
Building on excellence



THE LONDON BOROUGH
www.bromley.gov.uk



Sold Services for Schools 2011/12

About This Brochure

Dear Chair of Governors and Head Teacher

I am delighted to present **Version 2** of 'Building on Excellence', the London Borough of Bromley's brochure of services available to schools. This brochure updates the range of services available for all schools, including Academies, for 2011/12.

The **What's New?** page details new services that have been added in this version of the brochure. I encourage Chairs of Governors and Head Teachers to spend a moment to check these additions.

I am very pleased that the brochure is now **available online**, allowing you easy access to details and contacts whenever required. This document, together with other supporting information such as price lists and order forms, can be viewed and downloaded from www.bromley.gov.uk/soldservicesforschools



I am proud to showcase the wide range and the quality of services that we offer to schools, supported by our experienced and qualified staff. I am hugely encouraged that there continues to be high demand from schools for the majority of our services. I feel that this demonstrates the shared commitment to successful partnership working between the Local Authority and schools to support our shared aim of sustaining high standards of education for children and young people who live or study in the borough.

I hope you find this brochure a useful resource. We value any feedback and suggestions for improvement for our services to schools and this will be reflected in future versions of the brochure. We look forward to continuing to work closely with all schools in Bromley and schools outside the borough.

Yours sincerely

Gillian Pearson
 Director of Children and Young People Services

How to order services

To obtain a detailed pricing list and order form for all services, please contact the named individuals detailed below. For some services, such as Professional Development opportunities, course details, prices and ordering are available from their dedicated website - details are provided in this brochure.

Alternatively, we are happy to come out to see you to discuss your requirements and to make arrangements to take forward the supply of services for you. Please contact any of the named individuals below to arrange a meeting, or to discuss your requirements over the phone. In addition, you can discuss your requirements directly with any of the Heads of Service using the contact details provided in the brochure.

All services purchased by a school will be collated into a single contract for services where possible.

Contacts

Laurence Downes Tel: 020 8313 4805	Strategic Planning & Commissioning Manager Email: laurence.downes@bromley.gov.uk
Michael Watts Tel: 020 8461 7608	Partnerships & Planning Officer Email: michael.watts@bromley.gov.uk

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* Core statutory service for maintained schools. Available to buy for Academies

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Key Contacts



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Tel: 020 8313 4805

Strategic Planning & Commissioning Manager
Email: laurence.downes@bromley.gov.uk

Michael Watts
Tel: 020 8461 7608

Partnerships & Planning Officer
Email: michael.watts@bromley.gov.uk

Please contact Laurence or Michael to find out more about purchasing London Borough of Bromley services. Alternatively, you can contact Service Managers direct using the contact details within this brochure.



Children and Young People Services

Sold Services for Schools 2011/12

Financial Services

Summary of service

The Schools' Finance Team provide a whole range of budgeting and accounting matters, including:

- Budgetary control
- VAT
- Financial Regulations
- Insurance
- Voluntary Funds
- End of Year Procedures
- Budget Adjustments
- Consistent Financial Reporting (CFR)
- Advice on recruiting and training finance staff and operational support for SIMS FMS (SIMS: School Information Management System; FMS: Financial Management System)
- Budget Planning Software (SchoolsBPS)

If Academies do not buy Financial Services from the London Borough of Bromley, they should ensure that they have Financial IT cover provided from an alternative source. Academies will not be eligible to benefit from the licensing purchase scheme, and will not have access to the Academy version of the Schools BPS (Budget Planning Software).

Price range



A range of services are available through package deals, with other services charged individually.

Packages start from as little as £430



Key Contacts

Amanda Russell	Head of Schools' Finance Support
Tel: 020 8313 4806	Email: amanda.russell@bromley.gov.uk

Financial Services

Financial Advice and Support

BASIC Package

This is only for schools not using SIMS FMS or Schools BPS.

Telephone helpline giving advice and support on non-IT related financial procedures to schools buying their Finance IT support from 3rd party suppliers such as Wauton Samuel or HCSS. For Academies, this provides a basic entitlement which allows them to take advantage of the LA licence purchase scheme.

BRONZE Package

Telephone helpline giving advice and support on all financial procedures including SIMS, FMS, SchoolsBPS.

SILVER Package

As BRONZE, plus annual half day visit to suit needs plus additional support as required.

GOLD Package

As BRONZE, plus assistance with preparing budgets, salary projections, budget monitoring, plus termly visits with Head Teacher if required.

It is expected that schools in deficit will be required to sign up to the GOLD Package as a minimum in view of the amount of additional support that is required.

PLATINUM Package

As GOLD but to include two visits per term to provide higher level of support.

Monthly Management Support

The Schools Finance Team can be engaged to provide support to existing finance officers, helping with monthly procedures such as producing cashflow reports, carrying out bank reconciliation, processing salaries/school budget share transaction, processing VAT claims, producing budget monitoring reports and reports to governors. Attendance at Governors meetings can also be provided at an additional cost.

Bespoke Bursary Service

This support can be provided to schools to schools with existing finance officers, or to provide long or short term cover for schools where the finance officer is absent, due to sickness or leaving.



Financial Services

Finance Officer Training (including use of FMS)

Finance Officer Training for New Employees
(eight half day sessions)

FMS Training for Other Users
tailored to individual requirements.

FMS Guidance Notes
are provided to all new users as part of training packages but are also available to purchase. Includes annual updates and revisions.

Other Services

Finance Overview for Governing Bodies
tailored to requirements.

Voluntary Fund Audit Service

Set Up of Printed Cheques (half day)

FMS System Clean Up (half day)

Set Up Budgeted Cash Flow (half day)

Accounts Receivable Training (half day)

Cash Flow Service

Understanding and Monitoring the Budget for Finance Officers
classroom based training.

New Head Teacher Finance Introduction
One-to-one information session, free of charge.

Deputy Head Teacher Introduction to Finance
half day rate.

Short Term Finance Officer Cover
this is available at an hourly or daily rate and is subject to availability.

Recruitment Support
to provide support and advice on advertising, shortlisting and interviewing.

Professional Development Training Courses
the rate is per person per half day of training. Training is classroom based or 1-1 tailored to support individual needs.

Budget Planning Software

Schools BPS – Annual Licence fee, Set up, Support and Hosting
Training and support on the new financial planning software. This is a half day visit to transfer information from existing budget planning software package and to enter budget information for current and future financial years.

Full Training for New Finance Officers including full use of FMS. FMS is the accounting module of the SIMS database and interacts with other SIMS modules. The software is used by most schools, and is a very effective tool when properly employed. It enables schools to comply with Ofsted financial management and accounting standards, particularly in relation to commitment accounting and reporting to Governors.



Behaviour Support & Outreach - Secondary

*Core service for maintained schools. Available to buy for Academies

Summary of service

The Behaviour Service has staff with a range of skills to support vulnerable young people and provide advice and support to schools – as well as access to multi-agency professionals.

In-School Support

- one day 'in school' support each week from the Behaviour Service Outreach team;
- advice and support in considering exclusions and in providing alternatives to permanent exclusion;
- access to respite centre on a charged basis.

Behaviour Service Manager Consultancy

Access to advice and consultancy from the Behaviour Service Manager to Head Teacher and Senior Staff regarding individual students or incidents as required. Includes out of hours service, subject to availability.

Respite Provision

- 12 week placement at Respite Provision with full time curriculum provision appropriate to needs of young person;
- access for young person to appropriate multi-agency professionals and assessments;
- weekly feedback to named school staff on progress of young person;
- planned re-integration back to school at end of placement.

The Behaviour Service is a core service provided free of charge to Bromley maintained schools. It is available to buy for Academies.

We welcome the chance to discuss tailor-made packages to best suit circumstances.

Key Contacts

Mark Jordan | Head of Inclusion and Respite
Tel: 020 8313 4882 | Email: mark.jordan@bromley.gov.uk



Price range

Behaviour Services are provided as an entitlement to all schools other than Academies.

Indicative prices for in-school support packages start from £8000, but are agreed based on requirements.

Behaviour Support & Outreach - Primary

*Core service for maintained schools. Available to buy for Academies

Summary of service

Supporting children, preventing exclusion and raising achievement!

The Primary Behaviour Service provides specialist assessment, support and advice to schools and pre-school settings to help them manage children who present challenging behaviour. We work with staff, children and their families to promote inclusion and raise educational achievement. We are based at Grovelands and work closely with other agencies.

Team members are experienced, qualified practitioners who have extensive knowledge and skills in behaviour management. Between us we have taught across the entire age range in a wide variety of educational settings, including both mainstream and specialist provisions.

We have an excellent knowledge of the borough and its structure and procedures. We have strong links with other relevant Local Authority professionals including the Special Educational Needs Team, the Educational Psychology Service, CAHMS and the Common Assessment Framework (CAF) Team.

We are able to respond swiftly to urgent situations and provide strategic, procedural and operational guidance as well as direct pupil support.

Price range



Core entitlement for maintained schools.

For Academies, bespoke packages of support are available priced on requirements.

Hourly costs start at £25 for Behaviour Support Assistants.

Example packages start from £1000.



Key Contacts

Sue Byron

Tel: 020 8308 9620

| Primary Behaviour Manager

| Email: sue.byron@bromley.gov.uk

Behaviour Service - Primary

Services

- Casework around individual pupils:
 - . classroom observation and written advice to teachers;
 - . setting up of Pastoral Support Programmes;
 - . attendance at meetings;
 - . work with parents or carers;
 - . onward referrals; etc.
- Telephone helpline for strategic advice and guidance
- On-site strategic support
- Advice and coaching around classroom behaviour management
- Support for NQTs
- Behaviour Surgeries
- School Behaviour Audit and Policy Review
- Training for teachers, teaching assistants and Midday Supervisors
- Blocks of one-to-one support from a Behaviour Support Assistants (BSA)
- Group work around targeted pupils facilitated by a BSA
- Transition support between pre-school setting and reception class from an outreach teacher and/or BSA
- Support for managed moves or transfers between schools or provisions
- Short-term or part-time placement at Grovelands Primary provision (subject to availability)



Support packages can be tailored to meet your individual school requirements. Please contact the Service Manager to discuss the possibilities.

