



# services for schools

2018 – 2019



hackney  
learning trust

Hackney Learning Trust has a history of working collaboratively with early years settings, schools, academies and MATs to deliver outstanding results.

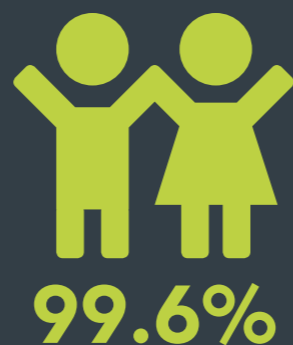
Our experience of working with schools to transform attainment levels can be tailored to support your school, whatever your current situation. We offer:

- ▶ A bespoke approach that is tailored to meet the needs of your school
- ▶ Well trained staff who have extensive experience of raising attainment in a wide range of schools
- ▶ Access to shared expertise across the Trust
- ▶ High integrity services with no hidden costs

Contact us today to discuss your needs.

## OUR ACHIEVEMENT IN HACKNEY

% of pupils attending a good or outstanding school



## TOP 10% IN ENGLAND FOR:

### KS1

% of pupils reaching expected standard



### KS2

% of pupils reaching combined subject measures in expected and higher standard



### KS4



Provisional result 2017

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T. 020 8820 7566  
E. s4s@learningtrust.co.uk

[www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

# school **improvement**

IMPROVING OUTCOMES AND ATTAINMENT



Hackney Learning Trust has a track record of success in helping schools achieve outstanding results. We are a centre of excellence with a critical mass of expertise and experience in school improvement, both in developing the leadership and management of schools and in raising educational standards through more effective teaching and learning.

Our team of school improvement specialists, comprising of former Headteachers and Deputy Heads or specialist senior teachers adopt a bespoke and challenging approach when working with your school to ensure you get the tailored support you need.

## GOVERNANCE SERVICES

### Professional clerking, strategic advice and high quality training

Governance is becoming more complex, requiring greater accountability of educational, operational and financial performance and management of key risks.

Our Leader of Governance Services brings extensive experience of school leadership and governance. Drawing on the wider educational, HR, finance and legal expertise within Hackney Learning Trust and utilising skilful clerks, we are able to offer reliable and respected expert guidance and support.

### GOVERNANCE SUPPORT AND CLERKING PACKAGE

Our package provides effective administration and clear guidance. This enables stronger governance of the educational, organisational and financial performance of the school. Our governance package comprises two elements:

#### 1. Governance Advice and Support

Governing boards will be able to seek advice and information through:

- ▶ an advice line for matters of statutory governance in all types of schools – (available 9am to 5pm term time working days (with limited additional support out of term time)
- ▶ a termly briefing with Chairs of Governors and school leaders
- ▶ half termly Leadership Updates on key educational matters and DfE and Ofsted expectations
- ▶ access to best practice exemplars including policies on subjects including the administration of governance, financial regulations, school improvement, education services and HR matters
- ▶ membership of the National Governors Association.

#### 2. Governance Clerking

Governing boards purchase the quantity of clerking sessions required to receive a service which provides:

- ▶ a skilled and trained clerk who will prepare agendas and briefing reports, support and minute meetings, monitor board membership, skills set and attendance, provide advice on statutory matters and maintain governing board data
- ▶ assurance that your governing board are discharging all statutory duties and complying with regulations
- ▶ access to a Hackney Governance Toolkit to strengthen the practice of governance, including board structures, schemes of delegation, annual work plans and dashboards for presenting reports
- ▶ access to an online collaboration and file sharing system.

**1–5 governing board meetings\* – £1,000 + £400 per meeting 04/GOV027**

**6–12 governing board meetings\* – £1,000 + £380 per meeting 04/GOV/028**

**13+ governing board meetings\* – £1,000 + £360 per meeting 04/GOV/029**

**“We’ve been very impressed by the professional service, support and clerking offered by Governor Services at Hackney Learning Trust.”**

Tim Wilson,  
Headteacher, Sir  
John Cass Primary  
School, City of  
London

\*Please note there is 2.5 hour limit to governing board meetings. Meetings that go over the time limit may be subject to an additional charge of £75 per hour.

## SUPPORTING EFFECTIVE SCHOOL IMPROVEMENT THROUGH STRONG GOVERNANCE

To support the increasing demand for strong and confident governance, we offer expert and bespoke support to assess, review and help governing boards improve their function and accountability for school improvement, focusing on:

- ▶ **Educational performance** – pupil achievement, teaching methods, behaviour and wellbeing, SEND
- ▶ **Operational performance** – school systems and strategic development, performance management
- ▶ **Financial performance** – effective budget management and accountability, risk management.

Services include:

- ▶ **Governance Review** – using a robust framework designed by us to assess the effectiveness and impact of governance. We provide an objective view, identify potential weaknesses and recommend actions that will further strengthen the capacity of the governing board
- ▶ **Formal consultation** – a package for schools wishing to consult on e.g. change of school character/school partnership/federation, academisation and forming/joining a Multi Academy Trust. We support the creation of consultation documents, surveys of stakeholder opinions and produce a final report to enable governing boards to make informed decisions
- ▶ **Bespoke Packages** – co-designed between Hackney Learning Trust experts and governors/leaders to meet specific needs of the school.

**Price on Application**

**04/GOV/026**

### SPECIALIST CLERKING SERVICES

We offer specialised clerking to support exclusion panels and Independent Review Panels, complaints panels, HR hearings, Headteacher performance reviews and other bespoke requests.

**POA Bespoke Governance Support**

**04/GOV/009**

### CONTACT DETAILS

For more information please call 020 8820 7369 or email [governorservices@learningtrust.co.uk](mailto:governorservices@learningtrust.co.uk)

## GOVERNORS’ BRIEFINGS AND TRAINING PACKAGE

Our cost-effective programme enables governing boards to develop the expertise to solve the complexities of school governance. Learning from expert educational, operational and financial leaders, governors will be able to share common challenges and debate possible solutions with respected peers.

The programme focuses on themes such as:

- ▶ introduction to stronger governance and effective board administration
- ▶ strengthening governance through effective of accountability and management of risks
- ▶ governance of pupil progress, achievement and underachievement
- ▶ governance of learning and achievement in the context of equality and SEND
- ▶ financial health check and management of budget reductions
- ▶ contextualised support for governors involvement with exclusion or complaint panel hearings.

A limited number of places at the annual governors’ conference are also included in this package.

**£450 per school 04/GOV/011**

### OTHER SERVICES

Bespoke Governance Training

### PRICE

£675 per session

### PRODUCT

04/GOV/013

Individual Governor Training Session

£90

04/GOV/017

## LEADERSHIP AND MANAGEMENT SUPPORT – PRIMARY AND SECONDARY

### Uncompromising high quality professional support and challenge

We have a respected record of success in helping schools to improve and achieve outstanding results. Our work in transforming education has gained national recognition.

We offer experienced Leadership and Management Advisors at primary and secondary levels, all of whom have either worked as Headteachers or senior leaders in good or outstanding schools. They can deliver first class advice, support, training and evidence informed challenge.

Our team has proven experience in designing tailored, flexible approaches to meet individual school needs in different contexts and circumstances. This is because our Leadership and Management Advisors base their work on best practice and priority is given to relationships, purposes and impact.

Our Leadership and Management Advisors are up to date with current developments. Each has expert knowledge about the Ofsted evaluation schedule, accountability arrangements, and crucially, practical understanding about how schools can improve.

#### LEADERSHIP AND MANAGEMENT SUPPORT

Our bespoke support helps to develop your leadership and management capacity through a tailored approach based on evidence of what works in school improvement. We provide a wide range of support including helping to identify priorities, data evaluation, pre-Ofsted support, leadership development and succession planning.

Benefits include:

- ▶ detailed feedback to help improve your Ofsted category
- ▶ clear identification of issues affecting performance and determination of the best strategies to bring improvements or sustain success
- ▶ external validation of the judgements in your self-evaluation framework
- ▶ INSET and training for key members of staff to improve their effectiveness.

£675 per day 10/LAM/001

#### SCHOOL IMPROVEMENT PARTNER PROGRAMME

Our structured programme of support is based on growing a strong relationship and professional dialogue, usually, through termly visits, each with a particular focus. Every school will have an allocated Leadership and Management Adviser to work with school leaders throughout the year.

The programme is flexible and comprises the following building blocks which are included for illustration:

- ▶ Autumn term visit – focus on outcomes and standards
- ▶ Spring term visit – focus on quality of teaching, assessment and pupils' attitudes to learning
- ▶ Summer term visit – focus on leadership and management
- ▶ an annual summary report for governors.

£3,000 per year 11/TAL/032

£675 per day 11/TAL/033

#### SUPPORTED PEER REVIEW

Our Supported Peer Review model has been very well-received by the schools in which it has been piloted.

This model is particularly effective for MATs, federations, alliances or for schools who wish to work together to build leadership capacity across more than one school.

One of our Leadership and Management Advisers will provide expertise to plan, report on and quality assure the process.

A planning meeting will take place before the review to identify focus questions, or key lines of enquiry, from the school's data and self-evaluation activities.

The Leadership and Management Adviser, the visiting Headteacher (identified by the school) and the school's own leaders will plan a variety of activities for the day of the review. This will enable them to evaluate each identified aspect of the school's work, identify those aspects which are strengths and agree clear steps to bring about improvement. Learning walks, evaluation of data, work scrutiny and other activities will be used to assess the quality of teaching, learning and assessment against current Ofsted criteria.

£1,000 10/LAM/014

#### OFSTED READINESS CHECK/ ONE DAY REVIEW

We can deliver a condensed, bespoke one-day review of school leadership, management and teaching. A written report, highlighting both effective practice and next steps will be produced that can be shared with governors and other stakeholders. The review can focus on an issue raised in an Ofsted inspection or on aspects identified through your own self-evaluation. Verbal feedback is given at the end of the day, and a written report linked to the grade descriptors of the Ofsted framework will follow.

We provide two or three Leadership and Management Advisers, depending on the size of your school who will:

- ▶ observe teaching, evaluate data and scrutinise planning and books
- ▶ match judgements for the key elements of the teaching profile
- ▶ provide guidance on how to improve teaching and learning and share other strategies for improvement.

£2,000 (1 form entry) 10/LAM/012

£2,500 (for 2+ form entry) 10/LAM/013

#### HEADTEACHER PERFORMANCE MANAGEMENT

Our experienced Leadership and Management Advisers will guide governors through the performance management process. The service includes an assessment of pupil progress, a summary of performance and negotiating of new objectives.

£550 10/LAM/009



**“Our schools partnership has worked closely with the Hackney School Improvement team over a number of years. We have found their expertise invaluable in ensuring that all three of our partner schools have undertaken very successful Ofsted inspections and achieved outcomes well above national averages.”**

Stephen Hall, Executive Headteacher, Viridis Schools Federation

#### CONTACT DETAILS

For more information please call 020 8820 7499 or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

## MUSIC SERVICE

Engaging schools and pupils in high quality, motivational musical experiences

Our Music Service is responsive and flexible, with talented teachers and partnerships with world-class national, regional and local ensembles, organisations and groups. We offer advice and guidance on curriculum music and development, as well as support in monitoring progress in music for all. The service also provides opportunities to nurture and develop young musical talent through frequent major performances in public venues. All our music tutors are DBS checked and quality assured.

### FIRST ACCESS TO MUSIC

First Access programmes meet the requirement of the DfE National Plan for Music Education to provide every child with the opportunity to learn a musical instrument.

#### Whole-Class Tuition for New Instruments

This year-long programme provides one term of whole-class instrumental tuition **free of charge** (45 minutes per class) followed by two hours a week (in terms two and three) of small group tuition for pupils who wish to continue to develop their skills. In many cases, instruments are provided and included in the cost.

**£2,200 per year** **18/MUS/016**

#### Whole-Class Instrument Taster Scheme for Tuition already in place

This is a 'feeder' for existing instrumental tuition in the school. It covers a whole class during a morning or afternoon. Different instruments can be offered in five-week cycles to meet your needs. Children can try instruments for a minimum of 10 weeks to help them decide which to play. Provision is for three hours a week, including assessment. The whole class is taught in small groups of up to six for five half-hour sessions, mornings or afternoons.

