

Services for Schools
2017/18



INTRO

DUCTION

Dear Chairs of Governing Bodies and Academy Trust Boards and Head Teachers,

Welcome to Wigan Council's 2017/18 'Services for Schools' brochure, which contains a clear description of the Council's services that we offer and commission to enable you to continue to provide the highest quality education to the children and young people you support. It is our intention to ensure that our services are clearly focused and adaptable to your needs.

Wigan Council and Wigan Schools have a strong track record of partnership working to improve educational outcomes, and our continued successes in this respect are a testament to this. The role of the Council continues to be to work with our developing educational system through both support and challenge towards our shared ambition of providing the highest standards of education in Wigan, promoting a good range of enrichment opportunities and providing effective complementary services to children and families.

The Deal for Children and Young People has been developed to improve outcomes and quality of life for children, young people and their families and ensure that we build resilience in our communities. We have great aspirations for our children, young people and families and our vision is that they are confident and resilient individuals who are connected to their community and make an effective contribution as responsible citizens, and that they feel safe and care about their health, education and employment, and their community.

The Deal for Children and Young People is an initiative designed to facilitate communities to support each other and ensure services are built around children, young people and families, whilst providing opportunities for young people to have a 'voice'. Schools are pivotal to the new integrated model as the place where all children, young people and families have regular contact and access in our communities.

The Educational Systems Briefings have recently been introduced to ensure that the Council, schools and key partners can share timely information on a locality footprint – all parties bringing to the table any information or issues specifically impacting on their locality.

We look forward to continuing to work with you to create partnerships as the market for services for schools evolves and develops. We realise the importance of value for money services in response to the continued pressure on educational budgets.

We aim to ensure that Wigan's schools can access reliable, responsive and fit for purpose services that best serve their needs. It is vitally important that all services are responsive to the needs of schools and are built on a clear customer focus.

This brochure is an 'at a glance' list of services to help you plan for the forthcoming academic year. We invite School Governing Bodies and Academy Trust Boards to select the services they require from the brochure. A number of new services have been added for 2017/2018, and we endeavour to provide

flexible services that can respond to changing needs. If you cannot find a service to meet your needs please let us know, as bespoke services are often available on application.

Services can be ordered by completing the enclosed form and returning (by e-mail) to the Start Well Service. If there are any other possible services that you feel schools may require, please let the Start Well Service know as they may be able to commission additional services if there is enough demand from schools.

Any service(s) that you select will be transposed into a single Service Level Agreement document, as schools have requested. Every Service Level Agreement provides a clear framework for our business relationship with you, including transparent charging arrangements, understandable terms and conditions and clear contact details.

We hope you find this a helpful document that enables you to access our services and we look forward to continuing to work with you to provide high quality education and support for the children of the borough.

Yours sincerely,



James Winterbottom

Director of Children's Services
People Directorate: Children, Adults and Families

Our commitment to you

On receipt of your order form we will:

- Issue a letter detailing the services your school wishes to purchase;
- Commence a 10 day 'cooling off' period from the date given on the letter;
- Issue a Service Level Agreement or Contract (if Academy) including schedules for each service purchased;
- Issue appropriate Data Sharing Agreements.

Your commitment to us:

- If there are any issues that have not been remedied to the School's reasonable satisfaction within one month, the School may notify the Service Manager to inform of such a failure and they will meet as soon as practicable thereafter. The outcome of the meeting will be for all parties to look to agree the cause of the deficiencies and

explore how they will be remedied and the timetable within which this will be completed. A follow up meeting to discuss progress should be agreed.

- If at the follow up meeting the School decides that the service provider has not successfully remedied the deficiency or rectified said issues then the School may elect to:
 - (1) Request the Head of Service to meet as soon as possible to discuss the deficiency; or
 - (2) Serve a termination notice on the service provider of not less than 90 days. (Please note: 'Metrofresh - More than just a school meal' have requested a notice period of 6 months).

Contacting us

If you have a general enquiry about our support services and how to access them, please e-mail:

servicesforschools@wigan.gov.uk

This catalogue and the order form are available from Wigan Council's website at www.wigan.gov.uk

Ordering

A detachable order form has been included within this booklet. Please indicate whether or not you would like to purchase each service, along with the relevant charge for the service, fill in your school details, cost code and sign and return the form to the following address:

servicesforschools@wigan.gov.uk

Your order will be recorded centrally, and then forwarded immediately to the relevant service providers. If you have any questions about each service please contact the provider directly.

The services, prices and terms set out in this guide are valid from **1 September 2017 until 31 August 2018**. There are no part year/pro rata discounts for late orders.



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The providers that are listed are done so on an information only basis and before considering the offer from any of these providers you must conduct your own due diligence as to the resilience of the organisation and the suitability of the services on offer to meet your needs.

Whilst all reasonable steps are taken to ensure that the information contained within the brochure is accurate in all material respects and up to date, the Council makes no warranties or representations as to the accuracy of the same and accepts no liability or responsibility for any loss due to any errors or omissions in the content of the brochure or arising from reliance on this information. It is advised that users check and verify any information before acting or relying on it and carry out all appropriate due diligence before contracting for any services with any of the providers listed in this section and that schools quality assure purchased services themselves and follow practices in line with the Scheme of Financial Administration or the Academies Handbook.

If a school wishes to discuss the offer made from these providers then by selecting them on the agreement form this interest will be shared with the relevant organisation.

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**Services for Schools - Agreement Form – 1 September 2017 –
31 August 2018.**



P1 Commissioning and Business Support

The Start Well Public Health and Commissioning Team will provide procurement and contract management support to ensure schools achieve best value services. The Chartered Institute of Procurement and Supply (CIPS) trained team can assist with all areas related to contracts and have vast knowledge and experience within this area.

The team can assist with the contexts of procurement and supply, sourcing from the market, negotiating and contracting, managing contracts and relationships with providers. The team can support schools to access frameworks and utilise procurement portals (both UK and European) to encourage greater competition that will bring down costs of supply.

We also offer a number of templates and procedures to assist schools and academies through the process, including:

- Standard contract templates;
- Service Level Agreement templates;
- Contract Management Support;
- 'Invitation to Tender' documentation;
- Evaluation score sheets;
- Moderation guidance;
- Service Specifications and Pricing Schedules;
- Partnership Agreement templates;
- Business Case templates;
- Guidance on how to contract a consultant.



What is included

- Guidance and support with procurement process.
- Tendering.
- Complaints and challenge.
- Liaising with the Council's Legal Service.
- Contractual terms and conditions.
- Support and guidance on the design of Service Specifications.
- Co-ordinating the placement of tender advertisements.
- Pre-Qualification Questionnaires.
- Evaluation and Scoring Templates.
- Administration Support.
- Administrating contracts.
- Monitoring of performance activity, including savings (tailored response to requests of schools for agreed costs).

The team have previously supported schools to tender for services such as HR / Payroll, capital investments in infrastructure, school meals and day care.

What is not included

- Collation / verification of TUPE information (if applicable).
- Final approval of the service specification.
- Payment of room bookings for evaluation / interview process.

A very professional and supportive service.

Friendly and knowledgeable staff that are happy to share their expertise and help.

Brilliant service.

Additional Offer

Offer of training on the "principles of procurement practice". An overview incorporating details on:

- Procedures;
- Public Contract Regulations (2015);
- High Level Business Case;
- Service Specification;
- Timescales;
- Advertising Process;
- European Union Law;
- Social Value Act 2012;
- EU Thresholds;
- Legal Challenges;
- European Union Remedies Directives.

Potentially of interest to Business Managers and school procurement leads - £200.

Cost to maintained

- Procurement and tendering within European Regulations - £1950 (dependent on scale of tender exercise).
- Request of written tenders or quotations in line with the Scheme of Financial Administration (2014) - £550.
- Procurement and tendering which excludes requirement to comply with European regulations - £1,200 (dependent on scale of tender exercise).
- Support drafting Service Specifications - £300.

Cost to Academies

- Procurement and tendering within European Regulations - £1950 (dependent on scale of tender exercise).
- Request of written tenders or quotations in line with the Academies Financial Handbook (2016) - £550.
- Procurement and tendering which excludes requirement to comply with European regulations - £1,200 (dependent on scale of tender exercise).
- Support drafting Service Specifications - £300.

VAT at 20% will be applied to all costs.

What's new

Mental Health and Wellbeing Learning and Support Services (0-19 years) Framework

It has been Wigan's long standing vision for there to be a comprehensive Child and Adolescent Mental Health Service (CAMHS) in the borough that values early intervention and prevention, and has a central role for Wigan Schools.

Wigan's programme of starting early to promote mental wellbeing and prevent mental health problems is based upon the recognition that psychological distress results from the outcomes of life's difficulties. Therefore, we have sought to identify experts in children's mental health to create capacity to support professionals working with children who may present with a range of difficulties linked to their emotional health and wellbeing.

A Framework agreement for Mental Health Support Services has been established allowing schools and partners to access Mental Health expertise quickly, confidently and at a great price.

There are two options for call off:

Lot 1 – Mental Health Training Programme

Accredited and experienced training providers can deliver training for school staff on:

- Addictive Behaviours;
- Attention Deficit Hyperactivity Disorder (ADHD);
- ADHD Parenting Strategies/Behaviour Strategies;
- Anger Management;
- Anxiety;

- Attachment Disorder;
- Autism Spectrum Conditions;
- Bereavement, Separation and Loss;
- Brain Development and Functioning;
- Breaking Habitual Thought Processes (Neuro-Linguistic Processing);
- Cognitive Behaviour Therapy Approaches;
- Children with Disabilities/Long Term Health Conditions and Mental Health;
- Communicating with Children and Young People;
- Communication Disorders;
- Cultural Awareness and Mental Health;
- Depression (including depression and co-morbidity);
- Developmental Delay;
- Domestic Abuse;
- Eating Disorders;
- Eating Disorder/Self Harm Training for Staff on Wards;
- Foetal Alcohol Syndrome;
- Gender Identity Issues/Disorder;
- Tackling Hidden Harm;
- Improving Mental Health and Wellbeing for Children and Young People; through Activities e.g. Yoga, Art therapy, Drama Therapy, Play Therapy, Therapeutic Stories etc.;
- Introduction to Mental Health;
- Managing Therapeutic Group-Work;
- Obsessive Compulsive Disorder (OCD);
- Personality Disorder;
- Poor Self-Esteem;
- Self-Harm (including Self-Harm for Social Care);
- Sensory Processing Disorders;
- Social Skills Group Work;
- Solution Focused Brief Therapy;
- Staff Dealing with Adults on the Phone Threatening Suicide or Self-Harm;
- Supporting Children to Cope with the Impact of Separation and Divorce;
- Substance Misuse and Mental Health;
- Systemic Therapy Practice and Approaches;

- The Role of the Trusted Adult;
- Trauma Training;
- Using Advocacy to Support Mental Health;
- Using 'Social Stories' With 16-19 Year Olds;
- Working with Children and Young People with Emotional and Behavioural Difficulties;
- Young People in Abusive Relationships;
- Young People, Mental Health, and the Internet.

Lot 2 – Mental Health Consultancy Support

Consultancy support is also available via the Framework. Schools can access providers of consultancy support which could support or deliver:

- Research and analysis of particular aspects of the local CAMHS system;
- Development and delivery of improvement plans in relation to the CAMHS system;
- Development of strategy and policy;
- Development of resources to support professionals.

Wigan Council does not charge schools wishing to call off from an existing framework.



Contact Details

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Telephone Number: 01942 486 260 / 01942 486 139 / 01942 486 192 / 01942 828 643

P2 Governor Services – Governor Support, Training and Development

The Governor Services Team offers a comprehensive, professional, advisory, support and training service to Headteachers, Governors Trustees and Governing Boards. The service exists to support governors and Trustees in fulfilling their core functions and to promote high quality governance in our schools.

What is included

This service includes:

- Access to GovernorHub a secure, cloud hosted digital platform from which governors are able to share information with other members of their governing body and access documents for governing body meetings;
- The provision of model documentation and procedures to support governing boards in carrying out their duties;
- Guidance and support on the implementation of all aspects of school governance;
- A 'Helpline' for Headteachers, Governors and Trustees;**
- The provision of model election packs to support parent and staff Governor elections;
- The provision of information on governance issues additional to statutory requirements;
- Unlimited access by Governors** to the training outlined in the twice-yearly Governor Services Training Programme;
- Locality based Training;
- Individual Governing Board training sessions (Please note priority will be given to those schools categorised by Wigan SI Strategy as 2b or 3);
- Guidance and model documentation on the Reporting to the Governing Board;
- Attendance at designated Governance conferences;
- Guidance, advice and support to Headteachers, Chairs and Governing Boards on the management of parental complaints;
- Guidance and support on the development of new models of Governance for Academies and Federations;
- Governor Services social media presence to enable governors to be updated with the latest information relating to school governance matters.

What is not included

National Governors Association Membership for your school

The NGA aims to raise standards in schools and support governors by keeping them up to date with changes, providing good practice examples, and a wealth of guidance, to help understand their role, thereby increasing the effectiveness of governing bodies and helping the NGA to achieve its aim that every child should have the opportunity to attend a good school. Standard Membership Benefits include:

- Access to the members' area of the NGA website for ALL governors and the clerk;
- Two copies of the bi-monthly Governing Matters magazine to the school and three to named governors;
- The NGA weekly e-mail news briefing for all governors and clerks;
- NGA guides available at discounted rates;
- 1 free place at the NGA member conferences/AGM.

Modern Governor - an on-line training programme for the governing body

'Modern Governor' is an e-learning service for Governors and aims to complement the face-to-face training programme that is available to all governors on the governing body.

There are more than 20 courses available including 'My Role as a Governor', 'School Recruitment Practices', 'Self Evaluation and the new Ofsted Framework', 'School Finance' and 'Chairing Governing Body Meetings', with new courses released throughout the year. For more information visit: www.moderngovernor.com

Additional training offered in collaboration with Wigan's teaching schools – an additional fee payable to the teaching school may be charged for these courses.

Safer Recruitment Training – face to face sessions can be arranged with an external trainer at a cost of £50 per governor (subject to demand).

Additional Offer

The Local Authority's statutory obligations to provide:

- Instruments of Government and variations to such documents in maintained schools;
- Information on governance legislation;
- Guidance documents to support the governing board's termly agenda;
- Termly briefing sessions to clerks to governing bodies;
- Recruitment and management of the nomination process for the appointment of Local Authority Governors in maintained schools;
- Maintenance of governing body and governor training records;
- Appointment of additional Governors to schools of concern;
- Provision of support for school/governing bodies identified as being in need of additional support.

****School based Clerks operating in a non-commercial environment are welcome to access advice from the Helpline, and attend the termly briefings and training courses as detailed in the centralised programme.**

Comments from governor training evaluations this year:

The course has given me more confidence to ask questions and the knowledge of how to be able to do this

An excellent trainer who grasps your attention and keeps us focussed. I learned more on this course than any other course I've attended thanks again

A well-presented, interactive session that was very thought provoking!

Another excellent training session thank you for all the support that governors in Wigan have access to, the handouts are really useful and beneficial to our governing body

Cost

The SLA for 2017-18 will be based on the number of governors and associate member for whom services are supplied at £85 per governor

- **Governing Body of 12 = £1020**
- **Governing Body of 20 = £1700**

Plus a contribution of £100 per governing body towards GovernorHub

NGA Standard Membership: £70 per school

Modern Governor e-learning package: £140 per school

Cost to Academies

The SLA for 2017-18 will be based on the number of Trustees and members of local academy boards (LAB) for whom services are supplied at £100 per Trustee/LAB member

- **Board of Trustees of 14 = £1400**
- **Local Academy Board of 12 = £1200**

Plus a contribution of £100 per Board of Trustees and each LAB towards GovernorHub

NGA Standard Membership: £70 per school

Modern Governor e-learning package: £140 per school

As stated plus VAT at 20%

Contact Details

Name: Sharon Brammeier

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Telephone Number: 01942 486 089

P3 Governor Services: Professional Clerking Service (Maintained Schools)

The purpose of the centrally based professional Clerking Service for Governing bodies is to support schools and governing bodies by providing a comprehensive, professional, administrative, advisory and legal support service to Headteachers, Chairs of Governors and governing bodies on matters of school governance.

What is included

The clerk is responsible for:

- Advising the governing board about its powers, duties and responsibilities as defined in legislation and guidance.
- Having access to the appropriate legal advice, support and training.
- Pre-meeting preparation including working with the headteacher and chairperson before governing board meetings to prepare a purposeful agenda which takes into account DfE, Local Authority and Church Authority issues and is focused on school improvement.
- The preparation and despatch of the letter of invitation, agenda, minutes and background papers for the termly meeting.
- Uploading of documentation for meetings to the academy GovernorHub site.
- Attendance at, and the minuting of, the statutory termly governing board meetings (and Committee meetings where purchased) throughout the year.
- Recording all decisions accurately and objectively with timescales for any agreed action.
- Sending draft minutes to the Chair and Headteacher for amendment and approval by the Chair.
- Circulating the approved draft minutes to all governors within the timescale agreed by the governing board.
- Providing the documentation required to maintain the signed minutes, the published copy file and Audit file which are to be retained at the school as an archive record.
- To lead, on the presentation of LA agenda items.
- Maintaining copies of current terms of reference and membership of committee and working parties and nominated governors, e.g. SEND.
- Advising governors and appointing bodies of the expiry of a term of office before that term expires so elections or appointments can be organised in a timely manner.
- Maintaining governor meeting attendance records and advising the governing board of non-attendance of governors.
- Advising that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school.
- The service aims to ensure draft minutes will be provided to the Chair and Headteacher within two weeks of the meeting.
- Provision of governor information to enable the school to meet its statutory requirements with regard to the publication of governor details on the school web-site.

What is not included

The following additional services can also be purchased:-

- Undertaking additional correspondence not related to the administration of the governing body.
- Support for additional meetings not covered within the Service Level Agreement.
- Attendance at additional meetings where scheduled meeting has not been quorate and has been re-arranged.
- Clerking support for parental complaint, pupil exclusion, staff dismissal and disciplinary meetings.*
- Clerking support for the Appointment of Headteachers and Deputy Headteachers.*

*** Supplementary SLA details for these services are available on request**

Some of the comments regarding the Clerking Service from our 2016 customer satisfaction survey

The service keeps us up to date, gives second to none training, and clerks all meetings professionally. As a school we used our own Clerk but since using the service I personally have seen a massive improvement.

Quite honestly I could not effectively chair governors meetings without the support, advice, knowledge and help from the Clerk, thank you.

Professional service, advice and information provided outside meeting when requested. High standard of minutes with few amendments required.

Reliability, consistency and all round level of good professional support and service.

Brings confidence that our GB procedures are robust, and that we are Ofsted ready.

Cost

Governor Services will contact the headteacher with the school's individual cost in the Spring term.

New service users please contact Vikki Semple on 01942 486091 or email: v.semple@wigan.gov.uk for further information.

Please note that meetings should be of no more than 2 hours 30 minutes duration.

- **Cost for Committees are available on request.**
- **An additional charge will be applied should you purchase the Clerking Service SLA and not the Governor Support, Training and Development SLA.**

Contact Details

Name: Sharon Brammeier

Designation: Team Leader, Governor Services

Email: S.Brammeier@wigan.gov.uk

Telephone Number: 01942 486 089

P4 Governor Services: Professional Clerking Service (Academies)

The purpose of the centrally based professional Clerking is to support academies and their Boards of Trustees by providing a comprehensive, professional, administrative, advisory and legal support service to CEO's, Chairs of Trustees and their Boards on matters of governance.

What is included

The clerk is responsible for:

- Advising the Board of Trustees about its powers, duties and responsibilities as defined in their Articles of Association and other guidance relating to the governance of the academy.
- Having access to the appropriate legal advice, support and training.
- Pre-meeting preparation including working with the CEO and chairperson before Board of Trustees meetings to prepare a purposeful agenda which is focused on school improvement and takes into account the vision of the academy and external factors affecting it.
- The preparation and despatch of the letter of invitation, agenda, minutes and background papers for the meetings of the Board of Trustees.
- Uploading of documentation for meetings to the academy GovernorHub site.
- Attendance at, and the minuting of, the Board of Trustees meetings (and their Committee meetings where purchased) throughout the year.
- Recording all decisions accurately and objectively with timescales for any agreed action.
- Sending draft minutes to the Chair and CEO for amendment and approval by the Chair.
- Circulating the approved draft minutes to all governors within the timescale agreed by the Board.
- Providing the documentation required to maintain the signed minutes, the published copy file and Audit file which are to be retained at the school as an archive record.
- To advise the Board on matters of good governance.
- To ensure that the terms of reference and membership of committee and working parties are in accordance with the academy Scheme of Delegation.
- Advising the Board and Members of the expiry of a term of office before that term expires so elections or appointments can be organised in a timely manner.
- Maintaining Trustee attendance records and advising the Board of Trustees of the non-attendance appointees.
- Ensuring that all Trustees complete a declaration of personal, pecuniary and prejudicial interests and that this is made available of inclusion on the Academy website.
- The service aims to ensure that draft minutes will be provided to the Chair and CEO within two weeks of the meeting.
- Provision of information to enable the academy to meet its statutory requirements with regard to the publication of Trustees' details on the academy web-site.

What is not included

The following additional services can also be purchased:-

- Undertaking additional correspondence not related to the administration of the governing body.
- Support for additional meetings not covered within the Service Level Agreement.
- Attendance at additional meetings where scheduled meeting has not been quorate and has been re-arranged.
- Clerking support for parental complaint, pupil exclusion, staff dismissal and disciplinary meetings.*
- Clerking support for the Appointment of Headteachers and Deputy Headteachers.*

*** Supplementary SLA details for these services are available on request**

Some of the comments regarding the Clerking Service from our 2016 customer satisfaction survey

The service keeps us up to date, gives second to none training, and clerks all meetings professionally. As a school we used our own Clerk but since using the service I personally have seen a massive improvement.

Quite honestly I could not effectively chair governors meetings without the support, advice, knowledge and help from the Clerk, thank you.

Professional service, advice and information provided outside meeting when requested. High standard of minutes with few amendments required.

Reliability, consistency and all round level of good professional support and service.

'Brings confidence that our GB procedures are robust, and that we are Ofsted ready.

Cost

Governor Services will contact the CEO and CFO with the academy's individual cost in the Spring term.

New service users please contact Vikki Semple on 01942 486091 or email v.semple@wigan.gov.uk for further information.

Please note that meetings should be of no more than 2 hours and 30 minutes duration.

- **Costs for Committees are available on request.**
- **An additional charge will be applied should you purchase the Clerking Service SLA and not the Governor Support, Training and Development SLA.**

Contact Details

Name: Sharon Brammeier

Designation: Team Leader, Governor Services

Email: S.Brammeier@wigan.gov.uk

Telephone Number: 01942 486 089

P5 Performance Information

This service is provided to schools and academies by the Education Business Intelligence Unit. We provide a range of support services designed to help schools use and understand school performance data. We do this by providing analysis services and reports directly to senior managers and assessment coordinators.

Reports and analyses are provided through tools such as Fischer Family Trust (FFT Aspire); however, we also produce bespoke 'early release' reports in September and October, currently known as the School Data Profiles (primary) and Subject Profiles (secondary).

The team also provides support to schools in respect of statutory data collections such as assessments at Key Stages 1 and 2, and support and guidance when cleaning the School census submissions.

The team will support schools with their use of FFT Aspire, including the administration of your schools account which will enable us to support the school with adding new users, general administration, unlocking accounts and adding and removing pupils.

Access to Perspective Lite is also included in the SLA which includes a secure document portal for two-way file sending and receiving with the EBIU team and safe document storage of LA documents.

Secondary schools will receive access to NOVA for an additional suite of reports (accessed through Perspective Lite).

What is included

- School profile booklets showing performance across all Primary and Secondary schools (released in September/October);
- Performance information and updates for:
 - Key Stage 1 - 5 (including GCSE);
 - Year One Phonics;
 - EYFS;
- Support for RAISEonline (and the future system);
- Access to FFT Aspire – including administration;
- Access to Perspective Lite;
- School data dashboard for Governors;
- Advice via e-mail and telephone during office hours;
- Bespoke information where requested and considered to be a priority;
- Support in the use and understanding of performance information;
- Year 7 transfer data for secondary schools (showing KS2 performance and contextual information);
- Support for the production and processing of statutory returns, for example: School Census and Key Stage data returns.

What is not included

- Visits to individual schools - an on-site training service is available during 2017/18 however this will be paid at a rate agreed by both parties. This can include training in the use of FFT and RAISEonline.

Additional Offer

Additional Offers provided at cost:

Training

The EBIU team will continue to offer training sessions for FFT during the 2017/18 academic year. These sessions will be charged at £25 per head.

Training and workshops for school-based staff including data administrators, head teachers, senior managers and Governors. The charge will be agreed between both parties.

These sessions will cover:

- RAISEonline (and the future system)
- FFT Aspire

Geographical Information

The EBIU team continues to produce and distribute 'School Intake Matrices'. These are documents that illustrate the differences seen between each of the school's intakes. They include the pupil home location maps, and the ACORN and IDACI data (supplied at pupil level).

How are these services provided?

- Timely provision of electronic packages of information to schools;
- Reports on key issues available via the intranet and where appropriate issued directly to school based contacts;
- Production of briefing notes for major developments.

Cost

Average price:

Primary - £1,200

Secondary £2,500

Lancashire Pupil Attitude Questionnaire

- Lancashire Pupil Attitude Questionnaire. The EBIU team will continue to offer this service, however, the charges will be passed on as we will act as the broker. The charges are approximately:
 - £250 for primary;
 - £600-800 for secondary.

Cost to Academies

Average price:

Primary - £1,200

Secondary £2,500

All prices are subject to VAT at the applicable rate (academies only)

Contact Details

Name: Kelly Partington

Designation: Senior Business Intelligence Analyst – School Improvement, (Education Business Intelligence Unit)

Telephone Number: 01942 486 271

P6 Pupil Premium Eligibility Checking Service - Provided by EBIU

The Education Business Intelligence Unit is continuing the Pupil Premium Eligibility Checking Service to all schools and all year groups (Reception to Y11). The EBIU team will check a parent's eligibility to free school meals for their children, allowing schools to accurately and speedily report the children as such and ensure they receive the appropriate pupil premium funding.

What is included

The service we are offering includes:

- A form for parents to complete;
- An Excel template for schools to complete;
- An email to each school with the eligibility outcomes;
- Monthly recheck of all those currently eligible and notification to schools;
- Support and guidance from 8.45am-5.00pm Monday to Friday.

Cost

£710.00 per school (April 2017 to August 2018)

The charge period has been brought in line with all other SLAs and so for this year only it will be for 17 months.

Cost to Academies

£710.00 per school (April 2017 to August 2018)

The charge period has been brought in line with all other SLAs and so for this year only it will be for 17 months.

Contact Details

Name: Kelly Partington

Designation: Senior EBI Analyst – School Improvement

Email: k.partington@wigan.gov.uk

Telephone Number: 01942 486 271



P7 School Admissions and Appeals

All services are provided to community and voluntary controlled schools without charge.

We offer governing bodies/academy trusts of **own admitting authority schools** support in carrying out statutory functions in accordance with co-ordinated admission schemes, the School Admissions Code and School Admission Appeal Code.

Services and charges are different depending on the type of school, as follows:

Academy and Free schools (non-maintained) – Full main intake admissions service, School Appeals, In year transfers.

Maintained schools

Main intake admissions service is provided without charge to maintained schools, except the ranking of applications.

Foundation schools - Main intake admissions service (ranking applications), School Appeals, In year transfers.

Voluntary aided (church schools) – In year transfers.

Our bespoke mapping service is available to all schools.

In delivering all our services we liaise closely with schools to ensure we provide a timely and quality service to schools and parents.

What is included

School Admissions Service

Consultation on admission arrangements via the Local Authority's communication systems provided to all schools that use the Main Intake service.

Main intake

- Processing applications;
- Verification of applications made for the school in respect of information contained on the common application form;
- Liaising with parents to reconcile anomalies;
- Investigating allegations of misleading or inaccurate information given on the LA application form;
- Ranking of applications according to the school's published admission criteria for Governors' approval;
- Maintaining waiting lists.

Additional Offer Mapping Service

Bespoke mapping service based on preference and allocation data. Quote available upon request.

In Year Transfers:

- Advice to parents about how to apply;
- Providing an application form, online and manual;
- Processing of applications;
- Liaising with schools about applications received;
- Liaising with schools about offering places;
- Providing governing bodies with accurate home to school distance measurements for ranking purposes where needed;
- Ensuring places are offered at alternative schools where applications are refused;
- Advising parents refused places of their statutory right of appeal and providing an appeal form;
- Dealing with any queries from parents applying for the school about in year transfers and appeals;
- Dealing with any Ombudsman enquiries, complaints from parents, elected members etc. regarding in year transfer applications for the school, including obtaining legal advice where necessary;
- Keeping records of applications and providing statistical information on request;
- Dealing with Freedom of Information requests regarding in year transfer applications;
- Providing schools with advice about school admissions and appeals.

School Appeals Service

- Providing an online or manual appeal form;
- Acknowledging receipt of appeals;
- A named officer to liaise closely with school to prepare a personalised statement of case to be used at the independent appeal hearing and update this statement of case as required throughout the remainder of the academic year;
- Background preparation for individual appeal hearings;
- Circulation of statement of case to appellants within statutory timescales;
- Representing the school at the independent appeal hearing;
- Where appropriate taking legal advice on behalf of the school;
- Dealing with complaints/enquiries about appeals;
- In the case of a complaint to the Education Funding Agency or Local Government Ombudsman, prepare draft response for admission authority's approval.

What is not included

- Making arrangements for, or meeting the costs of, the independent appeal panel;
- Room hire for the appeal hearing;
- Clerking Services;
- Charges for interpreting services;

These charges will be made separately as appropriate.

What's new for 2017-2018

Please note that there is now one standard charge for each individual appeal. A charge will be made for all appeals prepared for. This change is due to the number of appeals that are withdrawn as a result of case work carried out by the School Organisation Team or withdrawn at very short notice when all preparation work for the hearing has been completed.

Cost to Maintained Schools (Foundation and Voluntary Aided)

Main intake	2018 admissions round
Ranking of applications (Foundation only)	£1.05 per applicant

In year transfers
£1.25 per child on roll at Jan '17 CENSUS

Bespoke mapping service - quote available upon request.

Appeal Services (Foundation only)*

- Personalised statement of case and its maintenance for the remainder of the academic year £300;
- Administration, preparation and presentation of each appeal £75.

Cost to Academies

Main intake	2018 admissions round
Ranking of applications	£3.30 per applicant

In year transfers
£1.25 per child on roll at Jan '17 CENSUS

Bespoke mapping service - quote available upon request.

Appeal Services

- Personalised statement of case and its maintenance for the remainder of the academic year £300;
- Administration, preparation and presentation of each appeal £75.

All prices are subject to VAT at the applicable rate.

Contact Details

Name: Audrey Guest

Designation: Appeals/Policy Officer

Email: a.guest@wigan.gov.uk

Telephone Number: 01942 486 036



P8 SIMS (Schools' Information Management System) and Information and Communications Technology (All types of SIMS service)

Important: For 2017/18, EBIU have rolled their SIMS into one single service level agreement – the price paid will be dependent on your technical support arrangements (e.g. Capita Hosted / Local Hosted / Application and Training support only)

Support for SIMS Application Support

The EBIU Schools Helpdesk will support school staff and management teams in their recording and use of electronic data, providing support on an extensive range of modules within Capita's Schools' Information Management System (SIMS).

Our professional and friendly help desk service is available from 8.45am to 5pm, Monday to Friday (excluding Bank Holidays), including during school holiday periods.

Training

In addition to the helpdesk service, the team will continue to deliver a wide range of training. As usual, training sessions will cover a wide variety of topics, ranging from introductory sessions for new starters right through to more advanced sessions. Training sessions are held in our dedicated training suite in Wigan Life Centre South.

Technical

Our technical support service is provided by Agilisys, who can manage all aspects of your locally hosted instance of SIMS / FMS. Although there is additional charge for this service, users generally find that this is very price competitive – please do contact the team if you are interested in changing your technical support provider and we can talk you through the options.

Price increases in 2017 / 18 have been kept to a minimum and we sincerely believe our SIMS service represents excellent value for money.

It is important to note that effective delivery of this service will require your systems to be configured to receive updates via the Capita SOLUS 3 platform.

