

Prospectus of Services for Schools and Academies 2015/16



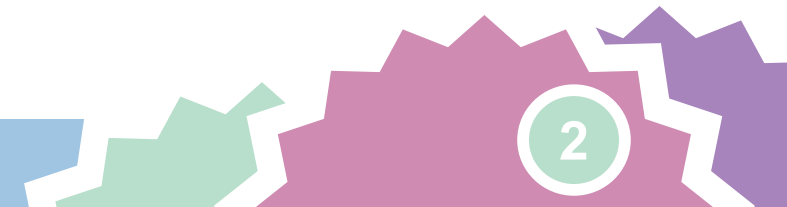
Hertfordshire County Council

www.hertsdirect.org

www.hertsservicesforschools.org.uk

0300 123 4043





Introduction

Hertfordshire County Council (HCC) supports and welcomes the growing number of Academy schools in the county. We are proud of the wide diversity of educational provision that is available for our children and young people.

HCC is committed to working with all schools and Academies to promote high educational standards and break down the barriers to learning. We have a great deal of experience and expertise in helping them achieve these aims

This Prospectus therefore gives details of the wide range of services that HCC can provide to schools and Academies, and sets out a clear pricing structure for each service.

The Prospectus is also intended to help schools who are seeking or considering Academy status to understand what services they would need to procure.

We very much look forward to continuing to work together with all schools and Academies in Hertfordshire to improve outcomes for all, keeping children at the centre of everything we do.



Centrally funded services

Academies and schools will continue to receive certain services from Hertfordshire County Council at no charge. They are funded from centrally retained budgets, so academies receive these services on exactly the same basis as maintained schools.

Many schools will have used these services before and will be familiar with how to access them. The contact details for each service, with a brief description, are summarised below. Some also offer additional services to academies on a chargeable basis. Further details of these services can be found in the following section of the prospectus.

Service	Details of service	Contact
Integrated Services for Learning (ISL)	<p>ISL is the multi-professional service working in five integrated area teams across the county helping to improve outcomes for children and young people with additional and special needs.</p> <p>ISL provides high quality services to support schools and other learning settings to improve outcomes for children and young people with difficulties that affect their access to learning. With a wide range of expertise ISL's work includes direct intervention with individuals and systemic support to settings.</p> <p>Services provided include: Educational Psychology: The service helps schools, settings and families to understand and manage a wide range of developmental issues and special educational needs. Educational Psychologists (EPs) use psychological based approaches to assess and intervene to enhance the learning, emotional health and wellbeing of children and young people.</p> <p>EPs provide support at an individual, group and organisational level and offer a range of bespoke training and professional development. They contribute psychological advice as part of statutory SEN assessments. EPs also provide support for critical incidents such as serious injury or death of a child, member of staff or parent.</p>	For more information about these services and how to access contact your local ISL Area

Centrally Funded Services continued

Service	Details of service	Contact
Integrated Services for Learning (ISL)	<p>SEN: The teams are responsible for the delivery of the local authority's statutory duties in relation to the assessment, provision and review of children with complex SEN. They work with a range of people including parents, carers, professionals from education, social care and health agencies, to ensure that the individual SEN of children is met within the context of needing to be equitable and managing resources fairly.</p> <p>They co-ordinate the statutory SEN assessment and review processes, and identify and commission appropriate provision. They also provide training on statutory processes to schools, parents, carers and other professionals.</p> <p>Early Years SEND: The teams provide specialist support, advice and training to promote early intervention and inclusive practice for children aged 0-5 with special educational needs and/or disability. They work with children within a range of developmental difficulties, including those with very complex needs. The teams are made up of early years specialists who support individual children and also provide systemic support to early years settings.</p> <p>They also work with children at home as well as in settings, carrying out observations, assessments and modelling good practice. Their work follows a multi-professional approach with families at the centre and they work closely with professionals in schools and settings to support children's transition into school.</p>	For more information about these services and how to access contact your local ISL Area

Centrally Funded Services continued

Service	Details of service	Contact
<p>Integrated Services for Learning (ISL)</p>	<p>Attendance: The teams provide support for children and young people experiencing difficulty with regular school attendance. They work directly with children, their families and schools to assess difficulties and help to develop interventions and strategies to improve pupils' participation.</p> <p>The teams work at a casework level and also provide consultations to help schools and settings develop their own processes and practices to overcome difficulties and improve attendance. A small central attendance and employment support team carry out a number of functions in relation to the management and monitoring of elective home education, Children Missing Education and school age employment. Local authority maintained schools receive a centrally funded attendance service. Attendance services are provided to Academies subject to a charge (see page 31).</p> <p>Access to Education Team for Refugees and Travellers: The team supports the families of Travellers, Refugees and Asylum Seekers to access appropriate education for their children. Support may be provided for children newly arrived in Hertfordshire with behavioural, social and emotional difficulties that impact on their attendance or risk of exclusion.</p> <p>Communication Disorders: The team provides specialist advice and intervention for children and young people with autistic spectrum conditions and/or speech, language and communication difficulties. The teams support parents, early years settings and schools, and offer a variety of specialist professional development and training courses included accredited training.</p> <p>Low Incidence (sensory and physical impairment): The team provides specialist advice and intervention for children and young people with low incidence needs. This includes children with visual, hearing or physical impairments. They provide support for individual children and also provide training and professional development, as well as advice about specialist equipment and ICT.</p>	<p>For more information about these services and how to access contact your local ISL Area</p>

Centrally Funded Services continued

Service	Details of service	Contact
<p>Education Support Centres (ESC)</p>	<p>Education Support Centres provide a place for a pupil who needs to be educated away from his or her normal school because of problems with behaviour. They may also be able to provide outreach behaviour support to individual pupils in their normal school environment.</p>	<p>Watford & Three Rivers Sue Howe 01923 212025</p> <p>St Albans & Dacorum Sara Lalis 01442 247476</p> <p>East Herts & Broxbourne Janet Bourne 01992 453950</p> <p>North Herts Julie Vernon-Hamilton 01462 666830</p> <p>Stevenage Phil Elcock 01438 369119</p> <p>Welwyn Hatfield & Hertsmere Sara Johnson 01707 651691</p>
<p>Education Support Team for Medical Absence</p>	<p>This team fulfils the statutory duty of the local authority in ensuring that educational provision is put in place for children unable to attend school due to medical reasons.</p>	<p>For more information please contact your local Education Support Centre</p>
<p>Targeted Advice Service</p>	<p>The Targeted Advice Service (TAS) provides consultation to Designated Senior Persons and Headteachers/Principals, where there are safeguarding or welfare concerns about a child or young person.</p>	<p>01438 737511</p>

Centrally Funded Services continued

Service	Details of service	Contact
<p>Primary Support Base (PSB)</p>	<p>The Primary behaviour services, including the Primary Support Bases and Education Support Centre Primary Outreach Services provide advice, support and provision for High Needs primary aged pupils experiencing significant social, emotional and behaviour difficulties and where a risk of exclusion may be present.</p>	<p>Watford & Three Rivers Highwood PSB 01923 484650</p> <p>St Albans & Dacorum Bowmansgreen PSB 01727 767772</p> <p>Reddings PSB 01442 406500</p> <p>East Herts & Broxbourne Andrews Lane PSB 01992 623065</p> <p>Westfield PSB 01992 444702</p> <p>North Herts & Stevenage The Leys PSB 01438 314148</p> <p>North Herts Primary Support Service 07917 092398 (Letchworth and Baldock) 07717 534613 (Hitchin and Royston)</p> <p>Welwyn Hatfield & Hertsmere Springmead PSB 01707 331508</p> <p>Summerswood PSB 0208 953 3139</p>

A range of other services can be accessed through our Customer Service Centre

PO Box 153, Stevenage, Hertfordshire, SG1 2GH

Tel: **0300 123 4043** Email: **CSF.hertsdirect@hertfordshire.gov.uk**

We are able to provide advice on the areas noted below. Please note that all sums charged to Academies will have VAT added to them:-

Education Legal Helpline

We have a dedicated legal helpline for schools to access advice from a lawyer. The cost of a subscription is set out below.

Requests for advice can be made by telephone, email or fax.

