

We love to read, dream, sing,
write, laugh, count, draw, think,
play, learn, experiment, act,
talk, create, ride, ask, cheer,
dance, help, jump, hablar,
imagine, run, look, paint,
listen, explore, do you?



services for schools

WORKING TOGETHER TO IMPROVE OUTCOMES

hackneyservicesforschools.co.uk



hackney
learning trust

welcome

Partners in education

Hackney Learning Trust is a trusted provider of educational and business services that is active across London and beyond.



We offer support from the early years phase right through to Key Stage 5.

Our ethos of putting the development of children and young people at the forefront of what we do, is reflected in our record of increased attainment in schools. Collectively, we take pride in the fact that Hackney remains one of the highest performing local authorities in the country.

HLT's teaching and learning and leadership and management teams are made up of skilled and experienced school leaders whose practice is rooted in current work in schools.

Our advisers have a truly collaborative approach where the long term best interests of your school and learners are at the heart of everything we do. We will never recommend something you do not need. Our ambition is to partner with schools throughout the country.

One of the benefits of working with Hackney Learning Trust is that we have a wide variety of expertise and specialisms to draw upon which helps us provide a holistic and joined up approach.

You can find out more about what we do in this brochure.

We would love to hear from you, whatever your situation, so please get in touch today.

Call us on 0208 820 7223 or email s4s@learningtrust.co.uk or visit us at hackneyservicesforschools.co.uk

With best wishes,

Annie Gammon
Director of Education, Hackney Learning Trust

OUR ACHIEVEMENT IN HACKNEY

% of pupils attending a good or outstanding school



95.7%

KS1

Top five in England for % of pupils reaching expected standard



2nd



4th



3rd

KS2

70% of pupils reaching expected standards in reading, maths and writing



KS4

16th in England



Provisional result 2018

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please call 020 8820 7566 or email s4s@learningtrust.co.uk



Improving
outcomes
and attainment

school improvement



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 in schools and in raising educational standards through more effective teaching and learning.

Our team of specialists, comprising of former teachers, SENCOs, senior leaders and subject experts, adopt a tailored and challenging approach when working with your school to ensure you get the 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 the management of key risks. Hackney Learning Trust's governance services utilise staff with wide-ranging expertise of school leadership and governance. We are a trusted provider in helping governing boards support and challenge the continuous improvement of their schools

Governance support and clerking

Our comprehensive support provides effective administration and clear guidance to enable stronger governance of educational, organisational and financial performance. Our core governance package comprises of TWO elements:

1-5 governing board meetings*
£410 per meeting
04/GOV/027

6-12 governing board meetings*
£390 per meeting
04/GOV/028

13+ governing board meetings*
£370 per meeting
04/GOV/029

Governance Helpline
£1,020
04/GOV/001

1 Governance Advice and Support Helpline

An advice line for matters of statutory governance, a termly briefing with Chairs of Governors and school leaders, half termly Leadership Updates on key educational matters, access to best practice exemplars including policies on the administration of governance and financial regulations, and membership of the National Governors Association.

2 Governance clerking

This service includes provision of a skilled clerk to prepare agendas and briefing reports, support and minute meetings, provide advice on statutory matters and maintain governing board data as well as access to a Governance Toolkit to strengthen the practice of governance. Clerking must be purchased together with the Governance Helpline.

*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.



“ The clerking service provided by Hackney is excellent. The clerk provides advice on governance issues and her knowledge and understanding of the law is such, that she is always able to give the governors advice on procedural and other matters. ”

Karen Law, Headteacher,
William Patten, Primary School

Other services

Governors' training package
£500 per school

04/GOV/011

Governance bespoke support
Price on application

04/GOV/026

Specialised clerking services
£460 per meeting

04/GOV/009

Bespoke governance training
Price on application

04/GOV/013

Individual governor training session
£95

04/GOV/017

please call **020 8820 7369** or email governorservices@learningtrust.co.uk

leadership and management

primary and secondary

Uncompromising high quality professional support and challenge

Hackney Learning Trust has a track record of success in helping schools to improve. We offer experienced advisers at all levels, all of whom have either worked as headteachers or senior leaders in good or outstanding schools. Each has expert knowledge of the Ofsted evaluation schedule, accountability arrangements, and crucially, practical understanding of how schools can improve.

Leadership and management support

We provide a wide range of support including help 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

£680 per day
10/LAM/001

School improvement partner programme

Every school will have an allocated Adviser to work with school leaders throughout the year. The programme is flexible and includes the following building blocks which includes:

- 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
- annual summary report for governors

£3,050 per year*
11/TAL/032

*Free to Hackney maintained schools



Supported peer review

This model is particularly effective for MATs, federations or for schools who wish to work together to build leadership capacity. The Leadership and Management Adviser, the visiting headteacher and the school's own leaders will plan a variety of activities including learning walks, data evaluation and work scrutiny. These activities will be used to assess the quality of teaching, learning and assessment against current Ofsted criteria.