Access to Council Email and/or Council Intranet

In addition, the service provides access to corporate systems and support for schools' administrative networks via a virtual desktop (this includes access to the corporate intranet and the HR iTrent system). In order to facilitate this, up to three two-factor access tokens will be offered free of charge.

What is included

- Access to training on a wide range of SIMS modules including Attendance, Assessment, Behaviour / Achievement Management.
- Access to support for statutory and other procedures such as the School Census', Key Stage data returns, the monthly VAT reports, Common Transfer File.
- Access to a helpdesk service offering shadow facilities.
- Guidance around the use of Privacy Notices - a part of schools' Data Protection responsibilities.
- Contribution to Annual Maintenance Costs, (Maintained schools only).
- Planning and support for implementation of new modules.
- Provision of briefing updates on major project implementation to promote good practice amongst schools.
- Quality assurance testing of the new functionality and enhancements applied to the latest SIMS platform, prior to release to schools via SOLUS 3.
- Notification of SIMS upgrades / patches / file sets to your technical provider and associated support
- Support for setting up new users to SIMS / FMS.

What is not included

- Security backups and restoration of all information stored on local networks and hard disks.
- Local system management, including authorisation of users, password protection and other security requirements (separate training is offered around the use of System Manager functions).
- Maintaining up to date and accurate information systems.
- Compliance with Data Protection and Freedom of Information Legislation.
- The production of statutory returns using the SIMS system, e.g. School Census, CFR and CTF.
- The licensing costs or support of any independently purchased software or additional SIMS modules.
- Technical advice and support for school initiated developments, not involving their SIMS network.

Additional offer

Additional offers provided at cost:

- Training on a small number of specialised modules for example, Nova Timetable, Exams and Options.

On site consultancy:

Our analysts can come into school and offer bespoke services (including training) to support the schools use of SIMS – including amendments to assessment and tracking facilities.

Half Day - £125 Full Day - £200

Annual 'SIMS Health Check' - NEW

This service (previously provided only to secondary schools) is now available to primary schools. A SIMS Analyst will attend your school and examine the use of SIMS by key personnel within the school and undertake a comprehensive check of system usage. A written report is provided back to the head teacher together with a set of outcomes / recommendations. The charge for this service is set at £250, (examples available by request). This service will be available from September 2017 and is subject to availability.

What's new

EBIU service remains unchanged, however, charges will now be dependent on your school's technical support arrangements (e.g. Capita Hosted or Local Hosted).

Primary School Costs

Capita Hosted or Local Hosted with support from Agilisys

- Average charge = £3,400
- Capita Hosted: Please contact the team for a breakdown of costs for Capita Hosted.
- Local Hosting Support: For schools locally hosted with support from Agilisys, there will be an additional charge of £750 applied.

Application Support and Training Only (where a third party provides technical support for SIMS)

Primary / Nursery
£3,000 flat charge

Secondary Schools Costs

Application Support and Training Only or with Technical SIMS Back up support provided by Agilisys

Average charge = £4,300

Contact Details

Name: Kelly Partington

Designation: Senior Analyst – School Improvement

Email: K.Partington@wigan.gcsx.gov.uk

Telephone Number: 01942 486 271



P9 Attendance Support Service

The Attendance Support Service works with schools, pupils and parents, alongside partner agencies, to ensure access to educational opportunities for children and young people through regular attendance at school. This is done through a graduated response that builds on the existing work of the school.

What is included:

In addition to current services offered through Start Well Services and Attendance Enforcement all schools have the opportunity to buy in further Attendance Support Service time.

There are many different ways that a school can use Attendance Support Service time and these will be negotiated and co-created with each school to best meet their needs. However, some examples of what a school could request are detailed below:

- Preparation for Ofsted visit (including review of schools systems/analysis of data and historical trends / comparison).
- Case work including home visits, school visits, meetings with parents including parenting contracts, signposting parents and families to appropriate services or sources of help and support.

This will include the Attendance Support worker using skills such as motivational interviewing, coaching and problem solving.

- Evidenced based interventions such as 1:1 or group parenting interventions, 1:1 or group resilience work with child(ren), whole family work.
- Punctuality weeks / late gate sessions / Assemblies on good attendance / punctuality.
- Staff training at staff meetings.
- Supervision and case reflection discussion for attendance leads.

Cost

The details below are a trial price for the new service:

Daily rate: £188

Half day rate: £94

Example Package 1: 76 days (Equates to two days a week in term time which may be used during holiday periods as appropriate).
£13,160 - 76 days for the price of 70

Example Package 2: 38 days (Equates to one day a week in term time which may be used during holiday periods as appropriate.)
£6,580 - 38 days for the price of 35

Example Package 3: 19 days (Equates to 1/2 day a week in term time which may be used during holiday periods as appropriate).
£3,290 - 19 days for the price of 17.5

The examples above are not exclusive and we will work into any establishment to work out an appropriate package where appropriate.

**Contact Details**

Name: Charmaine Tarring

Designation: Team manager – Education Support

Email: C.Tarring@wigan.gov.uk

Telephone Number: 01942 827 882

P10 Targeted Education Support Service

The Targeted Education Support Service (TESS) works in partnership with schools and other agencies, within a framework of inclusion, to provide effective support to pupils, parents and schools where there is a concern which may have an effect on the young person's wellbeing and their achievements in school. TESS - helps schools identify young people's needs, develop interventions and secure positive outcomes. It supports children's learning by giving advice, training and modelling best practice to schools and families.

What is included - one day per week option

- One day per week of support from a TESS teacher to support schools with the management of young people's social, mental, emotional and behavioural needs and / or further support for cognition and learning.
- Support to develop and / or implement strategies to promote positive mental health within school settings.
- As required, strategic meetings with TESS Co-ordinators and the school's senior leadership.
- All TESS school based training provided free.
- Behaviour and Attendance Network Meetings – three per term.

Work will be based on the individual needs of each setting, but may include:

- Training and teaching support that enables school staff to meet the needs of children and remove barriers to achievement.
- Audits – for example Behaviour and Discipline, Environmental, Social, Emotional and Mental Health, Teaching and Learning - with follow up support to implement solutions - departmental, individual classes, vulnerable groups.
- Support given for Whole School Policies e.g. Behaviour and Discipline Policy, Anti-Bullying, SEND.
- Support for newly appointed teachers, Inclusion Managers, SENCOs, Heads of Year, Learning Mentors, Teaching Assistants, Lunchtime Welfare etc.
- Support / training / modelling best practice for staff in school who deliver interventions, with resources where required and / or appropriate.
- Facilitate partnership work with families, other professionals and the wider community to promote successful outcomes e.g. where attendance is an issue.
- Meeting with SENCO / Inclusion Manager / class teacher to discuss interventions and follow up support provided throughout school as required.
- Assessment of pupil needs, with a written report.
- Ongoing liaison with school staff as appropriate.
- Assistance to schools in the graduated approach to SEND.
- Support with tracking, monitoring and evaluating progress of vulnerable groups.
- Support for senior leaders in monitoring the appropriate and effective use of resources allocated to children e.g. use of Pupil Premium.
- Attendance at SEN annual review meetings.
- Support in developing inclusion / nurturing settings.

Cost

- £15,722 for complete school year one day per week (TESS Teacher).*
- Teacher £350 per day £70 per hour.*
- Teaching Assistant / Behaviour Practitioner £175 per day £35 per hour.*

* Prices correct as of 1st December 2016

All prices are subject to VAT at the applicable rate.

Please contact the team if you wish to discuss other options.

TESTIMONIALS TAKEN FROM SENCO QUESTIONNAIRES JANUARY 2015

After completing assessments and observations TESS always provide practical suggestions for school staff to follow...TESS work is directly impacting on the progress of our children.

The training completed by TESS was bespoke to our school benefitting all our staff and as a result our pupils.

An invaluable support to school especially the strategic meetings, the modelling of 1:1 interventions for pupils with strategies for school staff, help with implementing Pastoral Support Programmes and most of all someone to turn to when I need advice or a listening ear.

Contact Details

Name: Sandra Taylor

Designation: Targeted Education Support Service Manager

Email: Sandra.Taylor@wigan.gov.uk

Telephone Number: 01942 201 914

P11 Ethnic Minority Achievement Service (support for all schools, charges applicable to academies only)

The Ethnic Minority Achievement Service (EMAS) works with schools, pupils and parents, alongside partner agencies, to ensure access to educational opportunities for children and young people who are of an ethnic minority heritage. EMAS consists of 2 strands, the English as an Additional Language Team, who work with pupils whose home language is not English, which includes asylum seekers, refugees and economic migrants; and the Gypsy Roma Traveller team, who work with both the indigenous Travelling community and European Roma.

We aim to facilitate learning by supporting schools, teachers, parents and pupils to ensure positive educational outcomes and experiences.

What is included

- Arranging school places for newly arrived pupils.
- Signposting parents and families to appropriate services or sources of help and support.
- Advice and assistance to families and schools on the induction of pupils from an ethnic minority.
- Support and advice to school staff on general issues relating to working with ethnic minority pupils.
- Initial assessment of a pupil's language development or learning needs.
- Support and advice to staff on the development of teaching and learning strategies to differentiate and modify the curriculum for pupils with EAL or learning gaps due to their mobile lifestyle.
- Support and advice to staff on planning and implementing individual teaching programmes for developing language skills or for addressing gaps in learning.
- Advice on the setting of achievable objectives; monitoring and evaluating progress.
- Advice on the use of appropriate resources to reflect diverse cultures within the curriculum.
- Advice about aspects of other cultures or religions which affect a pupil's integration into school life.
- Strategies for supporting children who have had long term absences from school due to extended holidays abroad or a highly mobile lifestyle.
- Access to interpretation/translation services.
- Information about the diverse cultures which make up the population of Wigan Borough.
- Liaison with school staff, parents and other professionals as required.
- Individual or small group teaching, where appropriate.
- Continued support to families to enable children to get the best from school.
- Assistance with the development of distance learning materials and strategies.
- Advice about resources and occasional loans of appropriate materials.
- Locality based in-service training.

Cost

All services are free of charge.

Cost to Academies

The following packages of support are available, but we are also happy to tailor a bespoke package according to your requirements.

Induction Package

3 hours Education Liaison Officer time for school induction.
Includes meetings with parents and school.
£120 plus interpreting costs as required.

Initial Assessment

Assessment.
Individual report with summary of learning needs.
Personalised learning plan.
Liaison with class teacher/learning mentor.
£300

Teaching Programme

Teaching support MUST be preceded by initial assessment.
Teaching sessions are recommended twice weekly.
£40 per session; i.e. £80 per week.

At the end of a course of teaching support (usually one year), we conduct a summative assessment to advise school of future learning needs.
£250

Rosetta Stone computer programme

Set up visit to school.
Instruction in use.
Single user licence for 12 months.
£150 for 1 pupil.
£100 for each additional simultaneous set up and licence.

Training - Twilight session

Includes prior audit of training needs, preparation and handouts.
Follow up call at later date for support and advice.
Can be delivered to whole school or designated groups.
£400

Longer sessions can be delivered on request; price according to requirements.

Talking Tables

A strategy for Early Years pupils.
One morning weekly for six weeks, working with groups of children whilst being observed by your school staff, who will then have the skills and training to embed the strategy in your school curriculum.
£1200

Contact Details

Name: Carol Darwen
Designation: EMAS Co-ordinator
Email: C.Darwen@wigan.gov.uk
Telephone Number: 01942 404 075

P12 Educational Psychology Service

'Applying psychology and evidence-based practice to promote positive outcomes for children and young people'

Wigan Educational Psychology Service (EPS) offers a range of advice, assessment, training and interventions to support children and young people 0-25 years old. We work with families, staff and other professionals in a range of settings, applying psychology to promote positive outcomes. All Wigan educational psychologists have approved professional qualifications and are registered with the Health and Care Professions Council.



What is included

All schools receive an allocation of 'local authority funded' hours each academic year, including time for a 'Review and Development' planning meeting held in the autumn term.

In addition all schools then have the opportunity to buy in further Educational Psychology Service time, to supplement the local authority funded time they are already receiving.

A Service Level Agreement is initially drawn up in the September planning meeting and is then updated throughout the year, detailing how local authority funded hours and additional hours that have been bought will be used.

There are many different ways that a school can use Educational Psychology Service time and the Educational Psychology Service brochure, that is distributed to schools in September, outlines these. However, some examples of what a school could request are detailed below:

- A further 'Review and Development' meeting at the beginning of the spring term, to discuss progress and prioritise work.
- Assessment, consultation, problem solving approaches, direct intervention (e.g. therapeutic work) or training to support individual pupils in school.
- Consultation and problem solving approaches focusing upon supporting groups of pupils.
- Whole school 'systems' work, including training and development personalised to your school. Support to implement recommended interventions and structured evaluation of their effectiveness can also be offered.
- Support across all transitions for children and young people (0 – 25 years).
- Assisting parents in supporting their child's educational development and emotional wellbeing.
- Support with specific interventions, including resources when needed.
- Partnership work with other professionals in Health, Social Care and the wider community.

What's new for 2017-2018

We are offering a range of new training packages and interventions that are outlined in our latest EPS brochure available at:
<https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Special-Educational-Needs/Professionals/EPS-Service-Brochure.pdf>

Cost

- Schools can purchase additional hours at £100 per hour.
- Should schools wish to purchase significant additional hours; these will be provided at a subsidised rate. A school will be charged £90 per hour if 21+ hours are purchased over the year. If a school purchases 41+ hours for the year in advance (in the autumn term) then this will be charged at £80 per hour.
- Schools will be invoiced twice a year.

Cost to Academies

- In the academic year September 2017-August 2018 academies will receive the same allocation but they will be charged VAT on any additional hours that are purchased.

Contact Details

Name: Dr Louise Tuersley-Dixon

Designation: Principal Educational Psychologist

Email: L.Tuersley-Dixon@wigan.gov.uk

Telephone Number: 01942 486 238

Rachel Mansfield

Senior Educational Psychologist

R.Mansfield@wigan.gov.uk

01942 486 238

P13 Aspiring Futures - Careers

The Aspiring Futures Careers Service can deliver a high quality Information, Advice, and Guidance service to your pupils, helping you to achieve the objectives of your Careers Strategy, the aims of the Government's Inspiration Agenda, and achieve a successful Ofsted rating. We do this through a range of approaches that can be tailored to your own needs and built around your own priorities which are delivered by our qualified and experienced Adviser team.

Our Aim is to inspire young people, raise their aspirations, equip them with the skills, knowledge, and experience to secure sustainable employment in a rapidly changing economic environment, and enable them to make fully informed choices about their future career.

What is included

- One to one Careers guidance interviews to help students make an informed choice about their future career paths based on labour market information and local business intelligence.
- Group sessions including introduction to the inspiring world of work and local economy group and completion of careers interest form.
- More intensive support for pupils identified by the school at risk of becoming NEET, following a vocational route or off site learning.
- Career Planning programme supporting schools CEG curriculum.
- Digital support to manage career choices, make successful online applications, and use networking tools such as Linked In.
- Further and Higher Education application support, including advice on gap years, funding, work placements and volunteering.
- Advice on Traineeships, Apprenticeships and Access to Careers Adviser outside school timetable including during holiday periods.
- Liaison with work based learning providers and business to promote opportunities .
- Drop in sessions, surgeries and self referral option
- Attendance at parents' evenings.

What is not included

- SEND support.

Additional Offer

- Learning Lunchtimes.
- Cascaid online service – reduced price via Council.
- UCAS Progress support.
- Careers Co-ordinator network.

What is included

- Regular reporting on the impact of CEIAG provision and onward student destinations.
- Routes to Higher Level Apprenticeships.

Cost

£205 per day

Cost to Academies

£205 per day

All prices are subject to VAT at the applicable rate.

We are now in our third year of buying back into Wigan's careers service. We have an excellent independent careers advisor who works within the school setting, including unsocial hours, in order to support our young people and their families. She delivers high quality independent advice and support in relation to careers and local opportunities. In addition she positively contributes to work related enrichment opportunities across the school.

Student voice has made it clear that our young people appreciate the impartial but relevant guidance provided, the continuity of support and the manner in which it is delivered. Our advisor has gone the extra mile for our young people when things have not turned out the way they have planned, ensuring appropriate Post 16 progression even on results day and beyond.

Joanne Shaw - Assistant Head - Lowton High School

Contact Details

Name: Sharon Weetman

Designation: Service Manager – Aspiring Futures

Email: s.weetman@wigan.gov.uk

Telephone Number: 01942 487 361

Website: www.wigan.gov.uk www.wiganworks.com

P14 Aspiring Futures – Career Aspiration Days (Primary Schools)

The Aspiring Futures Careers Service can offer an innovative and engaging one day programme to pupils preparing for transition to high school which develops ideas about future career pathways and challenges perceptions about what some jobs might entail!

What is included

- Career Detective Game.
- Jobs in Pawland online activity.
- Visits from employers.
- “Day in the Life” activity.
- “Guess my Job” careers fair.

Cost

£350 per day

What is not included

- Ongoing CEIAG with pupils.

Cost to Academies

£350 per day

All prices are subject to VAT at the applicable rate.

Additional Offer

- Inspiring IAG Primary Award.

Contact Details

Name: Sharon Weetman

Designation: Service Manager – Aspiring Futures

Email: s.weetman@wigan.gov.uk

Telephone Number: 01942 487 361

Website: www.wigan.gov.uk www.wiganworks.com



P15 Aspiring Futures – Work Experience Programme

Work experience programme delivered on behalf of schools to allow pupils to gain valuable work experience to help inform their future career decisions, provide valuable experience for job applications and entry to further and higher education. Placements can be delivered as block placements (1 or 2 weeks) or extended placement.

What is included

- Block placement for 1 or 2 weeks within the school year. Includes placement sourcing and arrangement, H&S check, confirmation details for employers, school and pupils, point of contact for employers and school before and during placement and placement management.
- Extended placements for half or full day per week for a longer period of time. Includes placement sourcing and arrangement, H&S check, confirmation details for employers, school and pupils, point of contact for employers and school before and during placement and placement management, review visit during placement and completion of supporting paperwork. Allows for separate placements to be completed during different terms to expand the range of experience gained if required.

Cost

Block placement: £20 per pupil per placement for schools using Wigan Careers Service; £25 for non buyback schools.

Extended placement: £115 per pupil per year for up to 3 placements, allowing for separate placements to be completed during different terms to expand the range of experience gained if required. Additional placements will be charged as above.

What is not included

- Block placements only exclude review visits but these can be done at an additional charge.

Additional Offer

- Discounted rates available for schools that use Wigan Careers Service.

Cost to Academies

Block placement: £20 per pupil per placement for schools using Wigan Careers Service; £25 for non buyback schools.

Extended placement: £115 per pupil per year for up to 3 placements, allowing for separate placements to be completed during different terms to expand the range of experience gained if required. Additional placements will be charged as above.

Contact Details

Name: Beth Locke

Designation: Work Experience and Progression Lead

Email: b.locke@wigan.gov.uk

Telephone Number: 01942 486 823

Website: www.wigan.gov.uk www.wiganworks.com



P16 Targeted Services – Restorative Approaches

Targeted services work restoratively with victims, communities, young people and families to resolve conflict and reduce offending. We take an asset based approach in our work. The team offers Restorative Justice Council accredited training and ongoing support to schools and other partner agencies to enable them to embed the restorative approach in their setting. Benefits to taking this approach can be reducing exclusions, promoting inclusion, managing incidents of bullying and develop strong relationships between all staff, pupils, families and partner agencies.

What is included

An underpinning principle of the 'The Deal' is for the Council to work in restorative ways with each other, schools, partner agencies and Wigan residents. As part of 'The Deal for Children and Young People' we are contributing to our part in making Wigan borough a place where everyone is accepted and valued.

We can offer a tailored training package for individual schools based on what you want. This can include training staff, governors, pupils and families. We can work with you to become a 'Restorative School' where restorative approaches are embedded into the ethos, culture and policies of your school. We acknowledge each school is different so the offer has to be flexible.

To support, encourage, motivate and ensure the quality of restorative work, we will offer strategic guidance, use our experience of working with schools, explore what training is needed and then offer ongoing support and reflection to help embed and maintain this approach.

The courses are linked to Best Practice as outlined by the Restorative Justice Council (RJC) and we are an accredited training provider of the RJC. It is to be noted, the training is about restorative approaches, not just restorative justice.

We offer an initial consultation to explore the needs of your team/service – this will ensure the correct level of training is offered to the most appropriate members of your team, governors, pupils and families, either linked to their role, their skills or their passion for this approach. You will be able to explore what support is offered post training also.

The standard training includes a 2 hour awareness session which can lead to either a 1 day or a 3 day course, depending need. People would not need to attend both 1 day and 3 day course. The sessions/training courses are delivered by trained and experienced RS Team staff, some of which are RJC accredited practitioners.

We can also deliver training to pupils so they can become trained in restorative approaches to really take a whole school approach.



Cost to Maintained

As we offer a bespoke service, please contact us to discuss any costs.

Very engaging,
practical and useful.
I will be able to put all into
practice, thank you.

An approach
which allows for
acknowledgement and
reparation of any harm or
perceived harm.

Cost to Academies

As we offer a bespoke service, please contact us to discuss any costs.

Very emotional and
worthwhile training.

The course has
opened my eyes to how
effective it can be to take
this approach.

Enjoyable. Interesting.
Team building.

Contact Details

Name: Victoria Finnigan-Lord

Designation: Senior Practitioner

Email: v.finnigan-lord@wigan.gov.uk

Telephone Number: 01942 487 774

PL1 Environmental Services

Wigan Council's Environmental Services Team are able to offer a full range of essential facilities and site management services such as catering through to specialist services such as CCTV security, signage, waste and recycling, building services, grounds and infrastructure maintenance services.

We offer and have included in the booklet a broad range of services available on a one-off basis or as tailor made customised packages to meet individual schools requirements.

Services are delivered via the Council's own local workforce and infrastructure (many of which are available 24/7), underpinned with nominated contacts to ease communication, supported by IT and management information systems that enable us to deliver quality services and drive continuous improvement.

Our core service offer to schools now includes:

- Comprehensive Caretaking and Cleaning Services;
- School Meals;
- Pest Control;
- CCTV, Alarm Monitoring and Key Holding;
- Grounds Maintenance and Arboriculture Services;
- Play Area Development and Maintenance;
- Motor Vehicle Services;
- Building Services;
- External Infrastructure inc. hard landscape, drainage and external lighting;
- Winter Maintenance inc. gritting and salt bins;
- Sign Design, Manufacture and Fitting;
- Waste Management and Recycling Services.

In readiness for the new academic year 2017/18 we aim to continue to build greater **Added Value** into our service offer to benefit our school customers, with both customised service mixes and prices to ease the financial implications of accessing high quality services.

We look forward to working with you.

Paul Barton – Assistant Director, Environmental Services



PL2 MetroFresh Caretaker Services

We offer a range of comprehensive Caretaking service provision to Primary, Secondary and Special schools and provide access to qualified, professional and conscientious caretakers.

All of our front line staff receive comprehensive training in all relevant health and safety legislation and practical application and all have enhanced DBS clearance and are fully covered by our Employee Liability cover for your piece of mind.

If you would like further information on our range of Service Provision and pricing, please visit the MetroFresh Website at:

<https://www.wigan.gov.uk/Business/MetroFresh>

Or contact Sandra Cottam, Business Manager on: 01942 705055.



Contact Details

Name: Sandra Cottam

Designation: Business Manager

Email: S.Cottam@wigan.gov.uk

Telephone Number: 01942 705 055



PL3 MetroFresh Cleaning Services

We offer a range of comprehensive Cleaning service provision to Primary, Secondary and Special schools and provide access to qualified, professional and conscientious cleaners.

All of our front line staff receive comprehensive training in all relevant health and safety legislation and practical application and all have enhanced DBS clearance and are fully covered by our Employee Liability cover for your piece of mind.

If you would like further information on our range of Service Provision and pricing, please visit the MetroFresh Website at:

<https://www.wigan.gov.uk/Business/MetroFresh>

Or contact Sandra Cottam, Business Manager on 01942 705055.



At Parklee we have been working with Metrofresh as our cleaning provider since August 2015 and have found that the service we have received has been 100% reliable and highly professional, with regular communication and speedy response times. Specialist requirements such as cleaning equipment present no problem either with sensible advice always readily available. No task is too big or too small and they are willing to deliver a bespoke service. We look forward to working with Metrofresh for the foreseeable future.

Mark Vickerman, Bursar
Parklee Community Primary School



Contact Details

Name: Sandra Cottam

Designation: Business Manager

Email: S.Cottam@wigan.gov.uk

Telephone Number: 01942 705 055

PL4 MetroFresh Catering Service – ‘More than just a school meal’

We provide a customer focused, excellent quality, value for money Catering Service for Primary, Secondary and Special schools and by producing healthy, nutritious meals, meet the needs of pupils, teachers, governors and parents and contribute to the health and wellbeing of our children, improve their academic performance as well as supporting the achievement of specific Wigan Council and Public Health core objectives.

MetroFresh are committed to delivering a quality driven school meal service in line with all legislative requirements and share the Council's aims of ensuring health and wellbeing of children and young people in the Wigan Borough. This agreement is founded on the philosophy that an excellent school meals service requires planned partnership working underpinned by written procedures and commits both MetroFresh and schools to those ends.

If you would like further information on our Service Provision, Pricing, Cost models, menus and other services available, please visit the MetroFresh Website at:

<https://www.wigan.gov.uk/Business/MetroFresh>

Or contact Sandra Cottam, Business Manager on 01942 705055.



Contact Details

Name: Sandra Cottam

Designation: Business Manager

Email: S.Cottam@wigan.gov.uk

Telephone Number: 01942 705 055



PL5 Pest Control Service

A high quality, professional, efficient, reliable, discreet, bespoke and value for money Pest Control Service for the protection against, eradication and removal of:

- Ants;
- Wasps;
- Rats;
- Mice;
- Pigeon Proofing;
- Cockroaches;
- Fleas;
- Other Insects;
- Honey Bees (arrangement for local bee-keeper to relocate to a new location).

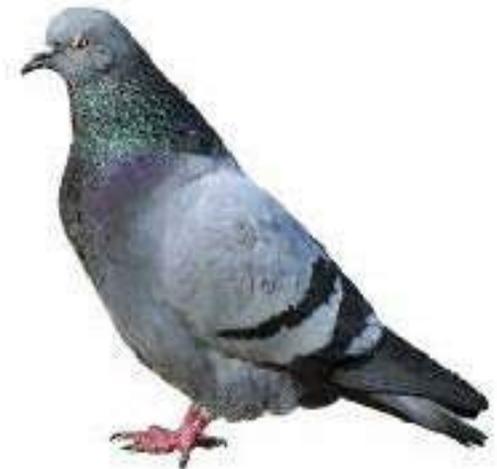
The service does not deal with foxes, moles and squirrels.

Our Pest Control Technicians have BDS clearance and we can provide Risk Assessments and COSHH Data Sheets.

Services Available:

PL5.1 Annual Bespoke Contract

- Bespoke annual programme of treatments – based on initial free survey
- Specific monitoring of kitchens – to comply with public health regulations
- Priority response to public health and nuisance treatments
- Advice and support in prevention and/or corrective action
- Treatments can be arranged outside of standard business hours
- Direct access to the Pest Control team to request treatments via telephone or email
- Data sheets for pesticides used are provided for all treatments
- Documented maximum response timescales.



Pest	Maximum Response Timescales
Ants	24 hours
Bedbugs	24 hours
Cockroaches	24 hours
Fleas	24 hours
Rats inside	24 hours
Rats outside	3 days
Mice	24 hours
Miscellaneous Insects	24 hours

PL5.2 One-off Treatments

Ants and Wasps

Individual 'one-off' fixed price treatments – see pricing table for cost.

Rats, mice, cockroaches, fleas and other insects

Initial survey to outline a customised treatment plan. Fixed treatment price based on survey findings.

PL5.3 Pigeon Proofing

Protect your premises from pigeons, with design and installation of 'pigeon proofing' devices to deter pigeons.

A survey of the property to be protected is undertaken prior to the design and installation of the most appropriate, cost effective solution for your pigeon problem.

Guaranteed response timescales of 3 days to undertake survey.



Service	Cost to Maintained Schools and Academies
PL5.1 Annual Bespoke Contract	from £250 – request a quotation
PL5.2 One off Treatments	
Ants and Wasps (first hour / visit)	£61.35 (1 hr - min charge)
Rats, Mice, Cockroaches, Fleas etc	£61.35 (1 hr) for first visit then per quarter hour charge.
PL5.3 Pigeon Proofing	Request a quotation

***Please note that for Academies VAT @ 20% will be added to the invoice**

Contact Details

Name: Alan Bussell

Designation: Pest Control Supervisor

Email: A.Bussell@wigan.gov.uk

Telephone Number: 01942 488 186

PL6 Risk Management and CCTV

The team offer a comprehensive portfolio of security measures including CCTV and Premises Monitoring to protect both properties and people which will both minimise risk and provide peace of mind. The 24/7 CCTV Monitoring suite and contact centre is accredited with and audited annually to National Security Inspectorate (NSI) Silver standards incorporating British Standard (BS) 7958 and 7858, also the nationally implemented standards of the Government appointed Surveillance Camera Commissioner (SCC) guiding principles on policy and procedures.

As a team of professionals with over 20 years' experience of risk management and security we have been providing an independent advice and guidance service covering all aspects of security installation applications, physical security services, procurement of security services and service contract management.

Services Available:

PL6.1 Alarm Monitoring and Servicing and Contact Centre Services Package:

A package of services developed specifically to cater for the needs of schools and operate 24/7, 365 days a year, which includes:

Intruder Alarm Monitoring and Servicing

24/7 monitoring of the property to ensure that at all times there will be an immediate response to any activations of an installed intruder alarm system that have occurred at the property, including; two services of your intruder alarm system each year.

Fire Alarm Monitoring

24/7 monitoring of the property to ensure that at all times there will be an immediate response to any fire alarm activations that occur at the property. Note: servicing of fire alarm systems is not included in this package; call us for guidance on fire alarm servicing.

Personal Attack Monitoring

24/7 monitoring of wired or wireless personal attack buttons within the property ensuring that at all times there will be an immediate response to any activations that have occurred.

24/7 Contact Centre Services

Access to the 24/7 National Security Inspectorate Silver accredited contact centre for advice and guidance. The experienced and customer focused team provide the first point of contact for emergencies, urgent and non-urgent requests.

The designated 24/7 contact centre number 01942 404040 is available as a contact point where the team will respond promptly to an array of contacts, including: breakdowns or faults on security equipment, out of hours emergency repairs, vandalism, securing premises, school trips and emergency closures.

The response will include organising contractors and officers to respond to your needs.

Alarm Monitoring services are delivered to National Security Inspectorate gold standards and Security Systems Alarm Inspection Board (SSAIB); this bulk purchasing arrangement undertaken on a Borough-wide basis delivers low costs and high quality service options.

PL6.1.1 - Key Holding Response

A physical response to any out of hours alarm activations that have occurred at the property thereby removing the need to utilise a member of staff to carry out this function and the complications that it can bring in relation to your responsibilities on lone working and health and safety issues.

The service fee includes: 4 attendances to site or 4 hours on site whichever occurs first, with any call out thereafter being charged by the hour.

Key holding services are delivered to National Security Inspectorate gold standards; this bulk purchasing arrangement undertaken on a Borough-wide basis delivers low costs and high quality service options.

PL6.1.2 - Temporary Loan of Equipment (if bought back into service PL6.1)

In the event of equipment failure which cannot be repaired on site we can, subject to availability, provide replacement items, such as CCTV cameras, Digital Video Recorders and flat screen monitors on a temporary basis so that the system can continue to provide security coverage for the site, the cost for this temporary service is available upon request.

PL6.1.3 – Police Response (if bought back into service PL6.1)

Applications for Police response to intruder alarm activation, monitoring of the level of Police response on your premises, and applying for the reinstatement of Police response to intruder alarm activation, where this has been withdrawn or deleted, (an upgrade of the system may be required). When Police response is deleted a charge for re-instatement will be made.

PL6.1.4 – SmartPac Touch (if bought back into service PL6.1)

If you want full control of your alarm logs and key holding list and to access it remotely. SmartPac Touch allows you 24/7 access to your alarm activation and key holder data.

It's a secure web-based service that gives you direct control over your premises security information free of charge.