The helpline is open from 8.45 am to 5 pm, and a lawyer will endeavour to answer any query immediately. In the event that the problem cannot be answered immediately, we aim to contact you within 24 hours.

As well as giving advice to you, we can also write/respond to initial correspondence to/with third parties, including other solicitors.

Areas on which we can give advice include parental disputes, complaints, employment issues, contractual issues, freedom of information etc.

If a matter becomes more substantial than is covered by the helpline then we can provide advice at the rates mentioned.

Employment

We have solicitors with expertise in employment law and so can provide advice in respect of the full range of employment related issues including in particular disciplinary matters and claims before the

Employment Tribunal

We also have the necessary expertise to provide advice on potential claims before they come to the Employment Tribunal and to negotiate Compromise Agreements. We can provide representation at Tribunal Hearings and brief Counsel when necessary.

Commercial

We have an experienced team of solicitors who are able to provide advice on contractual, litigation and commercial matters. The team have been involved in a number of high profile contract negotiations, have an expertise in providing the necessary legal support required through a tender process and are able to provide focused and timely advice in relation to contract disputes.

Our litigation solicitors are experienced in the conduct of possession proceedings.

Property

We have an experienced team who are able to provide advice on all aspects of property law and to conduct a wide range of property transactions for example, sales, purchases and leasehold matters.

Legal Services continued

Contact	Details of service	Charge
<p>Education Helpline</p> <p>Daljit Kaur (Education Solicitor) 01992 555520 daljit.kaur@hertfordshire.gov.uk</p>	<p>The service is open from 8:45am to 5:00pm and provides:</p> <ul style="list-style-type: none"> • Advice by telephone from a lawyer on any problem to do with running the school • Guaranteed response within 24 hours to progress your matter if your query can not be answered immediately • Verbal advice can be confirmed in writing (on request) • Initial correspondence with third parties can be drafted • If the matter is not a one off piece of advice then advice can be provided on an ongoing basis which is charged out at an hourly rate <p>An annual charge for subscription to the helpline will be charged and is calculated as follows:</p> <p>The calculation will be based on the information available from the school census</p> <p>Amount of Service provided for the subscription fee</p> <ul style="list-style-type: none"> • If you have 0-250 pupils then your subscription will entitle you to a maximum of 3 calls or 30 minutes (whichever you meet first) of advice before you pay at the hourly rate. • If you have 250-500 pupils then your subscription will entitle you to a maximum of 3 calls or 45 minutes of advice (whichever you meet first) before you pay at the hourly rate. • If you have 500-750 pupils then your subscription will entitle you to a maximum of 3 calls or 60 minutes of advice (whichever you meet first) before you pay at the hourly rate. • If you have 750 + pupils then your then your subscription will entitle you to a maximum of 3 calls or 90 minutes of advice (whichever you meet first) before you pay at the hourly rate. <p>The charge in relation to the advice provided on matters which is not covered the Education Helpline is £90 per hour.</p> <p>If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or Academy.</p>	<p>Charge for 2014/15</p> <ul style="list-style-type: none"> • £25 for the 1st 150 pupils, • £30 for the next 50 (i.e. 150 - 200 pupils), • and £5 for each additional 25 pupils thereafter

Legal Services continued

Contact	Details of service	Charge
<p>Employment</p> <p>Mary Cormack Assistant Chief Legal Officer (Environment, Commercial and Property Law) 01992 555534 jenny.koonkoon@hertfordshire.gov.uk</p>	<p>The service is available during office hours and provides:</p> <p>Telephone and written advice on Employment matters such as:-</p> <ul style="list-style-type: none"> • Disciplinary Issues • Ill Health Matters • Redundancy • Dismissal • Discrimination Claims • Negotiations involving Parties to a dispute and organisations such as ACAS • Equal Pay <p>Attendance at Meetings to provide advice.</p> <p>Drafting response to Claims before the Employment Tribunal and providing representation in such proceedings.</p> <p>Securing the use of Counsel as and when required.</p> <p>Training on Employment matters.</p> <p>The charge in relation to the advice provided is £90 per hour.</p> <p>If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or academy.</p>	<p>The charge in relation to the advice provided is £90 + VAT per hour.</p> <p>If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or academy.</p>

Legal Services continued

Contact	Details of service	Charge
<p>Commercial</p> <p>Antonia Asielue (Principal Solicitor) 01992 555510 antonia.asielue@hertfordshire.gov.uk</p>	<p>The service is available during office hours and provides:</p> <p>Telephone and written advice on:-</p> <ul style="list-style-type: none"> • Contract Disputes • Commercial Matters • Quasi - Commercial Ventures • Procurement Issues • Litigation matters including Possession Proceedings <p>Attendance at Meetings to provide advice on the above matters. Drafting contract documentation. Conducting litigation including representation at court hearings. Securing the use of Counsel as and when required.</p> <p>The charge in relation to the advice provided is £90 per hour If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or academy.</p>	<p>The charge in relation to the advice provided is £90 + VAT per hour</p> <p>If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or academy.</p>
<p>Property</p> <p>Brian Ashby (Principal Solicitor) 01992 555570 brian.ashby@hertfordshire.gov.uk</p>	<p>The service is available during office hours and provides:-</p> <p>Telephone and written advice on:-</p> <ul style="list-style-type: none"> • Boundary Disputes • Licences • Sales • Purchase • Tied Tenancies • Lease Renewals <p>In addition to providing advice on such matters the Team are able to draft robust Legal Agreements and conduct a wide range of Property transactions. The charge in relation to the advice provided is £90 per hour. If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or Academy.</p>	<p>The charge in relation to the advice provided is £90 + VAT per hour.</p> <p>If Counsel is instructed the school or Academy will be responsible for paying Counsel's fees. Disbursements (e.g. court fees) are not included in the charges mentioned above and must be paid by the school or academy.</p>

Hertfordshire Business Services

Hertfordshire Business Services is part of Hertfordshire County Council, providing a wide range of services including:

- Educational supplies
- Contract Management Services
- Reprographics, design and print
- Fleet Management Services

The Hertfordshire Supplies catalogue service manages the purchasing and distribution of over 13000 products.

Hertfordshire Contract Management Services are responsible for the management of a wide range of contracts including cleaning, grounds maintenance and signage.

Hertfordshire Reprographics is the print and design service.

Hertfordshire Fleet Management Services provides vehicle purchasing, contract and self drive hire, livery and maintenance.

We also offer a full range of direct contracts including washroom services, gymnasium maintenance and fire equipment.

Contact	Details of service	Charge
<p>Hertfordshire Supplies 01707 292300 supplies@hertfordshire.gov.uk www.hertsdirect.org/supplies</p>	<p>Hertfordshire Supplies</p> <p>Products Including stationery, curriculum, cleaning, AV, catering, H&S, office equipment and furniture. There is free standard delivery and no minimum order charge. Order online, fax, email, post or telephone.</p> <p>Furnishing Project Team Service areas include classrooms, IT suites and offices. All products are sourced and ordered on your behalf. All work is carried out by suitably qualified, experienced contractors.</p>	<p>Up to date pricing can be accessed through our online catalogue.</p> <p>Free initial visit and tailored no obligation survey and drawings to meet your needs and budgetary requirements.</p>

Hertfordshire Business Services continued

Contact	Details of service	Charge
<p>Hertfordshire Contract Management Services 01707 292390 hcms@hertfordshire.gov.uk</p>	<p>Hertfordshire Contract Management Services</p> <p>Grounds Maintenance Either select an existing contract or opt for a tailor-made specification along with a full tender process. Full contract support is available for the life of the contract.</p>	<p>Our charges vary depending on selected service and support options. Please contact us for more information.</p>
	<p>Building Cleaning Each site will have its own specification and service delivery plan to cover all your cleaning requirements. We ensure your site is cleaned to a high standard on a daily basis, taking into account your floor coverings and accommodation layouts. Contracts will go through a comprehensive tendering process. Full contract support is available for the life of the contract.</p>	<p>Our charges vary depending on selected service and support options. Please contact us for more information.</p>
	<p>Signage We manage the entire process of surveying, designing, costing, supplying and installing signs.</p>	<p>Our charges vary depending on selected service. Please contact us for more information.</p>
	<p>Portable Appliance Testing Including microwave 4-point safety check</p>	<p>Please contact us for a quote. PAT from 85p an item and £5 microwave check.</p>
	<p>Swimming Pool testing</p>	<p>Charges vary depending on size of pool, please contact us.</p>