Example packages

SILVER Package

Primary Behaviour Service telephone helpline
(consultation, advice, guidance and referral)

12 hours of Outreach Teacher support
(pupil support via Core Panel includes observation, report writing, advice to staff, attendance at Pastoral Support Plan meetings and liaison with partner agencies.)

GOLD Package

As per Silver Package but with 30 hours of Outreach Teacher support

Education Welfare Service

*Core service for maintained schools. Available to buy for Academies

Summary of service

The Education Welfare Service (EWS) works to achieve optimum school attendance for children and young people. We have extensive experience with Bromley schools, and now offer a traded service for Academies in and outside the borough of Bromley.

Academies buying EWS packages receive expert advice to support them proactively combat truancy. All officers within the Service have qualifications within the National Programme for Specialist Leaders of Behaviour and Attendance (NPSLBA) and have experience of school based work systems. Officers provide specialist advice on addressing attendance issues and referral to appropriate support agencies.

An EWS package will also provide your school with guidance on safeguarding and appropriate intervention strategies, as well as advice on issues of child employment, children in entertainment and chaperone licensing, and children educated out of school.

Educational Welfare services are available to primary as well as secondary Academies.

The EWS is located centrally within the Civic Centre offices and officers work peripatetically.

Overleaf are some suggested packages, but we can discuss packages of support which can be tailored to meet the individual school's requirements. Hourly and daily rates are also available.

Price range



EWS are provided as an entitlement to all schools other than Academies.

For Academies, packages of support are available priced on requirements.

Packages for secondary Academies start from £1000



Key Contacts

Education Welfare Service

education.welfare@bromley.gov.uk

Colin Green

Tel: 020 8313 4160

| Education Welfare Officer

| Email: colin.green@bromley.gov.uk

Jenny MacDonald

Tel: 020 8313 4151

| Education Welfare Officer

| Email: jenny.macdonald@bromley.gov.uk

Education Welfare Service

Secondary Academies

The Education Welfare Service (EWS) works to support schools in developing and implementing attendance strategies to suit the individual needs of their institution. These may include:

- advice and guidance to pupil and parents to encourage good attendance;
- the production of leaflets to support guidance;
- individual work with parents and/or pupils;
- group work with parents and/or pupils;
- good/improved attendance assemblies;
- certificates to recognise good/improved attendance;
- support for pupils at transition;
- attendance at meetings for new parents to promote the benefits of good school attendance;
- support for the development and implementation of "Peer Listening Project";
- lateness monitoring;
- In Service Training (INSET) for:
 - register keeping
 - Newly Qualified Teachers (NQT)
 - whole school safeguarding
 - effective referral to EWS
- attending school based meetings where there is a perceived need i.e. Pastoral Support Programmes (PSP) where attendance is an issue; reinstatement meetings following fixed-term exclusions;
- general/individual pupil/parents meeting to address attendance and related matters;
- surgeries for pupils identified as needing EWO support – these may take the form of an allotted time when the EWO will be available to see pupils on an individual basis; in small groups; with their parents or with a member of staff.

Suggested Packages for Secondary Academies

Basic Level Intervention Package

- Bi-yearly register check (coding checks; guidance on legal requirements; Ofsted preparation);
- EWS telephone helpline (advice, guidance and referral);
- EWO Consultation (in depth advice via telephone helpline).

Basic Level Intervention Plus

- As per Basic Level Intervention Package;
- Fortnightly one day visit from allocated EWO (including consultation on individual cases; in school surgeries; casework; interventions; referrals. Limitations apply);
- Legal intervention advice;
- Court representation.

Standard Level Intervention

- As per Basic Level Intervention Plus Package;
- Weekly one day visit from allocated EWO (as above, with increased consultation/surgery/casework/intervention capacity);
- Preparation of Court papers and representation;
- Representation at Social Care conferences;
- Holiday cover for child protection cases.

Standard Level Intervention Plus

- As per Standard Level Intervention Package;
- Two days per week visits from allocated EWO (as above, with increased consultation/surgery/casework/intervention capacity);
- 'Fast Track' termly process;
- Yearly Operation 'IN';
- Advice on guidance on child employment, child protection, children in entertainment, children

Education Welfare Service

Primary Academies

EWS Support

We believe that packages of services are not appropriate for primary Academies and instead we prefer tailor-made individual interventions. Therefore please contact the Service so we can identify and discuss the needs of your particular school.

The basic requirement of all support packages would include liaison with the schools designated attendance lead and access to the EWS helpline. Additionally support could include any of the following strategies:-

- In school meetings with parents together with school staff or without staff
- Home visits
- Liaison with other support Agencies (incl. Police, Social Care, Housing etc)
- Liaison with local GPs and other NHS provision
- Attendance at CAF/CIN meetings
- Late desks
- All formal communication with parents
- Use of the 'Fast Track' system
- Preparation for legal action and the issuing of Penalty Notices
- Register checks to ensure appropriate use of coding
- Strategic support for attendance policy planning
- Preparation for Ofsted attendance inspection
- Liaison with the SPIKE project (see below)

SPIKE Project

Package

- 3 assemblies with SPIKE
- Publicity materials
- Certificates and incentives
- 3 'meet and greet' playground sessions before and after school
- Access to annual celebration event for all 100% pupils + 1 adult
- Limited loan of the SPIKE costume
- Loan of publicity banners for parent events
- Additional resources, e.g. SPIKE workbooks
- Entry into all SPIKE incentive competitions

At additional cost

- Meetings with parents to introduce attendance issues.
- Attendance Strategy meetings
- Lateness targeting initiatives
- Year 6: reinforcement and reassurance work on attendance and moving to secondary school
- Nursery Programme: SPIKE dressing up costume for children, specific attendance-related reading books, stickers etc.



Educational Psychology Service

*Core minimum service for all schools. Additional support available to buy

Summary of service

The Educational Psychology Service will continue to provide a core statutory service to Academies which will remain centrally funded.

The core service will be calculated according to set criteria which will include numbers of young people at school action plus, numbers with statements of special need and indices of social deprivation.

Schools and Academies will be informed of the number of visits related to the core service in September. As this service is to cover areas of statutory responsibility it will focus on children and young people who are being put forward for statutory assessment. Attendance at annual reviews will also form part of the core offer if required.

For those Schools and Academies who wish to access additional support over and above the core service, the Educational Psychology Service can provide assessment, counselling and consultation services on a charged basis at an hourly rate.

Key Contacts

Julia Cavalli | Acting Principal Educational Psychologist
Tel: 020 8313 4168 | Email: julia.cavalli@bromley.gov.uk



Price range

This is provided as a core statutory service to all Schools and Academies.

The service can provide additional assessment, counselling and consultation work on a charged basis. Rates start from £75 per hour.

School Improvement Services

Summary of service



The School Improvement Service, based at the Education Development Centre (EDC), offers consultancy, subject support and in-school one to one pupil support to all schools.

Bromley's skilled team of advisers have extensive experience of working with local schools which means they suggest suitable solutions specifically tailored to your school and its environment.

Consultancy support can be provided by the Head of Service, Senior Advisers and Advisers, based on requirements.

In addition, in-school training support in administration and ICT support (e.g. SIMS - Schools Information Management System) is available.

Bespoke support packages are also available. We are more than happy to meet with you to discuss your requirements. Please contact us via the details

Price range



Prices vary based on level of support and time of delivery.

Detailed prices is available from individual service brochures.

Prices are set on an academic year basis. Autumn Term 2011 prices are available on the EDC website



Key Contacts

Sue Mordecai | Head of Learning
 Tel: 020 8461 6236 | Email: sue.mordecai@bromley.gov.uk

Elaine Wood
 Tel: 020 8461 6489 | Email: elaine.wood@bromley.gov.uk

Bromley Education Development Centre | 020 8462 8911
www.bromleyedc.org.uk

Professional Development

Summary of service



The Education Development Centre provides a range of professional development courses to schools (including Academies) and early years providers. This includes Leadership and Governor training.

All courses are delivered in modern and comfortable facilities at the Education Development Centre, Princes Plain, Bromley.

Because of the range of courses available, the Education Development Centre provides detail on all courses and prices in its own brochures. These brochures can be accessed through the website detailed below.

Prices have been updated for the 2011-12 academic year.

Key Contacts

Beverley Johnston | Head of Education Commissioning and Business Services
Tel: 020 8461 6260 | Email: beverley.johnston@bromley.gov.uk
www.bromley.gov.uk/info/200099/training_and_development

Bromley Education Development Centre | 020 8462 8911
www.bromleyedc.org.uk



Price range

Prices vary from course to course, starting from £65 for a typical twilight course.

Subscription packages are available.

Detailed prices are available from the Education Development Centre brochures.

Bromley Education Business Partnership

Summary of service

Bromley Education Business Partnership provides a wide range of activities for both primary and secondary phases to help all schools and colleges, including academies and independent schools to deliver and enrich work related learning across the curriculum.

We have an experienced, informed and effective team with a proven track record of delivering high quality and rewarding enterprise and employability activities.

Bromley EBP holds the Institute for Education Business Excellence quality award which recognises our success in partnering schools and businesses. We uniquely bring together employers and representatives from industry to support the school curriculum and help young people find out more about the workplace. This is achieved through placements, sector-focused taster sessions, and workplace visits, as well as working with pupils on a one-to-one basis.

We also offer professional development and training for school/college staff to update their knowledge and skills in a business environment.

Bromley EBP provides more detail in its own brochure, updated for 2011-12, which can be accessed on the Bromley EBP website.



**Bromley Education
Business Partnership**



Award for Education Business Excellence

Price range



Prices vary from service to service.

Prices are set on an academic year basis.

A new brochure for 2011/12 is available on the Bromley EBP website, giving up to date details and prices.



Key Contacts

Jean Norton		Work Related Learning and Education Business Partnership Manager
		jean.norton@bromley.gov.uk
Lesley Holland		Operations Manager
		lesley.holland@bromley.gov.uk

Bromley Education Business Partnership | 020 8462 5046
www.bromleyebp.org.uk | ebp.admin@bromley.gov.uk

Bromley Governor Services

Summary of service

Bromley Governor Services support and advise school governors in carrying out their crucial leadership role in ensuring effectiveness, improvement and high achievement in their schools.

