

# SCHOOLS TRADED SERVICES



FOR ALL SCHOOLS  
2023 & 2024



**Buy It Now**









# INTRODUCTION

We are delighted to present to you the new Schools Traded Services digital brochure 2023/2024. This year, we have taken the decision not to print a physical copy of the brochure to suppress additional costs.

We hope you enjoy looking through this year's edition which we feel gives an overall view of the services offered. Full descriptions and prices are available on The Hub <https://traded.enfield.gov.uk/thehub>.

The Schools Traded Services team and services at large are mindful of the continued challenges schools in our borough face during the current cost of living crisis, particularly the high energy costs. We have strived to continue offering value for money services to you whilst maintaining the high quality of service you have rightfully come to expect.

The Hub has continued to grow in visits by Enfield schools and I am pleased many more of my colleagues across the local authority now use The Hub to get their important messages across to you. Please do visit The Hub to ensure you are up to date on all our news, updates and advice for your school environment.

As we fast approach the opening of the new trading window, if you have any questions on the services offered, please contact Tony Rosa on [tony.rosa@enfield.gov.uk](mailto:tony.rosa@enfield.gov.uk).

Peter Nathan  
Director of Education

Cheryl Headon  
Head of Schools Traded Services







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# SCHOOLS & EARLY YEARS IMPROVEMENT

**Working in partnership to achieve the best outcomes for children and young people.**

**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, SEN and governance advisers. The team works in partnership with you to strengthen leadership and management, improve teaching and learning, build capacity at all levels and improve outcomes.**

In the academic year 2023/24, each LBE maintained school will have a termly visit with their Link Adviser. We will also be offering those schools a half day for headteacher performance management.

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. When a school or setting buys a package, it is discussed with the school's link adviser. Individual days within the package may be allocated to either LBE staff or to consultants, depending on the expertise needed. We will work with the Professional Learning team to draw up a bespoke commissioning plan for each school, if there is need.

There is also a traded SLA offer that provides highly effective, responsive support tailored to meet individual school improvement needs. Bespoke professional learning may be included. Depending on what is needed, or who is delivering this training, it will count as a half or whole day of the time from a package. Individual days can be bought at any time.

There are a number of packages below that can be bought that provide economy of scale for schools. There are suggestions about how a school might wish to use the time that they buy. Discussion with Head/SLT will inform the commissioning plan for each school that has bought a package, ensuring that support is tailored to individual contexts, but initial conversations may be able to identify the best use of the days. This will ensure that the school is able to tailor the support to their individual context.





### **School Improvement Package One: 9.5 days**

The following suggestions are examples of how the days could be used. Schools would discuss how to use their days with the Link Adviser.

- Feedback on the school self-evaluation and forward plan (1 day - half day onsite, half day prep and write up)
- Curriculum health check (2.5 days – two advisers on site for one day, plus prep and write up time)
- Working with three middle leaders to support and challenge the quality of curriculum (curriculum conversations 1.5 days – on site for one day, plus prep and write up time)
- 2 targeted learning walks (2 days – four hours on site per walk and write up)
- Interviews with Governors and pupils (1 day to include prep and interviewing Governors and pupils)
- Targeted Ofsted support and Ofsted training for staff and Governors (1 day including prep time, and for two sessions, one with each group)
- Half day quality website check

### **Peer to peer reviews with external QA – 4.5 days**

This is based on three schools wishing to work together. The total price quoted is split between the three participating schools. If you would like to do this with a different number of schools, please ask for a price.

- 1 day for the adviser to consult with the schools, arrange dates and hold a scoping meeting with the three headteachers
- 1 day per school for the adviser to work with the heads in each school to conduct a review
- 0.5 days for adviser to follow up (write up will happen in the final review meeting of each day onsite.)

### **School Improvement Package Two: 6.5 days**

The following suggestions are examples of how the days could be used. Schools would discuss how to use their days with the Link Adviser.

- Curriculum health checks (2.5 days – two advisers on site for one day, plus half a day prep and write up time)
- Working with three middle leaders to support and challenge the quality of curriculum (curriculum conversations) (1.5 days including prep and write up time)
- 2 targeted learning walks (2 days – four hours on site per walk and write up)
- Half day quality website check

A number of these activities would be expected to run concurrently.

### **School Improvement Package Three: 5 days**

The following suggestions are examples of how the days could be used. Schools would discuss how to use their days with the Link Adviser.

