefings in response to key local and national developments

How it works

The Service Level Agreement can be offered across all school phases. Schools can join existing briefings and training, or if you are part of a cluster of schools we can facilitate training in your area to ensure bespoke safeguarding guidance.

Pricing

All prices are subject to VAT.

Safeguarding Service Level Agreement

£980 per school per year



Additional Services: Tailored to you

The following training and services are in addition to those provided in the Safeguarding Service Level Agreement.

Additional training courses

- Managing allegations against staff and volunteers
- Safer Recruitment Training and Refresher Training for school leaders and Governors
- Undertaking safer recruitment checks and maintaining the single central record for Business Managers and Admin officers
- Train the trainer: Delivering whole school safeguarding training
- The Role of the Link Governor for Safeguarding

£150 per delegate
for a full day session

£100 per delegate
for a half day session

All prices are subject to VAT.

Services or bespoke support

Available to all schools on-site:

- An examination of your single central record and evidence of safer recruitment practices
- Any agreed additional in-house training for your Designated Safeguarding Lead or Safeguarding Team

£600
per day

£400
per half day

£200
per 1hr

All prices are subject to VAT.

Safeguarding Audit/Health Check

We offer a comprehensive one day review which focusses on examining the school's evidence of how it meets the key statutory requirements in 'Keeping Children Safe in Education' and also Ofsted expectations. ***The price of the audit includes a full day site visit, preparation and a full report.***

For schools purchasing
the Service Level
Agreement

For all other schools

£850 per SLA school

£950 per Non-SLA school

All prices are subject to VAT.

For more information, please contact Steve Watts and Nicola Noon:
safeguarding@si.liverpool.gov.uk

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School Swimming

Our Offer

Our team consists of over 20 highly skilled swimming instructors. Our school swimming programme is one of the most successful in the country, with Liverpool having been ranked in the top five cities for the percentage of children able to swim at least 25 metres by the end of Key Stage 2.

Designed to cater for all schools and children irrelevant of age or ability, we deliver a programme that teaches the important life skill and safety of swimming whilst building confidence and encouraging a healthy, active lifestyle.



Quality assured by **Niki Horton** who has worked for School Improvement over 10 years focusing on children physical and nutritional wellbeing. Niki oversees the school swimming programme, the food in schools team and is responsible for ensuring safe educational visits.

Emma Quirk is a qualified swimming teacher with over 10 years experience teaching children to swim. She has worked on School Improvement swimming programme for over 5 years and is responsible for the day to day running of the school swimming programme.



Quality Assurance delivered by:

Niki Horton | Physical and Nutritional Wellbeing Officer
nicola.horton@si.liverpool.gov.uk

Emma Quirk - Lead swimming officer
emma.quirk@si.liverpool.gov.uk



School Swimming Service Level Agreement: What we offer

A high quality, cost effective Swimming Programme that supports schools in achieving the National Curriculum Physical Education requirement for swimming. The service takes place in Liverpool swimming pools and supports children's health and wellbeing. The Service Level Agreement can be offered across all school phases.

How it works

A high quality programme

Our team deliver a superb Swimming Programme which helps safeguard our young people, whilst enhancing their skills and improving their levels of physical activity. We keep a register of pupil attendance at all swimming lessons.

Flexible approach

We construct a timetable in conjunction with your school and aim to be as flexible as possible. We can arrange intensive support through top up sessions for those requiring additional help.

Measuring performance

We monitor progress and achievement of pupils and provide the results to schools. We quality check by completing swimming teacher assessments which are overseen by the School Swimming Officer.

Celebrating achievement

We provide pupils with certificates at the end of their block of swimming lessons. We also organise inter-school swimming galas and water polo competitions for all key stages.

Pupils will learn to understand:

Codes of hygiene and courtesy when using swimming pools

- The health, social and physical benefits of swimming
- The principles of water safety
- How to stay safe in and around water
- How to complete a safe self-rescue should they find themselves in difficulty

And aim to:

- Swim a minimum distance of 25 metres by the end of their year 6 education
- Swim using a range of different strokes (front and back)



School Swimming Service Level Agreement: What are my school's responsibilities?