**£950 per term** **18/MUS/017**

**5,500 pupils took part in our 20th Annual Schools Music & Dance Festival this year – an all-time record.**

### INSTRUMENTAL AND VOCAL TUITION

Regular tuition from experienced instrumental and vocal tutors offered on a variety of instruments for a minimum of two hours a week during term time. A basic stock of loan instruments (e.g. guitar, violin, viola, cello, trumpet, trombone, flute, clarinet and saxophone) can be provided with this provision. Loan of instruments is for Hackney schools only. Carriage charges may apply. Please note that this service is renewed automatically each year unless you give half a term's notice in writing.

**Price on Application** **18/MUS/028**

**"I thought the concert was absolutely terrific. I can't think of a better or more moving tribute to multiculturalism and all that is great about Hackney. What is especially impressive is that nothing is dumbed down, you hear the finest playing and everyone reaches up towards it. Truly inspiring! Thanks for your hard work."**

Anne Solomon (parent)



## MUSIC FESTIVALS

A range of inspirational events allowing pupils to showcase their skills in public performances and gain personal confidence in performing with their peers.

The annual Schools Music and Dance Festival is a culmination of schools' work and a showcase of musical excellence. Festival events include: Infant Singing Festival, Junior Singing Festival, KS3 Singing Festival, EYFS Festival, Instrumental Festival (primary and secondary), Dance Festival (primary and secondary) and partnership performance platforms with over 30 network partners. Singing festival resources can be used all year round across the whole school.

**£90 per class for early years singing festival** **18/MUS/039**

**£90 per class for infant singing festival** **18/MUS/018**

**£90 per class for junior singing festival** **18/MUS/019**

**£90 per class for secondary singing festival** **18/MUS/023**

**£60 per group for instrumental festival** **18/MUS/020**

**£50 per group for dance festival** **18/MUS/021**

## SCHOOL MUSIC DEVELOPMENT AND CPD

Support to develop a strategic school music development plan, ensuring that all children access a meaningful and progressive musical education. A visiting music specialist can provide advice and support on the planning and delivery of your music curriculum including assistance with developing music schemes of work. The team can also assist with the quality assurance of music provision.

Additionally, we provide bespoke CPD and access to development programmes in partnership with our extensive network of music providers.

**POA (£415 per day)** **18/MUS/029**

### OTHER SERVICES

OTHER SERVICES	PRICE	PRODUCT
In-Class Music Curriculum Support	£65 per hour	18/MUS/022
African Drumming & Dance Residency for 10 weeks	£2,550	18/MUS/024
Carnival Music Project	£950 per class	18/MUS/026
Performers in Schools	POA (£100-£150)	18/MUS/027
Bespoke Music Projects	POA	18/MUS/036
Instrument Loan Scheme (Hackney schools and academies only)	POA	18/MUS/032
Instrument Carriage	£40-60	18/MUS/038
Graded Examinations	POA	18/MUS/037

## CONTACT DETAILS

For more information please call 020 3076 1534 or email [musicservice@learningtrust.co.uk](mailto:musicservice@learningtrust.co.uk) or visit [www.hackneymusic.co.uk](http://www.hackneymusic.co.uk)

## PRIMARY TEACHING AND LEARNING

### Working towards outstanding teaching and learning

Hackney Learning Trust has an outstanding record of improving teaching and learning in primary settings. Our team has helped Hackney schools achieve standards at Key Stage 1 which place us joint first in the country for percentage of pupils reaching the expected standard in writing and maths. Our consultants adopt a flexible approach to meet your needs and help you deliver outstanding teaching and learning, attainment and pupil progress.

#### DAILY SUPPORTED READING PROGRAMME – YEAR 1

This classroom programme helps to move all children on in their reading. It is delivered initially to Year 1, then introduced into Reception and for the lowest attaining children in Year 2 for maximum impact across the school. It helps children make accelerated progress by working in a coherent and systematic way. Children enjoy daily independent reading in small groups matched to their independent reading level, led by a trained adult. Adults use differentiated lesson guides to move children on and make sound judgements about when to do so. This method has a proven track record of success in raising school reading standards at KS1. The programme includes:

- ▶ a half-day training session for all staff who will be working with children (or whole-school training)
- ▶ one half-day training session for the Project Co-ordinator to support implementation
- ▶ programme materials to structure independent sessions with daily reading groups
- ▶ half-day follow up and support.

We continue to support schools through an annual subscription which ensures access to training and updated resources.

<b>£2,500</b>	<b>11/TAL/030</b>
<b>£500 Annual subscription</b>	<b>11/TAL/034</b>

**\*At Key Stage 2, Hackney is ranked in the top 10 local authorities nationally for % of pupils reaching the expected standard in reading, writing and maths and percentage of children reaching a higher standard.**

\* Results are provisional at time of print.

#### CONTACT DETAILS

For more information please call 020 8820 7499 or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

#### T&L SUPPORT

Our service can include one-to-one work with leaders, in-class support or whole school training. We can offer guidance on elements of teacher assessment and moderation and support in developing a comprehensive curriculum and ensuring skills progression in foundation subjects. We have a team of Associate Deputies and expert practitioners who offer bespoke support tailored to meet your needs in:

- ▶ reading
- ▶ writing
- ▶ mathematics
- ▶ humanities
- ▶ computing
- ▶ science
- ▶ action research.

**£475 per day 11/TAL/018**



#### READING RECOVERY KEY STAGE 1

This reading programme, acknowledged as the 'best in the country', delivers expert literacy support for the lowest attaining children. A trained Reading Recovery teacher delivers one-to-one support to ensure children make accelerated progress. We offer post-graduate training for experienced infant teachers who have leadership potential. Training includes:

- ▶ an initial meeting for Headteachers
- ▶ three full assessment and preparation days including the selection of children
- ▶ 18 bi-weekly half-day training sessions with live lesson observations
- ▶ visits with children to the Reading Recovery Centre
- ▶ six in-school coaching visits to develop effective and responsive practice
- ▶ secure data systems and storage and an in-school data report.

Once trained, teachers receive ongoing support and are affiliated to the Institute of Education. Our annual training programme includes:

- ▶ eight half-day continuing professional development sessions with live lessons as a focus
- ▶ up to four individual coaching sessions in school across the year.

<b>£2,760 post-graduate training</b>	<b>11/TAL/036</b>
<b>£999 CPD – one teacher</b>	<b>11/TAL/013</b>
<b>£1,100 CPD – two teachers</b>	<b>11/TAL/014</b>



#### DESTINATION READER KEY STAGE 2

Destination Reader is a new approach to teaching reading in KS2. It involves daily sessions incorporating whole class modelling prior to the children applying these skills through partner work and independent reading. Children deepen their understanding of the texts they read through the systematic use of a series of strategies and language stems.

The approach encompasses the key principles of effective reading provision and fully meets the requirements of the National Curriculum by creating deep understanding of texts, developing oracy around reading and increasing breadth of reading. Destination Reader also helps to build a culture of reading for pleasure and purpose. The programme includes the following elements:

- ▶ one day of core leadership training (two delegates per school)
- ▶ package of programme materials
- ▶ access to school open sessions
- ▶ implementation support.

We continue to support Destination Reader schools through an annual subscription which ensures access to termly forums for sharing practice, updated materials and curriculum resources.

<b>£2,500</b>	<b>11/TAL/016</b>
<b>£500 Annual subscription</b>	<b>11/TAL/047</b>

#### EMOTIONAL WELL-BEING CONSULTANCY

Our innovative whole-school, class and individual emotional well-being programmes ensure that pupil well-being contributes to the attainment, behaviour and life-long learning agendas. All our programmes are evidence based and have been proven to bring about positive change. They include:

- ▶ securing good or better
- ▶ stay on green positive behaviour policy
- ▶ implementing SEAL small group work
- ▶ setting up family SEAL
- ▶ implementing the primary SEAL assessment guide and materials
- ▶ embedding circle time
- ▶ peer mediation.

**£475 per day 11/TAL/027**

## SECONDARY TEACHING AND LEARNING

### Expert and tailored support to drive up the quality of teaching

Our experienced team provides a wide range of high quality professional support for schools to improve the quality of teaching and learning. We can cover all aspects of the school cycle, including improving subject leadership in priority areas and helping schools prepare for Ofsted inspections. Our support is bespoke and can be designed suit specific contexts and circumstances. We place priority on relationships, purposes and on having impact.

Our consultants and advisers, as well as offering specialist work in specific subjects, can also advise and help schools in differentiating teaching approaches for all students, regardless of their starting points, and improving assessment for learning across the school and behaviour for learning.

#### THE LIT PROGRAMME – YEAR 7

This is a mindful and metacognitive teaching programme that targets the lowest achieving 20% of pupils in Year 7. It aims to accelerate their progress in English, and across the wider curriculum, enabling them to reach age-related expectations by the end of the academic year. LIT uses evidence-based strategies focused on improving thinking, reading, writing and oral communication skills. It also incorporates effective feedback into each lesson so that pupil progress is maximised.

The LIT programme has achieved local and national recognition and recent progress data shows pupils making 3 to 4 years of progress in a single academic year. It is currently being used in 200 secondary schools in the UK.

Features of the package include:

- ▶ practical training for LIT tutors on LIT pedagogies and new guidance for assessment within the LIT Programme
- ▶ pre and post training telephone and email support
- ▶ planning and pupil resources for one year covering a range of fiction and non-fiction texts, as well as written tasks
- ▶ a grammar booklet to accompany the LIT units
- ▶ methods for pupil identification on entry to Year 7
- ▶ assessment of pupils' literacy skills.

An annual subscription to LIT includes access to an online resource area and provision of one annual refresher training session.

£3,000	11/TAL/015
£500 Annual subscription	11/TAL/061
£750 Refresher training	11/TAL/063

#### CONTACT DETAILS

For more information on these services please call 020 8820 7499 or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

**“The training was very thorough, interactive and engaging. We had lots of opportunity to practice the delivery and get to grips with the programme. It was confidently delivered and we are excited about the opportunity of using this in our school and helping our students to make progress in what appears to be very stimulating and accessible way.”**

Tana Ferguson, Intervention Teacher, Oasis Academy Silvertown

## SECONDARY TEACHING AND LEARNING SUPPORT

Our team of consultants and advisers has extensive knowledge of schools and will be able to support practitioners confidently in meeting the diverse needs of families and children, helping them to achieve their full potential. We can create bespoke support and training packages to respond to individual settings and their specific improvement challenges.

Our consultants and advisers will adopt a flexible approach to meet your needs, whether that's one-to-one work with leaders, direct work with students or whole department support. We are also able to undertake subject reviews to validate your internal judgements.

We have specialist consultants in the following subject areas:

#### English/whole school literacy

We have developed strategies and frameworks for enhancing English and whole school literacy provision and implementing exciting strategies for teaching, reading, writing, speaking and listening to students of all abilities.

#### Maths

Support to plan outstanding maths lessons, develop higher order thinking skills, and improve student's problem solving and questioning skills.

#### Science

A range of support for new science teachers and science leaders to boost professional expertise, inspire the teaching of science with confidence and develop networks for on-going peer support. We help teachers to improve science lessons, undertake linear assessment, make marking more manageable and develop their science repertoire.

#### Computing

Our support helps develop your computing teachers to deliver outstanding computing pedagogy at all levels. We are able to offer staff and student training sessions delivered by tutors and industry experts.

#### Creative and performing arts

We will help your school to build and develop a vibrant and successful Expressive Arts programme. We offer curriculum support, strategy and general guidance.

#### PSHCE

Bespoke support to ensure whole-school demonstration, monitoring and support of SMSC development, the inclusion of British values and adherence to the Prevent Agenda.

#### Languages

Support to plan, monitor and assess language provision, promote cross school and cross sector partnerships and raise standards at KS3 and 4.

