



# services for schools

WORKING TOGETHER TO IMPROVE OUTCOMES

[hackneyservicesforschools.co.uk](https://hackneyservicesforschools.co.uk)

 **Hackney**

# welcome



## Partners in Education

Hackney Education is a trusted provider of a range of high quality services for the education sector across London and beyond.

We offer support from the early years phase right through to Key Stage 5 in the areas of school improvement, pupil support and business services.

Our ethos of working for every child, is reflected in our record of continued attainment in schools. Collectively, we take pride in the fact that Hackney remains one of the highest performing local authorities in the country.

Hackney Education's school improvement 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 with the overarching aim of improved outcomes for every school. We continue to grow in London, and also carry out work in schools and school groups throughout the country.

One of the benefits of working with Hackney Education is that we have a wide variety of expertise and specialisms to draw upon, providing a holistic and joined up approach. For example, our Pupil Support teams have a seamless strategy ranging from Attendance service to the Re-engagement unit.

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

We would love to hear from you and how we can work with you and your team: please get in touch today.

Call us on 020 8820 7566 or email [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.uk) or visit us at [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk).

With best wishes,

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

### OUR ACHIEVEMENT

**92%**

Primary pupils

**95%**

Secondary pupils

**100%**

Special and PRU pupils

**94%**

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)



Kingsmead Primary School. Photo credit: Richard Lewisohn



A young boy with light brown hair, wearing a dark blue school sweater over a white collared shirt and a patterned tie, is smiling broadly at the camera. He is sitting in a blue plastic chair. The background is a classroom with a red wall decorated with colorful posters and other children in the background, all slightly out of focus.

Improving  
outcomes  
and attainment

**school  
improvement**



Hackney Education 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 Education 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.

**£697 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.

**£3,125 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.

**£575**  
10/LAM/009

\*Free to Hackney maintained schools





Kingsmead Primary School. Photo credit: Richard Lewisohn

“ 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

Individual Leadership Pathway support

£600

10/LAM/025

### 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

SEF in a day

£235

Please call 020 8820 7499 or email [school.improvement@hackney.gov.uk](mailto:school.improvement@hackney.gov.uk)



# governance services

## Strategic advice, professional clerking and high quality training

Governors play a crucial role, offering support and challenge for continuous improvement to create exceptional outcomes and change the life chances for all our children, particularly those who are most vulnerable and disadvantaged.

Governing the strategic development of our schools, particularly through the era of a pandemic, requires a high level of understanding so complex decisions and logistical choices can be made. Working with governors and school leaders, our professional service draws on wide-ranging expertise and insights about the fundamental principles of governance. We offer the best possible strategic advice, frameworks and solutions, ensuring education settings focus on much more than compliance. We aim to drive effective, ethical and accountable governance that will lead to high quality education, tackle inequalities, and make sure funds are purposely used to fulfil ambitious outcomes for all children.

### Governance support and clerking

Our core governance package comprises of TWO elements:

#### Strategic governance advice and frameworks

This core annual membership provides access to strategic and practical advice for Chairs of Governors and School Leaders. Benefits include an initial system health check and bespoke advice on statutory matters, on the administration of governance, financial regulations and individual complex issues. Ongoing support is also provided for key decision making, risks management and governance effectiveness. Alongside the monthly governance updates, the membership will offer customized recommendations on best practice exemplars, frameworks and policies. You will also benefit from annual membership of the National Governors Association for the full board.

#### Dedicated governance clerking solution

This service includes provision of a trained and skilled professional clerk to prepare agendas and briefing reports, support and minute meetings. Our clerks work in close relationships with the Chair and school leader to strengthen the practice of governance. They will recommend best practice exemplars and tools, and maintain good administration of key documents and data.

Our dedicated governance clerking solution also offers support for special panel hearings that address exclusions, complaints, and HR matters.

#### Governance advice and support £1,045

04/GOV/001

#### 1–5

#### Governing board meetings\*

£420 per meeting

04/GOV/027

#### 6–12

#### Governing board meetings\*

£400 per meeting

04/GOV/028

#### 13+

#### Governing board meetings\*

£380 per meeting

04/GOV/029

Clerking for governing board meetings, ordered to the quantity needed, must be purchased together with the annual membership for Strategic Governance Advice and Frameworks

\*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.