- A designated named member of staff as a contact person for all enquiries and support
- To provide the number of children, year group and the number of adult supervisors, one term in advance
- State the number of children and adults attending each session when signing in at reception
- Complete an electronic template with all of the class information to the school swimming officer, six weeks before the children are due to attend lessons
- Make known to the swimming teachers any child with medical conditions and/or SEND at the first session
- Send a representative from the school to attend a school swimming briefing at the beginning of the school year
- Ensure that all adult supervisors remain on the poolside for the duration of the swimming lesson and continue to be responsible for care and wellbeing of all pupils
- Where transport is provided, ensure that all staff and children are punctual for both the inbound and outbound journey, within five minutes of the stated pick up time
- Inform the School Swimming Officer in advance of any planned, unplanned or emergency closures
- Ensure that any child who is unable to participate remain in school and does not attend the pool

Pricing

Prices are subject to VAT.

School Swimming Service Level Agreement (To provide swimming lessons including one Level 2 swimming teacher per 15 children and lifeguard)	
No transport	£5.25 per child per half hour session
With return coach transport	Please contact us for a bespoke quote, based on your location



Pricing

Prices are subject to VAT.

Additional support	
One-to-one teacher and pupil lesson	£35 per half hour session

Cancellation Policy

On completing the booking form, you are agreeing to the number of terms stated on the form. Reduction in the number of terms after the booking form has been submitted will be charged for.

Cancellation for one-off sessions (inset days, school trips) will be charged unless seven days notice given to the school swimming officer.

Additional Services: Tailored to you



Aquatics Competitions

We organise and host aquatic competitions for all key stages. The competitions are open to all schools irrespective as to whether your school is part of the swimming programme or not.

Key Stage 1

Year 2 - swimming gala

Year 2 - water polo competition

Key Stage 2

Year 3/4 - water polo competition

Year 5/6 - swimming gala

Year 5/6 - water polo competition

Key Stage 3

Year 7/8/9 - swimming gala

Year 7/8 - water polo competition

Pricing

Prices are subject to VAT.

Aquatics Competitions	
Single competition for schools included in the programme	£75
Single competition for schools NOT included in the programme	£150

Additional Services: Tailored to you



Swimming audit/review

The School Swimming Officer will complete a review of your swimming provision, and provide the school with a full report, with recommendations where applicable, looking at the effectiveness of your programme, health and safety, for example:

- Which year groups attend
- Does your current plan provide results
- Is your plan cost effective
- Facilities used
- Qualifications
- Legal requirements

Pricing

Prices are subject to VAT.

Swimming Audit/Review	
Schools part of the swimming programme	£150
Schools not part of the swimming programme	£300

For more information, please contact Niki Horton: nicola.horton@si.liverpool.gov.uk

Additional Services: Tailored to you



Advice and Support

There may be times when advice, support and guidance is needed in relation to your school swimming.

The school swimming officer is available to assist all schools even if your school is not part of the school swimming programme.

Pricing

Prices are subject to VAT.

Swimming Advice and Support	
Schools part of the swimming programme	Free
Schools not part of the swimming programme	£50 per hour

Additional Services: Tailored to you

School Pool Audits

This for schools with their own pool on site and it is strongly recommended that this is completed annually.

The audit is to help ensure that your meets all of the legal, health and safety and safeguarding requirements, as well as providing help, support and guidance for your school.

The audit will consist of a full on site visit lasting between 1 ½ - 2 hours along with a written report following the visit.

During the on-site visit the following areas will be looked at:

- Condition of the swimming pool, the pool hall and changing facilities
- Rescue equipment, first aid provision and pool alarm systems (these will need to be activated during the visit)
- The pool plant room including the records for the pool water testing and the pool plant manual
- All paperwork relating to the pool including the NOP and EAP
- Qualifications of the staff teaching, lifeguarding and operating the plant room.

Following the audit a written report will be sent to the school and further help and support will be offered (additional cost) where required or requested.

Pricing

Prices are subject to VAT.

School Pool Audits
£400

SEND & Inclusive Learning

Our Offer

The team has recent and extensive school based experience as SENCOs and senior leaders in Liverpool and the North West.

The team has extensive experience as SENCOs, specialist advisory teachers and senior leaders in Liverpool and the North West. Collectively, they have developed and teach on a collaborative Masters level post graduate programme with Liverpool John Moores University, the National award for SEN Coordination. We are franchised trainers for Lancashire's PIVATS 5 and Preparation for HLTA Status with HLTA North.