We provide a wide range of centrally based courses and brokered training opportunities on request. Modern Governor e-learning modules are also available at a greatly discounted rate through our service. Whole governing body training is also available in self-evaluation and other key areas of the governing body's work to help governors fulfil their duty to be critically supportive friends to the school.

Through regular forums and briefings, governors and clerks are kept fully up-to-date with new legislation, emerging education initiatives and given valuable opportunities to network and exchange good practice.

We have an experienced team which can offer reliable and confidential advice on governance matters by telephone or email. Our service also helps with the recruitment of new governors, the recruitment and training of clerks, and an emergency clerking service.

Our 2011-12 programme, including prices, is available on the Education Development Centre website detailed below, or by contacting the Governor Services Team.

Key Contacts

Ann Short Tel: 020 8461 6246	Acting Governor Services Manager ann.short@bromley.gov.uk
Helen Fiorini Tel: 020 8461 6244	Governor Services Officer - Training & Support helen.fiorini@bromley.gov.uk
Janet Heathcote Tel: 020 8461 6243 Tel: 020 8461 6246	Governor Services Officer - Constitution & Recruitment janet.heathcote@bromley.gov.uk governor.services@bromley.gov.uk www.bromley.gov.uk/info/29/school_governors



Price range

Prices vary from course to course, starting from £60 for a briefing session.

Subscription packages are available.

Detailed prices are available from the brochures available on the Education Development Centre website.

Bromley Education Development Centre | 020 8462 8911
www.bromleyedc.org.uk

14-16 Flexible Learning

Summary of service

The 14-16 Flexible Learning Programme is a programme of learning opportunities for young people in Bromley usually aged between 14 and 16. Courses are available at Bromley College and other Training Providers.

Provision, including Internships and Work Experience, is also available for post-16 students.

There is a wide choice of courses from which to choose including Animal Care, Beauty Therapy, Childcare, Construction, Motor Vehicle Servicing, Hairdressing, Music and accredited extended work experience in a range of industry sectors.

The 14-16 Flexible Learning programme plays a role in the development of 'personalised learning' by giving schools the option to refer students to a wide range of vocational courses designed to both motivate and engage them. The Programme is an important part of the strategy to drive up standards of achievement across the Borough and increase student participation in education post 16. In addition, the courses provide valuable opportunities for students who are vulnerable or at risk of becoming NEET (Not in Education, Employment, or Training).

The course duration and days of attendance are arranged to allow schools the flexibility to choose the course best suited to the individual student's overall programme of learning.

Because of the range of courses available, Bromley EBP provides details of all courses and prices in a separate brochure. Brochures can be obtained via the website and contact details below.

Price range



Prices vary from course to course.

Prices are available from the Bromley EBP website, or the 14-19 website.

www.bromleyebp.org.uk
www.bromley14-19.org.uk



Key Contacts

Jean Norton		Work Related Learning and Education Business Partnership Manager
		jean.norton@bromley.gov.uk
Sarah Sutherland		Programme Leader - Work Experience & Flexible Learning

Bromley Education Business Partnership | 020 8462 5046
www.bromleyebp.org.uk | ebp.admin@bromley.gov.uk

Educational Visits

Summary of service

“

We believe that every young person should experience the world outside the classroom as an essential part of learning and development, whatever their age, ability or circumstance

”

There can be little doubt that the Learning Outside the Classroom Manifesto overarching aim is shared by governors, education staff and youth workers.

Children and young people secure a wealth of experience and positive benefits from a well managed educational visits programme and, with the help of advice from the Educational Visits Training and Support Service, Bromley schools now organise some of the best!

We believe that our teachers, support staff and youth workers should have benefits too – be well trained, supported and able to access shared resources for educational visits. Therefore we offer:

- a “package” price for the core service – one fixed price depending on the size of your organisation, school, college or unit;
- additional training courses and opportunities priced on a not-for-profit basis with discount for partners who purchase the core service package;
- access to high quality professional educational visits and outdoor education practitioners for your bespoke training needs and leadership for pupil events/activities.

The Educational Visits Training and Support Service is provided through Bromley EBP. Please see the EBP website for a brochure with full details and prices.

Key Contacts

Jean Norton		Work Related Learning and Education Business Partnership Manager
		jean.norton@bromley.gov.uk
Julie Davis		Project Co-ordinator



Price range

Prices vary from service to service.

Packages are available from £200. Individual training courses are available from £175.

Detailed prices are available on the Bromley EBP website.

Bromley Education Business Partnership | 020 8462 5046
www.bromleyebp.org.uk | ebp.admin@bromley.gov.uk

Educational Visits

The Educational Visits Training and Support Service is guided by the Educational Visits Forum which consists of school representatives and professionals from relevant specialisms such as insurance and health and safety. This has ensured the service provides safe support targeted to the needs of schools.

Over the last 10 years we have been providing a training service and advice line to help staff feel more confident about planning and leading educational visits.

Educational Visits package:

This inclusive package will cover the core on-going training and support requirements of any school, college, training provider or centre wishing to organise Educational Visits for children and young people.

- initial training for your Educational Visits Administrators;
- procedures that meet local and national best practice, giving you peace of mind and time to get on with the real job;
- updates on a regular basis;
- emergency support if you need it;
- shared educational visits resources to help save your time;
- details of quality assured venues, opportunities and training materials;
- information on grants and other funding streams;
- user training for EVOLVE (software for visit registration and management);
- guidance for Educational Visits through an advice line and drop-in sessions;
- production and publication of 'partnership' exemplars, guidance notes and generic risk assessments;
- brokered taster sessions and central vetting for local adventure activity providers;
- facilitated inspection visits and specialised professional development at regional and national training centres;
- exemption from requirement to evidence Educational Visit quality standards for grant funded "Learning Outside the Classroom" (LOtC) or Educational Visit projects that are managed by LBB;
- discount on additional training courses that are beyond the scope of the Service Package.



Additional services:

Training is available for Educational Visits Co-ordinators, Visit Leaders and Educational Visits Administrators. Courses range from basic or refresher training and annual updates to more specialised options covering outdoor learning, adventure activities and associated aspects of risk management or "journey" planning.

Bespoke training, in-school sessions, support with management systems or educational visit planning are also available.

Please see the Bromley Education Business Partnership website for full details and prices.

Venue Service Education Development Centre

Summary of service

The Education Development Centre is a year round dedicated meeting and conference centre that can provide economical meeting and conference facilities tailored to meet your needs.

Ten rooms, including an IT suite, are available to accommodate large or small meetings.

All rooms are equipped with internet enabled PCs, interactive white boards and full electronic presentation facilities. All equipment is included in the room hire charge.

Refreshments and lunches can be arranged with our in-house caterers.

There is free car parking on site (subject to availability).

There is disabled access to the site and facilities, and most rooms are located on the ground floor.



By Bus

Buses to the EDC from Bromley town centre include; 261, 61, 358, 320. You will need to get off the bus at the second stop after the roundabout by The Crown at Bromley Common.

By Train

It takes just 15 minutes to get to from London Victoria from Bromley South Station, whilst Bromley North offers services to London Bridge, with connecting services to all London stations. Regular Kent services include trains to Sevenoaks, Tunbridge Wells, Maidstone, Canterbury and Hastings.

Key Contacts

Sue Boss | Venue Services- Education Development Service
Tel: 020 8461 6276 | Email: sue.boss@bromley.gov.uk

Bromley Education Development Centre,
Church Lane, Princes Plain,
Bromley. BR2 8LD

Bromley Education Development Centre | **020 8462 8911**
www.bromleyedc.org.uk



Price range

Prices are per hour based on the room required.

Separate charges apply for catering requirements.

Bromley Youth Support Programme

Summary of service



The Bromley Youth Support Programme supports young people through a Targeted and Universal Support Programme ensuring young people receive the right support and intervention.

The Bromley Youth Support Programme offers a range of services to schools and academies both in and out of school settings including:

- Duke of Edinburgh Award Scheme support
- Detached and Mobile Youth Service
- Pre-Foundation Learning Support
- Satellite Youth Centre and After School Clubs
- Youth Support Training
- Youth Support Consultancy

Our drive is to meet the needs of all young people, providing them with opportunities that will inspire, inform, motivate and generally support their personal development.

Price range

Services are priced according to choice of programme and learner requirements.

Duke of Edinburgh support is available from £225.

Youth Support packages are available from £2800.



Key Contacts

Paul King		Head of Bromley Youth Support Programme
Tel: 020 8461 7572		Email: paul.king@bromley.gov.uk
Jan Smith		Targeted Support Programme Manager
Tel: 01689 827 601		Email: jan.smith@bromley.gov.uk
Linda King		Universal Support Programme Manager
Tel: 01689 827 601		Email: linda.king@bromley.gov.uk

Bromley Youth Support Programme



Duke of Edinburgh Award Scheme Gold and Silver Development

For schools unable to meet the additional time and staffing requirements to enable pupils to undertake the Silver and Gold elements of the DoE programme, we will provide a service to support your pupils

Detached and Mobile Youth Service

The mobile bus has computers and music mixing equipment to provide a range of activities in an informal environment during lunchtime or after school. This work has been developed at secondary school in the borough and has proved successful in engaging pupils in a diverse range of activities.

Youth Support Programme - Pre Foundation Learning Support

This support programme is aimed at young people struggling to stay in school or failing to attend school. The programme builds the confidence of the young person and seeks to support them in finding solutions to some of the issues that are preventing them from actively engaging in education or training. This programme will generally be based in a youth centre as this provides a more informal environment for tackling specific issues. This programme works best when it is delivered full time but could also be part of mixed timetable.

Youth Support Programme - In School Youth Provision

Lunch time or after school provision within the school. These services can be effective in providing a space for young people to undertake constructive activities during or after school.

Youth Support Programme - Satellite Youth Centre/After School Clubs

With schools we can develop after school clubs or particular support for a geographical area where we will provide services for young people in conjunction with the school.

Training

The Bromley Youth Support Programme has developed bespoke training packages for other professionals, volunteers, young people, elected members or community groups on a wide range of subjects. These can include conflict resolution, working with groups and effective youth involvement and participative approaches to working with young people.

