



Digital Brochure

2026-2027

For all Schools

[Explore Services](#)



INTRODUCTION

We are delighted to present the Schools Traded Services digital brochure for the 2026/2027 academic year.

This edition offers a comprehensive overview of the wide range of services available to schools, with detailed descriptions and pricing information accessible via The Hub: <https://traded.enfield.gov.uk/thehub>.

Engagement with The Hub continues to grow across Enfield schools, and we are pleased to see increasing adoption among colleagues throughout the local authority as a key platform for sharing essential updates and communications. We encourage you to visit The Hub regularly to stay informed about the latest news, guidance, and developments relevant to your school.

As we approach the opening of the new trading window, should you have any questions regarding the services on offer, please feel free to contact Christina Baptista at STS@enfield.gov.uk

Yours sincerely,

Peter Nathan
Director of Education

Ian Hewison
Head of Access, Inclusion and 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 2026/27, each LBE maintained school will have a termly visit with their Link Adviser. We will also be offering those school a half day for headteacher performance management. From Sept 2023, schools will be allocated an EYFS advisor from a school that has achieved Outstanding in their Early Years phase, within this Ofsted inspection cycle.

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

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.

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.)

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 with details of your bespoke requirement so we can price and advise accordingly.

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.

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Please email sts@enfield.gov.uk with details of your bespoke requirement so we can price and advise accordingly.



EXECUTIVE COACHING

What is Coaching?

Brought to you by the SEYIS team, 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

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.

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 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

Effective Professional Learning is essential for improving standards of education and through our offer we want to support communities of educators within the London borough of Enfield.

Our professional learning focus for 2026-2027 will be on leadership, safeguarding and curriculum support. We will continue to commission professional learning external providers 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 our courses being pay as you go.

For a full list of courses available please visit [Professional Learning Portal](#) | [Enfield Professional Learning](#)

We welcome dialogue with any school and look forward to you engaging with our offer. Professional.learning@enfield.gov.uk

**Courses available on a
pay as you go basis**



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

Professional.learning@enfield.gov.uk

EARLY YEARS SEND TEAM



Early Years SEND Team is a multi-disciplinary team which is part of Enfield Education 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 kinesthetic 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



EDUCATIONAL PSYCHOLOGY SERVICE

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

EPs are HCPC-regulated applied psychologists. We support inclusion through:

1. Psychological application of critical thinking skills

We use psychology to support school staff in improving teaching and support for children. By helping staff reflect on their practice, we enable them to make changes that not only benefit children but also make their own work more effective and rewarding. We offer practical strategies based on research and experience that fit into everyday school life. We also help staff manage stress, make sense of behaviour, and build stronger relationships with children, parents, carers and colleagues. This creates a more positive and inclusive environment for everyone in school.

2. Psychological application of implementation science

We help bridge the gap between research and everyday school practice by making sure interventions and policies are practical, relevant, and sustainable. We work closely with staff, children and families to understand what works and why, and to make sense of what's not working, and why not. We use real-life experiences to guide decisions. Our approach ensures that everyone feels heard and involved, making changes more meaningful and easier to implement. We use clear, jargon-free language to explain our thinking, helping staff feel confident and informed. This way, we support schools in creating solutions that meet all children's needs and improve outcomes for everyone.

3. Psychological safety

We help school staff feel emotionally supported, especially during times of change, stress, or crisis. In every interaction, we create safe spaces for staff, parents, carers and children to make sense and meaning of their experiences, without judgement. This helps reduce stress, improve wellbeing, and build resilience in the face of challenges like caregiver burnout, compassion fatigue and moral injury. By doing this, we strengthen safeguarding practices and foster an attuned and responsive school environment.

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Our school partners say:

Both our EP and trainee EP have been highly effective in supporting us to plan and make provision for our pupils with SEND. This has enabled us to ensure they have received what they need to be able to make great progress from their starting points.

EP input has also been helpful in facilitating conversations with parents and carers, helping them to understand their child's needs and reassuring them about planning for the future.

Our EPs have been amazing at continuously supporting us to have solution-focussed conversations about our children and inclusive provision generally as a federation. They always have lots of good, innovative ideas about different types of support.

The EPS applies psychology in five different ways:

Consultation: We bring our psychological skills to meetings with parents, carers and school staff, helping to make sense of concerns and find solutions together. This improves the assess-plan-do-review process for children.

Assessment: We work directly with children and young people to understand more about their learning and wellbeing, and what the children themselves think and want.

Intervention: As well as providing individual and group interventions ourselves, we offer guidance, training and implementation support for staff, parents and carers for a wide range of interventions, drawing on evidence-based practice and practice-based evidence.

Training: We support staff development through training, supervision and reflective practice. We support parents' and carers' knowledge, understanding and confidence in SEND by facilitating workshops and coffee mornings, and delivering parenting programmes.

The EPS delivers this work at different levels: for individual children and young people; groups of children and young people; family work; staff development work; whole school initiatives such as projects and policy development.

How we work with you

We work with you to identify your priorities for each term, and to agree the way we will work together. This planning time will need to be factored into your purchasing. Our Service Level Agreement sets out our commitments to you, and our agreed working practices. We also have flyers about the role of the EP and what to expect of EP involvement for individual children.

Supervision & Reflective Spaces

Aims of supervision

We recognise that meeting the special educational and emotional needs of children in schools is hard. Supervision is becoming increasingly important in meeting the needs of staff, so that they can meet the needs of children and their families.

At its heart, supervision provides a non-judgemental, confidential space to think, reflect, and process the emotional impact of the work. It is part of a trauma-informed working practice within schools which promotes psychological safety and caregiver affect management. Although it is not a substitute for therapy, it does allow protected time for staff to deepen their professional understanding and wellbeing in service of the children and families they work with. Sessions are not directive; rather, they are responsive to the needs of the supervisee's role, priorities and culture. The ultimate aim is to help staff make informed decisions, feel emotionally supported, and maintain resilience in their work.

