



# services for schools

WORKING TOGETHER TO IMPROVE OUTCOMES

# 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. For example, our HR Advisers are supported by school improvement experts.

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 020 8820 7223 or email [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk) or visit us at [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk).

With best wishes,

**Annie Gammon**  
Director of Education,  
Hackney Learning Trust

### OUR ACHIEVEMENT

**92%**

Primary pupils

**94%**

Secondary pupils

**100%**

Special and PRU pupils

**95%**

all pupils

Attend a good or outstanding  
Hackney school



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Please note: You can find our full list of products and services on our website [hackneyservicesforschools.co.uk](http://hackneyservicesforschools.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.



**School Improvement services are provided on an academic year basis**

# leadership and management

## Uncompromising high quality professional support and challenge

Hackney Learning Trust has an excellent 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, management and governance support

We provide a wide range of support including help to identify priorities, data evaluation, pre-Ofsted support, leadership development and succession planning. We can also offer bespoke support to strengthen leadership and governance. Our leadership and management support includes:

- detailed evaluative feedback to help improve your Ofsted category and overall quality of education
- clear identification of issues and the strategies to bring sustainable improvements
- effective monitoring, accountability and scrutiny
- external validation of your self-evaluation
- 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, a Hackney Professional Partner, to work with and support leaders throughout the year. All schools will receive a termly visit followed by a written report. The programme of contact is flexible. It can be adapted in the image of your self-evaluation and is designed to respond to needs and report on progress against identified priorities, whilst providing challenge.

**£3,050 per year\***  
11/TAL/032

### 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

\*Free to Hackney maintained schools





**“ 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 bespoke one-day review of school leadership, management and the quality of education. A written report highlighting effective practice and next steps will be shared with governors and stakeholders. Adviser(s) will:

- visit lessons, meet with pupils and staff and scrutinise planning and books
- meet with senior leaders, subject leaders, classroom staff
- provide guidance on how to improve teaching and learning
- evaluate the overall quality of education, leadership and management and behaviour, safety and wellbeing of pupils.

**Price on application**  
10/LAM/012

**Leadership CPD**

Developing your talent for leadership  
**£900**

more information at [hackneylearningtrust.bookinglive.com/](http://hackneylearningtrust.bookinglive.com/)

**Cultural competence training**

One-day in situ training. This will be bespoke to context and can be focused onto different audiences: serving leaders, whole or part of a staff team such as SLT, governing body, curriculum leaders, or teaching assistants.

The day will support the delivery of an explicit approach to Cultural Competency and associated key equality concepts. The programme will focus on:

- unconscious bias and cultural bias
- racial identity development theory
- post traumatic slave syndrome
- cultural competency and inclusive leadership.

**Price on application**  
10/LAM/016

New to middle leadership  
**£660**

SEF in a day  
**£230**

Please call **020 8820 7499** or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

# governance services

## Strategic advice, professional clerking and high quality training

Governors play a crucial role, offering support and challenge so that school leaders create exceptional outcomes and change the life chances for all our children, particularly those who are most vulnerable and disadvantaged. Hackney Learning Trust's governance services utilise staff with wide-ranging expertise of school leadership, finance, HR and governance. We are skilled at strengthening relationships between governors and school leaders to develop effective strategies for improvement.

### Governance support and clerking

Our core governance package comprises of TWO elements:

#### Governance advice and support

Access to strategic and practical advice for Chairs of Governors and school leaders to support the continuous improvement of the school. Benefits include advising on matters of statutory governance, an initial system health check, half termly leadership updates, access to best practice exemplars including policies on the administration of governance and financial regulations and membership of the National Governors Association.

#### Dedicated 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.

#### Governance advice and support £1,020

04/GOV/001

### 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

\*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.

Clerking must be purchased together with the Governance advice and support package.





“ **Effective, ethical and accountable school governance is a cornerstone of the education system in England** ”

National Governors' Association survey, 2019

## Other services

**Governors' training package**  
**£500 per school**  
 04/GOV/011

**Governance bespoke support including consultations**  
**Price on application**  
 04/GOV/026

**Specialised clerking services includes panel/disciplinary meetings**  
**£460 per meeting\***  
 04/GOV/009

**Bespoke governance training**  
**Price on application**  
 04/GOV/013

Please call **020 8820 7369** or email [governorservices@learningtrust.co.uk](mailto:governorservices@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.