PL6.2 - Detector Activated CCTV Installation and Monitoring (on easy monthly terms)

Detector activated CCTV system which acts as the first line of defence to protect buildings. It effectively backs up the buildings Intruder Alarm system with 24/7 monitoring support.

The system protects a property by activating an alarm at the state of the art fully equipped monitoring suite when a person encroaches within the pre-dictated sterile area. CCTV cameras and detectors are placed around the periphery of the building with the distance of the sterile area around the building being determined to suit the building and the individual school requirements in line with security best practices.

A public announcement speaker system is generally also installed which allows the monitoring suite to communicate with any person who encroaches within the sterile area, deterring a large percentage of intruders.

When the system is activated by encroachment into the sterile area, an alarm and image is sent direct to the CCTV Monitoring Suite where officers will assess the risk and respond as detailed in your individual protocol, including calling Greater Manchester Police.

To ease the burden of upfront costs for the installation of the system (the detector activated CCTV system, CCTV monitoring, system servicing, network costs and fees) can now be spread over a 5 year repayment plan, providing schools with a monthly payment option. Any school who takes up this opportunity will also be offered an extended defect liability period between 2 – 5 years at an additional cost on most of the products installed.

PL6.3 Repair and Maintenance of all Security Equipment (if bought back into service PL6.1 or PL6.2)

Supporting you 24/7 all repairs or maintenance for intruder alarms, access control and CCTV are available on a full Schedule of Rates with services complying with British and European Standards, i.e. all our intruder alarm contractors have NSI Gold or SSAIB accreditation.

Equipment can develop faults or breakdown, which if not repaired promptly and correctly by qualified engineers, will inhibit your security system protecting the property.

If repairs or maintenance are required we will organise an engineer, contractor or officer to resolve, repair or replace equipment and obtain quotes when necessary.

PL6.4 Consultancy and Design

As Risk Management and Security specialists, we work with you to design security and monitoring systems that meet your needs now and in the future.

Support includes: undertaking feasibility studies; reviewing the findings of the study; providing options based on latest products in the market place, to meet your needs and budget; organise tenders and quotes; project manage the contract from inception to completion, and ensuring that your interests and needs are represented at all times throughout the project.

PL6.5 Advice and Support and First Stage Feasibility Study

Get the right advice and support and ensure you do not waste your money or leave yourself open to prosecution by making fatal mistakes when purchasing security and CCTV systems.

Installing a system that does not comply with the Data Protection Act (DPA) could result in a £50,000 fine / criminal record, unlimited civil damages and CCTV evidence that is challenged in court.

We have a team of fully qualified, trained and skilled officers available to provide comprehensive advice on Data Protection and Freedom of Information implications for Security Applications and CCTV.

PL6.5.1 Security Risk Assessments or Security Audit

Risk Assessments with full report and recommendations and or CAD drawings with technical specification will be charged at £495, however, should the recommend work be carried out by our team this charge will be reimbursed if the value of the work is more than £4,500.

All our services are delivered in line with British and European Standards, including: BS 4737/BS EN 50131, ACPO, BS8243, conforming to our insurers protocols while delivering high quality services cost effectively.



Service	Cost to Maintained Schools and Academies*
PL6.1 Alarm Monitoring and Servicing and Contact Centre Services Package, including:	£580
Intruder Alarm Monitoring and Servicing	
Fire Alarm Monitoring	
Personal Attack Monitoring	
24/7 Contact Centre Services	
PL6.1.1 Key Holding Response (including 4 attendances to site or 4 hours on site whichever comes first) (if bought back in to PL6.1) Any call out thereafter will be chargeable at:	£475 (£32 per first hour and £16 per 30 minutes thereafter)
PL6.1.2 Temporary Loan of Equipment (if bought back into service PL6.1)	Request a Quotation
PL6.1.3 Police Response	1 URN £102 – 2 URN £133
PL6.1.4 SmartPac Touch	Free of Charge
PL6.2 Alarm Activated CCTV Installation and Monitoring	Request a Quotation
PL6.3 Repair and Maintenance of all Security Equipment (if bought back in to PL6.1 or 6.2)	Engineer in/out of hours call out £28 per half hour
PL6.4 Consultancy and Design	Request a Quotation
PL6.5 Advice and Support and First Stage Security Feasibility Study	Free of Charge
PL6.5.1 Security Risk Assessments or Security Audit	£495

***Please note that for Academies VAT @ 20% will be added to the invoice**

A great service from start to finish with regular meetings prior to and following completion. The quality of the cameras is excellent. We are able to view the outer areas of school during the day and have the peace of mind that school is being monitored when it is closed.

Lowton Junior and Infant School

Contact Details

Name: Terry Bolton

Designation: CCTV and Risk Manager

Email: T.Bolton@wigan.gov.uk

Telephone Number: 01942 827 445

We have had CCTV installed since August 2015. It has been amazing value for money. We were well supported by the staff from the Risk Management and CCTV team. We have had no issues with our system from the day of instalment. The CCTV system has made all staff and children feel much more secure and safe throughout the day and when working late.

We have had only 2 incidents of youths on the premises in 16 months, it used to be weekly occurrence. The system has done its job though. The first time the youths were asked to leave the premises via the intercom system, they left immediately. The second instance was more recent, the police were called and the youths were detained. They won't be coming back again. We have had no vandalism and no one climbing on the roof in 16 months.

I would highly recommend the CCTV system to anyone.

Atherton Hindsford CE J & I

PL7 Grounds Maintenance - Greenspace Services

Our team has a longstanding reputation within Wigan Borough for delivering quality and cost effective grounds maintenance services to schools and colleges. We currently work with around 70% of all educational establishments in the borough.

We offer an extensive portfolio of competitively priced grounds maintenance services, including routine works, grass cutting, arboriculture, horticulture and play inspection and maintenance, as well as more specialist works such as sports pitch development, drainage schemes, play areas and major landscaping projects.

Our services are tailored for your individual school to meet your needs and budgets. Following an initial client briefing session, and site evaluation survey, we will develop a package of works, itemised costs and a timetable to suit your requirements.

All frontline services are delivered by our own in-house highly trained, experienced and DBS verified staff, and our systems are fully accredited to nationally recognised ISO, quality, environmental and health and safety standards.



Services Available:

PL7.1 - Customised Annual Maintenance Packages

A cost effective, fully managed bespoke grounds maintenance service developed and delivered in line with your requirements..

All documents required for School Audit and / or OFSTED inspections regarding services delivered, including risk assessments, method statements and COSHH controls completed.

Services available within the package include:

- Grass cutting, with or without grass collection;
- Planter displays, tubs and hanging baskets;
- Pruning;
- Planting;
- Tree works, Tree survey and inspections;
- Annual bedding;
- Sports pitch marking and renovation – including pitch drainage problems;
- Leaf clearance;
- Play design and project management of installation; maintenance and inspection;
- Weed control, using approved and ecologically compliant methods;
- Sports day markings and preparations;
- Wild flower schemes;
- Hard surface and MUGA (Multi-Use Games Area) sweeping;
- Play ground / MUGA / games area markings.

PL7.2 – Grounds Maintenance Emergency One-Off Works

Covering all the services outlined in PL7.1 above, one-off emergency grounds maintenance requirements outside of an annual maintenance package, or if you have not signed up to an annual package.

PL7.3 - Consultancy Support

Consultancy Support including full project management implementation for a range of grounds and environmental initiatives, including funding, development and implementation of schemes.

Support in areas such as:

- guidance, advice and support with environmental projects e.g. establishing wildflower patches, allotment / school growing areas;
- scoping requirements and compiling applications for funding to undertake school sports renovations;
- hard and soft landscape development;
- full project management implementation support.

PL7.4 - Play Design and Scheme Implementation

Specialist support in the design and implementation of play schemes to meet individual school needs. We work with approved national providers in ensuring that your project meets all national health and safety requirements and play equipment standards.

Service	Cost to Maintained Schools and Academies*
PL7.1 Customised Grounds Annual Maintenance Packages	Request a Quotation
PL7.2 Grounds Maintenance Emergency one-off works	Request a Quotation
PL7.3 Consultancy Support	Request a Quotation
PL7.4 Play Design and Scheme Implementation	Request a Quotation

***Please note that for Academies VAT @ 20% will be added to the invoice**

I have worked with Wigan Grounds Maintenance Services for many years, and they always strive to fulfill our contract on time, within budget and to the required standard. I would have no problem in recommending Wigan Grounds Maintenance to anyone for quality and value for money"

*Colin Smith, Estates Manager,
Winstanley College*

Byrchall High School has used Grounds Maintenance for a number of years. We have always been extremely happy with the service provided. Any issues or requests for additional help have been dealt with professionally and swiftly by the management team"

*Paula Bailey (Miss),
Head of Business and Finance
Byrchall High School*

We have used Grounds Maintenance Services for three years. We have always found the service to be very professional, helpful and of a high quality. They are very amenable to work round our needs, such as exam times and music's requirements, such as shows. They have recently helped us remove a vast number of shrubs from the areas of school being redeveloped and put them all into large pots. I would thoroughly recommend the service!

*Wendy Ready, Director of Resources
Deanery High School and Sixth Form College*

Contact Details

Name: Peter Hollinrake

Designation: Operational Services Officer – Greenspaces (Lead for schools greenspace contracts)

Email: p.hollinrake@wigan.gov.uk

Telephone Number: 01942 486 999



PL8 Motor Vehicle Services

A comprehensive Motor Vehicle procurement, contract hire, repair and maintenance support service, bringing competitive rates available to the Council through established procurement frameworks to schools.

Customised packages of support are provided in line with schools' individual requirements from full procurement, contract hire, repair and maintenance to purely repair and maintenance packages.

The full procurement service takes the effort out of purchasing vehicles with research into suitable vehicle models based upon the school's own individual requirements including assessment of new vehicle technology and its suitability.

All services are delivered by fully qualified staff, including time served experienced motor vehicle technicians in the Council's newly equipped large motor vehicle workshop.

All schools who buy in to contract hire services are provided with a range of additional support services including; access to fuel station and vehicle wash at our Makerfield Way Depot and the fitting of tracking units (at an additional cost), vehicle and driver monitoring reports providing driving data and health and safety information.

Driver training can also be provided, if required (at an additional cost).



Example of prices correct as at September 2016, potential options for a Ford Transit 15 seat minibus:

Option	Annual Cost	Monthly Cost	Finance available	Insurance included	Maintenance included	Road fund Licence	Annual MOT	On Site Facilities
Option 1	£5,891	£490.92	√	√	√	√	√	√
Option 2	£5,366	£447.17	√	x	√	√	√	√
Option 3*	£600	£50.00	x	x	√	x	x	x

* Option 3 refers to an outright purchase by the school with a maintenance only contract.

Services	Cost to Maintained Schools and Academies*
PL8 - Customised Motor Vehicle procurement, contract hire, repair and maintenance support services	Request a Quotation

* **Please note that for Academies VAT @ 20% will be added to the invoice.**

* **Please note that the Council does not provide insurance cover for Academies (due to current legislation governing Academy schools).**

Contact Details

Name: Gill Weaver or Terri Dunn

Designation: Fleet Service Advisor

Email: fleetreception@wigan.gov.uk

Telephone Number: 01942 705 125 or 705 112

PL9 External Infrastructure Services

PL9.1 Free Playground MOT

Ensure your pupils are safe

- A yearly annual check of all surface areas to examine for any potential accident areas;
- Checks undertaken in accordance with BS Standard 1176/BS Standard 1177;
- If required the provision of a work priority plan including quotes for any works to assist with projecting of budgets.

PL9.2 Salt and Salt Bins

Avoid being caught out by the bad weather and subsequent falling incidents, by ordering a salt bin and salt. Top-grade 10mm salt used, which is heavier and more effective on snow.

PL9.2.1 Supply of un-lockable salt bin (full of salt).

PL9.2.2 Supply of lockable salt bin (full of salt).

PL9.2.3 Scheduled refilling of salt bins.

PL9.2.4 Un-scheduled / Emergency refilling of salt bins.



PL9.3 External Surfaces and Edging / Kerbs

Keep your external surfaces in good working order and safe for pupils, staff and parents.

Repairs and upgrading works to external walkways, paths, playgrounds, car parks, or any other surface, with a variety of materials, consisting of flags, concreting, block paving, bitumen and kerbing.

Ring for a free survey and no obligation quote.

All materials utilised comply with the new EN standards for Street Works.



PL9.4 Drainage and Surface Water Systems e.g. Gullies

To provide you with peace of mind and a hassle free solution to those costly and messy disasters from flooding caused by drain and water gully damage and blockages.

- PL9.4.1 Annual MOT and inspection, with all surface water system gullies cleaned free of silt.
- PL9.4.2 Maintenance of drains on the premises – initial free survey to identify problems, with a comprehensive solution to remove any blockages or repair damaged sections.
- PL9.4.3 Emergency callout to all drains, a 24/7 facility to remove blockages and repair damaged sections.



PL9.5 Lighting

Whether you require ornate lighting, or you're looking to reduce your energy costs and environmental impact via installing LED lighting, we are able to support your needs.

Free survey to identify requirements for the replacement of lighting to energy saving LED reducing maintenance cost considerably and reducing carbon footprint.

Energy and maintenance savings are considerable and vary by the number and wattage of lights being changed e.g. annual energy savings on a 36w light £17.22 and on a 250w light £115.37.

Easy payment terms to pay for LED replacement lighting may be available upon request.

Maintenance of any existing external lighting and provide quotes for any new lighting.

All these works are carried out to BS5489/2013 standards.



Service	Cost to Maintained Schools and Academies*
PL9.1 Playground MOT	FREE
PL9.2 Salt Bins	
1. New yellow salt bin that has been purchased from IMG will be delivered to requested location and filled with salt.	£161.00
2. A one off visit request to travel to a single location and replenish a salt bin If there are more bins in the same location, there will be a cost of £15.50 per bin to replenish.	£86.00. £15.50 per bin
3. Full network program for the re-filling of the 476 salt bins within the Wigan borough £51.00 per bin.	£51.00
4. New private green salt bin, that has been purchased from IMG, will be delivered to requested location and filled with salt. If the customer requests a padlock and key, there will be an extra cost of £10.00	£171.00 £10.00
PL9.3 External Surfaces	Request a quotation
PL9.4 Drainage and Surface Water Systems e.g. Gullies	
PL9.4.1 Annual MOT and drain inspection and clean	Request a quotation

* Please note that for Academies VAT @ 20% will be added to the invoice

Contact Details

Name: Cath Alexander

Designation: Technical Officer

Email: C.Alexander@wigan.gov.uk

Telephone Number: 01942 767 312

PL10 Sign Design, Manufacture and Fitting Services

Wigan Council's Sign Shop offers a complete signage solutions service. We'll look after your imaging requirements from concept to completion – design to installation.

We are an approved 3M Traffic sign manufacturer and members of LASMA (Local Authority Sign Makers Association) for over 15 years and we are C.E Accredited.

We can offer advice and solutions for all your signage requirements. Signage can be the first impression of your school, let us help you project the impression you deserve.

We Specialise in:

- Window Livery
- School Signage
- Labels and stickers
- Internal Signage
- Vehicle Graphics
- School Branding

Anti skid floor vinyl floor signage starting from as little as £30 supplied and fitted complying to friction test D2047 (B1 fire rating).



Pop up banners starting from £82 each



Bespoke signage, safety signage, door signage starting from as little at £10



Vehicle Livery starting from £59



Services	Cost to Maintained Schools and Academies*
For all signage requirements	Request a Quotation

***Please note that for Academies VAT @ 20% will be added to the invoice**

Contact Details
Name: Paul Butler
Designation: Technical Supervisor Signs and Lines
Email: paul.butler@wigan.gov.uk
Telephone Number: 01942 767 323

PL11 Waste Collection, Recycling and Disposal Services

Comprehensive waste collection and recycling services, including litter picking and road sweeping services. We manage on the Schools' behalf the Schools' legal requirement to keep an audit trail of all the disposal of waste and allow Schools to demonstrate a responsible attitude to their waste disposal methods.

Individually tailored collection of waste services to specific school requirements that mirror the services found domestically within the Borough.

Waste bins are available in different sizes and colours for different types of waste to suit all needs and requirements. The greater levels of accurate recycling by the school will drastically reduce the costs of waste disposal for the school.

In addition we can provide educational resource on waste and recycling to help teach our future generations the importance of waste within the modern society. We look to work with the school to educate children to use collection services found within the home responsibly.

Additional services of road sweeping and litter picking are available to assist schools to keep the school site waste free.

Waste Services can offer schools a free waste audit to allow them to better manage the waste they dispose of.

Services	Cost to Maintained Schools and Academies*
PL11 Customised Waste Collection, Recycling and Disposal Package	Request a Quotation

*** Please note that for Academies VAT @ 20% will be added to the invoice**

Contact Details

Name: Phil Tomlin

Designation: Waste Management Officer

Email: P.Tomlin@wigan.gov.uk

Telephone Number: 01942 705 954



PL12 Leigh Building Services (LBS)

Leigh Building Services (LBS) are industry accredited to maintain and repair Public Buildings and Schools. All our Health and Safety procedures and management processes are regularly reviewed and monitored.

LBS are proud to provide a quality service with fully qualified trade personnel, who achieve high levels of customer satisfaction at a competitive price.

We have the technical expertise and capability to undertake small projects, our services include for example:

- Maintenance and reactive repair works (Building, Plumbing, Joinery, and Roofing).
- Electrical Remedial Works
- Board Up and Replacement Glazing Service
- Painting and Decorating / Flooring
- Refurbishment Works - offices / toilets / classrooms
- External Ground Works - playground, pathways and tarmac

We can cater to your own design and bespoke requirements:

Testimonials from other Schools can be shared if requested

If you are looking for a professional, customer focused service and excellent value for money then please do not hesitate to contact us.

For reactive maintenance and repair work please contact our **workload planners** on: **01942 828 335**

For advice and quotations please contact **David Calland** on: **01942 828 364**





PL13 Apprenticeship Team (The Training Consortium)

Wigan Council's Skills and Learning Team are able to support schools in the borough by providing free advice and guidance around apprenticeship recruitment.

What is included

This could include providing support in:

- Identifying appropriate apprenticeship frameworks / standards;
- Identifying appropriate training providers;
- Identifying potential funding opportunities;
- Understanding employer rights and responsibilities;
- Understanding levels of apprenticeships;
- Understanding timeframes and durations.

What is not included

Wigan Council's Business Apprenticeship Programme (BAP) funding has now concluded but you may wish to speak to the Apprenticeship Team about other funding options that may be available.

Additional Offer

Wigan Council is a training provider in its own right and can deliver apprenticeships in the following subject areas:

- Supporting Teaching and Learning – Level 2 and 3
- Business Administration – Level 2, 3 and 4
- Team Leading / Leadership and Management – Level 2,3, 4 and 5
- Health and Social Care – Level 2, 3 and 5

Wigan Council work alongside a number of local training providers as part of The Training Consortium and there is a wide array of other apprenticeships available for schools to choose from including early years; digital media; IT and much more. Full details can be found at: www.wiganworks.com

Bedford High School:

We used the Wigan Council Apprentice scheme to recruit and appoint a finance assistant. The support provided and communication given through the process was excellent. At each stage of the process the team gave clear guidance on applicable funding options and how to get the most from our apprentice. The training provided matched the needs of our organisation and the employee worked closely with the assessor to progress through the qualification. We would definitely consider using the service for future vacancies.

Willow Grove Primary School:

We used the apprenticeship team to appoint our business administration apprentice. Due to the ongoing support and advice received, she has proved to be an asset to our school. I would definitely use the service again and absolutely recommend it to other schools.

What's new for 2017-2018

Wigan Council is now able to offer apprenticeships in Supporting Teaching and Learning at Level 2 and Level 3.

Cost to maintained

The cost to schools and Academies is variable. Please contact for more details.

**Cost to Academies**

The cost to schools and Academies is variable. Please contact for more details.

**Contact Details**

Name: Matthew Stockwell

Designation: Places

Email: apprenticeships@wigan.gov.uk

Telephone Number: 01942 489 177

R1 Broadband and Internet

Connection of a school to the Council's network and safe access to the high capacity internet connection. This service is required for all items within the 'SIMS and Information and Communications Technology' service. The cost of this service is partly supported by the Council again this year.

What is included

Connection to the Council's network at the most optimal speed.

The connection can be used in conjunction with the 'SIMS' service. The SIMS and Information and Communications Technology' service are dependent upon this service for the provision of a suitable secure solution, see below.

A Schools Internet service is made up of a number of elements that provide access to a range of resources and we can tailor these elements to your specific needs.

Broadband: The speed of the broadband connection is often referred to as bandwidth. Bandwidth is the speed at which your service runs, which will vary depending on the size of the school. Primary schools will be supplied with a minimum of 10Mbps and Secondary schools will be supplied a minimum of 100Mbps. Agilisys connections are both symmetrical and uncontended which is especially important in running most schools applications.

Schools can choose to increase the bandwidth of their connection if needed at an additional cost. If schools are concerned their internet is 'slow' they should first request a utilization report from Agilisys to ascertain the current usage.

Externally supplied WAN provisions

Schools choosing to purchase their own Broadband service external to the Authority service will be liable for any costs associated with providing secure access to Council's network. Those schools should seek quotations from the Council for these services prior to contracting externally.

Internet: 1Gb internet access for teaching and learning purposes, including the World Wide Web and other internet services.

What is not included

Access to the Internet for administrative purposes, this is part of the "SIMS and Information and Communications Technology" service.

Investigation of or assistance with problems within Schools own networks.

Additional Offer

Agilisys can support schools in the delivery of a range of ICT Educational services over and above Internet connectivity. These options include:

- Security and Content Filtering;
- Anti-Virus and Anti-Spam;
- Email and Messaging:
 - Outlook 365, Hosted Exchange and Microsoft Lync;
- Datacentre:
 - Server Hosting, Network Storage, Online Back-ups;
- Voice:
 - IP Telephony, Microsoft Lync and SIP services;
- Associated Services:
 - Managed DNS, Remote Access, SMS Texting, Video-library, Adobe Connect Video Conferencing.

Firewall: Firewall services are part of the service. Wigan schools will be protected from internet based threats and to prevent any infected devices in Wigan schools from spreading 'malware' to others. This service can be "bypassed" if schools want to provide their own firewall provision.

Web Filtering: This service package includes web filtering services that enable staff different access to web to students. For example, that would enable YouTube access for staff, but restrict it from students. A baseline filter level will be applied upon implementation that reflects Council safeguarding guidelines and policy. School then has access to their own portal to enable their own local filtering policies to be determined and implemented, with assistance from the Education support team if required.

For an additional charge, Secondary schools may choose to host a filtering appliance within their own facilities. This allows schools to integrate filtering services onto their Active Directory enabling internet access to be tailored to user level.

Direct connection to 'JANET' University network.

What's new

The new web filtering service is now included for all schools that subscribe.

Education services to Wigan schools are now delivered by the Agilisys Education team using specialist Education experienced resources.

Cost to Maintained

Primary Schools: £1200 p/a

Secondary Schools: £5000 p/a

N.B. Installation costs will vary from school to school. These will be discussed individually.

Cost to Academies

Same cost as Maintained schools.

VAT of 20% will be added at invoice.

Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078565

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R2 Primary School ICT Technical Support

The Schools' Computing Service offers primary schools curriculum ICT technical support and maintenance provided by qualified ICT technicians.

What is included

- Technician support delivered on-site – available to any primary school/ special school;
- Any ICT related work requested by the school, which may include:
 - Hardware installation, configuration and set up including problem solving;
 - Repairs and upgrades;
 - Audio visual set up and operations;
 - File and printer sharing configuration and set up;
 - School local network;
 - General advice and guidance;
 - Installation of curriculum software;
 - Assistance with schools own e-mail systems;
 - Management of school purchased anti virus software;
 - Equipment refresh and procurement;
 - Training.

What is not included

- The support does not include the cost of parts for the repair of equipment that is not under warranty;
- Design and development of bespoke software solutions for individual schools;
- Any work involving equipment not purchased or owned by schools.

Additional Offer

- The Agilisys Education team is experienced at delivering ICT projects for schools, which may be requested at any time. Projects would involve the preparation of a statement of requirements, followed by quotations and detailed planning. Normally payment would be only required upon successful completion – finance may be phased over 1-3 years to facilitate school budgeting. Projects may include:
 - Major networking including wireless services;
 - Cabling;
 - New user equipment;
 - Servers;
 - Installation of projectors and associated sound equipment;
 - For all project work a daily charge based on the published hourly rates will be applied.

What's new

Education services to Wigan schools continue to be delivered by the Agilisys Education team using specialist Education experienced resources.

Cost to Maintained

- £3,800 – half a day per week during term time (ie. 38 weeks)

(Note: a discount is available for the first 10 schools that subscribe)

- Additional ad-hoc effort may be requested at a rate of £32.50 per hour - minimum commitment of 3 hours.

Cost to Academies

Same cost as Maintained schools.

VAT of 20% will be added at invoice

Agilisys Education supply services to more than 30 schools. These sites now enjoy locally hosted SIMS, SIMS in the classroom, remote back-up and a wireless service covering the entire site. Servers and user devices have been replaced or rebuilt, local filtering implemented and an on-site support service is being provided. All projects were completed on time, to an agreed budget and all utilising the WAN supplied via the Authority.

Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078565

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R3 Cloud Services

We are able to offer hosted Cloud services including Microsoft Office 365 and Google Apps for Education. 365 provides fully functioning versions of Office 2013 to be downloaded. Google offers a range of Apps and high volume Cloud storage. Both are aimed at a collaborative approach to teaching and learning. Both come with online storage and email.

What is included

Both Services include:

- E-mail mailbox ;
- Online cloud storage in one-drive;
- Social network tools for collaboration;
- A wide range of apps;
- 99.9% uptime, with service level agreements;
- IT-level web support and 24/7 phone support for critical issues;
- Active Directory integration;
- Data security;

The service includes access to the helpdesk.

What is not included

Access to the Internet for administrative purposes, and Information and Communications Technology service.

Investigation of or assistance with problems within Schools' own networks.

Content management of the school's intranet site if they wish to utilise it.

Equipment Security of devices.

Offsite backup services.

What's new

Education services to Wigan schools are now delivered by the Agilisys Education team using specialist Education experienced resources. The costs of some services have been reduced as a result of this new contract and new ways of working which will be implemented during this year.

Cost

Costs will depend on local LAN infrastructure and technology. A solution design will be created for each school expressing an interest.

Cost to Academies

Same cost as Maintained schools.

VAT of 20% will be added at invoice

Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078 565

Name: Ben Lawrence

Designation: Education Project Manager (Google Apps/365 Specialist)

Email: education@agilisys.co.uk

Telephone Number: 07557 268 596

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R4 Additional Services for Education Establishments

A wide range of services, specifically designed for Education establishments are now available.

What is included

The image on the right describes some of the services available to Wigan schools, via our partner, Agilisys. All are tailored to the individual requirements.

Highlights:

- Wireless and wired networks;
- Servers;
- Licensing (including Microsoft and Anti-virus);
- Audio Visual equipment, installation and support;
- Classroom interactive projection including touch screen;
- Classroom management tools;
- Microsoft 365 services (see section R3);
- Google Apps for Education;
- Child safeguarding tools;
- Procurement – any ICT equipment at all, through distribution channels;
- Wired and wireless local networks;
- M&E (data and power cabling);
- Managed and desktop printers, including reprographics;
- Tablets (Android and IOS);
- Apple Computers;
- SEN specific and Assistive Technology.



What's new

Education services to Wigan schools are now delivered by the Agilisys Education team using specialist Education experienced resources.

Cost to Maintained Schools	Cost to Academies
Charges will be determined as requirements definition is agreed.	All services are available to Academies too.

Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078 565

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R5 Securus – Safeguarding Tool



Securus protects students from cyberbullying, online grooming, explicit images, harmful websites and other threats. Securus partners include the UK's leading safeguarding agencies.

What is included

Securus Education is a safeguarding tool which protects pupils from cyberbullying, online grooming, explicit images and harmful sites such as those promoting suicide and anorexia, among other threats.

The system is already used by over 3,200 schools in the UK alone.

Securus Education detects inappropriate content as soon as it appears on screen, whether it has been typed or received by the user. A screen capture is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place.

Blocking and filtering alone cannot protect pupils. Don't wait until it's too late: install Securus and make sure you know what's happening on your network.

The Securus tools are available via Agilisys for implementation in all schools.

Charges are implementation specific and could include a full managed service, should the school so require.

What's new

Education services to Wigan schools are now delivered by the Agilisys Education team using specialist Education experienced resources.

Cost to Maintained

Charges will be determined as requirements definition is agreed.

Cost to Academies

All services are available to Academies too



Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078 565

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R6 Impero – Classroom Management and Child Protection Services



Impero products and services combines classroom management, network management and online safety in one single consolidated solution.

What is included

Impero products require tailoring to the specific requirements of each school. Please contact us to arrange a meeting or to provide further details.

Impero offers advanced classroom management services that are designed to keep students safe and engaged, while helping teaching staff to maintain control.

It is a complete package of tools that provide staff with real-time visibility of every student's device in one central view. Staff may restrict or monitor access to websites, applications, and hardware, track encrypted or unlisted USBs and report on all network data by either individual users or entire groups.

In short, Impero Education Pro gives you total control of a class's online safety.

Impero Education Pro classroom management software was developed with the assistance of numerous expert bodies, including The Internet Watch Foundation, The Anti-Bullying Alliance, Beat, and the UK Council for Child Internet Safety.

What's new

Education services to Wigan schools are now delivered by the Agilisys Education team using specialist Education experienced resources.

Cost to Maintained

Charges will be determined as requirements definition is agreed. Special terms are available to support the availability of this new product and service.

Cost to Academies

All services are available to Academies too.

Contact Details

Name: Rob Alcock

Designation: Education Project Manager

Email: rob.alcock@agilisys.co.uk

Telephone Number: 07739 078 565

Name: Jamie Hartle

Designation: Education Business Office Manager

Email: education@agilisys.co.uk

Telephone Number: 0121 314 1467

R7 Agilisys Document Solutions



We provide a full graphic design and print service to all schools on a wide range of products. As each job is usually unique we provide estimates free of charge.

Did you know we provide a traditional document photocopying service with same day service by appointment?

We can provide a bulk mail service. For mailing of more than 500 items postal discounts of 12% or more are usually available. For posting more than 1000 Large Letters discounts of over 40% can be obtained.

We provide consultancy services around procurement of mailing services, equipment and access to discounted mailing products.

We provide consultancy services around the procurement of printing systems and associated equipment.



What is included

- Graphic Design.
- Logo / Brand Design.
- Bulk photocopy / reprographic service.
- Digital Printing / Publishing.
- Print Finishing.
- Lithographic Printing.
- Bulk Mailing.
- Promotional Items.
- Wide Format Printing.
- Bulk Emailing.
- All designs include a single PDF correction and final PDF printers proof.
- All designs include a PDF optimised for use on the internet and are free of charge on request.
- 1 Stock royalty free photographic image per A4 page.
- Mail Consultancy / Advice on discounted mail products, franking systems, hybrid mail systems and downstream access providers.
- Access to discounted courier services to the UK, Europe and other international destinations.



What is not included

Access to Council Network / Internet.

Bespoke Photography.

Additional Proofs over and above a 2nd proof.

Printed Proofs are charged extra.

Stock royalty free photographic images if more than 1 used per A4 page.



What's new

We are happy to show small school groups around the factory. It may be possible for them to see work commissioned by schools in print or finishing, subject to production schedules. This may be of interest to students who are studying a creative or engineering subject.

We produce prospectuses, planners, visitor books, accident books, stationery, banners and many more items branded for your school.

Have you considered using printed products to generate income for your school? We can support you in the design and print of products that you can sell on to friends and families. These may include memento items such as end of year photo books, annual and academic calendars, work books, reading books and school promotional items.

Please contact us for more details.

Our free school products catalogue is now available and contains over 100 products (stickers, postcards, certificates, bookmarks etc) designed in consultation with many local schools.

Cost

Estimates are provided free of charge as each job is unique.

We have some fixed price products detailed below; please contact us for more details.

Design of A4 12pp School Prospectus - £300

Design of A4 4pp School Newsletter £120



Cost to Academies

Estimates are provided free of charge as each job is unique.

Academies are charged the same price as maintained schools however VAT is charged on items / services that are subject to VAT.