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Our school partners say:

The EP reports have been a vital resource for teachers, offering clear strategies and practical recommendations on how to effectively support students in the classroom. This has enhanced staff confidence and consistency in applying appropriate interventions.

Both EPs are highly efficient, approachable and have an excellent understanding of the school context and challenges faced by me as the SENCo; this has been brilliantly supportive in helping me within my role.

Our Supervision Offer

Individual Supervision

- Who: Any members of staff within a school. It is particularly beneficial for leaders, early career teachers, staff with a high level of need in their class or those with responsibility for specific areas such as safeguarding.
- Format: Nine sessions across the academic year.
- Session Length: First and last sessions are 1.5 hours (to allow for contracting and review); all other sessions are 1 hour.
- Delivery: First and last sessions are in person; all other sessions are delivered online for flexibility.

Group Supervision or specialist group supervision for Designated Safeguarding Leads (DSLs) and School Leaders

- Who: Groups of 6–8 staff, including a specialist group for DSLs and a group for headteachers and deputy headteachers from different school communities. The group will only run if there is a minimum of 4 participants, with a maximum group size of 8.
- Format: Nine sessions per year.
- Session Length: First and last sessions are 2 hours (to allow for contracting and review); all other sessions are 1.5 hours.
- Delivery: First and last sessions are in person; all other sessions are online.

Additional Options

- We can tailor supervision packages to meet the unique needs of your school, including bespoke groups, additional sessions, or themed supervision (e.g., for SENCOs, pastoral teams, or wellbeing leads). Please contact us to discuss your requirements.
- We can consider requests for within-year short support for 3 sessions. This would be individual or group supervision in certain situations. For example for members of staff returning to work after a period of absence, members of staff who need extra support following a particular difficult life or work circumstance or members of staff needing a short series of sessions to think about a specific area of their work.

All sessions are provided by qualified or trainee Educational Psychologists, who receive their own supervision.

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Parents and carers say:

We are deeply grateful for the time, care, and attention to detail you have devoted to this work. Your dedication to keeping our child at the heart of the report is evident, and it means a great deal to us.

I'd like to say a huge thanks to the EP. She was very kind, attentive and understanding.

Thank you to your service, All of you have been wonderful with helping and sorting this out, you all deserve to know that.

The recommendations you set out in your report were brilliant and exactly match the needs of my child. Thank you.

I just wanted to say a big thank you to all of you, for all your fantastic work at the event today... It really makes a big difference to parents to feel that their concerns and challenges are listened to and that they get opportunities to work with professionals to try to resolve issues and learn more about what support is available for them and their children.

(Our Voice conference for parents of children with SEND)

Please log into The Hub to view current pricing for EPS

Impact of the EPS

The EPS evaluates all of our work, using parent/carers and school surveys and other approaches. You can read a full evaluation of the impact of each aspect of our work in our Annual Report on our [website](#).

Educational psychology work that is not charged to schools:

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

- Providing psychological advice as part of a child or young person's (statutory) Education, Health and Care Needs Assessment.
- Enfield's Trauma Informed Practice in Schools & Settings (ETIPSS) is led by the EPS and delivered by the partnership. Email e-tipss@enfield.gov.uk to enquire about training and implementation support.
- Offering a rapid response to school leadership teams to support them in helping their school community following a critical incident or sad event. Please see our website for our critical incident response protocol, and e-mail eps@enfield.gov.uk to access this help.
- EPS involvement through other multi-disciplinary teams i.e. EASA, SWERRL, Youth Justice Service, Virtual School for LAC/CiN/CP, and My Young Mind Enfield (MYME). This work tends not to involve individual casework.

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EARLY YEARS PROFESSIONAL LEARNING TRAINING

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.

All programmes are led by experts in early years from Enfield and nationally recognised training providers.

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

- Child Protection and Prevent Duty
- Personal, Social and Emotional Development
- Communication and Language
- Speech and Language Early Talk Boost
- Physical development
- Understanding the World
- Literacy
- Maths
- Expressive arts and design
- Understanding the EYFS
- Enabling Environments
- SEND workshops
- Early Years Forums



All courses and workshops are priced individually.

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SEND/INCLUSION CPD PROGRAMME

The SEND/Inclusion Professional Learning programme is designed to support school staff to meet the needs of pupils with SEND. Access to the programme will enable colleagues to fulfil school responsibilities under the SEN Code of Practice including its statutory elements.

The Professional Learning Programme

The SEND/Inclusion Professional Learning Programme is developed by Enfield Schools' trusted partners in the Local Authority. Training courses will be predominantly delivered online. Training available covers a range of special educational needs support and advice to assist practitioners in developing their skills to meet the needs of children and young people who present with Special Educational Needs and/or Disabilities (SEND). Training related to Autism, Social and Emotional Mental Health and Speech, Language and Communication Needs is provided by EASA, SWERRL/NEXUS and ECASS respectively.

These training courses are devised with local knowledge and aim to support school staff in responding to the challenges that practitioners face in their day to day work.

For a full list of what is available please go to [SEND & Inclusion](#) | [Enfield Professional Learning](#)

Multiple packages may also
be bought by a school or trust.



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 course fee for every course will be published alongside the booking details.
More details can be found on [Teaching Assistants & Support Staff | Enfield Professional Learning](#)



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PRIMARY PHYSICAL EDUCATION & SCHOOL SPORTS

The Enfield primary PE 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. The PE Team advocates for the impact high quality, engaging and positive experiences can have on whole school improvement, developing healthy, happy, active and able young people with skills for life.