### 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 - contributing to every child's personal development and cultural capital.

**IN 2018-19, 9,597 CHILDREN IN OUR HACKNEY NETWORK LEARNED A MUSICAL INSTRUMENT, AN INCREASE OF ALMOST 1000 PUPILS FROM THE PREVIOUS YEAR.**

### 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.

### 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

### 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  
£440 per day  
18/MUS/029

### 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, early years junior and secondary singing festivals, and instrumental and dance festivals.

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

“ The work of the music service team never ceases to amaze me - they are so focused, organised, helpful and resourceful. Every year, they are really responsive in making small changes to improve... I can't stress enough how grateful I am... long may it continue, and thank you HMS! ”

Dafydd Williams, Music Lead,  
Rushmore School,  
Hackney

## Other services

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

Carnival music project  
Price on application  
18/MUS/026

Instrument carriage  
£40-£80  
18/MUS/038

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

Bespoke music projects  
Price on application  
18/MUS/036

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

Graded examinations  
Price on application  
18/MUS/037

\*Hackney schools and academies only

Please call 020 3076 1534 or email [musicservice@learningtrust.co.uk](mailto:musicservice@learningtrust.co.uk)

# primary teaching and learning

## Working towards an outstanding quality of education

Hackney Learning Trust has an outstanding record of improving teaching and learning and the overall quality of education 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.

### Primary 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
- science
- religious education
- action research
- emotional well-being.

**£540 per day**  
11/TAL/018

### Daily Supported Reading programme – Key Stage 1

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. The programme includes:

- 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 termly forums and electronic resources and materials.

Schools will need to purchase books to support the programme separately.

Our (optional) annual subscription ensures ongoing access to training and updated resources.

#### Daily Supported Reading

**£2,600**  
11/TAL/030

#### Annual subscription

**£600**  
11/TAL/034

WHOLE SCHOOL MATHS AND  
READING AUDITS ARE NOW  
AVAILABLE FOR ONLY

**£540**

PLEASE VISIT OUR WEBSITE  
FOR MORE DETAILS

11/TAL/017



## Destination Reader – Key Stage 2

Destination Reader supports schools in developing reading for pleasure and purpose. It is an approach to reading, focusing on pedagogy, which can apply to any text. It includes daily lessons incorporating whole class modelling of 'book talk' prior to the children reading independently or in partners using skills to support comprehension. It boosts teachers' knowledge of the teaching of reading and supports their understanding of progression. The programme includes:

- 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.

Our (optional) annual subscription ensures ongoing access to training and updated resources.

### Destination Reader

£2,600

11/TAL/016

### Annual subscription

£600

11/TAL/047

## Reading moderation for Key Stage 1 and Key Stage 2

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

£300

11/TAL/039



# secondary teaching and learning

## Expert and tailored support to continually improve the quality of education

Our experienced team provides a wide range of high quality professional support and advice to help schools develop their curriculum intent, implementation and impact. This includes improving subject leadership and developing a vision for your curriculum offer, as well as preparing for Ofsted inspections.

### Secondary support

Our consultants are expert in quickly building relationships with and listening to schools. They work flexibly and take an evidence-informed approach to identifying and then meeting your needs. We can co-produce school improvement activities including external validation of your self-evaluation, supported action planning and preparation for Ofsted inspections with a particular focus on curriculum leadership.

Support is always tailored. This can be geared to different leadership groups – senior, curriculum, subject and pastoral, governors and teaching staff. Equally, depending on your priorities, this can be focused onto specific objectives and themes. Examples include:

- preparing for the 90 minute Ofsted telephone conversation
- deep dives/connecting evidence – from the generic to the systemic
- subject reviews/health checks
- subject leadership

- schemes of learning/curriculum design/ curriculum intent
- higher order questioning
- preparing your curriculum for changes to relationship and sex education

We can deliver support including bespoke workshops, briefings and short programmes on developing leadership of teaching and learning and the quality of education in the following subjects:

- English
- mathematics
- science
- computing
- PSHE
- languages
- religious education

**£540 per day**  
**11/TAL/019**



## The LIT Programme – Year 7

A rigorous literacy intervention 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. The programme uses evidence-based strategies and focuses 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
- a structured curriculum with daily lessons covering a full academic year
- a full suite of online lesson plans for teachers to download and additional resources to support learning
- 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**  
**£2,500**  
11/TAL/015