- Four additional half day link adviser visits (3 days including write up time)
- One day review from link adviser (1.5 days including prep and write up time)
- Half day quality website check

Although purchasing the above packages provide an improved economy of scale for schools, you can opt to purchase individual elements of these three packages.

### **Function: Headteacher Performance Management**

- Half a day as external adviser. This is offered at no cost to school for all LBE maintained schools.

Outcome: Acts as a supportive and challenging partner by an annual meeting with headteachers and support for governors. Raising attainment for all pupils, including vulnerable groups.

In addition to these packages, we offer a bespoke half day consultancy fee of £330 and a full day fee charged at £600. These are standard consultancy fees whereas in some cases an expert consultant may have a higher daily charge. Please email [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk) with details of your bespoke requirement so we can price and advise accordingly.



# EXECUTIVE COACHING

## What is Coaching?

Executive coaching is a powerful, focused, and effective development tool for senior leaders in any organisation. Executive coaching sessions are skilled and targeted conversations that challenge and support leaders to help themselves, and their schools, to excel over the long term.

## Beatrix Simpson is a qualified accredited Executive Coach

She has 20 years' experience in education, predominantly in inner London primary schools- as a headteacher, executive headteacher, teacher and a coach. She is known to be an expert in bringing outstanding results to children from disadvantaged backgrounds. Having worked in schools, Beatrix is in a unique position of understanding the strengths of headteachers and leaders, the pressures they are put under and the struggles.

She is a coach who connects with clients quickly to get to the heart of the matter and is skilled in helping them change mindset, behaviours and habits. She works with leaders and governors. Her coaching is designed carefully to meet the individual needs of each school.

## How does it work?

Coaching is a two-way dialogue where the intention is to involve the other person in finding solutions through a process of setting goals, effective questioning, listening and appropriate challenge in a supporting and encouraging way.

Coaching will help school leaders to feel empowered and joyful, to see their vision into reality, have raised awareness and improved well-being.

## Coaching Package: Designed for Senior leaders

Our coach will be the leader's critical friend who will not judge and will not direct. The sessions will provide an opportunity for headteachers and senior leaders to share worries and thoughts and talk things through.

Our coach will work with leaders on a one-to-one confidential basis on a range of work-related issues to improve performance. Our free 30 minutes introductory session will explain the process. Our coaching package consists of five one-hour sessions, and one wrap up session. All sessions can take place on Zoom or at your school.

## **Some of the areas we can support with include:**

- Building resilience, shifting perspective, and getting strategic about how to maximise performance.
- Working smarter not harder and reduce workload, developing more strategic perspective
- Management of conflict situations
- Developing a greater ability to prioritise and manage demands.
- Positive thinking and decision making

## **Some of the areas we can support with include:**

- Where are you now - mission, goals, values, next steps
- Leadership style - mindsets and behaviours
- How do you apply your strengths and values?
- Where are your blind spots - leadership style, mindset and behaviours
- Challenge and comfort zone

Leadership development makes an impact on the quality of teaching and learning. It supports the development of excellence and mastery.

Investing in leadership development secures good and outstanding schools. All packages booked include a free 30min introductory session.

## **Coaching package: Leadership development - new leaders**

Our coach will work with new leaders on a one-to-one confidential basis. Our free 30 minutes introductory session will explain the process. Our coaching package consists of five one-hour sessions, and one wrap up session.

## **Coaching session (per hour)**

Our Coach will work with staff on a one-to-one confidential basis on a range of work-related issues to improve performance. Our coach will be the leader's critical friend who will not judge and will not direct.

Some of the areas we can support with include:

- Improving performance and setting goals
- Interpersonal and relationship skills
- Development of a more strategic perspective
- Management of conflict situations
- Positive thinking and decision making







# PROFESSIONAL LEARNING

**Our philosophy is that professional learning is synonymous with community. We want to support communities of educators within the London borough of Enfield. We are passionate about meeting the needs of schools through coordinating a learning offer across a range of partnerships. Professional Learning plays an essential role in the aim of greatest positive outcomes for children and young people.**

Our professional learning focus for 2023-2024 will be on leadership, safeguarding and curriculum support. We will continue to commission a range of professional learning from leaders in their field and also maximise the expertise of the School Improvement Advisors.

**The Professional Learning Portal** will continue to be the conduit for bookings and information and this year will see a hybrid method of delivery with most courses being pay as you go.



We welcome dialogue with any school  
and look forward to you engaging  
with our offer.