£510 per day

11/TAL/019

**“Our review carried out by Hackney Learning Trust has significantly informed our direction. The review was carried out with an appropriate balance of challenge and support and we all appreciated the significant expertise of the team. We look forward to continuing our work with HLT.”**

Jan Shapiro, Headteacher, Addey and Stanhope School, Lewisham





## POST-16 SERVICES

### Improving the quality of teaching and learning at Key Stage 5

We offer a range of post-16 services customised to meet school sixth forms and colleges' needs. Our services are designed to improve teaching and learning in academic and vocational subjects, including GCSE re-sit English and maths, and improve the quality of leadership and management. Provided alongside our teaching and management support are a series of networking events and moderation services that enable schools to keep up-to date with current issues and develop effective strategies to improve results and standards.

#### SIXTH FORM LEADERSHIP AND MANAGEMENT SUPPORT

We bring up-to-date strategic thinking and policies to support schools and colleges with planning, enabling them to focus on the delivery of strategic goals. This includes tailored support for new Directors / Heads of Sixth Form.

We provide expert advice and support in establishing systems to improve outcomes for students and provide guidance on leading teams of staff and preparation for KS5 inspections. We can offer in-depth one-to-one support focusing on the agreed areas for development. Further support includes learning walks and a mock Ofsted. Our service supports institutions and other local authorities.

**£675 per day** **10/LAM/019**

#### POST-16 TEACHING AND LEARNING SUPPORT

We offer high quality teaching and learning consultancy across a range of subjects. All our consultants have been high performing teachers and leaders, and have a strong track record of delivering improvements in teaching standards. Our Teaching and Learning consultants are able to offer extensive and detailed support to subject departments including CPD sessions, one-to-one coaching or chairing effective meetings.

We offer a tailor-made approach that is customised to meet the requirements of your sixth form. We will focus on particular aspects of KS5 learning in collaboration with you. We offer specialist consultants in:

- ▶ STEM
- ▶ chemistry
- ▶ physics
- ▶ maths
- ▶ media.

We also identify subject lead teachers and broker support between schools.

**£510 per day** **11/TAL/060**



**“HLT have provided us with invaluable support in our journey to improve the Sixth Form. The learning walks were especially useful in helping us track our strengths and areas of development in teaching and learning”.**

Alison Underwood, Assistant Principal,  
The Bridge Academy

#### CONTACT DETAILS

For more information please call 020 8820 7162 or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

## POST-16 NETWORK MEETINGS

The package includes two A Level/BTEC subject network meetings per year for: biology, chemistry, physics, BTEC science, maths, economics, English literature, geography, government and politics, history, religious studies, psychology, sociology, art, design and technology, drama, media, PE and EPQ. These allow teachers to share ideas, KS5 teaching techniques and class resources. Specific features include:

- ▶ agendas that focus on meeting the challenges of linear A Level including preparations for new exam specifications, approaches to teaching and learning, lessons learnt from exam results and in-session moderation exercises
- ▶ access to online resources by subject
- ▶ access to and networking with teachers with a track record of good Alps – sharing of approaches and resources.

Meetings are led by experienced post-16 consultants or jointly led by the Head of Post-16 and a lead teacher from a school or college. We have also set up a network meeting for sixth form and college Data Managers to discuss funding changes and data issues.

The package also includes two places at a Post-16 conference.

**£3,000 per year** **24/CPD/018**

**£90 for an individual network meeting** **24/CPD/021**

## POST-16 MODERATION

Our experienced moderators will mark a sample of mock A-Level exam papers and write an examiner's report. This is an excellent way of broadening a department's understanding of the level their students are currently working at. Scripts are moderated for being at the right level, accuracy and what they reveal about the student. Further follow up support is available on a charged for basis, if required.

**£110 per unit / component** **24/CPD/020**

**“The subject network meetings were one key factor that contributed towards the significant improvement in our grades at A level, particularly at the top end, and in contributing to moving our Alps Score from 5 to 2.”**

Esther Holland, Head Teacher,  
Central Foundation Girls School.

## 14-19 TRANSITION SUPPORT

Hackney Learning Trust's 14-19 team offer effective support for the development of bespoke transition and progression programmes for learners working below Level 2 at KS4 and SEND learners up to age 19. We provide support for the development of in-house alternative accreditation pathways as well as quality assurance of partnership provision.

Our 14-19 Transition Model is based on an alternative accredited pathway in KS4/ KS5 working in partnership with a college or community/work based learning provider. We are able to help you identify the best fit curriculum and broker access to appropriate partners.

**£510 per day** **11/TAL/037**





Hackney Learning Trust offers a wide range of services to provide effective interventions to children who need it most. These range from admissions and attendance to inclusion and speech and language therapy.

Our qualified and experienced consultants are focused on helping pupils, parents, and teachers to address and overcome any difficulties they face. Whilst these services will frequently intervene to support individual pupils, our priority is to deploy our professionals to help extend and build capacity within your school.

**pupil support**

HELPING YOUR PUPILS FLOURISH

## ADMISSIONS SERVICE\*

Admission arrangements that are fair and transparent

Most parents see choosing a school as the most important decision they will make for their child's future. We believe the only way to manage parents' expectations effectively is by ensuring that schools have objective and transparent admissions arrangements that show how the selection process works. Information on the admissions process can be found at

[www.learningtrust.co.uk/admissions](http://www.learningtrust.co.uk/admissions)

### FULL ADMISSIONS ADVICE AND CONSULTATION

We provide advice on all matters relating to the Department for Education School Admissions and Appeals Codes. This includes helping you to prepare and organise proposed admissions arrangements for consultation. We can carry out the consultation on your behalf. We also have a purpose-built computerised measuring distance system that provides accurate home to school distances.

£1,075 per year

12/ADM/001

### MEASURING DISTANCES HOME TO SCHOOL

Automatic and accurate straight line measurement of home to school distances with all admission applications for your school. Measurements are taken from the geographical reference for the home address to the main entrance of the school.

£275 per year

12/ADM/002



**"In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated."**

School Admissions Code, DfE, December 2014 (Reference: DFE-00728-2014)

### CONTACT DETAILS

For more information please call 020 8820 7402 or email [admissions@learningtrust.co.uk](mailto:admissions@learningtrust.co.uk)

### NOTE\*

These services are available for academies and free schools in Hackney only.

## ATTENDANCE SERVICE

High attendance = high attainment

We will work with you to identify the root causes of absence and support children back into school using our extensive experience in delivering strategic advice, pastoral support, casework and planning. As well as visiting schools, we work directly with individual pupils and parents to achieve regular school attendance.

### ATTENDANCE SERVICE PACKAGE

Our support can be designed around your needs, offering support for attendance leads and pastoral staff, casework and outreach work with pupils and families, design and production of an attendance strategy and guidance in understanding and applying DfE initiatives, legislation and best practice.

Our expertise also extends to statutory intervention, including school attendance orders and fixed penalty notices right through to prosecution of parents or carers who fail to ensure that their children regularly attend school.

£6,650 per year (half day per week) 14/ATT/002

£13,175 per year (one day per week) 14/ATT/003

£26,250 per year (two days per week) 14/ATT/004

£2,075 two days per term (3 terms) 14/ATT/007

£3,100 three days per term (3 terms) 14/ATT/008

£350 per day (bespoke days) 14/ATT/006

**At KS2, pupils with no absence are 1.6 times more likely to achieve level 4 or above, and 4.7 times more likely to achieve level 5 or above, than pupils that missed 15–20% of all sessions.**

DfE, February 2015

**"Our attendance officer is very efficient, goes above and beyond what is required to ensure that children's attendance is as expected. She is very compassionate in her approach with parents and shows empathy where needed. She is a huge asset to our school."**

Louise Drew, Headteacher, Benthall Primary School



### CONTACT DETAILS

For more information please call 020 8820 7288 or email [attendance@learningtrust.co.uk](mailto:attendance@learningtrust.co.uk)

### NOTE

Days per week refer to term time only.

## EDUCATIONAL PSYCHOLOGY

Collaborative, solution-focused and systemic support

We believe in collaborative problem solving and solution-focused consultation, which leads to shared understanding and delivers better outcomes for children and young people. Our Educational Psychologists are registered with the Health and Care Professions Council (HCPC). They are trained in research and assessment and have a thorough understanding of child development, learning and educational settings.

### BESPOKE SUPPORT

Our bespoke services build a tailored package of support for your school and pupils. They are based on consultation at individual, group/class or whole school level. We will work with you to establish your needs which could include:

- ▶ developing effective SEN systems and implementing the SEND Code of Practice
- ▶ whole school approaches which could include positive behaviour management, addressing the needs of vulnerable pupils or audits and reviews of your provision
- ▶ using a consultation model of delivery to undertake information gathering with key adults, case analysis, action planning and review
- ▶ support in designing or selecting, implementing and evaluating individual or systemic interventions
- ▶ bespoke and varied staff support and training, which might include SCERTS for ASD pupils, Multi-Family Groups for supporting behaviour, Mindfulness for mental health and wellbeing, "Maximising the Practice of TAs" training (MPTA) or Video Interaction Guidance (VIG) for supporting relationships, etc.

£610 per day (1–6 days) 19/EPS/012

£585 per day (7–14 days) 19/EPS/013

£560 per day (15+ days) 19/EPS/014



### CONTACT DETAILS

For more information please call 020 8820 7519 or email [EPS.admin@learningtrust.co.uk](mailto:EPS.admin@learningtrust.co.uk)

**"The EP has been amazing this year. It has been so interesting discussing the children I have concerns about and hearing her insight about their behaviours."**

EPS Annual Survey Respondent

### NOTE

All schools are advised to purchase EP Services by the beginning of the summer term so that we can ensure continuity of EPS or allocate time for the new academic year. The time will be delivered evenly over the academic year. Schools also have the option to purchase EPS over two or three years, paid for and planned annually at a reduced cost. For specific training or interventions and costs, please contact us to discuss your needs.

## PUPIL BENEFITS\*

Ensuring fair entitlement and maximising pupil premium

We have extensive experience and the skills and systems to check eligibility and process parents' eligibility entitlement quickly and efficiently. We will liaise with parents to determine eligibility for free school meals and other benefits, reducing your costs in time and resources needed for managing benefits claims.

### FREE SCHOOL MEALS ASSESSMENT AND PUPIL PREMIUM ELIGIBILITY

The service includes an application assessment process using online DWP benefit checking tool. Parents apply through an efficient online application portal that involves real-time eligibility checks and outcome email responses. We also provide face-to-face and telephone support for parents and schools regarding assessment.

- ▶ email confirmation of pupil eligibility
- ▶ regular checks and updates of eligibility
- ▶ weekly updates and monthly reports for free school meals and pupil premium eligibility
- ▶ benefit from access to historical parent FSM data and automatic eligibility checks.

£4,600 per year

13/PBN/002

### ADMINISTRATION OF CLOTHING VOUCHERS

We will contact parents of Year 6 pupils to explain eligibility for the vouchers and how to apply, then carry out an assessment of applications, follow up parental queries and confirm assessment decisions with parents. Vouchers will be issued from May 2018 onwards. We also provide face to face and telephone support and timely invoicing to schools with details of voucher recipients.

£2,140 per year

13/PBN/001

+ £100 per clothing voucher

### COMBINED FREE SCHOOL MEALS ASSESSMENT, PUPIL PREMIUM AND CLOTHING VOUCHERS

Place an order for the above as a combined package and you will save £1,130.

£5,610 plus £100 per clothing voucher issued

13/PBN/003

### CONTACT DETAILS

For more information please call 020 8820 7246 or email [pupilbenefits@learningtrust.co.uk](mailto:pupilbenefits@learningtrust.co.uk)

2.5% of Hackney secondary aged pupils and 29.6% of Hackney primary aged pupils are known to be eligible for and claiming free school meals.

**DfE – Schools, pupils and their characteristics: January 2017**

Hackney schools benefited from over 17 million pounds in Pupil Premium funding in 2017/18.

**DfE – Pupil premium: allocations and conditions of grant 2017 to 2018.**



### NOTE \*

These services are available for academies and free schools in Hackney only.

