





# Introduction

We are delighted to introduce you to Enfield's Traded Services to Schools 2020 – 2021 Brochure.

With the continual changes within the education sector and being conscious of the financial challenges facing schools and local authorities, we endeavour to deliver the very best value from our combined resources and can offer a range of cost effective and responsive services to schools. The emphasis is providing a high quality service to meet school needs to enable and support you provide high quality education for all our children and young people in Enfield schools.

We have continued to review the systems being used with the aim of ensuring that these arrangements enable you to access our services in an efficient and effective way and meet our common goal of continuously raising standards and improve the life chances for the children and young people in Enfield.

Developments to the Enfield Hub website continue to advance to be able to provide you with all the information needed for your decision-making. We are confident that our continued focus on seeking to improve our services and systems to support the delivery of these services will strengthen the relationships, effective partnerships and collaborations, which are already in place.

We would welcome your views and thoughts on the information provided on the traded services available for you to purchase, the services being delivered and of any gaps in our provision.

Peter Nathan  
Director of Education



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# The Vision and priorities for Enfield Education

The roadmap to success to benefit our children in Enfield is very clear with these four steps:

**Our children will be at the very heart of all decisions taken by the Education Service**

**We will encourage high quality pre-school, nursery and early learning across the Borough**

**All children will receive a high-quality education and be given the tools to achieve to the best of their ability**

**All children will be supported to become good citizens, able to contribute and become full members of society**

Enfield Education wants to work closely with you to achieve our common goals. We will support you throughout by providing high-quality services to benefit our children with the best quality education tools available to us.

## **"HIGH STANDARDS, QUALITY SERVICES, CHILDREN FIRST"**

By working collaboratively, we want to:

- Raise attainment across all key stages to above the London average
- Address and reduce inequalities across education to ensure equality of outcomes
- Form partnership working with all stakeholders to be key to the work and success of the Enfield Education Service
- Ensure all Enfield schools are judged by Ofsted to be at least Good
- Effectively meet the needs of pupils with special needs, including mental health needs
- Allow for effective pupil place planning

The visions and values of Enfield Education are commonly entwined with those of the London Borough of Enfield Council's values. Our symmetry to these is clear as we strive to achieve and meet the expectations of all our residents:

- We Take Responsibility
- We are Open, Honest and Respectful
- We Listen and Learn
- We Work Together to Find Solutions

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# Schools & Early Years Improvement Service

**We are committed to working with providers, schools, settings and colleges to ensure that all children and young people living and studying in Enfield have access to a world class, world-changing education system and are able to embrace all the learning opportunities our borough has to offer.**

The SEYIS Team delivers statutory and core school improvement support in the London Borough of Enfield.

The team consists of experienced advisers, including current Ofsted inspectors and specialist early years, EAL, SEN and governance advisers. The SEYIS team is strengthened by using a pool of well-regarded external consultants who are quality assured by the LA and given training on the local context.

There is also a traded SLA offer that provides highly effective, responsive support tailored to meet individual school improvement needs. The team works in partnership with you to strengthen leadership and management, improve teaching and learning, build capacity at all levels and improve outcomes.

## **SEYIS TRADED OFFER**

There are a number of packages that can be bought that provide economy of scale for schools.

For schools that buy any of the packages these will be added for free:

- Membership of the Bristol Document Summary Service
- Attendance at good practice networks

## **OFSTED PACKAGE – 9.5 DAYS**

- Feedback on the school self-evaluation and forward plan curriculum health check
- Working with middle leaders to support and challenge the quality of curriculum (curriculum conversations)
- Interviews with Governors
- Interviews with pupils
- Targeted Ofsted support and training for staff and Governors
- Quality check of the website
- Safeguarding review

*A number of these activities are expected to run concurrently*

## **CURRICULUM PACKAGE – 6.5 DAYS**

Curriculum health checks

- Targeted CPD for three identified areas
- Working with 3 middle leaders to support and challenge the quality of curriculum (curriculum conversations)
- Targeted learning walks
- Interviews with pupils

*A number of these activities are expected to run concurrently.*

## **BASIC SCHOOL IMPROVEMENT PACKAGE – 5 DAYS**

- Full day team review (2 in the team)
- Additional four SIA meetings throughout the year
- Website compliance check

*In addition to the above traded offer we of course provide a service to meet our statutory duty.*

# Enfield Maintained Schools

In addition to the above traded offer we provide a service to meet our statutory duties.

## STATUTORY AND CORE OFFER

*The following offer is without charge and is in line with the local authority discharging its statutory intervention functions and is set out in the School Intervention and Support Programme.*

This enables the LBE to fulfil its basic statutory duties and local priorities for school improvement.

We recommend that this support is complemented by our traded offer.

- One half day visits offered from the allocated school improvement adviser to provide advice on school self-review and improvement and commissioning plans across the academic year.
- The provision of a school improvement adviser point of contact for schools having Section 5/8 Ofsted inspection and visits, and the attendance of an LA officer at the final feedback meeting.
- Additional half-day targeted adviser quality assurance advice for Early Years settings & in SEN resource provision where this is identified as a significant area for development.
- Statutory advice and support for Governors, including an induction package, production of Instruments of Government, LA Governor appointments, half-termly Governors' newsletter, monthly Governor surgeries, support for Chairs and LA governors through Member Governor Forum.
- Statutory Assessment moderation and security visits in Early Years, Key Stage 1 & 2.
- A local programme of induction support for Headteachers.
- Access to 'school to school' brokered support.
- Statutory advice and guidance for Governing Bodies on the appointment of Headteachers, and attendance and support with final appointment panel.
- The provision of an locally agreed RE syllabus and related training.
- Statutory advice and support for education, training and employment pathways for young people 14–19, in line with Raising the Participation Age.
- In line with the SEN Codes of Practice – support from suitable qualified SEN Careers Advisors to work with SENCOs with regard to young people with an EHCP who are at risk of disengagement.
- Access to information from Enfield Education and borough partners through The Hub.