“ 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**  
**£515 per school**  
04/GOV/011

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

**Specialised clerking services includes panel/disciplinary meetings**  
**£470 per meeting\***  
04/GOV/009

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

# 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.



Kingsmead Primary School. Photo credit: Richard Lewisohn

### 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

**Bespoke music projects**  
**Price on application**  
18/MUS/036

**Carnival drumming project**  
**Price on application**  
18/MUS/026

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

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

**Graded examinations**  
**Price on application**  
18/MUS/037

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

\*Hackney schools and academies only

Please call **020 3076 1534** or email **music.service@hackney.gov.uk**

# primary teaching and learning

## Working towards an outstanding quality of education

Hackney Education 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.

**£554 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**  
**£2,665**  
11/TAL/030  
**Annual subscription**  
**£600**  
11/TAL/034

WHOLE SCHOOL MATHS AND  
READING AUDITS ARE NOW  
AVAILABLE FOR ONLY

**£554**

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.

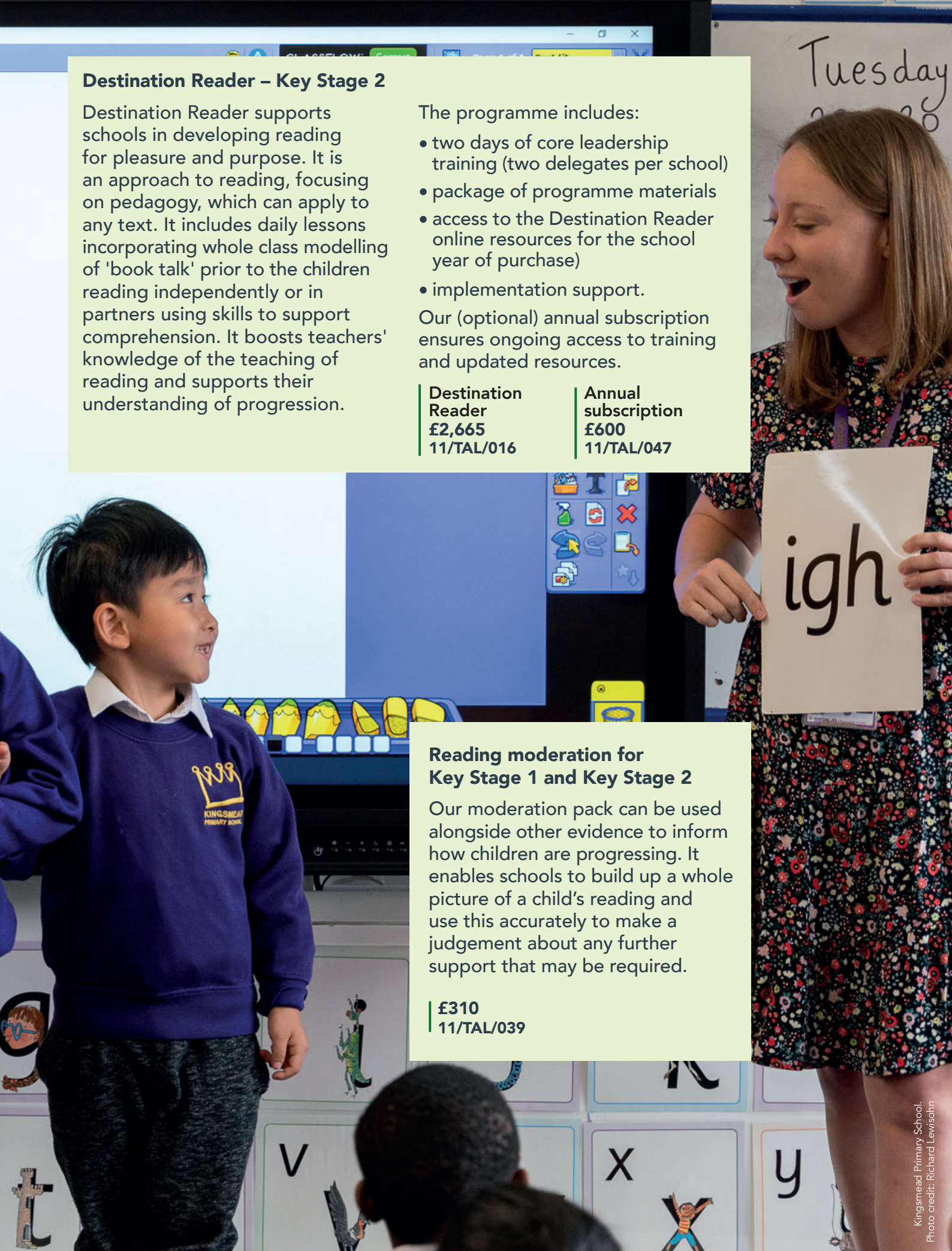
**Destination Reader**  
**£2,665**  
**11/TAL/016**

**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.

**£310**  
**11/TAL/039**



Kingsmead Primary School.  
Photo credit: Richard Lewisohn

Please call 020 8820 7499 or email [school.improvement@hackney.gov.uk](mailto:school.improvement@hackney.gov.uk)

# 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
- PSHE
- languages
- religious education

**£554 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.



Image courtesy of Stoke Newington School and 6th Form

### 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.

**£9,685 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 at least run two Post 16 network meetings for heads of sixth form per year. A place at the annual Post 16 summer conference is also included.