£1,050
10/LAM/014

“ Impressed and thankful to have such a knowledgeable, supportive yet challenging SIP. ”

Rachel Bailey, Headteacher,
Abbot's Hall Community
Primary School

Ofsted readiness check/ one day review

A condensed, bespoke one-day review of school leadership, management and teaching. A written report, highlighting both effective practice and next steps will be shared with governors and stakeholders.

Adviser(s) 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

Price on application
10/LAM/012

Headteacher performance management

Our experienced Advisers will guide governors through the performance management process. The service includes an assessment of pupil progress,

a summary of performance and negotiation of new objectives.

£560
10/LAM/009

please call **020 8820 7499** or email 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 music and cultural organisations and groups.

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.

Price on application
18/MUS/028

Please note that this service is renewed automatically each year unless schools give half a term's notice in writing



First access to music

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

Whole-class tuition for new instruments

A year-long programme providing one term of whole-class instrumental tuition free of charge followed by two hours a week of small group tuition for pupils who wish to continue.

£2,200 per year
18/MUS/016

Whole-class instrument taster scheme for tuition already in place

A 'feeder' for existing instrumental tuition. Different instruments can be offered in five-week cycles. The whole class is taught in small groups for five half-hour sessions, mornings or afternoons.

£950 per term
18/MUS/017

Music festivals

A range of inspirational events allowing pupils to showcase their skills in public performances and gain personal confidence by performing with their peers. Events include early years, junior and secondary singing festivals, and instrumental and dance festivals.

Price on application
(between £50-£90
per class)
18/MUS/018

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. Advice and support with planning and quality assurance of the Music curriculum.

Price on application
£430 per day
18/MUS/029

“ The Hackney Music Service is the best I have worked with. They have provided support for our new music department and helped us to establish an exciting instrumental programme with their excellent peripatetic tutors and instrumental loans. ”

Hannah-Claire Cameron,
Subject Leader for Music,
City of London Academy
Shoreditch Park

Other services

In-class Music curriculum support
£65 per hour
18/MUS/022

African drumming and dance residency for ten weeks
£2,550
18/MUS/024

Carnival music project
Price on application
18/MUS/026

Bespoke music projects
Price on application
18/MUS/036

Instrument loan scheme*
Price on application
18/MUS/032

Instrument carriage
£40-£60
18/MUS/038

Graded examinations
Price on application
18/MUS/037

*Hackney schools and academies only

please call 020 3076 1534 or email musicservice@learningtrust.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 consultants adopt a flexible approach to meet your needs and help you deliver outstanding teaching and learning, attainment and pupil progress.

Bespoke teaching and learning support

We have a team of associate deputies and expert practitioners who offer bespoke support tailored to meet your needs in:

- reading and writing
- mathematics
- humanities
- computing
- science
- religious education
- action research
- emotional well-being

| **£540 per day**
| 11/TAL/018

Reading moderation for KS1 and KS2

Our moderation pack can be used with all your other evidence about how children are progressing and enables schools to build up a whole picture of a child's reading and use this accurately to make a judgement about their progress and any further support that may be required.

| **£300**
| 11/TAL/039



Daily Supported Reading programme – KS1

This programme helps all children make accelerated reading progress throughout KS1. Children enjoy daily independent reading in small groups matched to their current reading level, led by a trained adult using differentiated lesson guides. This method has a proven track record of success in raising school reading standards, and securing staff development in teaching reading. The programme includes:

- a half-day training session for all staff who will be working with children (or whole-school training)
- one training session for the Project Co-ordinator and a follow up review session
- programme materials to structure independent sessions with daily reading groups
- access to three termly forums and access to electronic resources and materials

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

Daily Supported Reading

£2,500
11/TAL/030

Annual subscription

£500
11/TAL/034

Refresher training

£500
11/TAL/050

Destination Reader – KS2

Destination Reader supports schools in developing reading for pleasure and purpose through an approach to teaching reading. It involves daily sessions incorporating whole class modelling prior to the children applying these skills through partner work and independent reading. The approach creates deep understanding of texts, develops oracy around reading and increases breadth of reading. It can be applied to any texts linked to a school curriculum or core books. The programme includes the following elements:

- two days of core leadership training (two delegates per school)
- package of programme materials
- access to the Destination Reader online resources (for the school year of purchase)
- implementation support

We continue to support schools through an annual subscription which ensures access to termly forums, updated materials and curriculum resources. Bespoke support is also available on request.

Destination Reader

£2,500
11/TAL/016

Annual subscription

£500
11/TAL/047

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.

Secondary teaching and learning support

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:

Maths: support to plan outstanding maths lessons, develop higher order thinking skills, and improve students' problem solving and questioning skills.

Science: 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.

English / whole school literacy: strategies and frameworks for enhancing English and whole school literacy provision and for teaching, reading, writing, speaking and listening.

Computing: support to develop 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: curriculum support, strategy and general guidance to help your school to build and develop a vibrant and successful expressive arts programme.

