



BEDFORD
BOROUGH COUNCIL



**Services for Academies,
Free Schools & Other Settings**

Contents

Introduction	3	Radiation Protection Officer (RPO) Services	36
School Improvement	4	Grounds Maintenance	37
Services for Pupils and Young People with Special Educational Needs (SEND)	6	Recycling, General and Clinical Waste Collection Services	39
Parenting Support	8	Cleansing Services	41
Training and Support for Newly Qualified Teachers	9	Civil Engineering	42
Town and Country Planning	10	Drainage	43
Engagement and Development Training	11	Property Services	44
LINK Vice Versa	12	Design, Building & Engineering Services	45
Education Welfare Service (EWS)	14	Emergency School Closure Information Service	47
Bedford Training & Assessment Centre (BTAC)	16	Pest Control	48
Developmental Opportunities for Staff	18	ICT Design and Repro	49
Music for Bedford Borough	20	Inter-School Courier Service	50
Human Resources and Payroll	22	Admission and Exclusion Appeals Service	51
Occupational Health	25	Energy Management Unit Service	54
Schools Library Service	27	School Travel Plans / Transport Studies	58
Governor Training and Development	28	Schools ICT	59
Audit Services	29	Bedfordshire Archives	60
Communications and Marketing	30	School Information and Performance	62
The Higgins Bedford	32	Building Control	64
Health & Safety Advice and Consultancy Service for Schools	33		
Accident / Incident Reporting Service	35		

For further information

Please email academy.services@bedford.gov.uk or phone **01234 228175** outlining the service you are enquiring about and you will be given a contact name and number.

Introduction



Within this brochure, you will find listed the services which Bedford Borough Council is able to provide for purchase by colleagues in other educational settings. We recognise that all educational settings in partnership with Bedford Borough Council wish to continue to play an important role within the community of schools.

Collectively we all have responsibility for the development of children and young people; we believe it is important that we work collaboratively to meet that responsibility. It is within that spirit that we issue this brochure of services.

We look forward to working with you over the coming months and years to provide the best possible educational experiences for children and young people.

The brochure includes those services for which funding is delegated to academies through the General Annual Grant (GAG) but which academies may buy back from the Local Authority if they wish.

We hope that you will want to subscribe to the services which we offer and look forward to developing a productive working relationship with you.

School Improvement



Scope of Services

In Bedford Borough we are ambitious for ALL our children and young people and believe every child in Bedford Borough deserves an outstanding education. Our aim therefore, is to ensure that through collaboration, ALL our children and young people have access to and enjoy the very best opportunities, so that they can realise their true potential and be all that they can be.

The School Improvement Service will work with every school regardless of their phase or designation to support them in securing outstanding outcomes for ALL. This can be achieved by support for schools in ensuring accurate self-evaluation of performance and the identification of clear and decisive actions leading to sustainable improvements. The use of a coherent and consistent approach to planning, to identify and maximise existing strengths and improve weaknesses is the most important process of school improvement leading towards autonomy, self-management and excellence. For academies and free schools, the local authority will provide tailored support at a cost, using its own, or brokered resources.

Examples of provision available are indicated below and for bespoke challenge and support please contact us.

- Newly Qualified Teacher Induction programme
- Bespoke Support and Challenge programmes
- Support and guidance for the improvement of specific areas e.g. SEND, phonics, EAL
- Early Years Foundation Stage support and challenge

- Head Teacher appointments
- Analysis of national and local educational context and priorities
- Advocacy for schools with outside agencies (Ofsted, DfE, RSC, EFA, STA)
- Support for Multi Academy Trust development
- Moderation and monitoring - regulation
- Strategy creation and data analysis- whole LA and specific areas e.g. SEND, EAL
- Support to schools with parental complaints
- Governor helpline
- Governor training/support

School Improvement SEND

Scope of Services

Training and Support for School Improvement, SEND

As part of School Improvement Services we offer the following to schools to support them in their strategic development of provision and practice:

Advice and guidance:

- The development of a whole school approach to SEND
- Statutory Legislation
- The implementation of the SEND Code of Practice

Consultation visits, SEND audits, support for self-evaluation and bespoke input

Staff development and support:

- Bespoke SEND training
- Training Roll Out e.g. Elklan Speech and Language Support, Wellbeing Toolkit
- Annual SENCO Conference
- SENCO Workshops

Developing Leadership for SEND - Specific support for New SENCOs:

- National Award for SEN Co-ordination (statutory training)
- SENCO Coaching Programme

Promoting and sharing best practice:

- Facilitating:
 - Termly Professional Study Groups
 - SEND Working Party

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Services for Pupils and Young People with Special Educational Needs (SEND)



Scope of Services

In addition to the statutory support provided, we can offer professional support from:

- Autism Spectrum Advisory Teachers
- Educational Psychology Team
- Sensory and Communications Team
- Early Years Support Team

Psychology Team - Support & Services

Pupil Support

Advice / training / support is offered for the following:

- Inclusive practice for vulnerable pupils: those with special educational and additional needs
- Behaviour management, including pupils at risk of exclusion
- Children with Autistic Spectrum Disorder, including social and communication difficulties
- Children in Early Years with a range of identified Special Educational Needs or Disability (SEND), including those with more complex needs
- Problem analysis, identification and assessment leading to intervention planning and reviews of pupil progress
- School attendance
- Education Health Care Plan assessment and monitoring of pupils

Core Services Delivery (Free)

Statutory, Core and High Priority Needs

- Psychological Assessment for students undergoing assessment under the Children and Family Act 2014
- Attending Annual Reviews, as appropriate
- Way Forward and Single Plan Implementation Meetings, if required
- Pupils with Single Plans who are excluded or placed in alternative provision
- Drop-in consultations (Early Years or Additional Needs cases as well as higher levels of need)
- Local Authority agreed priorities

Traded Services Delivery (Charged)

Non-Statutory

- Support for children with Additional Needs
- Work with individual pupils and their parents/carers, including consultation
- Assessment, advice and intervention e.g. Cognitive Behaviour Therapy (CBT), Video Interaction Guidance (VIG)
- Support for groups of pupils using evidence based programmes e.g. social skills, anxiety and stress and anger management
- Training sessions, including topics such as motivation, attachment and resilience, bereavement and loss, cognitive development, behaviour management, managing stress, self esteem, working with parents, bullying and tailored learning
- Advice on supporting children with specific syndromes e.g. Down Syndrome
- Advice on assessment for pupils with developmental delay
- Training in research and evaluation
- Support with change management in schools

All requests for EP involvement or consultation should be discussed and agreed with a member of the Psychology Team, prior to any request being submitted via EHA link:

[www.bedford.gov.uk/health_and_social_care/ children_young_people/early_help.aspx](http://www.bedford.gov.uk/health_and_social_care/children_young_people/early_help.aspx)

In addition, Drop-In consultations operate throughout the year and are managed by the Psychology Team with other specialist staff in attendance. These Drop-Ins are free of charge and offer an open access advice and support service.

Maintained schools will continue to receive an allocation of service time free of charge, based on a deprivation formula. This time can be utilised in consultation with the Educational Psychologist (EP). Should further work be required beyond the notional allocation, the above packages are available with a 20% discount.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Parenting Support



Scope of Services

We can offer a range of parenting and training support.