## SPECIALIST TEACHING AND INCLUSION

### Supporting inclusion and optimising achievement in primary and secondary schools

We will work with you to develop your school's capacity to meet pupils' needs through advice, support, training, modelling of programmes of learning and direct teaching. Our wide range of specialist skills enables us to deliver bespoke, personalised support. We will support you to include students with SEND into mainstream schools and academies successfully, enabling them to improve and optimise their achievements in the whole school environment.

#### SPECIALIST TEACHING

Our service can be delivered flexibly and by different specialists, so your school will be able to provide any specialist teaching required, either for pupils with EHC plans, or those on SEN support. It can include:

- ▶ specialists in ASD, moderate to severe learning difficulties, profound and multiple learning difficulties and social emotional and mental health difficulties
- ▶ advice, assistance and assessments for specific learning difficulties such as dyslexia and developmental language disorder
- ▶ visual impairment and deaf and partially hearing advice for children and young people aged 0–25.\*

£560 per day (1–6 days)	20/INC/019
£535 per day (7–14 days)	20/INC/020
£510 per day (15+ days)	20/INC/021

#### BESPOKE SERVICES AND TRAINING

Our specialist teachers will work with you to support your specific needs from supporting the writing of policy and understanding new legislation to providing differentiated classroom strategies to support inclusion.

We also offer support and advice on:

- ▶ observation, assessment, consultation and modelled curriculum approaches
- ▶ specific areas of need such as ASD, Down Syndrome and medical needs
- ▶ mobility for visually impaired pupils\*
- ▶ ASD Family Intervention: school based support
- ▶ Assistive Technology assessments and advice (pupils not meeting the criteria for free intervention).

#### INSET days, half days and twilight sessions

Training is designed around the individual school or setting's needs. Packages delivered have included ASD awareness, inclusion and equality, differentiation, literacy and maths for children with SEND and specific learning difficulties and dyslexia.

Price on Application	20/INC/016
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**"The support provided by specialist teachers is hugely beneficial to pupils and staff alike."**

Debbie Ashton, SENCO, Grasmere Primary School

#### OTHER SERVICES

Dyslexia/Specific Learning Difficulties 1 Day Assessments for one, two or four children

#### PRICE

£560 per day

#### PRODUCT

20/INC/022

#### CONTACT DETAILS

For more information please call 020 8820 7326 or email [inclusionadmin@learningtrust.co.uk](mailto:inclusionadmin@learningtrust.co.uk)

#### NOTE

\* Provided free to Hackney schools.

## TRANSPORT

### Experience, safety and versatility in meeting your transport needs

Our purpose-built modern in-house fleet of wheelchair accessible vehicles are regularly safety checked and insured to meet schools' needs and are driven by DBS-checked, trained and qualified drivers. Available at competitive rates for all journeys, from school trips to conveying children with special needs. Our reputation for safety and reliability is based on many years' experience of operating in London. All travel arrangements are customised to your requirements.

#### BESPOKE TRANSPORT SERVICES

The scope of our transport services include:

- ▶ all types of journey from curricular and extra-curricular activities to one off trips within and outside the M25
- ▶ optional passenger assistants to escort passengers to and from their destination
- ▶ brokering services for other forms of transportation, such as larger passenger carriers or taxis at evenings and weekends.

From £35 per hour for a driver and accessible vehicle.

Day trips and other requests price on application **21/TRA/001**

**We transport over 530 SEN children with varying needs via in-house and external transport providers across the borough and further afield. We provide curricular and ad-hoc journeys for many schools across the borough.**

**"I would also like to take this opportunity to thank the transport team for a fantastic service over the three years. Your staff have always been so helpful if ever I had queries and all the drivers have been wonderful patient people who have really helped the children."**

Hackney Secondary School



#### CONTACT DETAILS

For more information please call 020 8558 4283 or email [transport@learningtrust.co.uk](mailto:transport@learningtrust.co.uk)



Managing and administering a school's organisation and infrastructure are vital to the everyday running of a school. High quality back office functions help free up time to allow schools to focus on achieving educational outcomes.

Hackney Learning Trust offers a range of business support services provided by skilled professionals who know how good schools work. From essential support with statutory requirements, through to practical input on finance, human resources, legal issues, IT, design and marketing, our specialist business support services are here to work alongside you and your team to deliver the best results for your school.

## business **services**

PROFESSIONAL AND COST EFFECTIVE SUPPORT

## HUMAN RESOURCES

### Comprehensive HR support with no hidden extras

Our comprehensive range of HR support services are priced competitively and have no hidden charges. They are available to help your school save time, stay compliant and develop outstanding HR practice. We will work in partnership with you to resolve issues, develop robust procedures and facilitate efficiencies in HR administration. Our experienced and professional team offer a tailored service to ensure that long term solutions are achieved and good practice is embedded at every level throughout the school.

We pride ourselves on a fully integrated service that works collaboratively with schools to deliver the best outcomes possible.

#### ANNUAL HR SERVICE PACKAGE

We offer a range of all-inclusive HR support packages providing personalised support when you need it and will help to build capacity in your school to develop better HR procedures. You will have a designated HR Business Partner and Adviser to work collaboratively with your school. They will maintain regular contact and visit your school at least termly. You will be provided with the following support:

- ▶ HR telephone support for advice, support and legal guidance
- ▶ support with all types of case work and negotiation of settlements and agreements
- ▶ advice on employee relations, organisational change, contracts, pay, conditions
- ▶ employment checks such as DBS and migrant workers' rights
- ▶ safeguarding advice
- ▶ checking single central records and reviewing personnel files once a year
- ▶ pre-Ofsted, short notice audits
- ▶ vacancy placements on HLT website
- ▶ free annual training session.

£4,250 Primary (1–1.5 form entry – 10 days)	05/HR/001
£5,950 Primary (2 to 3 form entry – 14 days)	05/HR/002
£6,800 Secondary (up to 800 pupils – 16 days)	05/HR/007
£8,075 Secondary (800+ pupils – 19 days)	05/HR/008

#### NOTE

Our packages are based on an expected maximum allocation of time based on the size of your school. This includes all time working on issues related to your school, including meetings, telephone calls, emails, visits to your school and preparatory work. If the maximum allocated time is exceeded, any additional support will be charged at £425 per day. We will work with you during the year to ensure suitable use of the time.

#### BESPOKE HR TRAINING

Training could cover HR and employment related issues such as HR policy, effective practice, safer recruitment, employment law, best practice and more.

£510 per day 05/HR/037

**“The team provide quality advice and support on all human resources matters. They are responsive, professional and hands on. They ensure peace of mind when dealing with complicated HR issues.”**

Lorraine Groom, School Business Manager, Lauriston Primary School

#### DISCLOSURE AND BARRING SERVICE (DBS)

Our online DBS system and dedicated DBS professionals help schools to make safer recruitment decisions.

We offer a fast, friendly and efficient service to process your DBS applications for all your new staff and renewals. With our DBS-approved system this can all be done seamlessly online following our simple three-step process – Set up, Apply, Verify.

Contact us for more information.



#### CONTACT DETAILS

For more information please call 020 8820 7538 or email [hr@learningtrust.co.uk](mailto:hr@learningtrust.co.uk)

**“I have used the HLT Human Resources service many times and have been supported with consistently high quality help. The team is professional, informative and always respond in a timely fashion. An excellent traded service offering.”**

Norma Hewin, Headteacher, Jubilee Primary School

#### OTHER SERVICES

OTHER SERVICES	PRICE	PRODUCT
Bespoke HR Support	£510 per day	05/HR/039
	£75 per hour	05/HR/012
Mediation	£510 per day	05/HR/038
HR Administration Support	£280 per meeting	05/HR/036
Migrant Workers Sponsorship Certificate	£360 + HO costs	05/HR/028
Renewal of Migrant Workers Sponsorship Certificate	£195 + HO costs	05/HR/029
Single vacancy placement on HLT website (free with HR package)	£77 per advert	05/HR/024

## IT TECHNICAL SUPPORT

### A flexible and effective approach to IT

IT within schools can be complex and be a financial challenge. It is vital that you have an IT partner you can trust to deliver IT solutions that are innovative, high quality and at the lowest possible cost.

Our team of highly skilled IT specialists have a wealth of experience working in schools and can provide you with the tailored support you need.

We provide a comprehensive set of support packages to ensure you get the most out of your IT investment, and enhance the teaching and learning in your school.

#### REMOTE TECHNICAL SUPPORT PACKAGE

This Remote Technical Support Package is based on a five day Monday to Friday support service. Schools are fully covered and we will deploy a technician to your school free of charge if the issue cannot be resolved remotely. Our package includes:

- ▶ unlimited Service Desk – professional service desk support for incident and service requests (logging and troubleshooting), user account management and monitoring of systems
- ▶ free engineer call-out, if we cannot resolve the issue remotely.
- ▶ technical support for all your IT assets including whiteboards, PCs, Macs, laptops, iPads, 24/7 network and server monitoring, switches, wireless network and printers
- ▶ support during an Ofsted inspection
- ▶ training for staff – one, two hour tailored session per term with our specialist IT trainer (see IT Professional Services for more details).

**Price on Application** **01/ICT/050**

We also offer a tailored support package for Nurseries and Children's Centres, please contact us for prices and more information.

#### ON SITE TECHNICAL SUPPORT PACKAGE

This On Site Technical Support Package can be tailored to your needs – starting from a half day per month to five full days a week. This package includes:

- ▶ an on site technician at your school on a scheduled day(s) of your choice\*
- ▶ unlimited Service Desk – professional service desk support for incident and service requests (logging and troubleshooting), user account management and system monitoring
- ▶ technical support for all of your IT assets including whiteboards, PCs, Macs, laptops, iPads, 24/7 network and server monitoring, switches, wireless networks and printers
- ▶ support during an Ofsted inspection
- ▶ training for staff – a two hour tailored session per term with our specialist IT trainer (see IT Professional Services for more details).

**Price on Application** **01/ICT/049**

*\*Visits outside of the scheduled visit are subject to additional charge at the supported schools rate – all charges will be agreed before an engineer is dispatched.*

#### PAY AS YOU GO TECHNICAL SUPPORT

We understand that some schools may not require a full support package all of the time - this is where our Pay As You Go Technical Support can help.

Whether you are a new or existing customer, we have pricing options to suit both, starting from an hourly rate and with a half or full day option – we can tailor your needs to suit your budget.

**Price on Application** **01/ICT/034**

#### MOBILE DEVICE MANAGEMENT

Central management of your school iPads, remote deployment of apps to multiple iPads via the Service desk, and much more.

We will ensure your teachers and students have the apps and resources they need in the classroom.

Demonstrations can be arranged on request.

**Price on Application** **01/ICT/035**

#### EMAIL MANAGEMENT (OFFICE 365)

Email system management on Office 365 processing all new starters, leavers and any changes to email accounts, including access to the email from a wide variety of devices.

**£499 per year** **01/ICT/019**

#### ONLINE BACKUPS

Your critical data will be securely backed up using a cloud based system. The backup solution is fully compliant with government data protection guidelines and fully encrypted from end to end.

Our prices are managed via price banding to give you more flexibility – we will work with you to reduce the data being backed up where applicable:

PRICING CATEGORY	STORAGE LIMITS (GB)
Small	Up to 250
Medium 1	251–500
Medium 2	501–750
Large 1	751–1,000
Large 2	1TB +

**Price on Application** **01/ICT/016**

#### EMAIL MANAGEMENT (GOOGLE MAIL)

Email system management on Google Mail processing all new starters, leavers and any changes to email accounts, including access to the email from a wide variety of devices.

Management of your Google Mail system on your behalf dealing with all new starters, leavers and any changes including access to the system from a wide variety of devices.

**£499 per year** **01/ICT/062**

#### CONTACT DETAILS

For more information please call 020 8820 7777 or email [itservices@learningtrust.co.uk](mailto:itservices@learningtrust.co.uk)





## SIMS SUPPORT

Get the most out of your data with specialist and flexible support

SIMS is central to the effective management of schools. Our SIMS specialists will ensure that the continuing use and development of SIMS meets your school's needs. They will also provide advice, training, consultancy, support and awareness of current developments in the software.