## Enfield Maintained schools – additional support

Additional intervention and support will be provided for schools identified by Ofsted to be requiring improvement, or inadequate.

**Also, schools identified locally as red or amber will receive additional support:**

### **i) Ofsted requiring improvement schools and those locally identified as amber:**

Additional LA adviser time, including governor support, will be allocated to support school improvement planning and monitoring progress, including support for discussions with HMI. Reviews of teaching and learning and leadership will also be commissioned, with reports provided to Headteachers and Governors. The general expectation will be that schools will commission any additional curriculum or consultant resources to support their improvement plans, drawing on any established SLA with the LBE, Diocese or other organisations.

However, in exceptional circumstances additional funding can be agreed where there are immediate priorities.

### **ii) Schools judged to be inadequate by Ofsted or locally identified red:**

Additional LA adviser time, including governor support, will be allocated to support school improvement planning, the statement of action and monitoring progress, including support for discussions with HMI. Reviews of teaching and learning and leadership will also be commissioned, with reports provided to Headteachers and Governors. Alongside drawing on any established SLA with the LBE, Diocese or other organisations to support the resourcing of improvement plans, additional funding and resources may also be made available to support priorities.



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**ENFIELD**  
**EDUCATION**  
**SERVICE**

# Non-Maintained Schools, Academies and Independent Schools

## STATUTORY AND CORE OFFER

The following offer is without charge and is in line with the local authority discharging their statutory intervention functions and is set out in the School Intervention and Support Programme.

This enables the LBE to fulfil its basic statutory duties and local priorities for school improvement.

We recommend that this support is complemented by our traded offer, the advantages of which are listed on here.

- The allocation of a school improvement adviser to all schools and Academies to provide a local authority point of contact and advice on commissioned support, including SLAs, with the offer of an in-school meeting to support this.
- A local programme of induction support for Headteachers.
- Access to 'school to school' brokered support.
- The offer of advice for Governing Bodies when appointing Headteachers.
- Support for Chairs through Member Governor Forum.
- Statutory advice and support for education, training and employment pathways for young people 14–19 in line with Raising the Participation Age.
- Access to information from Enfield Education and borough partners through The Hub



# Early Years Social Inclusion

**Early Years Social Inclusion (EYSI) is a multi-disciplinary team which is part of Enfield School Improvement Service. It supports schools in meeting the developmental needs of children facing difficulties in a range of areas.**

## SERVICE INCLUDES

- Social, emotional and mental health (SEMH)
- Motor development
- Sensory processing
- Speech, language and communication (SLC)

The team is made up of colleagues from Health and Education and includes specialists in:

- Nurture groups and attachment difficulties
- Makaton and augmented communication
- Communicate in print and visual learning
- Multi-sensory and kinaesthetic learning
- Speech and language therapists
- Occupational therapists
- Physiotherapists



Much of the work is dedicated to early intervention, as well as enabling schools to meet the needs of children and young people who are at a delayed developmental stage. We work in a way which is flexible, responding to schools' emerging priorities.

Supporting schools in the implementation of three evidence based, tried and tested interventions across Early Years and Key Stages 1, 2 and 3:

- Nurture Groups
- Language and Social Skills groups (LASS)
- Tiger Teams

# Professional learning

COMING  
SOON

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**The Enfield Professional Learning team are passionate about providing school colleagues with the highest quality and innovative professional learning in order to support the development and success of all students**

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**Enfield Professional Learning launch a brand-new offer for Sept 2021 - July 2022**

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*Pay as you go no annual buyback*

Programs include educational expertise from across the UK; partnership with Enfield schools and international presenters; blended model of professional learning; rigorous QA process implemented based on Chartered Colleges' forthcoming national QA mark

*Bespoke no-cost Twitter training for staff*

*"Some of the best training I've ever had, so thought provoking and stimulating. I leave the sessions buzzing with idea and a real desire to make some changes in my school."*

**HEAD TEACHER, ENFIELD**

All PL designed using sound andragogical principles; all with repeat sessions enabling reflection and consolidation

**10 categories for the school community with new programs in each**

- 1 Leadership
- 2 Teaching & Learning
- 3 Educator Wellbeing
- 4 Safeguarding
- 5 Pastoral & Student Wellbeing
- 6 Early Years
- 7 Research & Innovation
- 8 SEND
- 9 TAs & SS
- 10 Governors



# Educational Psychology Service

**Educational Psychologists work in partnership with parents/ carers, education staff and other professionals to promote the learning, wellbeing and mental health of children and young people from birth to 25 years.**

The Educational Psychology Service (EPS) is a joint service with the Schools Emotional Wellbeing Service (SEWS) and has a strong relationship with CAMHS and other partner agencies.



## **SERVICE INCLUDES**

- Providing a graduated consultation and intervention approach relating to the assessment and intervention of children and young people with SEND. This includes:
- Contributing to reviews of Individual Education Plans (or similar)
- Observation or assessment work to further develop an understanding of a child/young person's strengths and need.
- Psychological reflections on the needs of the child/ young person and recommending strategies & interventions that can support progress
- Providing a written record of work undertaken.