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
- Certificated qualifications in Primary PE – subsidised
- Health and Safety advice in all aspects of PE and school sport – national and local guidance and training
- ECT – programme of support for safe and best practice in all areas of PE
- SEND inclusion projects and programmes. Improve opportunities for children with SEND to engage and participate in physical education and physical activity.
- Advice and support in applying for School Games Award, AfPE Quality Mark and Healthy Schools London award and effective use and reporting of the PE and Sport Premium
- Access to a broad range of festivals, competitions and events with a range of intents and for all year groups to enable as many children as possible to enjoy physical activity and school sport*
- Access to funded programmes such as FA girls football partnership, AfPE and YST Innovation projects and local health opportunities. Partnership opportunities to support schools such as Active Enfield, Tottenham Hotspur Foundation – Premier League Primary Stars, THFC coaches in schools and visits to THFC training ground
- 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 and Active60 minutes
- Membership of the Enfield Primary Schools Sports Association – includes comprehensive insurance cover for fixtures/events.



A few events have free access as these are organised through the School Games Programme, which is publicly funded.

The service is based on numbers on roll in Years 1 to 6 from the October 2025 census.

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SECONDARY PHYSICAL EDUCATION & SCHOOL SPORTS



The Enfield Secondary PE 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. The PE Team advocates for the impact high quality, engaging and positive experiences can have on whole school improvement, developing healthy, happy, active and able young people with skills for life.

How:

- Termly meetings for Heads of Physical Education
- Developing Young Leaders of sport through the Enfield Sports Leadership programme – access to staff CPD and student courses
- Opportunities for Young Leaders to develop coaching skills through NGB awards
- CPD opportunities in Level 1 and 2 National Governing Body (NGB) awards
- Pedagogical CPD opportunities
- ECT – support upon request
- 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 and more
- Access to Tottenham Hotspur Foundation partnership – coaches in schools, access to events at the Training Ground and the Stadium

Secondary Schools buying both PE & Educational Visits, please visit the 'Special Offer: Combined PE & Educational Visits Service' for a 25% discount. After making this purchase, please email details of your EVC co-ordinator to sharon.davies@enfield.gov.uk





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 Integration** - Sync staff, class, and student data (e.g. SIMS, iSAMS) to reduce admin time and keep records current.
- **Outline Approval** - Involve key staff early by embedding initial approval steps into your planning process.
- **Parental Consent** - Automate e-consent requests and tracking, with options to log paper responses in EVOLVE.
- **Shared Calendars** - Publish visit calendars for different audiences (e.g. parents, cover managers) to improve communication.
- **Parent Communication** - Use EVOLVE to send emails or texts directly to parents/carers. Mobile-2-Mobile allows SMS from a phone to all visit contacts.
- **Mobile Registers** - Access and complete event registers on the go with EVOLVEgo, including key student data.
- **Medical & Dietary Tracking** - Automatically import and manage students' care needs from your MIS.
- **On-the-Go Messaging** - Send one SMS from a mobile to all visit contacts—no data needed. Includes 500 free credits.

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

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ENFIELD CAREERS



As part of the School and Early Years Improvement Service, Enfield Careers Service delivers high-quality, impartial careers guidance aligned with the Gatsby Benchmarks. We support learners in Years 8 to 13 in making informed career decision and transition confidently into post-16 pathways that reflect their individual skills, interests, and aspirations.

Our service helps schools meet statutory guidance requirements through:

- One to one careers guidance
- Group sessions
- Support to plan careers fairs

Learner benefits include:

- Greater confidence to make informed career decision.
- Increased awareness of local and national post-16 options.
- Help identifying and overcoming barriers.
- Effective preparation to apply and commit to post 16 opportunity of their choice.

What We Offer

- Statutory Compliance: Fully aligned with the Department for Education guidance and Ofsted requirements.
- Expert Careers Advisers: Our Level 6 qualified advisers bring decades of experience supporting diverse learners across Enfield, including those with SEND, EHCPs, high achievers, and those at risk of becoming NEET.
- Inclusive Support: Tailored careers guidance for all learners in Years 8–13 to match individual needs and aspirations.
- Strategic Partnership: In line with the council's priorities, we are committed to helping all young people succeed at every stage of learning.
- Integrated Working: Our Traded Service integrates well with NEET Prevention work for KS4 and KS5 learners, SEND Transition Planning and UK Trail Blazer. We work in collaboration with other teams such as Early Help, SEN, Youth Justice, and Education Welfare.

Outcome-Based Impact

We do not just deliver careers guidance — we deliver results.

Recent highlights include achieving a combined 3.9% NEET and Not Known rate across the borough, aligning with the London average.



How we deliver Careers Guidance

Each pupil receives a confidential and non-judgemental one-to-one session with a Level 6 qualified careers adviser.

Using effective questioning, digital tools and insight into labour market trends, each session will include:

- Negotiating the structure of the careers interview.
- Exploring career interest, skills, labour market trends, career aspiration and all post 16 pathways.
- Identifying and overcoming barriers such as underachievement and disengagement.
- Clarifying goals and creating a realistic and achievable route map to achieve them.
- A tailored careers action plan to guide learners with their career planning.
- Referral to specialist services where needed.

Pricing & Package

We provide flexible package tailored to the specific size and requirements of each school, subject to staff availability.

Our package includes:

- An allocated careers adviser to ensure continuity and personalised support.
- A flexible menu of careers interventions, including one-to-one guidance, group sessions, and support with planning careers fairs.
- Impact report to track progress and outcomes.

Join other schools in Enfield already benefiting from our careers service.

To discuss your requirements, email Careerservice@enfield.gov.uk

To find out more about our service, visit Enfield Careers Service



GOVERNOR TRAINING

Governors play a pivotal role in the leadership and management of their schools. Our new and exciting training programme offers you access to expert advice and information, ensuring you are well-equipped to navigate your roles and responsibilities effectively.

Our training brings the challenges of everyday governance to life, providing you with the confidence needed to make a positive impact in your school.