PSHCE: bespoke support and planning 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.

Religious education: bespoke support for heads of department in all areas of teaching and learning, including curriculum, pedagogy, assessment, good practice and SACRE guidance.

| £540 per day 11/TAL/019

The LIT Programme – Year 7

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.

Features of the package include:

- practical training for LIT tutors on LIT pedagogies and new guidance for assessment
- pre and post training telephone and email support
- online planning and pupil resources for one year covering a range of texts, as well as written tasks
- an online 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 implementation support.

The LIT Programme
£3,000
 11/TAL/015

The LIT Programme
annual subscription
£500
 11/TAL/061

LIT Programme
refresher training
£750
 11/TAL/063

“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



please call **020 8820 7499** or email school.improvement@learningtrust.co.uk

post 16

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.



Sixth form leadership and management

We can 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 can include Learning Walks and a mock Ofsted. Our service supports institutions and other local authorities.

£680 per day
10/LAM/019

Post 16 teaching and learning

All our consultants have been high performing teachers and leaders, and have a strong track record of delivering improvements in teaching standards. Our consultants are able to offer detailed support to subject departments including CPD sessions, one-to-one coaching or chairing effective meetings. We can offer specialist consultants across a wide range of subjects including STEM, English, Humanities and Media.

£540 per day
11/TAL/060

Post 16 package

The post 16 package includes four days leadership and management support, five days of A Level teaching and learning support and three subjects' worth of moderation reports. This package also includes the post 16 network benefits, giving your teachers access to all subject network meetings, post 16 network meetings for heads of sixth form and two places at the post 16 summer conference.

£9,300 per year
24/CPD/015

“ Knowing that we had worked successfully for some time with the Hackney Learning Trust Post-16 Team at Cardinal Pole Catholic School to secure our 'Outstanding' OFSTED grade for Post-16 provision, I was delighted to be able to continue the same extensive and informed support on my appointment at St Aloysius College in Islington. ”

Jane Heffernan,
Executive Headteacher,
Cardinal Pole Catholic School
and St Aloysius College

Post 16 network meetings package

This package includes two or three network meetings per year across 20 vocational and A-level subject areas including STEM, Humanities, Languages and BTECs. These meetings allow teachers to share ideas, KS5 teaching techniques and class resources. We also run two post 16 network meetings for heads of sixth form. A place at the annual post 16 summer conference is also included.

£3,150 per year
24/CPD/018

Post 16 moderation

Our experienced moderators will mark a sample of mock A-Level exam papers and write an examiner's report. Scripts are moderated for being at the right level, accuracy and what they reveal about the student.

£130 per unit /component
24/CPD/020




please call **020 8820 7499** or email school.improvement@learningtrust.co.uk



pupil support

Helping all pupils flourish

A photograph of a classroom scene. A female teacher with dark hair tied back, wearing a grey sweater and a blue lanyard with 'STAFF STAFF STAFF' written on it, is leaning over a green table. She is looking at a book held by a young boy with curly brown hair, who is wearing a dark school uniform. To the right, a young girl with blonde hair in a ponytail, wearing a grey checkered school uniform, is also looking at the book. In the foreground, the back of another child's head and shoulders, also in a grey checkered uniform, is visible. The background shows a green carpet with colorful geometric shapes and a red cylindrical object.

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.

attendance

High attendance equals high attainment

Our experienced staff will work with you to identify the root causes of absence and support children back into school. As well as visiting schools, we work directly with individual pupils and parents to achieve regular school attendance.

Attendance service package

We offer casework and outreach work with pupils and families, help with producing attendance strategies and guidance in applying DfE best practice. Our expertise also includes statutory intervention, including attendance orders, fixed penalty notices and prosecution of parents.

Half day per week*

£6,650 per year

14/ATT/002

One day per week

£13,175 per year

14/ATT/003

Two days per week

£26,250 per year

14/ATT/004

Two days per term (3 terms)

£2,075

14/ATT/007

Three days per term (3 terms)

£3,100

14/ATT/008

*Days per week refer to term time only

educational psychology

Collaborative, solution-focused and systemic support

Educational psychologists work collaboratively as part of a joint problem solving process to help find a way forward. This approach uses solution-focused consultation which leads to a shared understanding, supports the raising of attainments and delivers better outcomes.

Bespoke support

Our services are entirely bespoke to your school and could include:

- developing and evaluating effective SEN systems and implementing the SEND Code of Practice 2015
- supporting staff to build their capacity in meeting high incidence special educational needs, e.g. literacy difficulties
- whole school approaches including positive behaviour management
- training including “Maximising the Practice of Teaching Assistants” (MPTA), Emotional Learning Support Assistants (ELSA) and Social Communication/Emotional Regulation/Transactional Support (SCERTS) model

Our educational psychologists are registered with the Health and Care Professions Council (HCPC).