**£3,280 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.

**£554 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.

**£697 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 Education 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





# professional training

Cutting edge  
professional  
development



Hackney Education 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.

**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 Pathway courses 1 and 2
- network meetings for subject leaders
- cultural competence training
- safeguarding and child protection
- SEND & Inclusion
- Joint MFL Spanish conference.

**£3,950\***  
24/CPD/009

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

\* Prices are subject to change for Academic year 2021/22



# 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**

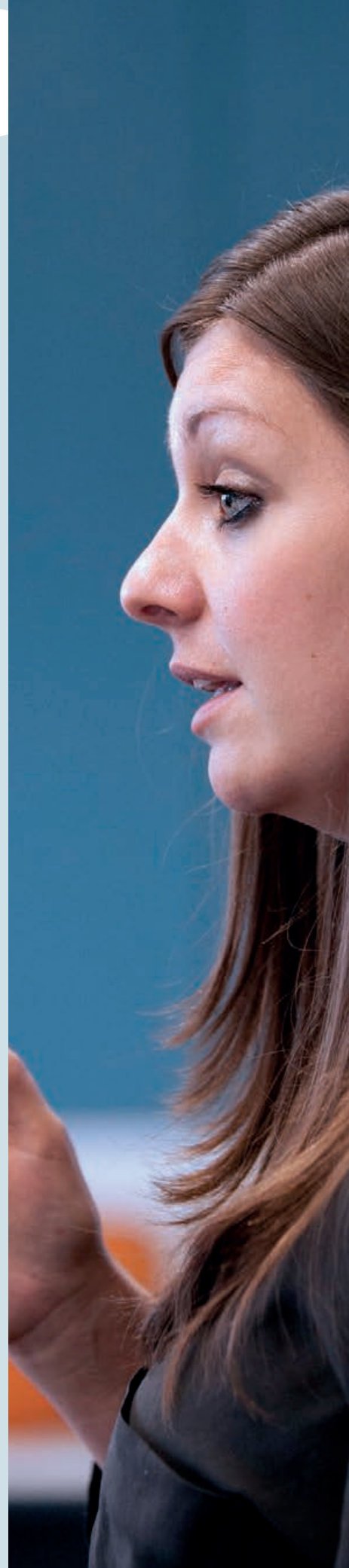
High quality on and offline guidance, resources and training for induction tutors and mentors to ensure you meet all of your statutory requirements. A paperless online assessment management system is available to schools in Hackney and elsewhere. The service includes:

- 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 2021/22



# recently qualified teachers

## Our RQT programme is designed to support, encourage and challenge RQTs.

The programme is centred around six modules, providing an opportunity for participants to reflect on their teaching experience so far and identify and share success. They will then have an opportunity to explore areas of development, both personal and professional, which will enhance their next steps when building relationships with pupils, parents, TAs, teaching colleagues and Senior Leaders

<b>Session 1</b> <b>Knowing more: Delivering a memorable curriculum (Jonny Allam)</b> Explore exciting, practical, creative strategies to bring the curriculum to life for pupils and teachers alike. Discover how deep learning and personal development can be nurtured within a broad curriculum that balances creativity and rigour	<b>Session 2</b> <b>Establishing a Positive Culture for Learning (Jonny Allam)</b> This theme explores the foundations that teachers need to ensure are in place to support children to learn. We will explore multiple ways in which classroom set-up can be used to maximise engagement of young learners. It will provide an opportunity for participants to reflect upon and understand the positive impact that areas such as displays, resourcing and ethos can have on pupil attainment.	<b>Session 3</b> <b>High quality inclusive teaching for all (Amelie Thompson- Nasen)</b> This session will explore your role as teachers in meeting the needs of all pupils that you teach by zooming in our most complex learners. During this session we will focus on key strategies and pedagogy to support inclusive high quality teaching for all.
<b>Session 4</b> <b>Diversifying the Curriculum (Orlene Badu)</b> What does diversifying the curriculum mean in practice? Introduction to sharing good practice in terms of cultural responsiveness and curriculum resources, Read the HE curriculum Paper and consider for next session - which research paper suggested could support your practice most? What will you take forward and why?	<b>Session 5</b> <b>Using formative assessment (assessment for learning) to deliver effective teaching (Jason Marantz)</b> This session will explore how to weave formative assessment strategies into day to day teaching to make lessons more effective and help pupils remember more and progress.	<b>Session 6</b> <b>Tackling bias in teacher assessment and reflecting the voice of young people in our daily teaching (Orlene Badu)</b> Consider the research piece you chose, why and what actions will you carry out. Audit your school according to the 8 recommendations. Traffic light system.