In 2022 we became trained licensed trainers to deliver the MPTA Training (Maximising the Practice of Teaching Assistants)

Over recent years the team have developed partnerships with nasen, delivering Masterclass webinars to a national audience funded by the DfE, Liverpool Hope University and other Local Authorities



Yvonne Sutton has held a range of posts during her career as a Senior Leader, including that of Special Educational Needs Co-ordinator (SENCO) and Inclusion Manager in Liverpool and the North West.

Yvonne is at the heart of transformational change at Local Authority level and is passionate about inclusion and promoting positive outcomes for all children. The team ensure that schools are given timely advice and resources to enhance their practice.



Quality Assurance delivered by:

Yvonne Sutton | School Improvement Officer,
SEND & Inclusive Learning

yvonne.sutton@si.liverpool.gov.uk



SEND & Inclusive Learning Service Level Agreement: What we offer

Training, advice, guidance, model policies and practical support to ensure you meet your statutory responsibilities in respect of Special Educational Needs and Disability (SEND) and continue to develop your inclusive practices and positive outcomes for all children.

Core training included in the SLA

- Autumn and Spring SEND Briefings for SENCOs and school leaders to share up-to-date guidance and best practice. One free place on each of these briefings is included within this agreement.
- New to the role of SENCO Training - one free place
- Transition Event Yr 6-Yr 7

Core services included in the SLA

- Support and advice through telephone/e-mail consultation or visit from an Officer in response to the identified needs of the school
- Access to the key model policies, resources and guidance to promote inclusion and best practice
- Newsletters and other e-briefings in response to key local and national developments in SEND practice

How it works

The Service Level Agreement can be offered to all primary, secondary and special schools. Schools can join existing briefings and training, or if you are part of a cluster of schools, we can facilitate training in your area, ensuring bespoke advice for schools purchasing the agreement.

Pricing

All prices are subject to VAT.

SEND & Inclusive Learning Service Level Agreement

£980 per school per year (without visit)

Additional Services: Tailored to you



Services or bespoke support

Bespoke training for SENCOs, Senior Leaders, Teachers, Teaching Assistants or Whole Staff

- Review of school SEND practice (may include identified areas such as Leadership and Management of SEND, quality of provision)
- Support for recruitment of staff eg SENCO/Inclusion Manager, support staff
- Inclusion Charter Mark Award (additional costs apply)

£600
per day

£400
per half day

£200
1hr

All prices are subject to VAT.

For more information, please contact Yvonne Sutton:
yvonne.sutton@si.liverpool.gov.uk

Training courses include:

- Nationally recognised qualifications including the National Award for SEN Coordination
- Nationally recognised Preparation for HLTA status
- Leadership and Management for SLTs and SENCOs to promote inclusion and meeting statutory duties
- Teaching, learning and assessment for SEND
- A wide range of topics linked to The SEND Code of Practice: 0-25years, including the four broad areas of need and the graduated approach, eg High Quality Teaching, Dyslexia Friendly Strategies, Mental Health and SEND, Nurture Curriculum, Access arrangements, Engagement Model, PIVATS
- For staff working with children/young people in specific circumstances e.g. supporting medical needs and developing age appropriate healthy relationships

Please get in touch or visit our website for pricing.

> www.schoolimprovementliverpool.co.uk/Training

Next Steps

Should you wish to purchase any of our Service Level Agreements, please email marketing@si.liverpool.gov.uk.

If you have any questions or would like further information, please call our friendly team on **0151 233 3901**.

Bespoke services are available on request.

We look forward to hearing from you.

School Improvement Liverpool

Terms and conditions

Payment

- BY BACS
- If you are making a BACS payment, our sort code is 20-51-01 and our bank account number is 10837873
 - Please use your Invoice Reference as your reference and email your remittance advice to sil@si.liverpool.gov.uk quoting your invoice number.
- BY POST
- Payment by post should be addressed to:
School Improvement Liverpool
Toxteth Annexe Conference Centre
Aigburth Road
Liverpool
L17 7BN
 - Please make cheques payable to School Improvement Liverpool and crossed "A/C Payee"; cheques should not be made payable to individual officers
 - Please write your Invoice Reference on the back of your cheque
 - Bank notes and cash should not be sent through the post. A receipt will not be issued for a cheque payment unless specifically requested and accompanied by a stamped addressed envelope
- BY PHONE
- Please call 0151 233 3901 (Monday to Friday 09:00 to 16:00). Please have your debit/credit card and your invoice with you when you call.