1-6 days
£620 per day
19/EPS/012

7-14 days
£595 per day
19/EPS/013

15+ days
£570 per day
19/EPS/014



please call 020 8820 7057 or email eps.admin@learningtrust.co.uk

inclusion

Supporting inclusion and optimising achievement

We will support you to include students with SEND into mainstream schools 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 school support. It can include:

- specialists in ASD, moderate to severe learning difficulties, profound and multiple learning difficulties and social, emotional and mental health difficulties
- assistance with learning difficulties such as dyslexia and developmental language disorder
- visual impairment and deaf and partially hearing advice for children aged 0–25 (provided free to Hackney schools)

1–6 days
£570 per day
 20/INC/019

7–14 days
£545 per day
 20/INC/020

15+ days
£520 per day
 20/INC/021

Other services

Dyslexia/specific learning difficulties 1 day Assessments
£570 per day
 20/INC/022

Bespoke services and training
Price on application
 20/INC/016

please call 020 8820 7326 or email inclusionadmin@learningtrust.co.uk

Hackney eSchools

Revolutionise the way your school shares information and learning



Exclusive offer to Hackney schools
FREE content transfer. For a limited time only, we will move all your existing content to your new website completely free of charge.

Hackney eSchools combines an easy to update school website that is beautifully designed to match your school's branding and ethos with a host of communication and learning tools, minimising the need for multiple online services and saving you huge amounts of time and money on a day-to-day basis.

"Hackney eSchools makes it easy. It's so simple to arrange and upload content; it's a breath of fresh air. The customer service is outstanding and we would recommend them for users at any level."

Kate Apostolov, Assistant Headteacher, Jubilee School

Call today

020 8820 7019


hackneyservicesforschools.co.uk/eschools

Hackney
eSchools



business services

Expert and cost effective support for your school's back office

A photograph of two women sitting at a white table in a bright, modern office or meeting room. The woman on the left is Black with curly hair, wearing glasses and a patterned top. The woman on the right is white with long brown hair, wearing a floral patterned top. They are both looking at each other and appear to be in a conversation. A large, semi-transparent teal circle is overlaid on the image, containing text.

Ensuring your school has effective systems and processes to support its day-to-day running is key to its overall success. Poor IT infrastructure or financial errors can undermine even the best of schools.

Hackney Learning Trust offers a range of business support services provided by specialists who understand how to help you deliver the best for your pupils. From first class SIMS support from an experienced and friendly team to high quality financial advice that helps you ensure value for money across your budget, all our services are structured and priced to help you achieve the best results possible.

human resources

Comprehensive and cost effective HR support

Our 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.

Annual HR packages*

Our all-inclusive HR support packages provide personalised support and help to build capacity. Packages include:

- a designated HR adviser
- HR telephone support for advice and legal guidance
- support with of all types of case work, settlements and employee relations
- checking single central records and reviewing personnel files
- vacancy placements on HLT website
- free annual training session

Primary (1–1.5 form entry – 10 days)
£4,335 per year
05/HR/001

Primary (2 to 3 form entry – 14 days)
£6,070 per year
05/HR/002

Secondary (up to 800 pupils – 16 days)
£6,935 per year
05/HR/007

Secondary (800+ pupils – 19 days)
£8,235 per year
05/HR/008



Disclosure and barring service (DBS)

Our online DBS system and dedicated DBS professionals help schools make safer recruitment decisions. Contact us for more information.

Price on application
05/HR/099

* Please note: Annual packages are based on a maximum allocation of time. If the maximum allocated time is exceeded, additional support will be charged at £435 per day.

“Excellent is the only word I can use to describe it. Supportive, knowledgeable and always looking for the best way to support the school.”

Stephen Smith,
Headteacher,
Baden Powell
Primary School

Other services

Bespoke HR training	Price on application	05/HR/037
Bespoke HR support	Price on application	05/HR/039
Mediation	£520 per day	05/HR/038
HR administration support	£285 per meeting	05/HR/036
Migrant Workers Sponsorship Certificate	£365 + HO costs	05/HR/028
Renewal of Migrant Workers Certificate	£199 + HO costs	05/HR/029
Single vacancy on HLT website (free with HR package)	£79 per advert	05/HR/024

please call **020 8820 7538** or email **hr@learningtrust.co.uk**

IT services

Flexible and proactive technical support with no hidden costs

Our team of experienced IT experts know schools well. Our aim is to provide a quality service for your school, delivering low cost solutions that enhance teaching and learning.

Remote technical support package

Our remote technical support packages are based on a five day Monday to Friday support service and include:

- unlimited access to service desk support
- free engineer on site if we cannot resolve any issue remotely
- technical support for all your IT assets including interactive whiteboards, PCs and printers
- training for staff

Price on application
01/ICT/050

Please note: prices start from £2,400

On-site technical support package

This package can be tailored to your school's needs, starting from half a day per month. Packages include:

- an on-site technician at your school
- unlimited access to service desk support
- technical support for all your IT assets including interactive whiteboards, PCs and printers
- training for staff

Price on application
01/ICT/049

Online backups

Your critical data will be backed up using a secure cloud based system that is compliant with government data protection (GDPR) guidelines. Where applicable, we will work with you to reduce unnecessary data. Prices are based on the following banding structure:

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 (Office 365 and G Suite)

Management of your Office 365 email or Google Mail system, processing new starters and leavers and changes to email accounts, including enabling access from a wide variety of devices.