We offer both face-to-face and online training sessions. By collaborating with various London authorities, our shared online sessions provide a unique opportunity to broaden your knowledge base and expand your network.

Young Governors

Enfield is working with 'Governors for Schools' on an exciting project to recruit and train prospective and new young governors. We have got the first cohort who have access to many resources including mock boards to equip them with confidence and skills to be an effective governor.

Programme for young governors

Enfield Council is working with [Governors for Schools](#) on a new programme to support and recruit young people as school governors.

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

The programme is on the Enfield Professional Learning Development website:
<https://traded.enfield.gov.uk/thehub/professional-learning-portal/governors>

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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

- Subscription to GovernorHub and GovernorHub Knowledge which includes all the functionalities of the portal. The knowledge hub gives you access to training via e-learning.
- Professional and committed Clerking
- Agenda Distribution (only for meetings that are clerked by GSS)
- Minutes of Meetings
- Record Keeping
- Clerking for Pupil Exclusion, Staff Appeals and Complaint panels

Additionally, we offer

- Half-termly Newsletters
- Guidance on parent and staff elections
- An induction pack for new governors
- Organisational Arrangement Document
- Support and mediation for any internal issues within governing bodies
- Governance Reviews
- Recruitment of Governors watch our latest podcasts [Become a governor | Enfield Council](#)
[Become a school governor in Enfield – episode 1](#)
[Become a school governor in Enfield – episode 2](#)
[Become a school governor in Enfield – episode 3](#)
[Become a school governor in Enfield – episode 4](#)
- [Episode 5 – Interview with young governors](#)
- [Episode 6 – Interview with prospective governor](#)

Programme for young governors

Enfield Council is working with Governors for Schools on a new programme to support and recruit young people as school governors.

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 pupil's 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 Free School Meals Team determines entitlement to 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 the Department for Education's (DfE) Eligibility Checking System that holds data from the Department for Work and Pensions, Home Office and HM Revenue and Customs.

Application forms are provided to schools for parents to use, parents can also access them from the Council's website.

On receipt of the completed application, the Free School Meals 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 Free School Meals Team will confirm this to the parent and inform the school.

If a family qualifies for free school meals, the Free School Meals team will confirm this to the parent and inform the school.

Once free school meals are determined, families will continue to receive free school meals until the end of the Universal Credit rollout period. This will apply regardless of any change to household circumstances, even if earnings rise above the qualifying threshold during that time. This protection will remain in place until the end of the 2025/26 school year, e.g. July 2026.

Schools should inform the Free School Meals Team if a child in receipt of free school meals leaves the school. To increase the uptake of free school meals, the Free School Meals Team carry out monthly re-checks on the DfE Eligibility Checking System for those parents who previously made an application and checked 'Not Eligible'. Schools will be informed of any family who has become 'Eligible'.

FSM entitlement reports can be run by the school at any time by accessing SAM. Entitlement reports can also be provided on request.

The Team will provide advice and guidance to schools regarding any changes in legislation to free school meals, such as Universal Credit Roll-Out and advice and guidance to parents on the application procedure and qualifying benefits.



ADMISSION APPEAL SERVICE

The School Admission Appeals Service is offered to all non-local authority-maintained schools. This service supports primary, secondary, and all-through schools throughout the academic year.

Our service is built on well-established procedures and a strong track record of holding Admission Appeals within the statutory time frame. We work with a large pool of experienced, trained, and independent panel members to ensure hearings are fair and professional.

We provide a full service which covers matters listed below, so we require little from the school aside from producing necessary paperwork and attending the hearing on the day. Admission Appeal hearings are held virtually via Microsoft Teams and are compliant with the [School Admission Appeals Code 2022](#).

- All communication with parents
- Paperwork collation
- Appointing the Panel members
- Appointing a professional legally trained Clerk
- Appeal meeting
- Other additional costed services – translating, expert requirements



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.

Our service is built on well-established procedures and a strong track record of holding reviews within the statutory time frame. We work with a large pool of experienced, trained, and independent panel members to ensure hearings are fair, professional.

We provide a full service which covers matters listed below, so we require little from the school aside from producing necessary paperwork and attending the hearing on the day. Independent Review hearings are held in person or virtually via Microsoft Teams where requested by the appellant, and are compliant with the [Suspension and Permanent Exclusion Guidance](#)

- All communication with parents
- Paperwork collation, printing and distributing
- Appointing the Panel members
- Appointing a professional legally trained Clerk
- Provide suitable venue and refreshments
- Other additional costed services – translating, expert requirements



SCHOOLS TRADED SERVICES

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ENFIELD MUSIC SERVICE

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 continue developing a thorough grounding in the elements of music whilst learning a musical instrument in a class setting and working towards a final performance.

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.

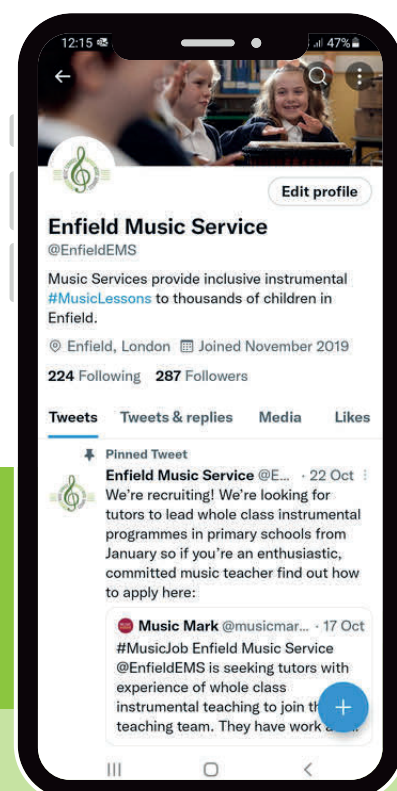
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Be the first to know
and share important
information and
updates with your
parents /guardians.