The following parenting groups are evidence based programmes and would be suitable for a maximum of 12 families:

- ‘Strengthening Families 10-14’ (involves parents and young people) - 7 week programme;
- ‘Firm Foundations’ (parents of children 3 – 8years) – 6 week programme;
- ‘Take Three’ (parents of children 10-18 years) – 10 week programme.

The team can also offer:

- Protective Behaviours Training for professionals;
- Supervision for those working with and supporting families;
- Bespoke training packages on a range of topics around parenting and supporting children and young people.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Training and Support for Newly Qualified Teachers



Scope of Services

We can offer the following:

- Advice and support on all aspects of induction;
- Core Induction training (2 sessions) and additional CPD opportunities for NQTs
- Training sessions for Induction Tutors on the requirements for the induction of NQTs, the elements required to construct a good induction programme, methods for tracking and monitoring progress against the standards, the requirements for assessments;
- Membership of the NQT Support Group which gives advice and support to NQTs and also is an opportunity for NQTs to develop their own networks;
- Termly newsletters for NQTs and Induction Tutors.

The NQT Coordinator will, subject to availability, provide advice and support via telephone, email or Academy site meetings on all aspects of Induction for NQTs to the Induction Tutor or Head Teacher.

The Academy will also receive any relevant information distributed to maintained schools, such as termly newsletters and other relevant material on induction, received by the Local Authority.

Costs

The cost per NQT, inclusive of all support, administrative services and training, is £375 per year for all Borough maintained schools and academies. Costs per term are available on request, please contact the NQT co-ordinator at nqtinduction@bedford.gov.uk

Engagement and Development Training



Scope of Services

We are available to deliver bespoke training for children, young people, staff and governors on a range of engagement topics including:

- Young Carers – using the Undercover Heroes resource;
- Consulting with children and young people;
- Make Your Mark democracy sessions;
- Child and Youth Involvement – making participation count;
- Setting up a youth forum / student council;
- Setting up a youth volunteering project.

Other topics are available on request.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

LINK Vice Versa



Scope of Services

We work with groups of young people to support their views and supply the following:

- Advice on improving services;
- Work with us as a focus group where we can give you ideas and views on things;
- Youth proof documents or information with ideas and recommendations of how to improve for the youth market;
- Carry out service user feedback;
- Support you to develop service user feedback;
- Carry out observations of practice;
- Carry out inspections of services;
- Support with recruitment and selection of staff;
- Deliver training for your organisation or team.

LINK Vice Versa have been working together since July 2010 to improve services for children and young people across Bedford Borough by providing bespoke support as listed on the previous page.

Since taking part in a training weekend, 10 young advisors have:

- Provided support, recommendations and information for the NHS carrying out 3 inspections of services;
- Commissioning: sitting on two commissioning panels for contracts worth over £1million each;
- Provided support, recommendations and information for the Connexions drop-in shop;

- Provided support, recommendations and information for 4 voluntary and community sector projects through focus groups, inspections of services and youth proofing;
- Worked with senior managers to identify improvements in service planning;
- Developed service user feedback resources for 2 organisations.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Education Welfare Service (EWS)



Scope of Services

We support children and families to attend school:

- A named Education Welfare Officer (EWO);
- Advice and support via telephone from Senior Education Welfare Officer or other Senior Managers;
- Professional supervision for EWO (approximately 2 hours every month) and training (including attendance at Team Meetings – approximately 1 hour a week) to be included in the allocated time;
- Processing applications for Free School Meals and assessing eligibility, keeping accurate records and informing the school of current information (to be carried out by Free School Meals (FSM) Administrator) to be included in the allocated time.
- Providing specialist support, guidance and challenge in order to raise levels of overall attendance and reduce the number of Persistent Absentees;
- Offering advice/training to staff as necessary;
- Providing casework with individual students/families referred by the Academy;
- Attending multi-agency meetings involving Academy students as necessary;
- The processing of referrals and all further required steps concerning Penalty Notice Warning Letters for Unauthorised Absence and Family Holidays ‘Not Agreed’;
- Taking enforcement action;
- Carrying out truancy sweeps and late patrols;
- Accessing EWS and senior management for consultation;
- Offering strategic advice and support following analysis of School Census Absence Data;
- Ensuring that the school is fully briefed regarding any changes to relevant legislation and DfE Guidance regarding School Attendance;

- The school will receive timely feedback on all work undertaken in the form of case notes, copies of initial assessments, copies of letters and legal disposal outcomes;
- In the case of staff sickness in excess of 2 days, emergency cover will be provided.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Bedford Training & Assessment Centre (BTAC)



Scope of Services

BTAC was set up to provide high quality training, and is accredited to deliver Early Years, Playwork, Teaching Assistant and Health and Social Care qualifications at Level 1, 2, 3, 4 and 5. We can offer a wide range of courses to support your staff development.

BTAC currently offers:

- Continuous professional development for school support staff, including teaching assistants, midday supervisors and out of school club play workers, reception class and nursery support staff
- QCF Level 1, 2, 3, 4 & 5 qualifications for teaching assistants, out of school club workers, reception class and nursery support staff. BTAC learners can begin training at any time of the year
- A range of whole school bespoke training, including Safeguarding Children, delivered on site at a time to best suit your needs, including twilight sessions and inset days
- Inspiring Information, Advice and Guidance (IAG), to support training and qualifications to all staff, including volunteers. BTAC advisors have achieved the Matrix standard, which is a nationally recognised quality assurance scheme for Information, Advice and Guidance
- CACHE registered centre achieving the top grade on quality inspection visits
- Comprehensive funding advice. BTAC is able to draw down Skills Funding Agency (SFA) and European Social Fund (ESF) Funding for learners' qualifications. This is subject to availability and eligibility

Qualifications offered by BTAC:

- CACHE Level 1 Award in an Introduction to Early Years Settings (QCF)
- CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools (QCF)
- CACHE Level 2 Certificate in An Introduction to Early Years Education & Care (QCF)
- CACHE Level 2 Award, Certificate and Diploma in Playwork (QCF)
- CACHE Level 2 Diploma in Health and Social Care (Adults) (QCF)
- CACHE Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
- CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator) (QCF)
- CACHE Level 3 Award, Certificate and Diploma in Playwork (QCF)
- New CACHE Level 3 Diploma for the Children & Young People's Workforce (QCF)
- NCFE CACHE Level 3 Diploma for Residential Childcare
- CACHE Level 3 Diploma in Health and Social Care (Adults) (QCF)
- NCFE CACHE Level 4 Certificate for the Early Years Advanced Practitioner
- CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (QCF)

Visit our websites:

www.bedford.gov.uk/btac - for qualifications

www.bedford.gov.uk/trainingdirectory - for CPD

www.bedford.gov.uk/careersinchildcare - for general information about working with children

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Developmental Opportunities for Staff



Scope of Services

The Bedford Borough Council Workforce Development team (part of the Borough Council's Human Resources Team) currently provides a wide range of training activities through their 'Corporate Training' programme (including our Response to Redundancy support programme for employees who are affected by organisational change). This programme is regularly updated and refreshed to offer high quality training which supports business needs and employee development.