Youth Involvement Consultancy

Through our experience of delivering participation services to young people across the borough and supporting schools in developing the local democratic processes, our Youth Involvement Team is able to support local democracy, PHSE lessons and school council election processes.



Child Protection & Safeguarding

Summary of service

Child Protection and Safeguarding services offer training and audit services to schools and Academies.

Training

Single Agency Child Protection / Safeguarding Training covers the criteria laid down in 'Working Together to Safeguard Children'. It covers Groups 1 and 2. Child Protection training is also available via the Education Development Centre.

Audit

Safeguarding Audits delivered in schools provides an in-depth audit of a school's safeguarding practices and protocols, with findings and recommendations provided by an audit report.



Price range



Prices are per hour based on the room required, starting from £150 for both Training and Audit.

Separate charges apply for catering requirements.



Key Contacts

Denise Partridge		Education Safeguarding Lead Officer
Tel: 020 8461 7669		Email: denise.partridge@bromley.gov.uk

Research and Statistics Service

*Core minimum Bronze service for maintained schools. Additional support available to buy

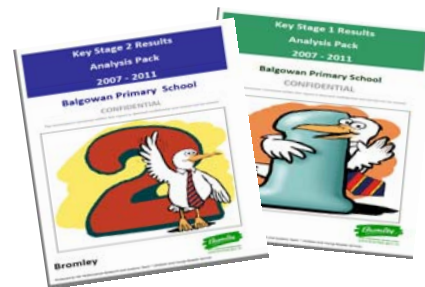
Summary of service

The Performance Research and Systems (formerly the Research and Statistics) team can provide a wide range of services to support Schools and Academies including:

- advice, technical support and guidance on completion of statutory returns such as the School Census and School Workforce Census;
- guidance on National Curriculum assessment arrangements;
- in-depth analysis on attainment data including the new Primary and Secondary Data Packs;
- training and briefing sessions relating to school attainment performance data and submission of returns;
- technical advice and support via phone and email for data returns and attainment queries;
- provision of educational attainment software such as Fischer Family Trust (FFT), Raise Online;
- bespoke work with schools to look at individual information and data requirements.

The team has a rich mix of skills and experience that can help your school to target its efforts to deliver the best results for children.

We are always looking to support schools in new and innovative ways. Our recent introduction of key stage analysis packs has been commended by Ofsted.



Key Contacts

Ailsa Reid-Crawford | Performance Research and Systems Manager
Tel: 020 8313 4043 | Email: ailsa.reid-crawford@bromley.gov.uk



£ Price range

A range of pay-as-you-go services is available.

Schools can also choose service packages starting from £600, saving money compared with buying services individually.

Research and Statistics Service

Research and Statistics Support

BRONZE Package

- Guidance and support for key statutory returns such as School Census and School Workforce Census via phone and email;
- Data checking and error validation service for statutory returns;
- Briefing sessions for Census and School Workforce Census;
- Briefing session and guidance on national curriculum assessment arrangements;
- Basic pupil attainment analysis using KEYPAS and EPAS reports.

SILVER Package

As BRONZE, plus:

- Telephone support from the Research and Statistics team on attainment, performance analysis, data management;
- School Data Analysis Packs – EYFSP, KS1, KS2;
- School Data Analysis Pack – KS4 (new product for 2011);
- Half day training on the Data Analysis Pack;
- Licence to use Fischer Family Trust software including technical support;
- Half Day Training - an introduction to Fischer Family Trust software;
- Half day workshop – Making sense of data. Looking at Raise Online, FFT and other sources of information.

GOLD Package

As SILVER, plus:

- ACORN deprivation analysis - pupil level analysis looking at demographics of school population and comparison with neighbouring schools with commentary;
- EPAS software to be made available for secondary schools (new for 2011). EPAS software contains pupil level KS4 and KS5 fully calculated results analysis and will include a half day training session;
- Half day training session – Intermediate level Fischer Family Trust analysis;
- One day consultancy to use as required (bespoke analysis, issues with data and information systems);
- One briefing session with schools governing body on performance data

All our packages are offered to all schools at a discount. Each of the items listed above can also be provided as an individual services as required. The saving for example, to a primary school who would purchase the silver package would save over £200 on the individual cost of services listed.

Free School Meals Eligibility Check

*Core service for maintained schools. Available to buy for Academies

Summary of service



We offer a quick and simple service for Schools and parents to check Free School Meals eligibility.

Parents complete an application form that is sent to Bromley Council. We then check eligibility quickly and efficiently online. This means that the vast majority of parents will not have to produce documentary evidence. We inform both the Academy and the parent of the outcome of the application.

We can also deal with renewal claims for future years for as long as you continue to use the Bromley service.

Our processes are subject to regular audit.

Key Contacts

Mike Barnes | Head of Access and Admissions
Tel: 020 8313 4865 | Email: mike.barnes@bromley.gov.uk



£ Price range

Price bands are based upon numbers eligible in the previous year.

For schools with fewer than 15 eligible pupils in the previous year an individual price can be negotiated.

Road Safety

Summary of service

The Road Safety Unit works in partnership with schools and colleges to reduce the risks of children being killed or injured in road traffic accidents, and also to increase the numbers of people walking and cycling. Free bespoke training and events include:

Cycle Training

Bikeability National Standards Levels 1, 2, and 3
 The Complete Cycle Course

Road Safety Education

Yr 12/13 Traffic Education Pre Driver Training
 Yr 11 Mopeds
 Yr 10 Your Streets
 Yr 6 and 7 Transition to Senior School
 Yr 2
 Pre School



School Travel Plans

We provide strategic support and innovative resources designed to encourage children to change their mode of travel. We present at assemblies alongside the "WOW bear!"

- Assistance with maintaining your School Travel Plan
- Assistance with your School Travel Plan rewrite
- "WOW" (Walk on Wednesday)
- "Walk the World"
- "Poetry in Motion"
- "Transportal"

Price range



Road Safety services are currently provided free to schools.

This is subject to continued funding from Transport for London.



Key Contacts

Elaine Beadle

Tel: 020 8313 4499

Email: elaine.beadle@bromley.gov.uk

Sarah Baker

020 8313 4362

Cycle Training Team Leader

Email: sarah.baker@bromley.gov.uk

Jo Luff

020 8313 4579

Cycle Training Team Leader

Email: jo.luff@bromley.gov.uk

Val Currie

020 8313 4975

Road Safety Education Team Leader

Email: val.currie@bromley.gov.uk

Dan Beckett

020 8461 7461

School Travel Plans

Email: dan.beckett@bromley.gov.uk

Exclusion Review Panel

*Core service for maintained schools. Available to buy for Academies

Summary of service

Charges for Academy Schools wishing to use our Exclusion Review Panel Service are based on three elements as follows:

(1) Administration

The charge for administering an exclusion review covers –

- negotiating and confirming a hearing date with all parties, including Legal Services and Support Services (as below);
- appointing Panel Members and covering any travel expenses;
- coordinating and distributing papers;
- arranging the hearing room.

If a review has to be re-arranged at the request of the school once a date has been fixed we would need to make an additional charge, starting at 50% of the total cost.

(2) Legal Advisor

The charge for legal advice for a school covers the cost of a typical hearing. On average this is likely to be in the region of 5 hours to cover preparation, the review itself and the drafting of the decision. If a review is likely to take significantly longer or be more complex then we may need to revert to an hourly rate charge which will be between £80-120 per hour. However, we will advise you of this and an estimated time cost within 24 hours of receipt of instructions and will meet the cost of this initial appraisal whether you use us or not.

(3) Rooms

Use of a committee room and waiting room at the Civic Centre
(if a committee room is not available, an alternative suitable venue will be provided.)

Key Contacts

Helen Long Tel: 020 8313 4595		Democratic Services Officer Email: helen.long@bromley.gov.uk
Graham Walton Tel: 020 8461 7743		Democratic Services Manager Email: graham.walton@bromley.gov.uk



Price range

Schools can choose to buy any of the three elements individually. Alternatively, an all inclusive package is available that will cater for most hearing requirements.

Please use the Key Contacts for full details

Independent Admission Appeals

*Core service for maintained schools. Available to buy for Academies

Summary of service

Charges for Academy Primary Schools wishing to use our Independent Admission Appeal Service are based on two elements as follows:

(1) Administration

The charge for administering an independent admission appeal covers –

- negotiating and confirming a hearing date with all parties;
- appointing Panel Members and covering any travel expenses;
- coordinating and distributing papers;
- arranging the hearing room;
- clerking the meeting;
- issuing decision letters.

If an appeal has to be re-arranged at the request of the school once a date has been fixed we would need to make an additional charge, starting at 50% of the total cost.

(2) Rooms

Use of a committee room and waiting room at the Civic Centre

(if a committee room is not available, an alternative suitable venue will be provided.)

Price range



Schools can choose to buy either of the elements individually. Alternatively, an all inclusive package is available that will cater for most requirements.

Please use the Key Contacts for full details.



Key Contacts

Helen Long

Tel: 020 8313 4595

Democratic Services Officer

Email: helen.long@bromley.gov.uk

Graham Walton

Tel: 020 8461 7743

Democratic Services Manager

Email: graham.walton@bromley.gov.uk

Building on excellence



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www.bromley.gov.uk



Key Contacts



Laurence Downes
Tel: 020 8313 4805

Strategic Planning & Commissioning Manager
Email: laurence.downes@bromley.gov.uk

Michael Watts
Tel: 020 8461 7608

Partnerships & Planning Officer
Email: michael.watts@bromley.gov.uk

Please contact Laurence or Michael to find out more about purchasing London Borough of Bromley services. Alternatively, you can contact Service Managers direct using the contact details within this brochure.

Corporate Services

Sold Services for Schools 2011/12

Audit Services

*Core service for maintained schools. Available to buy for Academies

Summary of service

The London Borough of Bromley has for many years had a strong and reliable Audit Service. We can help your school to minimise risks, maintain high standards and continuously improve performance. We aspire to three objectives:

- Providing our clients with the **highest quality** independent appraisal and reporting service;
- Giving clients **confidence** in the efficiency and effectiveness of their systems and the management of their risks;
- Providing **imaginative** and **practical advice** to remedy any system weaknesses identified.