**FOLLOW
US**

[@EnfieldEMS](#)



What we offer:

Free of charge to all maintained schools, free schools and academies

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

For KS3/4/5

- Choir festival
- Schools Showcase festival
- 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

For EYFS/KS1

- Songsack singing programmes
- Partnership singing and Choir festivals
- Schools Showcase festival
- School-based music clubs and choirs
- Subsidised Charanga resources
- Instrumental lessons and hire (from Y2)
- Tailored professional learning

SEND-specific

- SEND network meetings and training
- Accessible/adaptive instruments
- Support for school-based ensembles and choirs
- Instrumental lessons and hire

For KS2

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

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For more information on the service
and how we can support your school or to discuss the cost of
provision, please email wendy.kemp@enfield.gov.uk





ENFIELD SWIM

As part of the Schools Traded Services, Enfield Swim Service aim to fulfil the National Curriculum requirement of equipping children with the ability to swim 25 metres competently and confidently, utilising various strokes and possessing self-rescue skills in water-based situations by the end of KS2.

With a choice of four 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, Spring and Summer terms.

Our primary objective is to ensure that all pupils in primary schools develop a strong sense of confidence in swimming by the completion of Year 6. To support our overarching aim, we have established dedicated programs tailored to the specific needs of Year 3, Year 4, Year 5, Year 6 and SEND pupils. Through these comprehensive initiatives, we strive to achieve the following essential objectives:

- To teach pupils to be confident in all depths of water.
- To encourage pupils to master the basic stroke techniques.
- To encourage pupils to gain water skills, flotation, and submersion.
- To teach the principles of Safe Self-Rescue.
- Give pupils the skills to learn in a controlled and safe environment.
- To increase fitness and endurance levels of all who take part.
- To teach the importance of pool safety so that swimming can be safe and fun.

By addressing these objectives with utmost diligence, we aim to empower every student with the necessary skills, knowledge, and confidence to become competent swimmers, fostering a lifelong love for swimming and water-based activities.

To facilitate your success in implementing a thriving and secure swimming environment for every pupil, we provide you with our comprehensive handbook and water safety presentation for pupils. These are invaluable resources and tailored specifically to support schools, outlining the objectives and protocols necessary for creating an effective and safe swimming programme.

To help us further improve the programme, Enfield Swim Service uses Swimphony so we can track your children's attainment. Using Swimphony also allows us to:

- Reduce admin.
- Simplify the delivery of the programme.
- Remove the existing reliance on paper-based records and manual data entry.
- Pupil attendance and attainment data is captured by the swim instructors at poolside.
- Schools are able to analyse pupil performance and report on national curriculum outcomes in real time.
- When a pupil is successful and achieves an award, the school will be notified via the digital platform Swimphony.

For more information and to book, please visit The Hub





ICT TECHNICAL SUPPORT

Brought to you by EN Digital and part of the Schools Traded Services team, the highly skilled 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 team offer a bespoke offer and includes:

IT Service

- Fully Managed ICT Services
- Curriculum/Admin Networks
- Mobile Device Management (MDM)
- Backup and Disaster Recovery
- Fine Tuned Business Continuity
- Onsite Scheduled Technician full/half day weekly/fortnightly Standard Plan
- Remote Support* Upgrade to Premium
- IT Help Desk and Ticket Reporting
- IT Procurement Support

Initialisation

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

MIS Systems

- RM2 Accredited
- ScholarPack Accredited

Optional Extras

- Emergency Call Outs – Technician onsite within 2 hours Premium Cover
- IT Project Works
- Staff Training for MS Teams, Google Classroom, SharePoint, Microsoft Education Office 365
- Admin Software Management new for 25/26
- First Line Support ScholarPack



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



WEBSITE ANNUAL SUBSCRIPTION

Part of the Schools Traded Services team, this is a well-established and responsive service offered by EN Digital, offering ongoing support for your existing website with full access to our IT helpdesk.

Providing:

- Regular system updates
- Security 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





INVENTORY

As an authorised reseller for InVentry, the EN Digital team are specialists in the installation of the sign-in and visitor management solution for Primary and Secondary schools.

With the ability to integrate into a wide array of MIS systems, InVentry is used in over 8,000 schools and transforms the efficiency of entry into your school and provides secure digital data on every entry or exit; giving you maximum traceability for staff, contractors and visitors.

The InVentry system is designed with both GDPR and safeguarding in mind. The sign in software, applications and equipment have been developed to be the most reliable of their kind.

One Fully Managed Solution: Providing a fully managed solution, from software to purpose built hardware and technical support.

Secure: Know who is onsite at any given time.

Professional: Create the right impression first time, every time.

Trusted: Has a 99.7% retention rate.



Why Choose InVentry?

The EN Digital team is an authorised reseller and installer of the system, we can discuss your needs and provide an all-in quote for you.

DBS & Safeguarding Module: InVentry acts as a single central record for all DBS checks. By using InVentry for your DBS checks you can ensure the safeguarding of all your students and immediately comply with Ofsted requirements.

20" Touch Screen Monitor: Integrated webcam, customisable front screen and widgets.

Multiple Entry Points: For sites with more than one staff entrance point, Quickscan Touches will synchronise with your central database.

Languages: Automated translation to any world language and custom questions are automatically translated without user interaction.

Multi Academy Trusts: Allows 'Trust' employees to travel across multiple sites using the same ID. Trust-wide reporting allows the generation of personnel reports across multiple trusted sites.