We are pleased to announce that we are giving schools access to the standard courses available on the training programme at a cost effective and competitive price. A flat rate cancellation and non-attendance fee will be charged if notification of a cancellation to attend an activity is received less than 48 hours before the activity takes place or there is a non-attendance registered for the delegate due to attend).

The training on offer includes activities from the Council's:

- Corporate Training programme
- Response to Redundancy programme
- Health & Safety Workforce Development programme
- BTAC (Early Years) training programme (see separate entry in brochure)

Many schools will be already aware of the provision through the 'Health & Safety and BTAC' programmes but by also offering the 'Corporate Training' programme we are confident that schools will have access to a more comprehensive and beneficial range of training activities.

If you wish to discuss any of the training activities available in this offer or any other training related requirements please contact:
LearningandDevelopmentEmployeeSupport@bedford.gov.uk

For the BTAC Training Directory please contact:
Bedford Training and Assessment Centre
Phone: 01234 228847
Email: trainhelp@bedford.gov.uk

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Music for Bedford Borough



Scope of Services

Music for Bedford Borough is the lead organisation for Bedford Borough Music Hub. Our aim is to support and challenge schools in ensuring that all pupils experience a high-quality music education in line with the core aims of the National Plan for Music Education (NPME) – that is that they have the opportunity to learn a musical instrument, are supported in making progress, can access appropriate ensembles and sing regularly. In addition we offer support for the extension aims of the NPME – an affordable instrumental hire scheme, opportunities to perform at high quality venues and working with professional musicians

We provide the following opportunities:

Strategic and Curriculum Support

- A meeting with school senior leaders to discuss their music education provision
- Support for music leaders in primary schools

Instrumental/Vocal

- Whole-class first access programmes to introduce learning an instrument to KS2 pupils
- Supporting schools in developing music ensemble opportunities to their pupils
- Low-cost instrumental hire with a fee remissions policy
- Instrument assisted purchase scheme

Enrichment opportunities

- The opportunity to join Bedford Borough Music Centre which has ensembles for instrumentalists and vocalists
- Support for pupils in accessing out of school ensembles matched to their interest and abilities

Resources

- Access to hire of musical instruments for students learning in any Bedford Borough School
- Access to a music library

Quality assurance and safeguarding

- Regular lesson observations and performance management of all Music for Bedford staff
- Regular training for staff
- Robust safeguarding policies and protocols in all delivery settings;
- Public liability insurance;
- Insured events and activities

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Human Resources and Payroll



Scope of Services

Core Service Offer:

- **Contracts of Employment** - The provision of contracts for teaching and support staff including conditions of service and relevant legislation;
- **Payroll Notification** - The checking and completion of notification forms to payroll in respect of all categories of staff including new appointments, leavers, promotions, demotions, contract extensions, changes to contracted hours and transfers. (The charge is based on the assumption that the academy will continue to use the Bedford Borough Council payroll facility. In the event of the school selecting an alternative payroll provider a separate quotation would be made);
- **Advice on Conditions of Service and Local Agreements** - Support and advice is available on matters associated with pay, capability, discipline, redundancy, absence and grievance issues. Academies would be kept up to date with newly negotiated national terms and conditions of service as appropriate;
- **Recruitment** - Academies can buy into a recruitment package which will provide access to local bulletins and websites at no additional cost;
- **Head Teacher Appointments** - Support to governing bodies with all aspects of appointing Head Teachers including a timetable for appointment, assistance with job descriptions, personnel specifications, advertisements and other activities through to shortlisting and interview.

In addition, schools can purchase the following services:

The Annual Service Return (ASR) to Teachers' Pensions. Updates to individual service records will be provided as part of the core HR function but the provision of the ASR to Teachers' Pensions will be charged per teacher.

Recruitment advertising - Academies that do not buy back the recruitment services package have the option of paying an administrative charge for the placing of employment advertisements. Included in these costs are:

- A professional branded advertisement at corporate discounted media rates;
- Basic advertisement text copy service (additional costs will apply for full creative designs);
- Inclusion on the Bedford Borough Council website and the option of an online recruitment pack;
- Inclusion in the Bedford Borough Council employment bulletin.

A range of consultancy services are available to deliver organisational change or to support academies with the implications of, for example, TUPE transfer arrangements including the due diligence requirements. This service also covers training on HR matters for governors and the senior leadership team.

Information circulars and updates to the Personnel Handbook - the Borough Council keeps schools up to date with changes to employment and education law, relevant court and tribunal cases and amendments to the Personnel Handbook. Academies can access this service for an annual subscription.

Occupational Health - The service offers a full range of health and medical checks, access to the Occupational Health Physician and a counselling service. A full service level agreement is available.

Payroll

Scope of Services

We offer the following:

- An accurate and reliable Payroll service administered by professionally qualified staff;
- Knowledge and experience of Teachers pay and conditions;
- Knowledge and experience of Local Government terms and conditions;
- Ability to manage multiple posts;
- Trial run facility to allow potential errors to be detected and amended;
- Comprehensive costing information;
- Compliance with all statutory and legislative obligations to HMRC, Teachers and Local Government Pension Schemes including compliance with Auto Enrolment regulations and year end reporting (excludes Teachers Annual Service return);

- Compliance with all statutory and legislative obligations to HMRC, Teachers and Local Government Pension Schemes including year end reporting (excludes Teachers Annual Service return);
- Administration of Statutory and Occupational Maternity, Paternity and sickness;
- Processing starters, leavers, contractual changes, timesheets, mileage claims and all statutory and voluntary deductions including payment over to third parties;
- Secure and concise pay advice detailing pay and deductions;
- Help desk staffed between 8.45am and 5.15pm Monday to Thursday and 8.45pm to 4.45pm on Friday.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Occupational Health



Scope of Services

Occupational Health is a service designed to support you in complying with legislation relating to employee health at work in the education sector, and to optimise employee health, attendance and wellbeing. We have a proven track record and extensive experience of working within educational settings across Bedfordshire and all of our advice and guidance provided is consistent with legal and procedural requirements.

This includes:

- establishing each individual employee's fitness for work:
 - at the pre-employment stage
 - when there is a change of role, or
 - following a health-related absence
- referrals for advice on all health-related matters
- help to manage employee absence
- supporting return-to-work strategies
- advising on necessary adjustments
- advising on the application of the Equality Act 2010
- ill-health retirement assessments
- access to counselling

These services may include obtaining medical reports from GPs and/or medical specialists, referrals to our Occupational Health Physician, and dealing with the health-related paperwork required by the LGPS or the Teachers' Pensions schemes.

Purchase of our service will give you access to our experienced and qualified occupational health practitioners, who all have an extensive background of working within educational settings in matters relating to employee health. We also work closely with our HR colleagues to provide a comprehensive and seamless employee support service for schools.