Hertfordshire Business Services continued

Contact	Details of service	Charge
<p>Hertfordshire Reprographics 01707 292400 herts.repro@hertfordshire.gov.uk</p>	<p>Hertfordshire Reprographics Print and Design Full range of printing solutions from simple black-on-white copier services to full colour litho print. We also produce a wide range of printed materials including:</p> <ul style="list-style-type: none"> • stationery (letterheads, compliment slips etc) • brochures • prospectus • yearbooks • folders • NCR forms • business cards • posters • flyers <p>Services also include design, CD/DVD production and mailing services.</p> <p>Copier Contract Management Within the price our contracts include:</p> <ul style="list-style-type: none"> • all call outs (average 4 hours response time) • all spare parts • all labour • all consumables including black toners <p>We operate a cost per copy contract, no minimum billing or copy plan.</p>	<p>Charges vary depending on service. Please contact us for a quote.</p> <p>Please contact us for more information.</p>
<p>Hertfordshire Fleet Management Services 01707 343621 hfms@hertfordshire.gov.uk</p>	<p>Purchase of</p> <ul style="list-style-type: none"> • Minibuses • Trucks • Cars • Vans <p>Service includes</p> <ul style="list-style-type: none"> • Vehicle maintenance • Contract hire • Self drive hire • Livery • Technical support and Legislative advice. 	<p>Charges vary depending on service. Please contact us for a quote</p>

Herts Catering Ltd

Hertfordshire Catering offers a commercially focussed catering service, which puts the customer at the centre of everything we do.

motivated workforce. Ours is not a 'one size fits all' catering service offer - we work in partnership with our clients to deliver bespoke solutions to achieve all their objectives.

We continue to build on our reputation of providing fresh, healthy food, which is prepared and cooked on site each day by a skilled and

Contact	Details of service	Charge
Telephone 01707 292500 hcl.info@hertscatering.co.uk	<p>The service includes the following:</p> <ul style="list-style-type: none">• A full catering provision for breakfast, mid morning break and lunch plus any other agreed Hospitality catering for that special occasion!• Innovative Menus - utilising fresh, healthy ingredients - promoting local and seasonal British produce, that represent excellent value for money to our customers.• Professional branding, merchandising and marketing of the catering service to create a modern dining experience and promote the service to customers.• The provision of advice and guidance on changes to, or introduction of, new legislation and compliance with the Government's Food Based and Nutrient Standards.• The professional training of all staff to deliver consistent customer service excellence, whilst at the same time growing sales revenue.• The monitoring and controlling of all budgeted costs associated with the catering service, as agreed with our individual clients, to deliver a financially sustainable operation.• Design and project management service for dining areas, coffee shops, vending, outside dining facilities and operational kitchens.	<p>The service is on a cost plus basis, which means the Academy/or school is charged for all the cost of providing the service plus an agreed management fee, based on level of business.</p>

Media relations and reputation management

A good reputation takes time to establish but can be ruined in a moment. Investing a little in good communications management can save you much more than just money.

Who we are

Hertfordshire County Council's communications team has helped many schools deal with the sensitive and difficult issues that sometimes crop up.

By providing professional media support, we free you up to get on with the job in hand, knowing that the school's best interests are being well protected by others.

This help has ranged from providing media officers at the end of a phone to give practical help and advice (including out of hours and at weekends) to fielding calls from the media on your behalf, handling interviews, preparing press statements and releases and training staff and governors to respond well to media issues.

We have well established relationships with police, health, the coroner's office, legal and child protection colleagues, so are well placed to provide comprehensive media advice whatever the situation.

Our team has expertise in consultation and community relations, social media, marketing, publications and promotions. This means that we can help you continue to build relationships with the local community, utilising local media to share your successes and promote special events.

References are available on request.

What we can do for you

Our services are only available to academies by subscription or by buying in at an hourly rate when needed. The table below outlines the cost-effective levels of support on offer.

Contact	Details of service	Charge
Jo Brown 01992 555582 press.office@hertfordshire.gov.uk	Level one service Media support, including news handling, crisis management and assistance drafting letters and press releases during crises. Level two service Everything in level one, plus proactive media releases for key events and media training for a representative of your school. One-off support If you would rather not sign up to a subscription, you can still contact the communications team if a situation arises that you need media assistance with.	Primary schools – £150 per annum Secondary schools – £380 per annum Primary schools – £250 per annum Secondary schools – £490 per annum £30 an hour Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.

Travel Plan Implementation and Support Service

A school travel plan is a package of initiatives to encourage walking, cycling and use of passenger transport.

Travel plans play a key role in encouraging healthy lifestyles, promoting road safety and addressing issues of school run traffic congestion. For these reasons they are usually required to support applications for school expansions; help Hertfordshire County Council identify Safer Routes to School highway improvement schemes and are required for Healthy Schools accreditation.

A travel plan document includes:

- a description of the school, its travel issues and needs
- travel pattern data
- targets and objectives
- proposed measures with implementation timetable and responsibilities
- evidence of consultation
- monitoring and review arrangements

Contact	Details of service	Charge
<p>Val Male 01992 556251 val.male@hertfordshire.gov.uk</p>	<p>Support to develop a new plan This could include:</p> <ul style="list-style-type: none"> • Guidance documentation; meetings/presentations to school managers, parents and staff • Assistance with consultation and audit of site/local routes • Surveys and data analysis • Information about appropriate measures and support to develop walking buses and road safety education • Collation of the travel plan document. 	<p>£200 – £2000 <i>As each school's situation and the level of support required will be very variable we will quote on an individual basis.</i></p>
	<p>Review of an existing plan This could include:</p> <ul style="list-style-type: none"> • Review and comment on existing plan • Assistance with consultation and audit of site/local routes • Surveys and data analysis • Information about appropriate measures and support to develop walking buses and road safety education • Collation of the travel plan document. 	<p>£200 - £1500 <i>As each school's situation and the level of support required will be very variable we will quote on an individual basis.</i></p> <p>Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.</p>

Admissions and Exclusions Appeals Clerking Service

The central appeals clerking service provides the administration for the statutory process in relation to school admission appeals and exclusion reviews. The purpose of the service is to ensure an independent, impartial forum for parents and the admission authority to present their cases to an independent panel as required by law, the

School Admission Appeals Code and DfE guidance “Exclusion from maintained schools, Academies and pupil referral units in England” The benefit of using the clerking service is that the Academy is compliant with DfE Codes and guidance by providing a totally independent and transparent appeal and review process.

Contact	Details of service	Charge
<p>Liz Houghton 01992 588548 liz.houghton@hertsc.gov.uk</p>	<p>The service provides Academies with the following :</p> <ul style="list-style-type: none"> • Overall administration of the admission appeals and exclusion review processes, including parental guidance, appeal forms, notification of arrangements and outcome of appeal hearings with detailed reasons. • The services of independent clerks who have received comprehensive legal training to ensure that the requirements of the Appeals Code/guidance are met. • The organisation and payment of venues, including refreshments. • Advertise and appointment of panel members. • Annual training for panel members and regular review meetings for clerks and chairs. • Written briefings on changes to the Appeals Code/guidance, DfE circulars and reports on judicial review • Response and advice to parents about decisions made. • Responses to the Education Funding Agency enquiries following complaints from parents in relation to admission appeals and exclusion reviews. • Payment of travel and subsistence expenses to panel members, including loss of earnings where appropriate. 	<p>School Admission Appeals Charge per appeal lodged £168 + VAT Charges are capped at 60 appeals lodged, equivalent to £10080 + VAT Where appeals lodged exceed 60 in number, any over 60 will not be charged for</p> <p>School Exclusion Review £1,500 per review + VAT</p> <p>Judicial Reviews The cost of judicial reviews will be met 50% by the local authority and 50% by the Academy</p> <p>Timing of Charges Autumn term appeals will be charged for in January Spring term appeals will be charged for in April Summer term appeals will be charged for in September</p> <p>Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.</p>

Admissions and Exclusions Appeals Clerking Service

Notification of changes in the way appeals are charged for

In previous years appeals were charged in bands. After comparing our charging model with other local authorities we have changed to charging per appeal lodged.