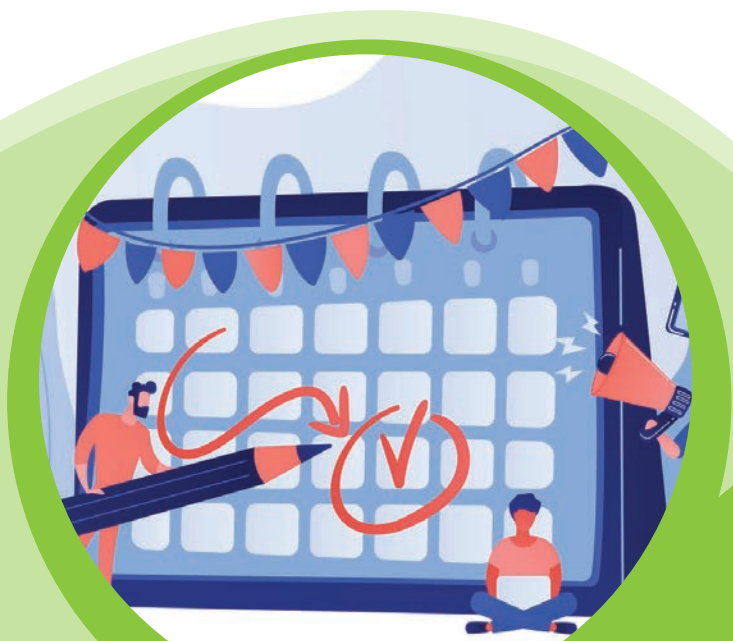
Visitor Pass System: Multiple badge options for visitors, including thermal and colour passes.

Swipe Options: Fully customisable ID badges for staff. Swipe technology available includes; Paxton, MiFare, HID, UPC, barcode, QR code and biometrics.

Email Staff Notification: Notify staff when a visitor has arrived by email and/or SMS text message.

Events Management: Ability to pre-book visitors into school events, such as parents' evening or meetings. Customisable email invitations can be created in the invitation builder.

Full Installation Service: EN Digital will install the system and configure the InVentry software to suit your requirements. Staff members will also be provided with a complete training session.



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

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WEBSITE DESIGN

The EN Digital team, part of Schools Traded Services, 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.

- 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



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ENFIELD SCHOOLS HUMAN RESOURCES

Schools HR: On Your Side, Every Step of the Way

At Enfield Schools HR we're proud to be a not-for-profit HR service dedicated exclusively to supporting schools. Our ethos is simple: we're here to help you make confident, informed decisions that work for your school, and your staff.

We don't believe in one-size-fits-all answers. Instead, we offer pragmatic, risk-based advice that's tailored to your context. Whether you're navigating a complex staffing issue or just need a second opinion, we're on your side and we're committed to giving you options, not instructions, to help you achieve your goals.

Our subscription services include a HR Advisory Service, access to our HR Portal and Resources, and an Employment Document Service. We also offer a range of Pay-As-You-Use services to support your needs.

We know that every school's needs are different, so we are happy to build a bespoke packages around what's right for you. You won't pay for services you don't need, but if a bundle makes sense for your school or trust, we'll work with you to shape it. It's flexible, transparent, and always focused on delivering value where it matters most.

Whether you're a single school or part of a trust, we're here to help you lead with confidence. Let's work together to build great teams, manage risk, and keep your focus on delivering excellent education.

HR Advisory Service

Our HR Advisory Service is built around trusted relationships and practical expertise. Every school we work with is assigned a named HR Partner who will get to know your team, your culture, and your challenges.

This isn't a call centre model; it's a genuine partnership. Your HR Partner is your first point of contact for everything from day-to-day queries to complex casework, offering continuity, context, and confidence.

We go beyond remote advice. Our service includes on-site visits for key meetings, investigations, and strategic planning, ensuring you have the right support in the room when it matters most. Whether you're managing a grievance, navigating a restructure, leading a disciplinary process, we're there to help you handle it with clarity and care.

The advisory service includes advice and support with TUPE processes and school academy conversions, including consultation and provision of information.

Our advice is always risk-based and pragmatic. We don't just quote policy, and you won't hear "no you can't do that". Our focus is on helping you get things done. We help you weigh up your options, understand the implications, and make informed decisions that work for your school. We're here to support your leadership, not override it. You stay in control, and we provide the insight, tools, and reassurance to help you lead with confidence.

We have also established relationships with national, regional and local employer associations, Trade Unions, professional bodies, education networks enhance our ability to offer well rounded support

HR Portal & Resources

Our HR Portal is designed to make school leadership easier. It provides instant access to a comprehensive suite of model policies, manager guides, proforma templates, and other practical resources, all created with schools in mind and consulted on with recognised unions. Whether you're preparing for a meeting, managing a process, or just need a clear starting point, the portal gives you the tools to act quickly and confidently.

We've taken care to ensure our policies are accessible, jargon-free, and genuinely usable. They strike a careful balance between clear process and flexible leadership, allowing you to make decisions that reflect your school's context while staying within a safe and supportive framework. You won't find excessive procedures or legalese, which means staff can understand what to expect, and leaders can apply policies with confidence and discretion.

Every resource is legally compliant, supportive of employees, and designed to work in practice. From managing absence to handling performance, our materials help you protect your school, support your staff, and avoid unnecessary complexity. It's HR that respects your time, your judgement, and your values.

Our HR briefings are designed to support school leaders with clear, practical guidance on the issues that matter most. They offer timely updates on employment law, policy changes, and best practice, helping schools stay compliant and confident in their decision-making. Customers consistently tell us they value the briefings for their clarity, relevance, and the opportunity to ask questions in a supportive environment.

Employment Document Service

Our Employment Document Service provides schools with a comprehensive and reliable back-office HR function, ensuring that every stage of the employment lifecycle is handled correctly and efficiently. From verifying essential pre-employment checks to issuing contract documentation and updating payroll systems, we take care of the details that underpin safe, compliant, and confident staffing.