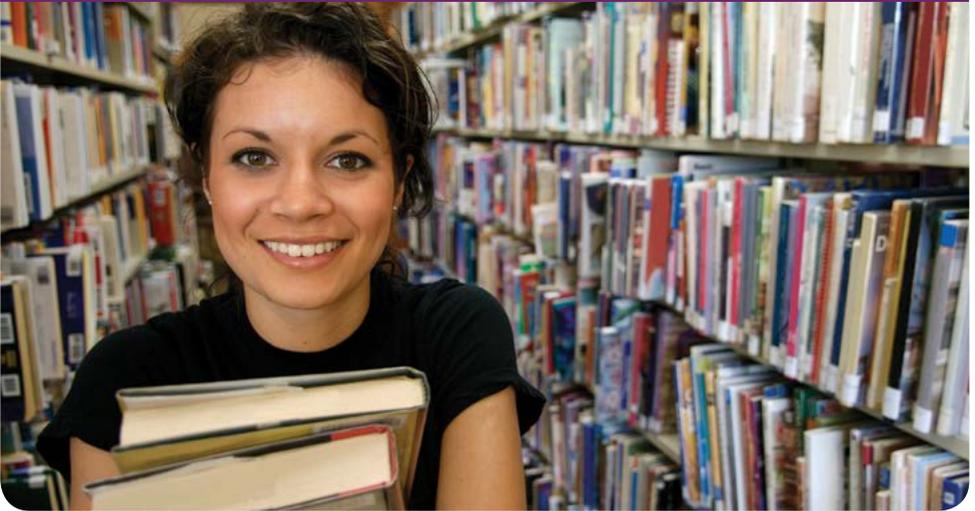
The services generally operate Monday to Friday inclusive all year.

To find out more, please contact us: OH@bedford.gov.uk

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Schools Library Service



Scope of Services

We offer the following:

- A service tailored to each academy providing specially chosen books for class and project work;
- Classroom collection of resource items in specific subject areas, each collection is collated from an extensive range of relevant and up to date resources;
- Cost-effective annual loan of resources to support your own stock, which can be regularly exchanged for new titles;
- Professional advice and practical help to create a successful and effective school library;
- Storysacks which can help to stimulate reading activities;
- Artefacts and historical costumes which can support the curriculum, add a new dimension to your lessons and enable your children to experience a hands on approach;
- Training and support for the professional development of library staff.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Governor Training and Development



Scope of Services

The cost of training and support is excellent value and all schools including academies and Multi Academy Trusts have the opportunity to pay an annual Subscription. The subscription includes access to governor training and to the GovernorHub website to help you organise the work of your governing board effectively. Most training can be accessed on the PAYG (Pay As You Go) system.

We can provide:

- A full and varied programme of training courses for all governors
- Workshops and briefings to update governors
- Access to the GovernorHub website to store membership information, governing board documents and provision of good quality resources for the governing board
- Telephone, e-mail and GovernorHub support
- A new governor Welcome Booklet and Induction training
- Qualified trainers with up to date, high quality materials
- Accessible, effective and friendly booking system
- Access to online training
- Training, resources and support for chairs of governors and clerks to governing boards
- Membership of Clerkwise – a website of support for clerks
- Termly Clerks' Forum
- Whole governing board training

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Audit Services



Scope of Services

The Internal Audit Service is a modern, professional and independent team which delivers a range of audits and services to the Borough Council.

The range of services we can offer includes:

- Internal Audits;
- Investigations;
- Responsible Officer Support - periodic review of financial systems and procedures;
- SFVS Support;
- Contracts advice and guidance;
- Grant claim audit / validation;
- Training for Governors and staff.

All audits are conducted in conformance with the Public Sector Internal Audit Standards.

Availability

The services generally operate Monday to Friday inclusive all year.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Communications and Marketing



Scope of Services

Effective communications can significantly enhance a school's reputation and reliable, straight talking media handling advice can make all the difference during a crisis. We offer schools the full range of communications support, from the all important critical incident handling to proactive campaign planning and implementation.

Schools can choose from a range of packages, or customise the support that's right for them.

Bronze - Media handling service for critical incidents in schools

Experienced Communications Officers will liaise with school staff and the media to handle enquiries, draft responses and advise you on media strategies and messages during a crisis.

Silver - Media handling service for critical incidents and day to day reactive support

A comprehensive, reactive media handling service covering all enquiries from your school, helping to protect and manage your reputation during day to day one off incidents, as well as during a crisis, providing advice and guidance on responding to the media.

Gold - Crisis, day to day and proactive support

A proactive, tailored media support service staffed by communications and marketing professionals including a communications strategy designed to encourage greater positive publicity for your school, as well as full reactive media handling support.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

The Higgins Bedford



Scope of Services

We offer the following services:

- Cross-curricular activity sessions for all key stages, inspired by the art gallery and museum collections and temporary exhibitions, including artefact handling, historical costume, role-play, practical creative sessions, group work and discussion.
- Continuing Professional Development and Initial Teacher Training opportunities for school staff and trainee teachers
- Special sessions for groups such as Gifted & Talented, Special Needs, Clubs
- Family learning opportunities
- A monthly Saturday Archaeology Workshop for children aged 8 to 16.
- Online learning resources
- A stimulating venue for hire for training, conferences and meetings
- Arts Award Centre with opportunities to gain an Arts Award

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Health & Safety Advice and Consultancy Service for Schools



Scope of Services

- Access to the Corporate Safety Service via telephone/ email and up to 3 site visits per annum as described in the subscription service section
- Unrestricted access to on-line health and safety resources including a Safety Manual, Health & Safety Training Brochure and Health & Safety Induction Training Booklet
- Access to the core health & safety training programme at the reduced rate
- Subscribing schools may request additional site visits e.g. audits or bespoke training, these will be charged in addition to the subscription charge, at a discounted consultancy rate

The service includes advice on any health or safety issue (excluding physical education and school sport or outdoor education/ educational visits and journeys) and the provision of written guidance and example templates on the following topics:

- Duties and Responsibilities
- Health & Safety Management Audit Templates
- Accident, Incident, Industrial Ill Health, Diseases and Violence Reporting
- Asbestos
- Accident Investigation
- Managing Contractors
- Control of Substances Hazardous to Health
- Construction Design Management
- Consulting Employees on Health & Safety
- Display Screen Equipment
- Electrical Safety
- Event Safety
- Fire Risk Assessment
- First Aid
- Legionella
- Lone Working
- Manual Handling

- Personal Protective Equipment
- New & Expectant Mothers
- Evacuation of persons with mobility impairment
- Health & Safety Risk Assessment
- Occupational Road Risk
- Violence at Work
- Work Place Inspections
- Work at Height for Schools
- Workplace & Lifting Equipment
- Young Persons/ Work Experience

Crisis Management Package includes:

- Support and advice on how to create your school Critical Incident Plan
- Support and advice to review your current plan
- Staff training for those included in the plan
- Scenarios to enable you to exercise the plan to establish how it will work

The service is offered as a whole package or individual components and can be delivered at the school at any time of year. The cost will depend on the scope and nature of the package agreed. Please contact us for an estimate.