Charging bands are being replaced by per appeal charges across all leading local authorities. Our charges compare favourably with rates from other authorities. These changes will apply from April 2013.

Hertfordshire County Council will continue to include both indemnity and venue costs within our charging model offering a very high value service.

Hertfordshire County Council is able to deliver a high value service at a low cost due to:

- The introduction of group hearings
- An increase in online appeals lodged, reducing administrative costs
- The use of more cost effective venues
- Improvements and efficiencies in business processes
- Reduced printing costs for publications by moving information online
- A reduction in the overtime required due to increased efficiencies

Exclusion Reviews

Please note that exclusion reviews are being reviewed in light of new guidance from the DfE entitled “Exclusion from maintained schools, Academies and pupil referral units in England.”

Hertfordshire County Council will include the cost of providing Special Educational Needs experts.

Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.

Health and Safety Advisory Service

The service can be tailored to the school's needs. Indicative costs for standard services are provided. Passive competent person role only

Contact	Details of service	Charge
<p>James Ottery 01992 556509 james.ottery@hertfordshire.gov.uk</p>	<p>Basic Health and Safety Advisory Service Unrestricted access to telephone and email advice;</p> <ul style="list-style-type: none"> Provision of template documents to aid the School's Safety Management System e.g. model policy, guidance, checklists, generic risk assessments etc. Termly Newsletter <p>If necessary a designated Health and Safety Officer will visit the school for more specific advice/support and to assist where more technical or specific assessments are required. This would be charged at the officer rate of £50 / hour(Daily rate £350.00). Costs will include travel time.</p>	<p>Basic Package Includes 0.5 day consultancy on site Primary school £230 per year Secondary school £345 per year Standard daily / hourly rate * £350 / £50</p>
	<p>Proactive Health and Safety Advisory Service</p> <ul style="list-style-type: none"> Access to competent H&S advice, telephone and email advice and guidance for reactive / day to day queries. Provision of template documents to aid the School's Safety Management System e.g. model policy, guidance, checklists, generic risk assessments etc. Termly Newsletter. Annual on-site contract meeting to discuss priorities and risk management. One days consultancy on site per academic year. <i>This time is commonly used for an audit or other proactive monitoring / inspection to provide assurance to Governors and Senior management on the school's health and safety management systems. Allows the school to see how it is performing against relevant standards, identifying any gaps and prioritising corrective actions. Alternatively this day can be used for other services (e.g. any of those set out in the Bespoke / pay as you go services above).</i> 	<p>Plus Package Includes initial contract meeting to discuss risks / H&S priorities and 1 days consultancy on site Primary school £340 per year Secondary school £470 per year</p>

Offsite Visits Advisory Service

The Offsite Visits Advisory Service provides support, advice and guidance to ensure that responsibilities for offsite activities, including offsite visits, are met.

Contact	Details of service	*Charge
<p>Mark Falkingham 01992 556491 mark.falkingham@hertfordshire.gov.uk</p>	<p>The service provides:</p> <ul style="list-style-type: none"> • Advice and support via telephone and email on all aspects of offsite visits and the implementation of the 'Learning Outside the Classroom' manifesto. • Establishment access to the Hertfordshire 'EVOLVE' website for offsite visits. • Evaluation of school documentation via the notification procedure for offsite visits to check that arrangements follow current good practice. 	<p>£350 per year for Hertfordshire Academies</p> <p>For Academies outside the administrative boundaries of Hertfordshire: -</p> <p>£550 per year - Primary Academies; £850 per year - Secondary Academies</p>
	<p>Provision of training courses to enhance current skills</p> <ul style="list-style-type: none"> • EVC training • Leader training • Outdoor learning cards 	<p>Whole day Delegate rate: £139 May also be delivered locally at £56 per person (minimum charge £335)</p> <p>* All charges subject to VAT at the current rate</p> <p>Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.</p>

Building Management

As part of the ongoing support that Hertfordshire County Council provides in respect of property maintenance, management and construction, three frameworks have been developed that are open to use by academies:

- Framework for Repairs, Adaptation, Refurbishment and Extension of Buildings (RARE)
- Framework for Construction Related Project Management (CRPM)

- Framework for Property, Estates and Specialist Consultancy (PESC)

None of the frameworks carry guaranteed values of works, and as such there are no obligations for HCC or any other named organisation to call work off from them. However, the frameworks provide a controlled environment for procurement where contractor financial viability, performance and value can be actively monitored. There is no charge to make use of the framework.

Contact	Details of service
<p>Website: www.thegrid.org.uk/info/premises</p> <p>A web area on Hertsdirect has been set up to enable all users of the frameworks (which include external partners) to access the documents, guidance and templates they will need. This area is username and password protected as the framework is not open to use by the general public. To request a username and password, please email: property.contract@hertsc.gov.uk</p> <p>Then use this link: www.hertsdirect.org/propertyframework</p>	<p>The frameworks list contractors (who have signed up to a basic set of terms and conditions), arranged into categories or 'lots' They have been appointed through an OJEU procurement process based on their ability to demonstrate technical competence in the areas covered by each lot and to provide a competitive price.</p> <p>Guidance is provided under each framework on the process that should be followed when procuring works or services. See the OGC Procurement Code of Good Practice for further general guidance.</p> <p>Please note that calling off work from these frameworks through mini-competition is the point at which a contractual relationship will be made between the contracting organisation and the contractor. Before using the frameworks, please familiarise yourself with the terms and conditions for each.</p> <p>Whilst frameworks offer a relatively safe environment for procurement of works or services when compared to the open market, service provision is not risk free. Liability for any risks associated with an award or call off sits solely with the contracting organisation and the contractor. Use of the frameworks does not supersede contract regulations which must be applied to all procurement.</p> <p>RARE: Repairs, Adaptation, Refurbishment and Extension of Buildings The RARE framework, in place until April 2015, provides access to a range of contractors delivering services related to property maintenance and minor projects. RARE framework contractors are able to tender for work ranging from 0 - £500k, through a process of mini competition.</p>

Building Management continued

Contact	Details of service
<p>Website: www.thegrid.org.uk/info/premises</p> <p>A web area on Hertsdirect has been set up to enable all users of the frameworks (which include external partners) to access the documents, guidance and templates they will need. This area is username and password protected as the framework is not open to use by the general public. To request a username and password, please email: property.contract@hertscc.gov.uk</p> <p>Then use this link: www.hertsdirect.org/propertyframework</p>	<p>CRPM: Construction Related Project Management In place since September 2011, the CRPM framework offers schools the option to seek consultancy advice and services for a range of property issues, for example:</p> <ul style="list-style-type: none">• Reactive, cyclical and planned facilities maintenance services.• Major project management.• Feasibility studies and design services• Quality/cost control and assurance <p>The framework's Lot D has been designed specifically to provide building management services for maintenance services including:</p> <ul style="list-style-type: none">• A technical helpline with 24/7 emergency cover• Compliance service advising on statutory requirements• Annual inspection of premises highlighting repairs and maintenance priorities• Preparation and presentation of asset management plans <p>PESC: Property, Estates and Specialist Consultancy In place until June 2015, the PESC Framework provides access to consultants able to deliver more specialised services, including architecture (building and landscape), planning, highways, survey and site investigation, valuation, acquisition, disposal, management and general property advice.</p>

Shared Internal Audit Service

The Shared Internal Audit Service (SIAS) has been providing an Internal Audit service to Hertfordshire County Council and its schools since July 2011. SIAS was formed from an amalgamation of the internal audit sections of the county council and five of Hertfordshire's districts. HCC's Internal Audit section had previously been delivering school audit since 1991.

SIAS is able to provide Internal Audit Services tailored to schools and academies requirements. SIAS provides auditors who are

professionally qualified and have many years experience of working with schools. SIAS also has a wide range of expertise available including IT, procurement and anti fraud and corruption.

Internal Audit provides objective assessments on the management of risk and internal control, including financial control, in support of the achievement of academies' objectives. Details of our services and our charges for 2013/14 are included below. Please note that all charges are subject to VAT.