## **THE EPS CAN ALSO OFFER:**

- Evidenced / therapeutically informed interventions with individual or groups of children and/or parents
- Group work with children/young people to support on specific issues (e.g. Mindfulness, management anxiety, preparing for exams)
- Parent/carers support (individually and in groups)
- Staff consultation/support/supervision (individually or groups)
- Preparing for a traumatic event or providing longer term support following an event.
- School INSET on areas such as approaches for learning, emotional wellbeing issues such as anxiety or attachment and trauma
- Developing Whole School Well-Being

# Schools Emotional Well-Being Service

**The Schools Emotional Wellbeing Service (SEWS) is a joint service with the Educational Psychology Service. SEWS comprises a range of emotional wellbeing/mental health practitioners and has a strong relationship with Enfield's Specialist CAMHS and other wellbeing services in the area.**

## **SERVICES INCLUDE:**

### **CHILDREN AND FAMILIES IN THE SCHOOL**

- Assessment and therapeutic intervention
- Early identification and intervention
- Supporting referrals to Specialist Multi-Disciplinary CAMHS or similar where appropriate where there are neurodevelopmental concerns (such as ADHD/ Autism)
- Readily available specialist mental health advice

- Accessible help for families
- Parent workshops or support groups
- Supporting the referral of a the child/young person into specialist provision

### **SUPPORT AND TRAINING FOR STAFF**

- Consultation/discussion with staff
- Whole school or small group staff training (including support staff) .
- Staff consultation
- Bespoke training and support for staff



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# Primary Physical Education & School Sports

**This service consists of a team of physical education specialists who work collaboratively with schools to maintain and develop the highest standards and opportunities in physical education, physical activity and school sport.**

## HOW

- PE Subject Leadership Programme
- TAs and HLTAs support
- CPD programme for less confident teachers/TAs/Sports Coaches
- 1st For Sport Level 3 Dance
- Apprenticeship recruitment and training support
- Safety in gymnastics and athletics
- Play leaders and lunchtime assistants training
- Early years physical development training
- Sports coach training and mentoring
- Support with behavioural management, physical and learning impairments
- Advice and support in applying for School Games Award and AfPE Quality Mark
- Access to funded programmes



# Secondary Physical Education & School Sports

**Consisting of a team of physical education specialists who work collaboratively with schools to maintain and develop the highest standards and opportunities in physical education, physical activity and school sport.**

## HOW

- Termly meetings for Heads of Physical Education
- Developing Young Leaders of sport through the Enfield Sports Leadership programme
- Opportunities for Young Leaders to develop coaching skills through a national talent pathway
- CPD opportunities in Level 1 and 2 National Governing Body (NGB) awards
- Pedagogical CPD opportunities
- Access to borough and London Youth Games sports competitions (level 3)
- Advice and support with achieving School Games Award, and the AfPE Quality Mark.
- Health and safety advice
- Entry into Borough events and competitions – trampolining, dance



# Schools Swimming

**We will assist you in delivering the National Curriculum requirement for every child to be able to swim 25m competently and confidently using a number of strokes and be able to perform self-rescue in a water-based situation by the end of KS2.**



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# Educational Visits (EVC) with Optional EVOLVE +

**The Educational Visits service assists schools and settings to manage their responsibilities and those of the Local Authority for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities. This includes the full spectrum of visits from those which are adjacent to the school to distant expeditions, including residential programmes, from low-key everyday provision to more challenging adventurous activities and visits overseas.**

## HOW

The purchase of this service supports the management and delivery of all 'Learning outside the Classroom' activities, including outdoor education, visits, and off-site activities. It also includes the use of Enfield documentation, EVOLVE software, associated approval and endorsement arrangements, together with related advice and access to generic documentation. Schools and settings will be able to endorse their use of the above documentation and adopt equivalent procedures to those used by the Council.

## EVOLVE +

This is an OPTIONAL upgrade feature to the basic Educational Visits service and includes:

- MIS Link (link EVOLVE with schools' MIS such as SIMS, Integris, ScholarPack to automatically upload data, change year groups, manage staff accounts, and include additional information on registers such as dietary needs, medical information and contact details)
- Outline Approval (seek initial approval from key staff such as Cover Manager and Deputy Head before planning the activity)
- e-Consent (seek e-consent from parents to save paper, money and time, as it automatically records responses online on the register)
- Shared Calendars (export key information such as Activity Name, Date, Time, Leader, etc. to external calendars such as Outlook, enabling office staff to retain an overview without logging into EVOLVE)
- Communication Tools (send email, SMS and mobile2mobile from EVOLVE to avoid re-creating contact groups in external Comms systems and send one text to a mobile number which EVOLVE automatically distributes to all contacts on a register).



# Enfield Careers Service

**Our role is to provide quality CEIAG which makes a positive difference to young people's lives.**

As a long-established, Matrix accredited provider of careers guidance, the dedicated Enfield Careers Service team can help schools and colleges by using experience and expertise to provide an individual affordable service that will successfully achieve the recommended outcomes with professional results

## **WHY ENFIELD CAREERS SERVICE?**

We have been delivering results-driven careers advice and guidance to schools and colleges for over 10 years. We are Matrix-accredited (government quality framework) and our service will help you deliver the careers programme Ofsted want by meeting the Gatsby benchmarks in addition to the statutory guidelines.

**For full details of the service and to order, please visit [The Hub](#).**



# Work Experience

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**Enfield Council's Work Experience service offers a range of high-quality services to help you deliver your work experience with the following benefits:**

- All employers are given structured guidance on how to meet the learning objectives of work experience
- Peace of mind for you and your students' parents knowing that your placements have been professionally vetted
- Assurance that your health and safety checks are carried out on time with a team of experienced IOSH qualified visiting officers trained in risk assessment
- Use the inbuilt database to search for employers whom schools in Enfield have partnered with previously.



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# Enfield Music Service

**We work together with schools and a range of partner organisations to offer quality-assured inclusive music lessons and activities, giving children and young people of all backgrounds and ability the opportunity to sing, learn an instrument, be creative, express themselves and to make meaningful progression.**

## OUR SERVICE INCLUDES:

- Instrumental & Vocal Tuition
- Whole Class Tuition
- Year Group Singing Programmes
- CPD for School Staff
- Steel Pan tuition
- School-based ensembles and choirs
- Singing festivals
- Subsidised Charanga digital resources
- Bespoke music projects with Hub partners
- Showcase & recital opportunities

Plus many other bespoke services.