Subscription Service

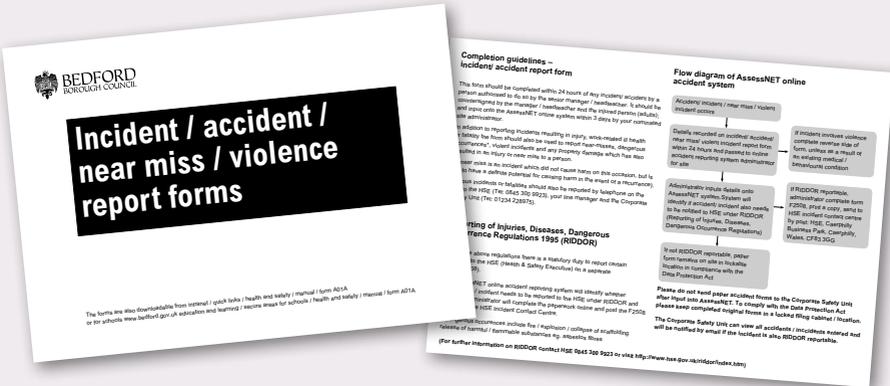
We offer an annual subscription facility which allows subscribing schools to access all of the above services at substantially discounted rates based on pupil numbers; schools up to 750 pupils and over 750 pupils. See contact information to enquire regarding prices.

Additional site visits to subscribing schools above the one per term in the traded offer will be charged at a discounted consultancy rate in one-hour, half-day or full day units as appropriate plus all consumables at cost and travelling expenses. Work up to 3 hours will be charged at the hourly rate. Work over 3 hours up to 4 hours will be charged as a half-day. Work over 4 hours up to 8 hours will be charged as a full day.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Accident / Incident Reporting Service



Scope of Services

To assist employers to comply with their responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Access to our on-line accident / incident reporting system and system support including operator training. This service will be delivered via telephone / e-mail access to the AssessNET System Administrator and site visits as required.

A basic subscription will cover:

- The provision of a site specific licence;
- The provision of advice and support to local site Administrators of AssessNET;
- The training / refresher training of local site administrators;
- The monitoring of system usage and the provision of feedback to the local system Administrator / Head Teacher.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Radiation Protection Officer (RPO) Services



Scope of Services

To assist employers to comply with their responsibilities under the Ionising Radiation Regulations 1999 and satisfy the terms and conditions of the CLEAPSS Radiation Protection Advisor (RPA) Service.

In order to access the CLEAPSS Radiation Protection Advisor Service, the school must already be an Associate Member and have purchased the additional RPA Service licence. Purchase of additional Cleapss RPA Service licence can be arranged through Bedford Borough Council, approx £40 per year.

As a condition of subscribing to the CLEAPSS RPA Service through Bedford Borough Council, the Local Authority must appoint one of its officers as a Radiation Protection Officer (RPO) who must visit the school periodically. The RPO acts as the link person between the school and the RPA appointed by CLEAPSS. The RPO will:

- Full audit carried out every 3 years to monitor compliance with Ionising Radiation Regulations and Cleapss L93 guidance, with additional monitoring/ inspections as required in subsequent 2 years of 3 year cycle.
- Check that the record of sources is accurate, that sources are appropriately stored, that the log of source use is kept up to date, that sources are checked for leakage at suitable intervals and that the general source management and use is satisfactory
- Provide a report of inspection to the RPA and the Head Teacher and will pass on to the Head Teacher / Head of Science Department any comments /advice issued by the RPA

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Grounds Maintenance



Scope of Services

We offer a complete grounds maintenance solution for your needs which includes the following:

- Grass cutting and vegetation clearance
- Shrub bed planting and maintenance
- Hedge planting and maintenance
- Landscaping and horticultural advice
- Supply of materials for landscaping, installation and maintenance e.g. plants, trees, mulch, play bark, turf, sand
- Playground markings
- Sports pitch/athletic track preparation, marking and maintenance
- Play area safety inspections and repairs
- Arboricultural works including tree safety inspections
- Removal of leaf fall/blossom and litter picking
- Weed spraying of open areas and around buildings/obstacles

We have been providing award winning grounds maintenance services to schools and businesses across Bedfordshire for over 20 years. We also hold ISO90001 accreditation, the internationally recognised standard for quality management, which shows our commitment to providing our customers with efficient, high quality services.

Availability

Our grounds maintenance services operate Monday to Friday inclusive; Saturday mornings can also be accommodated if required.

Cost

The cost will depend upon the scope and nature of works to be undertaken.

Recycling, General and Clinical Waste Collection Services



Scope of Services

We offer a complete waste collection solution for your needs which includes the following:

- General waste collections
- Recycling collections using the 'All-in-one' bin system so all recyclables can be put into one bin – a simple and cost effective way to recycle!
- Separate cardboard collections
- Clinical waste collections
- One-off collections for bulky items, waste electrical equipment and other items
- One off clearances for events and open days
- A special 'Event waste management' service

We have been providing waste collection services to schools and businesses across Bedfordshire for over 20 years. The Council is fully compliant with all waste legislation and is a registered waste carrier, meaning you can be secure in the knowledge that your waste is being handled responsibly.

We provide a tailored service to meet the needs of your site with a range of bin sizes and collection frequencies available. We are able to offer reduced collections during school holidays to suit your requirements. We offer a free waste audit to all our customers to help identify areas where you can reduce your waste and save money.

We also hold ISO90001 accreditation, the internationally recognised standard for quality management, which shows our commitment to providing our customers with efficient, high quality services.

Availability

Our waste collection services operate Monday to Friday inclusive; Saturday mornings can also be accommodated if required.

Cost

The cost will depend upon the type of waste collection required.

Cleansing Services



Scope of Services

We offer a complete cleansing solution for your needs which includes the following:

- Sweeping of playgrounds, car parks, footpaths, access roads
- Graffiti and fly posting removal
- Litter picking of playgrounds, car parks, foot paths, access roads
- Hot wash and power washing
- Chewing gum removal
- Removal of leaf fall/blossom
- Removal and disposal of fly tipped waste
- One off clearances and 'tidy up's' for events and open days

We have been providing cleansing services to schools and businesses across Bedfordshire for many years. We also hold ISO90001 accreditation, the internationally recognised standard for quality management, which shows our commitment to providing our customers with efficient, high quality services.

Availability

Our cleansing services operate Monday to Friday inclusive; however weekends can also be accommodated if required.

Cost

The cost will depend upon the scope and nature of works to be undertaken.

Civil Engineering



Scope of Services

We are able to offer the following services:

- Maintenance of existing access roads and footpaths;
- Construction of new access roads and footpaths;
- General tarmacing works (car parks, playgrounds, etc);
- Paving and kerbing;
- Gate and fence installation;
- Drainage works;
- Installation and maintenance of lamp columns and other high level lighting.

A wide range of Civil Engineering projects ranging from basic maintenance to new construction can be undertaken. We have a trained, multi skilled workforce, but can also draw on the expertise of specialist sub contractors when necessary.

Availability

The services operate Monday to Friday inclusive and at other times by arrangement.

Cost

The cost will depend upon the scope and nature of works to be undertaken.

Drainage



Scope of Services

We are able to offer the following services:

- Drain blockage clearance (Rodding);
- Drain blockage clearance (High pressure jetting);
- Root cutting from within pipework;
- CCTV surveys of drain conditions;
- Gulley emptying and cleaning.

The Service can undertake a wide range of drainage related works at competitive rates. We have a trained, multi skilled workforce, but can also draw on the expertise of specialist sub contractors when necessary.