Office 365 £499 per year
01/ICT/019

Google Mail £499 per year
01/ICT/062

please call **020 8820 7777** or email itservices@learningtrust.co.uk

Our team

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

- Chartered IT professionals
- Microsoft certified IT professionals, system engineers and system administrators
- Cisco certified network associates including security
- ITIL intermediate professionals in service strategy, design, transition and operations
- Programme managers qualified in MSP (Managing Successful Programmes)



IT project management

Our team of highly skilled project managers have many years' experience delivering IT solutions in schools. They can help develop an ICT strategy that incorporates new technologies to enhance teaching and learning. All our project managers are PRINCE2 practitioners. Our portfolio of successful projects includes:

- 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

IT procurement

We can help you procure IT products and services using procurement frameworks and agreements which are pre-tendered, fully EU-compliant and have extensive education discounts.

Price on application
01/ICT/032

Other services

Mobile device management (Apple iPads)

Price on application
01/ICT/035

Pay as you go technical support

Price on application
01/ICT/034

IT training

Price on application
01/ICT/037

please call **020 8820 7777** or email **itservices@learningtrust.co.uk**

SIMS support

Get the most out of your data with SIMS accredited specialist support

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, Reporting, Admissions, Attendance, Behaviour Management, SEN, Personnel, Assessment and Course Manager
- three scheduled training visits a year
- scheduled workshops/briefings on SIMS upgrades, end of key stages assessment and end of year procedures
- unlimited service desk support
- specific guidance on statutory returns, preparation and submission support and services
- access to the MIS website containing an extensive collection of update and resources
- updates, deployment of releases, and upgrades and patches to both SIMS and FMS

**Price on application
(Primary and special schools)**
01/ICT/020

**Price on application
(Secondary schools)**
01/ICT/022



SIMS report

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 School Attendance Analysis Report - enables easy analysis of attendance data across the school and for different groups of pupils such as EAL and Pupil Premium.

HLT Staff Absence Analysis Report - enables analysis of staff absence across the school as well as for individual staff members. Data is presented in terms of working days lost and total occurrences by absence type.

Price on application
01/ICT/027

please call **020 8820 7777** or email **sims.support@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 regard to answering school queries promptly. In my opinion, the quality of service is excellent.”

Jatin Shamji,
Business Manager,
Daubeney School

Capita SIMS core module licence

The Hackney full SIMS suite licence is only available to schools who purchase the SIMS support package and prices are based on the number of pupils on roll at your school.

Price on application
01/ICT/070

Additional SIMS services / modules

SIMS Dinner Money
Price on application
01/ICT/026

SIMS bespoke support and training
Price on application
01/ICT/031

FMS BACS set up and maintenance
£250
01/ICT/030

SIMS and FMS server migrations
£750
01/ICT/066



helping
schools
inspire

Accredited Support

please call **020 8820 7777** or email sims.support@learningtrust.co.uk

payroll



An experienced and trusted local payroll provider for schools

Paying staff the right amount at the right time is critical to the smooth running of your school. We are experienced in managing the complexities of school payroll and the different terms and conditions of teaching and support staff.

Payroll

Payroll services include:

- processing payrolls for each pay period to pay all employees by BACS
- processing new starters and leavers and changes to working hours
- implementing pay awards, arrears calculations and salary increments
- emergency payments
- calculating overpayments, issuing debt letters and agreeing the deduction process
- recording unpaid absence and calculating deductions
- 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

£4.40
per payslip
06/PAY/001

£36 per emergency
payment
06/PAY/002

Pension administration

Pension administration services for Monthly Data Collection, processing pension forms, such as retirement, re-employment, repayment and those dealing with missing service issues. This service must be purchased by Hackney maintained schools who do not purchase HLT payroll services.

**Teachers' pension administration,
primary 1-1.5 form entry**
£500
06/PAY/003

**Teachers' pension administration,
primary 2+ form entry**
£600
06/PAY/004

**Teachers' pension administration,
secondary**
£700
06/PAY/005

please call **020 8820 7697** or email payroll@learningtrust.co.uk

school finance

“Good quality service from an experienced and responsive team.”

Simon Walden,
Business Manager,
Haggerston
School

”

Reduce financial risk and meet your statutory requirements

Our experienced school finance experts can guide you through the maze of rules and regulations and ease the pressure at critical points in the financial year.