### SIMS SUPPORT PACKAGE

Our SIMS Support Package includes:

- ▶ supported SIMS modules – SIMS net core, SIMS reporting, Admissions, Attendance, Behaviour Management, SEN, Personnel, Staff Performance, Assessment, Course Manager and Post-16, Exams Organiser and Performance Analysis
- ▶ three scheduled school visits a year
- ▶ unlimited Service Desk – support for SIMS incidents and service requests and full remote support of SIMS servers and SIMS Workstations
- ▶ proactive strategic advice and guidance on the best use of SIMS, interpreting and disseminating government policies through written documentation, group training and on-site support
- ▶ ongoing scheduled and onsite training and refreshers for staff on the key aspects of SIMS, including workshops on School Census, School Workforce Census, End of Key Stages Assessment and End of Year Procedures. Seasonal courses will be scheduled as required (at an additional cost)
- ▶ HLT specific guidance on statutory returns, preparation and submission support and services
- ▶ access to the MIS website containing an extensive collection of updates, resources and knowledge base to support your use of SIMS
- ▶ emergency on-site visits if not able to resolve SIMS issues remotely
- ▶ deployment and updates of releases and upgrades and patches to both SIMS and FMS
- ▶ pre Ofsted checks to ensure key data is up to date and ready for inspection.

**Price on Application (Primary and Special Schools)** 01/ICT/020

**Price on Application (Secondary Schools)** 01/ICT/022

#### \*NOTE

The Additional SIMS Modules require additional licences not covered by the Capita SIMS Core Module Licence. Training and support is available – POA.

#### CONTACT DETAILS

For more information please call 020 8820 7777 or email [itservices@learningtrust.co.uk](mailto:itservices@learningtrust.co.uk)

**“The SIMS Team at Hackney Learning Trust provide an excellent service and can always be relied upon. They are good at communicating developments of SIMS products which may be beneficial to schools and go the extra mile with regards to answering school queries promptly. In my opinion, the quality of service is excellent.”**

Jatin Shamji, Business Manager, Daubeney School



Accredited Support

### SIMS BESPOKE SUPPORT

Our SIMS bespoke support can include (but is not limited to):

- ▶ installations of SIMS software (Dinner Money, InTouch, Sims Activities)
- ▶ SIMS data housekeeping – an MOT of your school data will ensure that your school is more efficient and that you are getting the most out of your SIMS data. We offer consultancy and support to help you use SIMS more effectively
- ▶ setting up and configuring remote access from home to SIMS and/or FMS.

**POA** 01/ICT/031

### CAPITA SIMS CORE MODULE LICENCE

The Hackney full SIMS suite licence is only available to schools who purchase the SIMS Support Package.

Prices are based on the number of pupils on roll at your school, plus costs for any additional modules that the school wishes to add on to the standard package that the LA has subscribed to.

**POA** 01/ICT/070

### ADDITIONAL SIMS SERVICES

#### SIMS Training

Bespoke training and system customisation on your SIMS systems, including behaviour management, SEN and induction training to new members of staff on the key SIMS modules.

**Price on Application** 01/ICT/067

#### SIMS Reports

If you have tried various options available under the SIMS.net reporting section and cannot easily get the information you require, we are able to provide a bespoke report writing service to enable you to get the most out of SIMS.

#### HLT Advanced Absence Analysis Report

A pupils' attendance report designed to easily analyse attendance data across the school. Built-in graphs and interactive filters allow you to examine different groups of pupils such as EAL, Pupil Premium, etc. or to focus on certain attendance levels.

#### HLT Staff Absence Analysis Report

A staff absence report with built in graphs and analysis tables that takes your staff absence data directly from SIMS and analyses it for the whole school as well as for individual members of staff. The data is presented in percentages of working days lost and total occurrences by absence type. The report will enable you to easily analyse staff's attendance data across your school and will be very useful to you as it will significantly minimize the time and effort in producing the data for SMT, HR, Payroll, etc.

#### HLT Behaviour Analysis Report

A behaviour report with built in graphs, analysis tables and interactive filters that analyses behaviour data by vulnerability groups for various cohorts in percentages. The report uses the Stay on Green Behaviour policy codes and descriptions.

**Price on Application** 01/ICT/027

#### SIMS and FMS Server Migrations

Complete SQL server migration of your SIMS and FMS systems.

**Price on Application** 01/ICT/066

#### FMS Bacs, Electronic Remittances Configuration and Ongoing Maintenance

Configuring FMS Bacs to your FMS system allows the software to email remittance advices directly to suppliers, minimising administration time as well as improving the communication between the schools and their suppliers.

**£750** 01/ICT/030

#### ADDITIONAL SIMS MODULES\*

	PRICE	PRODUCT
SIMS Dinner Money	POA	01/ICT/026
SIMS Staff Performance (text messaging service)	POA	01/ICT/054
SIMS InTouch	POA	01/ICT/065
SIMS Lesson Monitor for Secondary Schools	POA	01/ICT/028

## PROFESSIONAL IT SERVICES

### Delivering IT solutions on time and within budget

We have a wealth of experience implementing complex IT projects for schools. We will work with you to ensure your project is planned effectively and offers the best solution to meet your needs and budget.

We can advise on the best educational discounts for your school for both software and hardware purchases. In addition, our comprehensive IT training programme, enable both teachers and school staff to get the most out of technology.

### IT PROJECT MANAGEMENT

Our highly skilled project managers have many years' experience supporting and delivering IT solutions in schools. They can also help develop an ICT vision and strategy that enhances the teaching and learning for your school while making use of new and emerging technologies.

We can manage the full project lifecycle, including:

- ▶ initial consultation
- ▶ defining project milestones
- ▶ procurement
- ▶ budget management
- ▶ project implementation
- ▶ training
- ▶ sign off and closure.

All our project managers are PRINCE2 qualified and follow this defined methodology to ensure we minimise disruption to your school throughout the project.

Our portfolio of successful projects include:

- ▶ server installations (hosted and on-site), cabling and fibre connectivity, LAN/WLAN hardware installations, and telephony solutions
- ▶ classroom environments; interactive panels, teaching and student devices such as desktops, laptops, Chromebooks, iPads and tablets
- ▶ design and deployment of PC and Apple Mac suites
- ▶ migration projects to Office 365 and Google's G Suite for Education, including Google Classroom set-up
- ▶ audio visual solutions for classrooms and assembly halls, interactive sign in systems and digital signage.

Price on Application

01/ICT/029

### CONTACT DETAILS

For more information please call 020 8820 7777 or email [itservices@learningtrust.co.uk](mailto:itservices@learningtrust.co.uk)

### OUR TEAM

Our teams are made up of experienced professionals holding relevant industry qualifications such as:

- ▶ Chartered IT Professionals
- ▶ Microsoft Certified IT Professional, System Engineers and System Administrators
- ▶ Apple trained technicians
- ▶ Cisco Certified Network Associates including Security
- ▶ ITIL Intermediate Professional in service strategy, design, transition and operations
- ▶ Programme Managers qualified at MSP (Managing Successful Programmes) level
- ▶ All our IT staff are Disclosure Barring Service (DBS) checked.



### IT PROCUREMENT

We can help you procure IT goods and services using Procurement Frameworks and Agreements which are pre-tendered, fully EU-compliant and have extensive education discounts. We have access to exclusive education pricing and promotional items for this marketplace. Our specialist education staff keep an eye on new market trends and up and coming products for IT in schools

Price on Application

01/ICT/032

### IT TRAINING

Our bespoke one-to-one or group training sessions on IT technology will teach you how to get the most from software used in the classroom.

Staff will benefit from accredited training, tailored course content, customised online assessments, feedback and evaluation.

We offer training on:

- ▶ Microsoft Office Suite, including Office 365
- ▶ interactive whiteboard technologies (Smart Technologies' Smart Notebook; Promethean ActivInspire)
- ▶ iPads in the classroom
- ▶ G Suite for Education, including Google Classroom.

Price on Application

01/ICT/037



**"The job was project managed effectively and the team worked well together, enabling a large amount of work to take place with minimum disruption to teachers and staff."**

Rebecca Mackenzie,  
Headteacher,  
Debeauvoir Primary  
School

## LEGAL SERVICES\*

High quality specialist legal support for Hackney schools and academies

Hackney Legal Services has a highly experienced in-house team, providing high-quality legal advice. With our specialist knowledge and extensive experience of working with schools, we can support you with the wide range of legal issues your school may face. Our flexible, responsive and cost effective service means that governing boards and senior leaders can operate with confidence.

### ANNUAL FULL RANGE LEGAL SUBSCRIPTION

Our full legal subscription can include:

- ▶ support with education law (see annual education law subscription)
- ▶ employment law – advice on managing disciplinary, grievance and capability processes, claims of workplace discrimination and unfair dismissal and drafting settlements
- ▶ housing law – advice on the status of schoolkeepers and schoolkeepers' houses and conduct of possession proceedings
- ▶ litigation – advice and conduct of litigation arising out of disputes
- ▶ contract and procurement law – drafting and negotiating commercial and service contracts and grant agreements, dispute resolution and advice on EU regulations
- ▶ property law – ownership issues, drafting legal documents and advice relating to the use of school premises by third parties and school academy conversions, including drafting leases and transfers
- ▶ planning law – including advice on requirements, breach of planning control, drafting and negotiating of legal planning agreements
- ▶ freedom of information and data protection law, including advice on licensing requirements within school premises.

**£835 per year for five hours** 07/LEG/005

**£1,355 per year for ten hours** 07/LEG/006

### ANNUAL EDUCATION LAW SUBSCRIPTION

We can provide support with pupil admissions, exclusions, review panels and appeals, SEN pupils, complaints, dealing with difficult parents and advice on new legislation.

**£630 per year for five hours** 07/LEG/001

**£1,150 per year for ten hours** 07/LEG/002

### LEGAL TRAINING

We regularly host training sessions on issues such as exclusions, review panels, discrimination and employment law.

**£60 per person** 07/LEG/004

### BESPOKE LEGAL SUPPORT

All of our legal services can be offered on a bespoke basis, tailored to suit your needs.

**POA – £125 to £175 per hour** 07/LEG/003

### NOTE

Where disbursements are incurred, such as court fees, schools will be billed separately.

For the Annual Education Law Subscription, the work is conducted by a Lawyer.

For the other areas, the work will be conducted by the most suitably experienced grade.

### CONTACT DETAILS

For more information please call 020 8356 6196 or email [tl.s4s@hackney.gov.uk](mailto:tl.s4s@hackney.gov.uk)

### NOTE

\* Available to Hackney schools and academies only.

## PAYROLL SERVICE

Experienced in understanding the complexities of school payroll

Paying staff the right amount at the right time is critical to the smooth running of your school. For that to happen there needs to be solid systems and efficient processes in place. Our expertise is with schools, so we fully understand the complexities of your payroll and the different terms and conditions of your teaching and support staff.

### PAYROLL

Payroll services include:

- ▶ processing payrolls for each pay period to pay all employees by BACS
- ▶ temporary adjustments to the employee's gross pay, such as deductions for unpaid absence
- ▶ distributing payslips
- ▶ attaching new starters to the payroll and setting up and maintaining elements
- ▶ processing leavers by calculating outstanding salary payments and deductions and distributing P45s
- ▶ processing temporary and permanent amendments, such as personal information, contract terms (changes to grade or working hours) and notifications from HMRC (tax code changes)
- ▶ setting up and maintaining elements affecting employee pay
- ▶ implementing pay awards, including arrears calculation
- ▶ applying salary increments
- ▶ calculating and making emergency payments
- ▶ calculating overpayments, issuing debt letters and agreeing the deduction process
- ▶ recording unpaid absence and calculating deductions if applicable
- ▶ dealing with local government and teachers' pension enquiries
- ▶ notifying teachers' pension and local government of new starters, leavers or changes
- ▶ making pension scheme and AVC deductions as requested
- ▶ calculating and making payments to third parties such as HMRC.