Availability

The services operate Monday to Friday inclusive and at other times by arrangement.

Cost

The cost will depend upon the scope and nature of works to be undertaken.

Property Services



Scope of Services

We are able to offer a variety of services as follows. Fee bids can be provided on enquiry.

Estates Management Services:

- **Asset Valuations:** The Estates Team can offer a valuation service to all Academy Schools. The Council currently undertake asset valuations on all community schools within the Borough on a five year rolling programme with each school being valued at least once every five years. All valuations are carried out in accordance with the RICS Valuation Standards and are undertaken by Chartered Surveyors who are RICS Registered Valuers.
- **Leasehold Advisory:** We can also provide professional advice to Academy Schools to ensure they are generating the best possible return from any third party occupiers on their site. Our services include reviewing existing agreements, letting surplus land or buildings, negotiating rent reviews and lease renewals, and advising on third party liabilities such as dilapidations and repairs.

Asset Management Services:

- Advice on development of property strategies, asset management plans or policies;
- Review of asset use or suitability;
- Forward planning of accommodation needs, space planning or move management;
- Advice on third party use of buildings or land.

Availability

The services generally operate Monday to Friday inclusive all year.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Design, Building & Engineering Services



Design Services Team

Scope of Service

We encompass the following professions and can offer a variety of services:

Design Team Disciplines:

- Architectural;
- Building Surveying;
- Electrical Engineering;
- Mechanical Engineering;
- Quantity Surveying;
- Structural Engineering;
- Civil Engineering

Design & Engineering Team Services:

- Design, procurement and management of construction related projects (large or small) for new build, extension and refurbishment schemes;
- Sustainable design;
- DDA design;
- Building and land surveys;
- Investigative and fault diagnosis reporting;
- Surveys and report writing (e.g. schedule of dilapidation);
- Assistance with internal space planning requirements;
- Asbestos management and the provision of asbestos advice;

- Computer aided design drawing service (CAD);
- Act as CDM Coordinator;
- Feasibility studies;
- PPM Management: Specification, procurement and coordination of planned preventative maintenance to satisfy statute. (e.g. Boiler servicing, Fire alarm testing). A buy back service will be available from 1/4/13 but expressions of interest are invited;
- Structural advice and design;
- Emergency advice.
- Design, procurement and supervision of civil engineering scheme including road ways, footpaths, drainage, bridges, car parks, play areas and hard surface areas.

Building Works Team

Scope of Service

We can offer the following services to all Academies:

- A 'One Stop Shop' for all property related maintenance work;
- A 'one stop design and build service' across the Design and Building Services Team;
- Minor and major refurbishment/alteration projects from start to finish;
- Access to plumbing, electrical, wet, carpentry trades and contract management skills;
- 24 hour emergency call out service;
- Planned preventative maintenance. (e.g. Electrical fixed wiring testing);
- Aids and adaptations.

Both teams have the benefit of many years experience in Local Authority which includes the delivery of numerous school based projects.

Availability

The services generally operate Monday to Friday inclusive all year.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Emergency School Closure Information Service



Scope of Services

This service enables a Head Teacher to access a password protected website and post a notice on our School Closure webpage to indicate that the school is closed in the event of inclement weather such as snow or for any other reason.

The system also automatically generates emails which alert the local radio stations, school transport and relevant officers of the Authority.

Key Features:

- Provision of a unique username and password
- Can be operated from any computer that has an internet connection
- Notifies all relevant people and organisations with one action
- Fully automated with instant posting of information
- A useful reference point for staff and parents

Availability

24 hours a day, all year round.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Pest Control



Scope of Services

We are able to offer the following services:

- Priority treatment of wasp and bee infestations;
- Eradication and control of Rodent Infestation;
- Integrated pest management contracts;
- Control of public health and non-public health pests;
- Insect Identification;
- Best practice advice on effective & appropriate treatments;
- Professional after treatment advice.

Our Pest Control Officers are fully qualified to recognised standards in the field of pest control. Our fully equipped vehicles enable us to respond quickly to requests for emergency treatments. Our officers are highly trained to risk assess the application of pesticides and our use of chemicals is strictly controlled.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

ICT Design and Repro



Scope of Services

We are able to offer the following services:

- Printing, Binding & Copying;
- Production of prospectuses;
- Posters & Vinyls;
- Wide Format Plan Printing;
- Conference material, Pop Up Banners;
- Branded Power Point Presentations.
- Full Graphic Design Service:
 - Identity & branding;
 - Corporate literature & interactive PDF's;
 - Maps & illustration;
 - HTML emails.

Availability

The service operates from 8.00am to 5.30pm Monday to Friday.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Inter-School Courier Service



Scope of Services

The inter-school courier service provides a twice weekly courier service between schools in Bedford Borough and with Borough Hall as the central hub. Through this hub, the service also links to Central Bedfordshire Council's facilities and schools in its area.

As such, school-to-school deliveries are possible as are school-to-Borough Hall and school-to-Central Bedfordshire deliveries. Where relevant, the service then provides for the delivery of the items provided to it to the appropriate Directorate within Borough Hall.

Delivery routes are either on:

- Mondays and Wednesdays, or
- Tuesdays and Thursdays

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Admission and Exclusion Appeals Service



Scope of Services

We offer the provision of an Admission and Exclusion Appeals Service which meets the requirements of the prevailing Schools Admission and Exclusion Appeals Code / Guidance.

We can:

- Provide Academies with an independent and transparent appeals process;
- Save school staff time in arranging appeals, responding to enquiries from appellants and responding to the Local Government Ombudsman.

For Academies not buying into this service, the Appeals Team will advise parents to contact the Academy concerned to obtain an Appeal Form and further details of the appeals procedures they have established.

Summary of Services to be provided under this agreement:

- Supply parents/carers with an appeal form and guidance notes detailing the appeals process;
- Acknowledge in writing all appeals received;
- Arrange the appeal hearing with an Independent Appeal Panel;
- Liaise with Academy Staff to obtain the written case for refusing admission;
- Liaise with parents/carers to obtain any additional information they wish the Appeal Panel to consider in addition to that submitted within their Appeal Form;
- Collate, print and post all papers relating to an Appeal to Appeal Panel Members and the parties to the Appeal;

- Meet the expenses for the Appeal Panel (ie financial loss and mileage claims) at the prevailing rate approved by the Council and all costs relating to appeal hearings (including photocopying/printing costs, postage, room hire (where payable) and refreshments;
- Arrange and meet the cost of interpreters for Parents/Carers as necessary;
- Notify the Parent/Carer and Academy of the outcome of the appeal, giving reasons for the decision;
- Deal with enquiries from parents/carers and the Academy relating to any stage of the appeal;
- Respond to complaints submitted to the Local Government Ombudsman in respect of the appeals process;
- Ensure that appeals are heard within the timescales required by the relevant Code;
- Notify the Council of Tribunals of Appeal arrangements;
- Ensure the Clerk to each Appeal Panel is appropriately trained;
- Meet the salary, expenses and training costs of the Clerks to the Appeals Panel;
- Provide the Head Teacher / Principal with statistics on appeal hearings for inclusion in their prospectus;
- Maintain an adequate pool of Appeal Panel Members by periodically recruiting and training new Members;
- Ensure that Panel Members receive professional training on appeals at least annually;
- Maintain records of training that Panel Members have received.