[Professional.learning@enfield.gov.uk](mailto:Professional.learning@enfield.gov.uk)

# 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



# ECT PROFESSIONAL BODY

**Enfield Appropriate Body provides a high quality and professional Appropriate Body Service for Primary, Secondary and Special School ECTs. Experience along with a good understanding of our local schools and context result in us working successfully to guide schools and ECTs through statutory induction for Early Career Teachers.**

Enfield Appropriate Body will play a key role in induction by:

- Registration of ECTs with the TRA (Teaching Regulation Agency)
- A Quality Assurance Role that ensures a suitable Early Career Framework (ECF) programme of support development is in place for Early Career Teachers (ECTs) and assessment of ECTs is fair and consistent
- Ensuring that Early Career Teachers receive their statutory entitlements
- Providing ECF fidelity checks, ensuring schools are supported to provide ECTs with an ECF-based induction
- Checking whether Early Career Teachers are receiving a programme of development, support and training based on the Early Career Framework
- Monitoring progress reviews each term where a formal assessment does not take place
- Ensuring all schools are supported throughout the year with their induction processes
- Providing support and advice for Induction Tutors
- Supporting schools where there are concerns about struggling ECTs
- Providing advice on variations in induction e.g. Reduce the length of induction for an ECT or management of absence which effects the induction period
- Determining completion of induction year and exemption from induction year
- Reviewing assessment forms
- Making the final decision as to whether the ECT has satisfactorily met the Teachers' Standards.





# EDUCATIONAL PSYCHOLOGY



**Enfield Educational Psychology Service (EPS) is the main provider of psychological services to Enfield schools. We have direct links to services in education, health and social care, enabling a coordinated approach.**

The EPS works at different levels with schools to support children and young people's learning and wellbeing. This includes applying psychology with:

- Whole-school work such as training, projects and policy development. Some whole-school initiatives with EPS involvement are delivered at no cost to schools, such as My Young Mind Enfield, E-TIPSS, ECASS and EASA.
- Staff development, e.g. Emotional Literacy Support Assistants (ELSAs) training and supervision which is purchasable on an annual basis through contacting [eps@enfield.gov.uk](mailto:eps@enfield.gov.uk)
- Individual children and young people and their families, where there are concerns about their learning, development, emotional wellbeing or behaviour.
- Groups of children and young people, e.g. facilitating workshops or delivering interventions such as managing anxiety.
- Groups of parents and carers, e.g. facilitating workshops or deliver parenting programmes. Please note that some parenting programmes delivered with EPS involvement are accessible at no cost to schools through EASA, ECASS and SWERRL.

Our school partners say:

"Thank you to our EP and trainee EP for continuing to support the school to better support our pupils."

"Our EPs have always been available via email or telephone and have been a great support. Very warm and empathetic with parents in particular."



When you purchase from the EPS, we provide 2 hours of planning time per year at no cost.

We work with you to identify your priorities for the term, and to agree the way we will work together.

When we work with individual children and young people (on SEN Support or with an EHCP), your school and families can expect:

- A first meeting (consultation) bringing together parents and school staff to explore what is going well, what the child's needs might be, and to identify what we might need to find out more about.
- Further assessment as agreed together. We might observe the child in their classroom or playground, have more conversations with school staff or parents, or do some individual work or assessment with the child. We will usually meet with the child to understand their views of the situation.
- A feedback and action planning meeting (where needed), bringing together parents and school to come to a shared understanding about the child's needs, and to agree together the next steps to support the child.
- Review meetings (where needed). It may be that further thinking or information is needed to ensure that the support in place is helping.
- A written record following direct work. This sets out the work we have done, the shared sense of the child's strengths and needs, and the agreed support plan/recommendations. This will usually have been discussed with schools and parents/carers along the way, so it typically does not contain new information. If we are joining a school review meeting, schools will usually provide the written record or updated IEP/LSP.

The EPS staff includes:

- Qualified Educational Psychologists who are registered with the Health and Care Professions Council (HCPC).
- Trainee Educational Psychologists who are enrolled on approved training courses and work under the supervision of qualified EPs within the team.
- Assistant Educational Psychologists who work in partnership and under the direction of qualified EPs within the team.
- Qualified Locum and Associate Educational Psychologists.