**£4.40 per payslip** 06/PAY/001

**£36 per emergency payment** 06/PAY/002

### CONTACT DETAILS

For more information please call 020 8820 7697 or email [payroll@learningtrust.co.uk](mailto:payroll@learningtrust.co.uk)

**"The team is efficient, effective and supportive in all payroll enquiries. I would recommend their services to all schools in Hackney."**

Alia Choudhry, Business Manager, New Wave Federation

### STATUTORY SERVICES

These include:

- ▶ calculate and apply appropriate statutory and authorised deductions
- ▶ administer statutory sick pay, maternity pay, paternity pay and adoption pay
- ▶ interpret and apply statutory and common law requirements relating to payroll matters
- ▶ administer payroll year-end procedures including issuing P60 documentation.

## PROCUREMENT

### Specialist support to ensure effective procurement and value for money

The School Financial Value Statement (SFVS) requires schools to regularly benchmark their expenditure against similar schools and investigate where spends appear to be high. We will work with you to ensure you meet these requirements and provide support with your specific procurement needs. Our aims are to ensure public funds are spent openly and fairly, helping you make the most of your budget, achieve value for money, and to protect you against legal challenges, financial penalties and damage to your school's reputation.

#### BASIC PROCUREMENT PACKAGE

Our Basic Procurement Package includes:

- ▶ an annual benchmarking report comparing expenditure with Hackney schools of a similar size
- ▶ ad hoc advice on general procurement and contractual issues
- ▶ information on, and access to, public sector framework agreements for a wide range of goods and services
- ▶ an up-to-date procurement manual for schools
- ▶ one place on a centrally run procurement training session covering items such as best practice and common issues/risks for schools. Schools will have the opportunity to provide input into the training content.

£790 per year

03/FIN/009

#### BESPOKE PROCUREMENT SUPPORT AND TRAINING

Our Bespoke Procurement Support and Training can include:

- ▶ direct support for tenders
- ▶ bespoke training for staff and/or governors
- ▶ advice and support on specific supplier issues
- ▶ advice and support on schools' local procurement standards/regulations.

POA (£460 per day)

03/FIN/010



**"£9.2 billion is spent each year by UK schools on non-education areas, including energy, catering and back office."**

Effective buying for your school, DfE, May 2015 (Ref: DFE-00149-2013)

#### CONTACT DETAILS

For more information please call 020 8820 7038 or email [procurement@learningtrust.co.uk](mailto:procurement@learningtrust.co.uk)

# online disclosure and barring service

## MAKE SAFER RECRUITMENT DECISIONS FASTER

To find out more call 020 8820 7301 or email [db@learningtrust.co.uk](mailto:db@learningtrust.co.uk)

## SCHOOL FINANCE AND BURSARIAL SUPPORT

### Reduce financial risks and meet your statutory requirements

Our experienced school finance and bursarial experts can guide you through the maze of rules and regulations and ease the pressure at critical points in the financial year. Our School Finance Team will help you to plan and manage finances efficiently, minimise risks, introduce robust monitoring, comply with legislation, forecast budgets and manage variations and contracts. Our School Bursarial Team will provide practical support on a regular basis in order for you to meet financial deadlines and statutory requirements, including interim support in the case of a Bursar's absence or departure.

### SCHOOL FINANCE SUPPORT PACKAGE

Our service can assist with the following:

- ▶ financial planning, modelling and monitoring
- ▶ advice and support for year-end accounts closure and audit compliance
- ▶ attendance at governors' meetings
- ▶ specialist support for specific financial assignments
- ▶ budget planning software along with training, support and guidance
- ▶ helpdesk support providing prompt response to all financial queries
- ▶ advice and support with VAT, accounting for capital projects, financial systems, financial reports, troubleshooting, planning for inspections and pre-Ofsted health checks
- ▶ bi-annual review of indicators and Ofsted findings; and/or bespoke training and networking sessions for governors and finance staff.

£2,880 – Level One (three full day visits per year)	03/FIN/001
£4,150 – Level Two (six full day visits per year)	03/FIN/017
£6,915 – Level Three (16 full day visits per year)	03/FIN/002
£230 – Additional half-day support	03/FIN/004

### LONG TERM SICKNESS SCHEME\*

If you manage sickness and attendance, you can apply to join our annual Long Term Sickness scheme. The scheme will refund supply cover for teaching staff, nursery nurses and teaching/classroom assistants.

Price on Application	03/FIN/019
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### CONTACT DETAILS

For more information on these services please call 020 8820 7457 or email [admin.schoolfinance@learningtrust.co.uk](mailto:admin.schoolfinance@learningtrust.co.uk)



### NOTE

\* Hackney schools and academies only

## BURSARIAL SERVICES

The precise scope of financial duties will be agreed with the Headteacher and School Business Manager but may include:

- ▶ financial record keeping – preparation of monthly and annual financial returns maintenance of SIMS (or KEYS) accounting system bank reconciliation
- ▶ payment processing and purchase orders
- ▶ dealing with financial queries
- ▶ budget preparation and monitoring (including variances to budget)
- ▶ financial information for you and your governing body
- ▶ specialist consultancy support for specific financial issues, changes and initiatives
- ▶ advice on current and potential financial problems.

£5,185 – One day per month over 10 months	03/FIN/005
£10,250 – Two days per month over 10 months	03/FIN/006
£15,220 – Three days per month over 10 months	03/FIN/007
£20,150 – Four days per month over 10 months	03/FIN/008



# professional training

BEST PRACTICE PROFESSIONAL DEVELOPMENT



Hackney Learning Trust offers a wide and comprehensive range of high quality training courses, available centrally or on a bespoke basis. These are delivered by experienced staff and focused firmly on the end result of improving outcomes for pupils and schools.

We welcome you to attend any of our courses, whether you are working in Hackney or in a school or setting outside the borough. If you would like to discuss any of your needs and how our courses or services could help, please contact us.

## CONTINUING PROFESSIONAL DEVELOPMENT

### A comprehensive CPD programme for teachers, leaders and support staff

Our professional development programmes draw on best practice from both local and national initiatives and are delivered centrally by our School Improvement Team and external providers. We draw on our outstanding record of achievement in Hackney and beyond to share best practice to support the growth of schools, teachers and leaders.

We offer an extensive range of leadership training to support school leaders at all stages of their careers. The courses for teachers and support staff in schools focus on enhancing aspects of quality first teaching (QFT) and developing innovative practice. A range of courses give pedagogical, curriculum and behaviour guidance.

Separate programmes are available for early years, primary and secondary courses. These can be found at [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

#### COMPREHENSIVE CPD PACKAGE FOR SECONDARY SCHOOLS

All secondary schools who buy in to the package will have access to the following:

- ▶ Bi-Termly Breakfast meetings (one place per school)
- ▶ Secondary Deputy Heads Conference (two places)
- ▶ Bi-Termly Deputy Heads Network Forum
- ▶ Termly meetings for subject leaders (11 subjects)
- ▶ One days specific subject training for subject leaders (10 subjects)
- ▶ Leading a Whole School Approach to Personal Development, Behaviour and Welfare
- ▶ Two places on leadership courses (New to Middle Leadership or New to Senior Leadership or Developing Your Talent for Leadership)
- ▶ Ofsted Preparation training (Leadership & Management support) Termly senior CPD Coordinators meeting
- ▶ Updated SEF training
- ▶ Cross-Phase Moderation (English, maths, science)

#### ANNUAL CPD PACKAGES FOR PRIMARY SCHOOLS

Our annual CPD packages for primary schools offers over 60 courses, covering areas such as:

- ▶ Leadership and Management
- ▶ Assessment, Teaching and Learning
- ▶ Literacy
- ▶ Numeracy
- ▶ Behaviour Management
- ▶ Safeguarding and Child Protection
- ▶ SEND and Inclusion.

#### OTHER SERVICES

We also offer these additional services:

- ▶ Annual CPD Package – Special School
- ▶ Primary Bespoke CPD Training
- ▶ Secondary Bespoke CPD Support
- ▶ Limited Secondary CPD Package
- ▶ Twilight course – up to two hours
- ▶ Half day course – up to three hours
- ▶ One day course CPD courses for Early Years settings and childminders.

#### CONTACT DETAILS

For more information please call 020 3076 1516 or email [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk)

## NQT TRAINING PROGRAMME

### Obtaining the principles and the right skills for quality teaching in schools

Our programme offers NQT's access to a comprehensive and tailored programme of training and support throughout their first year of teaching. It consists of a number of taught sessions and half-day focused visits to schools, and covers the principles and skills of quality teaching and how to adapt to the context of teaching in inner London schools.

The programme includes the charge for us to act as your NQT appropriate body, the support for induction mentors and for the administration of NQT assessment paperwork. We also offer an appropriate body per term or for the whole year, available to both primary and secondary schools.

All the training sessions take place at The Tomlinson Centre, our state-of-the-art training and conference centre in East London: [www.thetomlinsoncentre.co.uk](http://www.thetomlinsoncentre.co.uk)

#### NQT TRAINING PROGRAMME FOR EARLY YEARS AND PRIMARY SCHOOLS

Most taught sessions are followed by a half-day session the following week where NQTs visit each other's schools in 'Learning Triads'. This gives the NQTs the opportunity to visit other schools, to observe lead practitioners, to share, observe and analyse each other's practice in the aspect of work which had been discussed the previous week. The 'Learning Triad' members change each half-term to enable NQTs to see a wide range of practice.

The programme has been tailored to meet the needs of NQTs and reflects their priorities for each term during the year. Some examples of the sessions are:

- ▶ organisation and classroom climate
- ▶ clear, shared objectives and success criteria
- ▶ reading by six
- ▶ writing for real
- ▶ safeguarding.

This programme is also available for one-term only.

#### OTHER SERVICES

We also offer these additional services:

- ▶ NQT Appropriate Body Only
- ▶ NQT Appropriate Body (one term).

#### CONTACT DETAILS

For more information please call 020 3076 1515 or email [nqtadmin@learningtrust.co.uk](mailto:nqtadmin@learningtrust.co.uk)

**“The support and guidance given by the team was fantastic and our NQT benefited greatly from it and this could be seen in the rapid progress they made across the first term of the year with the final result he has grown into an excellent and highly effective teacher.”**

Stephen Smith,  
Head Teacher,  
Baden Powell School

# OUR LEADERSHIP CONFERENCES



Innovation, sharing knowledge and experience, and, most importantly, building partnerships with schools are some of our key passions. This is why we offer a conference programme led by internationally renowned speakers and education specialists.

With this programme we want to reach out to all schools and local authorities in London and the rest of England. With a focus on achieving meaningful and positive outcomes, our conferences aim to address the issues your school may be facing, help you to share best practice and provide both strategic and operational support and guidance.