The Audit Service will:

- support schools to appraise and improve the operation of financial and other control systems by undertaking an independent appraisal and review of current systems, and by offering practical advice on improvements;
- advise schools on how to incorporate suitable controls into a new system prior to implementation;
- work with Head Teachers to develop clear and specific Terms of Reference for all reviews;
- subject all files to quality assurance checks by audit management;
- issue the final report to the Head Teacher and the Chair of Governors.

These services are provided free of charge to all maintained schools and on a charged basis to Academies.

Price range



All services are available free for maintained schools.

Services for Academies and Free Schools are competitively priced.

Services can be bought at a daily rate or in a package consisting of 6 days per year.



Key Contacts

Mark Gibson Tel: 020 8313 4295		Chief Internal Auditor Email: mark.gibson@bromley.gov.uk
Luis Remedios Tel: 020 8313 4886		Deputy Chief Internal Auditor Email: luis.remedios@bromley.gov.uk
Diane Bex Tel: 020 8313 4336		Principal Auditor: Children and Young People Email: diane.bex@bromley.gov.uk
Sue Lee Tel: 020 8313 4876		Senior Auditor: Children and Young People Email: sue.lee@bromley.gov.uk

Audit Services

Process for Full Audit (Independent Appraisal and Review)

Full Internal Audit: Independent Appraisal and Review (core service for maintained schools)

Terms of Reference drawn up

Identification of relevant documents

Programme of testing made

School visited

Draft report

Final report

The London Borough of Bromley retains responsibilities for auditing maintained schools as part of the duty of the Section 151 Officer to sign a statement of internal financial controls for the whole Authority which includes all schools (not Academies). Audit work in schools is undertaken to assist in this process. We will issue the school an audit certificate after the report is finalised giving an opinion on the system of internal controls. All maintained schools are subject to a risk assessment and the results govern the regularity of each audit.

Responsible Officer Service (for Academy schools)

Academy schools are required to have a responsible officer. Our Responsible Officer service follows the guidance provided by the Department for Education and consists of undertaking a quarterly programme of reviews and checks of payroll, purchases, income and accounting systems. A report is provided following each visit. We can agree the timing of a visit to coincide with Governor meetings as required.

Academy schools can 'top up' the Responsible Officer Service by purchasing additional Independent Appraisal and Review services, such as appraising the operation of financial and other control systems, or advising you on how to incorporate suitable controls into a new system prior to implementation. Please contact the Audit team to discuss your particular requirements.

We suggest a package of 4 visits each year. A visit and writing of a report requires at least 1.5 days' time, so our package is priced on the basis of 6 days' support for the year. Alternative arrangements can be made, priced at a daily rate.

Additional services available from Audit

- **Irregularity Investigations** - our audit teams will sensitively help and advise you on the investigation of suspected irregularities and advise you on the appropriate action;
- **Computer Audit** - through our specialist computer audit services, we can provide detailed advice on your computer system controls and provide specialist interrogation reports;
- **Contract Audit** - we appraise all aspects of contracts from project appraisal to post-completion reviews;
- **Consultancy** - we offer confidential advice and objective opinions on your systems and procedures and help you to resolve any problems.

These services also are chargeable for academies at a daily rate.

The Design Studio

Summary of service

The Design Studio can support schools with:

- design of all printed publications
- web design
- multi-media short films
- exhibition design
- banners and signage
- promotional gifts
- Digital Photography

The Design Studio's clients include the Health Service, Primary Care Trusts, Bromley Adult Education College, various charitable organisations and, of course, local schools.



The section can produce rough ideas, to confirm that you are happy before the work progresses too far. Should you require photography, cartoons, maps or printing, the Design Studio can organise the complete project for you. With a commercial background, the Design Studio has a great ability to create a style to meet your individual marketing needs.

The section is Apple-Mac based with the latest machines and high spec PCs for enhanced graphic design.

We call on several freelance designers and illustrators when necessary.

Price range



The Design Studio charge all schools an hourly rate - £60 - for design services including drafting, photography, cartoons, maps and printing.

Artwork is charged as an extra.

Work is invoiced after completion.



Key Contacts

Andy Durham Tel: 020 8313 4759	Design Studio Manager Email: andy.durham@bromley.gov.uk
Lorraine Davies Tel: 020 8313 4759	Graphic Designer Email: lorraine.davies@bromley.gov.uk
Tracey Francis Tel: 020 8313 4756	Graphic Designer Email: tracey.francis@bromley.gov.uk
Nicky Coulton Tel: 020 8313 4779	Graphic Designer Email: nicky.coulton@bromley.gov.uk
Jackie Isard Tel: 020 8313 4527	Graphic Designer Email: jackie.isard@bromley.gov.uk

Print Services

Summary of service



We can provide a comprehensive in-house printing service. Please see the Price Lists for detailed costs for printing, copying, binding and laminating, or contact the team for a quotation.

Photocopying – full colour or black & white photocopying onto 80 or 100gsm paper. White or coloured paper available.

Printing – full colour or black & white on to various media types including 160 and 250gsm card. 115, 130, 150 & 220gsm coated paper/card in a silk, glossy or matt finish.

Production through digital colour and black & white imagePRESS units.

Production of promotional leaflets, booklets and forms. Samples and proofs available.

Spiral binding up to 450 sheets, sure binding up to 90 sheets or fastback thermal binding up to 40 sheets.

Laminating in paper sizes A5, A4, A3 & A2.

Hole punching, stapling and booklet finishing available.

We are able to provide advice and guidance on cost and production of high volume print and copying services, including specialist printing.

Submission of jobs through Helix – our dedicated online web submission portal which affords customers the ability to receive emails on job status including completion and delivery/collection. Training and advice available.

Customer support via our dedicated email address – lbb.printbureau@bromley.gov.uk

Delivery/Collection options available. Please ring for details.

Key Contacts

Samantha King		Support Officer
Tel: 020 8313 4732		Email: samantha.king@bromley.gov.uk
Jane Hobin		Centralised Support Services Team Leader
Tel: 020 8313 4741		Email: jane.hobin@bromley.gov.uk
lbb.printbureau@bromley.gov.uk		
Chris Bond		Print Bureau
Tel: 020 8313 4223		Email: chris.bond@bromley.gov.uk
Chris Barker		Print Bureau
Tel: 020 8461 7659		Email: chris.barker@bromley.gov.uk



£ Price range

A wide variety of prices apply depending on the type of print finish.

Please refer to the Price Lists for full details.

Or simply contact us to ask for a quotation.

Human Resources Service

Summary of service

The Children and Young People Human Resources Team specialises in providing responsive human resources and personnel services to a range of clients in the education sector. We provide specialist advice to Head Teachers, Senior Managers and Governing Bodies to help them achieve strategic goals and fulfil their operational responsibilities as employers.

Our Human Resources Team is well established with considerable relevant experience in education personnel matters. As part of our commitment to our clients, we seek to provide continuous professional development for all our staff. This ensures we can provide confidential advice and guidance specific to your circumstances, which takes account of both the practical and legal aspects of an area of school and Academy management with a constantly changing framework. Feedback from our customers to enhance our in-house mechanisms for continuous improvement is always positively welcomed.

One of our key strengths is our close working links with other services available to schools such as Liberata Payroll and Pensions, Legal and Financial services. This enables us to work seamlessly together to meet our customers' needs.

We offer a range of services to all schools including Academies which can be purchased as part of an annual package or individually. Additionally, we are always looking to extend the range of services we offer, and we would be happy to discuss your requirements with you if these specifications do not meet your needs.

Please see our specific online brochures for full service details.



Price range



HR Services are available as packages or as pay-as-you-go services.

A wide range of prices exists, allowing you to choose the right level of support for your school.

Prices may vary depending upon pupil volume.



Key Contacts

Angela Huggett | Human Resources Manager—CYP
 Tel: 020 8313 4029 | Email: angela.huggett@bromley.gov.uk

Elaine Pilkington | Health and Safety Manager
 Tel: 020 8313 4386 | Email: elaine.pilkington@bromley.gov.uk

Please see specific Human Resources brochures on the Bromley website for full details of all services.

www.bromley.gov.uk/soldservicesforschools

Human Resources Service

Service Packages

Full Human Resources Service

This service comprises a combined professional, advisory and business support service for an annual fee. It is our aim to ensure clients receive maximum benefit from the full service and we will be happy to discuss with you how this can be tailored to suit your individual requirements.

Advisory Service

This service aims to provide advice and guidance across the range of responsibilities falling within the remit of the Human Resources function. Advice covers general matters as well as specific casework, with particular reference to employment legislation, terms and conditions of employment (including pay), procedural considerations and all aspects of Human Resources and industrial relations generally.

Business Support Services

The Business Support Service consists of a comprehensive support service which ensures legislative compliance in the operation of Human Resources policies and procedures. This can be tailored to individual needs as required by the Client.

Telephone/Fax Helpline Service

This service provides access to telephone advice on specific and general matters with particular reference to employment legislation, terms and conditions of employment (including pay), procedural considerations and all aspects of personnel and employee relations generally.

Telephone/Fax Helpline and Update Service

As detailed above, together with access to and updates for the Bromley Human Resources Manual.

Combined Health & Safety / Occupational Health Service:

(Provided as part of the Full Package for Community and Voluntary Controlled schools; optional charged service for Voluntary Aided, Foundation, and Academy schools.)

Health & Safety

The LBB Central Safety Unit is based at the Civic Centre and is manned between 8.30 - 5pm. Emergency advice can be made available outside of these core hours via a mobile number. The team comprises health and safety professionals with administrative support. This service is included as part of the full HR package.

Occupational Health

This service is offered in conjunction with the London Borough of Bromley's Occupational Health Unit based at the Civic Centre. The Service includes the provision of Occupational Health advice by a qualified OH Nurse and Physician, with associated administrative support.

Please note that these services are now offered combined in a package and cannot be bought separately, or as 'Pay As You Go'. The combined package costs less if a school also buys another HR package.

Human Resources Service

Bespoke Consultancy Services Available at Additional Charge

Clients who do not wish to purchase a package of services may wish to take advantage of a range of service options which can be bought in as required and tailored to your specific needs. These are also available to existing clients at an additional cost where not already purchased as part of a package.