The EPS also offers some services which are commissioned by the Local Authority, for which there are no charges to schools:

- Providing psychological advice as part of a child or young person's Education, Health and Care Needs Assessment.
- Offering a rapid response to school leadership teams to support them in helping their school community following a critical incident or sad event. Please e-mail [eps@enfield.gov.uk](mailto:eps@enfield.gov.uk) to access this help.
- EPS involvement through other multi-disciplinary teams, i.e. EASA, ECASS, Youth Justice Service, HEART, My Young Mind Enfield (MYME) and SWERRL.

The EPS evaluate all of our work, using parent/carer and school surveys and other approaches.

Parents and carers say:

"I felt the EP communicated and listened well during our meeting, involving me (the parent) and the teachers effectively."

"Very helpful, professional service."





# EARLY YEARS PROFESSIONAL LEARNING TRAINING

**The Early Years Team offers support, guidance and training to teachers and practitioners working in school nurseries, reception classes, day-care nurseries, preschools, childminding and out of school clubs.**

The Early Years Professional Learning Training offer has been developed by the Early Years Team in response to training needs identified by schools, providers and through local knowledge, Ofsted trends and EYFSP data. The cost-effective training sessions and workshops have been designed to support teachers and practitioners to develop and broaden their knowledge and understanding of effective pedagogy and practice in the early years.

The Early Years team has a network of accredited trainers (ICAN Communication and language, NSPCC Child Protection and HENRY – Health and wellbeing), including trainers whose backgrounds are specific to the early years sector.

We deliver a wide range of training courses, inset sessions and workshops that support practice and delivering a play-based curriculum. As a part of our training we also offer training sessions for parents, adults, and young people in areas such as childcare, child development and health and well-being.

All programmes are led by experts in early years from Enfield and nationally recognised training providers including the following:

- Early Excellence
- Ofsted
- Inspired Children
- Education Child Protection

The EY training and workshops includes some of the following topics:

- Personal, Social and Emotional Development
- Communication and Language
- British Values
- ICan Talk Boost
- Physical development
- Understanding the World
- Literacy
- Maths
- Expressive arts and design
- Understanding the EYFS
- Early Years TA course
- Working with Children Developing EAL
- Enabling Environments
- Ofsted in the Early Years



Schools will be able to access all published courses to be held online or in local venues. Bespoke training specific to the needs of individual schools can be arranged.

All costings and course/workshops content can be viewed via [here](#)

All courses and workshops are priced individually.



## SEND/INCLUSION CPD PROGRAMME

The SEND/Inclusion Professional Learning Programme is developed by Enfield schools' trusted partners in the Local Authority. Training courses cover a broad range of SEND support and advice to support practitioners in developing their skills to meet the needs of children and young people who present with SEND. This comprehensive programme is devised with local knowledge and aims to support school staff in responding to the challenges that practitioners face in their day to day work. Access to the programme will enable colleagues to fulfil school responsibilities under the SEND Code of Practice (2015) including its statutory elements.





# TEACHING ASSISTANTS AND SUPPORT STAFF PROGRAMME



**The Teaching Assistants and Support Staff Professional Learning Programme is developed by Enfield schools' trusted partners in the Local Authority. Training courses cover a broad range of areas from First Aid to Higher Level Teaching Assistant Programmes.**

All programmes are led by outstanding providers from within Enfield or other nationally endorsed experts within their area of specialism.

This comprehensive programme is devised with local knowledge and aims to support school staff in responding to the challenges that practitioners face in their day to day work.

## The PL Programme

The TA and Support Staff CPD programme is designed to support school staff to meet the needs of pupils across all key stages and support colleagues from our Special schools. It is also a key element in colleagues' personal professional development to build on their skills and develop new ones.

### What is included?

Schools will be able to access all published courses to be held online or in local venues. Schools may send a maximum of two attendees for any one course.

Occasionally additional charges may be levied to cover accreditation or training material costs e.g. Inference. Where this is applicable, this will be clearly stated in the course details.

Bespoke training specific to the needs of individual schools can be arranged.

### Pay as you Go Costs

For schools who do not subscribe to the Professional Learning package the following charging guidelines for SEND/Inclusion and TA/Support Staff Professional Learning courses will apply: Most SEND/Inclusion and TA courses will be charged by the hour. Certain courses will be charged dependent on the associated costs. The course fee for every course will be published alongside the booking details.