**The LIT Programme annual subscription - includes centralised training**  
**£500**  
11/TAL/061

**LIT Programme refresher training**  
**£750**  
11/TAL/063

**“ Absolutely amazing! The LIT programme is an intervention that has been truly instrumental in improving the levels of literacy for students in Year 7. ”**

Sam Henstock, Coordinator  
of the LIT Programme,  
Ashfield School,  
Nottinghamshire



# 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.

### 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.

**£9,450 per year**  
24/CPD/015

### 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.

**£3,200 per year**  
24/CPD/018

### 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





### **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 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.

**Price on application**  
24/CPD/020

**“ 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






# **pupil support**

**Helping all pupils flourish**





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.

**Pupil support services are provided on an academic year basis**

# 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 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



Please call **020 8820 7288** or email [attendance@learningtrust.co.uk](mailto:attendance@learningtrust.co.uk)



# 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.

“The EP has provided us with a range of helpful support this year

Headteacher,  
Hackney primary school”



### 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  
£610 per day  
19/EPS/012

7-14 days  
£585 per day  
19/EPS/013

15+ days  
£560 per day  
19/EPS/014

# inclusion and specialist support

## 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, advice and training

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).

### Specialist teaching support:

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](mailto:inclusionadmin@learningtrust.co.uk)



# re-engagement unit

## Providing a rapid response to individual children with SEMH needs

The Re-engagement Unit is a rapid response service which supports schools with their most vulnerable and complex SEMH pupils. We provide quick access to a highly experienced, multi-disciplinary professional team, which includes teachers, CAMHS clinical psychologists, psychotherapists and behavioural specialists. We undertake a proven systemic approach to delivering support, providing practical, sustainable solutions for the school, family and child.

### Primary re-engagement unit

#### Premium service

This is by far our best value option, offering full and universal access to our service. This includes individual casework for specific children, full class interventions and one to one work with teaching staff, a bespoke complement of CPD opportunities delivered by specialists (including CAMHS) and family work including work delivered in the home.

#### Primary REU premium service

37/REU/001

Forms	Fee
1	£8,500*
2	£12,500*
3	£14,000*

\*We will offer a proportional adjustment in cost for 0.5, 1.5 and 2.5 form entry

#### Initial subscription

A taster service with an option to purchase additional days of support. This option offers one full piece of individual casework for a child, half day/twilight bespoke CPD opportunity delivered by specialists (including CAMHS). Further casework and whole class interventions and bespoke training opportunities can be commissioned on a daily rate.

#### Re-engagement Unit subscription

£4,500\*

37/REU/002

\*Additional work can be commissioned at a rate of £475 per day

“ The REU work has united our school team around this child using REU systems and meetings ”

Jo Ryan, SENCO,  
Thomas Fairchild  
Primary School,  
Hackney

### Secondary re-engagement unit

The current pilot for this service has been launched in the academic year 2019-20. It is a highly anticipated addition to the services available to schools, and will build on the integrity and commitment to excellent service that has been the cornerstone of the primary school offer.

The REU has robust and valid monitoring and evaluation measures which demonstrate:

- prevented and reduced exclusions
- improved resilience, behaviour and wellbeing
- models of excellence for staff, building skills, knowledge and capacity of school team
- improved relationships with parents
- an effective service appropriate for monitoring and evidencing pupil premium grant spend and school improvement work.

# online disclosure and barring service

MAKE **SAFER** RECRUITMENT  
DECISIONS **FASTER**

**Find out more**

Call: 020 8820 7301

Email: [dbs@learningtrust.co.uk](mailto:dbs@learningtrust.co.uk)

Web: [hackneyservicesforschools.co.uk/dbs](http://hackneyservicesforschools.co.uk/dbs)



Call us on 020 8820 7223

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

# Sickness and Maternity Insurance Scheme

## Flexibility to design your own absence cover

Design bespoke cover through choices of:

- Staff Protected
- Protection Benefits – £30 up to £300 per day
- Pre-existing conditions
- Maternity
- Protection Period
- Waiting Periods
- Stress Protection – choose nil, 30 or 190 days cover



