

Services for Schools  
2018/19



INTRO

# DUCTION

## **Dear Headteacher, Chair of Governing Bodies and Academy Trust Boards,**

Welcome to Wigan Council's 2018/19 '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.

Wigan Council and Wigan Schools have a strong track record of partnership working to improve educational outcomes. The 'Good' judgement we received from Ofsted at the beginning of 2017 was a great endorsement of the work Children's Services undertakes with our schools, partners and communities, and I am looking forward to continuing this work with you in 2018/19 and to improve even further.

The Council also received positive feedback from the recent Peer Review. The Review recognised our 'Good' Ofsted rating, the strong educational performance across the borough and shared some really positive feedback on a range of our services. The review team also found that the principles surrounding "The Deal" are highly regarded by our partners and local communities as well as being one of the best, if not the best, example of a public sector organisation changing relationships with its residents. Schools form an integral part of this success as the place where all children, young people and families have regular contact and access within the community.

Throughout the coming year, the Council will continue to work closely in support of our developing educational system through the Wigan Education Partnership towards our shared ambition of providing the highest standards of education in Wigan, promoting an ever-expanding range of enrichment opportunities and providing effective complementary services to children and families.

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 offer value for money, are responsive to the needs of schools and are built on a clear customer focus. There is continued financial pressure on educational and Council budgets, however we look forward to continuing to work with you to create partnerships as the market for services for schools evolves and develops.

This brochure is an 'at a glance' list of services to help you plan for the forthcoming academic year. This year, in addition to Council services, the brochure supports a broad spectrum of organisations that have received 'Community Investment Fund' (CIF) grant funding (as part of 'The Deal') to help create more opportunities for children and young people to take part in a wide range of programmes to enable them to gain confidence, acquire new life skills and broaden their aspirations.

We invite School Governing Bodies and Academy Trust Boards to select the services they require from the brochure. Services can be ordered by completing the enclosed form and returning (by e-mail) to the Start Well Commissioning Service. If there are any other possible services that you feel schools may require, please let the Start Well Commissioning 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 requested by schools. 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, support and opportunities for the children of the borough.

Yours sincerely,



**James Winterbottom**  
**Director of Children's Services**  
**People Directorate: Children, Adults & 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 email:

**[servicesforschools@wigan.gov.uk](mailto:servicesforschools@wigan.gov.uk)**

This catalogue and the order form are available from Wigan Council's website at [www.wigan.gov.uk](http://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](mailto: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 **1st September 2018 until 31st August 2019**. There are no part year / pro rata discounts for late orders.



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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 are 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 including carrying out any requisite DBS checks, before contracting any services 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 – 1st September 2018 – 31st August 2019.**





## 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.



### Contact Details

**Name:** Mark Holden / Vicki Calderbank / Joan Pilkington / Angela Eccles / Paul Simmons / Anthony Baker / Chloe Baker / Chris Leigh

**Designation:** Start Well Public Health and Commissioning Team

**Email:** m.holden@wigan.gov.uk / V.Calderbank@wigan.gov.uk / j.pilkington@wigan.gov.uk / angela.eccles@wigan.gov.uk / paul.simmons@wigan.gov.uk / anthony.baker@wigan.gov.uk / Chloe.Baker@wigan.gov.uk / C.Leigh2@wigan.gov.uk

**Telephone Number:** 01942 486 260 / 01942 489 404 / 01942 486 286 / 01942 486 139 / 01942 486 192 / 01942 828 643 / 01942 486312 / 01942 828 408

### 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 (2017) - £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.**

## 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:*

- Support for the recruitment of governors / Trustees;
- Access to GovernorHub, a secure, cloud hosted digital platform from which governors are able to share information with other members of their governing board and access documents for governing board 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;

### What is not included

#### P2.1 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 boards 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, trustees and clerks;
- NGA guides available at discounted rates;
- 1 free place at the NGA member conferences/AGM;

#### P2.2 An on-line training programme for the governing board

The NGA Learning Link aims to complement the face-to-face training programme that is available to all members of the governing board.

Cost and Provider to be advised.

### Additional Offer

The Local Authority's statutory obligations to provide for maintained schools:

- 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 boards;\*\*
- Recruitment and management of the nomination process for the appointment of Local Authority Governors in maintained schools;
- Maintenance of governing board and governor training records;
- Appointment of additional Governors to schools of concern;

### What is included

- Attendance at designated Governance conferences;
- Guidance, advice and support to Headteachers, Chairs and Governing Boards on the management of parental complaints;
- Distribution of the Wigan Governor magazine to all governors twice yearly;
- Guidance and support on the development of 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.

**\*\*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.**

### What is not included

#### **P2.3 Wigan Governors' Forum**

Wigan Governors' Forum is an independent group of governors and trustees that meets regularly to hear from guest speakers on topical issues and matters that members have expressed an interest in. It is also an opportunity to meet and talk to fellow governors and trustees, discuss issues and share experiences.

Over the last few years the Forum have discussed several topics including Ofsted, E-safety and school assessment /data. Special Meetings on matters of particular importance are also organised.

The Annual General Meeting provides Governors and Trustees with an opportunity to hear and speak to senior leaders of the Council. Wigan Governors' Forum has representation on Schools Forum and an Executive Panel that meets regularly to organise meetings and speakers based on the views and requests of fellow Forum Members.

It is hoped that each Governing Board will support the valuable work of the Forum to ensure that all those involved with governance are kept up-to-date on matters of importance and that your views are heard.

**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 will be arranged with an external trainer at a cost of £50 per governor (subject to demand).

### Additional Offer

- Provision of support for school/governing bodies identified as being a school in need of additional support.

### 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 focused. I learned more on this course than any other course I've attended thanks again.

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.

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

### Cost

P2 The SLA for 2018-19 will be based on the number of governors and associate members for whom services are supplied at £90 per governor in line with the Instrument of Government.

- **Governing Body of 12 = £1080**
- **Governing Body of 20 = £1800**

P2.1 NGA Standard Membership: £90 per school.

P2.2 e-learning package: £TBC per school.

P2.3 Wigan Governors' Forum £25.00 per school.

### Cost to Academies

P2. The SLA for 2018-19 will be based on the number of Trustees at £100 per Trustee as in place on 1st September of each year. There will be a fixed charge of £1100 per local governing board.

P2.1 NGA Standard Membership: £90 per school.

P2.2 e-learning package: £TBC per school.

P2.3 Wigan Governors' Forum £25.00 per school.

As stated plus VAT at 20%.

### Contact Details

**Name:** Sharon Brammeier

**Designation:** Team Leader, Governor Services

**Email:** s.brammeier@wigan.gov.uk

**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 boards 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

P3.1 The following additional services can also be purchased:-

- Undertaking additional correspondence not related to the administration of the governing board.
- 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.\*
- Pay Committee Meetings.
- Budget Setting Meetings.

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

### What's new for 2018-2019

- Co-ordination of a governor skills audit.



### 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

P3 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 486 091 or email: [v.semple@wigan.gov.uk](mailto:v.semple@wigan.gov.uk) for further information.

**Please note that meetings should be of no more than 2hrs 30 min 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.**

P3.1	Pay Committee meeting.	
P3.1.1	On a separate evening.	£150.00
P3.1.2	Immediately before or after another meeting, that is being clerked by a Governor Services Clerk, that will not last more than an hour.	£100.00
P3.2	Budget Setting meeting.	
P3.2.1	On a separate evening.	£100.00
P3.2.2	Immediately before or after another meeting, that is being clerked by a Governor Services Clerk, and that will not last more than an hour.	£ 50.00

### Contact Details

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**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

P4.1 Additional services can also be purchased:-

- Undertaking additional correspondence not related to the administration of the governing board.
- 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.\*
- Pay Committee Meetings.
- Budget Setting Meetings.

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

### What's new for 2018-2019

- Co-ordination of a skills audit for the Trust Board and local governing boards.

### 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

P4 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.**

P4.1	Pay Committee meeting.	
P4.1.1	On a separate evening.	£150.00
P4.1.2	Immediately before or after another meeting, that is being clerked by a Governor Services Clerk, that will not last more than an hour.	£100.00
P4.2	Budget Setting meeting.	
P4.2.1	On a separate evening.	£100.00
P4.2.2	Immediately before or after another meeting, that is being clerked by a Governor Services Clerk and that will not last more than an hour.	£ 50.00

### Contact Details

**Name:** Sharon Brammeier

**Designation:** Team Leader, Governor Services

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**Telephone Number:** 01942 486 089

## P5 Education Performance Information

### Please note that this SLA will cover April 2018 to March 2019

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 leaders and assessment coordinators.

Bespoke early release reports are provided to Headteachers in July (Primary schools) and October (Secondary schools).

The team also provides support to schools in respect of statutory data collections at Early Years, Phonics, Key Stages 1, 2 and 4, and support and guidance when

### What is included

#### School Data Profile

Bespoke early release Data Profiles are provided to Headteachers in July (Primary schools) and October (Secondary schools). These include analysis of outcomes across a range of contextual groups and early comparator data.

#### FFT Aspire

Access to Fischer Family Trust's FFT Aspire system is also included within this service. EBIU will deliver an annual update/training session on FFT Aspire in the Autumn term which is free to attend for any schools purchasing this service (where these sessions are oversubscribed we will endeavor to hold more, however, it may be necessary to limit the number of places for each school).

The team will support schools with use of FFT Aspire, including the administration of your school's account which will enable us to support the school with adding new users, general administration, unlocking accounts and adding and removing pupils. We will also circulate updates on releases when available.

Accessing FFT Aspire through this service is heavily discounted due to the FFT LA rate, the average price for schools going direct to FFT is:

Primary - £350

Secondary - £1350

### What is not included

Visits to individual schools – an on-site training service is available, the details are in the additional offer section.

Brokering of the Lancashire Pupil Attitude Questionnaire is no longer included in the SLA.

### Additional Offer

We can offer bespoke overview / training sessions as requested, including Analyse School Performance or FFT Aspire.

Sessions are charged at £125 (up to 3 hours).

**Perspective**

Access to Perspective ('Lite' version) 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.

Schools can request user accounts for up to 5 individuals per school.

**Nova**

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

**Key Stage 2**

The team will upload your Key Stage 2 Teacher Assessments to NCA Tools. New for this year.

**Year 7 Transfer Data**

Following the allocation of Secondary school places, a comprehensive list of key contextual factors for all pupils due to join your school in the coming September will be provided to Data Managers.

**School Intake Matrices**

Using ACORN, IDACI and other key contextual factors to show the intake make-up of schools.

**School Census**

Upload of the termly school census to the DfE for Academies.

Please note this service is conducted on behalf of maintained schools as part of our statutory function.

As part of the SLA, EBIU will also conduct in depth error checking reports and liaison with numerous teams across the Council and other schools and LA's to support schools in submitting an accurate census return. This includes thorough investigation of duplicate pupil and enrolment status queries which directly impact on school funding.

**RONI (Risk of NEET Indicator)**

The Risk of NEET indicator data set is provided in the Spring term to Secondary schools for all pupils Year 7 to Year 11. This includes key data items from a variety of sources which supports schools in understanding their cohorts.

**Annual Data Managers Meeting**

In the Summer term we host a Data Managers Meeting for Secondary schools with key updates.

**Analyse School Performance (ASP)**

- updates on releases
- briefing sessions as required
- training

**CAT Tests**

Brokering of CAT tests for Secondary Schools, including the extraction and collation of pupil data for those ordering paper tests.

**CASPA**

CASPA is a system which supports schools in comparing the attainment and progress of pupils with special educational needs. Previously this system has only been offered to Special schools, however, we are now offering this to all schools as part of this SLA.

**Advice and Guidance**

The team is available to offer support, advice and guidance during office hours throughout the year, except on Bank Holidays.

Please note a limited service is available during school holidays.

**What's new for 2018-2019**

- Uploading of Key Stage 2 Teacher Assessments to NCA Tools on schools' behalf
- Access to CASPA (Comparison and Analysis of Special Pupil Attainment)

**Cost to Schools and Academies****Primary and Special Schools**

£500 base price plus

£1.60 per pupil

**Secondary Schools**

£650 base price plus

£1.60 per pupil

**Maintained Nursery Schools**

£200 base price plus

£1.60 per pupil

Pupil numbers are taken from the January 2018 school census

**Contact Details**

**Name:** Marie Collier

**Designation:** Senior EBI Analyst – Education Performance Data

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**Telephone Number:** 01942 486 190

## 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. 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

As part of this service schools will receive access to:

- 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.
- Recheck of all currently eligible prior to each school census collection.
- Support and guidance from 8.45am-5.00pm Monday to Friday (excluding Bank Holidays).

### Cost to Schools and Academies

#### Primary and Special Schools

£450 base price plus

45p per pupil

#### Secondary Schools

£450 base price plus

35p per pupil

### Contact Details

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## 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.**

**Cost to Maintained Schools (Foundation and Voluntary Aided)**

Main intake	2019 admissions round
<b>Ranking of applications (Foundation only)</b>	£1.15 per applicant

In year transfers
£1.35 per child on roll at Jan '18 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 £330;
- Administration, preparation and presentation of each appeal £75.

**Cost to Academies**

Main intake	2019 admissions round
<b>Ranking of applications</b>	£3.60 per applicant

In year transfers
£1.35 per child on roll at Jan '18 CENSUS

**Bespoke mapping service** - quote available upon request.

**Appeal Services**

- Personalised statement of case and its maintenance for the remainder of the academic year £330;
- Administration, preparation and presentation of each appeal £75.

**All prices are subject to VAT at the applicable rate.**

**Contact Details**

**Name:** Audrey Guest

**Designation:** Policy and Projects Manager

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**Telephone Number:** 01942 486 036



## **P8** School's MIS (Management Information System) Support

### **Please note that this SLA will cover April 2018 to March 2019**

This service is provided to schools and academies by the **Education Business Intelligence Unit**. We provide a range of services designed to support schools with the use of their MIS.

Our team currently supports Capita SIMS/FMS and Arbor. If your school is considering a different MIS then please get in touch with the team to discuss what support arrangements could be offered.

### **EBIU Support Service**

#### **Helpdesk**

Our professional and friendly helpdesk service is available from 8.00am to 5.00pm Monday to Friday (excluding bank holidays) and 8am to 4pm during school holiday periods.

We will support schools by offering speedy resolutions to queries and issues. We also offer shadow facilities using Team Viewer. Regular updates from the software suppliers will be communicated to schools with relevant documentation as required.

#### **Training**

In addition to the helpdesk service, the team will continue to deliver a wide range of training on various systems. As usual, training sessions will cover a wide variety of topics and modules, ranging from introductory sessions for new starters right through to more advanced sessions for more experienced colleagues. Training sessions are held in our dedicated training suite in Wigan Life Centre South and include a tailored delegate training manual, to be used within. Training manuals are available in either electronic or hard copy formats.

### **Additional items**

#### **Capita License**

EBIU will pay 70% towards the contribution of the Capita license for maintained schools, with schools contributing the other 30% towards the license.

Where maintained schools do not purchase this SLA the full Capita license fee will be payable via the EBIU team.

This applies to all schools that use SIMS and/or FMS, therefore if your school uses a different MIS system and uses FMS the Capita license fee applies.

Pupil numbers for the Capita license are based upon the number of roll on your January 2018 census.

## **SIMS Technical Support (provided by Agilisys)**

Agilisys will provide SIMS technical support on your own servers, including the installation of upgrades, updates and patches.

Agilisys support is delivered in several ways including telephone support, email support and remote access.

Primary - £500

Secondary - £1000

### **What is included**

- Access to training and guidance on a wide range of SIMS and Arbor modules including Attendance, Assessment, Behaviour / Achievement management.
- Access to support for statutory returns such as the School Census, end of Key Stage assessments, the monthly VAT reports, Common Transfer File.
- Access to a dedicated and friendly helpdesk service offering shadow facilities (operating hours highlighted above).
- Guidance around the use of Privacy Notices - a part of schools' Data Protection responsibilities.
- A 70% contribution to Capita's Annual Maintenance Costs, (Maintained schools only who use SIMS and/or FMS and purchase this SLA).
- Planning and support for implementation of new modules.

### **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 GDPR, Data Protection and Freedom of Information Legislation.
- The complete production of statutory returns, e.g. School Census, CFR and CTF.
- The support and cost of any independently purchased software or additional MIS modules.

### **Additional offer**

Additional Offers provided at cost:

We will broker training on a small number of specialised modules for example, Nova Timetable, Exams and Options.

#### **On site consultancy and training:**

Our analysts can come into school and offer bespoke training and other services to support the schools use of its MIS including amendments and creation of assessment & tracking facilities.

Half Day - £125

Full Day - £200

#### **Annual MIS Use Consultancy**

This service is available to all schools. An EBIU Analyst will attend your school and examine the use of the management information system by key personnel for approx. an hour. The consultation would normally be with the Head teacher and will take a view of sharing the schools vision in progression and development of the pupils.

- 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/filesets to your technical provider and associated support for schools.
- Support for setting up new users to SIMS/FMS/Discover/Arbor.

## Cost

### EBIU Support Service

#### Primary and Special Schools

£1,800 base price

#### plus

A per pupil price based upon your number of pupils on roll in January 2018 census:

1-100 pupil - £4.00

101-400 pupils - £3.00

401-600 pupils - £2.50

601-800 pupils - £2.00

801-1000 pupils - £1.60

1001 pupils - £1.20

#### plus

30% of the Capita license fee for maintained schools using SIMS and / or FMS.

This is charged at £3.89 per pupil based upon Capita's pricing.

## What's new for 2018-2019

- Support for alternative MIS is available via the EBIU team. Please contact the team to discuss your specific requirements if you are considering a change to your current MIS provider.
- Wigan EBIU is now an accredited partner of Arbor Education.
- The MIS Helpdesk is now open from 8am each weekday morning (except bank holidays).

## Cost to Academies

### EBIU Support Service

#### Primary and Special Schools

£1,800 base price

#### plus

A per pupil price based upon your number of pupils on roll in January 2018 census:

1-100 pupil - £4.00

101-400 pupils - £3.00

401-600 pupils - £2.50

601-800 pupils - £2.00

801-1000 pupils - £1.60

1001 pupils - £1.20



**Secondary Schools**

£2,000 base price

**plus**

**A per pupil price based upon your number of pupils on roll in January 2018 census:**

1-100 pupil - £4.00

101-400 pupils - £3.00

401-600 pupils - £2.50

601-800 pupils - £2.00

801-1000 pupils - £1.60

1001 pupils - £1.20

**plus**

30% of the Capita license fee for maintained schools using SIMS and/or FMS.

This is charged at £4.86 per pupil based upon Capita's pricing.

**Additional Services****Agilisys technical support for SIMS and FMS**

Primary and Special - £500

Secondary - £1000

**Secondary School**

£2,000 base price

**plus**

**A per pupil price based upon your number of pupils on roll in January 2018 census:**

1-100 pupil - £4.00

101-400 pupils - £3.00

401-600 pupils - £2.50

601-800 pupils - £2.00

801-1000 pupils - £1.60

1001 pupils - £1.20

**Additional Services****Agilisys technical support**

Primary and Special - £500

Secondary - £1000

**Contact Details**

**Name:** Adrian Moffatt

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**Telephone Number:** 01942 486 112

## P9 Attendance Service

The Attendance 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

What services can be offered:

- An experienced officer, with extensive practical knowledge who will work with your school to improve both whole school attendance & individual pupil attendance;
- Bespoke package of support designed to address the specific needs of your school;
- Early help and early intervention including support with children missing education (CME) pupils and education penalty notice (EPN) identification;
- Case work including home visits, meetings with parents, signposting parents and families to appropriate services using the Early Help Framework;
- Support prior to and during Ofsted inspections in relation to attendance management;
- Specialist advice and guidance in relation to attendance and welfare concerns;
- Whole school attendance data analysis and action planning with periodic reviews;
- Support schools to implement whole school attendance and absence policies and procedures;
- Staff training / planning and supervision / case reflection for school staff.

### What is not included

Start well intervention on attendance which remains a free service to schools;

Attendance Enforcement is delivered by the Attendance Service but as a statutory responsibility is provided free of charge.