Obligations on the part of the Academy:

- To nominate a “named contact” at the Academy, with whom the Appeals Team will usually liaise;
- To provide an Academy representative to present the case on behalf of the Academy;
- To ensure that the Academy’s representative has the necessary skills, knowledge and authority to present the case on behalf of the Academy and attends training as necessary;
- To provide the Academy’s written Appeals Case within the required timescale;
- To notify the Appeals Team promptly of any changes in year group numbers that affect the information already provided;
- To arrange for the payment of invoices under this Contract within 1 month of their date of issue.

Quality Assurance Standards:

- The Appeals Team providing this service are experienced, knowledgeable and appropriately trained and updated on changes to the Appeals Code / Guidance and relevant case law;
- All Appeals will be conducted in accordance with the requirements of the Admission and Exclusion Appeals Code / Guidance;
- All Appeal Panel Members have received appropriate training, which is updated annually.

Service Performance Indicators:

- Telephone queries relating to individual appeals to be responded to within 5 working days;
- Written/email enquiries relating to individual appeals to be responded to within 10 working days;
- Appeal forms to be processed in accordance with timescales set out in the relevant Appeals Code;
- Appeals to be heard within the timeframes set out in the relevant Appeals Code;
- General correspondence to be responded to within 10 working days;
- Complaints to be acknowledged within 2 working days and responded to within 10 working days.

(The above timescales represent the maximum time which may be taken to respond to enquiries and complaints. In the majority of cases, the Team will respond in a shorter timeframe, subject to the overall demands of their workload and the complexity of the enquiry).

Appeals which are required to be reheard at the direction of a relevant appellate body as a result of an error, act or omission on the part of the Academy will be charged at the full rate. The Council will bear the cost of any appeal reheard as a result of an error, act or omission on the part of the Appeal Panel or the Borough Council.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Energy Management Unit Service



Scope of Services

The Energy Team offer a comprehensive service covering all aspects of energy and water provision, use and conservation. In addition, the service provides the framework for legislative compliance in terms of the requirements for Display Energy Certificates (DEC).

For most schools, utility costs represent one of the largest areas of controllable expenditure. The aim of the Energy Team is to support schools in minimising expenditure on utilities, help reduce energy use and conserve natural resources and improve environmental performance.

Standard Service Package:

The Standard Service Package is covered by the revised Service Level Agreement (2016) and is free to all schools and academies. This package provides a comprehensive service for the provision, management and efficient use of energy and water.

This service includes:

Energy Purchasing:

- Managing the purchase process for electricity (non half-hourly and half-hourly) and gas with the Council's Public Buying Organisation. This gives schools access to flexible purchasing (Purchase in Advance) on the wholesale markets in order to achieve best value for money and maximise bulk purchasing discounts

- Handling all aspects of the competitive tendering and analysis process with full regard to EU Procurement Directives
- Carrying out all work, including tendering and purchasing with full regard to the Borough Council's Financial Standing Orders, Contract Procedure Rules and the Public Contracts Regulations 2015
- Making arrangements for all associated mandatory contracts required for the provision of energy, including meter operator and data collector contracts for half hourly supplies and for the Automated Meter Reading (AMR) devices installed
- Recording and updating all necessary information and records relating to individual school's energy use to enable the most effective energy purchasing and contract management regimes to take place
- Maintaining an up to date and accurate database of all relevant supply point and meter point reference information

Utilities Management:

- Make representations on behalf of the Customer to investigate supply, billing, data or any other site enquiry. The Energy Team will liaise and negotiate with energy suppliers and/or meter operators/data collectors to resolve matters as far as can be reasonably achieved
- Provide quarterly e-mail updates to the Customer to include reports detailing trends in energy prices to the Customer for budget monitoring purposes, if requested
- If there is sufficient demand from the Customer and other schools, host an annual seminar for the Customer where the Customer will be able to obtain support and guidance in respect of both energy procurement and energy management
- Where appropriate, monitoring and investigating electricity charges relating to power factor, service capacity, maximum demand, use of system and losses
- Keeping accurate records of all variations in oil, gas, electricity and water charges and ensuring that information on supplier and rate changes are communicated to schools in a timely and accurate manner
- Provide contract administration for the benefit of the customer, including the addition of new supplies and the removal of redundant ones
- Provide access to the Customer to Bedford Borough Council's energy management software – Energy Viewer and assist with identifying, highlighting and investigating unusual energy and water consumption variations
- Support the Customer if the Customer is seeking to improve their environmental performance through initiatives such as Eco Schools

Additional Chargeable Services not covered by the Service Level Agreement:

The Energy Team can provide other services which are NOT covered by the Service Level Agreement and for which a charge will be levied.

These services include:

Technical Support:

- Provide an in depth bill validation service using suppliers billing information
- Provide advice on all aspects of energy and water expenditure including budget forecasts, recharges for other site users, cost apportionments and utility cost segregation

- Responding to requests for advice and assistance where schools are experiencing dissatisfaction with internal temperatures, humidity, ventilation, lighting levels, etc; including, but not limited to, negotiating and arranging for an in depth technical Energy audit to be completed
- Providing advice on any proposed modification, adaptation or addition to the schools buildings or building services, to future energy use and controllability
- Providing assistance with applications for Feed in Tariffs, Renewable Heat Incentives and Salix loans

Legal Compliance:

Negotiating and arranging for a Display Energy Certificate to be completed. The penalty is £500 for failing to display a DEC at all times in a prominent place clearly visible to the public and £1,000 for failing to have possession of a valid advisory report.

Service Standards:

- All work undertaken will be in accordance with current legislation
- All financial and accounting activities will comply with Bedford Borough Council’s Financial Regulations Response Time
- Key activities carried out in the execution of this work/ Service Level Agreement will normally be subject to the following response periods; however the Council shall not be liable for any failure to respond within any such period:

Task	Response Time
Simple cost/consumption enquiries	Within 2 working days
Tariff/Contract enquiries	Within 2 working days
Reporting of serious faults	Same working day
Reporting of non-serious faults/requests	Within 5 working days

Bedford Borough Council shall use reasonable endeavours to achieve benefits and savings to the Customer where possible but shall not have any liability to the Customer in respect of any failure on the part of Bedford Borough Council to achieve any particular level of benefit or saving.

The Energy Team comprises of one full time staff member and one part time from Monday to Friday, from 8.30am to 4.30pm. When the office is not occupied, all telephone lines into the Unit have 24 hour answer phone facilities as well as full email access.