The service operates across three key areas. First, we check that all statutory employment requirements (i.e. DBS, medical clearance, immigration status, and work permits) are properly completed and recorded. Second, we advise on the correct application of national and local pay and conditions of service, helping schools stay aligned with frameworks like the Burgundy Book and STPCD. Finally, we maintain a secure HR database and prepare and issue employment documentation, including contracts, changes, maternity arrangements, and leaver paperwork.

This isn't just admin, it's about protecting your school and supporting your staff. Our team ensures that every appointment, change, and departure is processed accurately, with clear documentation and timely communication. We liaise with payroll, respond to queries, and help schools navigate complex entitlements with confidence. It's a service that gives leaders peace of mind and ensures staff feel respected, informed, and properly looked after from day one.

Additional HR Services: Flexible Support When You Need It

HR Investigations Service

We provide independent, professional support for school complaints including grievance, disciplinary, and parental complaint investigations. Our experienced team ensures that processes are fair, thorough, and legally sound helping you manage sensitive issues with confidence and care.

HR Training

We offer practical training designed to build confidence and capability in school leadership. Sessions can be tailored to your school or chosen from our ready-made modules. Popular topics include handling difficult conversations, managing absence and capability, grievance and disciplinary procedures, sexual harassment awareness, and banter and workplace conduct. Whether you're a new leader or an experienced head, our training helps you stay sharp, compliant, and confident.

Safer Recruitment training

We deliver accredited training in safer recruitment practices to enable you to meet your obligations under Keeping Children Safe in Education. This training ensures your recruitment processes prioritise the safety, welfare, and wellbeing of children at all times.

HR Audit

Our HR Audit service gives schools a clear, structured view of how their HR practices measure up. We review your policies, procedures, management approaches, and HR documentation to identify strengths, gaps, and areas for improvement. Whether it's checking your single central record, assessing policy compliance, or evaluating how HR processes are applied in practice, we provide a tailored report with pragmatic recommendations. It's a great way to ensure your school is not only compliant, but also running HR in a way that's efficient, fair, and fit for purpose.

Job Evaluations

We offer impartial job evaluation services to help you assess roles fairly and consistently. Whether you're creating a new post or reviewing existing ones, we support you in aligning responsibilities with appropriate pay and grading frameworks.

Settlement Agreement Creation

When employment relationships come to an end, we provide expert support in drafting and managing settlement agreements. Our approach is sensitive, legally compliant, and focused on minimising risk while supporting a smooth transition.

Change Programme Management

While our HR Partner service offers comprehensive advice, support, and presence throughout change processes, our Change Programme Management Service takes things a step further. This is a delivery-focused service designed to act for you, not just with you. Under your instruction, we take an active role in implementing change, whether that's a staffing restructure, role redesign, or cultural shift. It's a hands-on solution for schools that need capacity, clarity, and confidence in delivering complex change.

Leadership Recruitment

We support schools in recruiting senior leaders and other key roles. This is a hands-on service, designed to reduce the burden on governors and school leaders while ensuring a robust, professional process. We work under your instruction to draft adverts, manage candidate communications, support shortlisting, develop interview tasks and coordinate selection days. Our team brings sector-specific expertise and a calm, organised presence to help you attract and appoint the right leader for your school's future. Whether you need full support or help with specific stages, we tailor the service to your needs.

Mediation

If you are experiencing a conflict in your School/Trust, you may wish to consider mediation. It is a non-adversarial way of resolving difficult situations. We have trained impartial accredited Mediators to facilitate conflict resolution between disputing parties.

Recruitment & Applicant Tracking Service

Our recruitment and Applicant Tracking System (ATS) service is designed to make hiring in schools simpler, smarter, and more efficient. From advertising vacancies to shortlisting candidates, we provide a streamlined process that saves time and ensures compliance with safer recruitment standards. Our team understands the unique challenges of school recruitment and offers hands-on support to help you attract the right talent, whether for leadership roles, teaching posts, or support staff.

The ATS itself is intuitive and tailored for the education sector, allowing schools to manage applications, communicate with candidates, and track progress all in one place. It reduces admin, improves transparency, and gives hiring managers the tools they need to make informed decisions quickly. With built-in safeguarding checks and automated workflows, it helps schools stay on top of every stage of the recruitment journey.

What sets our service apart is the personal support that comes with it. We don't just provide the system, we work alongside you to get the most out of it. Whether it's supporting you with job adverts, advising on interview processes, or troubleshooting technical issues, our team is here to help.

OCCUPATIONAL HEALTH & COUNSELLING



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

- 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.

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PAYROLL SERVICE

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



At Enfield Schools HR, we coordinate a structured Trade Union Facilities Time approach for academies, free schools, and other non-maintained schools. This service ensures that recognised union representatives can carry out their statutory duties, including consultation, negotiation, and representation, without placing the administrative burden on individual schools.

What the service covers

Schools that buy into the coordinated Trade Union Facilities Time service give their staff access to experienced, recognised branch-level union representatives. These reps provide consultation, negotiation, and representation on a wide range of employment matters including pay, working hours, leave, pensions, equality, job evaluation, and health and safety.

Staff are supported through formal processes such as grievances, disciplinaries, attendance management, restructures, redundancies, and TUPE transfers. Reps also attend management meetings to represent members on policy changes, organisational developments, and working arrangements — helping resolve issues early and constructively.

This service ensures compliance with legal obligations under the Trade Union and Labour Relations (Consolidation) Act 1992, while promoting positive industrial relations across your school or trust.

Benefits of Buying In

For schools, this service simplifies compliance with legal obligations by removing the need to manage local reps or coordinate release time. It reduces administrative burden, ensures consistency across schools, and supports proactive resolution of workplace issues.

For staff, it guarantees access to trained, dedicated union representatives who can offer expert support and representation. The service contributes to a positive working culture, aligns with local authority agreements, and ensures fair, consistent consultation across your organisation.



PREMISES

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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.