Contact Details

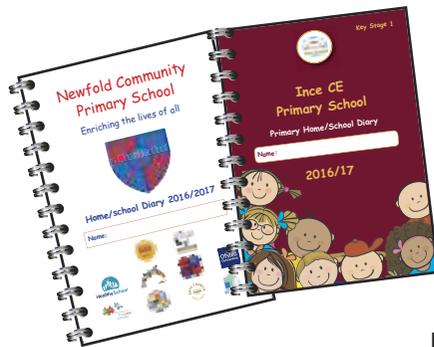
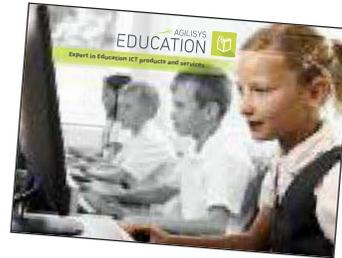
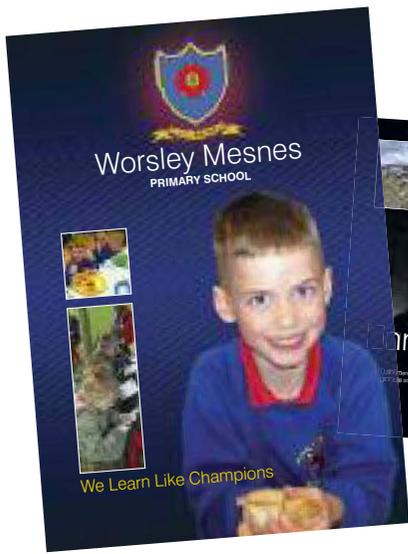
Name: Simon Ward

Designation: Print Operations Manager

Email: Simon.Ward@wigan.gov.uk

Telephone Number: 01942 404932

These examples only show a small amount of what we produce.
If you would like any further details or a copy of our new school product catalogue please contact us:
☎ 01942 404929 ✉ document.solutions@agilisys.co.uk



Professionally designed
Portable roller banners
Wall and building banners and signs
Planners/Diaries, Prospectuses, flyers, posters, stickers,
Logos and sub-branding design



R8 Financial Services

This Service applies to the following school sectors: Nursery, Primary, Secondary and Special (excludes academies).

For schools which convert to Academy status during the period of the SLA, the termination date will be deemed to be three months from the date of conversion to reflect the ongoing work required to reconcile systems and bank accounts and calculate final balances due to the Academy.

What is included

Budget and Accounting

- Provision of budget manuals and guidance on budget preparation for schools;
- Budget workshops and assistance in budget preparation;
- Advice on use of balances and income generation;
- Budget deficit management;
- School visits as required;
- Support the reconciliation of accounting systems;
- Support for schools in producing their annual Consistent Financial Report;
- Access to corporate accounting facilities for on-line and hard copy information;
- Maintenance of the SIMS FMS6 accounting structure in compliance with Consistent Financial Reporting requirements;
- Support the usage of the Financial Reporting Suite;
- Production/update of the Financial Handbook for Schools;
- Guidance on preparing Benchmarking information.

Cheque Book Management

- Support on cheque book management including the provision of manuals and bank reconciliations;
- Payment of cheque book funds to schools;
- Reimbursement of VAT paid by Schools;
- Arrangement of schools' banking facilities.

Management Support Services

- Advice and support for schools with financial management problems;
- Reports and advice to governors;
- Advice on school development plans and the associated budget processes;
- Follow-up support to Internal Audit school visits;
- Intensive support for schools managing a deficit budget;
- Support for schools re recruitment of new admin/finance staff.

What is not included

- The peripatetic bursar service and short term cover for school based finance staff. (The peripatetic bursar service operates under a separate SLA and all schools are given the opportunity of 'buying back' during the Autumn Term. This is not part of the Finance SLA due to time constraints regarding recruitment and training).
- Detailed professional advice on the establishment of school community facilities, out of school clubs/activities run by management committees. Services may, however, be purchased at an additional charge.
- Where the LA must seek external professional advice, on behalf of a school, on a complex VAT or other issue, then this charge will be additional to the cost of this agreement; and
- The auditing of unofficial school funds.

What is included

Training

- Induction for new Headteachers and finance staff;
- Financial regulations and standing orders;
- Training, as required, for Headteachers, finance staff and governors on all financial systems and new developments, for example school fund accounting systems;
- Additional support and one to one training as required;

Specialist Areas

- VAT advice;
- Access to Insurance Services;
- Advice on Construction Industry Scheme;
- Advice on leasing arrangements;
- Basic guidance on unofficial school funds;
- Input to development of SIMS FMS6 Module;
- Administration of the Long Term Sickness Supply Scheme;
- Administration of the School Loan Scheme;
- Administration of the Maternity Scheme;
- General advice in respect of Extended Schools, Section 27 and Children's Centre activities;
- Development of any new systems where appropriate.

Cost

Please refer to separate costing schedule issued by Financial Services.

Cost to Academies

Services available on an Ad Hoc basis. Charge dependent on negotiation around level of service required and will be subject to VAT.

Contact Details

Name: John McDonald

Designation: Strategic Finance Manager

Email: John.McDonald@wigan.gov.uk

Telephone Number: 01942 489 465

R9 Peripatetic Bursar Service

This Service applies to the following school sectors: Nursery, Primary, Secondary and Special.

What is included

The Peripatetic Bursar Service will visit schools on a weekly basis and provides the following service:

- To provide support and advice to assist the Headteacher in the control of the school budget and all other financial resources;
- To assist the Headteacher in maintaining the integrity of the school's financial data and relevant internal control systems using the school's SIMS financial module and the Authority's corporate accounting systems;
- To promote the effective use of financial resources at school level and prepare costings for the School Development Plan, as and when required;
- To prepare the annual and multi year budget figures, for the approval of the Headteacher, including calculating staffing costs and projecting spending on the various budget headings; completion of the budget profile forms, linking the budget planning to the School Development Plan;
- To provide accurate monthly budget monitoring reports, in a format which is easily understood by Headteachers and Governors. The reports will provide detailed variance analysis highlighting any potential problem areas for the school, and will be of the standard required by the LA and Internal Audit, to promote good financial management and effective use of resources;
- To attend Governing Body meetings with the purpose of supporting the Headteacher in presenting the annual budget and financial monitoring reports to the Governing Body;
- To process orders and invoices in accordance with the Authority's Financial Regulations;
- To complete the monthly VAT returns and other financial returns required by the LA;
- To reconcile the school's bank account with bank statements on a monthly basis;
- To reconcile the school based financial systems, with the corporate accountancy systems, and the processing of any required corrections on a monthly basis;
- To complete all financial returns to the LA including CFR, Budget monitoring returns and the Annual School Balances returns, in an accurate and timely manner;
- Maintain an up to date knowledge of legislation, regulations, policies and procedures affecting financial services and provide advice to the Headteacher and school staff;
- To liaise and support on financial matters with staff in schools and the LA's Schools Finance Team. To resolve queries raised at school by communicating with suppliers or other Departments of the Council;
- The notice period to withdraw from this service is 6 months, or one full term by negotiation.

What is not included

The Peripatetic Bursar does not provide the following services:

- Clerical support in the absence of the School Administrative Officer;
- Tasks such as photocopying, word processing, answering the telephone or collection of dinner money;
- Counting of cash received for Official or Unofficial Funds;
- As the SLA is for a service and not a particular member of staff, no guarantee can be made that the same bursar will remain throughout the period of the agreement. This is due to the nature of the service and natural turnover of staff.

Cost

The cost of the service for 2016/17 Academic Year will be as follows:

1 session per week	£3,225
2 sessions per week	£6,449
3 sessions per week	£9,674
3 sessions per fortnight	£4,838
5 sessions per fortnight	£12,898

Sessions purchased outside the SLA process will incur a 10% surcharge to reflect additional management and administration time.

Cost to Academies

Charge dependant on negotiation around level of service required and will be subject to VAT.

Contact Details

Name: Chris Myers

Designation: Group Finance Manager

Email: C.Myers@wigan.gov.uk

Telephone Number: 01942 827 738

R10 Maternity Leave Scheme

This Service applies to the following school sectors: All Schools.

The centrally managed scheme is underwritten by the Council's corporate insurance funds. The scheme guarantees the funding of all maternity salary costs for both teaching and support staff.

What is included

- All types of maternity related leave are covered in the scheme e.g. paternity, adoption leave. The maternity costs are coded to a centrally managed budget, whilst the supply cover costs are charged to schools' budgets.
- Notification of maternity leave is made by the employee and the school to the Human Resource Team. The team then ensures all maternity costs are coded to the central fund.

Cost

- Each year the premium to be charged is reviewed to ensure that there are sufficient resources in the fund to meet all of the claims. If an underspend occurs in a particular year, this is rolled forward to support the budget in the next year and vice versa.
- As the formula calculation for this scheme is based on schools actual budget allocation share, it is not possible to give actual charges for 2017/18 premiums. The actual charge will be made available in the charging schedule issued with the School Budget by Financial Services.

Cost to Academies

- Each year the premium to be charged is reviewed to ensure that there are sufficient resources in the fund to meet all of the claims. If an underspend occurs in a particular year, this is rolled forward to support the budget in the next year and vice versa.
- As the formula calculation for this scheme is based on schools actual budget allocation share, it is not possible to give actual charges for 2017/18 premiums until February 2017. The actual charge will be subject to VAT at the appropriate rate.
- An additional charge of 2.5% of the premium will be added to cover the administrative cost of the scheme.

Contact Details

Name: Michael Hart

Designation: Assistant Accountant

Email: M.Hart@wigan.gov.uk

Telephone Number: 01942 827 721



R11 Insurance and Risk

Identify legal and regulatory considerations.

Identify risks faced by Governors and School.

Arrange commercial insurance on best possible terms where appropriate.

Make financial arrangements for uninsured exposures.

Provide advice.

Handle any claims that arise and liaise with external lawyers as required.

All Services are available to Community Schools but some Voluntary Aided Schools may choose to buy cover from the relevant Diocese.

What is included

Cover in respect of Legal Liability for personal injury or property damage arising from educational activities includes:

- Employers' Liability and Public Liability extending to the liabilities of all Governors, all staff and volunteers acting on behalf of the school.

The cover includes:

- Activities: the voluntary organisation/supervision of games, sports, clubs, camps, journeys and similar activities that are complementary to teachers' duties.
- Cover for claims in respect of stress, abuse or bullying plus cover for health and safety prosecution defence costs.

Personal Accident or Assault

- Cover on a "no blame" basis for permanent injury extending to all Governors, staff and volunteers acting on behalf of the school.

Material Damage covers:

- Property, including contents, and relates to losses caused by fire, lightning, explosion, aircraft, storm damage, earthquake and terrorist incident. Balance of risk covers property not included in Wigan Council malicious damage or Diocese malicious damage.

Cash

- Held overnight in a recognised safe or Portastor cabinet, or in the custody of an employee or Governor, dependant upon security arrangements.

What is not included

Legal Liabilities and Personal Accident or Assault cover does not extend to:

- Duplicate cover placed with a Diocese;
- Individuals or organisations that simply hire school premises;
- Non-school "out of school clubs" on the premises;
- The activities of contractors;
- Fines (criminal) imposed by a Court on an individual or body.

What is included

Fidelity Guarantee (Fraud by Employees)

- Subject to Audit advice.

Motor

- All vehicles hired by the school via Environmental Services are covered.

School Journey – Travel Insurance

- All educational trips/journeys cancellation, medical expenses, personal effects and legal liability of party members.

What's new?

Some covers are now provided by relevant diocese to Church Schools.

Cost

Insurance premiums and costs vary between schools depending upon whether cover is provided by the relevant Diocese and varies in relation to pupil numbers.

What is not included

Cash

- Excludes cash in low security cabinets, etc.

Fidelity Guarantee (Fraud)

- Claims where there has been a failure to involve the Audit Section and the Police or where monies can be recovered elsewhere.

Motor

- Excludes vehicles directly owned or hired by the school except where specific arrangements are made.

Engineering

- Equipment not notified to the Statutory Engineer.

School Journey – Travel Insurance

- Cancellation due to disinclination to travel.

Cost to Academies

Not able to offer service to Academies.

Some Diocese provide primary insurance for property damage but balance of risk protects governors for losses not covered by Diocese.

Contact Details

Name: Natasha Bryan

Designation: Insurance Officer

Email: N.Bryan@wigan.gcsx.gov.uk

Telephone Number: 01942 486 760

R12 Legal Services

As experienced providers of legal services to Wigan Council and its maintained schools we value our strong working relationships with schools. We are a local, accessible and friendly team of specialist lawyers. We can provide extensive advice on a full range of legal matters. **In addition, we can now offer our comprehensive range of legal services to Academies.**

What is included

Advice and representation on:

- Exclusions;
- Special Educational Needs;
- Admissions;
- Employment and personnel;
- Governing Body constitution and duties;
- Property matters;
- School Complaints;
- Attendance;
- Data Protection and Freedom of Information;
- Issues arising from the Children Act 1989;
- Equality Act claims and advice;
- Contracts for goods, works and services;
- School companies;
- Procurement.

Cost to Maintained Schools

Primary Schools - £290.00

Secondary and Special Schools - £590.00

For the range and quality of our legal services this represents value for money.

Please note having conducted our annual review of charges we have decided to keep our rates unchanged again this year.

What is not included

- Action which is not deemed lawful or in the Council's best interest;.
- Action where a conflict of interest arises;
- Litigation on behalf of individual staff members;
- Out of Hours Assistance or Bank Holidays;
- Any disbursements incurred whilst progressing the case. Disbursements could include statutory, technical and professional fees.

NB Advice on policies and procedures are expected to be sought from Wigan Council's People Directorate.

Cost to Free Schools and Academies

Full details of our charges will be provided on request. Our rates are competitive and less than private sector law firms.

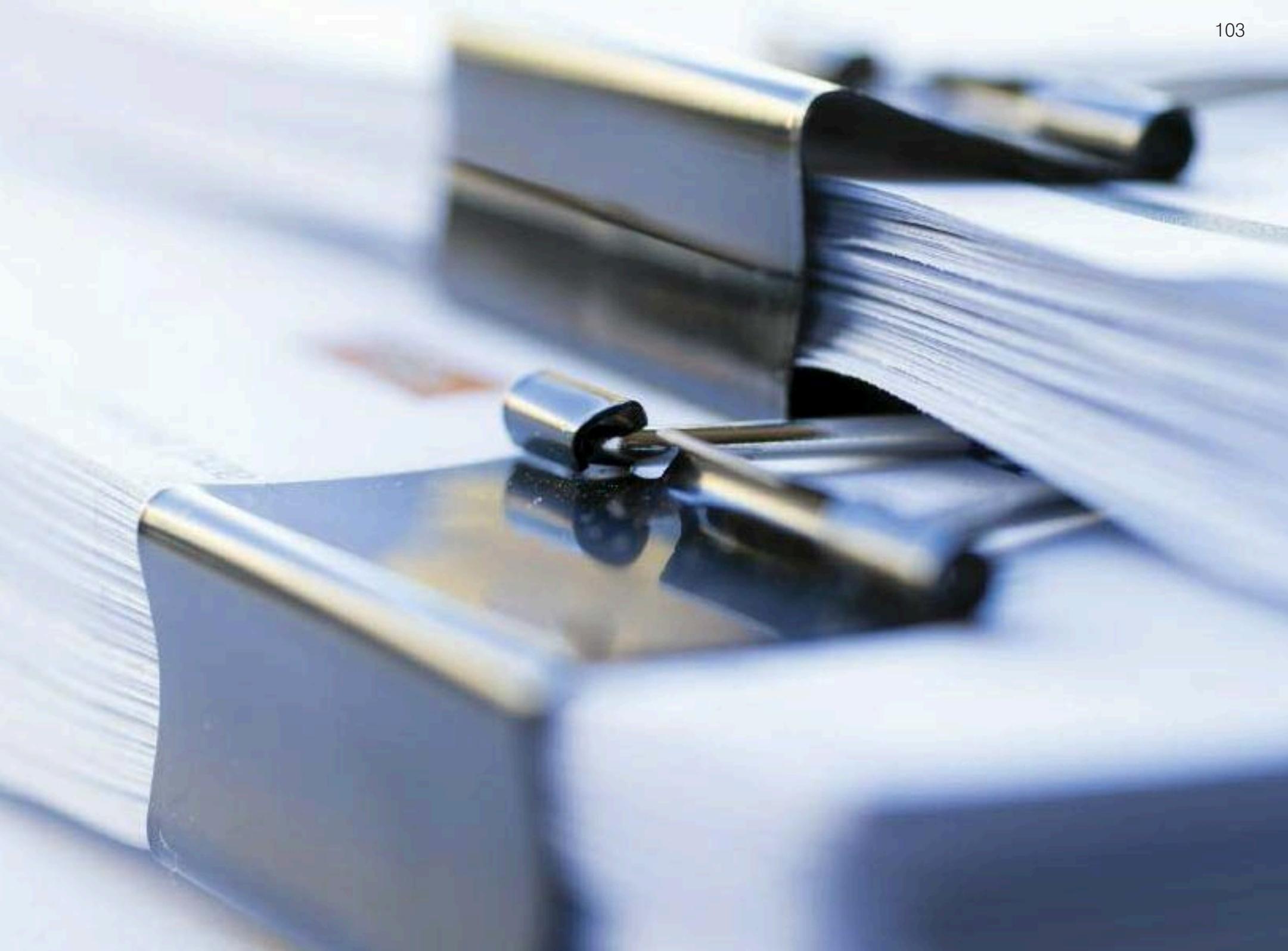
Contact Details

Name: Brendan Whitworth

Designation: Assistant Director - Legal

Email: b.whitworth@wigan.gov.uk

Telephone Number: 01942 828 026



R13 Energy Management

Advice on any aspect of energy, carbon or water management is provided by Wigan Council's in house Energy Management Team. Schools choosing to buy into this service will also be able to use the Council's centrally procured utilities supply contracts.

What is included

- **Energy Services Contract - Procurement, Contract Management and Advice**

How a building is operated can affect energy consumption by +/- 30%, with a direct impact on utilities budgets and environmental performance.

We will:

- Ensure best value electricity, gas and water tariffs procured in line with the latest government guidance. Note: access to consumption data will assist the team in delivering other services;
- Act on behalf of the school to resolve invoice or supply queries, reducing the administrative burden on the school;
- Collate consumption data for statutory reporting requirements such as Display Energy Certificate (DEC);
- Provide a Display Energy Certificate (DEC) and help with the implementation of the findings in the Advisory Report;

The Energy Performance of Buildings Directive requires Schools to obtain an annual Display Energy Certificate (DEC) for each school building over 1000m² and a DEC that is valid for 10 years for buildings 250-999m². Each DEC must be accompanied by an Advisory Report (AR) which is valid for 7 or 10 years respectively.

- Help you monitor utilities consumption to identify excessive use and potential improvements;
- Undertake Energy Surveys with site specific efficiency recommendations.
- Give you access to thermal imaging camera, temperature loggers and plug in / clip on electricity meters to assist in developing detailed recommendations.

What is not included

- Utilities supply charges will be invoiced directly to schools by the suppliers.
- The Government Display Energy Certificate lodgement fee and management charge of £100 per renewal DEC or £200 per renewal DEC and AR will be billed separately to the school.

Additional Offer

Same service to all school designations.

What is included

- Independent, expert advice on various energy and water efficiency technologies such as lighting controls and renewable resource options.
- Optimizing building management systems (BMS) and other heating systems to maximize efficiency and comfort.
- Assist you to monitor utilities consumption and identify excessive use and offer potential solutions / improvements.



Cost to Maintained

- £400

Cost to Academies

- £400

Contact Details

Name: Janet Ackary

Designation: Carbon and Energy Manager

Email: J.Ackary@wigan.gov.uk

Telephone Number: 01942 827 378

R14 Internal Audit Service

The service will provide independent assurance that there are effective financial and risk management arrangements in place at the school.

The Accounts and Audit Regulations 2011 require the school to obtain independent assurance regarding the 'regularity and probity of school funding'. In buying back the Internal Audit service the school will ensure that it complies with legislation.

What is included

- Internal Audit will visit the school on a cyclical basis and will:
 - Review the key financial systems in operation within the school;
 - Provide the school with an assessment of the effectiveness of the systems in place;
 - Make recommendations to strengthen the financial control framework;
 - Provide an audit report to the Headteacher and Chair of Governors.
- Internal Audit will:
 - Investigate suspected fraud or irregularities;
 - Attend disciplinary hearings;
 - Assist in the recovery of any financial loss.
- Internal Audit will provide advice and support on financial matters when requested by the school;
- Internal Audit will provide advice to the school in respect of the School Financial Value Standard.

Cost

- Cost per school for the period – 1st September 2017 – 31st August 2018
£375

What is not included

- The independent audit of unofficial school funds.

Additional Offer

- Interim financial health check to supplement the Internal Audit review;
- Specific reviews on external funding streams such as School Direct.

Cost to Academies

- By individual arrangement. The service can be tailored to meet the needs of the Academy and will ensure compliance with the Academies Financial Handbook.

Contact Details

Name: Nicola Welch

Designation: Chief Internal Auditor

Email: n.welch@wigan.gov.uk

Telephone Number: 01942 827 556

R15 Public Relations

The Council's Public Relations Team is responsible for a range of external communications including media relations. The service is not provided to schools, however schools are strongly advised to contact the team on 01942 827 446 should they be faced with a major reputational issue. The team will provide advice and support on how to deal with the media if a situation arises which may compromise the reputation of the school and/or the local authority.

Contact Details

Name: Lucy Downham

Designation: Media Manager

Email: l.downham@wigan.gov.uk

Telephone Number: 01942 827 116

R16 Human Resources and Organisational Development

The Human Resources and Organisational Development Service aim to provide our customers with an outstanding, reliable and cost effective service.

The core purpose of the service is to provide a comprehensive and professional people management advisory and consultancy service in all aspects of HR & OD that will enable schools, academies and other employers to meet their statutory and local management responsibilities as required by a range of regulatory bodies, including OFSTED, DfE, HMRC and UK/European employment and health and safety legislation.

What is included

General

- Annual HR Health Check.
- Attendance at School Business Managers meetings (as required).
- Dedicated 'schools team' in all service areas.
- A dedicated HR Case worker.
Telephone advice – Employee Relations, Pay, Recruitment, Health, Safety and Wellbeing and Policy matters.
- On-site support.
- Regular bulletins.
- Free access to planned schools specific HR Policy and Advice training sessions and workshops.

Employment Services (HRESC)

- A fully compliant pay, pension and HR transactional service.
- Advice on terms and conditions of service, pay, pensions and HR matters.
- Management and administration of employment contracts.
- Access to iTrent for self service, on-site training and ongoing support.
- Access to E-recruitment system with full online advertisement, application and onboarding facility.
- Access to on line Pre-employment DBS service.

Health Safety and Wellbeing

- Enables educational establishments, managers and governors to meet statutory responsibilities as required by a range of regulatory bodies, including compliance and management support.
- Access to negotiated contract for Occupational Health Services.
- Liaise and work with professionals across directorates.
- In addition to the services listed, the Health Safety and Wellbeing Service also provide support to the LA (Education) in support of their statutory duties (outside of this SLA)

HR Advice and Casework

Advice on:

- Terms and conditions of employment, pay and a wide range of HR issues including: safeguarding, discrimination and diversity in employment, disciplinary, grievance, capability (sickness and performance), bullying and harassment, reorganisations and redundancy.
- Transfer of Undertakings (TUPE) – advice and guidance.
- Academy conversion – advice and guidance.



MyRewards 

Additional Offer

- Health and Safety training.
- Head Teacher Recruitment.
- Learning and development.
- Managing a TUPE transfer (chargeable subject to complexity of case).
- Support with academy conversion (chargeable subject to complexity of case).
- Access to Health Assured (Employee Assistance Programme).
- Access to My Rewards (Employee Rewards Platform).

Management Information

(Integrated with the service provided by HRESC)

- Set up, configure, build, maintain and develop systems to enable the provision of management information and self service.
- Provision of detailed management reports.
- Support and submission of the School Workforce Census.
- Job Evaluation: assess new posts against the job families framework, evaluate posts outside the framework (latter may incur additional cost).

- Working with legal services in the provision of advice and to respond to Employment Tribunal claims.
- Support with exit discussions including settlements.
- Advice and guidance on a range of salary sacrifice/reward initiatives and implementation of employee engagement initiatives.
- Health and wellbeing – promotion of initiatives that are accessible to school based staff.

Employee Relations and HR Policy

- Develop and review model employment policies and procedures and guidance.
- Consult and negotiate with locally recognised Teacher Professional Associations' and Support Staff Trade Unions' representatives.
- Sourcing and arranging the provision of mediation in the workplace.

Newly Qualified Teacher (NQT) Service

- Carry out role of 'Appropriate Body' in accordance with current NQT regulations and practice for NQTs in schools, academies, other education establishments.



September 2017

Most schools and academies will be renewing their service level agreements in September 2017.

All the services mentioned will be available to purchase as a total package and as a more bespoke service which may better fit the needs of your school or academy.

The core elements of our HR and OD service are available but we also have some exciting new developments, for example:

New e-recruitment system (greater.jobs) ;

New employee assistance programme provider (Health Assured);

Information regarding Health and Wellbeing initiatives;

Access to Reward Scheme - My Rewards.

We will make sure that our indicative costs and service summary brochure is available for the buyers event in March 2017 and will look forward to talking to you in more detail about the service at the event.

Should you have any queries in the meantime please contact Alison Hibbert or Vicki Lowe on the numbers shown below.

Contact Details

Name: Alison Hibbert/Vicki Lowe

Designation: HR Business Manager/HR Business Partner

Email: a.hibbert@wigan.gov.uk/v.lowe@wigan.gov.uk

Telephone Number: 01942 827091/827997

R17 Wigan Council Libraries – Schools’ Cultural Service

Wigan Council offer an integrated provision to schools bringing together the unique learning resources, expertise and networks of archives, arts, libraries, museums and the schools’ library service.

We offer an expert, experienced and professional service to support learning and school improvement by providing a wide range of high quality, cost effective resources.

The service supports literacy and promotes reading for pleasure.

What is included

Schools can access resources including:

- Project loans;
- Museum loans;
- Class sets;
- Advice visits.

Loans are delivered and collected free of charge.

The Schools’ Library Service can also provide professional library advice and a written report through our half day advice visits.

What is not included

Other services are available at a reduced rate for subscribing schools including:

- Training sessions;
- Reading group training for teachers;
- Junior Librarian Scheme;
- Curriculum based story times;
- Research sessions in Libraries;
- Support in arranging author visits;
- Discounted book purchase scheme;
- Discounted library furniture purchase scheme;
- Heritage workshops.

Further details and prices are available on request.

Our annual subscription package consists of a core offer and access, through our extended offer, to additional services at a reduced rate. This ensures that schools can make the best of its resources and use the Schools Cultural Service to enhance its offer to its pupils.

This offers the best value for money option to schools looking to provide library and heritage provision for their pupils and is highly competitive compared to other schools library services in Greater Manchester.

Packages and prices available upon request. Please ring the team on **01942 486 987** for more details.

Academies are the same cost as maintained schools.

Contact Details

Name: Andrew Pickup

Designation: Assistant Business Partner - New Business

Email: A.Pickup@wigan.gov.uk

Telephone Number: 01942 489 779

Website: www.wigan.gov.uk/schoolsculturalservice



R18 Asbestos Management Services

The Control of Asbestos Regulations 2012 (CAR 2012) sets out the legal responsibilities for the Management of Asbestos in non-domestic premises.

An essential requirement of the CAR 2012 is Regulation 4 and the Duty to Manage Asbestos Containing Materials (ACMs) within the premises. The Duty to Manage Asbestos is directed at those who manage non-domestic premises (the Duty Holder): the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to Asbestos can cause.

This in part, requires continued management and re-inspection at regular intervals of all known ACMs as determined within the survey report (Asbestos Register) but no longer than a period of 12 months.

Our Asbestos Management Service will assist you, as the designated Duty Holder, to comply with your Statutory and Legal responsibilities and ensure the safety of your staff, users and visitors of your premises.

What is included

- A full asbestos Management Survey in accordance with HSG264 (Asbestos: The Survey Guide) and the Control of Asbestos Regulations 2012.
- Annual monitoring of all identified Asbestos Containing Materials (ACM's).
- Impartial advice to Building Managers (Duty Holders) on suitable actions in light of any high risk situations discovered from re-inspections.
- Carry out audits of the site Asbestos Management procedures and the upkeep of the Register and Asbestos Management Plan/s.
- Provide an updated Asbestos Register and Management Plan upon completion of the annual re-inspection and monitoring to ensure continued Statutory Compliance.
- A full de-brief of findings with the Duty Holder (or their representative) on completion of the survey and monitoring including budget estimates for any remediation works recommended.
- Emergency advice and guidance in the event of an accidental asbestos fibre release.
- Provide advice and guidance with regard to new practices, guidance and legislation.
- Liaise with your preferred contractors on asbestos issues within your premises.

What is not included

- Any identified and recommended asbestos removal or remediation costs and associated project management fees.
- Asbestos refurbishment and demolition surveys (R & D surveys), however these can be arranged.

Additional offer

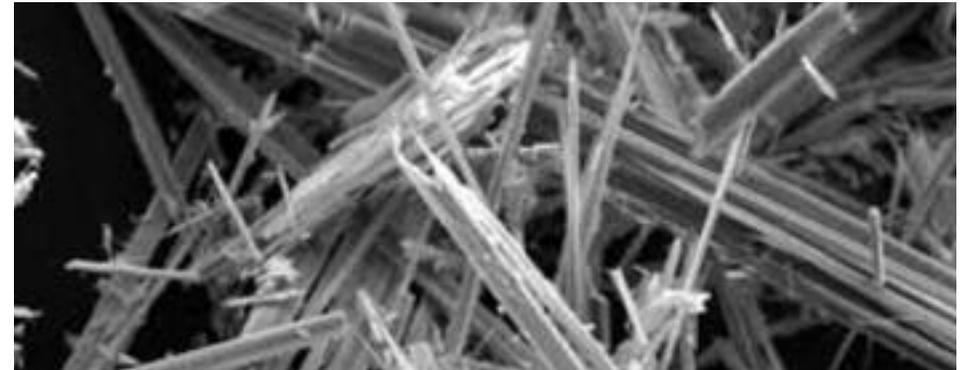
Same service to all school designations.

Cost

- Primary School - £395
- High School - £1095

**Cost to Academies**

- Primary School - £395
- High School - £1095

**Contact Details**

Name: Heather Coombs

Designation: Facilities and Statutory Compliance Manager

Email: H.Coombs@wigan.gov.uk

Telephone Number: 01942 827 363

R19 Asbestos Awareness Training

This course has been designed for Managers and Duty Holders and provides information and guidance on the Duty to Manage Asbestos in Non-Domestic Premises (Schools – Regulation 4 of the Control of Asbestos Regulations 2012). Asbestos Awareness training is a statutory requirement and should be refreshed every 2 years.

What is included

Asbestos Awareness training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012 to include:

- the properties of asbestos;
- the types, uses and likely occurrence of asbestos and asbestos materials in buildings and plant;
- health issues in relation to asbestos exposure;
- Regulation 4 of the Control of Asbestos Regulations 2012 – the Duty to Manage;
- the general procedures to deal with an emergency, e.g. an uncontrolled release of asbestos dust;
- the implementation of safe working procedures;
- implementation of management and management actions;
- how to avoid the risk of exposure to asbestos;
- Asbestos Management Plans and Surveys.

Asbestos Awareness certificate of attendance.

Cost

- £75 per school.

Additional offer

Same service to all school designations.

Cost to Academies

- £75 per school.

Contact Details

Name: Heather Coombs

Designation: Facilities and Statutory Compliance Manager

Email: H.Coombs@wigan.gov.uk

Telephone Number: 01942 827 363



Clearly set out our responsibilities with regards to asbestos management and the extensive use of asbestos materials...

Very informative course...

Very good course, well presented and certainly got everyone thinking...

R20 Fixed Wiring – Electrical Condition Report

We provide Electrical Inspection and Testing of the fixed wiring installation, in Educational and Corporate buildings.

This ensures Statutory and Regulatory compliance with the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

The team is regulated and qualified to City & Guilds 2391 – Inspecting and Testing to BS7671 (17th Edition) and comprises “time served” electricians, with extensive experience in Local Authority and Education premises.