Additional personal element, reading and possible gap tasks. Eg: EHCP to see to discuss during SEND session 1.1 hours however a few sessions may extend to 1.5 hours. You will be notified in advance. 4pm – 5.15pm

**£350**

**Individual sessions - £90**

Discount available for 2 or more RQTs buying the full programme

**Programme runs from January to June 2021.**

The programme and individual sessions will be made available as downloadable resource.

Please call **020 3076 1515** or email **cpdadmin@hackney.gov.uk**



# school improvement

## Early years consultancy

### Making a lasting impression on Early Years achievements and outcomes

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

- designing effective systems for planning, monitoring, delivering and evaluating the EYFS with reference to attainment data
- ensuring an effective and meaningful partnership with parents through home visits, parent workshops and ongoing sharing of information
- using audit tools to create action plans that improve learning environments so that all aspects of a school's provision are outstanding
- developing an observation led assessment system to ensure a sound understanding of children's learning that feeds into effective planning
- developing an approach to collecting, summarising and analysing data, and using it to plan effectively, while enabling transition between phases
- planning literacy teaching using an effective phonics programme in partnership with parent.

### Price on application

27/EYS/009

earlyyearsadmin@hackney.gov.uk  
020 8820 7037  
hackneyservicesforschools.co.uk/  
early-years

## Hackney Forest School

### A new and innovative outdoor teaching and learning experience

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

### Hackney Forest School six week sessions

We can offer blocks of six Forest School weekly sessions for up to 30 children led by the Forest School Lead based at Clapton Park CC. These sessions cover all areas of the curriculum and support children to engage and develop their understanding of sustainability, love and care.

£610

29/FOR/001

### Hackney Forest School taster days

We offer a taster session (up to 2 hours) featuring a brief introduction to the Forest School ethos and philosophy, with basic guidelines regarding Health and Safety and site use, and a range of practical activities to offer to children from the age of two upwards.

£100

29/FOR/003

### Hackney Forest School Membership

£50

29/FOR/005

info@hackneyforestschool.co.uk  
020 8986 7437  
hackneyservicesforschools.co.uk/  
hackney-forest school

## Humanities consultancy

### Deep Dive in Humanities?

Since September 2019 Ofsted have been inspecting schools under the new Education Inspection Framework, and have been investigating the quality of education in at least one of the humanities subjects by exploring the curriculum, watching lessons, surveying pupils and interviewing the subject leaders.

Find out what Ofsted are looking for, what questions they have been asking, what they want to see and how you can prepare for their Deep Dives. This programme is run by experienced advisers, who will work with your humanities and RE subject leaders to get 'Ofsted Ready.'

### One day consultation with report £554

11/TAL/019

school.improvement@hackney.gov.uk  
020 8820 7499



Image courtesy of Wentworth Nursery School and Childrens Centre

Please call **020 8820 7499** or email **school.improvement@hackney.gov.uk**






# pupil support

Helping all pupils flourish





Hackney Education 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

Hackney's Education Attendance Service will work with you to identify the underlying reasons for absence and implement strategies to support children to have regular attendance. As well as supporting effective whole school practice to reduce overall and persistent absence, we work directly with individual pupils and parents to bring about an improvement in attendance. All our packages can be tailored to your school's priorities.

### Attendance service package

Image courtesy of Petchey Academy



Our revised packages for 2021/22 build on the service's expertise in engaging families through outreach work, targeted in-school interventions, developing effective whole school practice and undertaking statutory intervention casework in relation to fixed penalty notices and prosecutions. Our packages are:

#### Light

This package is recommended for schools that have below average rates of absence and good systems for managing attendance but wish to have access to specialist attendance services to assist them to maintain their good rates and provide additional intervention capacity. It replaces our two and three day per term packages.

Schools will be able to access the expertise of our specialist officers, who will be able to provide advice

on complex cases; guide you in making referrals for fixed penalty notices and prosecutions; and undertake an annual review of registers, policies and procedures with a report providing you with external assurance in your school's practice.