Support, Prevention and Rehabilitation

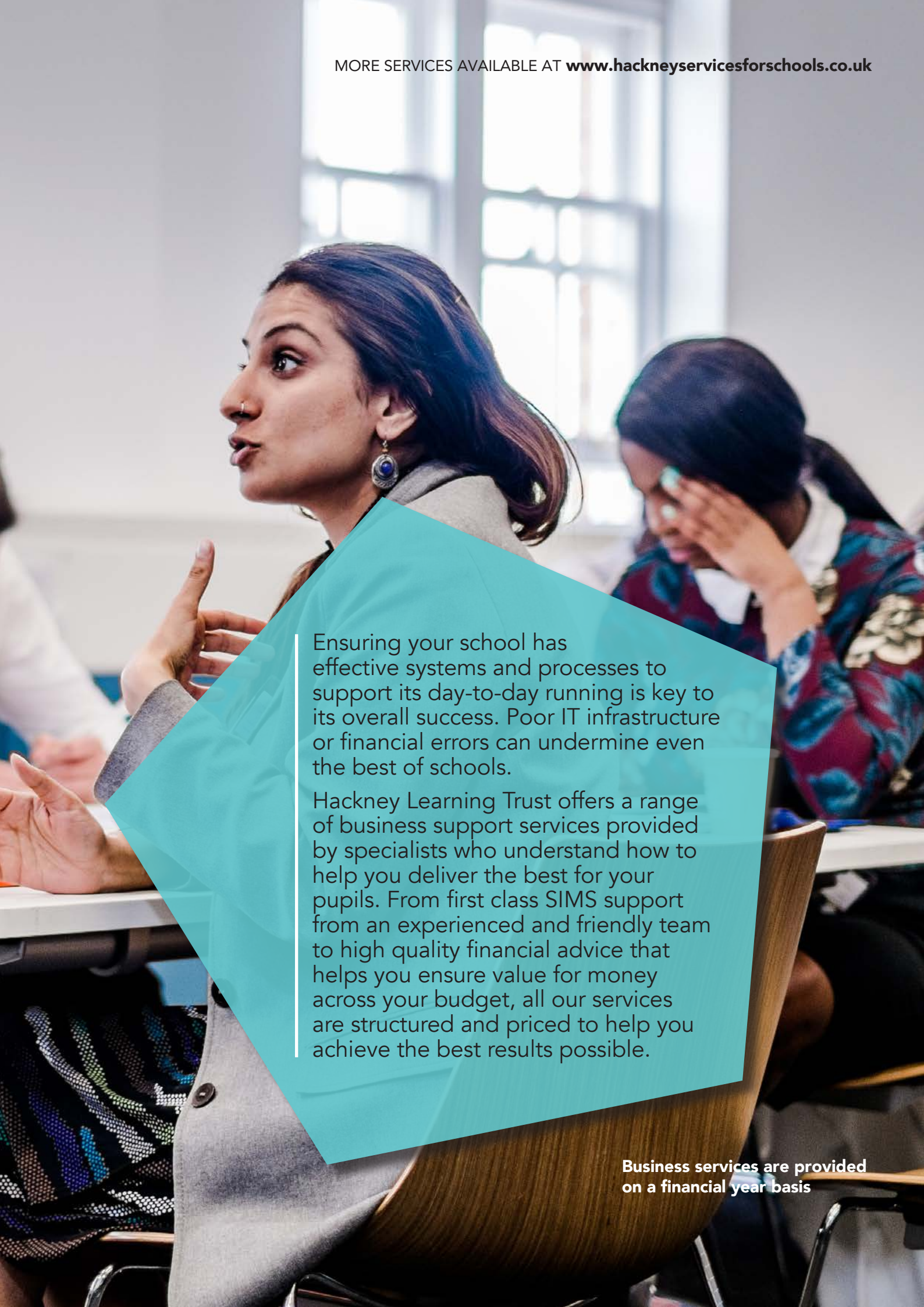




# business services

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



A woman with dark hair, wearing a grey blazer and a blue earring, is speaking in a classroom. She is gesturing with her hands. In the background, another woman is sitting at a desk, looking down with her hand to her face. The scene is brightly lit by a window in the background.

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.

**Business services are provided on a financial year basis**

# 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
- expert employment law advice regarding all employee relations matters (e.g. grievance, disciplinary, organisational change). Also available as bespoke support
- HR telephone support for advice and legal guidance
- support with of all types of case work, settlements and employee relations
- annual check of single central records and a sample of files
- vacancy placements on HLT website
- one free annual training session (for schools within Hackney).