Consultancy charges are normally negotiated once a specification of the work to be undertaken has been discussed. The following are examples of consultancy work undertaken by Bromley Human Resources:

Headship Recruitment Service

Professional advice and administrative support in recruitment and selection processes associated with Head Teacher posts with the objective of maintaining good practice at economic cost with due regard for equality considerations. The service includes an Advisory and Administrative Support Service which can be purchased as a full package or as individual components.

Advisory Service

Professional advice and guidance across a range of employee relations issues according to your needs. For example, this service could include assistance with the preparation of documentation (reports and individual letters), attendance at pre and post-consultation meetings, access to appropriate model procedures and guidance notes, attendance at relevant committee meetings and appeal hearings and unlimited telephone advice from a Human Resources Consultant.

Job Analysis

Preparation of job descriptions, person specifications, organisation charts, etc.

Grading and evaluation of support staff posts (Local Government schemes) as required, for example as part of management initiatives such as organisational reviews or the reassessment of vacant/occupied posts on an individual basis.

Strategic Planning

The research, identification and provision of management information to facilitate the formulation of school-based employment strategies.

Briefing Seminars

Tailor-made briefing sessions for staff and/or Governing Bodies in general and more specialised areas of personnel management (e.g. disciplinary and capability issues, employment law updates, recruitment and selection).

Mediation Service

Mediation Services can play a key role in resolving conflict in the work place. This service is tailored according to requirements.

Recruitment and Retention Consultancy Services

Support and initiatives to improve the diversity of the workforce.

Academy Conversion

For those schools intending to convert to Academies we offer advice and support in relation to the HR implications arising from the conversion process. Please contact Angela Huggett, HR Manager CYP Services for more details including the fee payable for this service.

NQT Assessment Service

*Core service for maintained schools. Available to buy for Academies

Summary of service

We can help your school by acting as the **Appropriate Body** for the purposes of the induction of NQTs (Newly Qualified Teachers).

This consists of a variety of **administrative tasks**, such as registering the NQT, maintaining records and assessment reports.

The service also offers **advice** on Human Resources issues related to inductions.

We **communicate** with schools, NQTs and government agencies to update on completion / extensions of the induction period.

Please do not hesitate to contact us for a full discussion of the service and how we can meet your needs.



NQT induction support is available from the Education Development Centre. This offers specific Continuing Professional Development support for NQTs.

Bromley Education Development Centre | 020 8462 8911
www.bromleyedc.org.uk

Key Contacts

Cathy Stroemer | Human Resources Strategy
Tel: 020 8461 7469 | Email: cathy.stroemer@bromley.gov.uk

Val Jenkins | Human Resources Strategy - Manager
Tel: 020 8313 4029 | Email: val.jenkins@bromley.gov.uk



Price range

A small annual charge is made for this service.

Please see the Key Contacts to ask for further details.

Legal Services

Summary of service

The London Borough of Bromley Legal Services Team can provide legal consultancy support to Schools and Academies in areas such as:

- Education law
- Employment law
- Contracts
- Freedom of Information and Data Protection
- Property & Planning

Our Legal Team have been accredited with the Lexcel Practice Management Standard by the Law Society. Lexcel combines some elements of Investors in People, some elements of ISO 9000, and is a readily-translated quality standard for the legal profession.



Price range



Services are available at an hourly rate from £50 to £150 per hour.



Key Contacts

Joy Connor
 Tel: 020 8313 4760

Assistant Director: Legal & Support Services
 Email: joy.connor@bromley.gov.uk

Liberata Payroll Services

Summary of service

Liberata Payroll Services will support schools with a range of payroll services, including:

- Interpretation, calculation and input of a wide variety of claim forms.
- Correct interpretation and application of all statutory payments and deductions including SSP, SMP, SAP, SPP, Tax and National Insurance.
- Timely input of ad hoc payments and voluntary deductions.
- Prompt input of bank changes and tax code changes.
- Complete overpayment recovery process.
- Liaison with Pension Schemes including TP and LGPS.
- Immediate access to key payroll data for the Liberata Pension Administration Team resulting in accurate and timely pension information.
- All legislative requirements for new starters and leavers.
- Application of pay awards and related allowances.

Liberata provides the Council's payroll services. The contract includes payroll services to schools as part of the overall service level agreement with the London Borough of Bromley.

This service may not be available to some schools that do not buy certain Bromley Human Resources packages, but please contact Angela Huggett for further details.

LIBERATA

Key Contacts

Diane Allen Tel: 020 8315 1592		Payroll Manager
Martin Simpson Tel: 020 8315 1561		Deputy Payroll Manager
Valerie Shingleton-Thorne Tel: 020 8315 1425		Senior Payroll Officer
Angela Huggett Tel: 020 8313 4029		Human Resources Manager—CYP angela.huggett@bromley.gov.uk



Price range

The net cost for Bromley schools for a fully managed integrated service is £5.88 per payslip.

Bromley schools are charged £8.60 per payslip, but this is offset via a budget payment, meaning the net *real* cost is £5.88 per payslip.

Liberata Payroll Services

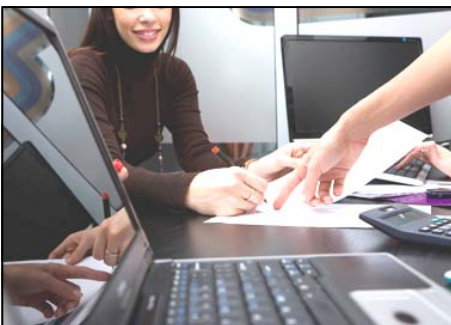
The Liberata service will process and hold information on:

- Basic pay
- Additional Allowances
- Claim Forms
- Sickness and Maternity Details
- Income Tax Changes
- National Insurance changes
- Statutory deductions from salary
- Voluntary deductions from salary
- Bank changes
- Pension scheme changes

LIBERATA

In addition, the service will provide a range of other functions, such as:

- Produce payslips in location school order, at least two days before pay day. Those payslips, flagged by HR, which are to be posted to home addresses, will be identified separately.
- Send payslips to each employee's home address during the summer holidays using the address held on the integrated HR and Payroll system.
- Complete third party accident claims forms and allied solicitor's correspondence where the employee's authority is attached.
- Complete all other payroll related correspondence for both departments and individuals in accordance with the London Borough of Bromley answering procedures.
- Direct contact for queries with a named individual.
- Fully inclusive year end service including all statutory requirements for HMRC and Pension Schemes.



Issues to Consider before deciding not to buy the Payroll Service

When considering the purchase of a Payroll contract from an alternative payroll provider, we would ask you to consider whether all processes currently included in the service purchased through the Council are included in the price quoted for the new contract.

The service purchased through the Council is fully inclusive and, unlike some contracts from other payroll providers, there are no additional charges for the completion of HMRC documents P9D, P11D, P35, P45, P46, P60's, and completion of all Pension related documentation including end of year.

Insurance Services

Summary of service

The London Borough of Bromley Insurance Service can provide a range of insurance packages for Schools and Academies.

- Material damage
- Additional expenses insurance
- Combined liabilities
- "Cash in Transit"
- Fidelity guarantee
- Personal accident
- School journey



OPERATIONAL RISK

Key Contacts

Andrew Rooke		Insurance and Risk Manager
Tel: 020 8313 4298		Email: andrew.rooke@bromley.gov.uk
Colin Chandler		Senior Insurance Officer
Tel: 020 8313 4289		Email: colin.chandler@bromley.gov.uk
Lorraine Delo		Senior Insurance Officer
Tel: 020 8313 4289		Email: lorraine.deol@bromley.gov.uk



Price range

All services are priced on application, based on requirements.

Insurance Services

Services

Material Damage

This covers the building, including walls, gates and fences, outbuildings and all landlords' plant, fixtures and fittings and all contents. The policy also covers any items belonging to the school or for which it is responsible anywhere in Europe, so long as the belongings are in the custody of a teacher or other employee of the school. It does not cover items left unattended, even if locked in motor vehicles. Cover is for all forms of accidental damage and cover is for reinstatement; that means in the event of loss or damage to buildings and contents, the full cost of replacement is new without deduction for age, wear and tear. Certain exclusions and excesses apply.

Additional Expenses Insurance

In addition to the material damage insurance detailed above, if a building is so damaged as to be unusable, there is an extension to the policy which covers the cost of hiring or installing temporary buildings for use while the original building is being reinstated.

Combined Liabilities

These cover areas such as public and products liability, officials' indemnity, employers' liability, and libel and slander. A special extension to this policy extends to third party lettings of schools which provide cover for the benefit of persons or organisations hiring halls or other parts of school premises for a fee. The insurance covers the hirer for general public liability, damage by fire or explosion to the school itself caused by the hirer and any other form of damage to the school. Certain limits apply.

"Cash in Transit" Insurance

This covers money, stamps belonging to the school, either in transit in the custody of the member of staff or in safes or locked receptacles overnight or elsewhere on the premises during normal hours. Certain limits apply.

Fidelity Guarantee Insurance

This insurance covers fraud or dishonesty on the part of any member of staff which results in financial loss to the school. Certain limits apply.

Personal Accident

Personal accident (assault) insurance is available as is teachers "all duties" personal accident insurance. "All duties" is equivalent to out of school activities, certain limits apply.

School Journey Insurance

This provides full travel insurance on a worldwide basis for any journey undertaken by a school and includes cover for loss of deposits through cancellation, medical expenses, medical existence, personal accident, personal effects and money, personal liability to third party.

Schools requiring more information on these issues and full details of the insurance cover are requested to contact Andrew Rooke. The statements above are only intended to give an overview of Borough insurance arrangements. If schools wish to request delegation of funds for insurance then full details of required cover can be obtained from Borough Insurance Section.

Length of Agreement

For schools with a delegated insurance budget, a decision can be made in February to buy into the Borough's insurance arrangements or make their own arrangements. For schools opting for their own insurance, the cover must be at least an equivalent level to that operated by the Borough Council.