## 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.**

## Cost to Academies

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.**

'What a super service, kept our school attendance on track. Conscientious and thorough tracking of all our pupils and excellent service for getting us ready for our recent Ofsted visit.'  
Meadowbank Primary School

'We have our attendance officer for half a day a week and this has proved to be invaluable. She has made such a difference already and has become part of our team. Our attendance figures have gone up and we have some excellent examples of tracking and interventions. Wouldn't be without this service.'  
Newbridge Learning Community

## Contact Details

**Name:** Charmaine Tarring

**Designation:** Team Manager – Education Support

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## 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 and the school's senior leadership.
- All TESS school based training provided free.

### **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 & Discipline, Environmental, Social, Emotional & 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 & Discipline Policy, Anti-Bullying, SEND.
- Support for newly appointed teachers, Inclusion Managers, SENCOs, Heads of Year, Learning Mentors, Teaching Assistants and Lunchtime Welfare etc.
- Support / training / modeling 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
- 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 EHCP annual review meetings.
- Support in developing inclusion / nurturing settings.
- Support with transition between Y6 and Y7.

## Bespoke TESS support

### Literacy and Mathematics

TESS is also able to offer bespoke teaching for individual pupils who may have a specific learning difficulty/dyslexia or additional needs in Literacy and or Mathematics.

A programme of work will be planned and delivered by a Specialist Teacher or Specialist Support Assistant using the Assess Plan Do Review process. The teaching will be based upon well evidenced, research based programmes which are cumulative, highly structured and multi-sensory, taking into account the pupil's individual needs.

### 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.\*
- £841.50 per 10 lessons from a Specialist teacher for literacy and / or mathematics.\*
- £420.75 per 10 lessons from a Specialist Support Assistant for literacy and / or mathematics.\*

### \* Prices correct as of 1st December 2017

All prices are subject to VAT at the applicable rate.

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

**TESS can provide extra support for schools around any aspect of our role please note daily/hourly rate below.**

### TESS staff will:

- Provide an overview of the programme.
- Provide a pre-teaching and post-teaching assessment.
- The Specialist Teacher will plan, monitor and evaluate a programme of support.
- The Specialist Support Assistant will plan, monitor and evaluate a programme of support under the guidance of a Specialist Teacher.
- Develop Lesson Plans using ongoing assessment and evaluation.
- Provide high quality mediated teaching as a model for school staff to follow.
- Record work completed by pupil.
- Record pupil progress.
- Share good practice with the setting.
- Encourage parent/care participation. Parent/Carers are invited into lessons to share good practice to be encouraged at home.

### Contact Details

**Name:** Sandra Taylor

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**Telephone Number:** 01942 201 914

## P11 Ethnic Minority Achievement Service (EMAS)

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

### 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.

### What's new for 2018-2019

To refer for EYFS additional support enter "EMAS EYFS support Wigan" into a search engine such as Google.

To refer a pupil from Year 1 to Year 11 enter "EMAS pupil referral Wigan".

**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 meeting with parents and school.  
£70

**EAL Assessment**

Assessment undertaken within school and written report with recommendations for teacher/support staff  
£200

**Teaching Package**

Free initial school visit.  
Teaching support (either in class or withdrawn).  
Option 1: 1 x ½ day for 30 weeks £2,500  
Option 2: 2 x ½ days for 30 weeks £4,300

**Rosetta Stone**

Interactive English Language programme.  
Single user licence for 12 months and support documents  
£130 per pupil

**Training**

Bespoke packages to address a range of training needs, can be delivered to whole school or designated groups.  
£300 for 2 hours

**Talking Tables**

A strategy for Early Years pupils  
£100 per session

Contact Julie Dixon on 01942 404087 for more information

**Interpreting Services**

For a face to face interpreter in any language  
£110 per hour

**Contact Details**

**Name:** Carol Darwen

**Designation:** 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 will receive a 'Review and Development' planning meeting in the autumn term. In addition to this all schools will receive 2.5 hours of 'local authority funded' hours each term.

Schools will then have the opportunity to buy in further Educational Psychology Service time, to supplement the local authority 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 outlines these. However, some examples of what a school could request are detailed below:



- A further 'Review and Development' meeting during the academic year, 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 2018-2019

We are continually updating the training packages and interventions that we can provide and these 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>

In addition to providing the training requested by schools we are also looking to offer more centralised training during 2018-2019. These sessions will be advertised during the year and schools will be given the opportunity to book members of staff on to them.

### 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 2018-August 2019 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.

**Testimonials which were included in our Matrix Assessment Report, October 2017.**

She goes above and beyond; she brings knowledge and one to one support independent of teachers.

They meet the needs of individual schools.

### 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](http://www.wigan.gov.uk) [www.wiganworks.com](http://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](mailto:s.weetman@wigan.gov.uk)

**Telephone Number:** 01942 487 361

**Website:** [www.wigan.gov.uk](http://www.wigan.gov.uk) [www.wiganworks.com](http://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](http://www.wigan.gov.uk) [www.wiganworks.com](http://www.wiganworks.com)



## P16 Targeted Services – Restorative Approaches

Targeted services work restoratively with school, 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 to embed a whole school restorative approach.

Benefits to taking this approach can be reducing exclusions, life skills for pupils, 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 for Children and Young People' is for us to work in restorative ways with each other. 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 offer an accredited and tailored training package for primary and secondary schools. 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.

The courses we offer are:

- 2 hour briefing session;
- 1 day Restorative Awareness;
- 3 day Restorative Conferencing.

In the training we cover:

- What being restorative means;
- Communication and restorative language;
- Restorative circles and restorative practice;
- Formal restorative conferencing.

We offer a 'Peer Mediation' training course for pupils. This has proved to be very successful in schools in the past 12 months, where pupils are equipped with the knowledge and skills to mediate issues between their peers.





### 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.

A powerful tool.

### Cost to Academies

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

Can't wait to put this  
into use.

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:** Deputy Practice Manager - Restorative Approaches and The Deal

**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 from catering through to specialist services such as CCTV security, signage, waste and recycling, building services, 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:**

- Managed Customised Caretaking Services;
- School Meals;
- Pest Control;
- CCTV, Alarm Monitoring and Key Holding;
- Arboriculture Services;
- Motor Vehicle Services;
- Building Services;
- 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 2018/19 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** – Director of Environmental Services



## PL2 MetroFresh Caretaking Services

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

All our front line staff receives 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.

### **Services Available:**

#### **PL2.1 Managed Customised Caretaking Services**

A cost effective, fully managed service developed to provide a bespoke caretaking service in line with the schools specifications with all documents required for School Audit and / or OFSTED inspections regarding services delivered completed on behalf of the School.

Let us take away the difficulties arising and associated with employing and managing your own caretakers.

### **Management**

Full recruitment process (or TUPE of existing staff), with job descriptions and person specifications drafted, interviews, references and DBS checks undertaken.

On-going employment and supervision of the Caretakers, with all HR issues covered and any disciplinary or sickness incidents managed.

Meetings (generally quarterly) with Client Manager to discuss any operational concerns and amendments required to service delivery.

Caretaker absences covered with temporary staff as part of the contract.

All Health & Safety and COSHH Material Safety Data Sheets covered, with Risk Assessments & Method Statements developed and communicated to caretakers.

Full training provided to caretakers in order to undertake all relevant duties.

Periodic Caretaking Schedules developed e.g. daily, weekly, monthly.

A comprehensive annual audit tailored to suit your Caretakers job role and job specifications.

Equipment will be provided to undertake duties. PAT testing records available upon request.

**Typical Caretaking Duties – in line with current Caretaker task list, which may include:****General DIY, example:**

- Changing a tap washer;
- Unblocking sinks and toilets to u-bend;
- Changing light bulbs;
- Picture and Frame hanging;
- Basic joinery i.e. putting up shelves;
- Cleaning glass panels on internal doors;
- Clean and unblock external low level guttering;
- Clearing and disposal of fallen leaves in the school play ground;
- Low level touch up painting.

**Cost**

Request a quotation.

**Cost to Academies**

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

## PL2.2 Caretaking Support Package

### What is included

A package to provide 37 hours temporary caretaking cover when your caretaker is absent due to sickness, temporary support will cover your current caretaker duties.

The package allows for cover for up to 40 days sickness in a financial year and includes:

### Key Collection & Holding

Initial collection of school keys, from the school representative during the hours of 8am – 4pm, weekdays.

### Access to Equipment

Specialist equipment for carpet cleaning, wet pick-ups etc. held by MetroFresh which schools can access if available.

### Operational and Technical Support

Advice on risk assessments, method statements, work schedules and productivity to drive efficiencies.

### Undertaking Caretaking Duties – in line with current Caretaker task list, which may include:

General DIY example

- Changing a tap washer;
- Unblocking sinks and toilets to u-bend;
- Changing light bulbs;
- Picture and Frame hanging;
- Basic joinery i.e. putting up shelves;
- Cleaning glass panels on internal doors;
- Clean and unblock external low level guttering;
- Clearing and disposal of fallen leaves in the school play ground;
- Low level touch up painting.

### What is not included

- Caretaking cover for holidays;
- Provision of cleaning chemicals;
- Hard Floor Maintenance.

### Additional Offer

- Caretaking cover for holidays;
- Hard Floor Maintenance.

### Cost

£5405 per annum

### Cost to Academies

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

## PL2.3 Caretaking Support

### What is included

Caretaking cover on a daily basis when your caretaker is absent due to sickness or on holiday.

### Undertaking Caretaking Duties – in line with current Caretaker task list, which may include:

#### Key Collection & Holding

Initial collection of school keys, from the school representative during the hours of 8am – 4pm, weekdays.

#### Access to Equipment

Specialist equipment for carpet cleaning, wet pick-ups etc. held by MetroFresh which schools can access if available.

#### Operational and Technical Support

Advice on risk assessments, method statements, work schedules and productivity to drive efficiencies.

#### General DIY example

- Changing a tap washer;
- Unblocking sinks and toilets to u-bend;
- Changing light bulbs;
- Picture and Frame hanging;
- Basic joinery i.e. putting up shelves;
- Cleaning glass panels on internal doors;
- Clean and unblock external low level guttering;
- Clearing and disposal of fallen leaves in the school play ground;
- Low level touch up painting.

### What is not included

- Provision of cleaning chemicals and consumables;
- Hard Floor Maintenance.

### Additional Offer

- Hard Floor Maintenance.

### Cost

Daily rate £178.00

**Priority will be given to schools who have bought into the PL2.2 Caretaking Package.**

### Cost to Academies

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

## PL 2.4 School Holiday Opening & Closing Service

### What is included

Our professional, conscientious caretakers are available to open and close during school holidays

### Undertaking Caretaking Duties – in line with current Caretaker task list, which may include:

General DIY example

- Changing a tap washer;
- Unblocking sinks and toilets to u-bend;
- Changing light bulbs;
- Picture and Frame hanging;
- Basic joinery i.e. putting up shelves;
- Cleaning glass panels on internal doors;
- Clean and unblock external low level guttering;
- Clearing and disposal of fallen leaves in the school play ground;
- Low level touch up painting.

### What is not included

- Provision of cleaning chemicals and consumables;
- Hard Floor Maintenance.

### Additional Offer

- Hard Floor Maintenance.

### Cost

Daily rate £178.00

**Priority will be given to schools who have bought into the PL2.2 Caretaking Package.**

### Cost to Academies

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



## PL2.5 Graffiti Removal

### What is included

Removal of unsightly graffiti on buildings, roads, paths and fencing.

### Cost

For an initial free assessment of the type and level of graffiti, with a quotation for removal works please send your enquiries to the contact details stated below.

### Cost to Academies

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

## PL2.6 Chewing Gum Removal

### What is included

Removal of Chewing Gum from furniture, carpets, vinyl flooring and external surfaces.

### Cost

For an initial free assessment of the type and level of chewing gum, with a quotation for removal works please send your enquiries to the contact details stated below.

### Cost to Academies

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

## PL2.7 Hard Floor Maintenance

### What is included

Stripping and Sealing – Want your hard flooring to look great, last longer, reduce the grime sticking to the floor and ease its cleaning on a day to day basis.

### Cost

For an initial free assessment with a quotation please send your enquiries to the following contact details.

### Cost to Academies

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

### Contact Details

**Name:** Sandra Cottam

**Designation:** Business Manager

**Email:** metrofresh2@wigan.gov.uk

**Telephone Number:** 01942 705 055

**Website:** [www.metrofresh@wigan.gov.uk](http://www.metrofresh@wigan.gov.uk)

## PL3 MetroFresh Catering Service – ‘More than just a school meal’

MetroFresh are committed to delivering a customer focused, quality driven and value for money school meal service for both Primary, Special and High school pupils in line with all legislative requirements.

In our Primary sector we contribute to the health and wellbeing of children and young people in order to improve their academic performance in achieving the Soil Association’s Food for Life Bronze accreditation by providing nutritious meals to pupils the Wigan Borough.

### Primary Sector

#### PL 3.1 Primary Sector

##### What is included

##### You will find our detailed service offer in the:

Service Level Agreement & Schedule of services 2017/2018.

Upon signing the services to schools document you are also agreeing to the details in Service Level Agreement & Schedule of services unless there has been investment for an extended agreement.

We will support existing pupil meal ordering systems and electronic payment systems however all new meal ordering systems will be MetroFresh’s new ‘Evolve’.

##### What is not included

Food Hygiene Rating re-visits if the low score is out of MetroFresh responsibility.

Putting out the dining furniture and removal at the end of service.

Individual place settings of cutlery.

Cleaning of the dining room after service.

##### Additional Offer

The development of an online meal prepayment system that will be compatible for other school payments for example, trips, uniform etc.

**Breakfast service** – To discuss your requirements and request a quotation please send your enquiries to [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**Break / Toast service** – To discuss your requirements and request a quotation please send your enquiries to [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**Nursery Meals** – To discuss your requirements and request a quotation please send your enquiries to [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**Buffets / Functions** – To discuss your requirements and request a quotation please send your enquiries to [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**What is included****What is not included****Additional Offer**

**Putting out the dining furniture and removal at the end of service** – To discuss your requirements and request a quotation please send your enquiries to **metrofresh2@wigan.gov.uk**

**Individual place settings of cutlery** – To discuss your requirements and request a quotation please send your enquiries to **metrofresh2@wigan.gov.uk**

**Cost**

The cost of a primary school meal for September 2018/2019 at the time of printing is £2.15 (**note – this may need to be reviewed**).

**Cost to Academies**

\*Please note that there is no extra cost for Academies.

**Contact Details**

**Name:** Sandra Cottam

**Designation:** Business Manager

**Email:** metrofresh2@wigan.gov.uk

**Telephone Number:** 01942 705 055

**Website:** [www.metrofresh@wigan.gov.uk](http://www.metrofresh@wigan.gov.uk)

## Special Sector

### PL 3.2 Special School Sector

#### What is included

Individual service arrangements and cost models bespoke to the specific requirements to take into account varying service provision.

The details of our service offer is detailed in the service Level Agreement and Schedule of services unless there has been investment for an extended SLA.

#### What is not included

Food Hygiene Rating re-visits if the low score is out of MetroFresh responsibility.

#### Additional Offer

#### Cost

The cost of a special school meal is based on an individual basis.

#### Cost to Academies

#### Contact Details

**Name:** Sandra Cottam

**Designation:** Business Manager

**Email:** [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**Telephone Number:** 01942 705 055

**Website:** [www.metrofresh@wigan.gov.uk](http://www.metrofresh@wigan.gov.uk)

## Secondary Schools

We provide a customer focused, excellent quality, value for money catering service for Secondary Schools by providing healthy, nutritious meals at affordable prices that students have become accustomed to and are familiar in the high street. Improving academic performance as well as supporting the achievement of specific Council and Public Health core objectives.

This service is provided on the following basis:

**Option 1** – A 50:50 share of any surplus or deficit generated at each School based on an updated cost model inclusive of all costs incurred in delivering and managing the service to Secondary Schools. The management Fee will be fixed and apportioned equally by staffing costs and turnover across all Secondary schools. Cost Models will be provided on a quarterly basis.

**Option 2** – As an alternative to the surplus share option, MetroFresh are happy to offer an option of a fixed dividend payment to each school of £3,000 payable in month 9 of the service contract. All risks associated with the running of the service will be retained by MetroFresh.

Services to Schools are assumed to run from April 2018 to March 2019 unless otherwise agreed.

### PL3.3 Secondary Schools

#### What is included

MetroFresh will continue to invoice each school on a monthly basis for any meals not paid up front by the pupil or member of staff. These include:

- Free School Meals;
- Staff Meals;
- Any meals paid for by non cash backed credit on the Cunningham's system;
- All additional services including buffets etc.

Details of MetroFresh service offer is within the Service Level Agreement & Schedule of services 2017/2018 unless an agreement for investment has extended the agreement period.

#### What is not included

Food Hygiene revisits if the low score is out of MetroFresh responsibility.

#### Additional Offer

Opportunities for investment for an extended SLA.

Buffets / Functions – To discuss your requirements please contact your catering supervisor.

**What's new for 2018-2019**

Option 2 – As an alternative to the surplus share option, MetroFresh are happy to offer an option of a fixed dividend payment to each school of £3,000 payable in month 9 of the service contract. All risks associated with the running of the service will be retained by MetroFresh.

**Cost**

The current cost of a Free School Meal is £2.25. The price for 2018 /19 will be set in March 2018.

**Cost to Academies****Contact Details**

**Name:** Sandra Cottam

**Designation:** Business Manager

**Email:** [metrofresh2@wigan.gov.uk](mailto:metrofresh2@wigan.gov.uk)

**Telephone Number:** 01942 705 055

**Website:** [www.metrofresh@wigan.gov.uk](http://www.metrofresh@wigan.gov.uk)



## PL4 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 DBS clearance and we can provide Risk Assessments and COSHH Data Sheets.

### Services Available:

#### PL4.1 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



## PL4.2 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.

### PL4.3 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.

Response timescales of 3 days to undertake survey.

Service	Cost to Maintained Schools and Academies
PL4.1 Annual Bespoke Contract	from £250 – request a quotation
PL4.2 One off Treatments	
Ants and Wasps (first hour / visit)	£80.00 (1 visit)
Rats, Mice	£50.00 per visit (maximum 3 visits)
Cockroaches	£80.00 per visit
Fleas	£60.00 per visit (maximum 2 visits)
Identification of Unknown Pest	£65.00 (1 visit for identification only)
PL4.3 Pigeon Proofing	Request a quotation

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

### Contact Details

**Name:** Sandra Green

**Designation:** Operations Manager

**Email:** [espestcontrol@wigan.gov.uk](mailto:espestcontrol@wigan.gov.uk)

**Telephone Number:** 01942 488 186

## PL5 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 & 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:

#### PL5.1 Alarm Monitoring & 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 & Servicing

24/7 monitoring of the property to ensure that at all times there will be an immediate response to any activations of 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 either the fixed 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 & 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.

#### PL5.1.1 - 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.

#### **PL5.1.2 - Temporary Loan of Equipment (if bought back into service PL5.1)**

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.

#### **PL5.1.3 – Police Response (if bought back into service PL5.1)**

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, (if deleted an upgrade of the system may be required). When Police response is deleted a charge for reinstatement will be made.

#### **PL5.1.4 – SmartPac Touch (if bought back into service PL5.1)**

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.

#### **PL5.2 Detector Activated CCTV Installation & 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 products installed.**

### **PL5.3 Repair & Maintenance of all Security Equipment (if bought back into service PL5.1 or PL5.2)**

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.

### **PL5.4 Consultancy & Design (including Security Risk Assessments)**

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.

Security 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.

### **PL5.5 Advice and Support (including Security Audits and First Stage Security 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. Any system installed should also comply with the Protection of Freedoms act 2012 and the Surveillance Camera Commissioners Codes of Practice

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.