The school’s role as a partner in the Service Level Agreement:

In order for the Energy Team to deliver the service for the maximum benefit of schools, the following must be adhered to by the customer as set out in the Service Level Agreement:

- Allow The Energy Team to procure energy relevant to the site and enter into Energy contracts on behalf of the Customer
- Notify The Energy Team forthwith if there are any issues relating to billing
- Once The Energy Team has made arrangements through its Public Buying Organisation for a supplier to supply the Customer, the latter shall henceforth be responsible for all administration between it and the supplier including the receipt of bills and invoices and to be responsible for payment of the same
- Ensure that invoices from the energy supplier are paid on time and in accordance with the terms of the energy supplier's contract
- If payments are not made, penalties can be imposed upon the customer by the energy supplier. The Customer will be liable to pay any charges levied against them by the energy supplier as a result of making late payments or non-payments. Bedford Borough Council will not be liable to pay any such costs
- Access to utility billing data is essential, in most instances, The Energy Team will arrange this direct with the supplier and the Customer need take no action. In certain cases, or where data protection issues exist, the Customer may be required to provide The Energy Team with written authorisation to gather data on their behalf. Such information will be kept in commercial confidence and will not be used for any other purpose than those set out in this agreement
- Notify The Energy Team of any material changes to, or the use of, buildings on the Customer's site
- Notify The Energy Team of any new connections, disconnections or any unplanned meter installations or upgrades
- Ensure that a valid Display Energy Certificate (DEC) and Advisory Report (AR) is in place. The penalty is £500 for failing to display a valid DEC at all times in a prominent place clearly visible to the public and £1,000 for failing to have possession of a valid advisory report
- To take all reasonable steps to reduce energy consumption

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

School Travel Plans / Transport Studies



Scope of Services

We can offer a variety of services from the transport and travel planning profession:

- Prepare School Travel Plans;
- Prepare and conduct School Travel Surveys;
- Assist with the implementation of the School Travel Plan;
- Assist with the monitoring and reviewing of existing Travel Plans;
- Advise on ways to reduce transport impacts associated with the operation of the school;
- Prepare Transport Statements/Assessments for schools to assess transport impacts on the surrounding area;
- Assess parking requirements and development of a car park management plan;
- Arrange and run cycle training / safety / promotional events for the school;
- General transport and highway advice.

Availability

The services generally operate Monday to Friday inclusive all year. Some weekend working is possible for promotional events.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Schools ICT



Scope of Services

We offer a dedicated team of experienced ICT professionals providing a wide range of services:

- Confederated service delivery to all schools as a reduced cost model;
- Secure Educational Network and collaboration with E2Bn regional broadband consortium and JANET internet service provision;
- Help desk service from 8am to 6pm staffed by qualified IT professionals;
- ICT support underpinning all Council services offered to schools e.g. payroll etc;
- Project management;
- Provision of hardware, software, full ICT suite solutions, networking solutions, printing solutions;
- Dedicated technicians (day technician) for housekeeping and maintenance of the school's ICT infrastructure;
- Individual rates based on needs and requirements;
- Tailored packages and solutions;
- Bulk ICT procurement;
- Telephony solutions;
- Remote services such as backup and maintenance;
- Advice and consultancy services;
- Reprographics and printing services;
- Managed printing solutions;
- Competitive consumable procurement;
- Cloud services, local hosting and data centre provisioning.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Bedfordshire Archives



Scope of Services

We offer the following services specifically to schools:

- Cross-curricular activity sessions for all key stages, inspired by the historic documents in our collections including practical creative sessions, group work and discussion. These can take place at the Archives Service on Thursdays or we can visit you.
- Continuing Professional Development and Initial Teacher Training opportunities for school staff and trainee teachers.
- Online learning resources and resource packs.

You can also use our service for:

- Free access to original documents from the last 850 years. The searchroom is open by appointment Mondays 9.15am to 7pm, Tuesdays, Wednesdays and Fridays 9am to 5pm and staff are on hand to help you find what you need.
- Online resources. Our website www.bedford.gov.uk/archive contains text and images on local places, guides to our sources and topics covered by our collections. Our online catalogue <http://bedsarchivescat.bedford.gov.uk>, gives descriptions of the millions of historical documents that we hold. The gool database <http://apps.bedford.gov.uk/grd/> is a transcript of the 19th century Bedford Prison registers of prisoners – a fascinating insight into Victorian life.
- Group visits - visit the Archives Service for a special behind-the-scenes look at what we do or to investigate a particular subject. Maximum: 15 students + teaching staff. These visits normally take place on Thursdays, when we are closed to the public, but if necessary we can host them on other days by arrangement.

- Records Management Service - If you need secure storage for hard copy semi-current records but do not have the quantity that would require a contract with a records management storage contractor we may be able to help. Our records management service offers a contact point between you and our own storage contractor, which has been selected following a rigorous competitive tendering process. You remain the data controller of your records we just provide the space and an established records management system.

Availability

This can be discussed, although as a first preference, we would suggest Thursdays and between 7-9pm on Mondays.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

School Information and Performance



Scope of Services

Parents need access to good quality information so they can make informed choices and hold schools to account. From September 2012 regulations will no longer require schools to publish a prospectus or have a curriculum policy, thus avoiding duplication of effort, and unnecessary cost. Instead, maintained schools, and academies and Free Schools will be required to publish minimum key information.

Our Corporate Policy, Performance Team can offer elements of the key information and will scope this with regard to the nature of the specific requirements. Please contact us for an estimate.

On the assumption that you have an existing website / domain we can:

- Provide you with details of, and links to, performance data (this will be above your requirements to provide links to the school's Ofsted reports and DfE School Performance Tables) and details of the school's latest analysis in the form of dashboards which include general statistical information about the make up of a school. Progress measures and analysis by vulnerable groups including SEN and Ethnicity;
- Details of the school's pupil premium allocation and in liaison with you how you plan to spend it in the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated.

Additional Support – developed in conjunction with schools.

- Details of the school's curriculum, content and approach, by academic year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4 (for secondary schools), and approach to phonic and reading schemes (for primary schools);
- Where applicable, details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority;
- Details of the school's policies on behaviour, charging and SEN and disability provision;
- A statement of the school's ethos and values.

All Academies and Free Schools are already required to publish much of the above information through their Funding Agreements, the Independent Schools Regulations or the information is published centrally by the Department for Education.

Schools are indeed encouraged to publish any information above the minimum key areas that they, local parents and the wider community feel they may need to make effective school choice and performance decisions.

The link to the regulations stating what should be included is at:
www.legislation.gov.uk/uksi/2012/1124/made

Availability

The service operates on weekdays.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

Building Control



Scope of Services

Even relatively minor adaptations to your buildings such as access ramps, new doors, new boilers as well as more major building projects are usually controlled under the Building Act. It is always sensible to contact us to find out whether or not Building Control will be relevant to your project. We offer initial free advice about this.

We are also able to offer the following services:

- Design team approach (early engagement is encouraged) with good links with other departments such as the Planning department and the Fire Service
- Efficient Plan checking service
- Same day inspections
- Receipt of plans and applications by email

Availability

The services generally operate Monday to Friday inclusive all year.

Cost

The cost will depend on scope and nature of package agreed. Please contact us for an estimate.

For more information

If you would like further copies or information about us and our services, please telephone or write to us at our address below.

Për Informacion

برای اطلاع

তথ্যের জন্য

للمعلومات

Per Informazione

माहवारी लसी

Za Informacije

Informacja

معلومات کے لئی



The Academy Customer Services Desk
Bedford Borough Council
5th Floor, Borough Hall
Cauldwell Street
Bedford MK42 9AP



01234 718121



academyservices@bedford.gov.uk