To find out more about our upcoming events, please visit [www.hltconferences.co.uk](http://www.hltconferences.co.uk) and join our mailing list or call 020 8820 7474 or email [marketing@learningtrust.co.uk](mailto:marketing@learningtrust.co.uk)



**'Going back with such useful advice and thoughts to share with Headteachers.'**  
Attendee, Getting the Mix Right, 2014 conference

**KEYNOTE SPEAKERS**  
**Sir Michael Marmot**, Professor of Epidemiology and Public Health at University College London  
**Stephen Scott**, Professor of Child Health and Behaviour at King's College London



**'Absolutely brilliant day – I've got lots of ideas to take back to Nottingham!'**  
Attendee, Literacy: The Key to Success, 2015 conference

**KEYNOTE SPEAKERS**  
**Kevan Collins**, CEO, Education Endowment Foundation  
**Jonathan Douglas**, Director, National Literacy Trust  
**Dr Jane Davis**, MBE Director, The Reader Organisation  
**Mark Phillips**, Senior HMI, Ofsted



**'A really enjoyable day. Helping to give PSHCE the high profile it needs. Great to tap into so many experts!'**  
Attendee, PSHCE, 2015 conference

**KEYNOTE SPEAKERS**  
**Janet Palmer**, HMI, Ofsted National Lead for PSHE Education  
**Jeremy Hayward BA, PGCE**, Institute of Education, Lecturer in Citizenship  
**Chris Waller**, Association for Citizenship Teaching, Professional Development Officer  
**Hackney Youth Parliament representative**



**'Thank you! An excellent thought provoking and inspiring day. It will be the springboard to change.'**  
Attendee, Assessment Without Levels, 2016 conference

**KEYNOTE SPEAKERS**  
**Tim Oates**, Group Director of Assessment Research and Development, Cambridge Assessment  
**Dame Alison Peacock**, Executive Headteacher, The Wroxham School  
**Stephen Turp**, LA Programme Manager, FFT Aspire  
**CHAIR**  
**Calvin Henry**, Leadership and Management Adviser, Hackney Learning Trust



**'A really great day, excellent speakers and workshops and some great ideas to take back'**  
Attendee, Inspiring Future Scientists, 2017 conference

**KEYNOTE SPEAKERS**  
**Professor Averil Macdonald**, OBE, Hon DSc, Hon D.Univ, CPhys, FInstP, FRSA – Emeritus Professor, University of Reading  
**Helen Sizer**, Deputy Head Teacher and Science Lead at a Hertfordshire Primary School, University of Hertfordshire's Science Learning Partnership Lead



# the tomlinson centre

A modern, flexible and affordable training centre and conference venue based in the heart of vibrant East London



Part of Hackney Learning Trust  
Queensbridge Road, London E8 3ND  
Phone 020 3076 1500  
[www.thetomlinsoncentre.co.uk](http://www.thetomlinsoncentre.co.uk)

## OTHER SERVICES

### SCHOOL IMPROVEMENT

#### Early Years Consultancy

Our intensive in-school support and bespoke training helps leaders to implement the principles of good practice in the management of staff, undertake effective data analysis, establish effective EYFS evaluation processes and deliver successful action plans.

#### Hackney Forest School

Early years settings and primary schools can take part in engaging sessions in our beautiful landscaped garden and across the canal on Hackney Marshes. Those taking part in Forest School will have experiences like never before in an exciting and unfamiliar natural setting – a precious asset in urban London

### PUPIL SUPPORT

#### Kench Hill

A residential outdoor education facility housed in an elegant and inviting Georgian mansion set in beautiful gardens in rural Kent. It is close to visitor attractions such as Camber Sands and Bodiam Castle. It holds the Learning Outside the Classroom (LOtC) Quality Badge and has been the base for Hackney's school journeys for nearly 40 years.

#### Speech & Language

High quality, innovative and flexible services. Our qualified and registered Speech and Language Therapists are skilled in identifying and supporting children and young people with speech, language and communication needs.



### BUSINESS SERVICES

#### Coaching & Training

Our focused programme of in-school coaching and training will equip your leaders and staff with the personal, management and leadership skills they need to deliver improved team and individual performance.

#### Communications & PR

Our experienced team offer a wide range of services to help support your school. Whether you want to refresh your corporate message, promote achievement, handle the media, raise your profile or improve school communications.

#### Hackney eSchools

Hackney eSchools offers a combined package of school website, learning platform and great communication tools to help engage with the whole school community.

#### Health & Safety

We will work in partnership with you to provide a safe environment where staff can work and pupils can learn and play. We can help you minimise risks, give clear guidance on formal policies / statutory duties and prevent future issues and costs.

#### Marketing & Design

With extensive experience in raising the profile of schools through creative, collaborative and strategic working, we can help transform and sustain your school's brand, align communications and promote your successes.

#### Property Services

We have extensive experience and skills in managing school building and capital projects. Our aim is to ensure the whole school community operates in a safe and suitable environment, that you are aware of and comply with statutory obligations and that you save time and costs through structured project planning and achieve your overall objectives.

#### The Tomlinson Centre

A modern, flexible and affordable training centre and conference venue. Close to central London, with excellent transport links, our light and spacious venue can be tailored to suit your needs and is ideal for INSET days, conferences, training workshops and meetings.

## FIND OUT MORE

[www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

## OUR PROMISE TO YOU

### Courtesy, honesty, integrity and discretion.

#### GENERAL

##### We will:

- ▶ treat all service users as partners
- ▶ treat you with courtesy, honesty, integrity and discretion
- ▶ treat the information you provide confidentially
- ▶ treat people fairly, embracing differences, respecting individuality and practising equality
- ▶ strive to deliver high quality services
- ▶ provide a reliable service
- ▶ provide an environment that is free from harassment and bullying.

#### COMMUNICATION AND CORRESPONDENCE

##### We will:

- ▶ give a clear and accurate response to your requests in a timely manner
- ▶ be helpful, polite, welcoming and responsive in all our communications
- ▶ answer your telephone calls quickly, in a professional manner, and if the person you wish to speak to is unavailable, we will endeavour to resolve the query to the best of our ability.

#### MEETINGS AND APPOINTMENTS

##### We will:

- ▶ arrive in time for meetings and appointments. If we cannot avoid being late, we will contact the school as soon as possible to say when we hope to arrive
- ▶ if we cannot attend a pre-arranged meeting or appointment, we will let you know as soon as possible and arrange a new appointment or, where appropriate, send a representative.

#### WHAT IS A DAY?

Where the service specifies allocated or negotiated days, this equates to:

- ▶ 1 day = 7 hours (excluding any break for lunch) except Specialist Teaching and Inclusion which is six hours
- ▶ ½ day = 3 ½ hours
- ▶ Note: Some services may include aspects of preparation and follow up time. This will be agreed with you when you purchase the service.

#### CUSTOMER OBLIGATIONS

We respectfully request that you:

- ▶ treat our staff with respect and courtesy
- ▶ attend any meetings/training sessions sufficiently prepared with all necessary paperwork
- ▶ let us know as soon as possible if you have to cancel or delay a meeting
- ▶ provide suitable and adequate space for meetings and in-school training sessions
- ▶ provide the named contact officer for the service with all the information and instruction needed to support quick and efficient service delivery
- ▶ tell the service area or Services for Schools team at Hackney Learning Trust as soon as possible about any changes in circumstances that might affect the purchased service
- ▶ adhere to terms and conditions for services provided.

#### MONITORING AND EVALUATION

If you have any concerns, complaints or comments about how we can improve our services, please email the Services for Schools team at [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk) or call 020 8820 7566

## HOW TO ORDER

There are three ways in which you can place an order with us.

#### WEBSITE

Orders for our services can be placed online using our website: [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

#### PAPER ORDER FORM

If you prefer not to order online, you can download an order form from the website. Please be sure to provide all the relevant information requested, especially the product code, product description, quantity and price.

#### EMAIL

You can also request a service by sending an email to [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)

Your email must contain the product description, product code, quantity and price to avoid any delays in the order being processed. After we have received your email, the order will be placed on your behalf.

#### OTHER INFORMATION

##### New Customers

If you are placing an order for the first time, you will need to register for an account with us. This can be done by clicking on the login button on [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk) and select 'Create new account'. Alternatively, you can complete an order form available on the website and email us a scanned copy. If you need any help, please contact the Services for Schools team.

##### Price on Application (POA)

Where a service is showing 'Price on Application', you will need to contact the service area to discuss your requirements. Contact information can be found on the relevant pages in this brochure or on the website. If you want to purchase one these services, once selected, you will be directed to an online enquiry form which you should complete and submit. Someone from your selected service area will contact you to discuss your requirements. Once this is agreed, we will send an order for you to sign and return to us.

##### Forgotten your password?

If you have forgotten your password, you can reset this online by clicking on the login button and select 'reset your password'. Alternatively you can contact the Services for Schools team or send us an email and we will reset this on your behalf.

#### CONTACT US

Services for Schools  
Hackney Learning Trust  
1 Reading Lane  
London E8 1GQ  
T. 020 8820 7566  
E. [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)



## IMPORTANT INFORMATION

Please read the following information carefully.

### INVOICING TERMS

- ▶ all annual subscription products are invoiced at the start of the subscription period
- ▶ invoicing terms for Price on Application (POA) services and quotes will be agreed at the time of quoting
- ▶ Payroll services are invoiced every three months (retrospectively)
- ▶ Music services are invoiced termly (retrospectively)
- ▶ other services are invoiced on delivery.

### SERVICE DELIVERY

- ▶ Services delivered on an academic year basis run from 1 September to 31 August.
- ▶ Services delivered on a financial year basis run from 1 April to 31 March.

If you have any queries, please contact the Services for Schools team on **020 8820 7566** or at [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)

### PRICES

Prices listed in this brochure exclude VAT and apply from 1 April 2018 to 31 March 2019.

All prices listed are correct at the time of publishing. However, Hackney Learning Trust reserves the right to amend prices from time to time. Up-to-date prices will be posted on the Services for Schools website or available on application.

[www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

### CONTACT US

Services for Schools  
Hackney Learning Trust  
1 Reading Lane  
London E8 1GQ

T. 020 8820 7566  
E. [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)

## HACKNEY LEARNING TRUST TERMS AND CONDITIONS FOR PROVISION OF GOODS AND SERVICES

### 1. DEFINITIONS

- 1.1. **"Agreement"** means these terms and conditions.
- "Annual Subscription Products"** means products supplied by the Trust over one financial year 1st April to 31st March or one academic year 1st September to 31st August.
- "CPD Course"** means any continuing professional development training course offered by the Trust and ordered by the customer
- "Customer"** means the Customer stated within the Order, Quotation or Proposal as having ordered the Products or Services.
- "Invoices"** means invoices from the Trust to the Customer for the Price of the Products or Services.
- "Order"** means a request for Products or Services received by the Trust from the customer.
- "Price"** means the amount charged by the Trust for the Products or Services specified in the Order, Quotation or Proposal.
- "Products or Services"** means any products or services ordered by the Customer as contained in any Order, Quotation or Proposal.
- "Proposal"** means any proposal attached to this Agreement.
- "Quotation"** means an offer by the Trust for the provision of Products or Services to the Customer and refers to Quotations attached to this Agreement.
- "Schedule"** means agreed delivery patterns and times for a product.
- "Trust"** means the Hackney Learning Trust, part of the London Borough of Hackney, Town Hall, Hackney, London, E8 1EA.

### 2. PRODUCTS AND SERVICES

- 2.1. The Trust agrees to supply and the Customer agrees to purchase the Products and Services on the terms and conditions set out in this Agreement.
- 2.2. The Trust will provide the Products and Services to the Customer in accordance with the Order, Quotation or Proposal.

### 3. PAYMENT

- 3.1. The Customer agrees to pay the Trust the Price for the Products and Services.
- 3.2. Invoices shall be payable by the Customer within 30 days of issue. All payments should be made via BACS transfer. Where the Customer wishes to pay by cheque, this should be made payable to the 'London Borough of Hackney' and sent to the address on any Invoice.
- 3.3. The Trust reserves the right to charge interest at a rate of 2% per month calculated on a daily basis from the date payment is due until payment is received.
- 3.4. If a Customer has paid for Products and Services that the Trust cannot provide, through no fault of the Customer, including some act, failure to act, delay or negligence on the part of the Customer, the delivery of the product will either be delayed, to such time that the Trust can deliver it or the Customer will be refunded or not charged for the Products.
- 3.5. If a Product or Service has been requested by the Customer without a written order and the customer accepts delivery of the requested Product or Service, this will constitute an Order and the Customer will be subject to these terms and conditions and charged for that Product or Service.

### 4. QUOTATIONS AND PROPOSALS

- 4.1. The Customer, by signing the Quotation or Proposal, accepts the Price proposed by the Trust for the Products and Services and shall be bound to pay the Trust that Price.

### 5. TRUST'S OBLIGATIONS

- 5.1. The Trust will make every reasonable endeavour to provide the Products and Services in accordance with the Order, Quotation, Proposal and any other specific requirements that have been agreed between the parties in writing.
- 5.2. Should any revisions to the quotation be required, for example because of a necessary change of specification or price the Trust will advise the customer of these revisions and agree the details of the final order before it is placed.
- 5.3. Although the Trust cannot be responsible for price changes from equipment and other third party suppliers, the Trust will make every reasonable endeavour to advise the customer of these changes and the potential impact on their order.