Our service helps to police and maintain the safety of electrical installations within your establishment and provides confidence with support, for your Site Responsible Person.

By providing an impartial service, we offer a true reflection of the condition of your buildings electrical installation, without fear of commercial advantage or gain.

What is included

- Full Impartial Electrical condition report in compliance with BS 7671:2008 I.E.E. Wiring Regulations (17th edition).
- Every item of accessible distribution and switch gear identified, including photographs if required.
- All available accessories visually inspected i.e. switches, sockets, light fittings etc.
- Full Comprehensive information pack with Certification, to support the condition report. Supplied as a PDF, along with a laminated pack installed at the main intake position.
- Electrical schematic diagram of your buildings distribution equipment, for the purpose of emergency isolation.
- Energy monitoring of incoming supply, to ensure your electrical consumption is evenly balanced and not overloaded. Graphs and energy statistics are produced to aid with future alterations.
- Full de-brief of findings with the Site Responsible Person, on completion of inspection.
- Estimated costs of repairs can be prepared, to assist you with the process of selecting an appropriate and competent Electrical Contractor, ensuring best value.

What is not included

- Electrical Repairs.
- Portable Appliance Testing.
- Other independent electrical systems i.e. Fire Alarms, Emergency Lighting, Security etc.

Additional offer

- Same service to all school designations.
- CRB approved Engineers to comply with Ofsted requirements.
- Independent, expert advice/technical support, as and when required. Access to all archived and historic data from previous inspections and surveys of your site/building.

What's new for 2017-2018:

Thermal imaging of incoming supply and distribution switchgear where necessary, to assist in detection of aged/loose connections, helping to prevent electrical fires and eventual loss of supply.

Cost

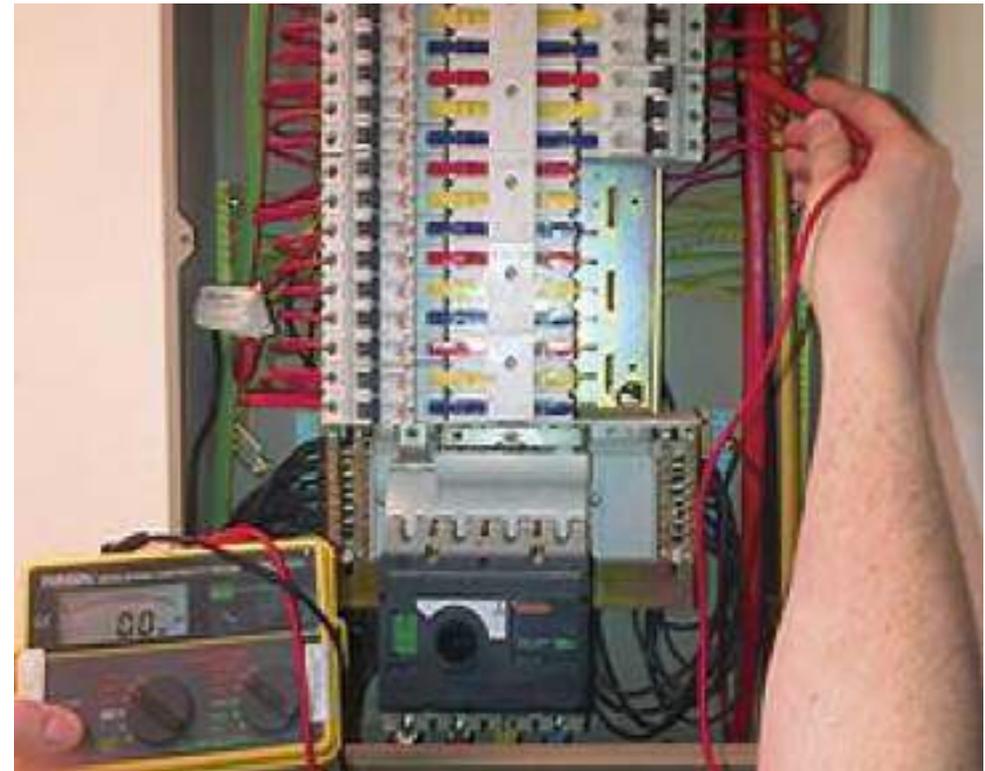
- Primary school - £2,300 (required every five years)
- Secondary school - £10,000 (required every five years)

Cost to Academies

Standard charges apply

Available testimonials

- **Orrell Newfold Community Primary School**
Ged McCardle (Former Head Teacher)
- **Abram Bryn Gates Primary School**
Janette Barclay (Business Manager)
- **Shevington High School**
Phil Whitfield (Site Manager)



Contact Details

Name: Heather Coombs

Designation: Facilities and Statutory Compliance Services Manager

Email: H.Coombs@wigan.gov.uk

Telephone Number: 01942 827 363

R21 Construction Project Management

As experienced providers of construction management services to Wigan Council community, foundation and voluntary controlled schools, we are now able to offer our services to all schools including Voluntary Aided schools, Academies and Free schools.

What is included

- Assist in identifying the scope of work and what is feasible within the schools budget.
- Prepare outline feasibility studies including preliminary plans and 3D models of the proposals with cost information.
- Prepare a project brief to issue to an Architect or Building Contractor, outlining the school's requirements including an assessment of the proposal for legislative compliance.
- Project Manage the works through the design, construction and post completion stages.
- Use of the Council's Education Construction Framework of building contractors that specialise in education buildings.
- Monitor the financial management of the project.
- Advise on procurement routes to meet school and council financial and contract procedure rules.
- Use of the Council's preferential design service rates via NPS (NW) Ltd.
- Preparation of a school building development plan including advise on the prioritisation of works on the school's condition survey and general advice on all construction related issues.

What is not included

- Professional design services.
- Legal preparation of contract documents.
- Submission of Planning and Building Regulation applications.

Cost to Community schools

Free

Cost to all other schools

Full details of our charges will be provided on request subject to size of project.

Contact Details

Name: David Clegg

Designation: Capital Projects Manager

Email: david.clegg@wigan.gov.uk

Telephone Number: 01942 486 026



R22 Statutory Engineering Inspections. Also known as “Insurance Safety Inspection” This is now an “OPT OUT” service

This service will provide statutory inspections of equipment in schools for items such as play equipment, lifts, roller shutters and DDA equipment which is a mandatory requirement. Please note – This is not a Service or Maintenance Inspection and is required regardless of any other SLA which may be in place to look after your equipment.

You are automatically “OPTED IN” to this service and do not need to take any further action, unless you no longer require this service.

What is included

- Inspections for relevant equipment on the required anniversary date; monthly / quarterly / 6 monthly / annual.
- The inspection will detail any defects that require improvement, maintenance and servicing.
- Itemized list of all equipment per establishment requiring statutory inspections.
- The inspection of such items is required under the Health and Safety at Work Act 1974 Section 3 and 4, and will ensure your statutory compliance.
- You will receive a certificate of “Thorough Examination” for your records.

What is not included

- Regular servicing of equipment.
- Maintenance of equipment.
- Attendance to breakdowns.
- Repairs to rectify inspection defects.

Additional offer

- Tailored service and cost to individual schools.
- Same service to all school designations.
- Independent, expert advice/ technical support, as and when required.
- Access to all archived and historical data from previous inspections of your equipment.

What’s new for 2017-2018

A complete equipment inventory audit can be carried out in your school to identify Statutory Equipment, if required.

Due to this service being a statutory requirement for 2017, you will need to “OPT OUT” of this service. If you choose to opt out you must provide details of your alternative statutory engineering inspection service provider.

Cost

1. **Inspection** price will be determined individually and calculated on the amount and type of equipment in each establishment and frequency of inspections: **£ Price on request**

2. **“Optional” Inventory Audit** only:

Primary School - £165.00

Secondary Schools - £330.00

Cost to Academies

1. **Inspection** price will be determined individually and calculated on the amount and type of equipment in each establishment and frequency of inspections: **£ Price on request**

2. **“Optional” Inventory Audit** only:

Primary School - £165.00

Secondary School - £330.00



Contact Details

Name: Heather Coombs

Designation: Facilities and Statutory Compliance Manager

Email: H.Coombs@wigan.gov.uk

Telephone Number: 01942 827 363

R23 School Appeals - Church and Foundation Schools

Buy back service for church and foundation schools

The School Appeals Service offers governing bodies of Church and Foundation Schools support in carrying out statutory functions in accordance with the School Admission Code and the School Admission Appeal Code. In delivering this service we liaise closely with schools to ensure we provide a timely and quality service to schools and parents. Schools who buy back the service will acknowledge receipt of any appeals received and then contact Democratic Services who will take over the administration of the appeal from that point. The school's only other involvement will be the submission of a 'statement of case' to Democratic Services and representation from the school (usually the Head Teacher) on the day of the appeal to defend the school's reason for not allowing the admission to the school.

What is included

- Ensuring all appeal documentation is circulated to relevant parties within statutory timescales;
- Making arrangements for the independent appeal panel;
- Arranging room hire for the hearing;
- Clerking services;
- Decision letters to parents/schools following the appeal;
- Panel Member training.

Cost

£50.00 for administration. An additional cost for expenses as outlined above will be divided between the amount of appeals being heard and added to the administrative cost.

What is not included

- Acknowledging initial receipt of the appeal in school;
- Travel/parking/refreshment costs of the independent appeal panel;
- Payment for room hire for the hearing;
- Preparing a personalised statement of case to be used at the independent appeal hearing;
- Representing the school at the independent appeal hearing;
- Schools need to make arrangements for, and pay for, interpreters if necessary.

Cost to Academies

£50.00 for administration. An additional cost for expenses as outlined above will be divided between the amount of appeals being heard and added to the administrative cost.

Contact Details

Name: Rachel Gibbons

Designation: Democratic Services Assistant

Email: RachelGibbons@wigan.gov.uk

Telephone Number: 01942 488 382



11 Robin Park Arena, Sports and Tennis Centre



Robin Park Arena, Sports and Tennis Centre is the ultimate sports and leisure facility. Whether you are just participating for fun or you are vowing for success in your chosen sport, there is something for everyone.

What is included

- Outdoor Athletics Track;
- Sports Hall;
- Powerade Hall;
- Gymnastics Centre;
- Indoor Athletics Track;
- Multi Sports Hall;
- Tennis Centre;
- Multi Courts / 3G Pitches.

What's new for 2017-2018 - Primary Gymnastics Curriculum Delivery with a Gymnastics coach delivered in our fully equipped Gymnastics Centre of Excellence - £75 per hour. Additional coaches available at £25 per hour.



Additional Offer

10% Discount on any Inspiring healthy lifestyles schools service if more than one Inspiring healthy lifestyles service to schools is booked for the academic year 2017/18.

Please note – school swimming lessons service is exempt from the offer.



Cost to Schools and Academies in Wigan Borough

Robin Park Arena, Sports and Tennis Centre

Schools and academies in Wigan Borough will receive a 50% discount on all bookings except Sports Days and rugby/football finals.

Prices are per hour for all bookings except the Sports Days and rugby/football finals.

- Sports day £450.00
- Schools football/rugby finals £200.00
- Tennis hall court £7.00
- Powerade hall £18.00
- Half of the Sports hall £22.00
- 3G pitch (third) £21.00
- Multi-courts - 2 courts £17.50
- Indoor track £42.50
- Outdoor track £42.50

Bespoke packages available on request.

Additional courts and pitches are available, please contact Robin Park Sports Centre for prices.

All prices are subject to VAT at the applicable rate.

Cost to Schools and Academies outside of Wigan Borough

Robin Park Arena, Sports and Tennis Centre

Schools and academies outside of Wigan Borough will be charged the going rate for bookings.

Prices are per hour for all bookings except the Sports Days and rugby/football finals.

- Sports day £700.00
- Schools football/rugby finals £350.00
- Tennis hall court £14.00
- Powerade Hall £36.00
- Half of the Sports hall £44.00
- 3G pitch (third) £42.00
- Multi-courts - 2 courts £35.00
- Indoor track £85.00
- Outdoor track £85.00

Bespoke packages available on request.

Additional courts and pitches are available, please contact Robin Park Sports Centre for prices.

All prices are subject to VAT at the applicable rate.

Contact Details

Name: Leisure Enquiries

Designation: Inspiring healthy lifestyles

Email: leisureenquiries@wlct.org

Telephone Number: 01942 828 508

12 Schools' Swimming Instruction



We provide high quality Education Learn to Swim lessons, with the goal of not only meeting but exceeding the national curriculum minimum standards set down by the Department for Education.

The School Swimming Service is committed to providing high quality programmes of swimming and aquatic activities to schools;

- To provide a coordinated School Swimming service;
- To provide every child with the opportunity to learn to swim;
- To ensure high quality and safe provision;
- Remove any barriers to participation.

Our friendly and experienced team work closely with schools to ensure; that pupils receive quality teaching that provides them with a safe, fun and memorable experience whilst learning a valuable life skill.

Our schemes of work towards the KS2/QCA expected standards, rather than just the minimum requirements.

School Swimming is provided at:

Ashton Leisure Centre.
Howe Bridge Sports Centre.
Leigh Indoor Sports Centre.
Wigan Life Centre.



Cost

1 x 50 minute session with 3 x qualified swimming teachers and a maximum of 45 pupils. Lessons will be delivered as a minimum block of 18 weeks. Cost £2,430 per block based on 18 weeks.

Nursery Groups / SEN £29.20 per 30 minute session.

Cost to Academies

1 x 50 minute session with 3 x qualified swimming teachers and a maximum of 45 pupils. Lessons will be delivered as a minimum block of 18 weeks. Cost £2,430 per block based on 18 weeks.

Nursery Groups / SEN £29.20 per 30min session per session.

Contact Details

Name: Rebecca Mazey

Designation: Development Manager – Aquatics

Email: R.Mazey@wlct.org

Telephone Number: 01942 895 045

13 Inspiring healthy lifestyles - First Aid Training



The service provides first aid training for schools to help them comply with their legal responsibilities under the First Aid at Work 1981 Regulations.

What is included

- First Aid courses provide can be held on or off site;
- Level 2 (QCF) Emergency First Aid in the Workplace (1 day course);
- Level 3 (QCF) First Aid at Work (3 day course);
- Level 3 (QCF) First Aid at Work re-qualification (2 day course);
- Paediatric First Aid (1 or 2 day course);
- Competitive Defibrillator Training Packages including an AED;
- Bespoke training including the delivery of first aid training to pupils (can be delivered as a 2 hour taster sessions).

Cost

Total Costs:

Level 2 EFAW	£55 per candidate
Level 3 FAW	£150 per candidate
Level 3 FAW Re-Qual	£105 per candidate
Paediatric 1 day course	£55 per candidate
Paediatric 2 day course	£105 per candidate
Bespoke training prices on request	

***** For courses with 6 or more candidates attending one course discounts will apply *****

Additional Offer

10% Discount on any Inspiring healthy lifestyles schools service if more than one Inspiring healthy lifestyles service to schools is booked for the academic year 2017/18.

Please note – school swimming lessons service is exempt from the offer.



Contact Details

Name: Rebecca Mazey

Designation: Development Manager – Aquatics

Email: R.Mazey@wlct.org

Telephone Number: 01942 895 045

14 Health and Safety Training Delivery



The Inspiring healthy lifestyles Health and Safety Team deliver a range of services to schools. These include a range of training courses outlined below. The professional and experienced team will be happy to discuss your requirements and tailor courses to suit the needs of your learners, be those students or staff.

What is included

- The Institution of Occupational Safety and Health (IOSH) Managing Safely (4 Full Days)
Designed for managers and supervisors. Age 16+.
- IOSH Working Safely (1 Full Day)
Designed for staff at all levels; this course meets the government's guidelines for introductory health and safety training.
Age 15+.
- Accident Report Training (3 hour session)
This training provides delegates with an understanding and basic skills to complete accident/investigation reports.
Age 16+.
- Event Management Training (4 hour session)
This training provides delegates with an understanding of what an event is and how it should be managed.
Age 15+.
- Health and Safety Audits (1 to 2 days)
Our Health and Safety audits can help you achieve high standards of health and safety, improve your business performance and meet your legal responsibilities for people and their working environment.
- Fire Safety Awareness training (4 hour session)
This training is for employees who have specific duties within their sites fire plan. This may include one or a number of roles that play a part in fire prevention and also when needed, fire prevention. This course can be tailored to your needs.
Age 15+.
- Risk Assessment Training (4 hour sessions)
This training provides employees with an understanding and basic skills to undertake General Risk Assessments.
Age 15+.
- Fire Risk Assessments (2-3 days depending on the size of premises)
Our detailed and legally compliant report is carried out in accordance with PAS79:2012 (Guidance and recommended methodology) and will identify: the people at risk; the potential fire hazards; the fire protection measures currently in place; and the management of fire safety. Any issues identified will be documented on a user friendly Action plan report that will form part of the assessment.

What's new for 2017-2018

An introduction to the Control of Substances Hazardous to Health [COSHH] Regulations (3 hour session).

This training provides delegates with an understanding and the basic skills to complete COSHH Assessments.

Age 16+.

Cost

- IOSH Managing Safely - £400 per learner.
- IOSH Working Safely - £100 per learner.
- Accident Report Training - £60 per learner.
- Event Management Training - £100 per learner.
- Health and Safety Audits – From £1,000 per premises.
- Fire Safety Awareness - £75 per learner.
- Risk Assessment Training - £60 per learner.
- COSHH Assessment Training - £60 per learner.
- Fire Risk Assessment - From £7000 per premises.

All the above prices are exclusive of VAT.

Note: These prices are negotiable and a price per course can be agreed, as an alternative to price per delegate.

Wigan Students are top of the class for health and safety

A GROUP of Wigan students have achieved a valuable health and safety qualification that will stand them in good stead when they enter employment.

Staff from leisure and culture provider, Inspiring healthy lifestyles, trained physical education students at St John Rigby College to achieve their IOSH Working Safely accreditation, which recognises skills in defining hazards and risks, identifying common hazards and protecting the environment.

Peter McGhee, St John Rigby College Principal said "We are delighted to have provided the opportunity for these students to gain an industry qualification that will aid their future progression. This has happened as a result of a powerful combination of the expertise of Inspiring healthy lifestyles the encouragement of college staff and the determination of our students. I hope that this is a partnership that continues and from which future students are also able to benefit." Source; the Wigan Courier September 30th 2014

Cost to Academies

The same as maintained schools.



Contact Details

Name: John Ronan

Designation: Manager (Health and Safety)

Email: j.ronan@wlct.org

Telephone Number: 01942 828 233

15 Outdoor Adventure and Learning



Outdoor Adventure and Learning

The Inspiring healthy lifestyles Outdoor Adventure and Learning Team deliver inspiring and engaging land and water based activities which can be tailored to the National Curriculum, GCSE assessments, used as reward days or just for the enjoyment of learning in the great outdoors.

What is included

Wild Learning for pre schools and schools

Outdoor learning is an exciting way to engage with pupils in a creative and inspiring way which can encompass National Curriculum subjects whilst learning new skills and gaining knowledge about the local environment. Activities include – pond dipping, nature walks, mini beast hunts, gardening, fire lighting, orienteering, den building, willow weaving, clay creatures, ephemeral art, creating bug homes and archery.

Watersports at Scotman's Flash

Activities available at Scotman's Flash include – sailing, windsurfing, kayaking, canoeing, raft building, katakanus, mobile climbing wall, pond dipping, mountain biking. Examples of school packages include:

- 2 hour taster sessions;
- multi week, multi activity programmes;
- multi week, sport specific programmes working towards a governing body award;
- Full day multi activity or sport specific days.

Adventure at Haigh Woodland Park

Haigh Woodland Park is a premier location for outdoor learning and adventure. All of the Wild Learning activities can be done around the grounds of at Haigh. Explore the park by taking part in mountain biking or orienteering. Hire our mobile climbing tower or for a real rock climbing experience Haigh has its own quarry that we have exclusive use of.

Year 7 Transition Activities

We offer transition activity days as part of your welcome conference for your new year 7 pupils. This is a bespoke product and can be tailored to meet the number of pupils, any themes or venue preference including your school site, Haigh Woodland Park, Howe Bridge Leisure Centre or Scotman's Flash.



What's new for 2017-2018

The service has a brand new team in place who have been recruited from all over the North West to ensure we have the most experienced and knowledgeable instructors possible.

Set within Haigh Woodland Park, there is a brand new facility in the low and high ropes course that can be used from age 5 years. Scale the heights of the high ropes course for a fun adventure or for a team building experience take part in the traditional high ropes elements such as leap of faith and gladiator challenge. We have introduced a new reduced rate for schools using the facility:



Single session cost

£100 for 10 people,
£10 per additional person
Duration - 2 hours

30 people or more

£285 for 30,
£9.50 per additional person
Duration - 2 hours

4 or more sessions

£68 per session
for 8 people,
£8.50 per additional person
Duration - 2 hours

Cost

Activities at Scotman's Flash – water activities, orienteering, climbing, mountain biking and bushcraft - £80 for 8 people for 2 hours, £10 per additional person.
30 people or more - £285 for 30 people for 2 hours, £9.50 per additional person.

Offsite activities – Haigh Woodland Park, Pennington Flash and school site

- Mobile climbing wall – 1 hour of activity - £206, £50 for each additional hour for up to 16 people.
- Quarry climbing – 1 hour of activity - £128, £50 for each additional hour for up to 16 people.
- Archery - 1 hour of activity - £128, £50 for each additional hour for up to 12 people.
- Mountain biking - 1 hour of activity - £128, £50 for each additional hour for up to 10 people.
- Wild learning - 1 hour of activity - £128, £50 for each additional hour for up to 30 people.

Cost to Academies

No difference in cost for Academies except VAT of 20% should be added at invoice.

Contact Details

Name: Nathan Scarll, Geoff Stones, Jonathan Richardson and Lizzie Gough

Designation: Development Team

Email: outdooradventure@wlct.org

Telephone Number: 01942 324 870

I6 Howe Bridge Adventure Play, Climb and Skate



Our brand new adventure area offers unique, fun, stimulating opportunities for your school which are designed to bring out the best in your pupils. We will tailor a bespoke package for the needs of your school. We offer opportunities for schools to deliver curriculum outcomes in Key Stages 1, 2, 3 and 4 for physical education such as adventurous activities, fitness and wellbeing skills and activities. Our highly experienced qualified instructors can build a programme based on your specific learning outputs.

Our brand new 3 G pitch can be used for all your school Rugby and Football training and matches. We are offering all Wigan Borough schools a 50% discount for bookings between 9am and 3.30pm Monday to Friday.

What is included

Key Stage 1 Children – Adventure play which is a fun, stimulating adventure for pre school and school age pupils.

Key Stage 1 Children – Climb – our climbing zone offers 16 individual climbing walls – each a different adventure.

Key Stages 2, 3 and 4 can also take part in the Adventure Play area as this can be used as a giant assault course.

Key Stages 2, 3 and 4 Climb – As well as a general climb session, the climbing walls are suitable for practice prior to a GCSE PE assessment.

Key Stages 2, 3 and 4 Ride – Give your pupils the opportunity to try our indoor skate park, we have bikes, skateboards and safety kit you can hire as part of your package.

Cost

- Multi activity half day package £150 per class (Max 30 children)
- Multi activity full day package £250 per class (Max 30 children)
- Individual activity and hourly booking prices can be discussed when booking.
- 3G pitch (third) – half price offer to Wigan borough schools only - £20 per hour.

Additional offer

10% Discount on any Inspiring healthy lifestyles schools service if more than one Inspiring healthy lifestyles service to schools is booked for the academic year 2017/18.

Please note – school swimming lessons service is exempt from the offer.

Cost to Academies

- Multi activity half day package £150 per class (Max 30 children)
- Multi activity full day package £250 per class (Max 30 children)
- Individual activity and hourly booking prices can be discussed when booking.
- 3 G pitch (third) – half price offer to Wigan Borough schools only - £20 per hour.

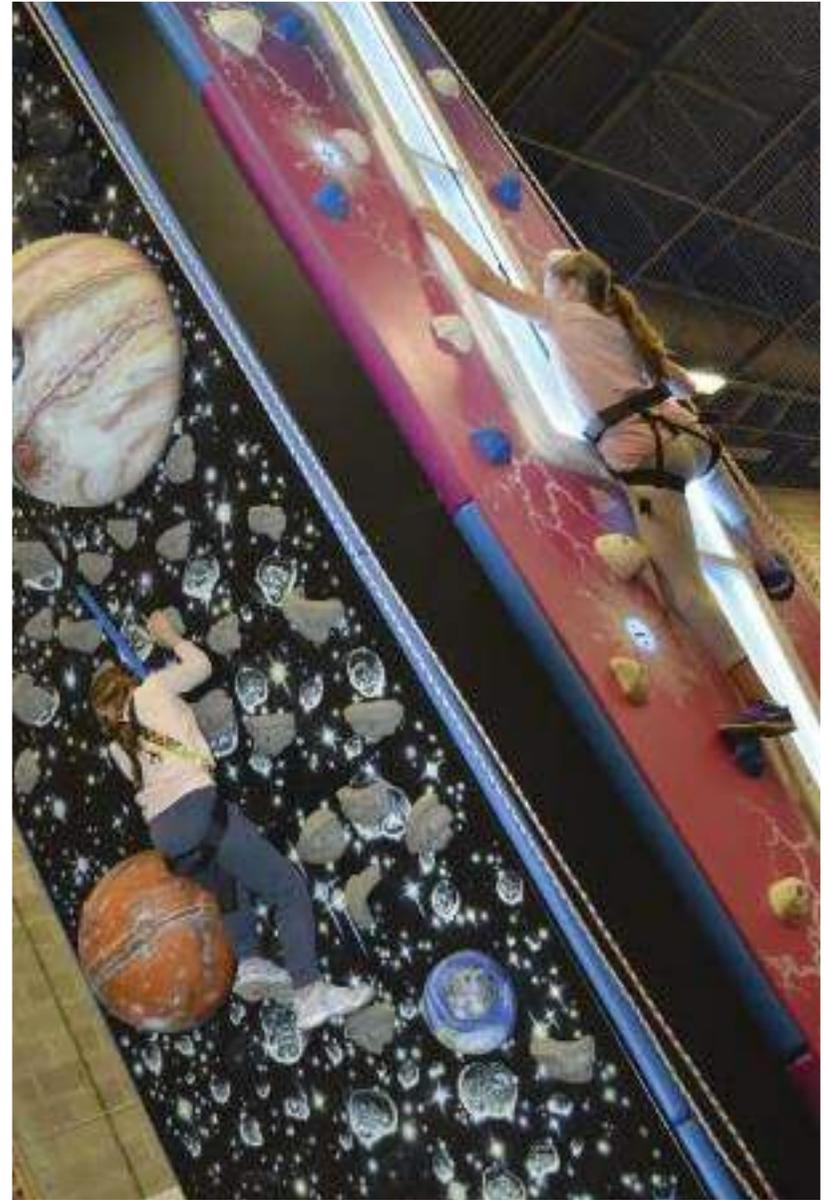
Contact Details

Name: Andrew Hewitt

Designation: General Manager

Email: a.hewitt@wlct.org

Telephone Number: 01942 870 403



17 Healthy Schools Plus

Healthy Schools Plus is an integrated Wellbeing programme delivered by Inspiring healthy lifestyles.

The service provides a range of initiatives for pupils, families and schools inspiring them to choose a healthy active creative lifestyle. To facilitate this we support Primary, Secondary and Special schools by delivering high quality PE, healthy lifestyles, healthy schools and school sport. Our service provides schools with access to a very well qualified and experienced team who have the ability to plan and deliver structured lessons in line with the National Curriculum and that really stretch your pupils' development.

What is included

Healthy Schools Plus is built around the delivery of curriculum PE and sport across the whole school and/or individual year groups on a weekly basis for a full academic year. This delivery consists of either half day or full day provision and schools have the flexibility to also build in a range of lunchtime, afterschool or CPD packages to further support quality outcomes.

Additional Offer

If your school book a full or half day package you will also receive 10% discount on the following new bookings:

- Any outdoor adventure and learning session;
- School swimming sessions
- Sports CPD training;
- First aid training package;
- Adventure at Howe Bridge Leisure Centre.



Why choose us?

The Healthy Schools Plus team don't just deliver outstanding sport and PE we are also the only local provider that can deliver healthy lifestyles programmes, healthy schools initiatives and outdoor adventure as part of the same package with some of these elements even being FREE! So look at what's new for 2017–18 and our additional offers for more information.

What's new for 2017-2018

Buy into a curriculum PE package of either half a day or a full day and your school will receive the following package at no extra cost:

- One 5 week healthy lifestyle programme for reception year;
- One 6 week healthy lifestyle programme for year 4;
- Let's Get Brushin' supervised brushing scheme in early years;
- Support to establish and deliver the 'Daily Mile';
- Additional discount offers.

Cost

Prices are excluding VAT and based on delivering across a full academic year at a rate of:

Full day sports coaching	= £100
Full day sports coaching + lunch or after school club	= £120
Half day sports coaching	= £50
Half day sports coaching + lunch or after school club	= £75
Lunch or after school clubs	= £30 each.

Cost to Academies

The same as maintained schools.

Contact Details

Name: Doug Walmsley

Designation: Education Lead

Email: d.walmsley@wlct.org

Telephone Number: 01942 488 491

18 The Learning Centre

The Learning Centre provides traineeship and apprenticeship opportunities to young people. Working in partnership with schools and private businesses, we support the development of new apprenticeship vacancies and work hard to ensure employers recruit the right young people and that all involved have a positive learning experience.

We deliver the following apprenticeships in collaboration with many schools in the borough:

- ICT User (Level 2);
- Teaching Assistant (Level 2 and 3);
- Activity Leadership in PE and School Sports (Level 2);
- Supporting Teaching and Learning in School Sports (Level 3).



Inspiring
healthy
lifestyles

What is included

1. Support in recruitment of an apprentice (promoting your opportunity via the National Apprenticeship Service).
2. First stage vetting interviews, providing a minimum of 3 potential candidates for final interview.
3. Support with final stage interview including preparation of interview questions and inviting of all candidates.
4. Diagnostic assessment of apprentice and support to reach minimum Functional Skills standards
5. Designated assessor allocated to all apprentices to support them through their learning.
6. 6 weekly reviews with your apprentice.
7. Information, Advice and Guidance to apprentices and employers throughout the programme.

What's new for 2017-2018

We also offer training to existing employees as part of their continuous professional development. For schools this may include, for example, upskilling a Level 2 Teaching Assistant to Level 3.

What is not included

Pre-employment checks (References, DBS etc.) are not part of the offer and should be undertaken by the school before an offer of employment is made to an apprentice.

Additional Offer

Schools recruiting an apprentice for the first time may be entitled to grants to help cover the apprentice salary costs.

The Learning Centre will advise on a case by case basis.

10% Discount on any Inspiring healthy lifestyles schools service if more than one is booked for the 2017/18 academic year.

Please note – the school swimming lessons service is an exemption from this offer.

Cost

Costs incurred in training an apprentice are often fully or partly funded by the Skills/European Funding Agency.

Training for apprentices aged 16-18 is 100% funded and requires no contribution from schools.

Training for apprentices aged 19-23 requires an employer contribution of £2,000.

Apprentices need to be employed for at least 12 months for a minimum of 30 hours a week. They are entitled to at least the national minimum wage for apprentices (£3.50 per hour).

We have been impressed with the whole process of recruiting and training an apprentice Teaching Assistant. The shortlisting process is completed by the team and you are well supported at the interview stage. Our two apprentices have exceeded our expectations and have benefitted from both quality in-school training and follow up training back at the base to prepare them for assessment. The flexibility of the apprentices has been a real positive with both working as Play Leader trainers and games organisers at lunchtime whilst also supporting children in class or delivering small group sessions. I will definitely appoint another apprentice when I am looking to recruit more staff

*Gillian Talbot, Headteacher
St Mary's C.E. Primary School*

Cost to Academies

No difference in cost for Academies.

The apprenticeship scheme has provided the school with some highly motivated enthusiastic teaching assistants who have been keen to learn. The ongoing learning support from Inspiring Healthy Lifestyles and from school based staff has meant that the apprentices are quickly developing skills and understanding of the needs of pupils with SEND, and are able to apply this to their work at school, so much so some of the apprentices have already been successfully in gaining full time posts with us. As a school community, we have been very impressed by the Inspiring Healthy Lifestyles apprentice scheme and look forward to continuing to work together.