<b>Service</b>	<b>Cost to Maintained Schools and Academies*</b>
PL5.1 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	

Service	Cost to Maintained Schools and Academies*
PL5 1.1 Key Holding (if bought back in to PL5.1) Response (including 4 attendances to site or Including 4 attendances to site or 4 hours on site which ever comes first) Any call out thereafter will be chargeable at;	£475  (£32 per first hour and £16 per 30 minutes thereafter)
PL5.1.2 Temporary Loan of Equipment (if bought back into service PL5.1)	Request a Quotation
PL5.1.3 Police Response	1 x Unique Reference Number £60 2 x Unique Reference Numbers £120
PL5.1.4 SmartPac Touch	Free of Charge
PL5.2 Alarm Activated CCTV Installation and Monitoring	Request a Quotation
PL5.3 Repair & Maintenance of all Security Equipment (if bought back in to PL5.1 or 5.2)	Engineer in/out of hours call out <b>Intruder Alarms Systems</b> - £48.13 per first hour and £24.07 per 30 minutes thereafter <b>CCTV Systems</b> - £40.08 per first hour and £20.04 per 30 minutes thereafter <b>Access Control Systems</b> - £37.82 per first hour and £18.91 per 30 minutes thereafter
PL5.4 Consultancy & Design (including Security Risk Assessments)	£495
PL5.5 Advice & Support (including Security Audits and First Stage Security Feasibility Study)	Free of Charge

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

The service we have received from the Risk Management and CCTV team at Wigan Council has been excellent. They have ensured that all our security needs are fully met promptly and efficiently. I would highly recommend this service to other schools that are considering their buyback options or upgrading their security systems.

Monica Middlehurst, Headteacher  
RL Hughes Primary School - Ashton in Makerfield

### Contact Details

**Name:** Terry Bolton

**Designation:** CCTV and Risk Manager

**Email:** T.Bolton@wigan.gov.uk

**Telephone Number:** 01942 827 445

## PL6 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).

### **Cost to Maintained Schools and Academies\***

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](mailto:fleetreception@wigan.gov.uk)

**Telephone Number:** 01942 705 125 / 01942 705 112



## PL7 External Infrastructure Services

### PL7.1 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.

PL7.2.1 Supply of un-lockable salt bin (full of salt).

PL7.2.2 Supply of lockable salt bin (full of salt).

PL7.2.3 Scheduled refilling of salt bins.

PL7.2.4 Un-scheduled / Emergency refilling of salt bins.

### PL7.2 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*
<b>PL7.1 Salt Bins</b>	
1. New 6ft <sup>3</sup> yellow salt bin that has been purchased from IMG will be delivered to requested location and filled with salt.	£176.74
2. A one off visit request to travel to a single location and replenish a salt bin.	£102.32
3. If there are more bins in the same location, there will be a cost of £34.37 per bin to replenish.	£34.37 per bin
4. Full network program for the re-filling of the 476 salt bins within the Wigan borough £57.94 per bin.	£57.94 per bin
5. New private 6ft <sup>3</sup> 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 £11.50.	£190.27 £11.50
<b>PL7.2 Lighting</b>	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

## PL8 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.

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



## PL9 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.

### **Cost to Maintained Schools and Academies\***

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



## PL10 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**



## R1 Broadband and Internet

Connection of a school to the Council's network and safe access to the high capacity internet connection. 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.

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.

**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.

### 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;
- Data Centre:
  - 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.



**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: £1400 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:** Operations 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

## 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:** Operations Manager

**Email:** [rob.alcock@agilisys.co.uk](mailto:rob.alcock@agilisys.co.uk)

**Telephone Number:** 07739 078 565

**Name:** Jamie Hartle

**Designation:** Education Business Office Manager

**Email:** [education@agilisys.co.uk](mailto: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 approaches 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.

Both services include:

- 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 schools 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:** Operations 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

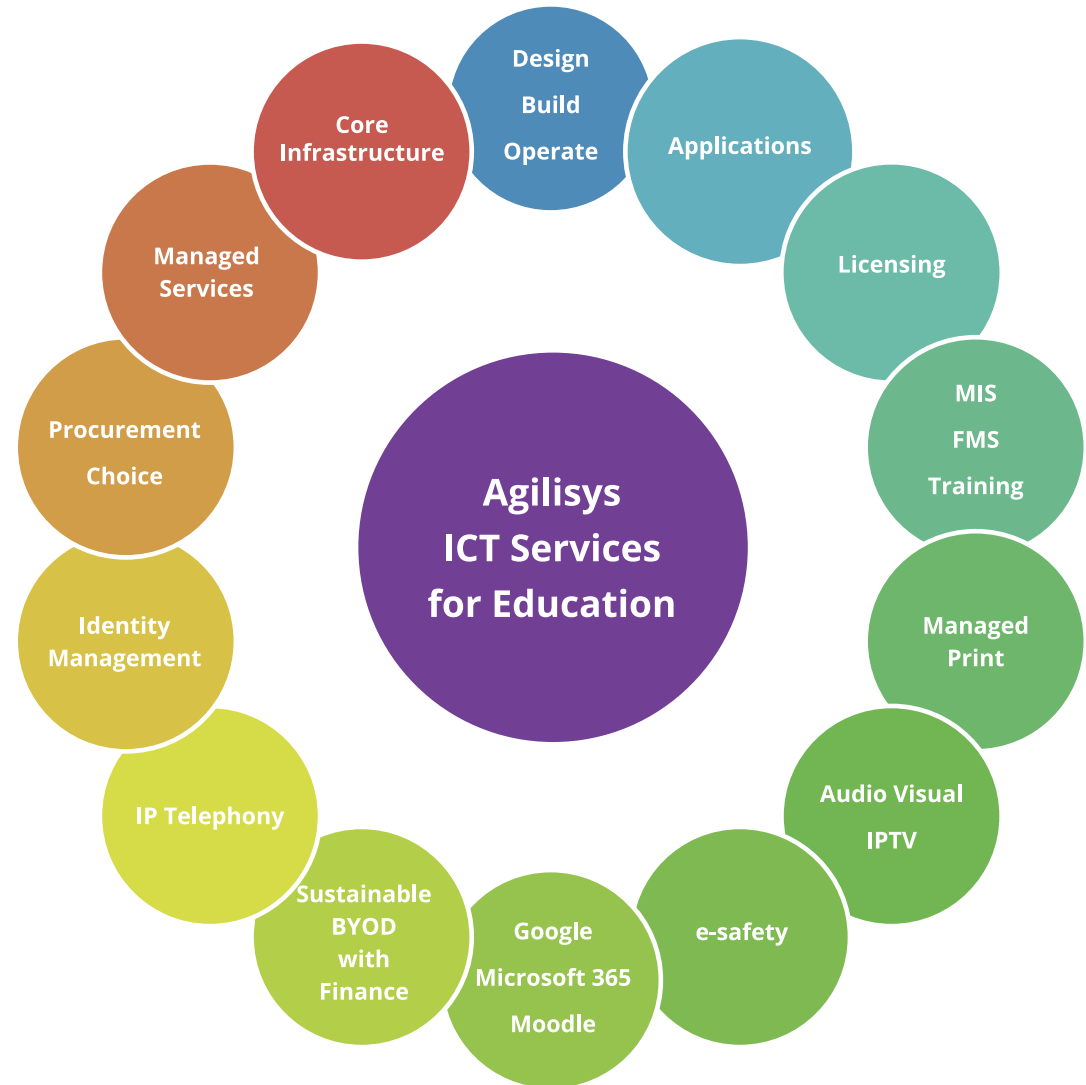
A wide range of services, specifically designed for Education establishments are now available.

### 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 R18];
- Google Apps for Education;
- Child safeguarding tools;
- Procurement – any ICT equipment at all, through distribution channels;
- Wired and wireless local networks;
- M&E [data & 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.

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

### Contact Details

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**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:** Operations Manager

**Email:** [rob.alcock@agilisys.co.uk](mailto:rob.alcock@agilisys.co.uk)

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## 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 USB's 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

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## R7 Agilisys Document Solutions



We offer a full creative Design, Print and Mail service to all schools both inside and outside the Wigan Borough, on a vast range of products from school branding, promotion, office stationery, internal and external signage to learning aids. We have a product catalogue which contains a small selection of our off the shelf products for quick turnarounds, or if you prefer a member of our staff can visit your school to go through any job requests and ideas. Subject to schedules, to really make your school brand goes that extra mile.

### What is included

- Graphic Design;
- Logo / Brand Design;
- Bulk photocopy / reprographic service;
- Digital Printing / Publishing;
- Planners;
- Prospectuses;
- Visitor books;
- Accident books;
- Reward charts;
- Stickers;
- Certificates;
- Stationery;
- Signs / Banners;
- Print Finishing;
- Lithographic Printing;
- Bulk Mailing;
- Promotional Items;
- Signage;
- Large Format Printing (eg: award charts / banners);
- Bulk email / text campaigns;
- 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;

### 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.

- 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.

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 stage, subject to production schedules. This may be of interest to students who are studying a creative or engineering subject.

### **Have you considered using printed products to generate income for your school?**

We can support you in 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.

We have recently mailed out our **new free** school products catalogue which contains over 100 products (stickers, postcards, certificates, bookmarks etc) designed in consultation with many local schools. If you did not receive a copy of this catalogue and would like a one, please contact us and we will post a copy out to you.

### **Did you know...**

- We provide a traditional document photocopying service with same day service by appointment.
- We provide a bulk mail service  
Example of rates for these: 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.

### **Cost to Maintained Schools and Academies**

We have many fixed priced products which are displayed in our School Product Catalogue, if you have a new bespoke request all estimates are provided free of charge.

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 404 932

## 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 2018/19 Academic Year will be as follows:

1 Session Week	£3,290
2 Session Week	£6,578
3 Session Week	£9,867
3 Session Fortnight	£4,935
4 Session Week	£13,156

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 a significant deficit or surplus occurs this will be charged or refunded across the schools in the scheme.

The actual charge will be made available in the charging schedule issued with the School Budget by Financial Services.

### 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 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

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

## 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 - £299.00

Secondary and Special Schools - £599.00

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 increase our rates in line with inflation.

### What is not included

- Action which is not deemed lawful or in the Council's best interests.
- 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 the development, drafting, amendment and implementation of policies and procedures are expected to be sought from the relevant Council Directorate. For example HR policies and procedure from HR and OD.

### 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 1000m<sup>2</sup> and a DEC that is valid for 10 years for buildings 250-999m<sup>2</sup>. 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:** Stuart Holding

**Designation:** Senior Energy Advisor

**Email:** S.Holding@wigan.gov.uk

**Telephone Number:** 01942 827 474 / 07921 092 960

## 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 2015 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 2018 – 31st August 2019 £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.

### Cost to Academies

- By individual arrangement. The service can be tailored to meet the needs of the Academy and will assess 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:** Strategic Public Relations Manager

**Email:** [l.downham@wigan.gov.uk](mailto: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 undertaken by your dedicated HR link.
- Attendance at School Business Managers meetings (as required).
- A dedicated HR Case worker assigned to work with your School for the academic year.
- Telephone advice – Employee Relations, Pay, Recruitment, Health, Safety and Wellbeing and Policy matters.
- On-site support at HR meetings including investigations and consultation meetings.
- Regular HR bulletins.
- Free access to bespoke Schools specific HR Casework, Advice, Employee Relations and Policy training sessions and workshops.
- 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.

#### Employment Services (HRESC)

- A fully compliant pay, pension and HR transactional 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 and support with managing:

- Terms and conditions of employment.
- Disciplinary/conduct issues.
- Grievance, including bullying, harassment and discrimination.
- Absence Management.
- Performance Capability.
- Organisational Change, including restructures, changes to terms and conditions and redundancy.



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).

- 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.

### **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).

- Safeguarding considerations and referrals to professional bodies.
- Exit discussions including settlement agreements.
- Transfer of Undertakings (TUPE) – advice and guidance.
- Academy conversion – advice and guidance.
- Working with legal services in the provision of advice and to respond to Employment Tribunal claims.

### **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 on your behalf.
- Sourcing and arranging the provision of mediation in the workplace (Note: an in house service is due to be launched shortly).

### **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.

**Please note the HR and OD SLA was offered on a two year basis commencing on 1st September 2017. Therefore your current SLA for this service expires on 31st August 2019. If there are services within the HR and OD offer that you currently do not buy into you can opt into these at any point. For further information please contact Alison Hibbert on 01942 827 091 or Vicki Lowe on 01942 828 997**

### **Contact Details**

**Name:** Alison Hibbert / Vicki Lowe

**Designation:** HR Business Manager / HR Business Manager – Resources, Schools and Digital

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

**Telephone Number:** 01942 827 091 / 01942 828 997

## R17 Apprenticeship Service

Based in HR & OD, Wigan Council's Apprenticeship Team manages the Council's apprenticeship levy funds on behalf of schools that pay into the Council levy. This service offers information on the apprenticeship reforms; provides advice and support on how to utilise your levy contribution in addition to managing financial and transactional requirement with approved Council training providers.

### What is included

- Support in identifying appropriate apprenticeship framework and standard apprenticeship programmes.
- Advice on how to meet your government 2.3% public sector target for apprentices.
- Updates on new standards under development.
- Guidance on how to recruit an apprentice.
- Advertising apprentice vacancies.
- Identifying approved training providers that Schools can access.
- Guidance on 20% off the job training.
- Management of financial and transactional requirements.

### What is not included

- The apprenticeship training provision funded through the Business Apprenticeship Programme (BAP) which ended on 31 March 2017.
- Funding for apprentice's salaries.
- Access to training providers who are not approved by Wigan council.

### Additional Offer

- Financial support beyond your levy contribution, subject to approval of a successful business case and availability of funds.
- Advice and support to Schools who do not contribute to the council's levy.

### What's new for 2018-2019

Wigan Council's Skills and Learning Team is no longer a provider of apprenticeship training provision.

Following the Apprenticeship reforms, the Apprenticeship Team has been set up to manage the apprenticeship levy fund to ensure the funds are fully and effectively utilised and the Council and selected schools are progressing towards the 2.3% public sector targets introduced by the government.

The Apprenticeship Team now commission high quality apprenticeship training as opposed to delivering it.

New apprenticeship standards are being introduced that are relevant to schools looking at recruiting new apprentices but also for the up-skilling of existing staff. NQT's are now able to complete their ITT by undertaking the teacher degree apprenticeship. Other new standards currently in development include School Business Manager; Teaching Assistant; IT Support and Facilities Management.



## Cost

Maintained schools are deemed to be part of the public sector under the apprenticeship reform and must now contribute 0.5% of their annual payroll amount to the levy account of the local authority. Your school will be notified directly of your contribution if you pay into the Council's levy. Please contact the team if you need to discuss your levy contribution further or if you would like to make an appointment to discuss your school's opportunities on a one-to-one basis.

## Cost to non-levy paying schools or schools with their own levy pot

Schools that do not pay into the Council's levy will be able to access the service when a chargeable package has been developed.

### Contact Details

**Name:** Susan Green

**Designation:** Partner Assistant

**Email:** [apprenticeships@wigan.gov.uk](mailto:apprenticeships@wigan.gov.uk)

**Telephone Number:** 01942 487 653

## R18 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 828 128** 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](http://www.wigan.gov.uk/schoolsculturalservice)



## R19 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 - £405.00
- High School - £1195.00

**Cost to Academies**

- Primary School - £405.00
- High School - £1195.00

**Contact Details**

**Name:** Dean McNulty

**Designation:** Statutory Compliance Inspection Officer

**Email:** [d.mculty@wigan.gov.uk](mailto:d.mculty@wigan.gov.uk)

**Telephone Number:** 01942 827 448

## R20 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

- £85.00 per school

### Cost to Academies

- £85.00 per school

### Additional offer

Same service to all school designations.

Very informative course...

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

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

### Contact Details

**Name:** Dean McNulty

**Designation:** Statutory Compliance Inspection Officer

**Email:** d.nulty@wigan.gov.uk

**Telephone Number:** 01942 827 448



## R21 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.
- DBS 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 2018-2019

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 - £2,300.00 (required every five years).
- Secondary school - £10,000.00 (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:** Dave Evans

**Designation:** Building Services and Statutory Compliance Manager

**Email:** [dave.evans@wigan.gov.uk](mailto:dave.evans@wigan.gov.uk)

**Telephone Number:** 07919 695 976

## R22 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



## **R23** 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 2018-2019**

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, 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:** Dave Evans

**Designation:** Building Services and Statutory Compliance Manager

**Email:** [dave.evans@wigan.gov.uk](mailto:dave.evans@wigan.gov.uk)

**Telephone Number:** 07919 695 976

## R24 School Appeals - Church and Foundation Schools

### Buy back service for church and foundation schools

The Schools 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;
- Travel/parking/refreshment costs of the independent appeal panel.

# Not applicable to exclusion appeals.

#### What's new for 2018-2019:

Exclusion appeals. All administrative support (as outlined above). Cost: £75.00 per appeal plus panel expenses.

#### Cost

£75.00 for administration of an appeal. This cost is inclusive of panel expenses.

Any appeal withdrawn within 7 days of the hearing will be charged £50.00 administration fee. Any appeal withdraw more than 7 days before the hearing will not be charged.

#### What is not included

- Acknowledging initial receipt of the appeal in school;
- 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## .**

**##The Local Authority does not provide an interpreter service.**

#### Cost to Academies

£75.00 for administration of an appeal. This cost is inclusive of panel expenses.

Any appeal withdrawn within 7 days of the hearing will be charged £50.00 administration fee. Any appeal withdraw more than 7 days before the hearing will not be charged.

### Contact Details

**Name:** Rachel Gibbons

**Designation:** Democratic Services Assistant

**Email:** rachelgibbons@wigan.gov.uk

**Telephone Number:** 01942 488 382

**Website:** [www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Appeals.aspx](http://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Appeals.aspx)



## R25 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.

Our learning and development opportunities are tailored to meet the needs of specific sectors.

All of our training and learning complies with current statutory guidance 'Keeping Children Safe in Education (2016)'.

### What is included

#### E-Learning courses suitable for school staff:

- Safeguarding Children in Education
- Cultural Awareness in Safeguarding
- Domestic Abuse in Wigan
- E-safety – Guidance for Practitioners
- Safer Recruitment
- Safeguarding Children with Disabilities
- Child Sexual Exploitation
- Think safe, be safe, stay safe

#### Face to face training courses for school staff:

- Child Advocacy
- Child Sexual Exploitation
- Designated Safeguarding Lead Training
- Early Help
- Safeguarding and working with adolescents
- Workshop to Raise Awareness of Prevent (WRAP)

### What's new for 2018-2019

WSCB, together with our partners, will be looking to incorporate new, creative and different models of learning alongside traditional models.

### Additional Offer

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

- 1,475 school staff, volunteers and governors have received safeguarding training
- In partnership with Barnados 'Real Love Rocks' training was offered to all schools, free of charge.
- WSCB engaged two teaching schools and have trained over 40 trainee teachers



## Comments from education staff:

Thanks for making such a difficult topic accessible to everyone.

Well structured session.

Good pace of delivery, we felt involved and very informative.

The course leader contextualised discussion around issues for Wigan.

**Cost****Cost to schools****Package A**

- Access to safeguarding e-learning for all staff.
- Access to technical support for e-learning.
- Upon request, production of a progress report regarding learner progress.
- Up to two places on Designated Safeguarding Lead Training.

**Package B**

- Same as Package A; plus
- Delegates will receive a booklet of current safeguarding information/key reading.
- Face to face whole school training at a time of your choosing.
- Certificate of training for the whole school and each individual learner.

**Primary**

£600

**Secondary**

£1,100

£600

£1,400

**Cost to Academies**

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

**Face to Face Whole School Training**

£400

**Individual courses can be purchased at the following rate:**

E-Learning	£25
½ day face to face	£50
Full day face to face	£100
Two day face to face	£200

**Failure to attend a course or late cancellation (within 5 working days) will result in the following charges:**

½ day face to face	£50
Full day face to face	£100
Two day face to face	£200

**Contact Details****Name:** Adam Reeves**Designation:** Training Support Officer**Email:** [wscbtraining@wigan.gov.uk](mailto:wscbtraining@wigan.gov.uk)**Telephone Number:** 01942 486 111**Website:** [www.wigan.gov.uk/wscb](http://www.wigan.gov.uk/wscb)



## I1 Robin Park Leisure Centre



Robin Park Leisure 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.

### **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 2018/19.

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

**What's new for 2018-2019** - 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.

## Cost to Schools and Academies in Wigan Borough

### Robin Park Leisure 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 £460.00
- Schools football/rugby finals £160.00
- Tennis package £40.00
- Powerade hall £18.00
- Half of the Sports hall £22.50
- 3G pitch (third) £21.50
- Multi-courts - 2 courts £17.50
- Indoor track £43.50
- Outdoor track £43.50

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

**All prices are subject to VAT at the applicable rate.**

## Cost to Schools and Academies outside of Wigan Borough

### Robin Park Leisure 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 £710.00
- Schools football/rugby finals £275.00
- Tennis package £40.00
- Powerade Hall £36.00
- Half of the Sports hall £45.00
- 3G pitch (third ) £43.00
- Multi-courts - 2 courts £35.00
- Indoor track £87.00
- Outdoor track £87.00

Additional courts and pitches are available, please contact Robin Park Leisure 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 Leisure 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 £2,448 per block based on 18 weeks.