**£2,075**  
14/ATT/010

It is possible to tailor your package to your priorities by purchasing an add-on to supplement your light package. Add-ons will provide you with the opportunity to provide additional tailored support around reducing persistent absence; issuing fixed penalty notices; or undertaking casework with individual families.

**Add-on costs to light package**  
**£1,025**  
14/ATT/013

#### Standard

The standard package is recommended for schools who manage attendance well and whose absence rates are in line with the average absence rates but who want to improve further or who want active support in order to maintain their current levels. It replaces our half day per week package.

The standard package provides schools with access to all the expert

advice and interventions that most schools need to improve attendance. Our officers will visit your school more regularly and undertake work with you to reduce persistent absence, issue fixed penalty notices and undertake casework with families to improve attendance.

**£6,650**  
14/ATT/011

#### Enhanced

The enhanced package is recommended for schools that currently have above average absence rates and want regular support to improve their attendance. It replaces our one day per week package.

The enhanced package builds on the standard package and our officer would frequently visit your school and provide you with an even greater level of support around reducing persistent absence, issuing fixed penalty notices and undertaking casework than would be available in the standard package.

**£13,175**  
14/ATT/012

#### Training

Bespoke training on how to improve attendance can be commissioned

**Price on application**  
14/ATT/006

Please call **020 8820 7288** or email **attendance.education@hackney.gov.uk**



# educational psychology

## Collaborative, solution-focused and systemic support

The Educational Psychology Service uses psychology to promote the well-being and educational success of children and young people. The team is made up of qualified and registered Educational Psychologists who will work with you to identify needs and the most appropriate interventions to meet these needs at the individual, class and whole school level.

We offer a range of preventative and targeted work which includes:

- Reviewing and developing whole school approaches to improve learning and attainments and promote emotional wellbeing
- Supporting quality first teaching
- Critical incident support within the borough
- Undertake individual assessments leading to planning, implementation and review of interventions
- Provide a broad range of bespoke training sessions to develop the skills, knowledge and well-being of staff in educational settings,

parents and carers, and the wider children's workforce, e.g. SCERTS for ASD pupils, resilience, working with LSAs, attachment and trauma, Video Interactive Guidance and more

- Supervision for designated safeguarding leads and other staff, including senior leaders.

All schools are advised to purchase EP Services by the beginning of the summer term so we can ensure continuity of EPs and allocate time for the new academic year. The time will be delivered evenly over the academic year.

**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**

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

Headteacher,  
Hackney primary school



Image courtesy of Wentworth Nursery School and Childrens Centre

Please call **020 8820 7057** or email **eps.admin@hackney.gov.uk**

# 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).

A wide range of bespoke packages tailored to meet the needs of your school. Packages include:

- Senco support
- Assessment and planning for children with SEND
- Support for SEMH and well-being

More on request.

### 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



Image courtesy of Randal Cremer Primary School

Please call 020 8820 7326 or email [inclusionadmin@hackney.gov.uk](mailto:inclusionadmin@hackney.gov.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 unlimited 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	£8,750*
2	£12,850*
3	£14,385*

\*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 can be commissioned on a daily rate.

**Re-engagement Unit subscription**  
**£4,625\***  
**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.

**Price on application**  
**37/REU/003**

# 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

T. 020 8558 4283

[transport@hackney.gov.uk](mailto:transport@hackney.gov.uk)

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



# other services

## 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.

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

Measuring distances – home to school  
**£285** | 12/ADM/002

[admissions@hackney.gov.uk](mailto:admissions@hackney.gov.uk)

**0208 820 7474**

[hackneyservicesforschools.co.uk/admissions](https://hackneyservicesforschools.co.uk/admissions)

**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

[pupilbenefits@hackney.gov.uk](mailto:pupilbenefits@hackney.gov.uk)

**020 8820 7246**

[hackneyservicesforschools.co.uk/categories/pupil-benefits](https://hackneyservicesforschools.co.uk/categories/pupil-benefits)

### Speech and language therapy

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

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

**020 7683 4262**

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



### Kench Hill – An outstanding residential location

Kench Hill is Hackney Education's residential environmental and outdoor education facility. It is housed in an elegant and inviting Georgian mansion set in beautiful gardens in rural Kent. It is close to visitor attractions, such as Camber Sands and Bodiam Castle. It holds the Learning Outside

the Classroom (LOtC) Quality Badge and has been the base for Hackney's school journeys for over 35 years.