*Liz Loftus, Headteacher
Rowan Tree Primary School Atherton*

Contact Details

Name: Beaulah Chadwick

Designation: Learning and Development Manager

Email: b.chadwick@wlct.org

Telephone Number: 01942 828 527

19 Let's Get Movin'

Delivered by Inspiring healthy lifestyles, Let's Get Movin' provides a fun, innovative family weight management service for children between 0 – 17 years and their families. The service is delivered within schools, nursery settings, leisure venues and community hubs and inspires families to make healthy habits for life.

What is included

Let's Get Movin' delivers a range of interventions focusing on 3 areas:

Prevention - school and nursery programmes.

Treatment - targeted school programmes and initiatives.

Specialist - services delivered to families who have concerns about their child's weight.

The service is delivered and managed by a team of highly qualified teaching staff with a wealth of experience delivering across all education settings to pupils, families, schools, health professionals and parents.

So what do we deliver?

Under 5s

- Introducing solid food courses for parents with babies 2-6 months old delivered at Start Well hubs;
- Let's Get Brushin': Delivered within nursery, pre-school and YR this intervention aims to make Wigan 'SMILE' by promoting the 5 'S's';
 - Swopping the Sugar and beating the Sweets;
 - Smiling your way to health;
 - Supervising children brushing.
- Healthy Lifestyle Programme: 5 week programme focusing on physical activity, healthy eating and oral health delivered during pre-school or YR curriculum time. The programme also supports education staff to improve their knowledge and skills, influence teaching practice, policy setting and policy review;
- Healthy Habits for life: This is a structured package of support for overweight children for 18 months which includes:
 - An initial 1 to 1 referral appointment ;
 - 12 week parenting intervention delivered at Start Well hubs;
 - 12 weeks free swimming;
 - Your own key worker to support your family.

Primary Schools

- Healthy Lifestyle Programme: 6 week programme focusing on physical activity, healthy eating, fitness and oral health delivered during Y4 curriculum time. The programme also supports education staff to improve their knowledge and skills, influence teaching practice, policy setting and policy review.

NOTE – this product is only available at a cost.

- Targeted Healthy Lifestyle Programme: 12 week programme focusing on physical activity, healthy eating, fitness and oral health delivered during Y1 and/or Y5 curriculum time. This programme provides more depth and specific outcomes for schools and classes with an identified health need.
- NCMP: Our team also deliver the National Child Measuring Programme which ensures families receive timely, high quality and locally delivered services.
- Healthy Habits for life: This is a structured package of support for overweight children for 18 months which includes:
 - An initial 1 to 1 referral appointment;
 - one week Go Wild holiday club;
 - 12 weeks free swimming;
 - Your own key worker to support your family.

NOTE – this can also be delivered as an afterschool programme

Secondary Schools

- Healthy Lifestyle Programme: 12 week programme focusing on physical activity, healthy lifestyles, fitness, PE and making positive choices delivered during Y9 curriculum time. This programme provides more depth and specific outcomes which can be specifically tailored to meet the needs of individual schools and year groups.
- Healthy Habits for Life: This is a structured package of support for 12 – 17 year olds over 18 months which includes:
 - A structured 1 to 1 appointment;
 - Let's Get Healthy: weekly activity classes;
 - Leisure centre gym membership (14+).

What's new for 2017-2018

Is your school doing the Daily Mile or a Daily Toddle?

We can help you set up your very own Daily Mile and support you with launch assemblies, provide Believe Talent funded athletes, class pedometers, regular shared case studies through newsletters and participation events to keep you motivated and supported.

What are the outcomes?

- Reduces stress, anxiety and increases energy levels.
- Improves fitness, coordination and skill levels.
- Improves concentration, determination and builds resilience.
- Reduces future health risks – obesity, diabetes and sedentary behaviour.
- Creates a love and appreciation for the outdoors.
- As a social activity it can improve relationships and reduce isolation.
- Children have a sense of achievement and pride in their own fitness.

Cost

All programmes listed above are funded by Wigan Council Start Well and do not cost anything for selected schools and families.

NOTE* Additional Healthy Lifestyle packages for schools are charged at £180 per half term.

Cost to Academies

The same as maintained schools.

Contact Details

Name: Doug Walmsley

Designation: Education Lead

Email: d.walmsley@wlct.org

Telephone Number: 01942 828 812



O - Other

These services are not provided by Wigan Council. Accordingly the Local Authority agreement will not cover these providers. The list is by no means exhaustive and you should be aware that there are other providers of similar services available for schools to utilise. The providers that are listed are done so on an information only basis and before considering the offer from any of these providers you must conduct your own due diligence as to the resilience of the organisation and the suitability of the services on offer to meet your needs.

Whilst all reasonable steps are taken to ensure that the information contained within the brochure is accurate in all material respects and up to date, the Council makes no warranties or representations as to the accuracy of the same and accepts no liability or responsibility for any loss due to any errors or omissions in the content of the brochure or arising from reliance on this information. It is advised that users check and verify any information before acting or relying on it and carry out all appropriate due diligence before contracting for any services with any of the providers listed in this section and that schools quality assure purchased services themselves and follow practices in line with the Scheme of Financial Administration or the Academies Handbook.

If a school wishes to discuss the offer made from these providers then by selecting them on the agreement form this interest will be shared with the relevant organisation.



01 ProCo North West - Learner Responsive Training Programme

ProCo

ProCo NW offers a wide range of learning opportunities for young people. In particular, we provide a well-established 14 – 16-year-old alternative school provision with progression routes to further education and apprenticeships in a range of vocational areas.

- ProCo NW is committed to offer a high quality learning provision.
- We have dedicated Information, Advice and Guidance officers who can offer course information and careers advice throughout their learning journey.
- We have a reputation for providing small and friendly classes with excellent safeguarding in place.
- We have a good track record of learner achievement.
- Our portfolio of vocational subjects is adaptable; we can offer bespoke programmes to meet the needs of every Learner.

What is included

We offer Provision in the following areas:

- Construction (Brickwork, Joinery, Plastering, Plumbing).
- Animal care.
- Motor vehicle.

What is not included

Transport not included but can be arranged.

Cost

Please Contact for Cost.



Contact Details

Name: Brian McAleavy

Designation: Schools Co-ordinator

Email: brian.mcaleavy@proconw.co.uk

Telephone Number: 01942 318 099



02 Property Repairs and Maintenance – NPS North West



We recognise the huge responsibility you have to keep your school safe in the face of health and safety legislation that seems to get ever more complicated. Let our experts take some of the strain so you can get on with what you do best.

Well-maintained and properly cleaned schools are happier and healthier places in which to work and learn. We are one of the leading names in facilities management, and our advisers are focused on safety and value for money.

From electrics and water to air-conditioning and fire alarms – we can do all the regular testing that is required. We can train your staff in health and safety, vet and monitor contractors on site and advise on the safest and most effective products on the market.

For those building emergencies you can't plan for, we have extensive experience in disaster recovery, liaising with emergency services and insurance companies, while putting interim measures in place to ensure the safety of staff and pupils and the minimum disruption to teaching.

Compliance Testing

We can undertake compliance testing of anything from electrical and heating systems, drinking water, air conditioning and refrigeration, to fire alarms, emergency systems, security and CCTV. We can also advise on and implement plans to survey, manage and remove substances hazardous to health, such as asbestos. All schools that opt for this service will receive free access to an online portal, C2, where all your servicing records, schedules and recommended remedial works are easily located.

Fixed Asset Management

It is a real challenge for schools to track the location, condition, maintenance and depreciation status of their fixed assets. Let our team of experts assist by asset tagging each item using a unique numbering system, the asset details are then logged onto your online portal (C2) to produce a full asset register which can then be used to prepare future spending plans whilst linking your reactive maintenance costs.

Reactive Maintenance

An essential part of our services to schools offer is our one stop 24 hour, 365 day a year reactive maintenance helpdesk to help you with those ad hoc and unplanned maintenance needs. Our professionally trained and experienced staff will be on hand to take your request, prioritise the works based on the urgency and nature of the problem, and work with you to deliver the best solution.

Condition Surveys

Condition surveys enable informed decisions to be made regarding the financial resources required to prevent failures. The surveys also help to produce a strategic investment programme which specifies timescales and resources required to bring the facility up to the desired standards.

From root to branch, we can provide the support and services you need to create a safe and inspiring place to learn – and help save you money.

Our teams have a wealth of expertise on a vast range of education projects, from Children's Centres right through to colleges and universities, winning many awards along the way.

A1	Air Conditioning Equipment	F2	Fire Alarms and Emergency Lights	K3	Kitchen deep Clean
A2	Air Handling Units	F3	Fire Escape Inspections	L1	Legionella Risk Assessment
A3	Asbestos Awareness Training	F4	Fire Fighting Equipment	L2	Legionella Management
A4	Asbestos Management	F5	Fixed Wire Testing	L3	Lightning Protection System
A5	Astra Turf maintenance	F6	Fume cupboard Maintenance	L4	Lifts
A6	Auto Doors Maintenance	F7	Floodlights	L5	Local Exhaust Ventilation
A7	Asset Marking	G1	Gas Leak Detection Systems	P1	Portable Appliance Testing
B1	Boiler Heating Plant (standard)	G2	Gas Soundness Testing	P2	Pressure Vessels
B2	Boundary Wall Inspection	G3	Gates and Barriers Inspection	P3	Pumping Stations
C1	Catering Ventilation Inspection	G4	Grease Traps	R1	Rainwater Harvesting Systems
C2	Chemical Dosing	G5	Gymnasium Equipment	R2	Reduced Pressure Zone Valves
C3	Cleaning of Guttering	G6	Guillotine Servicing	R3	Roller Shutters
C4	Clos O Mat Maintenance	G7	Glazing Survey	S1	Solar Panels
C5	Cold Storage Units (Walk in Fridge)	H1	Hearing Loop Systems	S2	Stage Equipment
C6	Condition Survey	H2	Heating Controls	S3	Storage Tanks (Oil)
D1	Disabled Lifting Equipment	H3	Heat Recovery Extract Fans	S4	Steel chimneys
D2	Drainage Maintenance	H4	Underfloor Heating Manifolds	S5	Sprinkler Systems
E1	External Playground Equipment	H5	Helpdesk (Reactive Maintenance)	T1	Tree Surveys
E2	Extractor Fans	K1	Kiln Servicing	T2	Tech. Workshop Equipment
F1	Fall Arrest Systems	K2	Gas Fired Kitchen Equipment		

Other Services

Multi Disciplinary Design

Our highly qualified teams can provide a range of specialist advice, whether your needs are expansion, relocation or refurbishment. We understand that each customer will have different needs and pride ourselves on our ability to listen and deliver the right outcomes for the right price.

We can take your project from feasibility to delivery – or stop at any stage in between. As a multi-disciplinary consultancy, our highly experienced, educational focused architects are able to draw upon the full range of property design and support services available in our group, including project management, cost consultancy, structural and services engineering.

Principal Designer

Our expert team has extensive knowledge of the CDM 2015 regulations and the duties of the Principal Designer and will work in collaboration with you to ensure your projects are delivered safely.

Your school, your choice

Our aim is to build long term, lasting relationships with our clients, and always look to provide solutions that will give you the best possible value for money and benefit for years to come – not just a quick fix.

But above all, we remember it's your school, your choice, so with that we do not charge by category or based on number of pupils, all our costs are individually tailored to meet your schools needs, simply pick as much or as little as you want from what we have to offer.

It's all about you

With our roots firmly in the public sector, we have experience working with schools at every level, from energy efficiency and procurement, through to refurbishments and brand new schools.

Contact Details

Name: Neil Holding

Designation: Building Surveying and Property Maintenance Manager

Email: neil.holding@nps.co.uk

Telephone Number: 01942 860 474

“We know that creating a safe, secure and inspiring environment for learning is your priority, so it’s ours too and at the heart of all our school projects”

Mike Birch

NPS Group Managing Director



O3 Wigan Safeguarding Children Board (WSCB)



WSCB oversees all organisations in Wigan and Leigh that work with children and young people and have a responsibility for safeguarding them.

The training provided by WSCB is tailored to meet the training requirements for Groups 1, 2 and 3 as set out in the government's "Working Together to Safeguard Children" guidance (2010).

WSCB training meets current guidance 'Keeping Children Safe in Education (2016)'.

What is included

E-Learning Training Courses suitable for schools:

- Cultural Awareness in Safeguarding;
- Domestic Abuse in Wigan: Your Responsibilities;
- E-Safety – Guidance for Practitioners;
- Safer Recruitment;
- Safeguarding Children Foundation and Level 3;
- Safeguarding Children with Disabilities;
- Safeguarding Children from abuse by sexual exploitation;
- Safeguarding Children in Education;
- Think Safe, Be Safe, Stay Safe.

Face-to-Face Training Courses relevant to schools:

- Adolescent Mental Health;
- Child Advocacy;
- CORE Group;
- Child Sexual Exploitation (CSE);
- Human Trafficking;
- Domestic Abuse;
- Designated Teacher Training now incorporating LADO;
- Physical injuries in children;
- Safeguarding Children CORE (level 3, part 2);
- Safeguarding Children with Disabilities;
- Safeguarding and working with Adolescents.

Additional Offer

E-Safety is available for staff and students, if you would like to discuss this further please contact us at wscbtraining@wigan.gov.uk.

As inset days are limited throughout the year WSCB cannot guarantee to be able to accommodate all requests for training on inset days.

Successes over the past year

Over the past academic year, WSCB have drastically improved the way in which it functions in respect of training to staff, children and young people. Education staff have been invited to attend current and relevant opportunities, for example locality briefings, safeguarding leads and governor briefings.

WSCB prides itself on the transformation in the way training for young people has been developed, over the past academic year 4060 children and young people have received training in various settings from reception classes to sixth form students. Topics highlighted to us as training needs, for example stranger danger and e-safety, have resulted in the development of bespoke training packages, tailored to specific age groups which have been well evaluated by children and staff. We continually strive to develop our training packages to ensure that all learners feel the training is engaging and beneficial.

Comments from education staff:

I am now aware of who the WSCB are and what their role is.

Good balance between discussions with colleagues and real life statements.

Statistics at the beginning of the presentation gives delegates a better picture of child protection in Wigan.

Fantastic interaction.

An excellent informative session.

I now feel confident and competent in dealing with concerns.

The statement exercise works well.

What's new

- Safeguarding in Education – specific e-learning module to meet the needs of education staff and volunteers.
- Revised Designated Senior Lead (Designated Teacher) training following evaluations.
- WSCB website with information for schools (www.wigan.gov.uk/WSCB).
- Self-registration platform to access e-learning.

Cost to schools**Package A** - Schools receive:

- Access to a comprehensive safeguarding training package;
- Access to and support for safeguarding e-learning;
- Production of a progress report regarding each learner's e-learning progress upon request;
- A maximum of 2 places Designated Senior Lead training (Designated Teacher).

Package B - Schools receive:

- Access to a comprehensive safeguarding training package;
- Delegates will receive a booklet of current safeguarding information / key reading;
- Bespoke whole school face to face training at a time of your choosing;
- Certificate of training for the whole school and each individual learner;
- Access to and support for safeguarding e-learning;
- Production of a progress report regarding each learner's e-learning progress upon request;
- A maximum of 2 places Designated Senior Lead training (Designated Teacher).

Primary Secondary

£600 £1100

£900 £1400

The following charges will apply for schools that choose not to buy into the Service Level Agreement (SLA).

Whole school training

£400 (maximum 30 people)

Individual courses can be purchased at the following rate:

E-Learning - £25

Face to Face Training

- £200 – 2 days course
- £100 – 1 day course
- £50 – ½ day course

Failure to attend a course or late cancellation will result in the following charges:

- £50 – for any training course up to 3 hours in duration
- £100 – for any full day training course
- £200 – for any 2 day training course

Contact Details**Name:** Elaine Clayton**Designation:** WSCB Training and Engagement Manager**Email:** E.Clayton@wigan.gov.uk**Telephone Number:** 01942 486 111



O4 Low Bank Ground and Hinning House - Wigan's Outdoor Education Centres

Low Bank Ground and Hinning House Outdoor Education Centres in the Lake District are managed on behalf of Wigan Council by Brathay Trust. The Centres exist primarily for the benefit of Wigan young people and provide high quality residentials and day courses for primary, secondary and college students.

The underlying philosophy of the centres involves developing an individual's self awareness, social skills and an appreciation of the environment; all courses are designed around the needs of the group and can be based upon curriculum goals, specific syllabi or personal and social development.

Leadership, independence, team working skills, broadened horizons and many other outcomes can be developed over 1, 2, 3 or 4 night residentials. Activities involve persistence, determination and challenge and often require teamwork and personal commitment: they are real activities with real adventure with opportunity for real learning. Relationships between peers and between students and teachers are significantly improved as a result, having knock-on benefits back in school.

What is included

- All teaching, equipment and accommodation services.
- Transport while at the Centre.
- Goal setting option for all students.
- Web based evaluation opportunity for all students.
- Option to undertake the John Muir Award.
- Range of easy-to-run evening activities.
- Experienced help in developing your residential to make the most of all learning opportunities and to embed the residential in the wider curriculum.

What is not included

Transport to and from the centres.

Additional Offer

Complex needs suite at Low Bank Ground.

Evening activity staffing available at extra cost.

Outdoor Learning INSET for primary school staff (in school or at Low Bank Ground / Hinning House).

Availability for teachers and their families to hire the centres at weekends, self catered or catered.

Cost

Please contact us to discuss your requirements.

Cost to Academies

No additional VAT charge for Academies: the Centres are for Wigan Borough young people irrespective of school governance and the cost to schools reflects this philosophy.

Contact Details

Name: David Harvey

Designation: Head of Residential Provision

Email: dave.harvey@brathay.org.uk

Telephone Number: 01539 441 314



05 Brathay Trust

As well as managing Wigan Council's outdoor centres, Brathay Trust operate from a base in Wigan and deliver a range of personal development programmes to children, young people and families across the North West. At Brathay we know everyone has the capacity to do extraordinary things that can inspire and benefit others. This drives our mission to improve the life chances of children, young people and families.

Our range of programmes currently includes:

Family Resilience

Designed to work with vulnerable families where the challenges they are facing are impacting on school attendance and performance. It focuses on their strengths and capabilities to improve communication skills, conflict resolution, increase self-esteem and confidence as well as a focus on family members enjoying each other's company.

What is included

A range of community and residential sessions for 3-4 whole families or up to 16 people.

Transport to venues.

3 day residential including full board, specialist sessions and all equipment.

Whole programme delivered by appropriately qualified / experienced staff.

Additional offer

The programme can be delivered as community sessions alone.

Student engagement

Brathay have a track record of working in partnership with Heads of KS3 in order to co-design and deliver targeted support via engaging groupwork sessions. These interventions reduce disruptive behaviour, create and sustain positive peer relationships and drive up student motivation and aspirations. Contact us for more details.

Cost to schools and academies

Please enquire via Jon Owen jon.owen@brathay.org.uk 07917 190 991.



Teamwork skills, communication levels and aspirations were all raised but the added bonus for us was that families were more open and revealing about their lives which has assisted staff being able to offer appropriate and tailored support to families. You should grab this opportunity with both hands

Duke of Edinburgh's Award Expeditions

As an AAP we can deliver expeditions at Bronze, Silver and Gold.

What is included

Talks to parents. All training resources / expedition paperwork. All training, practice and assessed elements. Camp fees / group and personal equipment.

What is not included

Transport and food.

Cost to schools and academies

Bronze £175pp (£185 pp if no accompanying school staff).

Silver £280pp no accompanying school staff.

Gold £385pp no accompanying school staff.

Junior Award Scheme for Schools (JASS)

This is an accredited learning scheme that helps children develop new skills and interests and expand their knowledge in a fun and rewarding way. JASS is a flexible and progressive scheme designed to extend children's ambitions as they make the transition from Yr6 to Yr7. It develops the whole individual by offering recognition in 4 areas physical activity, personal interest, outdoor challenge and working for the good of the community or environment.

Cost to schools and academies

£12.50 per enrolment pack (plus p&p) with a minimum order of 5. The pack includes programme planners, sectional certificates, completion certificates and badges.

Additional offer

We can deliver expeditions to young people with additional needs either camping or with appropriate indoor accommodation.

We have never been able to appoint prefects from yr10 until running the Award, they come back from expedition, and now we are spoilt for choice

This was truly an authentic experience for our young people which is so rarely achieved when working with individuals with disabilities, no part of their expedition was a token gesture

Contact Details

Name: Karen Knowles

Designation: Operation Managers Wigan

Email: wigan@brathay.org.uk

Telephone Number: 01942 827 097

O6 Brook



Brook in Wigan and Leigh are the commissioned sexual health and education service for young people

What is included

We have an experienced Education and Wellbeing Specialists and Coordinator that makes up our team that are passionate about engaging with and empowering young people.

Our team can provide bespoke sessions to complement and enrich your PSHE and Relationships Education in schools. We can offer enrichments days with our **Brook Bitesize** programme for young people, which offers an engaging and interactive learning environment for the young people involved.

We have also developed and delivering focussed and targeted 6 – 8 weeks programmes of holistic sexual health sessions for identified vulnerable young people.

We can also support your staff team with our delivery of **professional training** for continued professional development and to increase confidence for teachers and support staff when planning and delivering Sex and Relationship Education (SRE), to enable professionals to safeguard young people and recognise and respond to their needs effectively.

Brook education is informative, relevant and delivered in an engaging way to all young people. Our activities are underpinned by a holistic personal and social development model, and our education and wellbeing values. They aim to help young people gain the knowledge, skills, values and support they need to achieve optimum physical, mental, sexual and social health and wellbeing. Brook's education and wellbeing activities complement formal and informal personal health and social education (PSHE) programmes in schools, colleges and youth organisations.

We evaluate all of our sessions; delivery and impact reports are provided for schools to support OFSTED outcomes. We provide services specifically for young people in clinics and community settings in areas and times which young people can access. Services include contraception, infection screening, pregnancy testing, and pregnancy choices support and referrals, counselling and outreach nurse services.

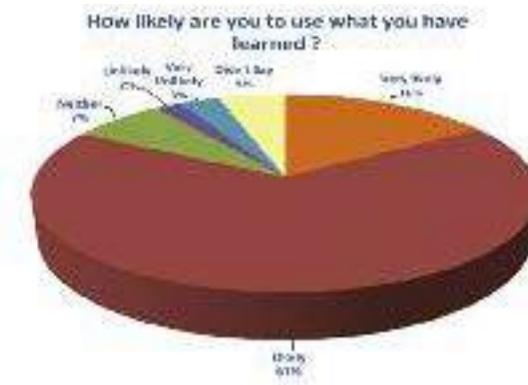
What is not included

1 to 1 work

Work with people over 25 years of age

Additional Offer

Free assemblies on health related topics including bullying and group work sessions for targeted and vulnerable young people.



What are you likely to do differently?

'Make better choices'

'I will think about my future and what I am going to do more'

'Wait until I am ready'

'Take care and beware of consequences'

'Go to Brook if I need help'

'Think about my actions'

What's new for 2017-2018

- Diversity Role Model Training - Homophobic, Biphobic and Transphobic professional training for teachers and workshops for young people from Primary to Secondary.
- Young Participation Group for young people to get involved and inform our services and campaigns.
- Education Volunteer Scheme.
- Primary School 4 week package aimed at years 5 and 6 covering healthy relationships, puberty, self-esteem and exploitation online and in the community.
- Safer Strangers Sessions supporting young people to be safe and protect them from abuse.
- We have launched 'Work it out' LGBTQ support and social group for 13-19 year olds. A place for young LGBTQ people to make friends and be themselves in a fun, safe and non-judgemental environment.

Cost

• Targeted and vulnerable group sessions	No charge
• Educational sessions	£75 per hour
• Primary School sessions	£500 for 4 sessions
• Diversity Role Models, Homophobic, Biphobic and Transphobic Bullying sessions	£500 per day or £125 per session
• Bitesize Full Day	£750
• Half Day	£450
• Traffic Light Tool Kit Full Day	£750
• Half Day	£450
• Delay Training Full Day	£750
• Half Day	£450
• Child Sexual Exploitation Training Full day	£750
• Half Day	£450
• Professional Training twilight sessions (2 hours)	£225
• Bespoke Professional Training	£750
• Half Day	£450
	£200 Twilight sessions (2 hours)

What is not included

General 1 to 1 work.

What are you likely to do differently?

'If I need anyone to speak to I now feel like I know where to go'

'I feel I can say no and wait until I am ready'

'It has taught me to slow things down'

'I feel more likely to think about consequences beforehand'

'Be aware of drinking'

'The lady from Brook was very friendly and didn't make it awkward'

'I didn't know about all the online risks and sharing images'

Contact Details

Name: Zoe Charnock

Designation: Education and Wellbeing Coordinator

Email: Zoe.Charnock@brook.org.uk

Telephone Number: 01942 483 183

Name: Work it Out' support group enquiry

Email: lgbt.wigan@brook.org.uk

07 Wigan Family Welfare Schools' Counselling Service

Wigan Family Welfare has been providing counselling in schools for over 16 years. At present 60 schools in Wigan benefit from this service on a yearly Service Level Agreement basis. The service is flexible working with each individual school to meet their specific needs. The service has also been used by many other schools throughout Wigan and Leigh on a term or sessional basis providing a service at the point of need. By offering an early intervention service in school we enable children and young people to understand their past, experience their present and realise their future, helping to achieve resilience and positive mental health.

What is included

We provide one to one counselling in school ensuring minimal disruption to education. We offer a confidential service to the client within the confines of child safeguarding. We have a named counsellor for each school offering continuity. The service is evaluated at the end of each academic year, the findings are presented to the named school at the beginning of the next academic year. The evaluation for 2015/2016 showed that 92% of issues addressed improved. We operate a dual caseload ensuring that we do not have a cancellation or DNA rate, delivering excellent value for money. Working closely with each school ensures that we meet the needs of the individual and the school. The service we provide belongs to the school who decide who can access the service. Some schools allow parents and staff to access counselling as the best means of supporting their pupils and school.

What is not included

Individual reports

Additional offer

Schools can buy supervision on a sessional basis, on a regular basis or have an SLA with us.

Cost

One day per week for an academic year £9,828 = an open caseload of 10 clients.

One morning per week for an academic year £5,616 = an open caseload of 6 clients.

One afternoon per week for an academic year £4,212 = an open caseload of 4 clients

Sessional counselling is usually offered between 6 to 8 sessions at £50 a session.

What's new for 2017-2018
We now offer counselling to teachers on a sessional basis.

Contact Details

Name: Helen Burke

Designation: Counselling Services Manager

Email: admin@wiganfamilywelfare.co.uk

Telephone Number: 01942 867 888

As always the Counselling Service we have received has been a great asset to our pupils and families. Again we have bought in extra slots for our identified pupils needing this valuable service. Thanks to Helena for sorting these quickly. Our counsellor, as ever, has been a credit to Wigan Family Welfare, working professionally and with the Pastoral Team in identifying the needs of the children. Well done.
Wendy Cook
St Georges School

Wigan Family Welfare Service have been present at Meadowbank Primary School for a number of years. A Counsellor attends for a full day every Thursday during term time. We find her extremely valuable to our pupils in school and delivers a necessary service. The children and parents speak highly about the time she spends with them and we have never had any negative feedback. We find her totally professional and reliable and we trust her judgments with the feedback she gives us. Thank you.

Jill McDermott, Pastoral Manager
Meadowbank Primary School

Thank you again for another year of your wonderful service. There are many children who have been helped to move forward, by spending time with our counsellor. The children always enjoy their time with her, and look forward to her coming in. It is obvious that she cares deeply about the children she is involved with. If the counsellor feels that a child has accessed counselling and no longer needs it, she will let us know. Also, if a child discloses something she feels we should know about she will always pass that on to the Head or myself. She is a pleasure to work with. Keep up the good work. What would we do without you? Many thanks.

Christine Nash (ECM Manager),
St Johns Primary School, Wigan

Chowbent have received a great service over the last year, there is good communication between counsellor and school. Also staff and parents have noticed that the children working with the counsellor have really benefitted. Thanks

Nikola, Child and Family Link Worker,
Chowbent Primary School

The counselling service that Newton Westpark receives from Wigan Family Welfare continues to be pivotal to the support that we offer to our young people in school. The counsellor is now seen by children, staff and parents/carers alike as part of our school team and is well liked and appreciated by all for her approachable, friendly yet professional manner.

When working alongside other agencies to support our families and it is felt that counselling may be beneficial for a child, it is invaluable to us to be able to refer them for counselling.

We feel that counselling sessions are often instrumental in giving children the resilience to cope with stressful experiences and makes them better equipped to be able to achieve their full potential in school.

As the demand for a counselling service continues to grow within our community, we have now secured an additional half day of counselling sessions and look forward to being able to offer this increased provision.

Lynne Diggle, Newton Westpark Primary School

I just wanted to emphasise to you how pivotal the role of counselling is in our school. So many of our children have a challenging home background which prevents them from settling, accessing the curriculum and enjoying school. Counselling helps to resolve these issues and as a consequence they can progress not only with their learning but also with their own personal journey through life. Our counsellor provides us with an excellent service and helps to literally 'transform' the lives of these children. Thank you so much for your service, it represents excellent value for money.

Alison Jackson, Head Teacher,
St Pauls C E Primary School, Wigan

Can I congratulate your service on a fantastic job. We have found the service to be professional, discreet and highly confidential unless there is a safeguarding issue. Whilst we are sure all your staff have the same work ethic, we do feel our counsellor works particularly well within our school and with all members of staff and children.

Annette Hamilton, Learning Mentor,
Marsh Green Primary School, Wigan



08 Wigan Family Welfare Children's Advocacy Service

Independent provider of Advocacy and non-instructed advocacy services for children (4 to 17 yrs) within and outside of the Borough of Wigan.

What is included

Our commissioned areas of work relate to CLA by the Local Authority, children who are subject to child protection proceedings and those children accessing / attempting to access or who have accessed Child and Adolescent Mental Health Services in Wigan (CAMHS).

Additionally this service can be spot purchased for children who are the subject of pastoral support programmes or any other educational issue. Family issues including parental contact, reports for Court or disputes within the home.

Additionally where a child may wish to make a complaint about a service that they have received or any medical treatment they have been offered / or not!

The service is available to all children and young people who feel that they are not being heard or do not have a voice within the decision making processes relating to their ongoing care and welfare.

What is not included

The Independent Advocate is not a mediator or negotiator. They are not a legal representative or appropriate adult. Nor are they available to adjudicate on any matters.

Additional offer

The Advocate is also available to encourage self-advocacy and to represent groups and not just individuals. Our Advocates are qualified trainers and are available to offer bespoke training packages.

What's new for 2017-2018

Three mental health advocacy workshops have already been held focusing on working with perceptions where professionals were from primarily educational settings were encouraged to work with the perception of the child in relation to bullying issues. This method has been incorporated into practice within several schools both primary and secondary and all report how this impacted positively to the benefit of the child and school.

Cost

£45.00 an hour plus 0.42p per mile

Cost to Academies

£45.00 an hour plus 0.42p per mile

Contact Details

Name: Sue Mapson

Designation: Advocacy Services Manager

Email: advocacy@wiganfamilywelfare.co.uk

Telephone Number: 01942 867 888

I would like to compliment the professional and productive manner in which you have worked with our most vulnerable students. You have managed to relate to the most hard to reach ones and get them to engage with your service. Many thanks for your support.

ELAINE BAILEY (SAFEGUARDING AND BEHAVIOUR CO-ORDINATOR - FRED LONGWORTH HIGH SCHOOL)

I have know Stuart Entwistle as a professional for many years. I have always found him very supportive of the young people that he advocates for. When challenging professionals he remains child focussed but he has an understanding of safeguarding issues. Stuart has always remained very committed to working with families, children and professionals.

BARBRA BROWN (TEAM MANAGER - CHILDREN IN CARE AND CARE LEAVERS TEAM)

The Department's Complaints and Information Team, continue to work positively with the Wigan Family Welfare Independent Children's Advocacy Service to support children and young people who wish to make complaints under the Children Act 1989 Representations Procedure Regulations 2006. Meetings have been held between the Complaints and Information Team, Wigan Family Welfare Children's Advocate and Children's Rights Officer to cement links and working relationships, culminating in the production of standard documents to assist children and young people when making a complaint.