School finance support package

We can assist with the following:

- financial planning, modelling and monitoring
- year-end accounts closure and audit compliance
- attendance at governors' meetings
- budget planning software and training, support and guidance
- helpdesk support providing prompt response to all financial queries
- VAT, accounting for capital projects, financial systems, reports and troubleshooting

Level one

(three full day visits per year)

£2,930
03/FIN/001

Level two

(six full day visits per year)

£4,230
03/FIN/017

Level three

(16 full day visits per year)

£7,030
03/FIN/002

Bursarial services

The precise scope of financial duties will be agreed with your school but may include:

- financial record keeping – preparation of monthly and annual financial returns, maintenance of SIMS (or KEYS) accounting system and bank reconciliation
- payment processing, purchase orders and financial queries
- budget preparation and monitoring (including variances to budget)
- specialist consultancy support for specific financial issues, changes and initiatives

One day per month over 10 months

£5,290
03/FIN/005

Two days per month over 10 months

£10,455
03/FIN/006

Three days per month over 10 months

£15,525
03/FIN/007

Four days per month over 10 months


£20,550
03/FIN/008

please call 020 8820 7697 or email payroll@learningtrust.co.uk

professional training

Cutting edge
professional
development





Hackney Learning Trust offers an extensive range of training, available centrally or on a bespoke basis within your school. Our training is delivered by experienced and knowledgeable staff who are up-to-date with the latest best practice pedagogy and evidence based practice.

We welcome you to attend any of our courses, whether you are working in Hackney or in a school or setting outside the borough. We focus on sharing knowledge between schools and our training is rooted in sharing practical tips for improving outcomes.

CPD

High quality CPD for teachers, leaders and support staff

Our professional development programmes are rooted in best practice from both local and national initiatives. We draw on our outstanding record of achievement in Hackney and beyond to share best practice in supporting the growth of schools, teachers and leaders.

Annual CPD packages for primary schools

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

- Leadership and management
- Assessment, teaching and learning
- Literacy and numeracy
- Behaviour management
- Safeguarding and child protection
- SEND and inclusion

Small primary package
(1-1.5 FE)
£2,500*
24/CPD/006

Large primary package
(2+ FE)
£3,900*
24/CPD/007

Comprehensive CPD package for secondary schools

Our comprehensive package offers fantastic value. The package includes:

- Six breakfast briefing updates
- Secondary deputy heads' conference (two places)
- Termly senior CPD co-ordinators forum
- Ofsted preparation training and updated SEF training
- Two places on leadership courses
- Termly meetings for subject leaders
- One day's subject leader training

£5,100*
24/CPD/009

We also offer individual CPD courses. Please visit our CPD booking site hackneylearningtrust.bookinglive.com for more details.

*Prices are subject to change from 1 September 2019 (2019/20 Academic year).

please call 020 3076 1516 or email cpdadmin@learningtrust.co.uk

NQT

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

Our primary programme offers NQT's access to a comprehensive programme of training and support. The cost of the programme includes the charge for us to act as your NQT appropriate body, support for induction mentors and the administration of NQT assessment paperwork. All the training sessions take place at The Tomlinson Centre, our state-of-the-art training and conference centre in East London. 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'. The triad members change each half-term to enable NQTs to see a wide range of practice. Some examples of the sessions are:

- organisation and classroom climate
- shared objectives and success criteria
- reading by six
- writing for real
- safeguarding
- making links explicit

Appropriate body

High quality on and offline guidance, resources and training for induction tutors and mentors to ensure you meet all of your statutory requirements. Paperless online assessment management system. Available to schools in Hackney and elsewhere.

The service includes:

- statutory functions
- online support, resources and assessment
- induction tutor training and networks
- face to face support

These programmes are available on an academic year or termly basis.

I Prices start from £105

Prices are subject to change from 1 September 2019 (2019/20 Academic year).

please call **020 3076 1516** or email cpdadmin@learningtrust.co.uk

other services

SCHOOL IMPROVEMENT

Early years consultancy

In-school support helps leaders to implement good practice in staff management, undertake effective data analysis, establish effective evaluation processes and deliver successful action plans.

hackneyservicesforschools.co.uk/early-years

Price on application
27/EYS/009

Hackney Forest School

Early years settings and primary schools can take part in engaging sessions in our beautiful landscaped garden and by the canal in Hackney Marshes.

hackneyservicesforschools.co.uk/hackney-forest-school

6 week sessions
£600
29/FOR/001

Taster days
£100
29/FOR/003

Hackney Forest School Membership
£50
29/FOR/005

PUPIL SUPPORT

Admissions - available for academies and free schools in Hackney only.

We provide advice on all matters relating to the Department for Education School Admissions and Appeals Codes and have a purpose-built computerised measuring distance system that provides accurate home to school distances.

hackneyservicesforschools.co.uk/admissions

Full admissions advice and consultation
£1,095
12/ADM/001

Measuring distances - home to school
£280
12/ADM/002

Pupil benefits - available for academies and free schools in Hackney only.