Nursery Groups / SEN £31.50 per 30min 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 £2,448 per block based on 18 weeks.

Nursery Groups / SEN £31.50 per 30min session.

### **Contact Details**

**Name:** Rebecca Mazey

**Designation:** Development Manager – Aquatics

**Email:** Rebecca.Mazey@ihlmail.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;
- Be-spoke training including the delivery of first aid training to pupils (can be delivered as a 2 hour taster sessions).

### 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 2018/19.

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

### 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 \*\*\***

### Contact Details

**Name:** Rebecca Mazey

**Designation:** Development Manager – Aquatics

**Email:** Rebecca.Mazey@ihlmail.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 16+
- 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 many roles that play a part in fire prevention and also when needed, firefighting. This course can be tailored to your needs.  
Age 16+
- Risk Assessment Training (4-hour sessions)  
This training provides employees with an understanding and basic skills to undertake General Risk Assessments.  
Age 16+
- 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+

## Consultancy Offer

- 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 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 2018-2019

- General Manual Handling Training [3-hour session]
- Manual Handling Training for Managers & Supervisors [4-hour session includes manual handling assessments]

Our team of trainers each hold a City and Guilds Certificate in Manual Handling [Train the Trainer]. They provide both theory and practical tuition using items that their delegates handle and move. Delegates will be asked to demonstrate good handling and moving techniques to pass the practical assessment.

### 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.
- Fire Safety Awareness - £60 per learner.
- Risk Assessment Training - £60 per learner.
- COSHH Assessment Training - £60 per learner.
- General Manual Handling Training - £60 per learner.
- Manual Handling Training for Managers & Supervisors - £75 per learner.
- Health and Safety Audits – From £1,000 per premises.
- Fire Risk Assessment - From £700 per premises.

### Cost to Academies

The same as maintained schools.

### 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. Courses can also be combined to form a full day's training session, covering an overview of 3-4 topics.

### Contact Details

**Name:** John Ronan

**Designation:** Manager (Health and Safety)

**Email:** j.ronan@ihlmail.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 Scotmans 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.

**Cost**

**Activities at Scotman's Flash** – water activities, orienteering, climbing, mountain biking and bushcraft - £84 for 8 people for 2 hours, £10.50 per additional person.  
30 people or more - £300 for 30 people for 2 hours, £10 per additional person.

**Offsite activities** - Haigh Woodland Park, Pennington Flash and school site

- Mobile climbing wall -1 hour of activity - £210, £55 for each additional hour.
- Quarry climbing - 1 hour of activity - £130, £55 for each additional hour for up to 16 people.
- Archery - 1 hour of activity - £130, £55 for each additional hour for up to 12 people.
- Mountain biking - 1 hour of activity - £130, £55 for each additional hour for up to 10 people.
- Wild learning - 1 hour of activity - £130, £55 for each additional hour for up to 30 people.

**After School Wild Learning (full term booking)** – One hour of activity - £44, £22 for each additional half an hour for up to 10 people.

**Cost to Academies**

The same as maintained schools.

**Contact Details**

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

**Designation:** Development Team

**Email:** outdooradventure@ihlmail.org

**Telephone Number:** 01942 324 870

## I6 Howe Bridge Adventure Play, Climb and Skate



Our 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 3G 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. (Age 5+)

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

- £75 per hour (max 30 children) – Multi activity half and full days available on request.
- Individual activity and hourly booking prices can be discussed when booking.
- 3G pitch (third) – half price offer to Wigan borough schools only - £21.50 per hour.

### Cost to Academies

- £75 per hour (max 30 children) – Multi activity half and full days available on request.
- Individual activity and hourly booking prices can be discussed when booking.
- 3G pitch (third) – half price offer to Wigan borough schools only - £21.50 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.**

### Contact Details

**Name:** Leisure Enquiries

**Designation:**

**Email:** [tellus@ihlmail.org](mailto:tellus@ihlmail.org)

**Telephone Number:** 01942 828 508



## 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.

### 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 2018 and our additional offers for more information.

### What's new for 2018-2019

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.

### 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;
- Any new school swimming sessions;
- Sports CPD training;
- First aid training package;
- Adventure at Howe Bridge Leisure Centre.



**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:** Douglas.Walmsley@ihlmail.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);

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 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 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

Depending on the age of the apprentice appointed an employer may be eligible for a £1000 contribution to the apprentice salary costs.

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

### What's new for 2018-2019

For the first time, we are offering all the qualifications noted above as standalone qualifications which can be purchased outside of an apprenticeship. Prices vary and can be discussed depending on individual needs.

### Cost

Costs incurred in training an apprentice are paid for via the Apprenticeship Levy if the wage bill is higher than £3million. This cost is £2000. If a school is voluntary aided and has a wage bill of less than £3million they will be liable for 10% of the fee and the government will pay the additional 90%.

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.

### Cost to Academies

If a school is subject to the Apprenticeship Levy. This can be used to fund the training costs. All academies without an Apprenticeship Levy will pay £200 in addition to the salary costs of an apprentice.

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*

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:** The Learning Centre

**Designation:** Learning and Development Manager

**Email:** [learning@ihlmail.org](mailto:learning@ihlmail.org)

**Telephone Number:** 01942 828 527

## 19 Let's Get Movin'

Inspiring  
healthy  
lifestyles

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:** for parents with babies 2-6 months delivered at Start Well at **No Cost**.
- **Let's Get Brushin':** Delivered at **No Cost** 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's brushing
- **Healthy Lifestyle Programme:** pre-school & reception 5 week programme focusing on physical activity, healthy eating and oral health delivered during pre-school or YR curriculum time. The programme also supports staff to improve their knowledge and skills, influence teaching practice, policy setting and policy review. **Costs are £200**
- **Healthy Schools PLUS:** targeted intervention supporting early years settings with setting delivery over 12 weeks, parenting interventions and staff training and resources. **No Cost to targeted settings**

### 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, skills and influence teaching practice. **Costs are £200.**
- **Healthy Schools PLUS:** targeted intervention for schools over a full term focusing on physical activity, healthy eating, positive behaviours, fitness and oral health. This programme provides more depth and specific outcomes for schools and classes with identified health or educational need. **No cost to targeted settings.**
- **NCMP:** our team deliver the national child measuring programme which ensures families receive timely, high quality and locally delivered services. **No costs.**

### High Schools

- **Healthy Schools PLUS:** 12-week programme focusing on physical activity, healthy lifestyles, fitness, PE and making positive choices delivered during Y9 / 10 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. **No Costs but limited availability**

### Specialist support

- **Let's Get Movin':** is a structured package of support for overweight children delivered through a multi component service for different ages. School staff can directly refer families they feel would be suitable onto the programme at **No Costs** which consists of a mixture of:
  - o initial 1 to 1 referral appointment;
  - o 12 weeks free family swimming pass;
  - o Key support worker;
  - o 12 week Let's Get Healthy evening program;
  - o Supervised gym sessions;
  - o Go Wild holiday camps;
  - o Residential programme.

### What's new for 2018-2019

#### 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.

**Cost**

All costs are listed above next to each program.

**Cost to Academies**

Same as maintained schools.

**Contact Details**

**Name:** Doug Walmsley

**Designation:** Education Lead

**Email:** Douglas.Walmsley@ihlmail.org

**Telephone Number:** 01942 828 812



## 110 Leigh Leisure Centre

Leigh Leisure Centre is the ultimate sports and leisure facility. Whether you are just participating for fun or you are aiming for success in your chosen sport, there is something for everyone.

### What is included

- 8 badminton court sports hall;
- 6 lane swimming pool;
- Cycle studio;
- 2 activity studios;
- Classrooms.

### Cost to schools and Academies in Wigan Borough

Schools and academies in Wigan Borough will receive a 50% discount on all bookings except presentation evenings.

Prices are per hour for all bookings.

- Sports day (indoor) £90 per hour full sports hall;
- P.E lessons £22.50 per hour half of the sports hall with potential of full hall bookings;
- Presentation nights £90 per hour full sports hall including two bleacher seating (holding approx. 270) and another approx. 400 chairs;
- School galas in our 6-lane pool.

**Please contact Leigh Leisure Centre on 01942 487800**

### Cost to schools and Academies outside of Wigan Borough

Prices are per hour for all bookings.

- Sports day (indoor) £90 per hour for full sports hall;
- P.E lessons £45 per hour for half of the sports hall with potential of full hall bookings;
- Presentation nights £90 per hour full sports hall including two bleacher seating (holding approx. 270) and another approx. 400 chairs;
- School galas in our 6-lane pool.

**Please contact Leigh Leisure Centre on 01942 487800**

### Contact Details

**Name:** Leisure Enquiries

**Designation:**

**Email:** leighlc@ihlmail.org

**Telephone Number:** 01942 487 800



## 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, including carrying out any requisite DBS checks, before contracting any services 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 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](mailto: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 officers are focused on safety and value for money.

From electrics and water to air-conditioning and fire alarms – we can do all the periodic 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. As part of our improved service, we have now introduced NPS Infinity, our new contracting partner who will provide us with a better buying power to allow us to pass on savings to schools along with our new format of Service Selection Sheet which is totally transparent to provide you with costs for all our services.

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.

### **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.

## Services Included

- Reactive Maintenance Service (Helpdesk)
- Refridgeration and Air Conditioning
- Boiler Heating Plant / Mechanical Services
- Kitchen Services and Equipment
- Legionella Management
- Doors and Shutters
- Electrical
- Lifting Equipment
- DDA Equipment
- Fire and Security
- Sports Hall / Gymnasium / Playground Equipment
- Workshop Equipment
- General Building
- Surveys

Our new Service Selection Sheet currently offers a total of 94 services giving you the opportunity to extend your services should you wish, any additional services, where feasible, can be added to with agreement from your school.

For a complete list of all our services with costs, please contact Jayne Mitchinson on telephone no: 01942 610 654.

## 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. To assist in your decision making, we can now also offer, through our Service Selection Sheet, a 2 hour RIBA Architect building walk through and Governor / SMT meeting attendance to help you explore your options.

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.

## It's all about you

Along with our contracting partner, NPS Infinity, 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.

We are proud to say that we now work together with over 70 schools in the Wigan area alone, providing a full range of compliance services under our NPS Infinity Brand.

All our servicing costs are totally transparent as per our new format Service Selection Sheet and you can simply pick as much or as little as you want from what we have to offer. For a copy of our Selection Sheet with costs, please contact Jayne Mitchinson on the contact details below.

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:** Jayne Mitchinson

**Designation:** NPS Services to Schools - Business Support

**Email:** [Jayne.mitchinson@nps.co.uk](mailto:Jayne.mitchinson@nps.co.uk)

**Telephone Number:** 01942 610 654



## O3 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](mailto:dave.harvey@brathay.org.uk)

**Telephone Number:** 01539 441 314





## O4 Brathay Trust: Supporting Children and Families in their Communities

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. We support children and families to improve their wellbeing and help them reach their potential. Working in partnership with you, we will design, deliver and evaluate a bespoke programme to meet local needs.

### Why Brathay are different

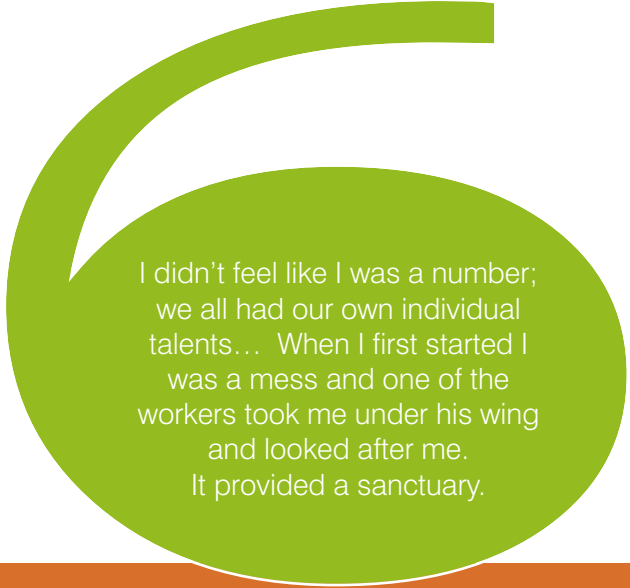
- We focus on positive skills, attitude and behaviours, not problems;
- Our passionate practitioners work with children using our unique Awareness Choice Action approach;
- We have high attendance and retention levels;
- We offer a powerful residential experience as part of the programme;
- Our research and evaluation provides evidence of impact;
- Over 80% retention rate on programmes.

### Example programmes

We offer 3 levels of support: engagement, development and leadership.

This includes:

- Tackling child sexual exploitation;
- Reducing offending;
- Tackling domestic violence;
- Engaging reluctant learners;
- Family resilience;
- Improving mental health;
- Employability;
- Independent living;
- Leadership development;
- Citizenship and social action;
- Training for professionals.



I didn't feel like I was a number; we all had our own individual talents... When I first started I was a mess and one of the workers took me under his wing and looked after me. It provided a sanctuary.

### Contact Details

**Name:** Jon Owen / Kate Sharples

**Designation:**

**Email:** [jon.owen@brathay.org.uk](mailto:jon.owen@brathay.org.uk) / [kate.sharples@brathay.org.uk](mailto:kate.sharples@brathay.org.uk)

**Telephone Number:** 07776 766 955



## 05 Duke of Edinburgh's Award Expeditions

Brathay's Accredited Activity Provider licence enables us to deliver expeditions at Bronze, Silver and Gold award levels.

### What is included

Q&A meetings with 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 £185pp (£195pp if there are no accompanying school staff).  
Silver £280pp no accompanying school staff.  
Gold £385pp no accompanying school staff.

### Additional offer

We can deliver expeditions to young people with additional needs, either camping or with appropriate indoor accommodation. Contact us for more information.

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](mailto:wigan@brathay.org.uk)

**Telephone Number:** 01942 827 097



## 06 Wigan Family Welfare Schools' Counselling Service

Wigan Family Welfare has been providing counselling in schools for over 17 years. At present 52 schools in Wigan and Leigh benefit from this service on a yearly Service Level Agreement basis. The service works in a flexible way to ensure that the specific needs of each individual and school is met. The service has also been used by many other schools on a bought in sessional basis throughout Wigan and Leigh 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, positive mental health and wellbeing

### 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 2016/2017 showed that 85% of issues addressed improved. We operate a dual caseload ensuring that we do not have a cancellation or DNA rate, thus enabling us to deliver 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. We have also been offering supervision for school staff members on a sessional basis, this provision is equally offered on a yearly SLA basis.

Individual Reports can now be provided on request at any time throughout the year for OFSTED or Governors.

### Cost for school counselling on a SLA basis

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 2018-2019

We now offer counselling and Supervision to Teachers on a sessional basis arranged through school at a cost of £50 per session. SLA costs available on request.

### Contact Details

**Name:** Helen Burke

**Designation:** Counselling Services Manager

**Email:** [admin@wiganfamilywelfare.co.uk](mailto:admin@wiganfamilywelfare.co.uk)

**Telephone Number:** 01942 867 888

## Feedback from Schools

All children have the right to a voice. Wigan Family Welfare allows children the opportunity to be heard. The experienced, understanding and approachable counsellors provide an unbiased, confidential and non-judgemental service that is built upon honesty and trust. Children, parents and staff value the counsellors' specialism as they are skilled at building resistance, resilience and confidence. At St Luke's we have witnessed amazing results with our children. The counsellors are friendly, kind, patient and most importantly they listen to our children.

St Lukes

During a recent time of bereavement for the whole school community, Helena and Dawn came to school immediately to provide much needed support to staff and children alike. This was greatly appreciated and helped us on our journey to come to terms with the loss of a highly valued member of staff and a dear friend.

Our school counsellor has provided an essential service, helping so many of our children overcome social and emotional barriers to learning.

12 Apostles School

Wigan Family Welfare provide an invaluable service for our vulnerable students, enabling them to address their personal issues and difficulties in a safe environment with someone fully qualified to support them. We have a wide ranging and vast spectrum of students requiring this service and feel fortunate to be able to offer provision from professionals with different skills sets; matching students to the most suitable counsellor in their time of need. Not only this but in times of crisis the team are flexible and facilitate the needs of the school and most importantly our students.

Westleigh High School

## Feedback from Clients

It has helped to explore my thoughts and talk about my problems without feeling judged. It has been helpful to talk about my sexuality and help me to decide and choose how I want to live my life.

Counselling sessions have helped to improve my confidence which has made it easier to accept mum and Dad splitting up. I have explored my worries and found it easier to adapt to a new routine, I am a lot happier and find it easier to co-operate with day to day life. I am not angry anymore because I understand better.

I am so happy that I am back to myself thanks. I am so grateful for your help. You helped me realise the good and the bad so I can learn from my mistakes in future.

Definitely. It's helped me talk about my thoughts and feeling in front of others. I liked it because when we drew the anger diagram, it made me understand clearer than I did before.

Counselling has helped me through hard times. has helped me develop better relationships, especially with my dad and step mum.

Counselling has helped very much, it has helped me control my anger better, it has helped me make more friends, it has made me much more confident, it has helped me understand my feelings more.

Counselling has helped me improve my confidence and helped me make decisions about me. I have explored some of my worries and I feel happier and improved my self-esteem.

Counselling has helped me to understand what I need to do when I get in a mood. It has helped me to know what to do when I am getting distracted in class. I feel that I have changed because of counselling, my moods, my behaviour and my relationships with mum and dad are better now.





## 07 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 include children looked after by the Local Authority (including care leavers up until aged 25), children who are subject to child protection proceedings (extended by this organisation to child in need and early help), and those children accessing, attempting to access or who have accessed Child and Adolescent Mental Health services (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.

### Cost

£50.00 per hour plus mileage at 0.42p per mile

### Cost to Academies

£50.00 per hour plus mileage at 0.42p per mile

### Contact Details

**Name:** Sue Mapson

**Designation:** Advocacy Services Manager

**Email:** [advocacy@wiganfamilywelfare.co.uk](mailto:advocacy@wiganfamilywelfare.co.uk)

**Telephone Number:** 01942 867 888



## O8 Wigan Family Welfare Children's Advocacy Project

The Wigan Family Welfare Children & Young Person's Advocacy Project has made available to schools and other educational establishments the Advocacy Ambassadors Training Programme which can be tailored as a bespoke package to suit individual schools, trusts or academy's needs. The core training consists of Advocacy Training aimed primarily at pastoral teams, their managers and relevant members of Senior Leadership Teams. The training focuses on how schools can effectively advocate on behalf of young people, utilising the voice of the child in any educational pathway or issue. Not only does this ensure that schools can be seen to consider and include the views and opinions of children & young people, but provides excellent evidence for OFSTED during inspections of inclusion, child-centred practice, and the consideration of the voice of the child in delivering effective education and planning.

The training will include a bespoke section which will be discussed with schools which can be utilised to address any specific needs or issues within particular schools, or address local or environmental concerns that impact on education.

### Cost

The course can be provided for a minimum of 12 people at £50-00 per person and can be delivered in your school. Should you choose for this to take place at an alternate venue then any costs incurred will be met by the school.

#### Contact Details

**Name:** Sue Mapson

**Designation:** Advocacy Services Manager

**Email:** [admin@wiganfamilywelfare.co.uk](mailto:admin@wiganfamilywelfare.co.uk)

**Telephone Number:** 01942 867 888



## 09 CAST NORTH WEST – Alternative Educational Project That Uses Angling to Engage Young People

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 exclusion.

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.'

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.

### 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's new for 2018-2019

Animal care, woodwork and construction

### 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)

### Additional offer

Angling for groups of all disabilities can be arranged, indoors or out.

Specific bespoke projects can be arranged for smaller groups if needed.

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.

**Hope High School - Debbie Cox**

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.

**Deborah Hargreaves  
Moorbrook School**

### Cost

£60 per day per person. Cost can vary slightly with transport.