Please ensure that payment is made in sufficient time for receipt by School Improvement Liverpool Limited by the due date (the due date is 30 days from the invoice date).

Difficulties in making payment

If you have difficulties in making payment or think the amount charged is incorrect, please call 0151 233 3901 before the due date, stating your account reference and invoice number. While we want to help our customers, we will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed payment terms. Please note that payments for School Improvement Liverpool Limited should not be sent to or paid to Liverpool City Council.

Definition of Services

The validity period of these agreements covers the financial year 01 April 2023 to 31 March 2024. All aspects of the services are available between normal working hours 08:30 to 16:45 and at other times; by negotiation with Schools, (such as evenings). The School Improvement Liverpool Limited Business Support Office provides telephone support between 08:30 and 16:45 (16:15 pm on Friday). Prices for on-site training are based on one school. Bespoke quotations for the delivery of on-site training for clusters of schools are available on request. Please note, any 'hours' or 'days' purchased as part of the SLA include preparation and travel time. For example; if 3 hours are purchased, this will not mean the member of staff will be in the school for the full 3 hours.

Service Quality

School Improvement Liverpool Limited aims to provide a high quality service at all times. This is supported through continuous professional development of all staff, including a thorough recruitment process, a personalised induction programme to include a mentor and shadowing, performance management and regular progress meetings with teams and/or individual staff. Furthermore, feedback is given to all staff through a programme of regular appraisal. Feedback is always sought from schools about the quality of service delivery.

Performance Standards

The Service Managers for each team have the responsibility for ensuring that all Service Level Agreement activities are clearly planned, effectively implemented and fully evaluated and will work to ensure that the services offered are well matched to schools' needs.

Quality Assurance & Monitoring

Our services will be monitored using a range of mechanisms:

- Internal quality assurance systems including bi-annual Challenge Boards, work shadowing, monitoring of reports and post-visit evaluations
- Training evaluation forms
- Feedback from customers or their representative groups such as Headteacher Associations
- Analysis of complaints
- Individual appraisals

Cancellation

Without prejudice to any other right or remedy it may possess, the customer may immediately terminate this agreement without cause by written notice to School Improvement Liverpool Limited. In the event of termination, the Customer shall be liable to pay School Improvement Liverpool Limited the following:

- In the event of termination on or before 31st March 2023, 0% of the charges
- In the event of termination on or before 31st July 2023, 50% of the charges
- In the event of termination after 31st July 2023, 100% of the charges

Security

School Improvement Liverpool Limited will comply with any school health and safety rules and daily routines. All information received will be treated as confidential between the school and School Improvement Liverpool Limited. If, for any reason, a member of School Improvement Liverpool Limited would like to share information with a third party then permission will be sought from the school. Any printed documentation used elsewhere will be acknowledged if permission to share it has been granted by the school. The service operates within the Freedom of Information and Data Protection Acts.

Complaints

If you are not happy with any aspect of the services you buy please contact the relevant Service Manager of School Improvement Liverpool Limited. In the event of continued dissatisfaction, procedures exist by which a School may pursue a concern until an appropriate resolution is secured.

Schools' HR

Schools take full responsibility for the arrangement of interviews and hearings. Reasonable notice is required to ensure members of the Schools' HR team can attend formal meetings and hearings. Attendance at ad-hoc meetings is accommodated by mutual agreement. All Schools are required to ensure that they adhere to the employment policies and procedures adopted by their Governors; and, where advice is sought, that they provide full information to the designated Adviser before advice is given, and thereafter as circumstances require. Where the dismissal of staff is involved, Governors are reminded of the requirement to follow a fair procedure. In occupational health cases, schools will meet the additional costs of any medical examinations, reports from the employee's General Practitioner / Medical Specialist or authorised independent occupational counselling sessions. For GDPR purposes schools should have a Fair Processing or Privacy Notice in place covering the use of/sharing of staff data (including sensitive staff data) for legitimate employment purposes.


Where schools seek direct legal advice on any matter outside this offer (for example actual and/or potential Employment Tribunal Claims), separate contractual arrangements will be required. In order for the best possible level of service under this agreement, all establishments must adhere to the timescales and protocols as per relevant policies and procedures.

School Improvement Liverpool

 **Toxteth Annexe, Aigburth Road. Liverpool, L17 7BN**

 **0151 233 3901**

 **sil@si.liverpool.gov.uk**

 **www.schoolimprovementliverpool.co.uk**

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