We provide high-quality, fun, curriculum-linked activities for primary and secondary groups, including SEN. Our expert staff can devise and help teach a programme tailored to your needs, from KS2-KS4 to A-Level. Alternatively, we can help you develop your own programme using our facilities, including our 17-seater minibus. We can accommodate up to 45 people on a fully catered or self-catering basis.

26/KEN/001

[admin@kenchhill.co.uk](mailto:admin@kenchhill.co.uk)

**01580 76207**

### Children's occupational health services

Occupational health services support children aged 0-18 who have difficulties with everyday tasks due to a disability, developmental delay or co-ordination difficulty.

We offer advice and/or treatment working on developing children's ability to participate in everyday tasks such as washing, dressing, play, community access and meal preparation.

### Children's occupational therapy

The Occupational Therapy service works in partnership with schools to enable children with additional needs to access and participate in activities.

### Children's physiotherapy service

The Physio service works in partnership with schools to enable children with additional needs to access and participate in activities. In addition to the NHS service, schools can purchase additional support to develop teachers.

- A typical rate is **£250** for a half day training session (maximum 12 people).

[heather.scott@homerton.nhs.uk](mailto:heather.scott@homerton.nhs.uk)

**020 7014 7025**


[hackneyservicesforschools.co.uk/childrens-occupational-  
health-services](https://hackneyservicesforschools.co.uk/childrens-occupational-health-services)



# business services

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





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 Education 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**

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



# 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 all types of case work, settlements and employee relations
- annual check of single central records and a sample of files
- vacancy placements on Hackney Education website
- one free annual training session (for schools within Hackney).

**Primary (1–1.5 form entry – 10 days)**  
**£4,530 per year**  
05/HR/001

**Primary (2 to 3 form entry – 14 days)**  
**£6,345 per year**  
05/HR/002

**Secondary (up to 800 pupils – 16 days)**  
**£7,247 per year**  
05/HR/007

**Secondary (800+ pupils – 19 days)**  
**£8,610 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.



Image courtesy of Randal Cremer Primary School

Please call **020 8820 7317** or email **education.hr@hackney.gov.uk**

“ 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

Image courtesy of Randal Cremer Primary School

## Other services

**Bespoke employment law support**  
e.g. employment tribunals

Price on application

05/HR/032

**Bespoke HR training**

Price on application

05/HR/037

**Bespoke HR support**

Price on application

05/HR/032

**Mediation**

£533 per day

05/HR/038

**Migrant workers sponsorship certificate**

£374 + HO costs

05/HR/028

**Renewal of migrant workers certificate**

£204 + HO costs

05/HR/029

**Single vacancy on Hackney Education website**

£81 per advert

05/HR/024

Please call **020 8820 7317** or email **education.hr@hackney.gov.uk**



# online disclosure and barring service

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

**Find out more**

Call: 020 8820 7301

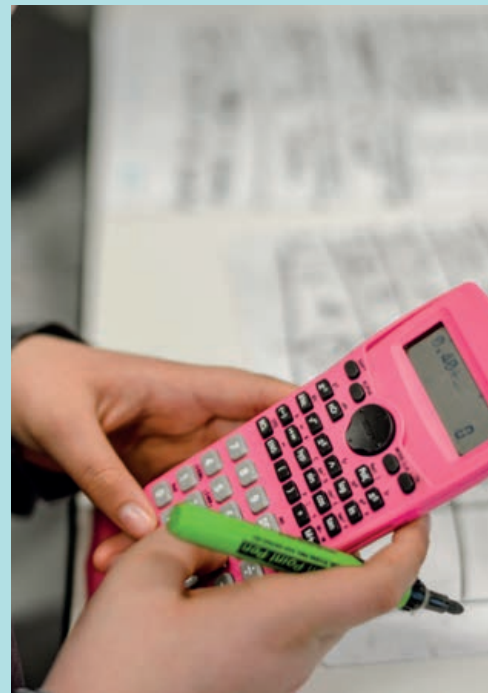
Email: [hackneyeducation.dbs@hackney.gov.uk](mailto:hackneyeducation.dbs@hackney.gov.uk)

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

# 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 Hackney Education payroll services.

**Teachers' pension administration,  
primary 1-1.5 form entry**  
£515  
06/PAY/003

**Teachers' pension administration,  
primary 2+ form entry**  
£615  
06/PAY/004

**Teachers' pension administration,  
secondary**  
£715  
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 **[schools.payroll@hackney.gov.uk](mailto:schools.payroll@hackney.gov.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)  
**£3,034**  
03/FIN/001

**Level two**  
(six full day visits per year)  
**£4,423**  
03/FIN/017

**Level three**  
(16 full day visits per year)  
**£7,350**  
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**  
**£5,530**  
03/FIN/005

**Two days per month over 10 months**  
**£10,930**  
03/FIN/006

**Three days per month over 10 months**  
**£16,230**  
03/FIN/007

**Four days per month over 10 months**  
**£21,484**  
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
- Competitive pricing from our dedicated IT procurement specialists
- Microsoft Office 365 and GSuite support and administration
- Windows, iOS, ac and Android Mobile device management (MDM licenses not included)
- Free IT training for school staff.