### Cost to Academies

£150

### Contact Details

**Name:** Neil Farnworth

**Designation:** Project Director

**Email:** castnorthwest@gmail.com

**Telephone Number:** 01257 463 012 • mobile 07939 233 723

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

**Three Towers**

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.

**Abraham Guest**

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.

**Newbridge**





## **O10** CAST NORTH WEST – Additional Needs Therapeutic and Educational Activities

We aim to deliver a range of activities which more than one can be accessed on the day. The activities range from angling, horticulture, animal welfare and land based studies. These can be used in conjunction together giving more variety to the referral. This allows the referral to gain a variety of practical skills and a sense of achievement. This is then used to develop confidence and self-esteem.

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. Other activities available:

Sensory Gardens, Aquaponics, Raised Beds/ Vegetables, Bench Joinery, Flower Arranging/Pressing, IT, Fish Breeding, Craftwork, Cooking, Cycling for All.

Qualifications can be arranged at all levels if needed.

### **Health and Well Being**

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 exclusion.

Activities at CAST make a distinctive contribution to health and well being in different 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 sports or other activities.
- \* 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.
- \* Activities allow sense of accomplishment and pride giving children the confidence to persevere when they face challenges creating an active role whilst boosting self-esteem and taking responsibility for their own feelings.

### **Benefits of Angling**

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.

## Benefits of Horticulture

CAST uses horticulture as a safe and secure place to develop someone's ability to mix socially, make friends and learn practical skills that will help them to be more independent.

Social and therapeutic horticulture is the process of using plants and gardens to improve physical and mental health.

It also improves communication and thinking skills giving more confidence to socialise.

Staff build a set of activities for each referral to improve their particular health needs, and to work on certain goals they want to achieve.

The benefits of a sustained and active interest in gardening include:

- Better physical health through exercise and learning how to use or strengthen muscles to improve mobility.
- Improved mental health through a sense of purpose and achievement.
- The opportunity to connect with others – reducing feelings of isolation or exclusion.
- Acquiring new skills to improve the chances of possible employment.
- Just feeling better for being outside, in touch with nature and in the 'great outdoors'.

## What is included

Access to a range of qualifications from Entry level 1, 2, 3 or Level 1.  
These courses can be suited to the referral embedding all outcomes within the activity.

Therapeutic courses are completed on 10 week periods with options of activities or mix and match.

All materials, equipment and supervision.

Lunch and light refreshments and hot drinks.

Indoor and outdoor angling facility.

Indoor activities allow year round accessibility.

## 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).

**Cost**

The cost to attend would be £55 per day. This would vary if transport 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**

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## O11 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:** Martin Taylor / Darren Fletcher

**Designation:** Managing Director

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**Telephone Number:** 01257 251 502

**Website:** [www.firtreefishery.co.uk](http://www.firtreefishery.co.uk)



## 012 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**

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## **O13** Fir Tree Fishery CIC - Edexcel BTEC Entry Level 3 / Level 1 Skilled for Life

*Target Group: 14+ The programme is aimed at young people in School*

This programme is a perfect opportunity for any young person wanting to improve and develop their employability, self-management and independent living skills. Learners accessing this programme will complete a broad range of carefully selected Entry Level 3 and Level 1 individual credits and will develop a better understanding of personal development skills. Topics that will be developed over the duration of the programme include understating British Values, developing personal and social relationships, the changing nature of culture and diversity, drug and alcohol awareness, crime awareness, budgeting, home management safety and personal hygiene. In addition to this, a number of work preparation credits including developing a CV, Applying for work, Interview skills, Health & safety at work and Investigating career choices will be available. Learners will also develop the skills required for living independently such as ironing clothes, washing and cooking utilising our excellent facilities.

### **Venue:**

The programme will take place at Fir Tree Fishery which has excellent specialist facilities and also an indoor learning centre. In addition Fir Tree Fishery now delivers a School Grounds Maintenance contract.

### **Course details:**

The programme is very learner specific; there a number of available topics to select from focused around PSD, independent living skills and work skills. This will allow for differentiation in the programme delivery specific to the individual learner needs. All learners will aim to achieve enough credits from the Skilled for Life framework to achieve an Award / Certificate outcome. However, individual credits can also be accredited to the learner. The programme is delivered over a 36 week period, 1 day each week. Learners will be involved in a variety of activities and cover the following accredited and unaccredited outcomes.

### **Personal Social and Development:**

The learners will build up a portfolio of evidence to cover topics including:

- Drug & Alcohol Awareness
- Sexual Health
- Crime Awareness
- Equality & Diversity
- British Values
- Health Responsibility
- Personal and social relationships
- Safeguarding
- Culture & Diversity

In addition, the opportunity will be made available to attend a number of offsite visits to places such as the Liverpool Slavery Museum, Supported Accommodation Services and Wigan's Sexual Health Services.

We also have an on-site Occupational Therapist who is available to offer further support to pupils when required. The OT offers pastoral support as well as carrying out assessments and offering support and strategies to help the pupils better manage issues around anxiety, stress and depression. (DAS)

### **Independent Living Skills:**

The new Independent Living Classroom facility will provide us with an area and facilities to deliver independent living skills. Sessions will be delivered to develop skills in:

- Budgeting
- Ironing
- Washing and drying clothes
- Cleaning
- Cooking
- Personal hygiene
- Home management safety
- Independent travel

### **Accredited Work Skills and 'Skilled for Life'**

Pupils will be registered onto the BTEC Skilled for Life qualification and work towards selected credits from the following:

- Creating a CV
- Interview Skills
- Applying for work
- Career Progression
- Working relationships
- Health & Safety at work
- Rights and responsibilities at work
- Solving work related problems

**Additional core and functional skills:**

In addition to the above programme we will also aim to up skill learners in numeracy, literacy and ICT. Core and functional skills such as Maths and English will also be incorporated in all elements of the course. Aspects of the programme will be looking at employability and using our links with Wigan Council, the Job centre Plus and Supported Employment services to research available opportunities. The qualification will also aim to support the learners by developing social skills and building confidence when they work as part of a team.

**Delivery Method:** 1 day a week over a 36 week period.

**Maximum Group Size:** 10 learners.

**Progression Opportunities:**

Learners will be able to access our post 16 education progression routes which will be discussed with the pupils / the school and their families throughout their time attending Fir Tree Fishery. Our Preparing for adulthood provision is designed for young people between the ages of 16-18 and 19+ with EHCP's up to the age of 25. This is for young people with additional learning support needs.

We also deliver Traineeships where learners will work with an employer three days per week and attend our education centre to work towards a qualification.

**Monitoring of learner progression and achievement during the programme.**

All pupils will have a termly review, new goals and targets will be set to help develop learners. All pupil progression will be recorded using an individual learning programme. A portfolio of learners experience will also be developed alongside the portfolio.

**Safeguarding of learners and arrangements for ensuring all learning takes place in safe, healthy and supportive environments:**

Fir Tree Fishery has all the relevant policies and procedures in place such as safeguarding policies and public liability insurance and has worked with a number of schools and organisations including looked after children, Junior angling associations as well as disabled groups and charities. All Staff are sector specific qualified / occupational competent and are experienced in working with learners of all abilities and have experience in delivering the programmes to the identified groups.

**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 one of the specialist classrooms with Lead Tutor and Teaching Assistant 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 of each learner.

**Contact Details**

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## O14 Fix-It UK Ltd

Fix It UK Ltd is based in the Spring View area of Wigan 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.
- Flexible delivery models based on need.

### Cost

£65 per day

### Cost to Academies

£65 per day

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

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## O15 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 2018-2019

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

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## O16 tootoot

Tootoot is an award-winning pupil voice and safeguarding platform that pupils can use to talk about their worries or concerns in a safe and confidential way.



### What is included

#### Pupil Voice

Tootoot gives students a safe voice to be able to speak about concerns such as bullying, cyber bullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. The platform gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.

#### Incident Recording

Recording safeguarding and behaviour related incidents is of the utmost importance for schools, which is why we've made it simple. Give your staff the ability to record incidents on any computer, tablet or mobile device. Best of all? No paperwork!

#### Parent Voice

The parent and guardian feature provides parents with a direct communication channel with their child's school. When combined with the student voice and incident recording feature, through a whole school approach, the impacts are incredible. This feature is completely optional for schools to use.

#### Real-time dashboard and reports

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.

#### Service included:

- Full system set-up
- Unlimited virtual training sessions
- Technical support
- Range of tootoot-focused learning and teaching resources

#### What's new for 2018-2019

**Tootoot champions** – Tootoot champions is a peer support scheme designed to support and empower the pupil voice. Tootoot champions act as advocates within the school for the pupil voice, anti-bullying and mental health.

#### Cost

Wigan Council provides grant funding for 50% of the cost of tootoot for all schools as part of the Deal for Children and Young People.

Prices are dependent on the size of the school, please contact tootoot for a quote. **Please note: At the end of the three year contract with Tootoot the 50% Council grant funding offered will no longer be available, and any further costs associated will be incumbent on schools if they elect to recommission further.**

*Lily Atherton, who is a 'tootoot champion' at Ince CE Primary School, said: "Every school should have tootoot because it's great. It helps all children at school and at home."*

*Jaime Traynor, learning mentor at Ince CE Primary School, said: "The help and support we have received from everyone at tootoot has been exceptional from day one. The children are all really enthusiastic about it and find it easy and straight forward to use."*

*James Winterbottom, director for children's services at Wigan Council, said: "Any form of bullying is completely unacceptable and as a council we proactively support our schools in addressing this major issue. We are very pleased with the take-up and usage of tootoot. The app helps deliver our aims through The Deal to provide all our young people with a safe environment where they can grow and achieve."*

*One of the children at Ince CE Primary said: "I used tootoot and I felt really safe because no one knew that I was telling a teacher about a problem I had and it was sorted out really quickly."*

*Helen Sharples, futures director at Rose Bridge Academy, said: "Working with tootoot enables Rose Bridge Academy to give our students another opportunity to let our staff know if they need some support or help with a situation. The system empowers young people and we feel it supports the strong pastoral systems we already have in the academy."*

### Contact Details

**Name:** tootoot

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## 017 The Sensory Hub and Café

The Sensory Hub hosts two Large multi-sensory rooms and community café.

Multi-Sensory is proven to enhance wellbeing, cognitive development and social engagement.

The Calm Room offers a safe space to explore in a relaxing environment, with bubble tubes, twinkle carpet in a hide-away, vibration bed and ball pool along with fibre optics, projectors and interactive wall panels.

The interactive room has a Magic Carpet interactive floor. You can move the images projected with the movement of your hands/arms, there are educational maths games, history topics and books which can be fully interacted with. There are also vibration bean bags, bubble tubes and fibre optics.

Our community café can be used to help enhance social skills and learn about how organisations support their community.

### What is included

- Onsite support from our volunteers.
- Exclusive use of our sensory rooms.
- Recommendations on how to best use the hub for specific outcomes.
- A safe environment for all abilities and ages in the community.

### Additional offer

- Discount for block bookings.
- Discount for multi room use.
- Open invite to come and look round.

### What's new for 2018-2019

Our new Interactive Multi Sensory Room

### Cost

#### Calm Room:

Individual use £25 per hour.

Group use £35 per hour (max 7 per session)

#### Interactive Room:

Individual use £30 per hour.

Group use £40 per hour (max 5 per session)



*Had a great time with my little girl, she loved it! And such friendly helpful staff too! Highly recommended!*

*Had a fabulous time at Sensoriel today. Amy made us feel very welcome. My little girl relaxed and happy, which doesn't happen often when we go out! We'll be back next week.*

### Contact Details

**Name:** Amy Cotter

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## O18 Mobile Multi-Sensory Service

We create a multi sensory environment in the school for an hour using bubble tubes, fibre optics, projectors and other such stimulating and relaxing equipment; delivering the sessions to small groups or one to one.

The sessions enable children to engage and communicate in a new way, the environment promotes relaxation and a safe space to express themselves and we have found those children who need extra support find the sessions most beneficial.

We have case studies, which highlight positive outcomes for children in both primary and high school settings; who have ADHD, Autism, ASD, Global developmental delay, PTSD to name a few, along with family issues such as sibling rivalry.



### What is included

- Mindfulness; relaxation techniques to utilise after sessions as coping strategies.
- Elements of play therapy are used to give insight and understanding of the children.
- Support for children who are dealing with social and emotional issues, stress, depression, anxiety and behavioural issues.
- Sensory stimulation supports language development, cognitive growth and fine motor skills.
- Support during stressful times, such as exam periods.

### Cost

£48 per hour

### Additional offer

- We structure each session to suit the needs and specific outcomes for the children.
- Close partnership with SENCO lead to provide holistic service.
- The hour booking can be divided into two half hour or three twenty minute sessions for one to one or for groups of up to five.

*Without your service one of last year's year 11 would not have finished school. She has anxiety, depression and dyslexia and found school incredibly overwhelming. Her weekly sessions made a huge difference - she even passed English GCSE (and more importantly, her tractor driving test!)*

**C. Hartley St. Peter's High School**

### Contact Details

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## O19 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, Outdoor Learning 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

15% 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 2018-2019

CPD/Taster sessions and workshops 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.

Advice on Gardening Projects, Eco school and Wildlife areas at your School.



## 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

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## O20 “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.

## 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*

*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*

## Some comments from the children include

*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*

*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.*

#### **Contact Details**

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**Designation:** Program Manager

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**Telephone Number:** 07884 445 216

**Website:** [www.jennymeadows.co.uk](http://www.jennymeadows.co.uk)



## O21 DigiFutures – Developing Home Grown Tech Talent To Plug Skills Shortages

DigiFutures is a specialist centre of excellence for technical and vocational training to develop home grown tech talent using a powerful combination of motorsport and emerging digital technologies to plug acute skills shortages in the fast growth digital and engineering sectors, where thousands of jobs go unfilled. Unique in Greater Manchester, DigiFutures is operated and run by the Blair Project and part funded by Wigan Council.

Based at Central Park in Pemberton, DigiFutures is designed to help learners of all ages and abilities to gain the skills they need to work in a variety of digital sector roles such as cyber security, computer aided design (CAD), rapid prototyping and manufacture using 3D printers (CAM), web and app development, and video gaming.

**A study by Centre for Cyber Security and Education found 66% of UK companies don't have enough cyber security staff to deal with attacks, and predicts a global workforce shortage of 1.8 million by 2022.**

Our hands on learning approach helps students discover hidden talents, and experience success boosting their self-confidence and aspiration. Our training is designed to progress them into well paid jobs or apprenticeships in the digital and tech sectors where average salaries are between £35 - £80k.

The Blair Project is also working with industry and academia partners such as Innovate UK, the Manufacturing Technology Centre, Siemens and Manchester Metropolitan University to name a few to trailblaze new apprenticeships in emerging technologies like additive manufacturing, and artificial intelligence where none currently exists.

Our service includes work placements for pupils to develop the skills, knowledge and experience to compete in the labour market once they leave school.

### Motorsport Stem Offer

Our **ProtoGP Schools Kart Challenge** is the only one of its kind in the UK. Teams of pupils get to computer design, make and build a full size race go kart using a 3D printer, and then race them at Three Sisters Race Circuit in Wigan. Teaches design engineering and team working skills in a fun way to inspire young people to pursue engineering and tech apprenticeships or higher level qualifications.



### What is included

- All equipment hardware, software and / or consumables.
- Blended learning which monitors and tracks learners' understanding, progress and achievement.
- Open awards qualifications available from entry level to level one.
- Our courses run from 12 to 38 week period for 1 day per week

### What is not included

- Transport

### Additional offer

- Teacher Upskilling CPD workshops
- Made In Wigan – Make and Buy Local Initiative in partnership with Abram Ward Co-operative. 13 - 25 year olds get real world experience of trading and being their own boss making 3D printed products that people will want to buy. Products will be sold at monthly teenager and youth markets, Made in Wigan website, and Made In Wigan shop in the Galleries.
- Specific bespoke projects can be arranged for smaller groups, if needed.

### What's new for 2018-2019

EV Grand Prix – electric go kart racing for high school teams where participants get to design their own karts, choosing from many different powertrain options that exist in electric motorsports, and then race them. New to the UK, this MSTEM programme has been developed by the prestigious Purdue University in Indianapolis USA, and is designed to prepare students for a wide range of careers in new and emerging technologies. The UK winners will also get to put their kart to the test by competing in the International Championship at the Racing Capital of the World, The Indianapolis Motor Speedway.

An autonomous (self driving) kart racing MSTEM programme will be offered in Autumn 2019.

### Cost

Digital Training: £60 per pupil

ProtoGP Schools Kart Challenge £10k

EV Grand Prix £15k

£150 – Administration for all open Awards qualifications.

£10 – For printing of any in-house certificates.

### Contact Details

**Name:** Dr Marilyn Comrie OBE

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## O22 Greenslate Community Farm



Greenslate Farm is a unique community run educational centre which offers 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 have a whole range of curriculum based activities for Key Stage 1 right through to Key Stage 4 and beyond, 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 for all 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 offer seasonal outreach workshops within the school environment such as our Bee Life Cycles and Safety workshop and our Chicken and Egg animal lifecycles sessions.

Please contact us for more information.

### What's new for 2018-2019

Our new eco-built Straw Bale Farm Shop and Café is now open featuring a variety of green technologies which are on show to the public. From this we will soon be offering workshops looking at renewable energy and sustainable technologies in practice.



**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**

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**Designation:** Education Co-ordinator

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**Website:** [www.greenslatefarm.org.uk](http://www.greenslatefarm.org.uk)

## O23 Made in Wigan

Abram Ward Community Cooperative has been chosen as 1 of 7 areas within England to create a Place Based approach to reducing inequality via the growth of Community Businesses. To achieve this, and to ensure young people are 'Made In Wigan' we have developed a programme that aims to grow the opportunities for young people to create their own Community Business and trade, making items and developing services that are unique to their Village, and utilising their community assets to achieve this. We aim to reduce inequality across Wigan Borough and create employment skills and opportunities for young people, in turn bringing money into the Wigan Borough economy, and encouraging people to 'Buy Local'.

Workshops are half day for 6 weeks.

In week one we will work with the students to undertake a Community Asset mapping exercise and to allow the students to put ideas down for their community business.

We will then have 4 workshops to allow the students to develop their community business.

Week 6 will then form the basis of a 'Teenage Market' event, upon where the students will be able to showcase their community business and items made, in the form of a Pop Up market within School, in which Parents will be invited.



### What is included

Access to Platt Bridge Community Zone – Wigan Borough's first Community Business hub.

Resources and Tools to develop Products (currently limited to):

- 3d Printers;
- Art and Craft tools and resources;
- Woodworking tools and resources;
- Food and Drink manufacturing tools and resources;

Support from our Community Business staff and volunteers.

### What is not included

- Transport;
- Lunch.

### Additional offer

Opportunity to sell items made within our Town Centre 'Made in Wigan' shop.

**Cost**

Please call to discuss.

**Cost to Academies**

Please call to discuss.

**Contact Details**

**Name:** David Baxter

**Designation:** Manager

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## O24 Altogether Kids C.I.C. - The Parent-Child Connection



A programme of wellbeing delivered in schools and Start Well Centres across Wigan. The programme is currently delivered to parents who are on early help plans or are identified as having other needs. Alongside parents, staff are trained by PCC founders in how to deliver our course, as well as being supported and qualifying in holistic tools such as EFT, Meditation, Mindfulness and Mindfulness based repatterning.

The sessions give parents “time” with professional help to re visit their thoughts, feelings, emotions and any physical issues they may be facing. This gives them to open up and breathe, giving way to realisations about their own parenting behaviors. Parents are given proven strategies to deal with daily events (here and now) with a positive mindset.

### What is included

- An in depth sustainable course that can be delivered by your school staff.
- The school staff will receive one year of full support in delivery and co/delivery. Staff will require a minimum follow up of 2 years support thereafter.
- A 10-week rolling wellbeing programme that your school can feed parents into, as your staff train with us at our venues.
- All support materials.
- Weekly 2-hour sessions with staff and parents, plus one full staff training day each half term.

### Additional offer

- Mindfulness bases inner repatterning training. Coming autumn 2018 available for children, parents or staff.
- Mindfulness and meditation techniques, coming winter 2018.
- Staff wellbeing inset days. Limited availability from September 2018.
- Basic course delivery by our staff to your parents (No staff training).