# 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, including termly meetings and wider networking with schools to support high quality PE delivery
  - Curriculum support for all aspects of Physical Education, 1:1, staff meetings, whole school inset – including early years physical development and TAs and HLTAs support
  - Event specific CPD
  - L5 qualification in Primary PE – subsidised
  - Health and Safety advice in all aspects of PE and school sport, including gymnastics and athletics – national and local guidance and training
  - SEN - Support with behavioural management, physical and learning impairments
  - Advice and support in applying for School Games Award, AfPE Quality Mark and Healthy Schools London award
- 
- Access to a broad range of festivals competitions and events for all year groups, such as dance festival, borough leagues and tournaments, SEN events and much more
  - Access to funded programmes such as FA girls football partnership, AfPE and YST Innovation projects and local health opportunities. In addition, partnership opportunities to support schools such as Active Enfield, Tottenham Hotspur Foundation – Premier League Primary Stars. As well as key policy updates for National Governing Bodies (NGB), national/regional events and opportunities for schools
  - Apprenticeship recruitment and training support
  - Support with targeted interventions such as The Daily Mile, Write Dance, Active60 minutes
  - Membership of the Enfield Primary Schools Sports Association – includes comprehensive insurance cover for fixtures/events. \*

\* Some competitions have free access as these are organised through the School Games Programme, which is publicly funded. The PE Team organise more events and festivals to enable as many children as possible to enjoy physical activity and school sport. The programme is far reaching, more than just catering for the talented. The PE Team strapline is that 'Every child wears a team strip and grows in self-confidence as a result'

# SECONDARY 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

- 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
- Advice and support in applying for School Games Award, AfPE Quality Mark and Healthy Schools London award
- Health and safety advice
- Entry into Borough events and competitions – Eg: trampolining, dance
- Access to funded programmes, such as FA girls football partnership, AfPE and YST Innovation projects, local health opportunities – Sport England Secondary Teacher Training project.

Special Offer:  
Buy this service and  
Educational Visits, get **25%**  
off both products







# EDUCATIONAL VISITS & EVOLVE+



## Option 1: Educational Visits Service - basic level:

This 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.

## Option 2: Educational Visits with Evolve + level:

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.
- Developing Whole School Well-Being

**Special Offer for Secondary Schools:** Buy this service and Secondary PE, get 25% Off both products

# ENFIELD CAREERS



**The key purpose of the Enfield Careers Service is to enable young people to make successful progressions to further education, training and employment after leaving school, thus supporting the individual success of pupils and the school's success with DfE's participation measure.**

We offer a range of careers information advice and guidance activities to enable young people from years 8-13 to gain understanding and awareness of their skills, options and the world of work. This can be delivered through 1:1 careers guidance, group work or other types of group activity.

We work with children and young people directly as well as their parents and carers. We support schools to innovate and share good practice locally, working with teachers and support staff including partnerships with other agencies.

## **Benefits**

The principal benefits of this service are:

- The service is delivered by an experienced and local team of careers advisers, with a long record of measurable success, covering a wide range of interests and specialisms.
- Our staff can work with all pupils, including those with profound learning difficulties, gifted and talented or disengaged.
- Your pupils will benefit by working with an organisation that has a long-term investment in them; they are the key to the economic future of Enfield.
- The purchase of this service will assist schools and colleges to fulfil the statutory duties laid out by the Department for Education, in "Careers Guidance and Inspiration in Schools" April 2014 to secure independent careers guidance for all year 8-13 pupils.
- The purchase of this Service is compliant with Ofsted Inspection requirements.



# 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 consideration their changing guidance and legislation.

For additional information and to order this service for your school, 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

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

Additionally, we offer

- 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.





# EDUCATION WELFARE SUPPORT

**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.

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



**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.







# ADMISSION APPEAL SERVICE

**The School Admission Appeal 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 managing all queries and bookings relating to the hearing, as such 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.



# SCHOOL EXCLUSIONS



**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.





# SCHOOLS TRADED SERVICES

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# ENFIELD MUSIC SERVICES

**Music has the capacity to change lives and can help children and young people to thrive by raising self-esteem, increasing concentration, developing social skills, generating a sense of community/belonging and improving mental health and wellbeing.**