### 6. DELIVERY

- 6.1. The Trust shall endeavour to deliver the Products at the time and date and in the manner specified by the Trust or as otherwise agreed with the Customer.
- 6.2. The Trust shall not be liable for any delay in the delivery of the Products howsoever caused.
- 6.3. The Products may, by mutual agreement, be delivered in advance of the delivery date quoted on the Order, Quotation or Proposal.
- 6.4. Annual Subscription Products delivered by The Trust on a financial year basis shall run from 1st April ending 31st March. Annual Subscription Products delivered on an academic year basis shall run from 1st September ending 31st August. Orders for more than one year shall be for multiples of full academic or financial years.

### 7. CUSTOMER'S OBLIGATIONS

- 7.1. The Customer shall provide the Trust, in good time, with all necessary information required to perform or provide the Products or Services.
- 7.2. The Customer will provide the Trust with access to its premises if the Trust reasonably requires it for delivery of the Products or Services.

### 8. MODIFICATIONS AND VARIATIONS

- 8.1. In exceptional circumstances, the Trust may need to vary the schedule, content or delivery of the Products or Services and will advise the Customer of its intention to do so.
- 8.2. In some instances, individual Products or Services may have discreet terms and conditions applicable to their particular Product or Service. These shall be in addition to the terms and conditions outlined herein. Should there be any conflict between these terms and conditions and the other terms and conditions then the order of precedence will be as stated in the additional terms and conditions.

### 9. TERMINATION/CANCELLATIONS

- 9.1. Either party may cancel any or all of the Products or Services contained in the Order, Quotation or Proposal by giving the other 12 weeks' written notice. (This Clause 9.1, however, does not apply to Annual I.T. Support Contracts. Such contracts can only be terminated by the Customer for material breach after the Customer has given the Trust a reasonable opportunity to rectify any alleged material breaches).
- 9.2. If the Customer gives the Trust less than 12 weeks' notice or cancels part way through delivery of the Products or Services, it may be liable for the full cost of the Product or Service ordered or charged any costs that the Trust incurs as a result of the cancellation, up to the full cost of the Product or Service.
- 9.3. In the event that the Trust is unable to supply all or any part of the Products, it shall refund the Customer for that part of the Products it cannot deliver.
- 9.4. If the Trust has scheduled Products or Services to take place on the Customer's site, and the Customer fails to advise the Trust of any change in the schedule of those who will be receiving the Products or Services within 48 hours before the Service is due to be carried out or the Products been due to be delivered, then those Services or Products shall be deemed to have been delivered and will be charged for by the Trust.
- 9.5. If delays are caused by the Customer not responding to the Trust with suitable delivery times to enable a delivery to be made, the Trust may extend the time in which delivery of the order can be fulfilled, and if no further action is taken after an extension of time is granted, the Trust may deem the products to have been delivered and charge accordingly.
- 9.6. If a Party is in breach of a material term of this Agreement and despite written notice from the other Party, fails to remedy such breach within 30 days, then the other Party shall be entitled to terminate this Agreement with immediate effect.
- 9.7. The Trust may cancel all or part of the Products or Services (and refund a reasonably apportioned percentage of the Price on a quantum meruit basis) if it considers that the usage of the Product or Services exceeds what the Trust considers to be fair use in all the circumstances.
- 9.8. Where individual CPD Courses are purchased, clauses 9.1, 9.2, 9.3, 9.4 and 9.5 shall not apply.
- 9.9. If the Customer cannot attend a Course, they shall give no less than 7 days written notice and have the right to defer to another date, subject to availability.
- 9.10. If the customer does not attend a CPD Course or does not give notice as required by clause 9.9, then the Customer will be liable for the full cost of the course.

### 10. NON-EMPLOYMENT AND NON-SOLICITATION OF EMPLOYEES

- 10.1. In order to protect the legitimate business interests of the Trust, the Customer covenants with the Trust that it shall not:
- 10.1.1. for a period of 4 months from the date of delivery of the Products or end date of the Services (except with the prior written consent of the Trust) employ or engage or otherwise facilitate the employment or engagement of any employee, worker, consultant, associate or other person involved in the delivery of any Products or Services ordered under this Agreement; nor
- 10.1.2. for a period of 12 months from the date of delivery of the Products or end date of the Services, (except with the prior written consent of the Trust) directly or indirectly solicit or entice away (or attempt to solicit or entice away) from the employment of the Trust any employee, worker, consultant, associate or other person involved in the delivery of any Products or Services ordered under this Agreement.
- 10.2. Neither shall the Customer solicit similar Products or Services, as it has in the past received from the Trust, from an employee of the Trust via a private arrangement with that employee.
- 10.3. If the Customer commits any breach of clauses 10.1, or 10.2 above, it shall, without prejudice to any other rights or remedies of the Trust, on demand, pay to the Trust a sum equal to either three months' basic salary payable by the Trust to that employee or worker, or five times the Price for the Product or Services in the case of a consultant or associate plus the recruitment costs incurred by the Trust in replacing such person.
- 10.4. To help the Trust safeguard its intellectual property, the Customer shall immediately inform the Trust should they be approached by former Trust employees offering to provide Products or Services which the Trust provides.

### 11. CONFIDENTIALITY

- 11.1. The Parties shall keep confidential all information pertaining to the Products and Services and this Agreement, unless otherwise agreed.
- 11.2. All information processed under this Agreement shall be dealt with in accordance with the Trust's information sharing guidance, the common law duty of confidentiality, any guidance from the Information Commissioner's Office on information sharing, the Data Protection Act 1998 and the Freedom of Information Act 2000.

### 12. HEALTH AND SAFETY

- 12.1. The Trust and any of its personnel shall, when using the Customer's premises or facilities, comply with the Customer's policies and procedures relating to security and workplace health and safety.

### 13. COPYRIGHT AND INTELLECTUAL PROPERTY

- 13.1. Copyright in all reports, documents and the like produced by the Trust in the performance or provision of the Products or Services shall remain vested with the Trust, but the Trust shall grant an irrevocable, royalty free license to the Customer to use such Goods, reports, documents and the like for the specific purpose of the Products or Services.
- 13.2. Products or Services may only be reproduced for non-commercial or training purposes on condition that the Product or Service has been purchased by the school, organisation or individual using it or because that school, organisation or individual has been authorised in writing to use this material by the Trust. For the avoidance of doubt, Products or Services may not be passed-on, resold, amended or delivered to third parties (either for commercial or non-commercial purposes) who have neither purchased the Product or Service from the Trust nor had the Trust's permission to use it.

### 14. DISPUTE RESOLUTION

- 14.1. Concerns relating to the Products or Services provided under this Agreement should be raised in writing in the first instance with the service contact person at the Trust, whose details can be found in the services for schools brochure or on our website [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)
- 14.2. If the Customer's concern is not resolved it shall be escalated to the Traded Services Team at [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk). The Traded Services team will work with colleagues including the trust's senior leadership team to resolve the concern as soon as possible.
- 14.3. Where disputes arise that cannot be settled within the above resolution process, an option for referral to the Centre for Dispute Resolution may be considered. In this case, the decision shall be final and binding on the parties.

### 15. LIMITATION OF LIABILITY

- 15.1. The Trust will provide and/or perform the Products and Services for the Customer with reasonable skill and care and acknowledges that it may be liable to the Customer for any losses, damages, costs or expenses ("Losses") if a breach of the duty of care, wilful default or dishonesty is established.
- 15.2. The Trust will maintain insurance coverage at a level commensurate with an organisation of the Trust's size and risk profile, and include cover for employer's liability and professional indemnity.
- 15.3. The aggregate liability of the Trust, whether to the Customer or to any third party, in contract, tort or otherwise, for any Losses arising from or in any way connected with the Products shall be limited to ten (10) times the contract value, or £100,000, whichever is lesser.
- 15.4. However, the Trust will not be liable if such Losses are due to the Customer providing false, misleading or incomplete information or documentation or due to the acts or omissions of any person other than an employee of the Trust.
- 15.5. The Trust's liability, whether to the Customer or any third party, in contract, tort, under statute or otherwise shall exclude any indirect or consequential loss or damage (including loss of profits) suffered by the Customer or any third party arising from or in connection with the Products or Services being provided.

### 16. GENERAL

- 16.1. This Agreement constitutes the whole understanding between the parties and supersedes any prior discussions, negotiations, arrangements or agreements between the parties in relation to the Products or Services.
- 16.2. The invalidity or unenforceability of any provision of this Agreement shall not affect the continuation in force of the remainder of this Agreement.
- 16.3. The rights granted to either party under this Agreement shall not be waived except in writing. Any waiver of any of such rights or of any breach of this Agreement by either party shall not be construed as a waiver of any other rights or of any other or further breach.
- 16.4. Failure by either party to exercise or enforce any rights conferred upon it by this Agreement shall not be deemed to be a waiver of any such rights or operate so as to bar the exercise or enforcement thereof at any subsequent time or times.
- 16.5. The section headings contained in this Agreement are for convenience purposes only and shall not affect the interpretation of this Agreement.
- 16.6. Nothing in this Agreement confers or purports to confer any right pursuant to the Contracts (Right of Third Parties) Act 1999 or otherwise to enforce any of its terms on any person who is not a party to it.
- 16.7. This Agreement shall be governed and construed in accordance with the laws of England and Wales.
- 16.8. All prices listed are correct at the time of publishing, however the Trust reserves the right to amend prices from time to time. Up to date prices are available on the services for schools website [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

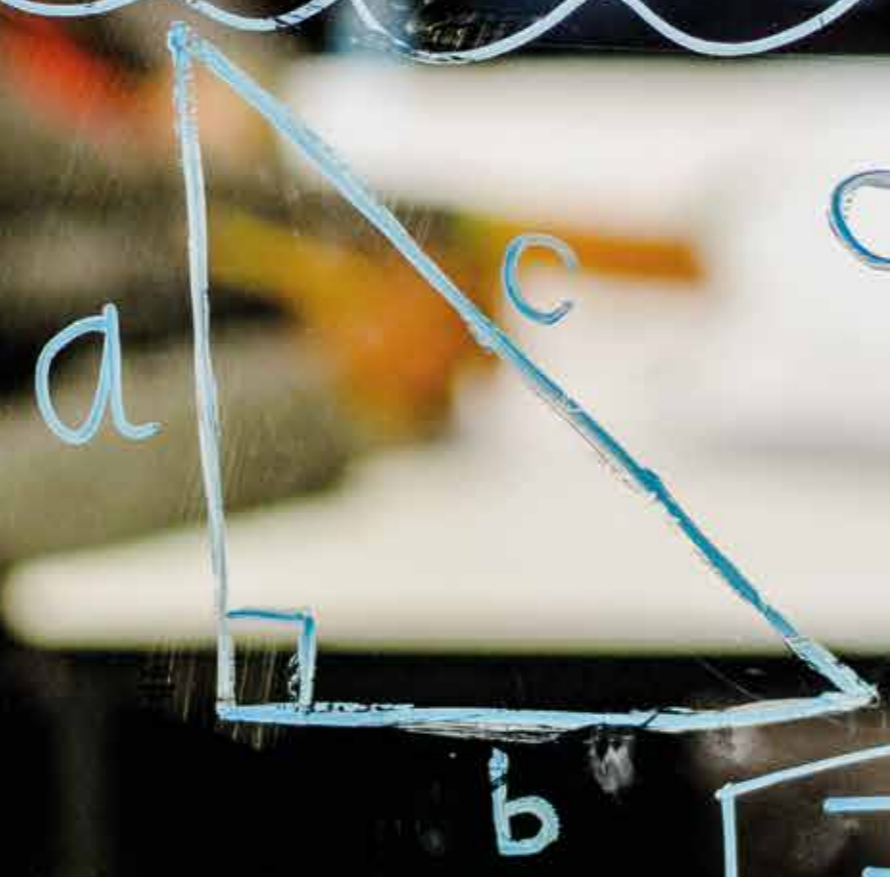


EQUATION

$x^2 + bx + c$ , where  
given by:

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

PYTHAGORAS' THEOREM



$$c^2 = a^2 + b^2$$

INEQUALITIES  
< LESS THAN

Services for Schools

Hackney Learning Trust  
1 Reading Lane  
London E8 1GQ

T. 020 8820 7566

E. [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)

[www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)