### What's new for 2018-2019

See additional offers, for our up and coming trainings.

## Cost

Costs vary according to the service you require. Full package with 2 staff members fully trained in our programme and a variety of other wellbeing tools. Over one year with elite support. £5850.00

There must be a purchase of our additional 2 year support after year 1. Your continued staff development is essential to the delivery of our programme. This costs £500 per year after year 1.

A 10-12 week course delivery by our staff, within your venue.  
£1200.00

Mindfulness inner repatterning training, 2-day training course £285

*I have never seen a programme show such profound results, in such a short time.  
Headteacher – Westleigh Methodist Primary*

*Every week, I learn something new about myself.  
Assistant Headteacher  
Westleigh Methodist Primary*

*This course has changed the way I see myself and I've found the confidence to apply for work and I now have a job. I am calmer at home with my children, I don't say no, automatically anymore and I have stopped shouting.  
Thank you so much.  
Parent @Westleigh Methodist.*

*I have carried the weight of my attack, since I was 12 and I have had stomach pain since that day. I cannot believe that I feel no emotional trauma anymore and my physical pain is gone.  
This is amazing, I am in awe.  
Gemma Heaton – The Happiness Project.*

*All the blocks that have stopped me from doing things in the past, are melting away. I don't waste my energy on the things that don't matter anymore. I can feel myself becoming free.  
Westleigh Start Well Manager.*

## Contact Details

**Name:** Angela Connolly or Linsay Chesworth

**Designation:** Directors

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**Telephone Number:** 07752 810 123

**Website:** [www.altogetherkids.co.uk](http://www.altogetherkids.co.uk)

*No matter how hard I try, I cannot bring the memory or the feelings of my trauma back into my mind. I used to think about it every day and now, I don't think about it at all. Since you worked on me, my son's behaviour has changed. He no longer attacks me. I can't believe what has happened, it is like magic.*

*Parent @  
Westleigh Methodist.*

*I used to have to refer on to outside agencies and wait for intervention. Families now have instant access to this programme and although referral may still need to happen, we can give instant help. I gain much more insight into the family dynamic and the impact that this course has on the family's progress is huge.*

*Pastoral Manager  
St Johns Primary Leigh.*

*I have suffered from non-epileptic seizures every day for 3 years. The doctors told me it was caused by my subconscious mind and that mindfulness was the only thing that could help me. I was only given a half day introduction and I didn't really understand it. Since coming on the course my seizures have decreased. I had a full week without 1 seizure. That hasn't happened to me in such a long time.*

*This course has given me hope for a brighter future.  
Parent @ Westleigh Methodist  
Primary School.*

*I used to have to refer on to outside agencies and wait for intervention. Families now have instant access to this programme and although referral may still need to happen, we can give instant help. I gain much more insight into the family dynamic and the impact that this course has on the family's progress is huge.*

*Pastoral Manager  
St Johns Primary Leigh.*

*I used to wake up with a feeling of dread because I knew that I had to deal with my mother in law's dementia. I would be stressed as I woke and snap at my children. That feeling of dread has gone, I don't understand how the techniques work so well, but they do, and I am free to be me.*

*Parent - St John's Primary  
School Leigh.*



## O25 Fuel For School

An education package and food boutique program that work towards edible food waste reduction and reducing food inequalities. The education package teaches people about the use by and best before dates and how to tell if your food is safe to eat. The project enables families to try new foods at a low cost, share food with their families or take home for their neighbours which can help build communities. The package aims to break down one of the main barriers to learning which is hunger in a morning by ensuring families and schools have access to the edible food waste across the borough.

### What is included

Our Service Level Agreement provides schools with an education package around food waste reduction, cooking sessions and assemblies. In addition, we provide the school food for a food boutique (a market style stall providing food on a pay as you feel basis. Pay as you feel donations remain in school) to be run once a week to allow access to edible wastes food for parents and staff. In addition, we provide recipes for parents and children to take home and try, and produce information to support the 'food boutique' and on reducing food waste (we can facilitate one school assembly on the topic of reducing food waste). We also provide volunteering opportunities for parents and pupils to get involved.

**All schools will also receive 2 cooking classes a year. Each class will be made up of 10 children.**

### Cost to Schools and Academies

£3000 per year. (Pay monthly option available).



### Additional offer

Additional food for school use will be available to use in school for breakfast clubs, snack time or an extra food boutique.

### Contact Details

**Name:** Katy Brittain

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## O26 Leigh Ornithological Society Young Birders' Club



### Service description/purpose

- YBC are the award winning\* Education Team at Leigh Ornithological Society.
- The main aim of our activities is to help give young people a long term interest in wildlife, particularly birds and the environment.
- The team (all volunteers) includes three former teachers, a chartered engineer and a PA.

**For more information on our activities, visit <http://www.losybc.blogspot.co.uk>**

Leigh Ornithological Society is a registered charity (Number 504889) run by volunteers and has been in existence for over 40 years. Visit [www.leighos.org.uk](http://www.leighos.org.uk) for more information.

***\*The LOS Young Birders' Team were the overall winners of the 'Celebrating our Achievements' award at the Wigan Greenheart Awards in June 2014.***

### What is included

- We do **FREE** interactive workshops in primary schools, typically lasting 90 minutes or so and usually with Yr4 pupils, about birds and other wildlife. These include quizzes and constructing a bird ID dial, and the content has links with the National Curriculum
- So far we have visited:
  - Leigh C. of E. Junior School, Leigh
  - Gilded Hollins Primary School, Lowton
  - St Thomas' C of E Primary School, Leigh
  - St Richard's RC Primary School, Atherton
  - St Catherine's RC Primary School, Lowton
  - Bedford Hall Methodist Primary School, Leigh
  - St George's Central Primary School, Tyldesley
  - St Anne's Primary School, Standish Lower Ground

### Additional offer

- We also organise guided nature walks, e.g. to Pennington Flash or Lilford Park (and we can also loan out a few pairs of binoculars).
- A talk by a naturalist on Leigh Guided Busway.

- Flixton Primary School, Flixton
- St. Stephen's Primary School, Astley
- St Philip's Primary School, Atherton

We have visited most of the above schools at least twice and some, several times.

Other groups visited include:

- 13th and 18th Leigh Beavers
- Astley Beavers
- 1st Culcheth Cubs
- 8th Wigan Boys' Brigade, Hindley
- St Catherine's Cubs, Lowton
- Leigh Rotary Club
- Greenheart Forum, Wigan
- Lowton St. Mary's Brownies

### **What's new for 2018-2019**

Litter pollution and its effects on wildlife and the environment

### **Cost to Schools and Academies**

We might ask for some photocopying etc. to be done but apart from that the service is free.

### **Testimonials**

Testimonials are available from Mr D. Nash, Headteacher, Gilded Hollins Primary School, Lowton; Mr J. Clegg, Class Teacher, St, Catherine's RC Primary School, Lowton; Ms K. Chambers, Class Teacher, St Thomas' C of E Primary School, Leigh.

### **Contact Details**

**Name:** George Pike / Tony Bishop

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## O27 On Your Bike project

Development of a three year operational cycling strategy to increase the number of people cycling across Wigan Borough focusing on areas of high deprivation but with a common goal of improving cycling provision, accessibility and awareness.



### What is included

- The recycling of old bikes and making them road worthy again.
- Taking cycling out into the community with our new mobile cycle pod.
- Delivering taster sessions or blocks of activities targeting community groups, schools, workplaces and individuals in areas of high deprivation.
- Providing affordable bikes/cycling equipment to groups. This is done through selling bikes at a heavily subsidised rate dependent on financial need and other factors.
- Delivering high quality training such as learn to ride, road rider ready, ride leader and basic/intermediate maintenance courses (for adults).

### What is not included

Bikeability - Learning to ride a bike. The teaching of the National Standard to school pupils.

### Additional offer

Permanent cycling pod in communities/schools where a pattern of frequent cycling has been established.

### What's new for 2018-2019

This is a new project funded until May 2020.

### Cost

Free service

### Contact Details

**Name:** Chris Evans

**Designation:** Project lead

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## **O28** Scooters in School



Scoot Fit are the experts at putting scooters into school, increasing fitness and active travel levels. We are the suppliers of expert training and the sale of equipment required for Scoot Fit.

### **What is included**

#### **1) Experience day or Reward day**

A day for the whole school with seven 40 minutes sessions covering Reception to Year 6 in a day. We come to your school, bring all the equipment required, lay out a track with low level ramps which the children scoot around whilst listening to music, it's like a disco on 2 wheels. The whole school is bouncing.

#### **2) Find the children who can't scoot 1 day**

Over 40% of children in EYFS and Key Stage 1 don't have the required stability or balance to be able to scoot correctly due to their standing leg not being strong enough just yet. This figure drops to 10% in Key stage 2. These sessions are all about finding those children and getting them scooting successfully.

#### **3) Active travel training 1/2 a day per class**

These morning or afternoon sessions are aimed at improving a child's overall control of the scooter and improving their performance whilst scooting. Children are taught in more detail about Scoot Fit techniques and how this will improve their scooting outside of school.

#### **4) Scoot to school programme**

Would you like more children scooting to school? We can work with you to get more children and scooting to school by taking them on personalised journeys from their house to school and back again. This will give children more confidence and be more aware of hazards on their journey.

#### **5) Playground level 1 basic training 1/2 a day per class**

If you want to start a scooting club in your school, it's important children and teachers understand how to scoot safely whilst having fun. These sessions are tailored to your school's playground because no playgrounds are the same. We practice a variety of things including speed management, scooter control and how to be safe.

#### **6) Parent child engagement sessions 1 day**

Do you want to increase your engagement with parents and motivate them to scoot to school with their children? We've found that 6 out of 10 adults who try scooting really enjoy it and would consider taking it up as an activity. Adults generally scoot for 3 reasons, save time, get fit or spend time with their children in a new leisure activity. This is a really fun day for everyone.

## What is included

### 7) School disco at the local leisure centre 1 hour

We can provide a scooter disco for families from your school at the local leisure centre. We provide all the equipment, including scooters for children and parents, ramps and music. Check out our Facebook page ScootFitDisco to see what this looks like. A great way to celebrate an achievement outside of the school environment which includes children, teachers and parents.

### 8) Scoot Fit school

Do you want scooting to become a permanent fixture in your school? Then why not become a Scoot Fit school and have a permanent, sustainable activity that will last a lifetime. We will help you purchase all the necessary equipment, 30 scooters, adult scooters, safety equipment, ramps, music and training for you to use this activity in PE, extra curricular clubs, Golden hour, Sports days.

**Scooting burns 30% more calories than cycling and running.**

**Scooting is faster than walking, 20mins walk completed in 7mins.**

**Scooting is safer than riding a bike on the road.**

**Timetable for Experience/Reward day.**

1) 9.05 - 9.40 / 2) 9.45 - 10.20 / 3) 10.25 - 11.00 / **Morning break** / 4) 11.20 - 11.55 / **Lunch** / 5) 13.00 -13.40 / 6) 13.45 - 14.20 / 7) 14.25 - 15.00

### Cost

£400  
Other services please ask.

### Cost to Academies

£400  
Other services please ask.

### Contact Details

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**Designation:**

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## O29 The Lancashire Wildlife Trust – The Bickershaw Project



Lancashire,  
Manchester &  
N Merseyside

The Bickershaw Project is a three year project that will transform the former Bickershaw Colliery into a country park that benefits local communities and wildlife. The project offers opportunities for pupils interested in furthering their knowledge of environmental issues and countryside management techniques.

Pupils can learn how to use quadrats, learn about the local history of the mining industry, and practice their survey techniques. Alternatively they can come along for a regular volunteering day and get a taste of what it is like working in the environmental sector.

The hands on volunteer days will provide valuable training and experience for secondary school students looking to add to their CV's. Typical days will be centered around improving the pathways and access on site through the removal of trees / scrub vegetation and habitat improvements.

Primary schools are welcome to get in touch to organise a site visit or planting session. The groups can learn about food chains, habitat comparisons between ponds and grassland, how plants grow and other enrichment activities.

### What is included

- Tools and equipment provided.
- Training opportunities.

### What is not included

- Transport not included.
- No facilities on site.
- Refreshments not included.
- Wet weather gear not included.

### Additional offer

### Cost

Free

### Cost to Academies

Free

### Contact Details

**Name:** Hamish Jefferson

**Designation:** Project Officer

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## O30 The Brick



The Brick is a Charity in Wigan which offers services to people who are homeless, in poverty or facing debt crisis. We have a new Reuse and Recycle Project which has been introduced to raise awareness around reducing waste, re-using and recycling right. We offer interactive recycling awareness sessions to schools and community groups. Through this education we will offer training and volunteering opportunities in order to increase employability and upskill people in the process.

If you would like to arrange an interactive educational session or would like further information about the project please contact [enquiries@thebrick.org.uk](mailto:enquiries@thebrick.org.uk).

The Brick's Foodbank is the largest in Wigan and relies heavily on volunteers, however we also offer other volunteering opportunities in administration, crisis intervention and catering and welcome volunteers who can offer as little as one hour to a full day. For more information about these opportunities, please contact [enquiries@thebrick.org.uk](mailto:enquiries@thebrick.org.uk).

### What is included

Interactive recycling sessions (groups of 20 children max) are approximately 30 minutes long and include:

- An overview of why recycling is important.
- How we can reduce waste we create by reducing and re-using.
- What happens to the rubbish we put in our recycling bins.
- Rubbish sorting.

### What is not included

Stationary – pens, paper etc.

### Cost

Free

### Cost to Academies

Free

### Contact Details

**Name:** Melanie Walls

**Designation:** Reuse and Recycle Education Co-ordinator

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**Website:** <http://www.thebrick.org.uk/>



## O31 Wigan & Leigh Young Carers



Wigan and Leigh Young Carers are the primary provider of respite services to high-need Young Carers in the Wigan Borough. We support three age groups 5-11, 11-16 and 16-24. We are contracted by Wigan Council to undertake statutory Young Carers Assessments and to work to build understanding and capacity for support for Young Carers in the Borough's High Schools.

### What is included

Young Carer Awareness Training:

This free one-hour session provides a general introduction to the evolving situation concerning Young Carers.

We cover:

- the nature of Young Carers;
- inappropriate caring activities;
- the impacts of caring whilst young;
- local and national initiatives on early identification and ongoing support;

We also provide an overview of Wigan and Leigh Young Carers' services and ethos.

### What's new for 2018-2019

Funding is in place from the Coalfields Regeneration Trust to support Counselling.

### Additional offer

WALYC provides respite after school groups for high-need young carers split into the following age ranges:

5-11

11-16

16-24

Referral to WALYC is for an assessment of need and services will be offered according to the outcome. This may be a place in a respite group or other activities.

Assessment looks at the support in place for the needs of the whole family.

The Charity offers various services for the young carer/family please see the website.

**Cost**

Free to Primary Schools subject to availability of staff.

Free to High schools in the Wigan Borough.

Testimonials - Please see our website.

**Cost to Academies**

Free to Primary Schools subject to availability of staff.

Free to High schools in the Wigan Borough.

**Contact Details**

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## O32 Wigan Athletic Community Trust: Latics Enterprise Academy



Latics Enterprise Academy works with secondary schools to develop young people's understanding of business and enterprise. The key aim is to improve learners' attitude, motivation, communication, reasoning skills and understanding of business and enterprise as a whole. The Community Trust is a registered centre with awarding bodies NCFE, OCR and ASDAN, with qualifications ranging from Entry Level, Level 1 and Level 2.

### What is included

The programme aims to engage and inspire disengaged learners by raising awareness of roles, responsibilities, job opportunities and the day to day running of a football club.

It caters for 10 to 15 learners from Key Stage 3 to Key Stage 4 and topics covered include:

- Understanding enterprise and business.
- Advertising and customer service.
- The role of social media.
- Literacy and numeracy skills in a work place setting.

The programme will help learners improve their confidence, communication, presentation skills and raise learners' aspirations.

Latics Enterprise Academy can be accredited by OCR, NCFE or ASDAN, providing learners with a qualification or alternatively it can be delivered without accreditation.

Lessons can be held at a range of venues including the DW Stadium or schools, and can be delivered over one term or a full academic year.

### Additional offer

Enterprise Challenge - National competition and challenge set by the Premier League in which students are required to respond to a current football related matter. Each club runs their own heats in which a winner is selected to represent their respective club at the regional finals, and potentially national stages of the competition.

Level 2 Certificate in Enterprise - Aimed at Year 10 and Year 11 learners as an alternative option as part of their GCSE's. The course runs one full day over two academic years and each learner will receive a full Wigan Athletic tracksuit. Topics covered include:

- Introduction to business and enterprise.
- Marketing for business and enterprise.
- Finance for business and enterprise.
- Plan, develop and participate in a business or enterprise project.

Level 2 Certificate in Sport - Aimed at Year 10 and Year 11 learners as an alternative option as part of their GCSE's. The course runs one full day over two academic years and each learner will receive a full Wigan Athletic tracksuit. Topics covered include:

- Fitness for sport and exercise.
- Practical sports performance.
- Leading sports activities.
- The mind and sports performance.

*I have been absolutely delighted with the partnership my school has been able to develop with Wigan Athletic Community Trust.*

*Our students have been given first-hand experience of the day to day running of a professional football club. The programmes the Community Trust deliver provide our students with the knowledge and understanding of so many different aspects of professional sport, not just necessarily the playing side, providing our learners with lots of inspiration to about other potential career paths. It has definitely made our pupils aware of different job roles that they most certainly wouldn't have been aware of. Our students have come on leaps and bounds and I'm very much looking forward to the future and seeing what other work we can do with the Community Trust.*

*Joanne Ackers, Head of Year,  
Standish High School.*

## Cost

The programme is backed nationally by both the Premier League and Sport Relief, so the only cost to the school is accreditation of the qualification.

OCR Entry Level 3 - £26 per learner

ASDAN - £7 per learner

NCFE Level 1 Business - £51 per learner

Level 2 Certificate in Enterprise / Sport - £1000 per learner and an additional £1000 administration fee per group.

Each programme provides additional benefits and incentives:

- Match day tickets.
- Stadium tours.
- Workshops held at the DW Stadium.
- Training ground tour to meet the players and manager.

*Staff from the Community Trust are fantastic role models to our students as they are friendly, helpful and accommodating. The resources used are very appealing visually and capture our students' imagination. The course content has given learners challenges involving skills such as literacy and numeracy which are essential for life, but more importantly the course has made our learners become independent and their enthusiasm and interest is brilliant.*

*Jane Galbraith, Head Teacher,  
Lathom High School*

## Contact Details

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## O33 Wigan Athletic Community Trust: PE Support



PE Support provides an extensive year long programme that covers curriculum and extra-curricular sessions that are planned and delivered in accordance with the PE National Curriculum. PE support allows your school to create a bespoke package suitable to your school's needs, and we can work with pupils from Reception Class to Year 6 and can cater for all learners' physical and learning needs and abilities.

### What is included

All lessons are planned and delivered in accordance with the national curriculum with each school receiving a scheme of work for each year group worked with. Each half term/full term focuses on a different aspect of the curriculum with topic related assessments being completed.

PE support will provide all the following:

- Insurance documents, risk assessments and DBS checks.
- All staff hold a Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport and a variety of coaching badges.
- Long, medium and short term plans for each year group.
- Termly assessments for each year group.
- CPD workshop for all school staff at school.
- All equipment is provided by Wigan Athletic Community Trust.

PE Support is a bespoke offer that allows your school to create a package that is suitable to your school's needs.

### Additional offer

Special Educational Needs - Accessible PE lessons and sports specific sessions for pupils with physical and learning disabilities.

Extra Curriculum - Breakfast, Dinner Time and After School Sports Clubs can all be delivered in the same day. The extra-curricular clubs are sport specific or topics best suited to your school's needs.

School of the Week - Promote the relationship between your school and Wigan Athletic by highlighting the club's partnership through the club's social media platforms. A selection of children are invited to a Wigan Athletic home game where they will receive a match day programme, visit the changing rooms and meet the players prior to kick off. These children will each receive tickets for the game and one adult ticket per child.

PE support can also provide:

- Match day tickets as incentives for pupils.
- Stadium tours and workshops at the DW Stadium.
- Training ground tour to meet the players and manager.