**Price on application**  
01/ICT/050

### 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 [servicedesk@hackney.gov.uk](mailto:servicedesk@hackney.gov.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
- ITIL intermediate professionals in service strategy, design, transition and operations
- Cyber Plus.

### 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

### We also do:

**Google suite**  
**Google classrooms**  
**G-Suite domains**

**Microsoft suite**  
**Hosted server installations**

### 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



Image courtesy of Randal Cremer Primary School

# 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.

**Hackney Education 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.

**Hackney Education 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@hackney.gov.uk](mailto:sims.support@hackney.gov.uk)**



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

Image courtesy of Petchey Academy

“ 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



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

# 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@hackney.gov.uk](mailto:marketing@hackney.gov.uk)  
[hackneyservicesforschools.co.uk/designandmarketing](http://hackneyservicesforschools.co.uk/designandmarketing)





# 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 7566**

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

**Hackney**  
eSchools

# other services

## Business services

### HEALTH AND SAFETY

#### Minimising the risks and providing a safe environment for staff and students

Getting Health and Safety wrong can be serious and expensive, so it is important to ensure that it is managed properly at all times. We will work in partnership with you to provide a safe environment where staff can work and pupils can learn and play. We can help you minimise risks, give clear guidance on formal policies / statutory duties and prevent future issues and costs.

#### Fire risk assessment - primary\*

A thorough assessment of the fire risk in your school to determine the adequacy of existing fire precautions and identify any additional fire precautions that may be required.

Available for Hackney schools and academies only.

**£620**

09/HAS/001

#### Fire risk assessment - secondary\*

**£775**

09/HAS/002

#### Health and safety support package\*\*

The package includes a bi-annual Health and Safety audit, telephone advice on specific issues and support with reporting accidents to the Health and Safety Executive.

This package is available for free to Hackney maintained schools.

**£745**

09/HAS/008

[healthandsafety@hackney.gov.uk](mailto:healthandsafety@hackney.gov.uk)

020 8356 2280

[hackneyservicesforschools.co.uk/health-and-safety-school](https://hackneyservicesforschools.co.uk/health-and-safety-school)

\*Fire risk assessments are available to Hackney schools only.

\*\*Free of charge to Hackney maintained schools.

### LEGAL SERVICES - Hackney schools only

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

#### 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

[tlts4s@hackney.gov.uk](mailto:tlts4s@hackney.gov.uk)

020 8356 6196

[hackneyservicesforschools.co.uk/categories/legal-service](https://hackneyservicesforschools.co.uk/categories/legal-service)



Image courtesy of The Tomlinson Centre

Please call **020 8820 7566** or email [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.uk)



## Procurement

Specialist support to ensure effective procurement and value for money

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

### Basic procurement package

Our bespoke procurement support and training can include:

- an annual benchmarking report comparing expenditure with Hackney schools of a similar size
- an up-to-date procurement manual for schools
- one place on a centrally run procurement training session covering items such as best practice and common issues/risks for schools. Schools will have the opportunity to provide input into the training content.

**£805**

03/FIN/009

[procurement@hackney.gov.uk](mailto:procurement@hackney.gov.uk)

020 8820 7038

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

### Bespoke procurement support and training

Our bespoke procurement support and training can include:

- direct support for tenders
- bespoke training for staff and/or governors
- contract management advice
- advice and support on schools' local procurement standards / regulations
- advice and support on specific supplier issues
- any other support schools may require.

**Price on application**

03/FIN/010

## Property services

Manage and develop your school's property assets with expert advice and support

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

Our property management package includes:

- annual visits to identify asset management priorities and support your development plans, including helping to deliver initial options and preparation of a report on the technical and practical issues, estimates of the costs and a timetable for delivery
- advice on meeting your statutory obligations regarding plant and equipment testing, producing an asbestos management plan, improving accessibility requirements etc
- website database access for asset management planning, including site and building plans, condition, suitability and sufficiency surveys, asbestos reports, and a summary of all local authority (LA) completed building works. Includes a two-hour training session for relevant staff, including contractors working in schools

1-1.5 FE

**£675**

08/CAP/005

2-3 FE

**£1,140**

08/CAP/006

[PMO.educationproperty@hackney.gov.uk](mailto:PMO.educationproperty@hackney.gov.uk)

020 8356 5578

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

# 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.

## 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 = 3½ hours

\*Some services may include aspects of preparation and follow up time. This will be agreed with you prior to purchasing the service.