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

## **Instrumental & Vocal Tuition**

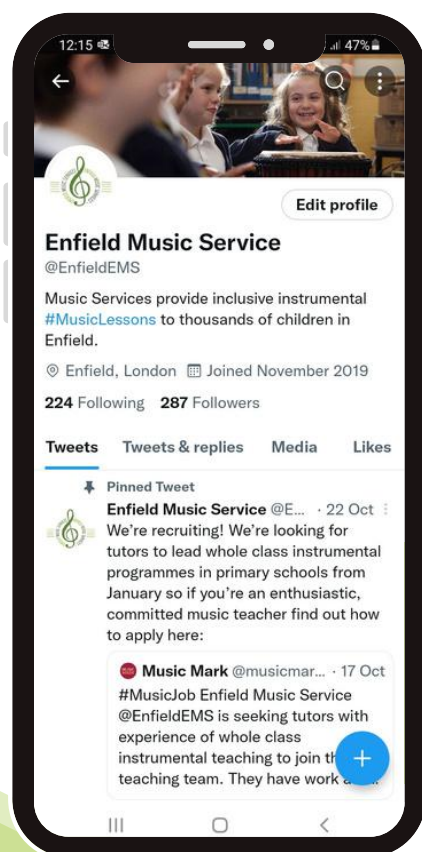
Our team of high quality, experienced tutors deliver a range of individual and small group instrumental and vocal lessons as well as ensemble teaching on steel pans.

## **Whole Class Tuition**

A great first access opportunity for children at KS2 to experience learning a musical instrument in a class ensemble setting and gain a thorough grounding in the basic elements of music as well as benefitting from end of term performances

## **Year Group Singing Programmes**

Singing can be hugely beneficial for mental and social wellbeing and these termly singing programmes offer an opportunity for year groups to come together and sing once a week with our expert vocal leaders, working towards a celebration performance at the end of the term.



Be the first to know and share important information and updates with your parents /guardians.

**FOLLOW US**

[@EnfieldEMS](https://twitter.com/EnfieldEMS)

Click here





**What we offer to all schools (free):**

- Basic curriculum guidance and support
- Professional learning and networking
- Singing resources
- Music resource banks and recommendations
- Participation in special events and performances
- Access to workshops with Music Education Hub partners
- Individual school music grant allocation

**Available to buy in for EYFS/KS1**

- Songsack singing programmes
- Partnership singing festivals
- School-based music and singing clubs
- Subsidised Charanga resources
- Instrumental lessons (from Y2)
- Tailored professional learning and detailed curriculum consultation

**Available to buy in for KS2**

- Songsack and Enfield Sings vocal programmes
- Partnership singing festivals
- Whole class instrumental programmes
- School-based ensembles and choirs
- Steel Pan tuition
- Subsidised Charanga resources
- Subsidised Inspire-works Studios Online resources
- Instrumental lessons and hire
- Tailored professional learning and detailed curriculum consultation

**Available to buy in for KS3/4/5**

- Choir and Ensemble Festivals
- Vocal and Instrumental recitals
- School-based ensembles and choirs
- Steel Pan tuition
- Instrumental and vocal lessons
- Instrument hire
- Subsidised Charanga VIP Studio Sessions resources
- Subsidised Inspire-works Studios Online resources
- Curriculum and teaching observation support







# ENFIELD SWIM

**As part of the Schools Traded Services team, the professional and experienced Schools Swimming team 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.**

Our swim courses are accompanied with the use of Swimphony, a secure digital platform that allows you to securely view pupil progression and attainment throughout their swimming classes.

With a choice of six swimming pools throughout the borough, we are running lessons at a location near you. Courses available are for 45 minutes over 10 weeks during the Autumn 23, Spring 24 and Summer 24 terms.



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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.

This allows you to focus on what matters most: providing every child with an outstanding education and keeping them safe. 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](#).



# OCCUPATIONAL HEALTH & COUNSELLING



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 Medigold's contact details.





# PAYROLL & PENSIONS

**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.
- Expert advice, guidance and experience of delivering services and supporting schools who may be considering the transition to Academy status.

Full details of the service can be found on The Hub.



PAYROLL



# TRADE UNION FACILITIES TIME



**The service provides an effective route for statutory and collective consultation and bargaining, a framework and structure for non-maintained schools to manage industrial relations and access to branch official from recognised unions, it includes:**

Consultation, negotiation and representation, for trade union members on matters connected with terms and conditions, including:

- Pay
- Hours of work
- Holidays and holiday pay
- Sick pay arrangements
- Pensions
- Equality and diversity
- Notice periods
- The working environment
- Job evaluation
- Local agreements (eg; Teaching Assistant /Nursery Nurse agreements)
- Health and Safety

Attendance and representation at meetings with and on behalf of union members in relation to:

- Grievances
- Disciplinary
- Attendance management
- Restructuring and/or redundancy
- Pay & grading appeals
- TUPE transfers
- Health and Safety
- For members at management meetings on matters of local and joint interest such as policy changes

And any other industrial relations issues where school-based employees have a statutory right to representation.