*School staff are delighted with the work the coaches are doing. They have built very strong relationships with our children and the engagement levels are a pleasure to see. We have a number of children with challenging behavior in school and the coaches deal with these extremely well. They seek to find solutions to deal with problems that arise and often find ways of ensuring these children engage with their learning. They are a breath of fresh air in school and are a credit to the Trust.*

*Phil Ivory, Headteacher,  
St George's Primary School.*

*The link between ourselves and Wigan Athletic Community Trust is very, very strong and the staff who visit our school are more than willing to listen to us. We've had a fantastic relationship with them for a number of years and they've always met our needs. The CPD delivered by Wigan Athletic Community Trust has enabled our staff to embed differentiation throughout PE lessons.*

*John Rushton, Headteacher,  
Our Lady R C Junior & Infants School*

## Cost

Package one - £2000 - Includes one half day each week, either morning 9am-12pm or afternoon 1pm-3.30pm.

Package two - £4000 - Includes one full day each week.

Packages are bespoke and can also be tailored to your schools needs starting from £25.

## Contact Details

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## O34 Wigan Athletic Community Trust: Primary Stars



Primary Stars aims to work with primary school teachers during curriculum time to increase their knowledge and confidence in delivering PE lessons. To achieve this we provide high quality delivery to pupils against the PE National Curriculum, with examples being, planning lesson ideas, differentiation and methods of assessment of learning and assessment for learning. The project provides workshops in PSHE, literacy, maths and healthy lifestyles alongside practical PE lessons, allowing your school to create a bespoke package suitable to your school's needs. Primary Stars works with pupils from Reception Class to Year 6 and can cater for all physical and learning needs and abilities.

### What is included

Teacher Mentoring - Wigan Athletic coaches will work individually with teachers to increase their knowledge and confidence in teaching PE lessons.

Continuous Professional Development Workshops - Workshops will run for one hour on planning, differentiation or assessments. Workshops can be delivered during inset days or afterschool to teachers and teaching assistants.

FA Primary Teachers Award - The course provides an introduction on skills, knowledge and understanding required to plan and deliver high quality PE lessons. A maximum of two teachers to attend the course FREE of charge

After School Sports Club - Wigan Athletic coaches will organise and deliver after school sports clubs in a sport of your choice. The after school sports clubs will runs for ten weeks and can be split into two, five week blocks that look at two different sports.

All staff have a Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport, Level 3 Award in Assessing Competence in the Work Environment and a variety of coaching qualifications.

Primary Stars is a bespoke offer that allows your school to create a package that is suitable to your school's needs. All equipment is provided by Wigan Athletic Community Trust.

### Additional offer

PSHE - Classroom based activities focusing on diversity, inclusion, resilience, self-esteem, teamwork and values through classroom activities. This will encourage learners to share and express their feelings and opinions.

Literacy - Classroom based lessons delivered to small groups of learners or to a full class focusing on comprehension skills. Learners will be set reading challenges and will be asked to complete tasks based around short stories.

Enterprise - Classroom based lessons showing pupils how Wigan Athletic is run as a business by exploring the different departments and understanding the importance of all staff members involved at the club.

Healthy Lifestyle - Practical and classroom based activities looking at the importance of healthy eating, benefits of exercise, how the body changes when we exercise and practical fun and simple exercises that can be done at home.

Playmakers Award - Practical and classroom based activities that help pupils develop important life skills such as organisation, communicating effectively and working with others. The programme aims to develop learners' ability to take responsibility to set up and lead mini activities during play times. Additional cost for certification if required.

*The mentoring element of the programme is a great benefit to our staff. It gives them the chance to work with experienced coaches and to share and learn ideas from them. We have a great emphasis on PE in the school and having the chance to upskill staff through this project is a great opportunity for our school to improve the standards of their PE lessons going forward.*

*Steve Hardaker, Headteacher,  
St Luke's Primary School*

## Cost

To access 10 FREE full days of support over a ten week period, 30 children must participate on the afterschool sports clubs that cost £3.50 per child per session. The total cost of the project is £1,050 for the 10 after sports sessions, 10 full day curriculum support days and any additional options from the table above. This can be funded by pupils or alternatively the school can fully or part fund the project.

Healthy Hearts - Practical and classroom based activities for Year 5 and Year 6 pupils on the importance of good heart health whilst raising awareness of CPR. Learners will complete the improving heart health workshop, a physical workout, a call push and rescue workshop and create a persuasive advert to encourage a healthy heart.

There is no additional cost for the following apart from the accreditation for the Playmakers Award.

Information on 12 competitions held in partnership with the Schools Games organisers in a variety of sports from football to dance that are open to both Key Stage One and Key Stage Two.

*The coaches deliver great sessions and are really good with the children. Fantastic engaging lessons that stretch and challenge all children's abilities. The coaches provide great resources and ideas to teachers that help massively with differentiation.*

*James Lomax, Year 5 Teacher,  
Orrell Holgate Primary School*

## Contact Details

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## O35 Wigan Athletic Community Trust: Pathway 2 Participation



Pathway 2 Participation is a mentoring project for young people aged 12 to 16 who may have low confidence, are vulnerable or at risk of exclusion from school. Over 12 weeks, the young people take part in activities designed to improve their well-being and behaviour at school whilst also raising their aspirations and ambitions.

### What is included

Pupils take part in activities that are educational, confidence building and physically challenging at locations which will encourage the pupils to attend outside of school. The young people may also complete awards and accreditations such as Heartstart, Mental Health Awareness and Junior Sports Leader. More information on the project can be found at <https://www.youtube.com/watch?v=CJ45yNV6kul>.

### Cost

The programme is bespoke therefore costs depend on size of group\*, length of project and activities delivered. A 12 week project for 10 pupils (including transport) may cost in the region of £2000 depending on the activities and awards selected.

\*Minimum numbers apply.

*We had a number of students with a range of different presenting difficulties. We had students who had massive improvements in confidence, attendance, behavior and punctuality. Every student got something out of the scheme, as well as lifesaving advice from the Heartstart course at Leigh fire station.*

*The improvements in confidence have been massive. One student hardly spoke and now is comfortable talking to many different students and members of staff. Attendance with some students has increased by up to 7% and reductions up to 10 times in the number of behavior issues around school.*

*After bringing students three times on the P2P it is a fantastic provision and I would highly recommend it to all school for vulnerable students and students with confidence issues. The range of activities on offer is fantastic.  
Tom Rowe, Standish Community High School*

### Contact Details

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## O36 My Life Legacy



My Life Legacy is a charity based at Thompson House Equestrian Centre in Standish and Leigh Sports Village. We can offer experiences to full classes, schools as one offs or as a series of curriculum based activities to children and young people of all ages and abilities. We specialise in outdoor learning including forest school, woodwork, animal care, confidence and team building, horticulture and offer wider creative learning in media, dance, drama, upcycling, craft and cookery and much more.

We specialise in providing a wide range of learning, support and work experience for children, young people and adults with special educational needs and disabilities in an alternative environment. Our skilled team work in a person centred way using Social Pedagogy (head, hand and heart) to find a common interest to engage the learner, build a positive relationship and create an educational experience that can engage young people who have struggled in regular learning environments.

### What is included

Individualised, bespoke educational packages for any age of child or young person currently on role at mainstream or special school.

Small groups, classes to the whole school - we offer a wide range of experiences for children and young people of all ages and abilities as a one off or a series of sessions. We can offer bespoke programmes that meet your curriculum requirements.

Inclusive School Holiday Programmes for children of all ages and abilities.

### What is not included

We would be willing to talk through supporting any child or young person and only through discussion could we understand their needs and requirements.

No group too small or too large – we have enough room for whole schools and are flexible enough to meet a wide range of opportunities.

Ideally from 8 years upwards – however we may consider a young child with support needs.

### Additional offer

Open to discussion.

## What's new for 2018-2019

We are a growing charity that has developed from the needs of local people. We have grown in size as a charity. As well as all the various facilities we now have on site a new animal care classroom, media suite, artist in residence, up-cycling project, pop up kitchen, sensory garden, My Life Cycle (repair and recycle cycles), a larger range of animals on the farm and plan to develop a Forest School Programme for all local schools to utilise in 2018.

We have recently built 2 more holiday lets and are CQC registered to provide individualised care and support to children and young people on site in our fully accessible holiday lets or in the child or young person's own home.

### Cost

Bespoke educational packages can vary according to the child and young person's needs.

Class / group activities for primary schools from £10 per day.

School holiday activities from £10 per day.

Please do enquire as we are very flexible.

### Cost to Academies

Bespoke educational packages can vary according to the child and young person's needs.

Class activities for primary schools from £10 per day.

Please do enquire as we are very flexible.

## Case Study 1

A is a young man with a diagnosis of autism, social interactive issues and oppositional defiant disorder. He came to us on role at his mainstream school in year 11. Until this point he had only attended school for 20 mins per week in the last 3 years. During this time he would only sit in the reception area and was completely disengaged and had no interest in his peers or being part of the mainstream. He started to come to My Life in September 2016 and came for one day per week whilst on role at his high school.

He worked alongside our site maintenance team flagging, decking, bricklaying and joinery. We have applied his functional skills learning in practical ways and the outcome has been significant in areas of social interaction, attendance and positive engagement and a willingness to learn. He increased his attendance to 3 full days per week, continued to be totally engaged with people around him, he has developed friendships which are being realised outside of My Life and as he left school he started coming full time in September 2017.

Once he started full time we had to modify the pathway into an apprentice programme doing health and social care as he had exceeded our typical SEND pathway and achieved more being seen as a colleague rather than a student. He has exceeded all expectations as he has joined the Duke of Edinburgh group and as part of his incentive to take his GCSEs prepared and climbed the highest mountain in North Africa with our adventure fundraising team. This was a gruelling 7 days to climb over 4000 metres living with 22 other people, camping, eating together and all the things we were told he struggled doing, however the journey brought out his compassion for others and his ability to be seen as 'one of us'.

Although he didn't do well in his GCSEs, doing his functional skills as part of his NVQ has proved his capability as he achieved a good 85% in both Maths and English. His potential is significant as he is a very creative young person – we are developing a small social enterprise in screen printing and he will be working on this project over the next view months with the aim of him running it in the longer term.

Although its still early days we have seen a remarkable difference to virtually 100% attendance. He is making his own way to work, is just taking his motor cycle driving test and his family life has significantly improved. We can see a young person who was formally disenfranchised and had the potential to withdraw from society to be a fully contributing member of his community.

## Case Study 2

S is a young man age 22 years with extremely complex health needs – ventilator, tracheostomy etc. He lives at home with family and although he has a personal health budget and some amazing personal assistants, having people constantly in your home can be very intrusive. My Life offers holiday let style respite in wooden accessible chalets which enable S and his team to come and stay in a great environment. This has given the family a regular break each week whilst enabling S to invite friends round.



### Case Study 3

We have worked with a special school providing a course in animal care and horticulture 1 day per week with approximately 10 students. This has comprised of work based learning and has given them a wide range of practical skills. The students have been attending for the last two years and have built their confidence, initiative and their ability to follow instructions in work like environment and complete tasks.

### Case Study 4

J has attended My Life for a year over 1 day per week and is now in year 2. He has significant issues being alongside others and has over the years has shown great anxiety levels attending school and college. He has been working in the horticulture team where he works and has breaks alongside the team. His family report him really looking forward to coming and are wanting to increase his days as he is struggling attending a more traditional college environment with a lot more students.

#### Contact Details

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## **O37** Wigan STEAM CIC

Wigan STEAM is a creative organization putting the Arts into Science, Technology, Engineering and Maths. Our sessions include Digital Music, Creative Coding, Digital Citizenship, E-Textiles, Inventor Days and full school STEAM days. The workshops are designed to support delivery of the ICT curriculum and can be delivered to support topic work. Our activities are designed to foster qualities including creative resilience, curiosity and creativity in children and young people of all ages and abilities.

We're proud to deliver our Education Programme in schools in the Wigan Borough and beyond. Our programme includes digital, scientific and creative projects. Events can be run for a single day or be held over an entire term as part of a larger scheme. We are able to deliver Arts Award accreditation in our projects from Discover to Gold Level

Our work is underpinned by a passion to support children and young people to develop 'The 7 C's'. They are confidence, curiosity, collaboration, communication, creativity, commitment and craftsmanship. These qualities are critical to equip them with the skills and resilience to innovate and develop in their future lives and careers.

An important part of our work is signposting children and young people to future careers and study in the STEM sectors, with pathways and opportunities highlighted throughout the sessions. Our schools sessions are designed to be delivered across the curriculum and can be tailored for pupils with SEN and behavioural issues. Prior to confirming your booking one of the Education Team will visit you at school to assess the delivery area and tailor the session to participants specific needs. We've included a brief description about each workshop here but for more detailed information and costings get in touch with the team using the contact form at the bottom of the page. Happy Inventing and Making!

### **Wild Ideas**

This workshop empowers and encourages children to think creatively and to learn to present their BIG ideas to their peers. The session encourages collaboration and critical thinking.

### **Adventures with Inventors!**

This fantastic session gives children an opportunity to solve a problem creatively using science, technology, engineering and maths. The problem might be something they've already identified in their own lives or it might be something the school or class want to tackle on a larger scale.

### **Junkyard Hackers**

We go back to a time before tablets and mobile phones were in every home, to challenge children to create a vehicle, a habitat, transportation or entertainment device using motors, LED's, smart materials, Little Bits systems and lots and lots of JUNK!

## **E-Citizens**

This programme includes modules on Digital Safety, Safe Social Media, Digital Citizenship and Critical Thinking. The sessions empower children to protect themselves online, identify fake news and malevolent people, and become positive digital role models.

## **Circuit Makers!**

These electronics workshops include learning about circuits to make interactive artworks and sculptures. Options include smart fabrics, wearable tech and paper circuits.

## **Amazing Animators**

These sessions are designed for children to unleash their imaginations to create 2d and 3d animations. The sessions can be delivered as part of a theme week or as a standalone activity.

## **Green Screen Wizards**

Children are invited to use our green screen and animation technology to create worlds and environments of their own creation. This workshop is a brilliant introduction to critically assessing the difference between what appears on a screen and real life.

## **Textiles**

Our textile workshops are practical sessions that involve using natural and synthetic dyes and materials to create a multitude of artworks, including Batik fabrics, wall hangings and interactive e-textiles.

## **Ceramics**

The ceramic sessions include historically accurate workshops to create Roman and Greek artefacts. Sessions can include the Greek Gods, Roman Lamps and Egyptian Shabtis. All pieces are made in school, fired and glazed in our kiln, and returned to school as completed items.

## **Mosaic**

Our mosaic work can be found in schools all around the North West. Individual pieces can be made in a greek and Roman style or larger collaborative works can be produced as a class or year group. Recent works include a commemorative mosaic at Shevington Vale, a Remembrance Plaque at Shevington Library and a Poppies mosaic at Sunshine House.

**What is included**

All materials.  
Trained staff.  
Learning materials.

**Additional offer**

As part of our service to schools we are able to offer staff training in:

- Digital Music Making.
- Creative Coding.
- E-Textiles.
- Inventor Days.

We are happy to attend careers fairs and tasters days to signpost careers in the Creative and STEM Industries.

We can support Digital Citizenship with sessions designed specifically for parents and carers.

*Wigan STEAM is an established and successful organisation in Wigan borough who is contributing significantly to our borough-wide plan of building community and individual self-reliance and resilience. They have established excellent relationships with public services and community organisations and with our schools in particular, in order to achieve their mission of supporting the development of the next wave of digital, creative and cultural innovators. Equipping young people with the confidence, skills, resilience and respect to reach their potential is a strong and impressive attribute of the work Wigan STEAM deliver in our borough – all contributing to a rounded learning experience for our young people. Wigan STEAM is an important partner in the nationally recognised Digital Wigan partnership and champion the importance of young people in this work.*

*James Winterbottom  
Director of Childrens Services,  
Wigan Council*

**What's new for 2018-2019**

In 2018 we're excited to be launching our new programme of creative coding challenges, including Minecraft and Drone activities.

**Cost to Schools and Academies**

Available on request.

**Contact Details**

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## O38 Serenity for Kids C.I.C.



Serenity for Kids C.I.C. can deliver mindfulness courses and sessions to pupils from the ages of 8 to 18 either as a class based course or specifically to focus groups such as those with anxieties, behavioural issues, and additional needs.

Mindfulness involves training our attention to experience the present moment with greater curiosity and kindness. This helps us to not only appreciate what is going well but to respond more skillfully to life's inevitable challenges.

### What is included

Options are:

An 8-week Paws.b...Mindfulness curriculum (class-based approach) During the course they will be learning about many things, including:

Specific areas of the brain and how these affect our ability to focus, make good choices, recognize when we need to steady ourselves when our body and mind is busy or out of balance. Ways that mindfulness can support them in many day-to-day activities, including concentration and memory, behavioral self-management, and in relationships with family and friends. Ways to respond rather than react – and therefore make better choices and take best care of ourselves.

An 8-week Mindfulness and Yoga for Child and Adolescent Mental Health course (small group). This programme structure includes the topics of automatic pilot, fight/flight responses, breathing and yoga techniques and how it can help us with day to day challenges including releasing emotions. We become aware of when we are being mindful or if our minds are full and how our thoughts and feelings affect our day to day experiences. The content covers the class based approach in many ways, but is adaptable for specific groups and topics such as exams, self-esteem and behaviour.

### Additional offer

10% discount in 2018.

Themed workshops are also available at a discount such as 'kindness' in anti-bullying week.

4/5-week adapted courses available to help pupils and students before exams.

## What's new for 2018-2019

Special Needs Yoga and Yoga Therapy for Trauma courses and sessions will be available from Summer 2018.

We will have a base in Pemberton/Newtown where we will have various mindfulness and/or yoga courses and sessions available for all ages.

### Cost

8-week courses £320.00.

Sessions and workshops vary.



### Contact Details

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## O39 Culture Vultures

To bring the arts of ballet and opera to schools in a new and exciting way.

Train with Wigan Warriors under 19's rugby academy as an introduction to "ballet as fitness" for Sports enthusiasts.

Learn the plot of a famous opera, act out some of the scenes and even write your own!



### What is included

Full or 1/2 day workshops, with Alan and or Donna, as above.

Dance Tuition, on all aspects of Barre and Centre work concentrating specifically on exercises to improve core strength and balance and strengthen knee and ankle joints thus reducing the risk of injury.

Understanding Opera, the use of recitative and Leitmotif to create characters in sound. Perform the riddle scene from Puccini's Turandot.

Why not write your own opera; lyrics and music; to be performed in your own school, on any subject you like?

The ballet or opera sections can be bought as individual elements, or together as 1/2 or full day workshops, or as part of a 12 week course, designed specifically to the schools requirements.

All materials provided.

Evaluation sheet.

### What is not included

Musical instruments (use school's own supply).

Paper and pens, as required.

### Additional offer

Book a 12 week course before April 2018 and get 15% off the standard rate.



## About Us

The Pianos, Pies and Pirouettes CIC social enterprise works with sports clubs and schools to unlock the benefits that combined opera / ballet and sports training can have on strength, stamina and self-belief.

For too long, the power of song and dance has been confined to an elite few. Pioneered in Wigan, our mission is to provide people - from any age and background - with access to ballet training that is delivered by professional choreographers and accompanied by ISTD and RAD approved pianists.

Find out how your school or sports club can benefit from ballet without barriers.

Alan Gregory is a qualified Music Teacher, with a PGCE in Secondary Music from University of Cumbria. Following graduation, Alan worked as Head of Music at Moorland School in Clitheroe, at and for Lancashire Music Service as a peripatetic, keyboard, guitar and voice teacher all over Lancashire.

He has been playing for ballet classes for 10 years and within that time, has worked extensively for the Royal Academy of Dance (RAD) and The Imperial School of Teachers of Dance (ISTD). Most recently Alan has accepted a post at the prestigious "The Hammond" school in Chester. The Hammond School in Chester is a leading provider of Performing Arts education and is the oldest vocational dance school in the UK.

Donna Harrison trained at Merseyside Dance and Drama Centre. She Qualified as a professional dancer with a Diploma, passed with Distinction. Also, graduated with dance teacher qualifications in Ballet, Tap and Modern with ISTD and RAD.

Donna has worked as a professional dancer all over the world - working as Choreographer on many production tours and cruise lines across the world.