CLARE FARRALL (LINK OFFICER - COMPLAINTS and INFORMATION TEAM)

I am pleased to say that feedback regarding your service from young people you have supported has been excellent. I'm aware that your contact with young people is usually at a time when it's important that their voice be heard and believe that you have played an integral part in facilitating that process by offering them a safe environment to share their thoughts and feelings.

ELAINE MODARRES - (LEAD SAFEGUARDING MENTOR - BEDFORD HIGH SCHOOL)

Stuart has worked with a number of students in our school, supporting them through various processes and interventions such as CAF, PSP and supported transfer/respice. Stuart has developed good relationships with the young people putting their point of view across in a professional and appropriate way. He also articulates the schools standpoint to the child. His contact and communication with the school and other agencies is excellent.

ANITA HUDSON (ASSISTANT HEADTEACHER -
BYRCHALL HIGH SCHOOL)

I would like to state that having used the Children's Advocacy service we found it beneficial and supportive for the child. The service was excellent and provided support and guidance for the child which we alone would not have been able to provide. I would highly recommend it and would use it again whenever needed.

PETER DAHLSTROM -
(RETIRED HEADTEACHER -
HOPE SCHOOL)

I am always very pleased by the prompt response to referrals and receiving feedback once a young person has been seen. The advocacy service offers a young person a voice and ensures that they are heard. You offer a valuable service.

MANDY CROSBY (SOCIAL WORKER - CHILDREN
IN CARE AND CARE LEAVERS TEAM)

The young people at Landgate House have benefited from the use of the non instructed advocacy.

Of the four young people who live at Landgate House three of them have utilised your service. The issues they have faced have been multi faceted and complex. The service has responded quickly to issues and come to meet with young people, their families and staff team (as appropriate). The families and young people have benefited from the support of an independent person whose main focus through the complex issue has always been to uphold the rights of the young person, ensuring the young persons voice is heard.

The service has supported meetings that have been decision meetings impacting on the rest of the young persons life and has provided an objective voice when professionals have had different views on what would be in the best interest of the young person.

When appropriate, when issues have not been able to be resolved at a local level the service has supported the young person/families to escalate their concerns further. In the case of two young people this resulted in a very thorough independent investigations being completed and complaints being upheld, with subsequent appropriate action being took.

On behalf of the staff and young people at Landgate House we would strongly recommend the advocacy service and would welcome support from the service in the future should the young people or their families require support with any issue they are aware of and would not hesitate to contact them.

LISA McCLOSKEY (REGISTERED MANAGER -
LANDGATE HOUSECARE)

I was commissioned to investigate complaints made on behalf of two boys who were having a hard time of it in their residential home. Stuart's advocacy was extremely helpful to me in my investigation. He provided detailed reports for both boys setting out, in an impartial and objective way, the details of his interviews with staff at the Home and their concerns about the lives of the two boys. With Stuart's assistance it was ultimately possible to resolve this complaint.

DAVE LEAK (EXTERNAL COMMISSIONED
COMPLAINTS INVESTIGATOR)

09 DIAS Domestic Violence Centre Training Services



Training in Domestic Violence Awareness for people working with children.

What is included

Basic Awareness workshops in the following areas:

- Domestic Violence Awareness;
- Domestic Violence – effects on children;
- Domestic Violence – how to best support children.

What's new for 2017-2018

DIAS Training Services works with local schools to ensure that our training packages really address the areas that concern those working with children. We are also looking to develop online packages for our courses as we realise that abstracting staff from the workplace can be problematic. Please contact for further details.

Cost

Full day session:

£400 per workshop (up to a maximum of 20 delegates);

2 hour session: £250 per workshop (up to a maximum of 20 delegates).

Additional offer

Workshops can be designed to your organisation's particular requirements.

All three basic workshops can be delivered together as a single one day workshop.

2 hour (approx.) workshops can be delivered as a twilight session, or during INSET days.

Cost to Academies

Full day session:

£400 per workshop (up to a maximum of 20 delegates);

2 hour session: £250 per workshop (up to a maximum of 20 delegates).

Contact Details

Name: Mary Randles M.Ed, FSET

Designation: DIAS Training Consultant

Email: training@diasdvc.org

Telephone Number: 07816 226 391

O10 DIAS Domestic Violence Centre Children's Counselling Service (CRV)

Specialist counselling to take place in schools for children who have witnessed and experienced domestic violence and abuse to help children to progress and to recover from the trauma and pain.

Children living with domestic violence and abuse are frequently the silent, hidden victims of violence in the home and are often themselves the direct victims of abuse.

The impact of domestic violence has a deeply damaging effect upon the mental and physical well being of children.

A child may externalise their distress as anger and aggression or as passivity, as poor concentration or excessive academia. A child may be a bully or may be bullied. This behaviour can lead to a misunderstanding of the child's situation or needs.

Truancy and exclusion is often a feature in a child witness to domestic violence and abuse.



What is included

Specialist counselling to take place in schools for children who have witnessed and experienced domestic violence and abuse.

8 weeks minimum, weekly counselling.

Cost

£60 per hour for the first child.

Discounts available for sessions booked to take place consecutively.

Please ring for details

What is not included

Counselling during the school holidays is only for children who have already been seen. New assessments will not take place out of school.

Cost to Academies

£60 per hour for the first child.

Discounts available for sessions booked to take place consecutively.

Please ring for details

Additional offer

Free initial assessment.

Discounts available for sessions booked to take place consecutively.

Counselling to continue during the school holidays at no cost to the school. (47 weeks in total throughout the year.)

A support worker is available at no cost for the non-abusing parent on request.

It's been good to talk to you. You have helped me more than the doctor.

Child

Thank you for everything. I feel that this has really helped me.

Child

Thank you. I'll miss you and will remember everything we've done, and you.

Child

Thank you for all the work you have done with the lads (2 brothers). We have noticed a difference.

School

I've seen an improvement in his behaviour. He's not getting as angry as he used to.

Parent

Contact Details

Name: Jeanette Bailey

Designation: Chief Officer

Email: jbailey@diasdvc.org

Telephone Number: 01942 495 230

Website: diasdvc.org

O11 CGL (Change, Grow, Live)

CGL (Change, Grow, Live) supports young people up to the age of 19, to make informed choices about their drug or alcohol use.

Our team of qualified, young person-friendly staff have specialist drug and alcohol knowledge and training. Their aim to help young people with serious and complex substance problems, understand the risks associated with substance use and reduce the potential harm to them and others.

What is included

A free and confidential service;
 Assessment of need;
 One-to-one sessions and talking therapies;
 Health assessments and screening;
 Links to medical professionals when necessary;
 Access to medically supervised home detox, where appropriate;
 Links to partner agencies to devise co-ordinated case plans;
 Workshops for young people at local events;
 Training sessions for professionals who work with young people to help raise awareness of issues linked to drugs and alcohol and support staff to deliver interventions;
 Our Hidden Harm Service supports young people who are affected by their parents' or carers' drug or alcohol misuse.



Our goal is to help service users regain control, change the direction of their lives, grow as a person and live life to its full potential.

Cost

The services we provide for young people are completely free of charge. Charges may apply to training delivered to professionals. Costs can be provided upon request.

Cost to Academies

The services we provide for young people are completely free of charge. Charges may apply to training delivered to professionals. Costs can be provided upon request.

Contact Details

Name: Karl Fishwick
Designation: Project Manager
Email: karl.fishwick@cgl.org.uk
Telephone Number: 01942 865 591



O12 CAST NORTH WEST – Alternative Educational Project That Uses Angling to Engage Young People

Angling is used as a holistic approach to get young people to re-engage in education, away from crime, and hopefully away from future of being NEET. Indoor fishing is combined with other outdoor activities such as horticulture, fish breeding, aquaponics and simple construction to develop discipline, a positive attitude and self-esteem, and to build constructive relationships with the seven full time coaches and other students.

Our tutors create an ethos of discipline and respect, and work to change the mind-set of disaffected and disillusioned young people who have been unable to adapt to mainstream education.

All work in this sector is carried out by Angling-related Youth Intervention Programmes (AYIPs) that make use of the distinctive features of angling participation to:

- Provide personal and social development opportunities;
- Improve achievement in education and employment;
- Divert young people from crime and anti-social behaviour;
- Achieve accreditation through bespoke activities;
- Improve behaviour, attendance and confidence.

All our qualifications embed core learning of language, IT and numeracy and include specific personal and social development units. Students are encouraged to complete a Learning Journal where they note their achievements and personal development and their progress is reviewed every term.

All of our learning is governed by the Personalised Extended Curriculum Standard and students undertake classroom activities in groups of 3-5 to enable maximum learning impact.



What is included

- Open awards qualifications available in fishery management, horticulture and conservation courses. Courses can run from entry level to level one with young people from 14 years upwards.
- The courses run over a 38 week period for 1 day per week.
- Practical assessments include all safety equipment and overalls can be provided for all tasks, if needed.
- All tools provided with staff management.
- Angling includes all equipment, bait, outdoor clothing and tuition. Lunch, light refreshments and hot drinks are also supplied.
- Indoor and outdoor angling facilities.
- Bench joinery - A basic look into a career in joinery and 2 stroke mechanics. Helping young people to develop skills around specific activities. Army prep course, physical tough mudder – helps to assess young person's fitness with a view to a career in the Armed Forces. Work also completed around healthy eating options.

Cost

£50 per day per person. Cost can vary slightly if transport or one to one support needed.

What is not included

- Transport, unless arranged by project director. (We have a mini bus that transports young people to Newburgh but this will need to be discussed with Project Director. Limited space).

Additional offer

- Angling sessions can be arranged for groups for all physical/learning disabilities, indoors or out subject to availability.
- Specific bespoke projects can be arranged for smaller groups, if needed.

Cost to Academies

£150 – Administration for all open Awards qualifications.
£10 – For printing of any in-house certificates.

Contact Details

Name: Neil Farnworth

Designation: Project Director

Email: castnorthwest@gmail.com

Telephone Number: 01257 463 012 • mobile 07939 233 723

Three Towers - Claire Lynch

I would like to express my complete satisfaction and commendation for the level of care and support that you have offered to pupils from three Towers Alternative Provision Academy. The pupils who have received their educational provision at CAST have made exceptional progress socially, emotionally and academically. CAST always goes above and beyond to cater for the needs of TTAPA pupils, who can express themselves in a way which is demanding, aggressive and confrontational. The fact that all the staff treat our pupils with care and respect, reflects the holistic development that our pupils display, whilst on placement. I cannot recommend CAST highly enough, and am excited at the prospect of Neil and his team moving forward in the ability to be able to offer an even more varied curriculum. I can recommend CAST unreservedly.

Abraham Guest - Marie Radcliffe

Since sending our first pupil to CAST North West in 2010 the success rate has been exceptional. In addition to building desperately needed skills, including confidence building, respect and perseverance, the pupils also have the opportunity of gaining qualifications. The skills that they acquire at CAST North West have been transferred into the Academy, home life and the wider community and this undoubtedly helps to keep them out of trouble. The attendance rate of our pupils at CAST North West is also excellent.

Newbridge Learning Centre - Rob McKeever

Newbridge Learning Community has been working with CAST NW since 2008. "Neil and his team are some of the most enthusiastic people I have met in seeking to develop positive outcomes for our students. CAST NW have proven to be very skilful in engaging students who have previously experienced difficulties in education. The courses available are varied and combine both practical and classroom elements in a well designed and interesting programme. The quality of feedback on pupil progress is excellent, either by direct contact or weekly written reports. Many of our students who have attended CAST NW have gone on to education, employment or training, something I am certain would not have happened without the involvement of CAST NW.

**Glenburn Sports College -
Maureen Sumner**

The team at CAST work with young people who display a variety of social, emotion and academic needs by adapting to the individuals needs to succeed. I could not recommend them enough for the passion they show to the individual.

**Moorbrook School -
Deborah Hargreaves**

We had a pupil on the verge of prosecution for non attendance and heading for limited life chances. With 2 days attendance at the CAST program he is now heading towards recognised qualification in literacy, numeracy and Science. He has also 100% attendance in school.

Hope High School - Debbie Cox

CAST is expanding rapidly and offers outstanding facility along with a superb team of staff who actively encourage growth of our students emotionally, socially, and raising self esteem, self awareness.

O13 CAST NORTH WEST – Group Environment Education Studies

GROUP Environmental education studies, primary schools:

Research increasingly shows that schools using sustainability principles help their pupils to develop positive attitudes to their futures, and enjoy learning which means that pupils will be more likely to participate in class and behaviours will improve.

One way of understanding environmental education is to see it as education that engages learners with nature, encourages them to ask questions about the environment, and engage with environmental change.

Are you interested in achieving ECO schools? We can work in partnership to help young people achieve your Eco standards. These can be ideas around reusing waste, healthy eating, biodiversity or energy. We can supply schools with aquaponic systems ready to go. All fish and vegetables are provided in purchase cost. Please telephone us for information or brochure.

What is included

Our education materials are designed to meet the common components of national education reform by using the constructivist approach to learning, whole language teaching, cooperative learning, problem solving, and authentic activities and assessments. This allows young people to express themselves and explore whilst enjoying the environment. Activities can be designed to your requirement with a range of education experiences.

Facilities included:

- Supervised activities;
- Outdoor classrooms;
- Indoor classroom;
- Cafeteria;
- All equipment for activities;
- Free parking;
- A range of habitats to explore;
- Adventure play area;
- Toilets;
- Spare cagoules;
- Bad weather alternatives;
- Community Angling club, School Aquaponic Systems.

What is not included

Leaders and helpers are encouraged from school to be actively involved so pupils benefit the most from the learning opportunities. Refreshments can be organised at a cost.

Subject to an extra cost, call to discuss:

Willow craft;
Fire pit;
Bee keeping;
Basic wood work;
Angling days;
Soup.

Additional offer

Activities on site included in £90 - 2 hour session:

- Sensory and organic gardens;
- Shelter construction;
- Bee keeping;
- Vegetables sessions – growing - (seasonal);
- Understanding fruit (seasonal);
- Meet the Bugs;
- Basic wood work sessions; making bird boxes and flower boxes;
- Indoor Aquaponics;
- Fish Breeding sessions (indoors);
- Angling days;
- Pond life investigation;
- Willow craft;
- Adventure play area;
- Learn how to make homemade soup;
- Wildlife and sensory gardens;
- Fire pit.

Group Cost

£90 per session for up to 30 young people, session last 2 hours.
 Four hour sessions can be arranged with different activities (£140).
 Angling carries extra cost and availability checks.

Cost may vary depending on needs and disabilities of group.

Additional Cost

Additional cost to the activities above are £30
 Willow craft, Fire pit, Bee keeping, Basic wood work.

Please call to discuss any activity additional costing.
 We aim to provide you with what you require.

**Contact Details**

Name: Neil Farnworth

Designation: Project Director

Email: castnorthwest@gmail.com

Telephone Number: 01257 463012 - mobile 07939233723

O14 CAST North West - Additional Needs Therapeutic and Educational Activities

Angling and Health and Wellbeing

Improving health and well-being is a priority when working with additional needs because it can have a positive impact on wider outcomes in education, employment, and social inclusion.

Angling makes a distinctive contribution to health and well-being in three ways:

- It incorporates a range of physical activity levels and encourages activity amongst the inactive, those recovering from illness or having additional needs who may not participate in other sports.
- It incorporates therapeutic engagement and contact with 'blue-green spaces', and as a consequence helps maintain positive mental health, provides stress relief and can support programmes for people experiencing mental illness.
- It provides a rich social world that facilitates the relationship building, connection and participation in social life essential to securing well-being and active ageing.

Angling provides a distraction to the stresses of modern living. It requires long periods of concentration to adapt techniques to ever changing conditions. Relaxation comes from intense concentration whilst excitement arises from the anticipation and the unpredictability of catching.'

What we can offer

We aim to deliver a wide range of activities that suits the needs of the individuals allowing participation in more than one during attendance. This will be used to develop confidence and improve work based skills to allow progression. We aim to work with the individual to ensure the options are discussed and met when possible.

Depending on the level of social care needs we will fit activities around the individual requirements or personal education plan. These activities and level of needs can be discussed with management for availability and level of care needed.

Angling, Sensory Gardens, Horticulture, Aquaponics, Raised Beds / Vegetables, Bench Joinery, Flower Arranging / Pressing, IT, Fish Breeding, Craftwork, Animal Care, Cooking, Physical Education and Birds of Prey.



What is included

- Access to a range of qualifications from Entry level 1, 2, 3 or level 1.
- The course for education runs over a 38 week period at 1 day per week.
- Therapeutic courses are completed on 10 week periods with options of activities.
- All materials, equipment and supervision.
- Lunch and light refreshments and hot drinks.
- Indoor and outdoor angling facility.

What is not included

Transport unless arranged by Chief Executive. We do have mini buses which incorporate a small cost but this will need to be discussed. (Limited Space)

What's new for 2017-2018

At present we are using adapted rooms to complete bench joinery. We have applied for phase 2 planning which will incorporate new joinery shop, two stroke mechanic workshop, indoor angling and work based practical stations. All these will be adapted to suit all needs for individuals with additional needs.

Cost

The cost to attend would be £50 per day. This would vary if transport is needed.

A Personal Education Plan could also result in extra cost due to the needs of the referral. We aim to offer a high standard of facility and careful consideration will be put into the study of this plan to meet all needs and requirements.

Group offers

Angling sessions which are group focused can be arranged.

Specific bespoke education for groups can be arranged but would need to be discussed prior to the session.

All group sessions would be subject to availability.

Contact Details

Name: Neil Farnworth

Designation: Project Director

Email: castnorthwest@gmail.com

Telephone Number: 01257 463 012 • mobile 07939 233 723

O15 Fir Tree Fishery CIC - Assisting Others in Angling

“A community inspired course focused around young people organising and delivering angling events for people with disabilities in the local community...”

This programme is a perfect opportunity for any pupil that is looking to develop their skills and role in assisting others in sport and developing their knowledge of active leisure through angling skills participation. Learners will develop the skills required to demonstrate their ability to prepare for an activity/event, the teamwork involved, time management, marketing and the health and safety implications of delivering a successful event in sport. Learners will be involved in delivering angling coaching sessions to a number of stroke groups and charities in the Wigan borough and will be responsible for planning, marketing and then delivering the events that assist people with disabilities. It is an ideal opportunity for any young person that has a strong interest in coaching and helping others in sport and would like to develop this into a potential employment opportunity as an angling coach or team leader.

Qualification Title:

Pearson BTEC Level 1 Award in Sport and Active Leisure

Units Covered:

Assisting at a Sport or Active Leisure Event

Risks and Hazards in Sport and Active Leisure

Delivery Method:

A Level 1 Award programme delivered over a 12- 24 week period, one day each week.

Cost of the programme:

For individual referrals, the cost of the programme is a daily learner rate of £49.99. The programme is delivered over a 12 - 24 week period, one day each week. Alternatively, for schools with larger groups of learners we have the opportunity of exclusive use of the facility for one day each week. Based on a maximum group size of 10 learners the cost is a fixed daily rate of just £399.00. This reduces the individual cost per learner each day to just £39.99. This also includes the registration and certification at a cost of £32.88 per learner.

**Contact Details****Name:** Andrew Horrocks**Designation:** Centre Manager**Email:** info@firtreefishery.co.uk**Telephone Number:** 01257 251 502

Dean Hatton

SEND Co ordinator

Website: www.firtreefishery.co.uk

O16 Fir Tree Fishery CIC - Land and Environment

“An outdoor focused BTEC with pupils carrying out activities including tree planting, developing wildlife habitats and water and aquatic management...”

The outdoor nature of this programme is designed to help learners gain the skills they would need to work in a variety of land-based sector roles such as garden landscapers, fishery managers, horticulturists or tree surgeons. The qualification will also involve visits to a wide variety of locations including public gardens and parks, as well as inviting guest speakers to help the pupils develop an understanding of the vocational context and future employment opportunities. Learners will also form links with The Woodland Trust carrying out community tree planting projects on site.



Qualification Title:

Units Covered:

Sports Fisheries;
Fish and the Aquatic Environment.

Delivery Method:

A Level 1 Certificate programme delivered over a 24 - 36 week period, one day each week.

Cost of the programme:

For individual referrals, the cost of the programme is a daily learner rate of £49.99. The programme is delivered over a 24 – 36 week period, one day each week. Alternatively, for schools with larger groups of learners we have the opportunity of exclusive use of the facility for one day each week. Based on a maximum group size of 10 learners the cost is a fixed daily rate of just £399.00. This reduces the individual cost per learner each day to just £39.99. This also includes the registration and certification at a cost of £78.89 per learner.

Contact Details

Name: Andrew Horrocks

Designation: Centre Manager

Email: info@firtreefishery.co.uk

Telephone Number: 01257 251 502

Dean Hatton

SEND Coordinator

Website: www.firtreefishery.co.uk

O17 Fir Tree Fishery CIC - Fishery Management

“Pupils will learn the skills required to manage a commercial fishery carrying out activities such as fish breeding, undertaking fresh water management and developing knowledge of fish biology and health...”

A specialised qualification that has been developed for pupils with an interest in fishery management. The BTEC in Fish Husbandry has been developed to provide entry and progression into and within fish farming, sports fishery management and aquatics industries that fall within the environment and land-based sector. We have designed the qualification framework with an emphasis on giving learners the opportunity to develop a range of skills and techniques, personal skills and attributes essential for a work preparation programme such as a Traineeship or Apprenticeship beyond school.

Qualification Title:

Pearson BTEC Level 2 Certificate in Fish Husbandry

Units Covered:

Introduction to Fish Health;
Introduction to Fish Biology;
Introduction to Game and Coarse Angling.

Delivery Method:

A Level 2 Certificate programme delivered over a 36 week period, one day each week.



Cost of the programme:

For individual referrals, the cost of the programme is a daily learner rate of £49.99. The programme is delivered over a 36 week period, one day each week. Alternatively, for schools with larger groups of learners we have the opportunity of exclusive use of the facility for one day each week. Based on a maximum group size of 10 learners the cost is a fixed daily rate of just £399.00. This reduces the individual cost per learner each day to just £94.69. This also includes the registration and certification at a cost of £78.89 per learner.

Contact Details

Name: Andrew Horrocks

Designation: Centre Manager

Email: info@firtreefishery.co.uk

Telephone Number: 01257 251 502

Dean Hatton

SEND Coordinator

Website: www.firtreefishery.co.uk

O18 Fix-It UK Ltd

Fix It UK Ltd has two centres in the Wigan area, one in Spring View and one in Pemberton and offers an alternative training provision, that is inclusive, engaging and allows students to learn at their own rate in a calm, safe environment.

Students are offered a training and personal development programme focused on achieving motor industry recognised qualifications up to level 2 in a realistic working environment. Crucially, the Fix-It UK Ltd courses help students to gain the confidence to approach potential employers or go further in education by enrolling at college to continue their studies.

They gain employability skills that are transferable to many other employment sectors. These transferable skills include:

- Time keeping;
- Regular attendance;
- Working with others;
- Understanding of Health and Safety in the work place;
- Following instructions;
- Working as part of a team;
- Working independently;
- Telephone skills;
- Customer service skills.

The small group sizes allow training staff to build relationships with the students enabling them to overcome any barriers to participation/engagement and progression at a very early stage. They are encouraged by additional learning assistants and volunteers to have fun and enjoy their learning journey. Students are given extensive knowledge in the subject area, but are allowed to progress at their own speed with no pressure and are encouraged to participate and try new things without fear of failure.

What is included

- Enrolment and certification costs;
- All personal protective equipment;
- Choice of units to study;
- Study resources;
- Small group sizes;
- Additional support workers;
- Personalised support for vulnerable learners;
- Dedicated contact point;
- Regular progress reports as required;
- Free meals for eligible students;
- Discounted canteen.

Additional offer

Reward activities arranged for students off site as appropriate, to reward participation and achievement.

Access to partner agencies for additional personal development interventions- Drugs and alcohol-sexual health and relationships etc.

Job references provided post intervention.

Students can continue to attend up to 18 years old to complete level 2 qualification and gain additional work related experience if appropriate.

Fix It representatives available for school based parents evenings.

What is included

- Additional training for 16/18 year olds.
- Recreation room and activities to promote social/ interpersonal skills.
- Transport between training centres.
- Flexible delivery models based on need.



Cost

From £55 per day. Discounts for larger groups.

Cost to Academies

From £50 per day. Discounts for larger groups.

I have seen how Fix-It has given hope to many young people in our borough who are at risk of becoming excluded.

Andy Burnham, Member of Parliament
Source: Fix-It UK Ltd Survey, local community

I think G has started to take his academic work at school more seriously since starting this course, probably as he realises that to carry on in this profession after school he'll still need to improve on his basic English and maths. I think this also relates to my earlier comment about G maturing - he finally realised the importance of doing well at his studies!

Source: Fix-It UK Ltd Family Survey 2014



Contact Details

Name: Denise Pimblett

Designation: Operations Manager

Email: d.pimblett@fixitukltd.co.uk

Telephone Number: 01942 864 936

O19 Barnardo's Targeted Sexual Health Intervention Service

The service provides a range of targeted interventions to empower young people, to make informed choices regarding their sexual health and relationships, reducing the number of conceptions and sexually transmitted infections.

The service assists young females and males aged 13-18 years of age, living within the Wigan and Leigh area identified as being at high risk of unsafe sexual activity which can lead to unwanted pregnancy, sexually transmitted infections and high risk activity.

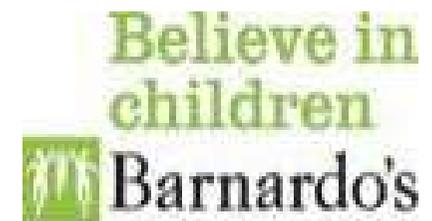
The service provides flexible, individualised outreach interventions to maximise engagement. This will enable: assessment and support planning, identification of evidence based sexual health and relationship education programmes, access to timely contraception and sexual health services including; pregnancy testing, access of maternity/termination services and signposting further to appropriate services for additional support.

The service works in close partnership with a range of agencies to ensure young people most at risk are reached including young people who are 'looked after', at risk of exploitation, regularly go missing, poor school attendees', live in areas of economic deprivation, experience vulnerable emotional health.

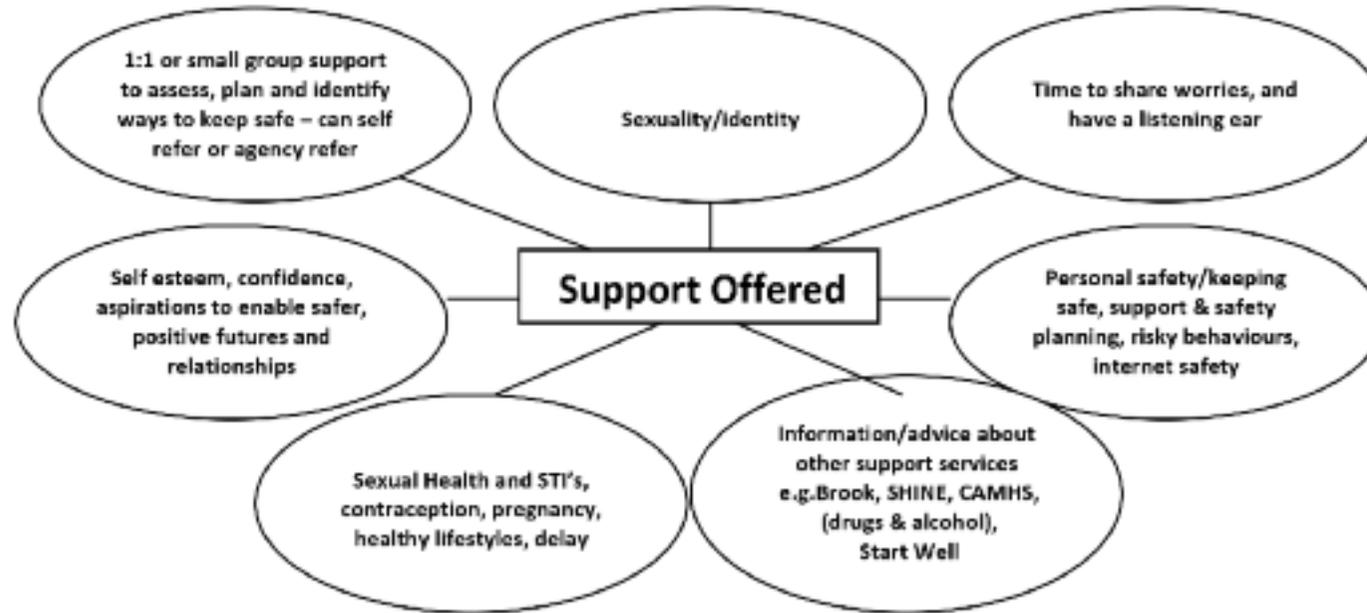
Targeted interventions include; developing safe relationships and keeping safe, self esteem/confidence, contraception, sexuality, delaying sex, STIs, drug/alcohol misuse, internet safety, safety planning, goals for change, solution thinking strategies which equips a young person with a tool box of resources.

Targeted Sexual Health Intervention Service

- Aims to reduce risk of unwanted pregnancies, STIs and unsafe sexual activity;
- Offers support to young females and males age 13-18 yrs at high risk of sexual activity;
- Works alongside and support young people to reduce risk and to improve their physical, social and emotional health and well being;
- Assists young people to make positive choices and changes in their life and plan for a safer, healthier, happier future;
- Makes appointments to ensure your safety and wellbeing is supported and your confidentially and discretion is respected;
- Enables young people to take active control of their lives and to keep safe;
- Ensures workers are friendly and sensitive.



What is included



For Agencies and professionals

We welcome referrals from ALL agencies. Referral forms can be obtained via email, post, fax or by contacting a member of our team.

We will identify and deliver bespoke programmes of evidence-based sexual health and relationship education (SRE) – one to one, small group work and drop in sessions.

We proactively promote and support timely access to contraception and sexual health services. We equip young people with the skills to make informed decisions.

The Barnardo's team would welcome any opportunity to meet with partner agencies teams to discuss the service and how we can assist young people, including surgeries at your centre that may assist a young person in accessing support. Young people can self refer or a service can refer on their behalf with their consent.

We can send service leaflets, additional information and referral forms electronically if required.

There is no cost to any of these services.

Contact Details

Name: Paula Hulme

Designation: Team Manager, Barnardo's Targeted Sexual Health Intervention Service, 35 Market Street, Wigan, WN1 1JL

Designation: 01942 483 200 **Fax:** 01942 483 209

Email: wiganandleighservices@barnardos.org.uk (generic inbox for referrals) paula.hume@barnardos.org.uk (direct to manager)

Website: www.barnardos.org.uk

Agencies:

I have accessed your service for a couple of our kids and continue to be very impressed with your child centred, professional and dedicated approach from all at Barnardo's. Thank you very much for your report and the work you have done.

I'm appreciative of your support. It's so good to have you on board with your very much valued expertise.

Young People:

Showed me how to stay safe and differences between healthy and unhealthy. It has given me better confidence.

I feel better as now I have told someone all about my feelings that I haven't told anyone. Helped me recognize things I didn't even know about and be more confident.

I liked talking and being open about things. I felt I could talk to staff about stuff.



O20 The School of Military



To support Schools In their delivery of British Values – social, moral, spiritual, cultural. Also to help improve resilience within children using Team Building Exercises and Military Fitness Sessions. All exercises are backed up with a physical element with the aim of improving fitness levels. All aspects of the sessions are done with a military twist to help improve discipline and self-confidence and communication. We also offer a mentoring service to help guide young people into making better life choices and educational choices.

What is included

All equipment for the sessions and two experienced instructors.

Cost

Full intervention

£250 for half day working with full class.

£350 for full day working with a full class in the morning and a full class in the afternoon.

Mini-intervention

£150 for a full day broken down into 2-3 sessions in a day.

Mentoring

£130 for a full day working 1-2-1 with a number of pupils to help guide them into making better choices.

What's new for 2017-2018

Mini-intervention - £150 for a full day broken down into 2-3 sessions in a day.

Mentoring - £130 for a full day working 1-2-1 with a number of pupils to help guide them into making better choices.

What is not included

The grounds for the activity as we would use the school premises.

Cost to Academies

Discounts available for multi school bookings.

Additional offer

Use code Military 11/11 to receive 10% off all prices.

Contact Details

Name: Mathew Ward

Designation: Business Manager

Email: mat@theschoolofmilitary.co.uk

Telephone Number: 07860 813 659

Website: www.theschoolofmilitary.uk



O21 Creative Emotions

By providing a safe, non-judgmental and empathetic setting for children and young people to gain resilience, self-awareness and emotional regulation, they can grow into competent, strong adults who can create a society full of ambition, personal belief and with the commitment to make a positive contribution.