Services to check eligibility and process parents' entitlements quickly and efficiently. We will liaise with parents to determine eligibility for free school meals and other benefits.

FSM assessment and Pupil Premium eligibility
£4,690
13/PBN/002

Administration of Clothing Vouchers
£2,180 + £100 per voucher
13/PBN/001

FSM assessment, Pupil Premium and Clothing Vouchers
£5,715 + £100 per voucher
13/PBN/003

Re-engagement Unit services - Hackney schools only

The Re-engagement Unit supports access to education for the most vulnerable primary aged children and aims to reduce exclusions for primary aged children. Please contact jack.newling@learningtrust.co.uk for more information.

Price on application
37/REU/001

Speech and language

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

hackneyservicesforschools.co.uk/speechandlanguage

Price on application
25/SLT/001

Transport

Our modern fleet of wheelchair accessible vehicles are driven by DBS checked, trained and qualified drivers. Available for all types of journeys.

hackneyservicesforschools.co.uk/transport

Price on application
21/TRA/001

BUSINESS SERVICES

Coaching and training

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

hackneyservicesforschools.co.uk/coachingandtraining

Coaching session per hour
£155
05/HR/019

Training per day
£930
05/HR/035

Communications and public relations

Our experienced team can help refresh your corporate message, promote achievement, handle the media, raise your profile or improve school communications.

hackneyservicesforschools.co.uk/pr

Public relations package
£1,060
02/COM/003

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.

hackneyservicesforschools.co.uk/eschools

Price on application
02/COM/020

Health and safety

We can help you minimise risks, give clear guidance on formal policies / statutory duties and prevent future issues and costs.

hackneyservicesforschools.co.uk/healthandsafety

Fire risk assessment - primary* £610
09/HAS/001

Fire risk assessment - secondary* £760
09/HAS/002

Health and safety support package** £730
09/HAS/008

*Fire risk assessments are available to Hackney schools only.

**Free of charge to Hackney maintained schools.

Legal services - Hackney schools only

Our highly experienced in-house team, provides high-quality legal advice to support you with the wide range of legal issues your school may face.

hackneyservicesforschools.co.uk/legal

Education law subscription 5 hour package
£640
07/LEG/001

Education law subscription 10 hour package
£1,170
07/LEG/002

Annual full range legal subscription
5 hour package £850
07/LEG/005

Annual full range legal subscription
10 hour package £1,380
07/LEG/006

Marketing and design

We help raise the profile of schools through creative, collaborative and strategic working. Our team can transform and sustain your school's brand, align communications and promote your successes.

hackneyservicesforschools.co.uk/designandmarketing

Price on application
02/COM/006

Procurement

Our aims are to ensure public funds are spent openly and fairly, helping you maximise your budget, achieve value for money, and protect against legal challenges and financial penalties.

hackneyservicesforschools.co.uk/procurement

Basic procurement package
£805
03/FIN/009

Property services

Management of school building and capital projects to ensure the whole school community operates in a safe and suitable environment, help with complying with statutory obligations and structured project planning saving time and costs. hackneyservicesforschools.co.uk/property

Property management package 1-1.5 FE
£660
08/CAP/005

Property management package 2-3 FE
£1,120
08/CAP/006

Please call **020 8820 7566** or email s4s@learningtrust.co.uk

our promise to you

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

*Some services may include aspects of preparation and follow up time. This will be agreed with you prior to purchasing 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 or call 020 8820 7566.

how to order

There are **three** ways to place an order with us...

1

Website

Orders for our services can be placed online using our website **hackneyservicesforschools.co.uk**

Most of the products offered on our website are only suitable for purchase by schools or other organisations and will be charged by invoice. However there are some products that may be purchased by individuals via credit card.

2

Email

You can order a service by sending an email to **s4s@learningtrust.co.uk**. Your email must contain the name of the service, 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.

3

Order form

For customers who do not wish to use the website for ordering, you can **download an order form** from the website. For service offers that are price on application, enter the product code and the service will contact you to discuss your requirements.

New customers

If you are placing an order for the first time, you will need to register for an account with us. To set up a new account, please click the 'Login/Register' button on the top right hand side of any page on our website and complete and submit the 'Create new account' form.

Alternatively you can complete an order form and email us a scanned copy.

Price on application (POA)

For services which are price on application you may either complete a brief online request for a quote which will be submitted to the relevant service area who will then contact you to discuss your requirements, or you may contact the service area directly. Contact information can be found on the relevant pages in this brochure or on the website.

Forgotten your password?

Reset your password online by clicking on the login/register button and selecting 'reset your password'.

CONTACT US

Services for Schools Team,
Hackney Learning Trust,
1 Reading Lane,
London E8 1GQ.
E: s4s@learningtrust.co.uk
T: 020 8820 7566

Please call **020 8820 7566** or email **s4s@learningtrust.co.uk**

important information



INVOICING TERMS

- 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)
- All 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

PRICES

Prices listed in this brochure exclude VAT and apply from 1 April 2019 to 31 March 2020.