**For full details on Enfield Music Service and to place your order, please visit The Hub.**



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*"The Music Service tutors really enrich our teaching and learning, their contribution is invaluable".*  
(Secondary Head of Music)

# Blended Learning

**Brought to you by CLC, this service offers training and support for children and staff implementing and using learning platforms, mobile devices and collaborative teaching and learning in your school. Developing a blended learning approach. Support can also include training to utilise mobile technology & apps to support across the curriculum.**

## **TAILORED OFFER**

- Distance learning and teaching support and resources. Engaging children with online learning resources.
- Creating an effective digital learning platform for teachers & students to share and collaborate on documents.
- Making learning engaging.
- Mobile technology in the classroom or home school
- Online Safety
- Office 365 & MS Teams
- Google Classroom
- LGfL resources
- J2



# Online Safety

**Schools have a dual responsibility when it comes to online safety to ensure the school's online procedures keep children and young people safe, and to teach them about online safety, in and outside of school. We aim to support this responsibility by providing various sessions for all school stakeholders.**

## **PRIMARY SECONDARY & SPECIAL ONLINE TRAINING OR IN SCHOOL**

- Provide Child Protection and Safeguarding Online For pupils / students
- Virtual Platform Training for support staff, Teachers, parents, Governors
- Support and guidance with implementing whole school curriculum planning for online safety with high emphasis on child protection
- Help and guidance with policy writing and support.

Areas covered include Cyberbullying, Online Gaming, Apps & Chat, Digital Footprint, Digital Citizenship, Sexting: Online safety and the law, Online fraud, Online grooming & Mobile Devices

The CLC provides tailored virtual workshops/ assemblies for parents, teachers, students and governors.

We are also able to appoint our head of service to oversee and converse on the school's online safety policy board group meetings and provide advice and support.

For full details or to order this service, please visit The Hub

# Governor Clerking

**Our specialist team provide advice and clerking to schools and academies to achieve and promote outstanding governance. This is a quality service that provides value for money and has been tried & tested and recommended by Enfield schools.**

## **OUR SERVICE INCLUDES:**

- Proved Clerking
- Agenda Distribution (only for meetings that are clerked by GSS)
- Minutes of Meetings
- Clerks to Governors
- Record Keeping
- Pupil Exclusion, Staff Appeals and Complaints panels

## **ADDITIONALLY, WE OFFER:**

- Monthly Governance Surgeries which provides an opportunity for governors and trustees to talk to lead officers about matters of concern
- Member Governor Forum where governors, councillors and officers can meet and discuss items of importance
- Half-termly Newsletters
- Guidance on parent and staff elections
- An induction pack for new governors
- Organisational Arrangement Document

**For further information on these services and to place your order, please visit The Hub.**



# Governor Training

**Governors have a crucial role in the leadership and management of their school. Our new, exciting and thorough training programme gives you access to expert advice and information to help guide you as effectively as possible through an array of roles and responsibilities.**

Training brings the challenges of everyday governance to life, and provides governors with the confidence needed to make a positive difference in schools.

Our programme provides induction training for new governors, introduces the concept of continuing professional development for governors, and has been devised in light of the DfE's 'Competency Framework for Governance', taking into account their changing guidance and legislation.

For additional information and to order this service for your school, please visit The Hub.



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# Education Welfare Support

## Why Choose Us?

The Enfield Education Welfare Support Service works in partnership with schools, agencies and families, offering a holistic approach to improving school attendance and maximising pupils' opportunities to achieve and attain.

As well as performing our statutory responsibilities, we offer a traded service to academies and free schools. This covers direct work in schools, outreach work with families and associated follow up work.

We are committed in supporting schools to improve attendance and safeguard children with a cost-effective service.

There are various Education Welfare packages that include:

- School consultation
- Outreach work with families who have been referred after appropriate school pre-referral.
- Attendance Clinics.
- Operating 'Fast Track to Attendance'.
- Operating coffee mornings.
- Contributing to school assemblies on attendance matters.
- Preparation of paperwork and presentation of the case to the Court Assessment Meeting.
- Preparation of all court paperwork, representation and presentation at Magistrate's court.
- Schools will be offered a School Health check, at least once in the academic year which will involve data analysis to review the school attendance management process and produce an action plan for focus and improvement.





## ENFIELD EDUCATION SERVICE



Our Supervision Support package includes:

- Data analysis and planning interventions (using school's data system).
- Implementing timely interventions/staged interventions.
- CME process support.
- Embedding effective attendance practices.
- Early intervention strategies – specifically supporting attendance clinics.
- Advice/guidance by telephone/email and during visits.
- Advice and guidance on whole school policy and systems to address and improve attendance.

We also operate a range of additional services which will be charged based on an hourly or one-off rate.

# Free School Meals

**This service is statutory for Enfield Community, Voluntary Aided & Foundation Schools**

The Pupil Benefits Team determines entitlement of free school meals for children attending full time education.

Parents are required to make an application which includes a request for the applicant's national insurance number. Parents are not required to provide documentary evidence of the benefit they receive but must sign a declaration on the completed form. Enfield has access to a secure Eligibility Checking System that holds data from the Department for Work and Pensions, Home Office and HM Revenue and Customs.

On receipt of the completed application, the Pupil Benefits Team will use the DfE's Eligibility Checking System to determine a family's entitlement to free school meals.

If a family does not receive a qualifying benefit, the Pupil Benefits Team will confirm this with the parent and alert the school by secure file transfer detailing this. Once determined, families have a

continuous entitlement to free school meals but are obliged to inform the school or Pupil Benefits Team of any change to their benefits. The Pupil Support Team will carry out termly checks on the Eligibility Checking System and will write to parents only if a negative return is received. Cancellation reports will be sent to schools by secure file transfer. For those who apply and are not entitled, parents will be advised of this.

The Team provides advice and guidance to schools and parents on the procedure on application and qualifying benefits. FSM entitlement reports are provided to all schools at the beginning of the year. However, entitlement reports can be provided on request at any time.