**Primary (1–1.5 form entry – 10 days)**  
**£4,420 per year**  
05/HR/001

**Primary (2 to 3 form entry – 14 days)**  
**£6,190 per year**  
05/HR/002

**Secondary (up to 800 pupils – 16 days)**  
**£7,070 per year**  
05/HR/007

**Secondary (800+ pupils – 19 days)**  
**£8,400 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 £445 per day.





“ We’ve used the HR service for many years and the team have always delivered a great service with excellent communication and speedy responses. Invaluable service and resource, we cannot recommend highly enough.

Marsha Mollineau,  
School Business Manager,  
Baden Powell School,  
Hackney

## Other services

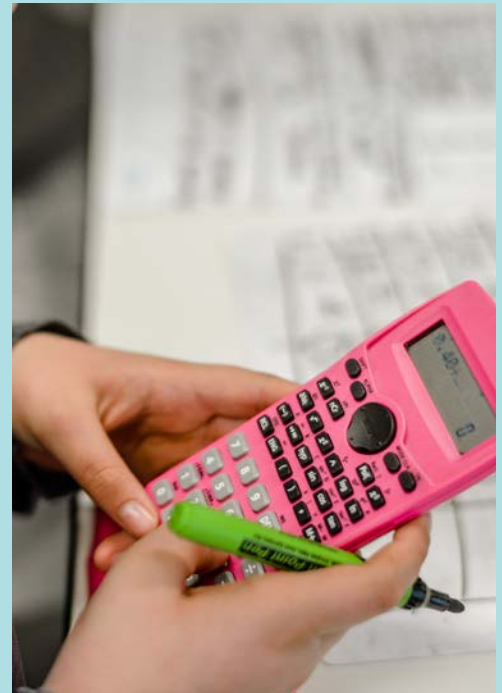
<b>Bespoke employment law support</b> e.g. employment tribunals	Price on application	05/HR/032
<b>Bespoke HR training</b>	Price on application	05/HR/037
<b>Bespoke HR support</b>	Price on application	05/HR/032
<b>Mediation</b>	£520 per day	05/HR/038
<b>Migrant Workers Sponsorship Certificate</b>	£365 + HO costs	05/HR/028
<b>Renewal of Migrant Workers Certificate</b>	£199 + HO costs	05/HR/029
<b>Single vacancy on HLT website</b>	£79 per advert	05/HR/024

Please call **020 8820 7317** or email [hr@learningtrust.co.uk](mailto:hr@learningtrust.co.uk)

# payroll

## An experienced and trusted 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 of payrolls via BACS, new starters, 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 sickness and unpaid absence and calculating deductions
- implementing and calculating all statutory requirements
- making pension scheme and AVC deductions as requested
- customised reports including absence and sickness management.

**£4.50 per payslip**  
06/PAY/001

### Pension administration

Pension administration services for Monthly Data Collection, processing pension forms and 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

**“ We don't think any other payroll service provider would give us the support, flexibility and expertise that we get from Veronica, Denise and the team. ”**

Stefania Antoniazzi,  
Business Manager, Millfields  
Primary School

Please call **020 8820 7697** or email [payroll@learningtrust.co.uk](mailto:payroll@learningtrust.co.uk)



# school finance

## 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)  
£2,960  
03/FIN/001

**Level two**  
(six full day visits per year)  
£4,315  
03/FIN/017

**Level three**  
(16 full day visits per year)  
£7,170  
03/FIN/002

“  
The Garden used the bursarial service because we were in the process of securing a substantive school business manager. Heather's diligent, precise approach maintained the business function of our organisation whilst her perceptive and good-natured manner fitted in well with the school's carefully crafted ethos that helps to ensure the ongoing welfare of our cohort of pupils.  
”

Kt Khan, Headteacher,  
The Garden School,  
Hackney

### 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**  
£5,395  
03/FIN/005

**Two days per month over 10 months**  
£10,665  
03/FIN/006

**Three days per month over 10 months**  
£15,835  
03/FIN/007

**Four days per month over 10 months**  
£20,960  
03/FIN/008

# 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

### 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. Our portfolio of successful projects includes:

- server installations (hosted and on-site), cabling and fibre connectivity, LAN, WLAN hardware installations, and telephony solutions
- 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
- audio visual solutions for classrooms and assembly halls, interactive sign in systems and digital signage.