Contact	Details of service	Charge
SIAS Business Support 01438 845506 sias@hertfordshire.gov.uk or call Sally-Anne Pearcey for advice on 01438 845516	Internal Audit Service A full Internal Audit Service to support a finance or audit committee. The service would be tailored to the needs of the finance / audit committee and take account of the size of the academy and the risks to its financial control.	Price on application, based on £300 a day. (The average secondary school with an audit committee would typically require a 5 to 6 day contract per annum.)
	Checks on Behalf of the Responsible Officer Internal Audit would undertake audit checks on behalf of a named Responsible Officer.	Price on application, based on £300 a day. (The average secondary school with would typically require a 4 day contract per annum.)
	Bespoke Service Internal Audit is able to carry out specialist investigations in the field of antifraud and corruption, procurement and IT.	Price on application, based on £350 a day.

Admissions Service

All schools and academies must comply with the DfE School Admissions Code and adhere to current legislation in relation to coordination.

The admissions team will provide a fully coordinated admissions service to all schools and academies, including providing

advice and guidance on implementing processes, schemes and regulations. Any school or academy that determines its own admission criteria and would like HCC to administer their admission arrangements will be charged for the additional work involved in line with the charges outlined below.

Contact	Details of service	Charge
Jayne Howard 01992 588785	1) Statutory requirement to coordinate admissions All local authorities are required to coordinate the annual application and allocation process for school places at maintained schools and academies. This coordination is mandatory and all schools and academies are required to take part in accordance with HCC's published scheme of coordination. HCC publishes admission information annually about the application and allocation processes, including details of the admission arrangements for all schools and academies, and ensures that every Hertfordshire child is offered a single place on allocation day in accordance with the School Admissions Code.	Free

Admissions Service

Contact	Details of service	Charge
<p>Jayne Howard 01992 588785</p>	<p>2) Transfer allocations for 2015/16</p> <p>a) Acting as the school's admission authority for the 2015/16 allocation round (secondary transfer or under 11s allocations for the 2015 intake). This includes:</p> <ul style="list-style-type: none"> • Ranking applications in accordance with the school's oversubscription criteria • Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC. • Checking the accuracy of allocations • Producing and supplying individual pupil allocation information • Producing and supplying school allocation summary information • Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary <p>b) Considering "rule 2" applications and communicating decisions with parents (if requested to by the school/academy)</p> <p>c) A per pupil charge will be levied for academies/free schools that have adopted a slightly amended version of HCC's arrangements, for example introducing a children of staff rule. This minimal charge includes all the services outlined above, and reflects the additional resource required to establish the new set up the school will require in the admissions allocation database to accurately reflect the change(s) in oversubscription criteria and the additional administration required. The charge will also contribute to the IT development required to produce "pupil audit information" incorporating new and/or amended over subscription criteria.</p> <p>For example, a school with a PAN of 210 will be charged £1050</p>	<p>Free (for academies that have adopted HCC's exact admission arrangements).</p> <p>£600 p.a.</p> <p>£5 per pupil (e.g. a school with a PAN of 210 will be charged £1050)</p>

Contact	Details of service	Charge
Jayne Howard 01992 588785	<p>3) In Year allocations for 2015/16</p> <p>Acting as the school's admission authority for the 2015/16 In Year round. From September 2013 LAs are no longer required to coordinate In Year admissions. HCC will continue to coordinate In Year admissions for all community and voluntary controlled schools and any own admitting authority schools or academies that wish to "opt in" to coordination. A small charge will be levied if an academy wishes HCC to act as the admitting authority for In Year applications. This service will include:</p> <ul style="list-style-type: none"> • Providing guidance for parents and schools on the HCC website, including an electronic application form • Receiving and responding to all applications (10 day turn around) • Being first point of contact for all IY admission queries. Answering queries (phone, email & in writing) about timescales and the actual allocation process. HCC In Year admissions literature will reflect the fact that queries about the IY process should be directed to HCC in the first instance <p>Ensuring parents are informed of their right to appeal when a place is not available. In addition, acting as the school's admission authority for the 2015/16 In Year round if required:</p> <ul style="list-style-type: none"> • Answering queries (phone, email & in writing) about the application of the school's admission arrangements. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC • Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required) • Maintaining the school's CI list and allocating places when available 	<p>£700 secondary schools</p> <p>£350 primary schools</p>
	<p>4) Alternative admission arrangements</p> <p>Many new academies that were previously community schools have decided to retain HCC's admission arrangements, or very similar arrangements. However, if academies wish to introduce oversubscription criteria that vary from HCC's arrangements, and wish to delegate responsibility for ranking applications and allocating places to HCC, a one-off charge will be levied that will be directly proportional to the resource required to develop, test and implement those arrangements. This charge is most likely to be levied for the development of:</p> <ul style="list-style-type: none"> • new geographical or priority areas, • the introduction of any top slice methodology, for example to allow the prioritisation of specific communities/areas <p>It is unlikely that the county council will be able to provide allocation assistance to academies with admission arrangements that differ significantly from its own published arrangements, particularly those requiring the application of any criteria that requires information not already collected on the common application form.</p>	<p>e.g. academies have been charged £500 for the development of a children of staff rule and supporting documentation</p>

Contact	Details of service	Charge
<p>Jayne Howard 01992 588785</p>	<p>5) Presenting appeals on behalf of the governing body The appeals process is the responsibility of the governing bodies of an academy. The service provided by HCC for the appeals process can be divided into two :</p> <p>a) the presentation of appeals, including the following:</p> <ul style="list-style-type: none"> • preparation of the appeal statement (s) • meeting/communicating with the school as necessary to agree the statement and obtain local, school or case specific knowledge • preparation of all appeal documentation on behalf of the admitting authority including, as relevant: <ul style="list-style-type: none"> - Application and allocation information - School capacity information - Correspondence between the admitting authority and appellant - Information regarding transport - entitlement and route availability - Home school distance information • Investigation and preparation on the parents individual case • Submission of all necessary paperwork, to deadline and in required format to the Customer Focus Team. • Presentation of the appeal on behalf of the admitting authority • Expenses incurred during full days of appeals • Travel to and from the appeal. <p>The service does not include any involvement in further challenge from appellants if their appeal is unsuccessful, for example to the LGO or Judicial Review.</p> <p>b) the administration of the appeals process: for example the appointment of the panel and clerk, timetabling and booking of venues, distribution of appeal paperwork to all parties and communication with parent on the outcome of the appeal etc, are the responsibility of the Appeals Team, managed by Mrs L Houghton. For more information about this service see pages 19/20 of this booklet</p>	

Admissions Service

Contact	Details of service	Charge
Jayne Howard 01992 588785	Presenting Secondary Transfer & Under 11s Appeals <ul style="list-style-type: none"> • Registration fee (Covering the full cost of preparation for the first transfer appeal) £600 • Half day session (usually 4 appeals - either morning or afternoon). A full half day fee will be charged once appeals have been timetabled, regardless of whether the appeals are withdrawn prior to the scheduled appeal and regardless of how many appeals are actually timetabled £400 • Additional Transfer Appeals – per appeal Scheduled after the main tranche of appeals has been timetabled, i.e. lates or CI applications £100 	
	Presenting In Year Appeals <ul style="list-style-type: none"> • Registration fee (Covering the full cost of preparation for the first In Year appeal if no transfer statement is available) £600 £300 <p>OR (if transfer statement is available)</p> <ul style="list-style-type: none"> • Half day session (usually 4 appeals - either morning or afternoon). A full half day fee* will be charged once appeals have been timetabled, regardless of whether the appeals are withdrawn prior to the scheduled appeal and regardless of how many appeals are actually timetabled £400 • Ad hoc appeals - per appeal £125 <p>An additional fee may be levied, after discussion with schools, in individual cases of great complexity or requiring specific legal support or advice prior to or during the appeal.</p> <p>Academies will be invoiced at the end of the academic year (for transfer appeals) and on a termly basis for In Year appeals.</p> <p>* If possible, for example if appeals for more than one school are timetabled together, we will split the session costs pro rata.</p>	

Section 2: Student Related Services

Attendance Service

The Attendance Team works with schools, parents and other professionals to meet the needs of children and young people and their families experiencing difficulties relating to punctuality and regular school attendance.