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# Admission Appeals Service

**This service is statutory for Enfield Community, Voluntary Aided & Foundation Schools**

The School Admission Appeals service is offered to all non-local authority maintained / voluntary aided controlled schools. These schools are responsible for arranging an Independent Panel to hear a parent appeal against a decision not to admit their child to the school.

The Council's service operates well-established procedures and practices for arranging School Admission Appeals and has planned hearing dates throughout the academic year thus giving schools as much notice as possible. The Council's service has a proven track record of successfully arranging admission appeals within the requirements of the School Admission Appeals Code and

has built up a large pool of experienced and trained independent panel members.

We provide a full service which covers matters such as contacting the parents and dealing with all queries and bookings relating to the hearing so we require little from the school aside from producing necessary paperwork and attending the hearing on the day. We can also provide tailored quotations based on your specific service needs.

The cost includes the provision of panel members and covering all the necessary administration such as clerking by a legally trained person; compiling, printing and send out paperwork bundle; providing the venue and refreshments for hearings



# School Exclusions

**This service is statutory for Enfield Community, Voluntary Aided & Foundation Schools**

The School Exclusion Review Service is offered to all non-local authority maintained / voluntary aided controlled schools. If requested, these schools are responsible for arranging an Independent Panel to review the decision of a governing body not to reinstate a permanently excluded pupil.

The Council's service operates well-established procedures and practices for arranging School Exclusion Reviews. The Council's service has a proven track record of successfully arranging exclusion reviews within the statutory framework and has built up a large pool of experienced and trained independent panel members.

We provide a full service which covers matters such as contacting the parents and dealing with all queries and bookings relating to the hearing, so we require little from the school aside from producing necessary paperwork and attending the hearing on the day. We can also provide tailored quotations based on your specific service needs.



# Enhancing Education in a Digital World

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**With various CPD & workshops available for teachers and students in Primary, Secondary and Special schools.**

## **CLC OFFERS THE FOLLOWING:**

- Various options in ICT for Learning
- Tailored Service Offer for Primary Schools
- Tailored Service Offer for Secondary Schools
- Tailored, bespoke offer supporting all needs and levels for Special Schools

**For more information on what the professional team offer or to place an order, please visit [The Hub](#) for more details.**





# Human Resources

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# Enfield SPS

**Enfield SPS provides comprehensive and professional Human Resources support for schools.**

As employment law becomes more confusing and ever changing we can assist schools to ensure they progress smoothly through the tangled web. We provide you with template documentation from recruitment paperwork to policies and procedures and everything in between to support you to have the best staff to educate your children. Where there are complex HR cases we explain the options that you have and support you in investigations if these are needed. Our commitment is to work in partnership with you and support you every step of the way.

Our team is highly experienced, committed to customer care and works to the highest standards. We fully appreciate that schools are dedicated to providing every child an outstanding education and keeping them safe, allowing you to focus on what matters most.

We also provide you with up-to-date news and changes to legislation, updated policies and procedures to support you as legislation changes, as well as guidance on how best to ensure you are fully compliant, protecting your school and staff. You also receive online access to our dedicated HR Portal containing policies, procedures and model letters.

**For full details on our service and to place your order, please visit The Hub.**



# Safeguarding Audit

**The Safeguarding Audit is offered to all schools throughout Enfield. The audit will be conducted by someone from the Local Authority and will visit your school. At the end of the visit, you will receive verbal feedback and an additional written report within 5 working days.**

## THE AREAS OF FOCUS IN THE AUDIT WILL BE:

- Safeguarding Governance
- Designated safeguarding leads
- Safeguarding policies
- Safer recruitment
- What staff need to know
- Inter-agency working
- Allegations against staff & whistleblowing
- Helping pupils and students keep themselves safe
- Record keeping and information sharing
- Areas of abuse including child sexual exploitation, prevention of extremism and radicalisation, honour-based abuse, FGM, forced marriage, homophobic and other bullying
- Positive mental health and emotional wellbeing
- This traded service ensures you will have a fully safeguarded environment benefitting both pupils and staff alike



# Primary Schools' Supply Pool

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**The Primary Schools Supply Pool provides quality teachers and support staff to cover when you need them most.**

It is open from 7.30am until 6pm, we can book short term cover for that day but can also look for long term cover for you. Our staff are paid at the same rate as your school staff so you can have the same expectations of standards and commitment. For those who use the PSSP they consistently state how valued they find the service and are impressed by the service that is provided.



# Payroll & Pension Service

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**The experienced Payroll & Pensions team offer a full, comprehensive and concise service covering all the requirements needed to ensure your school complies with all the needs within this sector.**

## **BENEFITS OF USING THE SERVICE**

- Fully trained specialist staff with excellent knowledge and understanding of providing services to schools.
- All senior managers hold professional payroll qualifications.
- An all-inclusive service providing high standards with no hidden extras.
- Excellent 'can do' approach to supporting schools and their employees with all aspects of the payroll service.
- Comprehensive administration of a Child Care Salary Sacrifice Scheme, providing both the school and its employees with tax and NI savings and providing an attractive addition to the school's employment package.
- Comprehensive administration of the AVC Wise Sacrifice Scheme. This provides both the school and its employees who are members of the LGPS with tax and NI savings and providing an attractive addition to the school's employment package
- Expert advice, guidance and experience of delivering services and supporting schools who may be considering the transition to Academy status.