Property Services

Summary of service

Property Services provides a range of core corporate services to all educational establishments at no cost, which cover issues that are either strategic or where the London Borough of Bromley has a legal or landlord responsibility. A range of additional services are available to be purchased at cost from the following teams:

- **The Maintenance Bureau** - responsible for emergency, day-to-day and cyclical maintenance.
- **Projects** - responsible for LBB and client funded planned schemes.
- **Facilities Management** - responsible for the professional management and support of catering, cleaning and caretaking services and an operational relief caretaking 24/7 emergency out of hours service.
- **Capital Team** - responsible for major London Borough of Bromley funded projects and furniture and equipment provision where appropriate.
- **CYP Strategic Property Advice** – assistance to schools and family and childcare facilities developing capital schemes.
- **Energy Management** - responsible for advice and guidance on the efficient use of energy.



Key Contacts

Jan McWhinnie
Tel: 020 8461 7616

John Davies
Tel: 020 8461 7607
07958 959131

Andrew Brook
Tel: 020 8461 7739
07944 012842

Karen Stephen
Tel: 020 8313 4053

Sarah Hudson
Tel: 020 8313 4875

Robert Bollen
Tel: 020 8313 4697

Gerry Kelly
Tel: 020 8313 4570
07949 166660

Administration Manager
Email: jan.mcwhinnie@bromley.gov.uk

Maintenance Bureau: Team Leader
Email: john.davies@bromley.gov.uk

Projects Team: Team Leader
Email: andrew.brook@bromley.gov.uk

Facilities Management Team: Team Leader
Email: karen.stephen@bromley.gov.uk

Capital Team: Team Leader
Email: sarah.hudson@bromley.gov.uk

Strategic Property Advice: Team Leader
Email: robert.bollen@bromley.gov.uk

Energy Management Team: Team Leader
Email: gerry.kelly@bromley.gov.uk



£ Price range

Services are available at a range of prices including:

- hourly and day rates
- per pupil charge
- fixed price
- % of project costs

Property Services

Core Entitlement Services

There is a range of core corporate services that are provided by Property Division to all educational establishments at no cost. They cover issues that are either strategic or where the Council has a legal or landlord responsibility. The services described below are those that are available in 2011/2012.

- A regular inspection by a surveyor/engineer to carry out an Asset Management Plan (AMP) condition survey of all building components and mechanical and electrical plant
- The management of Council funded planned maintenance building projects*
- The management of Council funded external decorations**
- Asbestos surveys
- The management of Council funded and led catering and cleaning contracts*
- School Food Strategy and Council Policy
- A regular inspection by a member of the Facilities Team in respect of caretaking, catering and cleaning standards*
- The management of the keyholder database* and emergency response services**
- Suitability and Sufficiency surveys in accordance with DCSF AMP guidelines
- Advice on strategic property issues that have significant funding implications

* Funding is devolved to Foundation Schools and they have the choice to manage the work themselves or to use Property Division.

** Funding is devolved to all schools and they have the choice to manage the work themselves or to use Property Division.

Sold Services

Property Division offers an Independent Service Level Agreement that has been designed to be as flexible as possible. Clients can choose the range of services they require from each team to best meet their individual needs. The Agreement is circulated separately and includes a charging schedule that allows schools to calculate the cost of services they require.

Additional Information

The Council's property professionals work together as one Division to provide a single point of contact for all buildings and facilities-management issues.

Property Services

Property Division—Teams and Personnel

The teams are professionally led and managed by John Turner, an experienced Chartered Surveyor. Each Team Leader is able to contribute his or her own knowledge and expertise to the Division so that it can provide to its client base an unequalled level of support and guidance on all building related issues.

The Maintenance Bureau

Team Leader: John Davies

This multi-disciplinary team provides a cyclical, reactive and emergency maintenance service for all building, mechanical and electrical components and plant. The Team's first point of contact is the Help Desk. Clients are able to contact experienced front-line staff who will assess their service request. They will arrange for either a contractor to visit or identify a team surveyor or engineer to call back or visit. Clients can expect their service requests to be professionally managed from the time they are reported to the successful completion of any necessary remedial works.

Cyclical maintenance and annual servicing of predominantly mechanical and electrical installations are arranged via experienced and suitably qualified contractors. Clients will benefit from competitively tendered rates and the security that the many legislative requirements and statutory responsibilities that cover this area of work will have been addressed.

The team is also responsible for the identification, assessment and, if necessary, the removal of asbestos from the Council's building stock.

In addition, the team is also able to offer practical advice on managing the consequences of serious damage following fire, storm or a break-in.

The Projects Team

Team Leader: Andrew Brook

The Projects Team is responsible for the management of the Council's Planned Maintenance Programme. The programme included repair, replacement and refurbishment projects across the Council's entire portfolio of operational properties. The team ensures that each project meets quality assurance standards.

The team is also able to provide a comprehensive service for client funded schemes. This includes all aspects of project management from the initial concept, through the planning process, design and specification, tendering, contractor appointment, on site management through to completion and settlement of the final account. Throughout the entire process, the project manager will continuously assess the development of the scheme to ensure that the necessary financial and legislative criteria are met.

Capital Team

Team Leader: Sarah Hudson

The team manages a range of council and partner funded capital projects and provides a corporate management service on all aspects of the Council's capital programme of refurbishment, extension and rebuild. The team charges a 1% Property fee to clients for planning and delivery of their projects.

Property Services

The Facilities Management Team

Team Leader: Karen Stephen

The Facilities Management Team is responsible for providing comprehensive professional management advice, guidance and support covering all aspects of catering, cleaning, caretaking and site management. The team offers a comprehensive range of professional management and technical support services to all types of premises including schools. The team also provides a unique Relief Caretaking Service and an out of hours Support Service.

The team is also responsible for the management and development of the School Food Strategy and Applicable Council Policy for School Lunches and all aspects working in partnership with the Primary Care Trust and all stakeholders to raise and maintain standards of school food.

The Facilities Team is multi-disciplined and committed to providing hands on practical advice and support within a range of complex and specialist service requirements. The team is also responsible for the lead on continuing development of benchmarks, standards and specifications in caretaking, cleaning and site management.

CYP Strategic Property Advice

Team Leader: Robert Bollen

The team supports schools, families and childcare establishments to develop capital proposals that meet client strategic objectives. The team charges a 1% Property fee to clients for managing the delivery of projects in partnership with the capital team.

Energy Management Team

Team Leader: Gerry Kelly

The Team is able to offer to clients advice and guidance on fuel contract tariffs, energy management initiatives, energy grants and funding availability and carbon reduction initiatives. It is also able to monitor and report on energy consumption and assist schools to better manage their use of energy and water. Proven cost savings are evidence that the advice provided by the team produces real benefit.



Grounds Maintenance

Summary of service

The Parks and Greenspace Team provides a comprehensive and professional landscape management service. We can help your school or Academy maintain grass areas, flower beds, trees, water bodies and ditches, amongst many others, ensuring that your pupils have a safe and attractive learning environment.

- General grass areas
- Specialist grass areas
- Sports fields maintenance
- Specialist ecological or sensitive areas
- Water bodies and ditches
- Shrub borders
- Floral bedding
- Naturalised bulbs
- Pesticides
- Litter removal
- Dumped or hazardous material removal
- Arboricultural work

Schools buying this service benefit from the Team's capable management of its sub-contractors, engaging the right contractor for each situation and effectively monitoring their quality of delivery.

Offering schools value for money through provision of high quality reliable services is the key objective for the Parks and Greenspace Team.

Please contact the Team to discuss your requirements and how we can best help you.



Key Contacts

Robert Schembri		Contracts Manager
Tel: 020 8313 4426		Email: robert.schembri@bromley.gov.uk
Nick Babb		Greenspace Officer
Tel: 020 8313 4437		Email: nicholas.babb@bromley.gov.uk
Andrew Wright		Parks Projects Officer (Trees & Woodlands)
Tel: 020 8313 4200		Email: andrew.wright@bromley.gov.uk



Price range

Price for grounds maintenance and estate management services (for a calendar year) varies between schools and is therefore available on request.

Tree Maintenance

Summary of service

The Parks and Greenspace Team provides arboricultural management services on an ad-hoc or comprehensive basis. Schools and Academies can choose either option 1 or 2 below, or enter into a service level agreement with us through option 3. Suggested services include:

- 1 Arboricultural surveys: Information from a survey will be stored on a database, and the school will have access to stored information as and when required. Following the inspection a survey report will be provided detailing:
 - A cover letter explaining the report contents;
 - A list of all trees surveyed with measurements;
 - Condition of all trees surveyed with attributable defects;
 - Works required as necessary on a priority basis to each tree surveyed;
 - Prices against all works required using tendered rates by the Borough's arboricultural term contractor;
 - A map showing the location of each tree surveyed.

- 2 The Borough can also provide a professional arboricultural officer to undertake ad-hoc tree inspections; give advice on tree maintenance; selection of trees for new developments; assist with grant applications to apply for external funding; or any other tree related issue that the school feels that it requires professional advice on.

- 3 **Service Level Agreements:**
 The Borough can provide a comprehensive package of surveying and professional arboricultural advice and management for your school over a term of one to three years. This will include annually surveying school trees and professional support to meet the school's requirements.

Price range



Prices for tree services depend on individual school situations and are therefore available on request.



Key Contacts

Andrew Wright
 Tel: 020 8313 3224

| Principal Trees and Woodlands Officer
 | Email: andrew.wright@bromley.gov.uk

Julian Fowgies

| Arboricultural Officer
 | Email: julian.fowgies@bromley.gov.uk

Waste and Recycling Services

Summary of service

Trade Waste Service

London Borough of Bromley Waste Services operates a competitively priced and reliable Trade Waste collection service. We have a team of trained officers who can develop the best management solution for your school while also giving impartial advice on other waste related issues. We can also offer you a choice of containers to suit your needs. Collections can be as frequently as needed, and, by using our service, you can rest assured that arrangements comply with all legislation. Contact us to find out more.

The cost of the service includes container hire, collection and disposal of materials and administration. Customers are billed annually in advance and are subject to variances in tonnage.

Paper Recycling Service

London Borough of Bromley Waste Services also provides a cost effective collection and recycling service for paper with a choice of containers to suit your needs.

Collections are based on a fortnightly collection frequency delivered over a 42 week school period. Extra collections can be scheduled at an additional cost.

If participants require more than 1 container, there will be an additional charge.

Please note the annual charge for collection is subject to participation.



Key Contacts

Bromley Waste Advisor

Tel: 020 8315 1424

Email: wasteadvisor@bromley.gov.uk



Price range

Costs are per 42 week period.