As a key part of Integrated Services for Learning, the Attendance Team provides a wide range of expertise, experience and skill through a blend of specialist advice, consultancy and casework tailored specifically for every school to achieve individual pupil and “whole school” improvements.

You will be working with a Team that has:

- In-depth local knowledge and experience working with Hertfordshire schools and children
- Proven success in helping Hertfordshire schools improve and maintain school attendance to above both the regional and national average.

- A track record of helping schools raise overall participation levels of their pupils through direct intervention with young people and their families.
- Highly qualified staff from diverse professional disciplines that understand the relevant legislation and local policy.
- The quality assurance you would expect from a first class organisation - ethical codes of practice and regular professional supervision

As part of Integrated Services for Learning, our Attendance Team has access to the full range of professional expertise and experience that make up our local and county teams.

Contact	Details of service	Charge
<p>Mary Bainton County Lead for Attendance and Performance 01442 453871</p>	<p>At your request, a member of the Attendance team will visit your school to discuss your needs and work with you to build a bespoke package of support. The types of services provided by our Attendance Team are as follows:</p> <p>Consultation We will work with designated school staff to:</p> <ul style="list-style-type: none">• Identify pupils who are experiencing attendance difficulties• Agree on the most appropriate intervention and support, with negotiated outcomes• Work directly with identified children and young people who are experiencing attendance difficulties and their families in conjunction with their school.	<p>Price on application.</p>

Attendance Service

Contact	Details of service	Charge
<p>Chris Hall North Herts & Stevenage 01438 843084</p> <p>Sharon Newey Welwyn Hatfield & Hertsmere 01707 292447</p> <p>Lillian Willerton East Herts & Broxbourne 01992 588608</p> <p>Yasmin Sharif Dacorum & St Albans 01442 453834</p> <p>Kim Claridge-Taylor Watford & 3 Rivers 01442 453388</p>	<p>Casework The Attendance Teams undertake casework with pupils, their parents/carers and the school. This may include:</p> <ul style="list-style-type: none"> • Meeting with the school, parents and pupil to agree a plan of action and keeping track to ensure the support being provided is effective. • Working with other teams and agencies to ensure a holistic approach – for example, acting as lead professional through the Common Assessment process. • Working with parents and carers in supporting the key needs, development and achievement of their children • Working with individual children who are experiencing difficulties relating to their participation in school. <p>Attendance Surgeries The Attendance teams will work with school staff to:</p> <ul style="list-style-type: none"> • Arrange the surgery and to discuss the identified pupils • Attend the surgery and discuss attendance concerns with parents/carers • Offer advice and guidance to parents/carers to improve attendance and raise awareness of the negative impact of poor attendance for the pupil. <p>Professional Support for Staff and Schools The Attendance Teams will deliver professional systems and support through:</p> <ul style="list-style-type: none"> • Focussing on prevention and early intervention with schools to support processes and practice for improving and promoting school attendance of all pupils • Providing support and training for the development of systems, policy and practice 	<p>Price on application.</p>

Counselling and Arts Therapy in Schools Service

The Counselling and Arts Therapy in Schools service provides qualified and quality-assured counsellors and arts therapists to support the emotional/mental health and wellbeing of children and young people aged 4-19 years attending schools in Hertfordshire.

The service provides a safe, confidential space that allows children and young people to explore issues that they may be having. They are supported to work through their issues by developing positive coping strategies and empowered to find a voice, enabling them to build strong relationships at home and school.

What are the benefits of the Counselling and Arts Therapy in Schools Service?

- Ten years of experience in delivering counselling in school settings
- Quality assured service
- Hertfordshire-wide coverage

- The service will work with a child or young person who has been excluded in an alternative setting
- Experienced staff with a range of therapeutic tools e.g. play therapy skills
- Experience of providing therapy to children/young people with additional needs
- Annual or short term contracts to allow consistency/flexibility of provision
- Ability to respond quickly in a crisis
- Line management and clinical supervision of counsellors
- Established policies and procedures for implementing service provision and maintaining quality assurance
- Links with universal, targeted and specialist services to provide support to child/young person and schools where appropriate i.e. Child and Adolescent Mental Health Services (CAMHS)

Contact	Details of service	Charge
<p>Robyn Guyton 01992 588796 robyn.guyton@hertfordshire.gov.uk</p>	<p>Counselling (individual therapy) Minimum commitment one term (approximately 13 weeks)</p> <ul style="list-style-type: none"> • Termly fee for one session per week. • Annual contract (01 April-31 March) one session per week. <p>Academies can purchase any number of sessions per term/annual contract. Please multiply relevant charge for the number of sessions per week</p>	<p>£572 £1545</p>

Counselling and Arts Therapy in Schools Service continued

Contact	Details of service	Charge
<p>Robyn Guyton 01992 588796 robyn.guyton@hertfordshire.gov.uk</p>	<p>Arts therapy (individual) art or drama Minimum commitment one term (approximately 13 weeks)</p> <ul style="list-style-type: none"> • Termly fee for one session per week. • Annual contract (01 April-31 March) one session per week. <p>Academies can purchase any number of sessions per term/annual contract. Please multiply relevant charge for the number of sessions per week.</p>	<p>£687 £2061</p>
	<p>Group work (counselling and arts therapy) The cost of group work is dependent on number of students, number of sessions and the type of therapy. Please contact the service for further information.</p>	<p>Price on application</p>
	<p>Training can be delivered, please enquire for more information.</p>	

How to Thrive

How to Thrive is a trading unit within Hertfordshire County Council working across the UK. It has a team of highly qualified, experienced specialists in positive psychology, leadership, workforce development

and change management. It offers a wide range of products; a couple of which are detailed below:

Contact	Details of service	Charge
<p>Lucy Bailey 01438 843876 lucy.bailey@hertfordshire.gov.uk</p>	<p>1. Penn Resilience Programme (PRP) Teacher Training The PRP is an 18 lesson programme that is aimed at 11-13 year olds (although it has applications with a range of age groups) that enables young people to develop skills that empower them to deal with set backs and focus and thrive in intense times both in and out of school. The lessons build to enable students to develop a more sophisticated understanding about their thinking style and how this impacts both on how they feel and what they do. The aim is accurate and flexible thinking. If students are able to think more accurately about different or difficult situations then they will be more likely to solve problems effectively, keep things in perspective, not give up and enhance their optimism and confidence. The training is vital to ensure teachers are skilled and confident to teach the programme.</p>	<p>Subsidised rate for all Hertfordshire schools. £190 per person per day or £950 for whole course. Includes course materials, curriculum and teaching materials. Lunch and refreshments License and University of Pennsylvania Teacher Certificate.</p>
	<p>2. INSET - Thriving Schools This INSET is an opportunity to work together to consider the elements of a thriving. The day will provide an overview of the core elements of how to build a thriving school and the benefits of developing skills to solve problems effectively and maintain performance. All the concepts introduced in the program are based on well understood and validated psychological concepts and techniques and will be facilitated by the How to Thrive training team who have deep expertise in these techniques. This would be an ideal way for a school to gain a better understanding of the field. It is a valuable intervention on it's own, as the participants will learn some useful skills, and it also serves as an ideal platform for developing an informed approach to promoting emotional resilience and thriving that is 'owned' by those that will be required to deliver it.</p>	<p>£1,500</p>

How to Thrive continued

Contact	Details of service	Charge
Lucy Bailey 01438 843876 lucy.bailey@hertfordshire.gov.uk	3. Thriving Leadership for Headteachers This programme provides practical, solution focused skills to ensure that leaders can deal more effectively with setbacks and maximise opportunities. The emphasis is on personal resilience, but in the context of leadership. As individuals explore and develop their own resilience they will develop a deeper understanding of the impact they have on those around them, and in particular those that they lead. The 2 module programme is run over 4 days.	£995 (£248.75 per day)
	4. Bespoke sessions and consultancy If you are interested in exploring any of the ideas above in a different way contact us to arrange a meeting.	There is no charge for an explorative meeting.

Education Benefits Application Service

It is now easier than ever for families to apply for free school meals, help with music fees, rail and bus travel costs, and cycle training fees. Applications are managed on Hertfordshire's behalf by a dedicated team based at the Customer Service Centre.