**Price on application**  
01/ICT/029

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 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)
- Cyber Essentials.



## 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

## 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.

**Price on application**  
01/ICT/016

## IT training

We offer customised IT training programmes designed to train and support administrators and educators within schools. Our training provides the necessary tools and resources needed to get the best out of technology.

Our programmes teach you how to use key technologies from Microsoft, Apple, Adobe Google, Promethean and other bespoke software. We can also help your staff with certification opportunities too.

**Price on application**  
01/ICT/037

## 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

## 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

# sim support

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

Subscribing to our SIMS Support package ensures that your staff and school stay updated, prepared and fully operational with all the information you need to make critical decisions – vital to the effective running of your school. The support we provide underpins a strategic focus on school improvement, in collaboration with schools.

### SIMS support package

Our SIMS support package includes:

- core SIMS, Attendance, Reporting, SEN, Personnel, Statutory Returns, Assessment, Discover, Behaviour Management, Interventions, FMS (Technical), Teacher App, Parent App, SIMS Pay, SIMS In Touch, SIMS Dinner Money, Exams Organizer and Course Manager
- remote access to school computer systems to facilitate quicker direct problem solving
- access via the MIS website to support documentation and guidance notes for all supported processes in SIMS as well as providing advice, interpretation and an understanding of statutory requirements and school management processes, e.g. Admissions, End of Year, End of Key Stages, Attendance, Behaviour Management, Interventions and Assessment
- priority support during inspections
- remote termly SIMS upgrades, deployment of patches, fixes and filesets for SIMS and FMS
- nightly back-ups of SIMS, FMS, SOLUS3 and Discover databases
- access to a broad range of high quality staff training and developing opportunities.

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

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

### 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 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.

**SIMS Power Bi Reporting** - allows school data to be extracted from SIMS and presented in interactive dashboards format allowing leaders to quickly view and analyse data.

**Price on application**  
01/ICT/027

Please call **020 8820 7777** or email [sims.support@learningtrust.co.uk](mailto:sims.support@learningtrust.co.uk)



**SIMS CORE/FMS LICENCE  
ONLY AVAILABLE WHEN  
PURCHASING THE SIMS  
SUPPORT PACKAGE**

“ I would just like to thank each one of you for all the help you have given to me over the years – help which has always been given with patience and professionalism. It has been reassuring to know that there was a team I could always call upon if I ever encountered any problems and queries. ”

Lewis Morgan Business Manager,  
St Dominic's Primary School,  
Hackney

### 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**  
Price on application  
01/ICT/066



helping  
schools  
inspire

Accredited Support

# Marketing Services

## A one-stop shop for your school's requirements

### Creative

We will consult with you to ensure that your marketing materials communicate the essence of your brand.

We offer a full range of creative services from full concept development and implementation to one-off projects.

Our end-to-end design consultancy includes standard template creation and management, layout and amendments and a commitment to compliance with your brand guidelines.

We create visually impactful, high-quality content quickly and consistently.

### Print

We offer a full managed service for the design and production of print and digital resources

We will advise on how to ensure that your communications are consistent and recognisable across all channels.

We ensure quality control on each print job and manage capacity to achieve deadlines.

### Social Media

Social media is about listening and engaging with your customers, building awareness and fostering relationships and being a place where people get the latest news and updates.

We can offer advice on:

- how to set up and run your social media platforms
- how to engage with your audience
- how to advertise
- analysing statistics

### Get in touch



020 8820 7474

[marketing@learningtrust.co.uk](mailto:marketing@learningtrust.co.uk)

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





## Speech and Language Therapy

Working in partnerships with schools and settings to meet the speech, language and communication needs of children and young people.

GET IN TOUCH

**020 7683 4262**

**[huh-tr.sltinfo@nhs.net](mailto:huh-tr.sltinfo@nhs.net)**

[hackneyservicesforschools.co.uk/product/childrens-integrated-speechand-language-therapy-service](https://hackneyservicesforschools.co.uk/product/childrens-integrated-speechand-language-therapy-service)

# 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.

**Professional training services are provided on an academic year basis**

# continuing professional development

## 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 currently offer over 60 courses, covering areas such as:

- leadership and management
- assessment, quality of education
- literacy and numeracy
- behaviour management
- safeguarding and child protection
- SEND and inclusion
- Ofsted preparation
- school self-evaluation
- monitoring and moderation
- year group development
- wellbeing of pupils
- business services.