# Occupational Health & Counselling Service

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**Medigold Health Limited are the Occupational Health provider for Enfield Council and can offer schools the services as listed below:**

## **ACTIVITY**

- Pre-employment health assessments
- Pre-employment health surveillance
- Employee Assistance Programme (Telephone advice service and face to face counselling)
- Management referrals for assessments to an Occupational Health Advisor (Nurse) and Occupational Health Physician (Doctor) and reports, including Ill Health Retirement Referral and report
- Immunisation Programme and vaccinations
- Advice on health-related topics
- On-site screening
- Display Screen Equipment reasonable adjustments assessments
- Health education
- Visual Display Units eye tests
- Audio / Hearing tests
- Case management

**Please visit The Hub for more information**







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# Energy Management

**The Energy Management Team provides a professional, customer-focused service committed to delivering value for money energy (gas and electricity) contracts at a time of rising prices and constrained budgets.**

*The team is part of the Council's Property Department.*



WE OFFER THE FOLLOWING SERVICE:

## **ENERGY CONTRACT PROCUREMENT & MANAGEMENT**

This includes:

- Arranging risk managed, flexible, long-term, benchmarked, value for money energy & water contracts
- Carrying out regular reviews of best value approach
- Attending regular workshops to evaluate and improve supplier and buying agency performance
- Providing expert procurement advice and support
- Providing advance notification of new tenders, contract renewal and price changes
- Ensuring compliance with EU, national and statutory regulations

**Please visit The Hub for more information**

# Pest Control Service

.....

**As part of Enfield Council, the Pest Control Team is a trusted service, one which can help you sort pest problems before they even start.**

Our BPCA qualified, DBS checked team can provide you with a free survey to better understand your preventative needs and will then tailor your contract to suit your school. Having a contract with our service is an affordable way of dealing with pests, putting your mind at ease with our regular checks, all completed discreetly and efficiently. You will be provided with a folder which will contain all your visit reports, recommendations, safety data sheets and everything you need to be compliant with relevant checks.

**Please visit The Hub for more information**



# CLEAPSS Licencing

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**We provide schools the facility to purchase at a discounted price CLEAPSS (Consortium of Local Education Authority Provision for Science Services) licence, which provides general support in the field of science and technology. In addition, we offer the option to purchase the Radiation Protection Advice service membership.**

**For further details and to purchase this service, please visit [The Hub](#).**



# Health & Safety

**The Health & Safety service is delivered by fully trained, qualified and experienced Local Authority officers, with a detailed knowledge and understanding of Health & Safety Law and practice and the policies and procedures of a local authority. The team are able to provide support on health and safety issues that can be applied so not as to be onerous in its application to achieve service aims.**



## **BENEFITS OF SERVICE**

Where suitable and sufficiently competent advice and support is not available in organisations there will be clear failings in meeting legal requirements and hence considerable exposure to risk of prosecution to individuals and the organisation. Furthermore, there is additional exposure to the cost of expensive litigation.

The Enfield Council Schools' Health and Safety and Asbestos Team can facilitate risk reduction and help develop or sustain inbuilt safety management

as part of the organisational management system that meets legal requirements. Specifically, as part of a local authority dealing with schools; they are experienced in the application and requirements of legislation and how it can be effectively applied judicially in this specific arena. The team can support you in numerous ways that includes a comprehensive system of health and safety, asbestos management processes, policies guidance etc. Moreover, they can provide the more intangible, experienced competent advice tailored to educational establishments that is very hard to find.

Schools can access this service through our service level agreement. For Voluntary Aided, Foundation Schools and Academy Schools the standard services can be brought in for an individually agreed fee and supported with a separate additional arrangement for asbestos and other customised services and visits.

## **OPTIONS (PACKAGES)**

Standard Service and Additional Services available, as described above.

## **WHAT IS INCLUDED**

For full and concise details of the Health & Safety package and to place your order or renew your SLA, please visit The Hub.

# Asbestos Service

The specialist Asbestos Team can provide a comprehensive asbestos management package. This includes the following services:



**ALL SERVICES ARE DELIVERED BY COMPETENT AND FULLY QUALIFIED ASBESTOS PROFESSIONALS AND INCLUDE:**

- Asbestos surveys and regular re-inspections
- Emergency response to any incidents and concerns
- Unlimited advisory and consultancy service
- Access to the Council's Asbestos Management System
- Production and review of the Asbestos Management Plan
- Monitoring/review service including an Asbestos Action Plan
- Asbestos awareness training for key site staff and trustees or school governors.
- Computer based training for asbestos.
- Bespoke Asbestos Policies

# Grounds Maintenance

.....

**Enfield Council offers a complete grounds management service for schools across the borough. Delivered by our in-house team of skilled staff, we combine up-to date equipment with a friendly and reliable service to ensure that every task is completed to the highest standard.**

**WE OFFER A COMPREHENSIVE RANGE OF SERVICES, INCLUDING:**

- Grass cutting
- Leaf clearance
- Hedge cutting
- Shrub and rose bed maintenance such as pruning
- Edging and trimming
- Cricket pitch preparation
- All types of sports field markings including athletic tracks
- Weed spraying
- Drainage improvements for your playing fields through verti-draining and spiking

**For full details of this service, please visit The Hub.**



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# Arboriculture Service

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**Enfield Council's specialist Arboricultural tree team will survey your site and issue a recommended priority tree works report. If required, the team can action any of the tree works recommended and are ready to undertake all types of specialist tree works requested.**

## **BENEFITS**

- Fully qualified Arboriculturalists
- A consistent high output level of service attained
- Highly trained and fully qualified tree team available for commissioned works
- Prices for work commissioned include a 3 man team, vehicle and all machinery
- Weed spraying
- Drainage improvements for your playing fields through verti-draining and spiking



# Corporate Maintenance & Construction Team

**This service includes architects, building surveyors, mechanical and electrical services engineers, quantity surveyors, clerk of works and principal designer.**

## THE CORE SERVICE INCLUDES:

- Annual service contracts for mechanical and electrical services to ensure statutory compliance and assist with the efficient running of engineering plant and equipment.
- Responsive maintenance service for day to day repairs, including the Careline and emergency call-out service (24 hour / 365 days per year, operated from 8.00am to 5.00pm Monday to Friday and outside these hours through the Council's partner, Capita)

## ADDITIONAL SERVICES INCLUDE:

- Planned maintenance works for repair or refurbishment of buildings, mechanical or electrical elements, funded through the school's budget
- Projects – building adaptations and improvements for initiated changes to existing buildings, or provision of new accommodation funded through the school's budget

- Measured term contracts for responsive electrical and mechanical maintenance to include boiler servicing, water monitoring, electrical testing and portable appliance testing. This contract and the contract for Building Maintenance also includes a facility for procuring minor improvements priced through a discounted schedule of rates.
- A range of other contracts covering specialist maintenance servicing including lifts, fire alarms, security and CCTV, water risk assessments, and air conditioning.