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's (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





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

Enfield Council manages the arrangements for purchasing on behalf of schools, and in doing so attracts a discount for purchasing.

Options

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



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HEALTH AND SAFETY



The Health & Safety service will be delivered by fully trained, qualified and experienced Local Authority (LA) officers, with a detailed knowledge and understanding of both Health & Safety Law and practice and the policy arrangements and procedures required in Schools. The team is able to provide support on health and safety issues that can be applied without being onerous and still 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, policy arrangements, 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 Academy, Foundational, Independent and Voluntary Aided 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.

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.

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 Corporate Asbestos Register (Webtracker)
- 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
- Asbestos Webtracker Training for key site staff, and trustees or school governors
- Asbestos Policy Arrangements

Special Offer: A 10% discount if you purchase both the Asbestos and Health and Safety SLAs

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

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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 a 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 Included:

- Property Term Maintenance and Statutory Inspections
- Facilities Services
- Education Accommodation Initial Design and Feasibility
- Construction Project Management



Please visit The Hub for full details on what the service can offer your school and to request further information or a quote.

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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
- Food Waste 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



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



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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.

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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



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DATA PROTECTION OFFICER

Under the UK GDPR, public sector organisations must appoint an independent Data Protection Officer (DPO). To support schools the Data Protection Service is offered via de-delegated budgets to maintained Enfield schools to offer provision of an independent DPO function to ensure your school meet its statutory duties ([UK GDPR Section 4 Article 37-39](#))

Scope of Services

The DPO service will inform and advise maintained Enfield schools and its employees about its obligations to comply with the UK GDPR, and other data protection laws. Below are details of the areas of support that the Data Protection Service will provide.

Details

1. Appointment of a qualified DPO in accordance with Article 37 of UK GDP
2. Providing up to date school policy templates.
3. Providing up to date Register Templates
 - ROPA template
 - Retention schedule
 - Breach Log (maintained centrally by DP team for the school)
4. Providing up-to-date documents
 - Data breach reporting form
 - Data Protection Impact Assessment
 - Data Sharing Agreement
 - Data Processing Agreement
5. Providing general advice such as advice on privacy Notices, advice on consent forms
6. Advising on Data Protection Impact Assessments (DPIAs) DPIA screening, advice, and oversight for new systems, tools and projects and higher-risk processing.
7. Acting as first point of contact for the Information Commissioner's Office (ICO)
8. Advice on handling Subject Access Requests (SARs) and Freedom of Information requests.
9. Assessment of reports on data breaches, advising on risk assessment and obligation to report to the ICO.
10. Advising on individual rights requests.
11. Raising awareness of data protection issues and providing training and awareness sessions for staff and governors.
12. Maintaining a data protection portal for documentation.

Benefits of the DPO Services

- No need to have own in-house Data Protection Officer
- Expert advice from an experienced data protection team offering specialist schools advice
- Practical advice on UK GDPR and DPA 2018
- Collaborative working with other Council services

3. Roles and Responsibilities

DPO Team

- - Ensure independence and impartiality of the DPO.
- - Provide expert advice and timely support.
- - Maintain confidentiality and data security.

·Schools

- School remains the data controller and implements decisions
- Provide access to necessary data and personnel.
- Implement recommended actions and policies.
- Ensure operational cooperation with the DPO.
- Remain ultimately responsible for compliance.
- Notify the DPO service early about new systems, suppliers, data sharing, and international transfers (pre-procurement and pre-go-live).



4. Service Levels

| Service | School requirement | DP Team Response Time |
|---|---|--|
| Information request Handling Advice (SAR, FOI) | Request advice as soon as possible after receiving the request. | Acknowledgement within 2 working days Establish response time based on the request |
| Breach Reporting | Immediate notification via data breach reporting form on suspected or confirmed data breach for risk assessment and ICO reporting (which should be 72 hours from knowledge of breach) | Immediate risk assessment review on receipt of data breach reporting form Investigation timescale max within 5 working days |
| DPIA Advice | Prior to processing activity taking place | Response within 5 working days. |
| Training | Annual requests for training | Provide schools annual training plan published in Winter Term each year. Training session scheduled within school term |



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

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. (Note: we do not provide conveyancing as part of our service package)

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

VFM and Benchmarking

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

Pricing

Each school will be charged an initial cost which covers 20 hours for Primary and special schools and 30 hours for secondary schools. During the year, any legal work will be offset against this initial cost. If the amount recharged exceeds the initial cost, the school will be recharged monthly based upon based on the hourly rates set out in the pricing schedule below.

Additional charges rate per hour available on The Hub

Costs are not covered by the Annual Fee:

Barristers' and other professional fees, including the cost of reports

Legal costs awarded against the School in any case or tribunal

Accessing the service

Schools requiring advice should make contact in writing to Legalsupport.requests@enfield.gov.uk
Please outline clearly the area of work for which you are requesting advice and details of the issue for consideration.
This supports allocation of the case.

Our aim is to acknowledge receipt in 1 working day and to allocate a named legal contact within 3 working days.
If the matter is urgent, please mark your email as such so that we can prioritise service

HOW TO ORDER

1.

Place your order online via
The Hub

[https://traded.enfield.gov.
uk/thehub](https://traded.enfield.gov.uk/thehub)

2.

If you have any questions,
we're here
to help on
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
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

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 orders will be invoiced for the full amount in May 2026.

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

Payroll services are invoiced twice a year (retrospectively), Music services are invoiced termly(retrospectively) Grounds maintenance services are invoiced on delivery and Waste & Recycling are invoiced from the 1st of April.

Prices

Prices listed in this brochure exclude VAT and apply from April 2026 to March 2027. 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 relevant notice period into consideration



Stay Connected

sts@enfield.gov.uk

[https://traded.enfield.gov.uk/
thehub](https://traded.enfield.gov.uk/thehub)