Through this service, an applicant's eligibility is checked using the Department for Education's Eligibility Checking Service (ECS). This means that applicants (in most cases) are not required to provide paper proof of benefit when applying for free school meals and other education benefits, and schools' staff do not need to carry out manual

checks. The ECS is only available for use by local authorities - it is not accessible by schools.

Parents/carers are advised of the outcome of their application immediately. If an applicant qualifies for free school meals then they will also be eligible for the other education benefits.

Schools are immediately advised of new students who are eligible for free school meals via the Solero report, ensuring that free meals are provided promptly.

Contact	Details of service	Charge
<p>Customer Service Team</p> <p>Cs.enquiries@hertfordshire.gov.uk</p>	<p>The service provides schools with the following:</p> <ul style="list-style-type: none"> • End-to-end processing of applications for education benefits, • Proof of benefits check using the Eligibility Checking Service (ECS). • Where eligibility cannot be confirmed using the ECS, following up as appropriate to seek confirmation that the applicant is receiving a qualifying benefit. • Maintenance of application records, data, and the online system. • Prompt notification of children who are newly eligible, or who are no longer eligible, through the Solero report. • A dedicated education benefits team based at the Customer Service Centre who handle all queries made by parents/carers on education benefits. • Effective promotion to ensure optimum take-up of free school meals, including development of posters, leaflets, and web promotions. 	<p>£10 per pupil eligible for free school meals.</p> <p>The total payable in each financial year will be determined by the number of pupils receiving free school meals in the Academy at the most recent audit.</p> <p>Please note our services are generally non chargeable to schools, charges apply to Academies only. Please enquire to confirm.</p>

Youth Connexions

Portfolio of Services for Education

Youth Connexions supports young people to make a successful transition to adult and working life by providing services that are high performing with practice that is regarded amongst the best both regionally and nationally.

Contact	Details of service	Charge
<p>Youth Connexions 01438 843690 youth.connexions@hertfordshire.gov.uk www.youthconnexions-hertfordshire.org</p>	<p>Youth Connexions provides impartial and independent careers guidance that will enable a school to meet its statutory duties and also offers a range of curriculum programmes. Further details of the areas of work are listed below and can be found within the published portfolio available here http://www.youthconnexions-hertfordshire.org/documents/PDF%20Files/Youth%20connexions%20school%20menu%202012-1.pdf</p> <p>Careers Guidance Support for Young People with learning Difficulties and Disabilities Personal Development and Targeted Support Group Work Higher Education Choices Employment and Apprenticeship Support Data Management Service and Destinations Careers Information and Curriculum support Education Business Links and Work Experience Virtual Services Parents and Carers Workshops Youth Connexions Outdoors UK Youth Parliament Youth Connexions Music and Media Studio Duke of Edinburgh Award</p>	<p>A range of packages or bespoke programmes are available, please ring or email for further details</p>

The Duke of Edinburgh's Award (DofE)



The DofE gives all young people the chance to develop skills for work and life, fulfil their potential and have a brighter future.

The Award is a personal programme for young people aged 14-24, giving them the chance to develop skills outside the classroom.

There are three levels, bronze, silver and gold. Each level is split into four sections (five for gold): Volunteering, Physical, Skills, Expedition and a residential activity (gold only). Further details about the award can be found at www.dofe.org.

Contact	Details of service	Charge
<p>Laura Butcher 01992 588225 dofe@hertfordshire.gov.uk</p>	<p>As the Hertfordshire Operating Authority for DofE, Youth Connexions provides dedicated staff to support the delivery of this award:</p> <ul style="list-style-type: none">• Support to set up new centres• A programme of training including introductory training for new centres and co-ordinators• Advice and support on specific queries as they are raised• Review all expedition notifications and process any variations• Regular newsletters keeping centres up to date with developments• Termly Co-ordinators meetings• Reviewing and processing of Awards	<p>£150 annual fee for schools and Academies (Hertfordshire maintained schools will not be charged VAT)</p>

Youth Connexions Outdoors

Hertfordshire County Council has four outdoor activity centres, each offering a different range of exciting and challenging activities for learning outside the classroom.

The centres are:

- Herts Young Mariners' Base (HYMB) at Cheshunt
- Hudnall Park near Hemel Hempstead
- Cuffley Camp
- Snowdonia Centre, North Wales.

Activities can be directly related to curriculum requirements (e.g. A' level field studies) or can otherwise contribute to the motivation, personal and social development of students, including group work skills, building self-esteem and decision-making. A wide range of water and land-based activities that appeal across different age groups are available, including high ropes and low ropes, archery and mountain-biking. These have recently been introduced at Cuffley Camp and Hudnall Park. Centres and facilities can also be hired for events for adults such as team-building or as meeting venues.

Contact	Details of service	Charge
<p>Cuffley Camp Hudnall Park and the Snowdonia Centre Jean Bray 01707 872632 jean.bray@hertfordshire.gov.uk</p> <p>Herts Young Mariners' Base Stuart Cresswell 01992 628403 stuart.cresswell@hertfordshire.gov.uk</p>	<p>All Centres offer a range of opportunities including residential stays or just a short activity session. Further details are available at: http://www.youthconnexions-hertfordshire.org/cms.php?pageid=604</p> <p>Cuffley Camp is based in 90 acres of woodland and provides a choice of accommodation; either camping or cabins. Activities include: mountain biking, archery, low and high ropes courses, orienteering, shelter-building, fire-lighting, and environmental and art investigations.</p> <p>Hudnall Park offers a residential centre or camping. Its location close to the Chiltern Hills means it is an excellent base for DofE expeditions and field studies. Activities include team-building, low ropes course, health and fitness, mountain-biking, archery, orienteering, and a range of opportunities for the geography, science and environment curriculum.</p> <p>HYMB, located in the Lea Valley Park, caters for all ability groups, including wheelchair users, and has a variety of tracking and mobile hoists for changing room aids and getting people in and out of water craft. Activities include: canoeing, kayaking, climbing, caving, raft-building, bellboating, dragon boating, sailing, windsurfing, problem-solving, adventure games, orienteering and bushcraft.</p> <p>The Snowdonia Centre, a late 19th century coach-house, offers self-catering facilities for up to 34 people. The facilities are perfect for a self-programming youth group or secondary school wishing to explore the local environment or undertake adventurous activities in the locality.</p>	<p>Charges are dependent on the size of group, nature of activity or length of stay (when booking accommodation).</p> <p>Further details are available on request from the respective sites</p>

14-19 Education and Skills Strategy Service

The 14-19 Education and Skills Strategy team work within the Directorate of Services for Young People to:

- Promote 14-19 participation and progression including taking a lead responsibility for Raising the Participation Age.
- Secure suitable and sufficient education and training opportunities for those aged 14-19 (up to 25 for LLDD).
- Develop and promote curriculum models that broaden the opportunities available to 14-19 year old students.
- Act as the key link with the Education Funding Agency on behalf of Children's Services and provide support to schools and colleagues on 14-19 funding issues and developing 16-19 Study Programmes

The team specialise in the facilitation of the work of partner organisations to build progression pathways for young people aged 14 to 19. This support can be in the form of training or consultancy.

The team skills include planning, funding and project management as well as advising on 14-19 strategy to support senior leaders and curriculum managers in:

- All schools, academies and special schools.
- Education Support Centres.
- FE Colleges.
- Work-based learning and independent alternative providers.

The team has strong links with the Department for Education and other government agencies as well as awarding organisations in order to keep abreast of government changes and inform policy and practice. The team also works closely with the Education Funding Agency, the National Apprenticeship Service and the Employment and Skills Programme Board of the Hertfordshire Local Enterprise Partnership (LEP)

Contact	Details of service	Charge
<p>Jane Wadey 01438 845056 jane.wadey@hertfordshire.gov.uk</p>	<p>Widening participation 14-19 (including progression to and from this phase of learning) Information, advice, guidance and training can be provided on the following:</p> <ul style="list-style-type: none"> • Post-16 Funding Allocation and funding implications for your Curriculum • Applying the principles of the 16-19 Study Programme to meet Ofsted requirements • Designing a curriculum and routes for learners not taking a substantial Level 2 or Level 3 qualification • Effective use of independent alternative provision to support key stage 4 learners • Developing accreditation for employability skills to secure progression • Finding and developing partners to enhance the design, delivery and evaluation of the curriculum 	<p>Whole day £145</p> <p>Half day (3 hours) £74</p> <p>Twilight 4.30 – 6.00 p.m. £47</p> <p>Combined PM/Twilight £108</p> <p>Consultancy/Advice £295</p>

Section 3: Staff Related Services

Safe Staffing, DBS and Single Central Record Service

The Safe Staffing team deliver a full safe staffing and umbrella service including Disclosure and Barring Service (DBS) checks and Single Central Record (SCR) audit and advice.