Concentrating on teaching dance, Donna has worked as a freelance dance teacher in many dance schools, primary and senior schools across the North West. Donna became Principal of The Dance Academy UK back in 2008, but more recently has become Professional Dance Artist with the Charity 'Dance Syndrome' - teaching dance to disability adults - and has recently become Dance Director at Pianos, Pies and Pirouettes CIC.

PPP work includes working with disabilities and the latest Wigan Warrior project - designing a program specifically for Wigan Warriors Rugby, working to strengthen any weak injured area and also building strength and flexibility into muscles and tendons they don't necessarily use in their usual rugby training. This works alongside a project that PPP is running with Wigan Council concentrating on getting boys into dance.

## Teaching Dance in Schools

We work with primary and secondary schools to build self-belief, develop self-discipline and, most importantly to us, improve access to an art form that young people otherwise may not get the chance to experience in their lives.

Delivered as part of the syllabus or as an extra-curricular activity, Planos, Pies and Pirouettes can work with your school to develop a combined Opera / ballet and sports programme that will challenge perspectives and improve fitness.

## Cost

Cost £55 per hour, per facilitator (dependant on which programme is required, will determine 1 or 2 facilitators per workshop).  
Minimum 3 hours for 1/2 day session.

### Contact Details

**Name:** Donna Harrison / Alan Gregory

**Designation:** Dance Director / Chief Executive

**Email:** harrison01@hotmail.co.uk / wadgregory@gmail.com

**Telephone Number:** 07794 916 110

## Testimonials

*Dictated by Ian McKellen and sent on his behalf by  
Lousie Hardy:*

*Dear Alan Gregory,  
Congratulations on your initiative. I wish it had been  
possible when I was growing up in Wigan long ago  
to have had the possibility of discovering the joys  
and discipline of dancing. Ballet dancing is at least  
as athletic an activity as playing football or rugby.*

*Wigan deserves no less!  
All best wishes,  
Ian McKellen*

*Christopher Powney, Artistic Director of The Royal  
Ballet School, said:*

*"It has been a pleasure to introduce the Wigan  
Warriors to our ballet training here at The Royal  
Ballet School and we hope they enjoyed their visit.  
There is great mutual benefit for these young people  
in the seemingly different disciplines of the arts and  
sports to find commonality, share knowledge and  
expertise in training approaches and learn from  
each other."*

*Tweeted on Twitter by Orwell Society  
Orwell Society glad to be involved. Alan  
has let us hear some of the songs and  
they are really something.  
Roll on premiere.*

*Tweeted on Twitter by Chonkinfeckle  
We're really chuffed to be involved in this exciting  
new musical! Based on #George Orwell 'Road to  
Wigan Pier' with @Pies\_Pirouettes @Orwell-Society  
#Wigan #musicaltheatre @TheEdgeWigan  
@Wigancouncil.*

*ellen.loudon@liverpool.anglican.org*

*My view is that this is a brilliant project.  
On a personal level I love the project & would very  
much like to be kept in the loop. – Ellen Loudon*

*Director of Social Justice & Canon Chancellor*

## O40 Leigh Building Preservation Trust Education Days

Leigh Spinner's Mill is Leigh's largest building and is Listed Grade 2\*. The building housing an original steam engine which is one of the largest in the UK and additional exhibits around the textile industry and local history.



The Trust has developed learning opportunities using Leigh Spinner's Mill as the stimulus. The programme has been developed in line with KS2 History targets for a local study.

### What is included

A visit to Leigh Spinner's Mill including viewing the steam engine and heritage centre in the Scutching Room including use of interactive whiteboards.

Consultation with school staff to develop the programme. We can offer a full day or half day depending on the needs of the school. During the day the children would actively be involved in learning about the history of the Mill and its significance in Leigh. The emphasis is upon using primary resources to find out about the past. The day could also include science, art and technology learning. All resources would be provided.

The programme has been developed by a team of volunteers with relevant educational backgrounds.

At present there is no cost for the visit.

### What is not included

Cost of transport.

Cost of lunch.

### Additional offer

Groups of teachers offered visits to the Mill to learn about the opportunities for children's learning.

In consultation with staff, programmes for KS1. KS3 could be developed.

### **What's new for 2018-2019**

The Trust is constantly updating and developing the project and so a visit to the website would be encouraged to see what new activities are available. We hope in the next years to offer an outdoor experience based on our rare bird life, including peregrine falcons and kingfishers, using our lodge which provides water for the mill, and to provide a classroom within the mill.

### **Cost**

None at present – charges may be introduced next summer.

#### **Contact Details**

**Name:** Chris Jones

**Designation:** Leigh Spinner's Building Preservation Trust Education Committee Chairperson

**Email:** [info@leighspinnersmill.co.uk](mailto:info@leighspinnersmill.co.uk)

**Telephone Number:**

**Website:** <http://leighspinnersmill.co.uk/>

## O41 Willow Project Talk and Listen Campaign

Mental Health Awareness workshops for young people and separately for parents and adults.

### What is included

Mental Health Awareness workshops to get young people thinking and talking about Mental Health.

The workshops also include how they can help themselves and each other, with signposting details to what help is available in the community.

The parent and adult workshops look at Mental Health and various aspects of supporting young people in the current climate of mental health and the issues that our young people face.

### Cost

£200 per workshop

### What is not included

One to one counselling; this can be provided by experienced, qualified counsellors at an additional cost which would be determined by the needs of the school or college. Prices can be obtained from Willow Project on request.



TLC

*Great end to the week with a wonderful session on young people's mental health*

*Julie Robson from Higher Folds Community Centre*

*Outstanding morning on health and wellbeing, it was great and the lads really bought into it. I learnt from it too and look forward to the adult workshop*

*Anthony Atherton from St.Patrick's Rugby Club, Wigan.*

### Contact Details

**Name:** Karen Little

**Designation:** Project Manager

**Email:** karen@willowproject.com

**Telephone Number:** 01942 679 300 / 07754 597 646

**Website:** [www.willowproject.com](http://www.willowproject.com)



## O42 Expanse Learning Independent School



Operating from the old Phoenix Centre in Worsley Mesnes, Wigan, Expanse Learning are a registered Independent Special School. Our facilities include a fully compliant school setting with secure access/egress, outside space and play facilities, a fully working industrial kitchen, small animal care room, ICT facilities including smart-screens, tablets and accessible learning aids/assistive technology, hygiene suites, sensory room, high quality teaching spaces, break out spaces and conferencing facilities.

We offer full and part time programmes to pupils in KS 3 & 4, targeted specifically at those pupils with a Special Educational Need or Disability (SEND) or those categorised as having Social Emotional Mental Health Issues (SEMH).

Typically, pupils enrolled on one of our programmes are subject to an Education Health and Care Plan (EHCP) although this is not a pre-requisite to schools making a referral.

Our Curriculum follows the Independent School format and incorporates the elements listed below:

- Maths, English and ICT Functional Skills;
- Scientific;
- Technological;
- Human and Social;
- Physical;
- Aesthetic and Creative;
- Vocational/Employability Skills Development.



## What is included

Flexible Alternative Education Packages.  
 Full Time School Places.  
 Outreach Programmes.  
 Function Skills English, Maths and ICT.  
 EdExcel Accredited Qualifications based on need.  
 Transition Support from pre to post 16.  
 CEIAG delivery.  
 Work Experience Placements.  
 Travel Training.  
 Independent Living Skills.  
 PSHCE.  
 Prevent / Preparing for life in modern Britain.  
 Staff trained to administer pupil's medication.

## What's new for 2018-2019

Expanse Learning are now officially registered with the DfE as an Independent School, full time places are available for the 18-19 academic year.

## Cost

Various packages are available and we tailor provision to suit individual pupils and institutions.

### Contact Details

**Name:** Richard King

**Designation:** Development Director

**Email:** [Richard.king@expansegroup.co.uk](mailto:Richard.king@expansegroup.co.uk)

**Telephone Number:** 07715 681 248

**Website:** [www.expanselearning.co.uk](http://www.expanselearning.co.uk)

## **O43** Expanse Learning Supporting Teaching & Learning in Schools Level 2 & 3 Apprenticeships



Apprenticeship in Supporting Teaching & Learning in Schools Level 2 & 3 (STLS)

Pearson EdExcel Accreditation

Functional Skills Maths, English & ICT at Level 2

The Level 2 Intermediate Apprenticeship is applicable to learning support staff whose responsibilities at work are supervised and includes:

- Level 2 Certificate in Supporting Teaching and Learning in School;
- Level 2 Functional Skills in English, Maths and ICT.

The Level 3 Advanced Apprenticeship is applicable to learning support staff whose role requires competence across a range of responsibilities and who may be working unsupervised and includes:

- Level 3 Certificate in Supporting Teaching and Learning in Schools;
- Level 2 Functional Skills in English, Maths and ICT.

Duration, Eligibility & Delivery:

The STLS Framework is primarily a work-based qualification for those who work with teachers in the classroom, supporting learning in primary, secondary and specialist school settings including CIC's and Voluntary Community Sector settings.

Entrants onto the Apprenticeship programme can be existing experienced staff working in the settings listed above or new staff that Expanse can support institutions to recruit or those who have just starting their careers, eligible ages are 16-65.

The majority of the course will be delivered in the workplace through assessment and observation of practice. There are an additional 15 days of taught sessions delivered at our training centre in Wigan designed to give practitioners the skills, knowledge and understanding of their role within a school setting with a particular focus on:

- Supporting & developing pupils with Special Educational Needs & Disabilities (SEND);
- Communication and professional relationships with children, young people and adults;
- Supporting assessment for learning;
- Understand child and young person development;
- Understand how to safeguard the well-being of children and young people.

SEND Programmes & Approaches: Expanse Learning as a specialist deliverer of SEND programmes utilise our delivery teams to add significant value to existing Apprenticeship frameworks by incorporating many elements of practice to support pupils with a SEND need.

Examples of this include:

- Autism Awareness;
- SEND code of Practice;
- Positive classroom management;
- Sensory sensitivity in the classroom.

The duration of the Apprenticeship is as follows:

- Level 2 Programme - 7 Half-Terms/60 Weeks;
- Level 3 Programme - 9 Half-Terms/76 Weeks;
- Complete Programme (Level 2 & 3) - 16 Half-Terms/136 Weeks.

Apprenticeship Certificate in Supporting Teaching & Learning in Schools Level 2 & 3 (STLS) Pearson EdExcel accredited.  
Functional Skills Maths, English & ICT at Level 2.

Free Access to a range of on-line courses including but not limited to:

- Bullying and Cyberbullying;
- Equality and Diversity;
- Health and Safety in the Workplace;
- Information Governance;
- Safeguarding Awareness;
- The Prevent Duty;
- COSHH;
- Autism Awareness;
- Dols Mental Capacity Act;
- Food Level 2;
- Epilepsy Awareness;
- Medication Awareness and Safe Handling of Medicines;
- Complete Programme (Level 2 & 3) - 16 Half-Terms/136 Weeks.

**Cost:**

Local Authority maintained schools will be able to access the Apprenticeship programme through the LA's Levy pot of monies where available and appropriate.

Academies, Independent Schools and educational institutions from the Voluntary and Community Sector are required to pay 10% of the overall cost of the framework, costs as follows:

Level 2 £200

Level 3 £250

## Testimonials:

Expanse Learning are a Greater Manchester Combined Authority approved deliverer of Apprenticeships.

Expanse Learning are part of the Education Skills funding Agency (ESFA) Register of Apprenticeship Training Providers (RoATP)

Matrix Accredited.

NATSPEC NASEN and the National Autistic Society Affiliated.

*My assessor was supportive and very professional. I could not have done it without him.*

*I would like to thank my assessor for introducing and sharing with me a great Prevent Power Point and guiding me in the right direction for further training. I would also like to thank my assessor for introducing British Values to me, this has been interesting to learn.*

*Nothing is too much trouble for my assessor, she's there to support me when I need help.*

*Looking forward to starting my course and making new friends.*

*Assessors have good subject knowledge and provide everyone with clear and relevant information specifically relating to the TA role.*

*Course information is clear, helpful and easy to understand.*

*Sessions include practical and non-practical activities that encourage our group to work together.*

*I know who to contact if I have a question, need support or have recommendations and feedback.*

*Sessions are fun and engaging.*

*Good participation from other schools which allows us to share good practice.*

*Informative communication delivered in a prompt and timely manner.*

## Contact Details

**Name:** Richard King

**Designation:** Development Director

**Email:** [Richard.king@expansegroup.co.uk](mailto:Richard.king@expansegroup.co.uk)

**Telephone Number:** 07715 681 248

**Website:** [www.expanselearning.co.uk](http://www.expanselearning.co.uk)

**SERVICES FOR SCHOOLS - AGREEMENT FORM  
1<sup>ST</sup> SEPTEMBER 2018 TO 31<sup>ST</sup> AUGUST 2019**

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		1st September 2018 – 31st August 2019		Agree to Buy Back – 1st September 2018 – 31st August 2019
		Yes	No	Comments
<b>P - People Directorate: Children, Adults and Families</b>				
P1	Commissioning and Business Support (Start Well Public Health and Commissioning Team)			
P2	Governor Services – Governor Support, Training and Development			
P2.1	National Governors' Association Standard Membership			
P2.2	On-Line Training Programme			
P2.3	Wigan Governors' Forum			
P3	Governor Services: Professional Clerking Services (Maintained Schools)			
P3.1	Pay Committee Meeting			
P3.1.1	On a Separate Evening			
P3.1.2	Immediately Before or After Another Meeting, That is Being Clerked by a Governor Services Clerk, That will Not Last More Than an Hour			
P3.2	Budget Setting Meeting			
P3.2.1	On a Separate Evening			
P3.2.2	Immediately Before or After Another Meeting, That is Being Clerked by a Governor Services Clerk, and That Will Not Last More Than an Hour			
P4	Governor Services: Professional Clerking Services (Academies)			
P4.1	Pay Committee Meeting			
P4.1.1	On a Separate Evening			
P4.1.2	Immediately Before or After Another Meeting, That is Being Clerked by a Governor Services Clerk, That will Not Last More Than an Hour			

	Budget Setting Meeting				Yes	No	N/A	Comments
P4.2	Budget Setting Meeting							
P4.2.1	On a Separate Evening							
P4.2.2	Immediately Before or After Another Meeting, That is Being Clerked by a Governor Services Clerk, and That Will Not Last More Than an Hour							
P5	Education 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	Yes	No	N/A	Comments	
Academy/ Free School	Yes No	Yes No	Yes No	Yes	No			
Foundation School								
Voluntary Aided School	N/A	N/A	N/A	N/A	N/A			
Community/ Voluntary Controlled School	N/A	N/A	N/A	N/A	N/A			
P8	School's MIS (Management Information System) Support				Yes	No	N/A	Comments
P9	Attendance Service							
P10	Targeted Education Support Service							
P11	Ethnic Minority Achievement Service (EMAS) (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							
<b>PL – Places Directorate: Economy, Waste and Infrastructure</b>								
PL1	Environmental Services							
PL2	MetroFresh Caretaking Services							
PL2.1	Managed Customised Caretaking Services							
PL2.2	Caretaking Support Package							
PL2.3	Caretaking Support							
PL2.4	School Holiday Opening and Closing Service							
PL2.5	Graffiti Removal							

		Yes	No	N/A	Comments
PL2.6	Chewing Gum Removal				
PL2.7	Hard Floor Maintenance				
PL3	MetroFresh Catering Service – 'More than just a school meal'				
PL3.1	Primary Sector				
PL3.2	Special School Sector				
PL3.3	Secondary Schools				
PL4	Pest Control Service				
PL4.1	Annual Bespoke Contract				
PL4.2	One-Off Treatments				
PL4.3	Pigeon Proofing				
PL5	Risk Management and CCTV				
PL5.1	Alarm Monitoring and Servicing and Contact Centre Services Package				
PL5.1.1	Key Holding Response				
PL5.1.2	Temporary Loan of Equipment				
PL5.1.3	Police Response				
PL5.1.4	SmartPac Touch				
PL5.2	Detector Activated CCTV Installation and Monitoring				
PL5.3	Repair and Maintenance of all Security Equipment				
PL5.4	Consultancy and Design (Including Security Risk Assessments)				
PL5.5	Advice and Support (including Security Audits and First Stage Security Feasibility Study)				
PL6	Motor Vehicle Services				
PL7	External Infrastructure Services				
PL7.1	Salt and Salt Bins				
PL7.2	Lighting				
PL8	Sign Design, Manufacture and Fitting Services				
PL9	Waste Collection, Recycling and Disposal Services				
PL10	Leigh Building Services (LBS)				
<b>R – Resources Directorate</b>					
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				



		Yes	No	N/A	Comments
R11	Insurance and Risk				
R12	Legal Services				
R13	Energy Management				
R14	Internal Audit Service				
R15	Public Relations				
R16	Human Resources and Organisational Development If your school buys back the HR and OD SLA, or part of it, your current SLA is until 31/8/19 so no need to complete this section. Please see notes on page 110 of the attached brochure.				
R17	Apprenticeship Service Schools do not need to buy into this service, it is included for Council Levy paying customers.				
R18	Wigan Council Libraries – Schools' Cultural Service				
R19	Asbestos Management Services				
R20	Asbestos Awareness Training				
R21	Fixed Wiring – Electrical Condition Report				
R22	Construction Project Management				
R23	Statutory Engineering Inspections (now an "opt out" service)	✓			
R24	School Appeals – Church and Foundation Schools				
R25	Wigan Safeguarding Children Board (WSCB)				
<b>I – Inspiring healthy lifestyles</b>					
I1	Robin Park Leisure Centre				
I2	Schools' Swimming Instruction				
I3	Inspiring healthy lifestyles – First Aid Training				
I4	Health and Safety Training Delivery				
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'				
I10	Leigh Leisure Centre				
<b>O – Other</b>					
O1	ProCo North West – Learner Responsive Training Programme				
O2	Property Repairs and Maintenance – NPS North West				
O3	Low Bank Ground and Hinning House – Wigan's Outdoor Education Centres				
O4	Brathay Trust: Supporting Children and Families in Their Communities				
O5	Duke of Edinburgh Award Expeditions				

		Yes	No	N/A	Comments
O6	Wigan Family Welfare Schools' Counselling Service				
O7	Wigan Family Welfare Children's Advocacy Service				
O8	Wigan Family Welfare Children's Advocacy Project				
O9	CAST North West – Alternative Educational Project That Uses Angling to Engage Young People				
O10	CAST North West - Additional Needs Therapeutic and Educational Activities				
O11	Fir Tree Fishery CIC – Assisting Others in Angling				
O12	Fir Tree Fishery CIC – Land and Environment				
O13	Fir Tree Fishery CIC – Edexcel BTEC Entry Level 3 / Level 1 Skilled for Life				
O14	Fix-It UK Ltd				
O15	The School of Military				
O16	tootoot				
O17	The Sensory Hub and Café				
O18	Mobile Multi-Sensory Service				
O19	Nomad Rangers CIC				
O20	“Believe” Schools Programme				
O21	DigiFutures – Developing Home Grown Tech Talent To Plug Skills Shortages				
O22	Greenslate Community Farm				
O23	Made in Wigan				
O24	Altogether Kids C.I.C. – The Parent-Child Connection				
O25	Fuel for School				
O26	Leigh Ornithological Society Young Birders' Club				
O27	On Yer Bike Project				
O28	Scooters in School				
O29	The Lancashire Wildlife Trust – The Bickershaw Project				
O30	The Brick				
O31	Wigan & Leigh Young Carers				
O32	Wigan Athletic Community Trust: Latics Enterprise Academy				
O33	Wigan Athletic Community Trust: PE Support				
O34	Wigan Athletic Community Trust: Primary Stars				
O35	Wigan Athletic Community Trust: Pathway to Participation				
O36	My Life Legacy				
O37	Wigan STEAM CIC				
O38	Serenity for Kids C.I.C.				
O39	Culture Vultures				

		Yes	No	N/A	Comments
O40	Leigh Building Preservation Trust Education Days				
O41	Willow Project Talk and Listen Campaign				
O42	Expanse Learning Independent School				
O43	Expanse Learning Supporting Teaching & Learning in Schools Level 2 & 3 Apprenticeships				

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 18th May 2018** via email to [servicesforschools@wigan.gov.uk](mailto:servicesforschools@wigan.gov.uk)