What is included

- **Creative interventions**

Using arts and crafts in a focused therapeutic way. This intervention is focused on a mixture of Person Centered, Cognitive Behavioural Therapy and life skills methods that are adapted to meet the needs of the child or young person's circumstances and emotions.

This support is ideal for self-esteem, feelings and behavior, self-harm, low self-worth, family changes including divorce, separation or bereavement and many other issues affecting the child or young person's ability to enjoy healthy emotional wellbeing.

- **Drawing and Talking Therapy**

Allows worries stored deep in the unconscious to emerge in a way that is safe for children. By offering containment of feelings drawing and talking therapy allows the child to be emotionally held while processing past trauma. Drawing and talking therapy supports the child to detoxify old events and memories. Based on Jungian theory this therapy works with the unconscious to enable a self-regulating psyche.

- **Emotional Freedom Therapy**

Uses the meridian of the body with a proven tapping sequence and speech to acknowledge feelings, rewire the feelings associated with past trauma and gain a strategy for handling negative emotions.

Additional offer

Packages to meet the needs of your children and young people are also available to groups.

These consist of a mixture of the interventions and cover 6 lots of one hour sessions for up to 5 children.

£600 for complete package.

Cost

Creative interventions 6 lots of 50 minute sessions for £280 per individual.
Additional sessions can be purchased for £30 per 50-minute session.

Drawing and Talking 12 lots of 30 minute sessions for £250 per individual.

Emotional Freedom 3 lots of 60 minute sessions for £150 per individual.
Additional sessions can be purchased for £45 per 60-minute session.

Cost to Academies

Creative interventions 6 lots of 50 minute sessions for £280 per individual.
Additional sessions can be purchased for £30 per 50-minute session.

Drawing and Talking 12 lots of 30 minute sessions for £250 per individual.

Emotional Freedom 3 lots of 60 minute sessions for £150 per individual.
Additional sessions can be purchased for £45 per 60-minute session.

*Love it!!
You are very talented
and have so much to give.
Seriously, this is just brilliant
(Private sector Counsellor –
Sarah Dillon)*

*Janine proved to be a personable
and competent practitioner, her skills in firstly
engaging my daughter and in her implementation of
techniques were exceptional. I am a mental health
professional and can honestly say that I was entirely
satisfied with both Janine as a person and her ability
to function effectively in her role. My daughter quickly
developed a rapport and the outcomes were positive.
I have no reservations in recommending Janine for
further work in this area.*

*(Parent of Client - contact information
can be given on request)*

*Her attitude of seeking first to
understand is a key strength as in her ability
not to judge inappropriately. Janine has the
courage to address issues, especially
regarding child protection and responds
appropriately in implementing Safeguarding
Procedures, always putting the child's
needs first.*

(DCC Helen Braithwaite)

Contact Details

Name: Janine White

Designation: Therapist

Email: creative-emotions@outlook.com

Telephone Number: 07583 575 674

Website: www.creativeemotions.info

O22 tootoot

Tootoot is the award winning pupil voice and safeguarding platform, endorsed by the Department for Education.



What is included

Pupil voice platform

tootoot gives students a safe voice to be able to report incidents of bullying, cyber bullying, racism, extremism, radicalisation, sexism, mental health and self harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.

Incident recording platform

Recording safeguarding and behaviour related incidents is of the utmost importance for schools, which is why we've made it simple. Give your staff controlled, granular access to record incidents on any computer, tablet or mobile device. Best of all? No paperwork!

Parent Voice platform

With the click of a button, tootoot's real-time dashboard collects, analyses and creates detailed, easy-to-read reports instantly. No more wasting time hunting through filing cabinets hours before an Ofsted inspection, regulatory body visit, or governors and SLT meetings.

SLT real-time dashboard and reports platform

The parent and guardian feature provides parents with a direct communication channel with their child's school. This feature is completely optional for schools to use but when combined with the student voice and incident recording feature, through a whole school approach, the impacts are incredible.

Service included:

- Full system set up;
- 24 / 7 technical support;
- Unlimited virtual training sessions.

What's new for 2017-2018

We are excited to announce that tootoot has recently been endorsed by the Department for Education and Wigan Council, to provide all schools and educational settings with tootoot's safeguarding platform within Wigan, as part of Wigan's Deal for Children and Young People.

Cost

Standard terms and conditions along with pricing can be found at www.tootoot.co.uk/pricing. Prices start from £450 per annum. Wigan Council have secured a special 4-year deal for all Wigan schools along with providing schools with grant funding, including 12 months free within this deal. For further information around this please contact on the below details.



Tootoot saves us so much time. Children are able to share their worries much more quickly which means we can deal with them before they develop into a more serious problem. As a result of this we have recommended tootoot to a number of schools already. It's a really valuable tool for our children to combat bullying. Bullying - by its nature - relies on secrecy and often the complicity of others. Tootoot means anyone can expose bullying behaviour in a way that feels safe. The anonymity aspect of it means people speak up when they might not have otherwise.

Jubilee Academy, Kelly Vaughan - Vice Principal

Tootoot is helping us uncover issues before they are left to fester and turn into bigger problems. For example, there is a lot of anxiety around Year 7 transitioning to senior school. Many fret over homework, tests, new friendships. We have seen great success at nipping these in the bud before they develop into full blown anxiety and stress. Also, cyber bullying has been addressed much quicker before that escalates. As a result of this it has saved us a lot of time dealing with incidents compared to that of face-to-face because a lot of the low level stuff was just not being reported. Witnessing a physical attack can be reported anonymously and dealt with swiftly. Tootoot, in my opinion, will help schools uncover issues which otherwise may go undetected and, as I said above, allows concerns to be addressed before they become big problems in the mind of the young person.

*Oldham Hulme Grammar School,
Hannah Plews*

School should be a safe place where children can grow and learn. No child should ever be bullied apps like tootoot now mean support for any child is only a click away

*Education Secretary,
Justine Greening*

Contact Details

Name: tootoot

Designation:

Email: info@tootoot.co.uk

Telephone Number: 01289 541 991

Website: www.tootoot.co.uk

O23 The Sensory Hub and Café

Two Large multi sensory rooms and community café. The sensory rooms provide a stimulating/relaxing environment to communicate and interact in new ways; they are large enough for groups of up to six. Our community café can be used to help enhance social skills and learning about how organisations support their community.

What is included

- Exclusive use of sensory rooms.
- Use of all equipment onsite.
- Support from our volunteers.

Cost

£25 per hour for individual.

£30 per hour for groups.

Additional offer

Discounts can be made on block bookings.



Two large multi sensory rooms, kitted out with specialist equipment to adapt to everyone's needs.

The interactive rooms gives many ways to interact and communicate via various projectors and sound systems.

The calm room enables you to escape, hide and relax with our interactive ball pool, bubble ball, ether and freestyle slide.

Available for hire on an hourly basis for groups and individuals we can tailor your age and ability. We have a bright adaptable bar/cafeteria to hire available to hire on hourly basis, which will hold around 20 people. Great for meetings, counselling, children's groups and other such activities.

Wahland House,
Manchester Road,
Ince, Wigan, WIG 2DB

For all information and booking bookings & volunteering:
Email: info@sensoriel.co.uk

Contact Details

Name: Amy Cotter

Designation: Director

Email: amy@sensoriel.co.uk

Telephone Number: 07899 924 696

Website: www.sensoriel.co.uk



O24 Mobile Multi-Sensory Service by Sensoriel CIC

We create a multi sensory environment in the school for an hour using bubble tubes, fibre optics and other such stimulating and relaxing equipment; delivering the sessions to groups or one to one.

The sessions enable children to relax in a different environment, it encourages them to engage and communicate in a new ways and we have found those children who need extra support find the sessions most beneficial. The children gain new ways to express themselves giving them the confidence to open up and give insight.



What is included

We plan and deliver each session, catering to the need of the group or individual child.

The equipment we bring is adaptable to the space and fully tested.

Outcome reports are provided for each group or individual child.

Cost

£40 per hour.

Additional offer

The sessions can be split into two half hour slots.

Contact Details

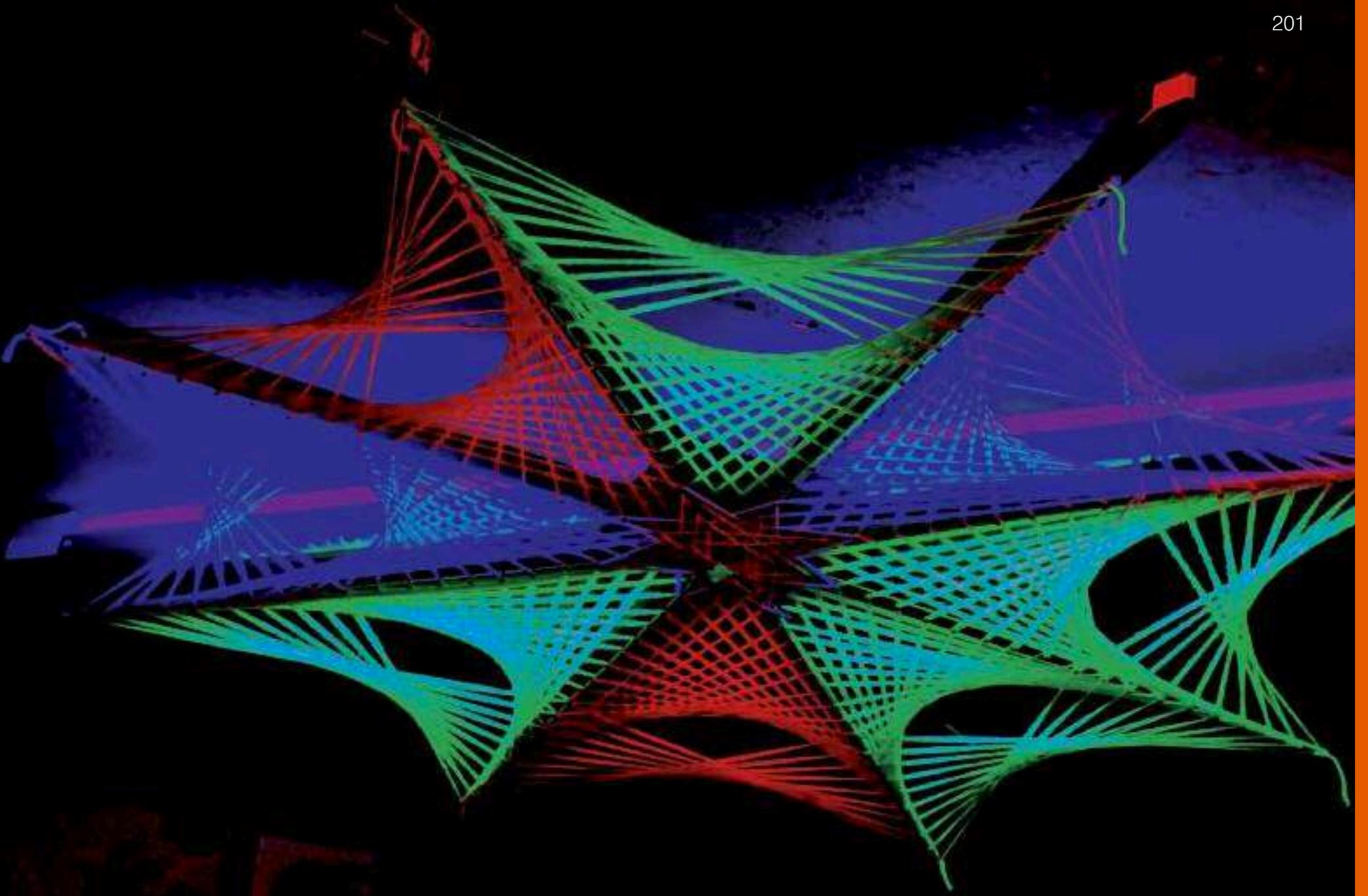
Name: Amy Cotter

Designation: Director

Email: amy@sensoriel.co.uk

Telephone Number: 07899 924 696

Website: www.sensoriel.co.uk



O25 Nomad Rangers CIC



Nomad Rangers deliver high quality Forest school, Outdoor Learning and Curriculum based activities to education providers. Our aim is to provide Education and Learning that inspires and encourages participation, improves confidence and unlocks potential. All sessions are delivered by fully qualified practitioners with many years' experience in Environmental education, Conservation and Curriculum based learning.

We offer a wide variety of supported and managed outdoor activities such as Archery, Orienteering, Bushcraft, pond dipping, nature walks, traditional crafts, history, stone age ,Vikings, Celts, bug hunts, scarecrow making, willow weaving, science, natural disasters/survival skills and much more.

Our main base is Bispham Scouting estate, a 60 acre Private woodland with onsite facilities including a Forest school area, indoor classroom, Dutch barn, shower and toilet blocks, Archery range and Bispham house (sleeps up to 40). We can adapt activities for delivery at your school or at another green space within the Borough.

What is included

- Forest school practitioners L3;
- Curriculum Learning KS1 and KS2;
- EYF Learning;
- SEN Learning;
- Outreach service to your school;
- Summer camps at your school;
- Eco schools Learning sessions;
- After school clubs;
- Qualified and Experienced Staff;
- Enhanced DBS clearance;
- Outdoor / Paediatric first aid trained;
- Safeguarding/child protection trained;
- Bespoke service meeting individual needs;
- All activities Risk Assessed.

Additional offer

10% Discount on block bookings of Forest school (minimum of 8 sessions).

Hot chocolate and marshmallow toasting included on all Bushcraft sessions at no extra cost.

What's new for 2017-2018

CPD/Taster sessions and Teambuilding for Teaching and support staff. Includes all refreshments and a hot lunch cooked on the campfire. Outdoor Learning sessions are bespoke and will require an informal discussion prior to booking. Please contact Michelle Corsair.

Cost

Curriculum Activities - Per class of 30.

Half day - £150 (2 activities).

Full day - £300 (4 activities).

Forest school sessions - Minimum of 6 sessions required.

£100 per session based on maximum of 10 participants

2 hour session with snacks and drink.

Summer camps - please contact us for an informal discussion.

Afterschool clubs - £4 per participant based on maximum of 15 CPD / Taster days - please contact us for an informal discussion.



Contact Details

Name: Michelle Corsair and Jenny Metcalfe

Designation: Managing Director and Senior Ranger

Email: enquiries@nomadrangers.co.uk

Telephone Number: 07926 513 210 or 07533 777 328

Website: www.nomadrangers.co.uk

O26 “Believe” Schools Programme

The “Believe” Schools Programme is committed to providing a range of physical activity and mentoring opportunities for young people. The dual aim of the programme is to develop young people’s personal life-skills (such as resilience, perseverance and respect) as well as raising their aspirations. Led by well-respected Team GB 800m athlete, Jenny Meadows, and Coach, Trevor Painter, they will provide personal narrative to the programme and will inspire young people to “believe” in themselves as well as the importance of being more physically active and leading a healthier lifestyle. The need to educate young people in this area continues to be a priority in the UK with child obesity levels continuing to rise according to recent figures collected through the National Child Measurement Programme (NCMP).

What is included

Half day – Full school morning assembly delivered by Jenny where she will talk about how she became involved in sport and her journey to the very top. She will share her highs and lows and encourage pupils to “believe” in themselves and to raise their own level of performance both inside and outside of the classroom. This will then be followed by two sessions with identified classes. This can either be a practical based coaching session or classroom delivery (based around the Olympic and Paralympic values).

Full Day – Jenny and Trevor will stay in school for the whole day and will each take on a different role. Trevor will lead on the delivery of practical coaching sessions whilst Jenny will lead on the delivery of the classroom sessions (as described in the half day option). This will therefore ensure that each class group will be given an opportunity to work with Jenny or Trevor.

Half-term package – This is a six-week programme of high-quality coaching delivery. In week one, Jenny will attend the School and deliver a full school morning assembly (as detailed in the half day option). The school can nominate two classes to take part in the programme and they will get six weeks’ of inclusive coaching from Trevor. In week six Jenny will return to the school and deliver a classroom based learning session (based around the Olympic and Paralympic values) to each of the two classes whom have participated in the programme (inter-changing with the practical session).

Additional offer

Lunchtime or After-School - These can be added on to any half-day, full day or half-term package so that a higher number of youngsters can be involved in the programme.

What's new for 2017-2018

The "Believe" Schools Programme is new for 2017-2018. After Jenny's recent retirement from a 28-year sporting career, Jenny and Trevor have decided to use their vast knowledge and experience of sport, and working with young people, to develop the "Believe" Schools Programme and offer it throughout the Wigan Borough. Jenny and Trevor both have sports-related and coaching degrees and qualifications as well as extensive experience of working within many educational authorities.

Cost

Half day - £200

Full day - £350

Half-term package - £800

Lunchtime or After-School add-on - £50 per session

Cost to Academies

Half day - £200

Full day - £350

Half-term package - £800

Lunchtime or After-School add-on - £50 per session



The children (and staff) had a fantastic day when Jenny and Trevor visited school. They listened to Jenny talk about her career and how much hard work she had put into it and about the values of determination and perseverance. Trevor's coaching sessions really benefitted the children and also provided excellent CPD for the staff. Both Jenny and Trevor's rapport and relationships with the children were excellent.

*Thank you for such a rewarding day.
Simon Tonge, Headmaster –
St Bernadette's RCPS, Bury*

What an amazing, inspirational lady Jenny Meadows is! She was a brilliant example of how hard work and determination really pay off. She spoke of her struggles and the challenges she faced throughout her many years of running. She admitted that she could have given up during those hard times but she chose to persevere. Her many achievements amazed the children- she was like a super star to them!

*Rebecca Kaufman,
The District CE Primary, St Helens*

During her time with the class she spoke of the Olympic values which she linked to examples which were relevant to the children. They listened to every word she said with intent and were so happy that they were following the same values as her and other Olympians. They have talked a great deal about the visit from Jenny and have even been telling each other to make sure they show respect! They were truly inspired and will continue to work hard to follow the values and try to achieve their own personal bests!

*Year 5 teacher,
St James Daisy Hill CE Primary*

I was excited and very happy.

It was a once in lifetime opportunity.

I tried my personal best after listening to Jenny and am inspired to do my best.

I was encouraged a lot by listening to her and it makes me want to try and do my best.

I was speechless after listening to Jenny's achievements.

I learned a lot during the day.

Some comments from the children include

Contact Details

Name: Trevor Painter

Designation: Program Manager

Email: info@jennymeadows.co.uk

Telephone Number: 07884 445 216

Website: www.jennymeadows.co.uk



O27 ProtoGP Schools Kart Challenge - Engineering Brighter Futures

ProtoGP Schools Kart Challenge uses a powerful combination of motorsport and digital manufacturing to engage and enthuse pupils in vocational science, technology, engineering and maths (STEM) by making and racing 3D printed karts at Three Sisters Racing Circuit.

The practical tinkering and hands on learning approach is particularly effective for young people at risk of not achieving such as SEMH, pre-NEETs or high achieving pupils who've become disaffected by traditional education. It has been designed to introduce them to rewarding careers in the fast growth digital and STEM industry sectors, where there are currently severe skills shortages.

Teams of pupils from 10 x schools learn how to use Computer Aided Design and Manufacturing software to design, manufacture and build their own race karts using 3D printers and conduct virtual reality testing, emulating the design and engineering processes employed by real engineering companies.

Finally they get to compete in 3 x test and racing sessions at Three Sisters Racing Circuit to see who has designed and manufactured the fastest kart. This process is designed to develop Engineering Habits of Mind ie making things work, and then making them work better.

The challenge is open to students aged 13-16 years old. Each team is supported by student mechanics and engineers from a local college, in addition to STEM ambassadors from the local business community.

The vocational and transferable skills they will learn will help them transition onto our DigiFutures traineeship programme, or further education, apprenticeships or employment.

PROTOGP KEY EDUCATIONAL ELEMENTS

- Fun, experiential challenge for pupils to experience, get excited about and understand basic engineering - what it looks, feels and sounds like and develop key skills such as communication, problem solving and team work. These are essential life skills for any career.
- Inspires and motivates students, raises educational attainment and achievement. Engineering design process can be used to teach literacy and numeracy.
- Project based learning curriculum developed in association with Autodesk Education, Create Education and former Jaguar Land Rover engineer Steve Cox.
- Linked to the National Curriculum, it incorporates Design and Technology, Computer Science and Engineering and Maths.
- Professional development for upskilling teachers, with accompanying educational resources.
- Certificates awarded for completion.

Delivery Method: 1 x half day session per week for a total of 12 weeks.

Maximum Group Size: 7 x learners.

What is included

- All equipment hardware, software and/or consumables for the challenge;
- Blended learning which tracks learners' understanding, progress and achievement;
- Teacher upskilling CPD workshop;
- Mentoring by a local STEM ambassador;
- Prizes for best teams on the track days;
- Certificate of participation.

Cost

Please call to discuss.

Additional offer

DigiMakers Enterprise Challenge

Pupils get their first taste of being entrepreneurs. They are challenged to design and make new consumer products using 3D printing, which they market and sell via our Made In Wigan website to make the most money. The winners get to keep their profit!

Cost to Academies

Please call to discuss.



3D printing has made a big impact to be honest, rather than sitting in school bored or sitting at home bored, I've had something to do, and it has actually made me feel better coming to classes, projects and attending the ProtoGP. Most of my teachers have already said that my grades have started going up since I started this project. They've started saying that I pay more attention in class and start actually helping others, because normally I would just sit back and relax, whereas now they've noticed a difference. I never imagined myself having a future, I just thought nothing of life, I didn't have any ambitions, I didn't have any goals, I had no purpose to be honest. But everything's changed, I'm happier, I set myself goals and I want to achieve the most I can, the best I can and the quickest I can.

Pupil, Bedford High School

A team of KS4 students at Newbridge learning community recently participated in the ProtoGP, with amazing success. The impact on their self-esteem, confidence and perseverance to complete tasks has been extremely positive. It has without doubt broadened their horizons in terms of future career prospects that they previously would not have considered possible.

Elaine Kucharski, Headteacher Newbridge Learning Community

Our foster son didn't come to us under the nicest of circumstances and it's taken him a while to settle with us. He was always quite distanced and didn't really talk much. He preferred to be alone in his bedroom or just in another room. Since his involvement in the project he's become more open and talkative and I thought you should know that not only has it impacted his school life but his home life too!

Foster Carer

Several of the team are continuing to increase their knowledge and skill level by participating in an extension of the original project as extra-curricular activity. They are also ambassadors to younger students in the school who have been motivated to become involved by witnessing the success of the team. I cannot speak more highly of the Project and the team who run it and have no hesitation in recommending it as a brilliant scheme in reaching young people who may not have had the privileges that are afforded to others.

Contact Details

Name: Marilyn Comrie, OBE

Designation: Director

Email: marilyn@theblairproject.org

Telephone Number: 07970 871 727

Website: www.theblairproject.org



O28 Greenslate Community Farm

Greenslate Farm is a unique community run educational centre which gives real hands on experience in the world of farming. As a Permaculture farm, we incorporate a whole host of green initiatives to promote sustainable food production and responsible farming practices.

We offer a whole range of curriculum linked activities for key stage 1 right through to key stage 4 and, as we also offer a Care Farm Provision, we have wheelchair access and can adapt almost all our activities to suit those with additional needs.

We offer activities such as hands on animal care sessions, sustainable food growing, plant life cycles, animal life cycles, den building and bush craft, pond dipping and nature trails, natural art and orienteering.

We also offer activities which support the Eco-Schools topics of biodiversity, energy, healthy living and global citizenship.

All our activities can be adapted to suit the curriculum or outcome needs of your group and you can choose a variety of activities to create a fun and interactive learning experience for all.

What is included

- Free no obligation consultation.
- Qualified and experienced staff to facilitate activities.
- All equipment, resources and materials.
- Sheltered undercover area for lunch and breaks.
- Follow up materials to take back to class.

What is not included

- Transport
- Lunch

Additional offer

We also run seasonal outreach sessions within the school environment such as our Bee Safety workshops and Chicken and Egg animal lifecycles workshops.

What's new for 2017-2018

We will soon be able to offer indoor curriculum activities at the Farm when our new Eco-build Strawbale Community Hub opens from June 2017, offering more science based activities and a chance to see green energy initiatives in action.

Cost

As a not for profit community initiative, our price covers the cost of the activities chosen which is as little as £2.16 per pupil per hour.

Cost to Academies

We do not charge extra to academies.



Contact Details

Name: Rhiannon Jones

Designation: Education Co-ordinator

Email: Rhiannon@greenslatefarm.org.uk

Telephone Number: 01695 229 150

Website: www.greenslatefarm.org.uk

SERVICES FOR SCHOOLS - AGREEMENT FORM
1 September 2017 TO 31 August 2018

School:..... DfE No:

Please tick the relevant column for each of the services that you wish to purchase. **Please could you state any price bands in the comments box.**

Service		Agree to Buy Back – 1 September 2017 – 31 August 2018					
P - People Directorate: Children, Adults and Families		Yes	No	N/A	Comments		
P1	Commissioning and Business Support (Start Well Public Health and Commissioning Team)						
P2	Governor Services – Governor Support Training and Development						
P3	Governor Services: Professional Clerking Services (Maintained Schools)						
P4	Governor Services: Professional Clerking Services (Academies)						
P5	Performance Information						
P6	Pupil Premium Eligibility Checking Service – Provided by EBIU						
P7	School Admissions and Appeals						
Type of School	School Admissions Main Intake	School Appeals		In Year Transfers	Comments		
	Yes No	Yes	No	Yes No			
Academy/ Free School							
Foundation School							
Voluntary Aided School	N/A	N/A	N/A				
Community/ Voluntary Controlled School	N/A	N/A	N/A	N/A	N/A		
P8	SIMS (Schools' Information Management System) and Information and Communications Technology (All types of SIMS service)				Yes No	N/A	Comments

		Yes	No	N/A	Comments
P9	Attendance Support Service				
P10	Targeted Education Support Service				
P11	Ethnic Minority Achievement Services (support for all schools, charges applicable to academies only)				
P12	Educational Psychology Service				
P13	Aspiring Futures – Careers				
P14	Aspiring Futures – Career Aspiration Days (Primary Schools)				
P15	Aspiring Futures – Work Experience Programme				
P16	Targeted Services – Restorative Approaches				
PL – Places Directorate: Economy, Waste and Infrastructure					
PL1	Environmental Services				
PL2	MetroFresh Caretaker Services				
PL3	MetroFresh Cleaning Services				
PL4	MetroFresh – 'More than just a school meal'				
PL5	Pest Control Service				
PL5.1	Annual Bespoke Contract				
PL5.2	One-Off Treatments				
PL5.3	Pigeon Proofing				
PL6	Risk Management and CCTV				
PL6.1	Alarm Monitoring and Servicing and Contact Centre Services Package				
PL6.1.1	Key Holding Response				
PL6.1.2	Temporary Loan of Equipment				
PL6.1.3	Police Response				
PL6.1.4	SmartPac Touch				
PL6.2	Detector Activated CCTV Installation and Monitoring				
PL6.3	Repair and Maintenance of all Security Equipment				
PL6.4	Consultancy and Design				
PL6.5	Advice and Support and First Stage Feasibility Study				
PL6.5.1	Security Risk Assessments or Security Audit				
PL7	Grounds Maintenance – Greenspace Services				
PL7.1	Customised Grounds Annual Maintenance Packages				
PL7.2	Grounds Maintenance Emergency One-Off Works				
PL7.3	Consultancy Support				
PL7.4	Play Design and Scheme Implementation				
PL8	Motor Vehicle Services				

		Yes	No	N/A	Comments
PL9	External Infrastructure Services				
PL9.1	Free Playground MOT				
PL9.2	Salt and Salt Bins				
PL9.3	External Services and Edging / Kerbs				
PL9.4	Drainage and Surface Water Systems, e.g. Gullies				
PL9.5	Lighting				
PL10	Sign Design, Manufacture and Fitting Services				
PL11	Waste Collection, Recycling and Disposal Services				
PL12	Leigh Building Services				
PL13	Apprenticeship Team (The Training Consortium)				
R – Resources Directorate					
R1	Broadband and Internet				
R2	Primary School ICT Technical Support				
R3	Cloud Services				
R4	Additional Services for Education Establishments				
R5	Securus – Safeguarding Tool				
R6	Impero – Classroom Management and Child Protection Services				
R7	Agilisys Document Solutions				
R8	Financial Services				
R9	Peripatetic Bursar Service				
R10	Maternity Leave Scheme				
R11	Insurance and Risk				
R12	Legal Services				
R13	Energy Management				
R14	Internal Audit Service				
R15	Public Relations				
R16	Human Resources and Organisational Development				
R17	Wigan Council Libraries – Schools’ Cultural Service				
R18	Asbestos Management Services				
R19	Asbestos Awareness Training				
R20	Fixed Wiring – Electrical Condition Report				
R21	Construction Project Management				
R22	Statutory Engineering Inspections (now an “opt out” service)	✓			
R23	School Appeals – Church and Foundation Schools				
I – Inspiring healthy lifestyles					
I1	Robin Park Arena, Sports and Tennis Centre				
I2	Schools’ Swimming Instruction				
I3	Inspiring healthy lifestyles – First Aid Training				
I4	Health and Safety Training Delivery				

		Yes	No	N/A	Comments
I5	Outdoor Adventure and Learning				
I6	Howe Bridge Adventure Play, Climb and Skate				
I7	Healthy Schools Plus				
I8	The Learning Centre				
I9	Let's Get Movin'				
O – Other					
O1	ProCo North West – Learner Responsive Training Programme				
O2	Property Repairs and Maintenance – NPS North West				
O3	Wigan Safeguarding Children Board (WSCB)				
O4	Low Bank Ground and Hinning House – Wigan's Outdoor Education Centres				
O5	Brathay Trust				
O6	Brook				
O7	Wigan Family Welfare Schools' Counselling Service				
O8	Wigan Family Welfare Children's Advocacy Service				
O9	DIAS Domestic Violence Centre Training Services				
O10	DIAS Domestic Violence Centre Children's Counselling Service (CRV)				
O11	CGL (Change, Grow, Live)				
O12	CAST North West – Alternative Educational Project That Uses Angling to Engage Young People				
O13	CAST North West – Group Environment Education Studies				
O14	CAST North West – Additional Needs Therapeutic and Educational Activities				
O15	Fir Tree Fishery CIC – Assisting Others in Angling				
O16	Fir Tree Fishery CIC – Land and Environment				
O17	Fir Tree Fishery CIC – Fishery Management				
O18	Fix-It UK Ltd				
O19	Barnardo's Targeted Sexual Health Intervention Service				
O20	The School of Military				
O21	Creative Emotions				
O22	tootoot				
O23	The Sensory Hub and Café				
O24	Mobile Multi-Sensory Service by Sensoriel CIC				
O25	Nomad Rangers CIC				
O26	"Believe" Schools Programme				

		Yes	No	N/A	Comments
O27	ProtoGP Schools Kart Challenge – Engineering Brighter Futures				
O28	Greenslate Community Farm				

On receipt of your order form we will:

- issue a letter detailing the services your school wishes to purchase;
- commence a 10 day 'cooling off' period from the date given on the letter;
- issue a Service Level Agreement or Contract (if Academy) including schedules for each service purchased;
- issue appropriate Data Sharing Agreements.

If there are any issues with a service provided that have not been remedied to the School's reasonable satisfaction within one month, the School may notify the Service Manager to inform of such a failure and they will meet as soon as practicable thereafter. The outcome of the meeting will be for all parties to look to agree the cause of the deficiencies and explore how they will be remedied and the timetable within which this will be completed. A follow up meeting to discuss progress should be agreed.

If at the follow up meeting the School decides that the service provider has not successfully remedied the deficiency or rectified said issues then the School may elect to:

- (1) Request the Head of Service to meet as soon as possible to discuss the deficiency; or
- (2) Serve a termination notice on the service provider of not less than 90 days. (Please note: Metrofresh – 'More than just a school meal' have requested a notice period of 6 months).

This Service Level Agreement is made between Wigan Council and the Governing Body.

The Governing Body agrees to purchase the services indicated above, for a fixed annual charge.

Signed on behalf of:

Signed:

(Please print name):

Position:

Date:

Please return this document by **5:00pm, Friday 16 June 2017** via email to servicesforschools@wigan.gov.uk