For full details on this service, please visit The Hub





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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.**

We offer the following service:

## Energy Contract Procurement & Management

This includes:

- Arranging risk managed, flexible, long-term, benchmarked, value for money
- Gas and Electricity 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

Enfield are committed to purchasing through LASER (Local Authorities South East Region Energy Ltd part of Kent County council) which enables LASER to purchase energy well in advance of the delivery period. Energy is purchased in small chunks to build up to the required volume prior to the contract start, this allows LASER to monitor the energy markets daily and avoid purchasing at high prices.

This flexible procurement strategy allows LASER to mitigate against these spikes in the market and in turn looks to deliver a better than average price for each year of the contract.

This year has seen unprecedented market highs largely due to the situation in Ukraine but also affected by Coronavirus. LASER's flexible purchasing has been effective in mitigating the worst of these market highs. However, the increases are not totally avoidable and so whilst there has been some success in cost avoidance to LB Enfield and its stakeholders it should be noted there will still be significant increase.

Please visit [The Hub](#) for more information.



# PEST CONTROL



**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 our 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

Enfield Council Pest Control Service

[Pest.control@enfield.gov.uk](mailto:Pest.control@enfield.gov.uk) / 0208 379 3433 / [www.enfield.gov.uk/pests](http://www.enfield.gov.uk/pests)





# CLEAPSS

**We provide schools the facility to purchase a CLEAPSS (Consortium of Local Education Authority Provision for Science Services) licence at a discounted rate, which provides general support in the field of science and technology.**

This includes information, advice and training on:

- Practical science
- Health and Safety
- Risk Assessments
- Sources and use of chemicals
- Living organisms and equipment
- Laboratory design & practice
- Job roles of technicians
- Limited support and advice may also be offered for technology, art and design and other practical subjects.

## Benefits

The Local Authority manages the arrangements for purchasing on behalf of maintained schools in Enfield, and in doing so attracts a discount for purchasing.

## Options

- Purchase of CLEAPSS annual licences
- Purchase of the Radiation Protection Advice service membership





# HEALTH AND 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 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 bought 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.

## 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.

**Special Offer:**  
A 10% discount will be applied to those schools who purchase both the Health and Safety and Asbestos SLAs.



# ASBESTOS

**Employers and those responsible for maintenance and repair have a legal duty to manage asbestos in schools.**

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

- 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.
- Bespoke Asbestos Policies

Special Offer:  
A 10% discount if you  
purchase both the  
Asbestos and Health and  
Safety SLA's.



# GROUNDS MAINTENANCE



**Enfield Council offers a complete grounds maintenance 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 approach to our service ensuring that every task is completed to the highest standard.**

Our services include:

- 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







# ARBORICULTURE

**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 consistently high 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



# CONSTRUCTION, MAINTENANCE & FACILITIES MANAGEMENT



The Construction Maintenance & Facilities Management (CMFM) department at Enfield Council is an in-house team of professionally qualified staff offering a full range of technical and project management services to assist you with effective value for money property management.

By entering into a service agreement our experts will ensure that your Regulatory & Legislative, Property and Project requirements are met and you have peace of mind. We provide access to wide range of property services contracts, which have been refined and tested through the robust public sector procurement process, to ensure the sustainability and future-proofing of your asset.

Services Include:

**Property Term Maintenance and Statutory Inspections:** Access to a range of Measured Term Contracts and frameworks for the call-off of periodic maintenance and inspections for critical building services including but not limited to: electrical, heating and plumbing, fire, lifts mechanical, structural, and air conditioning. All of these building systems have the potential to cause harm and are integral to increasingly onerous and wide-ranging legislative and regulatory duties on the school. The services are available via CMFM providers and are designed to provide schools with convenient services at exceptional value for money.

**Facilities Services:** Access to a range of Measured Term Contracts and frameworks for the call-off of services necessary to the operation of all buildings including but not limited to: cleaning, security, waste, grounds maintenance and pest control. We are committed to provide schools with first-class facilities services, allowing them to concentrate on their own core operational activities. The services are designed to provide schools with convenience and exceptional value for money.

**Education Accommodation Initial Design and Feasibility:** Developing project briefs in-line with establishment objectives, government guidance, and building bulletins. Developing specifications on behalf of schools to enable successful delivery of projects.