Trade Waste:
Container (litres)
1100 : £450.32
660 : £312.63
240 : £221.76

Paper Recycling:
Container (litres)
1100 : £210+VAT

Bromley Waste Services

www.bromley.gov.uk/businesswaste

Pest Control Services

Summary of service

Our pest control contractors respond to enquiries and requests, helping to identify the particular animal or insect and either arrange for a treatment to be carried out or, where no service is available, advise on what steps can be taken to resolve the problem.

The service offered for cockroaches or ant species, which require specialist treatment, would require a survey and separate quote.



www.bromley.gov.uk/info/200040/environmental_health/343

- Ants
- Bed Bugs
- Bees
- Biscuit beetle
- Carpet beetle
- Case-bearing moth
- Cluster flies
- Cockroach (German)
- Cockroach (Oriental)
- Dermestid beetles
- Earwigs
- Fleas
- Foxes
- Harlequin ladybirds
- Mealworm beetles
- Mice
- Moles
- Pharaoh's ant
- Pigeons
- Psocids (booklice)
- Rats
- Squirrels
- Wasps

Price range



Prices are available upon application.



Key Contacts

Pest Control Section

Tel: 020 8313 4830

Email: pest.control@bromley.gov.uk

SDK Environmental

Tel: 08444 828351

www.sdke.co.uk

Vehicle Maintenance Service

Summary of service

Undertaken both on a mobile basis and at workshops in Aylesford, our service covers all aspects of motor vehicle and plant repairs, services and scheduled safety Inspections. MOT testing is available at the Aylesford workshop.

Our service (contracted to Kent County Council) also includes the maintenance of a wide range of minibuses and various types of tractors, mowers and other grounds maintenance equipment as well as other aspects of transport services including minibus driver training, vehicle accident repairs and cleaning.

We arrange all scheduling for all of the above services, including the monitoring of roadworthiness of vehicles as well as maintain all individual vehicle records.

Based on the level of service required and the specification of the vehicle, costs can be charged as a monthly rate throughout the year.

We are members of the following bodies:

TfL Freight Operators Recognition Scheme
The Freight Transport Association
The Association of London Transport Officers
The Institute of Road Transport Engineers

The Society of Operations Engineers
The Engineering Council
The Chartered Institute of Logistics & Transport
The Community Transport Association

Key Contacts

Transport Operations

Tel: 020 8461 7684

Email: transportfleet@bromley.gov.uk

Paul Chilton

Tel: 020 8313 4849

| Transport Operations Manager

| Email: paul.chilton@bromley.gov.uk



Price range

Prices vary depending upon vehicle and requirements.

Prices are available upon application.

Transport and Delivery Service

Summary of service

Transport Operations provide a timely and efficient collection and delivery service across the borough.

Our team of experienced drivers (complete with CRB check) provide scheduled and ad hoc services, collecting and delivering goods and mail bags, to and from the Civic Centre post room. GPS technology is used to track items at point of collection and delivery.

Our vans are equipped to carry a variety of parcels and consignments ranging from mail pouches, cartons, sacks and palletised loads. Document trays and crates and sack trolleys can be accommodated, within the maximum payload of 1000 kgs per vehicle.

Added value

Our experienced team of trained operatives are also equipped to provide hire of specialist plant equipment, notably: water pumps, trailed flood lights, elevated work platform, fork lift truck and a range of trailers for haulage of equipment.



Price range



Scheduled delivery services are recharged annually

Ad hoc deliveries are costed hourly/daily and charged by invoice.



Key Contacts

Transport Operations

Tel: 020 8461 7684

Email: transportfleet@bromley.gov.uk

Paul Chilton

Tel: 020 8313 4849

| Transport Operations Manager

| Email: paul.chilton@bromley.gov.uk

Winter Service

Summary of service

Procurement of salt and snow clearance equipment

The procurement of salt and snow equipment (such as snow scoops) through the local authority is available at market cost with additional delivery cost to school premises.

A maximum of ten 25kg bags or multiples of one tonne 'jumbo' bags are available to order, prior to 1st October. Delivery can not be guaranteed past this date. Please note, one tonne jumbo bags require dry storage.



Mechanical snow clearance

Mechanical support for snow clearance is available to help schools clear entrances, car parks and other access points. Pre-ordering of this service is not possible, please email education.planning@bromley.gov.uk during the snow event.

Key Contacts

Procurement

Mike Dudley | Highways Contract Manager
Tel: 020 8313 4903 | Email: mike.dudley@bromley.gov.uk

For mechanical snow clearance

Email: education.planning@bromley.gov.uk



Price range

Prices are available on application.

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Building on excellence



Health Services

Sold Services for Schools 2011/12

Bromley Healthcare

*Core minimum service for Bromley schools

Summary of service

Bromley Healthcare is the main provider of community health services in Bromley, providing a wide range of services to people of all ages. Please see our website www.bromleyhealthcare.org.uk for further details and how referrals can be made.

Our services for children support their access to the curriculum, by addressing their physical and emotional health needs, and by providing specific advice to their schools and preschool settings on how to maintain their safety and develop their skills.

Core services are already provided to schools funded by NHS Bromley. Every secondary school in Bromley has a school Nurse drop-in session at least once a week. In addition there are a number of tailor-made approaches and programmes that can be commissioned by you to support your staff and pupils, either on an individual or group basis. These cover a wide range of services, such as:

- Group work by school nurses using TAMHs model
- Health and Wellbeing, including emotional wellbeing support
- Speech and language therapy
- Occupational Therapy

We can offer accredited, value for money, local training that will meet the needs of your staff, as well as providing follow up support on how best to implement this learning.

We also provide specialist services ranging from support for co-ordination difficulties, to group work for emotional support such as relaxation before exams and body image.

For more information about current services and how we can provide you with relevant additional services, contact us to discuss what will suit your needs best and quotations .

Price range



Some services are available free of charge to Bromley schools.

Additional top up services may be charged.

Please use the relevant Health contacts for more information.



Key Contacts

Write to us:	Bromley Healthcare Beckenham Beacon Hospital 379 Croydon Rd Beckenham Kent BR3 3QL
Email us:	contact@bromleyhealthcare-cic.nhs.uk www.bromleyhealthcare.org.uk
Call us:	01689 866554

Bromley Healthcare

www.bromleyhealthcare.org.uk

Here is just a selection of some of the services that we offer:

- Contraception and reproductive health
- Diabetes
- Health Improvement
- School Nursing
- Specialist HIV Nursing
- Stop Smoking Service
- Bladder and Bowel management
- Community Paediatrics
- Dietetics
- Health Visiting
- Paediatric audiology
- Podiatry
- Occupational Therapy for children
- Special Care Dental Services
- Speech and language therapy for children
- Integrated children's community nursing team
- Wheelchair and special seating
- Physiotherapy for children
- Hollybank

To find out what we can offer you as core services as well as what we can offer you on top, contact us to discuss your options.

**Bromley
Healthcare**
better together





Emotional health support to schools

*Core minimum service for Bromley schools

Summary of service

Support for emotional health

Supporting the emotional health of children and young people is recognised as essential. As well as supporting children in difficult circumstances, these services are essential to help identify and manage more serious mental health problems which may appear from the age of 14.

Services for **mild to moderate** problems are provided by **Bromley Y**.

Services for **moderate to severe** problems are provided by the **Child and Adolescent Mental Health Service (CAMHS)** from Oxleas NHS Foundation Trust.

Please contact the relevant organisation to discuss the options for provision.



The London Borough of Bromley and NHS Bromley jointly fund a core level of service to Bromley schools.



Price range



A core level of service is provided to Bromley schools funded by the London Borough of Bromley.



Key Contacts

Bromley Y

Tel: 020 8464 9033 | Email: info@bromley-y.org.uk
www.bromley-y.org.uk

Oxleas CAMHs

Tel: 020 8315 4430 | Email: camhscares@oxleas.nhs.uk
Mick Russell | Email: mick.russell@oxleas.nhs.uk
Sonia Appleby | Email: sonia.appleby@axleas.nhs.uk
www.camhscares.nhs.uk/v/bromley



Emotional Health Support

Bromley Y

Supporting the emotional health of children and young people is recognised as essential. As well as supporting children in difficult circumstances, these services are essential to help identify and manage more serious mental health problems which may appear from the age of 14.



Most young people attending counselling report an improvement after just 6 sessions. It can help with:

- behaviour in the classroom;
- removing barriers to learning;
- self-esteem;
- depression and suicidal thoughts;
- bullying;
- parental separation and step-family conflict;
- loss and bereavement;
- smoking, alcohol and drug use; and
- sexuality.

Bromley Y offer:

- 1 to 1 counselling, small group work, or drop-ins;
- Continuity of support through the school holidays;
- Support to staff (this may include staff supervision and training);
- Support to parents.

Bromley Child and Adolescent Mental Health Service (CAMHS)

CAMHS provides a wide range of 0 – 18 mental health services for children, young people and their families and carers. These services are provided under contract with Bromley PCT and the London Borough of Bromley. CAMHS works in close partnership with Bromley Y.

CAMHS deals with a wide range of presenting problems, including depression, severe self harm, ADHD and ASD, eating disorders and major mental illness. As a multi-disciplinary and multi-agency service, CAMHS is expected to focus particularly on moderate to severe mental health difficulties, but the service also has extensive and highly rated experience in providing community and school-based early intervention, and is in a strong position to build on this work as opportunities allow. Enquiries regarding potential school-based early intervention services are welcomed.

CAMHS provides individual, multi-disciplinary and multi-agency assessment and treatment as required by client need. It also offers support to families and carers, and advice and consultation to referring agencies including schools, hospitals, GPs, paediatricians and social care. Interventions available include psychological, family, nursing and psychodynamic therapies, intensive outreach, social work and psychiatric monitoring and medication.

Waiting times are in line with and in many cases below NHS national standards. A wide and expanding range of quality standards is in place, and CAMHS was an early member of CORC, the national consortium for outcome measure within child and adolescent mental health.



Sold Services Business Unit
London Borough of Bromley
Civic Centre
Stockwell Close
Bromley
BR1 3UH

020 8313 4805



THE LONDON BOROUGH
www.bromley.gov.uk