# Waste & Recycling

.....

**Enfield Council's in-house Commercial Waste & Recycling Service, offers tailored contracts to schools to suit whatever your waste disposal needs are. Our trusted team can provide you with a free waste audit, to understand your School's commercial waste needs and will advise you on the most convenient and affordable solution.**

We have a trusted on-street team who complete the collections, both timely and with efficiency. We can tailor your contract to make sure you're only receiving the collections you need.

## **BENEFITS**

- At least one collection a week
- Container hire
- Waste Transfer Notes (required by law)
- Paper and Recycling Collections







# School Management

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# Enfield Catering Service

**The award-winning Enfield Catering Service is dedicated to ensuring all Enfield children receive a healthy, nutritious meal at school.**

Passionate about what we do, the service hold a Silver "Food for Life Served Here" award from the Soil Association recognising our dedication to providing meals that not only meet the national School Food Standards, but use quality, ethical and seasonal ingredients. We also use fresh Farm-Assured meat, free-range eggs, organic milk and sustainable fish.

Enfield Catering Services has a strong vision for schools in the borough of Enfield. Some of our chefs have worked with food based charities in London, some bring experience from London hotels & restaurants others from schools & care homes but all of them know and appreciate the value of good food and what that means in the noble endeavour of feeding the next generation.



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With an exciting year ahead, the service has seen a positive change in direction with a real foodie team leading from the front, including Lead Chefs and an exciting partnership with Chefs in Schools – the first Local Authority in the country to do so. New technology introduced to give our children and parents the opportunity to pre-order their meals to reduce food waste, which takes a huge step to meeting the Enfield Climate Emergency.

### **BENEFITS**

- One menu is cycled fortnightly and a new seasonal menu introduced three times a year
- Introduction of a monthly theme day to celebrate events such as Chinese New Year, Pancake Day and British Pie Week
- We know how hard your colleagues work, so free meals for SLTs
- Incentive discounts: The more meals served, the cheaper the meal price becomes
- Option to pay a reduced annual flat fee – reduce admin time and increase your meal uptake to get maximum financial gain
- All meals freshly prepared on site
- Fresh, seasonal locally sourced ingredients (where possible)



# Design & Print

Our highly experienced design team have been brought together from a range of backgrounds to provide a wide variety of excellent skills. Using the very latest technology and professional graphic design software, the dedicated team has access to an extensive font library and an account for downloading and purchasing photos.

## THE DESIGN TEAM CAN PRODUCE AN ARRAY OF DESIGNS FOR A WIDE RANGE OF PRINTED MATERIALS:

- Banners
- Brochures
- Business Cards
- Booklets
- Calendars
- Compliment Slips
- Test Papers
- Flyers • Folders
- Handbooks
- Invitations
- Leaflets • Letterheads
- Newsletters
- Reading Diaries
- Postcards
- Posters
- Prospectuses
- SAT's Papers

## OUR HIGHLY SKILLED TEAM ALSO OFFER:

- Digital Printing
- Photocopying
- Finishing

For full details on these services and more, please visit The Hub or contact:  
[mitchell.tait@enfield.gov.uk](mailto:mitchell.tait@enfield.gov.uk)



# Supporting Families Towards a Safer Transition

**Supporting Families Towards a Safer Transition project supports children and families with the transition from primary to secondary school who have been identified as being at risk of youth violence and crime.**

This could include displaying behaviours that make them vulnerable to negative influences and children who may have been identified as suffering from vulnerabilities which relate to Adverse Childhood Experiences.

## **THE SERVICE INCLUDES:**

- Case Worker Intervention to support the whole family
- Amani Empowerment workshops for school pupils
- Amani Empowerment Workshops for School Assemblies
- Mentoring

**For further details of the service and to place an order, please visit The Hub.**



# Translation Service

**As part of our commitment and being part of a multi-cultural borough, we are conscious that not all families have English as a first language. Therefore, we are offering a new Traded Service to assist you with translations and interpretations.**

Enfield Council, together with other local authorities and NHS trusts are in a shared services partnership to bring you The Language Shop. The Language Shop is run as a non-profit organisation with all monies being reinvested into the scheme.

The Language Shop was created to address universal public sector concerns regarding the delivery and use of translation and interpreting services.



## BENEFITS

This includes:

- Fully qualified and vetted translators and interpreters
- A consistent output of translated service
- Price-checked against many competitors
- All monies are reinvested back into the organisation

**Please visit The Hub for more information**



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# ScholarPack –

## Accredited First Line and Technical Support Service

**If you use ScholarPack in your school the CLC are now accredited support partners and you can opt to have the CLC support your ScholarPack System added to your Technical Support or as a stand-alone service option.**

### SERVICE INCLUDES

- Fault diagnostics and resolution
- Disaster Recovery
- Full Remote Support
- Help Desk Access
- Staff User Training
- Admin Support

### TRAINING PROVIDED

- ScholarPack Census Workshop
- ScholarPack Key Stage Returns
- ScholarPack Year End
- ScholarPack Assessments
- ScholarPack Reporting

**Please visit The Hub for more information.**



# IT Technical Support

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**Brought to you by CLC, the IT technical support school and academy specialists bring you a tiered bronze, silver, gold and platinum standard and premium plans based on the size of your network and number of users.**

## **THE SERVICE IS A BESPOKE OFFER TO INCLUDE:**

**IT Service:** Various options available and include Fully Managed ICT Services, Disaster Recovery and Back Up, Business Continuity, IT Help Desk and Ticket Reporting and many more.