## 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 2021 to 31 March 2022. All prices listed are correct at the time of publishing. However, Hackney Education 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](https://hackneyservicesforschools.co.uk) or available on application.

## 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@hackney.gov.uk](mailto:s4s@hackney.gov.uk) or call **020 8820 7566**.

## Contact us

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

E: [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.uk)  
T: **020 8820 7566**

Please call **020 8820 7566** or email [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.uk)



# 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@hackney.gov.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 placed your order, you will receive a confirmation email.

# 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.

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## 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 Education  
1 Reading Lane  
London E8 1GQ

E: **s4s@hackney.gov.uk**  
T: **020 8820 7566**

## HACKNEY EDUCATION 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 H.E 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 H.E 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 H.E to the Customer for the Price of the Products or Services.

"Order" means a request for Products or Services received by H.E from the customer.

"Price" means the amount charged by H.E 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 H.E for acceptance by the Customer.

"Quotation" means an offer by H.E 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.

"H.E" means Hackney Education, a department of the London Borough of Hackney, Town Hall, Hackney, London, E8 1EA.
  2. **Products and Services**
    - 2.1 H.E 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 H.E will provide the Products and Services to the Customer in accordance with the Order, Quotation or Proposal.
    - 2.3 Products or Services supplied by H.E 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 H.E.
  3. **Payment**
    - 3.1 The Customer agrees to pay H.E 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 H.E 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 H.E that Price.
  5. **Hackney Education's Obligations**
    - 5.1 H.E 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 H.E will advise the customer of these revisions and agree the details of the final order before it is placed.
    - 5.3 Although H.E cannot be responsible for price changes from its suppliers, H.E will endeavour to advise the Customer of these changes and the consequence for the Customer.
  6. **Delivery**
    - 6.1 H.E shall endeavour to deliver the Products and Services at the time and date and in the manner specified by H.E or as otherwise as may be agreed with the Customer.
    - 6.2 H.E 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 H.E 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 H.E, in good time, with all necessary information required to perform or provide the Products or Services.
    - 7.2 The Customer will provide H.E with access to its premises if H.E reasonably requires it for delivery of the Products or Services.
  8. **Modifications and Variations**
    - 8.1 In exceptional circumstances, H.E 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 and Annual Subscription products which may only be terminated during their term by the Customer for material breach by H.E after the Customer has given H.E a reasonable opportunity to rectify any alleged material breach and which has not been rectified).
    - 9.2 If the Customer gives H.E 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 H.E incurs as a result of the cancellation, up to the full cost of the Product or Service.
    - 9.3 In the event that H.E 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 H.E 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 H.E 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, H.E 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 H.E's reasonable opinion, it believes that the Customer's use of the Products or Services exceeds what H.E 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 H.E, the Customer covenants with H.E 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 H.E) 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 H.E) directly or indirectly solicit or entice away (or attempt to solicit or entice away) from the employment or engagement of H.E 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 H.E, from an employee or former employee of H.E 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 H.E, on demand, pay to H.E a sum equal to either three months' basic salary payable by H.E 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 H.E in replacing such person.
  - 10.3 To help H.E safeguard its intellectual property, the Customer shall immediately inform H.E should they be approached by former H.E employees or workers offering to provide Products or Services which H.E 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 H.E 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 H.E in the performance or provision of the Products or Services shall remain vested with H.E, but H.E 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 H.E. 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 H.E nor had H.E'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 H.E, whose details can be found in the services for schools brochure or on our website [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)
    - 14.2 If the Customer's concern is not resolved it shall be escalated to the Traded Services Team at [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.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 H.E, 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 H.E 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 H.E.
    - 15.3 H.E'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 H.E 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)



the  
tomlinson  
centre



New digital recording and live stream offer



Covid secure venue for in-person training with social distancing



Contact [info@thetomlinsoncentre.co.uk](mailto:info@thetomlinsoncentre.co.uk) or call 020 3076 1504 to enquire

 Hackney

## **Services for Schools**

Hackney Education

1 Reading Lane

London E8 1GQ

T. 020 8820 7566

E. [s4s@hackney.gov.uk](mailto:s4s@hackney.gov.uk)

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