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 hackneyservicesforschools.co.uk or be available on application.

CONTACT US

Services for Schools Team,
Hackney Learning Trust,
1 Reading Lane, London E8 1GQ.
E: s4s@learningtrust.co.uk
T: 020 8820 7566

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 school, academy or institution 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 the services proposed by the Trust for acceptance by the Customer.

"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.
- 2.3. Products or Services supplied by the Trust shall be for the benefit of the Customer only. For the sake of clarity, schools, academies or other institutions forming part of a multi-academy trust or other umbrella body shall be separate Customers and Products or Services may not be distributed to other schools, academies or institutions within the same multi-academy trust which they have not purchased from the Trust.
3. **Payment**
- 3.1. The Customer agrees to pay the Trust the Price for the Products and Services.
- 3.2. Invoices shall be payable via BACS transfer within 30 days of issue. Cheques shall be made payable to the 'London Borough of Hackney' and sent to the address on the Invoice.
- 3.3. Interest shall be charged at a rate of 2% per month calculated on a daily basis for late payments.
- 3.4. If a Customer has paid for Products and Services that the Trust cannot provide through no fault of the Customer, delivery will be delayed to such time until delivery can be effected or the Customer will be issued with a credit note.
- 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 agreeing the Quotation or Proposal, accepts and agrees to pay the Price 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 its suppliers, the Trust will endeavour to advise the Customer of these changes and the consequence for the Customer.
6. **Delivery**
- 6.1. The Trust shall endeavour to deliver the Products and Services at the time and date and in the manner specified by the Trust or as otherwise as may be 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 agreement, be delivered in advance of the delivery date quoted on the Order, Quotation or Proposal.
- 6.4. Annual Subscription Products and Services are delivered by the Trust on a financial year basis from 1st April ending 31st March or an academic year basis from 1st September ending 31st August. Orders for more than one year shall be for 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 terms and conditions in addition to those set out herein. Should there be any conflict between these terms and conditions and the additional 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 week's written notice (excluding Annual IT Support Contracts which may only be terminated during their term by the Customer for material breach by the Trust after the Customer has given the Trust a reasonable opportunity to rectify any alleged material breach and which has not been rectified).
- 9.2. If the Customer gives the Trust less than 12 weeks' notice or cancels during 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 Product(s), it shall issue the Customer with a credit note for that part of the Products it cannot deliver.
- 9.4. If the Trust has scheduled Products or Services to be delivered at the Customer's premises and is unable to do so as the recipients of the Services are unavailable and the Customer has not provided at least 48 hours' notice of a recipient's unavailability, the Customer shall remain liable for the full purchase Price.
- 9.5. The Trust may delay delivery of the Products or Services for such period as it may deem reasonable in the event of a failure by the Customer to provide delivery details. Should the Customer still fail to provide delivery details for the purposes of delivering the Products or Services, 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. Where the Customer has purchased a package of Products or Services, a fair use policy shall apply. If, in the Trust's reasonable opinion, it believes that the Customer's use of the Products or Services exceeds what the Trust considers to be fair use, it may cancel all or part of the Products or Services (and issue a credit note for a reasonably apportioned percentage of the Price on a quantum meruit basis). This does not apply to CPD packages.
- 9.8. Where CPD Courses not forming part of a package of Services are purchased, clauses 9.1, 9.2, 9.4 and 9.5 shall not apply.
- 9.9. If the Customer is unable to attend a CPD Course, they shall give not less than 7 days written notice and have the right to defer to another date, subject to availability.
- 9.10. If the Customer fails to 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 current or former 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 or engagement of the Trust any employee, worker, consultant, associate or other person involved in the delivery of any Products or Services ordered under this Agreement; nor
 - 10.1.3. at any stage solicit similar Products or Services, as it has in the past received from the Trust, from an employee or former employee of the Trust via a private arrangement with that employee.
- 10.2. If the Customer commits a breach of clauses 10.1, 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.
- 10.3. To help the Trust safeguard its intellectual property, the Customer shall immediately inform the Trust should they be approached by former Trust employees or workers 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 [Data Protection Terms and Conditions](#), the common law duty of confidentiality, any guidance from the Information Commissioner's Office on information sharing, the Data Protection Act 2018, the General Data Protection Regulation 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 schools, academies or other 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
- 14.2. If the Customer's concern is not resolved it shall be escalated to the Traded Services Team at s4s@learningtrust.co.uk who will work with colleagues and senior leadership 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. Subject to clauses 15.1 and 15.2, the aggregate liability of the Trust, whether to the Customer or to any third party, in contract, tort or otherwise, for any losses, damages, costs or expenses ("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.
- 15.2. The Trust will not be liable for Losses as a result or consequence of: i) the Customer providing false, misleading or incomplete information or documentation; ii) any act or omission of any person other than an employee of the Trust.
- 15.3. 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. Other than any additional terms in accordance with clause 8.2, 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

Services for Schools

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