**INITIALISATION:** Microsoft Education – Office 365, Microsoft Teams, Google Classroom, SharePoint, Intranet, Team Collaboration and Software tools

**MIS SYSTEMS:** RM2 Accredited and ScholarPack Accredited

**For full details on the service and to place an order with our specialist team, please visit The Hub.**



# Website Annual Subscription

**A well-established service offered by CLC, offering ongoing support for your existing website with full access to our IT helpdesk.**

## **PROVIDING:**

- Regular system updates
- Virus Checks
- Disaster Recovery
- Back Ups
- Resolving Page/Content Errors
- HTML and PDF accessibility
- New content uploads
- Digital Media Images editing and accessibility and uploads
- Ongoing nominated user training
- IT helpdesk support access
- Google analytics reports
- OFSTED compliance annual check list
- Optional domain hosting transfer



# Website Design

**The CLC offers a full development service for your new website. We will create a fully interactive, engaging website from start to finish.**

The site will showcase your schools' achievements and be easy to navigate. Working exclusively with our design team from the start with regular meetings, progress reports and content guidance for OFSTED compliance.



## THIS INCLUDES:

- Optional Domain Hosting
- Choice of Theme
- Menu Selection operating 3 click access to information
- Page content uploads
- Digital Media content editing
- Calendar
- Mobile accessible app for important out of school hours notifications
- Google Search Console Management/ Analytics
- Database Driven Site
- Scheduled back-ups and virus check and system updates
- Nominated user training included
- IT Help Desk access
- 1 Year Subscription Support included

# Internal Audit

.....

**Internal Audit provides assurance to all levels of management about the adequacy and effectiveness of operations, compliance with laws and regulations, accuracy and reliability of management reporting, and the safeguarding of assets and other interests.**

## **THERE ARE TWO SERVICES AVAILABLE:**

- 1 Internal Audit review of the School's internal control environment, by undertaking a range of independent reviews which evaluate the Schools' internal control framework. The objective, independent review will cover a range of major systems within the School, to ensure compliance with policies and procedures and to ensure good financial practices are applied throughout.
  - If you are a new Headteacher or School Business Manager and would like assurance over the systems in place, this audit would be very useful for you.
  - Please note that this would be in addition to the regular programme of audits undertaken in maintained schools.
- 2 Independent certification of grant funding, by completing a review of information provided to us, as required by the grant conditions, and provide an independent written assessment



# Insurance Service

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**The Insurance Team are committed to delivering an efficient, effective and high quality service that meets customer needs, corporate priorities and statutory requirements.**

## **THIS INCLUDES:**

- Advice on all aspects of school insurance
- Managing claims for compensation arising out of school's activities
- Arranging new insurance covers upon request by schools when needs change
- Processing claims in line with the Civil Procedure Rules
- Investigating claims in conjunction with stakeholders to ensure a decision on liability is reached within timescales imposed by the Civil Procedure Rules
- Negotiating insurance cover and premiums at competitive rates



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# Legal Services

.....

**This service is provided by Enfield Council's in-house professional legal service which is responsible for providing legal advice to the Council in respect of the whole range of its functions.**

**THE SERVICE IS SPLIT INTO FOUR TEAMS AS DETAILED BELOW AND WILL PROVIDE YOU WITH READY ACCESS TO SPECIALIST KNOWLEDGE ON THESE AREAS:**

- Safeguarding
- Corporate
- Environment and Regeneration
- Major Contract & Commercial

**For full details on what the Legal Services team provides and to place your order, please visit The Hub.**



# GDPR

GDPR was introduced in May 2018, as an extension of the statutory requirements of the Data Protection Act that was previously in place. A key element of the new regulations is for every organisation to have a named independent Data Protection Officer (DPO) who will the legislative requirements are being met within the required timescales.

## DESCRIPTION OF SERVICE

The service to be offered is to support schools to fulfil the statutory DPO role as required by the GDPR and this will include:

- Act as conduit to Information Commissioner and Public
- Ensure that training is made available and that awareness is raised
- Inform, advise and issue recommendations on Data Privacy
- Monitoring compliance.

## BENEFIT

- No need to have own in-house Data Protection Officer
- Consistent documentation of all data stored
- Expert advice from an experienced team of Data Privacy staff



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# How to order

## STEPS

1

Place your order online via The Hub  
[www.traded.enfield.gov.uk](http://www.traded.enfield.gov.uk)

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2

If you have any questions, please visit the FAQ section on The Hub that should answer your query. We're also here to help on [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

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3

If you are purchasing on behalf of multiple schools, we can help! Send us an email on [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk) requesting an Order Form, fill it in and we will place the order on your behalf.



### **Forgotten your password/Having problems logging in?**

Please email [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

### **Price on application**

For services that invite you to request a quote, we will send you a bespoke quote via email, if you are happy with the price simply click buy it now and this checks out the order on your behalf. It's as simple as that.

### **Invoicing terms**

Annual subscription products invoices will be broken down into ten instalments from June.

Invoicing terms for price on application services and quotes will be agreed at the time of quoting.

Payroll services are invoiced every three months (retrospectively), Music services are invoiced termly (retrospectively)

Grounds maintenance services are invoiced on delivery

### **Prices**

Prices listed in this brochure exclude VAT and apply from 1st April 2021 to 31st March 2022. However Enfield Council reserves the right to amend prices from time to time. Up-to-date prices can be found on The Hub.

### **SLA Notice Period**

If you do not wish to renew an existing SLA, please get in touch with the service. Please ensure this is done taking the 3 month notice period into consideration.



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