**Construction Project Management:** A range of professional services including: Project Procurement support, Design Team Management, Construction Project Management support (RIBA stage support) and advice relating to FF&E and educational matters. We can also work with schools to develop a long-term Forward Maintenance Plan (FMP) based on their Building Condition Survey data.



# WASTE & RECYCLING

**Enfield Councils 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 in a timely manner 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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# DESIGN & PRINT

**Our highly experienced design team have been brought together from a range of backgrounds to provide a wide variety of excellent services. 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 including:

- Banners
- Brochures
- Business Cards
- Booklets
- Calendars
- Compliment Slips
- Test Papers
- Flyers
- Folders
- Handbooks
- Invitations
- Leaflets
- Letterheads
- Newsletters
- Reading Diaries
- Postcards
- Posters
- Prospectuses
- SATs 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)



# TRANSLATION



**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 including:

- Use of unqualified linguistics with a high degree of variation in terms of skills and performance
- Use of linguists that were unvetted for security or right to work which can present a risk to the commissioning organisation
- Over-charging: Double-charging and fraudulent timekeeping were common
- Fragmented provisions that were disjointed with poor management information

## Benefits

- 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





# 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, an 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, statutory 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 providing an independent written assessment.



# INSURANCE



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

The service 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







# DATA PROTECTION OFFICER

**The UK General Data Protection Regulation (UK GDPR) requires public sector organisations to have a named and independent Data Protection Officer (DPO), which means all schools must appoint a suitable individual to fulfil this role.**

The service offered is offered to support schools in fulfilling the statutory DPO role, as required by the UK GDPR. This will include:

- To inform and advise maintained Enfield schools and their employees about its obligations to comply with the UK GDPR, and other data protection laws
- To monitor compliance with the UK GDPR and other data protection laws
- Raising awareness of data protection issues and training staff
- To advise on and monitor data protection impact assessments
- To be the first point of contact for the ICO and for individuals whose data is processed (parents, pupils)

## Benefit

- No need to have own in-house Data Protection Officer
- Expert advice from an experienced data protection team
- Collaborative working with other Council services



# LEGAL



**The service is provided by Enfield Council's in-house legal service which is responsible for providing legal advice to the Council in respect of the whole range of its functions. The service forms part of the Chief Executive's Group (CEX), and the Director of Law and Governance reports directly to the Chief Executive. Legal Services adheres to the procedures as laid out in the Council's Constitution.**

The service is split into four teams as detailed below and will provide you with ready access to specialist knowledge on these areas:

## **Safeguarding**

- Advice on general childcare matters
- Advice on safeguarding children and adults.
- Advice to schools on general matters, including aspects of parental responsibility and communications with parents
- Advice on school transport and Special Educational Needs
- Advice on individuals and families with no recourse to public funds

## **Corporate**

- Employment matters
- Complex civil litigation, including contract disputes, property disputes, civil fraud and complex debt recovery.
- Community safety matters including injunctions and general advice.
- Judicial review proceedings.
- Housing matters including possession
- Criminal
- Freedom of Information, Data Protection and RIPA advice

## **VFM and**

## **Benchmarking**

Legal Services collect benchmarking data to evidence efficient use of resources and demonstrate VFM where this is available.

## **Environment and Regeneration which includes advising and drafting on:**

- All types of leases, licenses and hall hire arrangements
- Sales and acquisition agreements for land or buildings
- Telecommunication code matters
- Restrictive covenants and wayleave agreements
- Planning obligations and planning related queries
- All issues arising in respect of the environment including parks, waste and street scene matters
- Issues arising from assets of community value
- All highway matters including the drafting of agreements and stopping up orders
- The application of Property Procedure Rules, regeneration advice and projects, environment, and real estate work.

## **Major Contract & Commercial**

- Drafting and advising on all contracts, for supply/services/works.
- Major contracts – e.g. IT, leisure, regeneration.
- Procurement advice (working closely with procurement teams).
- Review tender documents.
- Framework agreements.
- State Aid issues.
- Contract procedure rules



# HOW TO ORDER

1.

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

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)

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 will check out the order on your behalf. Its 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 April 2023 to March 2024. However Enfield Council reserves the right to amend prices from time 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





Stay Connected  
@SchoolsTraded  
sts@enfield.gov.uk  
[www.traded.enfield.gov.uk](http://www.traded.enfield.gov.uk)