**Small primary package (1-1.5 FE)**  
**£2,350\***  
24/CPD/006

**Large primary package (2+ FE)**  
**£3,650\***  
24/CPD/007

### Comprehensive CPD package for secondary schools

This package offers good value for money and currently includes:

- breakfast briefing updates
- secondary deputy heads' conference
- Ofsted preparation training and updated SEF training
- two places on leadership courses
- network meetings for subject leaders
- one day's subject leader training
- cultural competence training
- business services training
- safeguarding and child protection
- SEND & Inclusion.

**£4,500\***  
24/CPD/009

We also offer individual CPD courses. Please visit our CPD booking site [hackneylearningtrust.bookinglive.com](http://hackneylearningtrust.bookinglive.com) for more details.

\* Prices are subject to change for Academic year 2020/21

Please call **020 3076 1516** or email [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk)



# newly qualified teachers

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

Our primary programme offers Newly Qualified Teachers (NQTs) 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 to provide support for induction mentors and the administration of NQT assessment paperwork. All the training sessions take place at The Tomlinson Centre, our training and conference centre in East London.  
[thetomlinsoncentre.co.uk](http://thetomlinsoncentre.co.uk)

### **NQT training programme for early years and primary schools**

The programme consists of ten half-day taught sessions, followed by ten school visits. Key principles of teaching are examined. NQTs visit each others schools in 'Learning Triads' to observe best practice. Support is enhanced by access to online resources. Some examples of the sessions are:

- embedding positive behaviours for learning
- examining progress in the classroom through AFL
- the reading classroom
- purposeful marking and feedback
- developing a numerate child
- supporting pupils with SEND in the classroom.

### **Appropriate body service for all school phases**

High quality on and offline guidance, resources and training for induction tutors and mentors to ensure you meet all of your statutory requirements. A paperless online assessment management system is 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.

**| Prices start from £95**

Prices are subject to change for Academic year 2020/21





# 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](http://hackneyservicesforschools.co.uk/eschools)

**Hackney**  
eSchools



# Transport Services



- 16 and 30 seater buses
- Available Monday - Friday and during school holidays
- All vehicles fitted with tail lift for wheelchair use
- Experienced and DBS checked drivers

## Get in touch

020 8558 4283

[transport@learningtrust.co.uk](mailto:transport@learningtrust.co.uk)

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



hackney  
learning trust

# 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](http://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](http://hackneyservicesforschools.co.uk/hackney-forest-school)

6 week sessions  
£610  
29/OR/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](http://hackneyservicesforschools.co.uk/admissions)

Full admissions advice and consultation  
£1,115  
12/ADM/001

Measuring distances - home to school  
£285  
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  
£4,780  
13/PBN/002

Administration of clothing vouchers  
£2,220 + £100 per voucher  
13/PBN/001

FSM assessment, pupil premium and clothing vouchers  
£5,830 + £100 per voucher  
13/PBN/003

### 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](http://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](http://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](http://hackneyservicesforschools.co.uk/coachingandtraining)

Coaching session per hour  
£155

05/HR/019

Training per day  
£980

05/HR/035

### 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](http://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](http://hackneyservicesforschools.co.uk/healthandsafety)

Fire risk assessment - primary\*

£620

09/HAS/001

Fire risk assessment - secondary\*

£775

09/HAS/002

Health and safety support package\*\*

£745

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](http://hackneyservicesforschools.co.uk/legal)

Education law subscription 5 hour package  
£650

07/LEG/001

Education law subscription 10 hour package  
£1,190

07/LEG/002

Annual full range legal subscription  
5 hour package £870

07/LEG/005

Annual full range legal subscription  
10 hour package £1,405

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](http://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](http://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](http://hackneyservicesforschools.co.uk/property)

Property management package 1-1.5 FE  
£675

08/CAP/005

Property management package 2-3 FE  
£1,140

08/CAP/006

# 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](mailto: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 an 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](mailto:s4s@learningtrust.co.uk)  
T: 020 8820 7566

# 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 2020 to 31 March 2021.

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](http://hackneyservicesforschools.co.uk) or available on application.

## Contact us

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

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



Please call 020 8820 7566 or email [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 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. 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
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](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 [sds@learningtrust.co.uk](mailto:sds@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](http://www.hackneyservicesforschools.co.uk)





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