Contact	Details of service	Charge
<p>Jane Boyce 01992 588483 jane.boyce@hertfordshire.gov.uk</p> <p>Or</p> <p>Ask HR The single contact number for HR Payroll and Pensions. 01992 556662</p>	<p>CRB Disclosures</p> <ul style="list-style-type: none">• CRB consultancy and advice service including advising which roles require a CRB in accordance with government guidance and legislation and how to deal with information revealed on CRB Disclosure.• Processing of CRB Disclosure Applications.	<p>Administrative charge of £16.50 plus VAT plus DBS cost (per application)</p> <p>Maintained schools would not be charges VAT</p>
	<p>SCR Audit and Advisory Service</p> <ul style="list-style-type: none">• The annual audit of the school Single Central Record assists with their duty to comply with related DoE and other safe staffing requirements.• The team provide advice on relevant government legislation and best practice	<p>Annual fee: Primary school £250 Secondary school £500</p>

HR Transactions and Payroll Service

A combined HR and Payroll transactional service, covering all aspects of Payroll, employment contracts and first level HR advice.

It is provided on behalf of Hertfordshire County Council by SERCO, a company that HCC has been successfully working in partnership with for several years to develop an effective and reliable service. From April 2011, Serco are contracted by the Council for a further eight years to provide a range of services, including the HR and Payroll for schools.

The objective of the service is twofold. We aim to calculate and make payments to staff in accordance with appropriate pay and service conditions, carrying out all processes to support the employer's related statutory obligations.

The second objective is to provide an 'assisted service' for HR matters relating to employment. This service includes providing a full employment contract documentation facility, and advice and guidance on routine, factual matters of employment. General assistance on terms and conditions are provided by this team, but more complex HR advice, for example individual cases, where specialist or in-depth knowledge is required, is provided by the Schools HR Advisory Service based in SSE (see section 4 of this prospectus).

Our full Occupational Health Service is also included in this price. For more details of what's covered, see the Occupation Health Service page.

Contact	Details of service	Charge
<p>Hugh Ellis Services Delivery Manager 01992 555825 hugh.ellis@serco.com</p> <p>Or</p> <p>Ask HR The single contact number for HR Payroll and Pensions. 01992 556662</p>	<ul style="list-style-type: none"> • Advice to headteachers and governors, which includes the completion of payroll forms, rates of pay and allowances and statutory pay and deductions. • Provision of an employment contract and advice service on routine and factual queries around terms and conditions, and miscellaneous queries on the employee's employment life cycle from appointment to termination. • Production of the school payroll, with a fully itemised confidential payslip, financial reporting and submissions of statutory returns including P60s, P11Ds and P45s. • Deduction of pension scheme contributions and other voluntary deductions and administration of pension schemes: Local Government (LGPS) and teacher (TPS) Scheme. This includes completion of TPS returns such as TSSR and TR17. • Management of third party payments such as PAYE, national insurance etc. • Support of online mechanism for direct data entry to Payroll 	<p>Administrative charge of £70 per person per year plus VAT. CRB costs are additional to this. Please note there is an initial set up fee for this service.</p>

Occupational Health Service

This service is provided by Serco on behalf of Hertfordshire County Council, they offer an impartial and confidential service for managers which is tailored to the needs of the working environment.

The OH team provide a variety of services to the council and external organisations which is delivered from both County Hall and the Apsley

two building. These include pre-employment screening and health assessments, telephone advice and clinical referrals, the team are also there to help maintain and promote the highest possible level of physical, mental and social wellbeing of employees.

Contact	Details of service	Charge
Jackie Parker Senior OH Advisor 01992 588829 jackie.parker@hertfordshire.gov.uk	Pre-employment health screen <ul style="list-style-type: none"> • By occupational health nurse • Pre-employment interview with nurse • Pre-employment interview with occupational health physician 	£15 £45 £100
	Management referrals with occupational health physician <ul style="list-style-type: none"> • Consultation by occupational health physician • Ill health referrals for clinical assessment • Ill health review by occupational health physician • Ill health review by occupational health nurse 	£250 £250 £150 £75

Herts for Learning



Herts for Learning (HfL) provides a wide and diverse range of flexible and bespoke school improvement services to help raise achievement and improve the quality of teaching in academies.

These include:

- School improvement advice and consultancy
- Training and development programmes
- Hertfordshire school Improvement Partner (HIP) programme
- Hertfordshire Internet and Connectivity Services (HICS)
- Schools' HR
- Governance
- School IT Systems Support (SITSS)
- Financial Services for Schools (FSS)

And support for:

- leadership and headteacher development
- teaching and learning
- curriculum
- assessment
- BME achievement
- SEND / most able pupils
- health and wellbeing
- computing
- early years
- NQTs

Training and development

Each term HfL publish an extensive programme of training courses for staff. The training programme is designed to support staff at all levels of their career, to enhance and broaden their professional knowledge, skills and expertise, whilst also improving pupils' learning experience and achievements.

We draw on the expertise and best practice from within our schools and academies to ensure that our training is relevant and has impact. Our training programme is designed to support individuals' needs and improve professional practice including:

- learning new pedagogies, skills, strategies and techniques
- developing subject knowledge
- preparing and training for a new role or career development
- learning and understanding new technologies
- exploring lines of enquiry, problem-solving, innovating and developing new approaches

Conferences

HfL coordinates an extensive conference programme for headteachers, other senior leaders, middle leaders, teachers, teaching assistants, support staff and governors. Our conferences provide high quality content and speakers of national repute to enable delegates to learn about, debate and reflect upon important issues of the day.

For more information and to find out how Herts for Learning can help you visit our website www.hertsforlearning.co.uk, email: info@hertsforlearning.co.uk or phone: 01438 845111

Section 5: Hertfordshire Music Service

Hertfordshire Music Education Hub supported by the Arts Council England

Hertfordshire Music Service is one of the largest Local Authority music services in the country with over 560 instrumental and vocal teachers teaching over 25,000 children in schools and music centres across the county and is proud to be Lead Partner for the Hertfordshire Music Education Hub.

Hertfordshire Music Service believes in making every child's music matter. As a team within Hertfordshire County Council's Children's Services we are committed to supporting world class standards in schools through music and supporting all children including those from our most vulnerable families. By creating a diverse range of musical opportunities with our partners through a portfolio of fully traded, co-funded and fully funded programmes we are able to maximise our impact on the musical lives of children and young people in Hertfordshire.

Following successive OFSTED national music subject reports challenging the quality of music in schools (most recently “what hubs must do” 2013) we are committed to supporting schools to ensure their music curriculum is of the highest quality possible. We encourage schools to contact us with questions or concerns which we will respond to in the context of your existing provision and OFSTED expectations.

To read about the breadth of our provision, from music therapy, financial support for those on FSM and other benefits, SEND programmes, one-off workshops through to county level opportunities for our gifted and talented musicians, including the County Youth Orchestra, please visit our web-site: www.hertsmusicservice.org.uk

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>For operational purposes the county is divided into two areas:</p> <p>East Area: North Herts, Stevenage, Welwyn Hatfield, East Herts & Broxbourne</p> <p>East Area Head: Rebecca Hughes 01438 844518 rebecca.hughes@hertfordshire.gov.uk</p> <p>eastareaschools@hertfordshire.gov.uk</p> <p>West Area: Dacorum, St Albans, Three Rivers, Hertsmere & Watford</p> <p>West Area Head: Angela Gilby 01727 860941 angela.gilby@hertfordshire.gov.uk</p> <p>westareaschools@hertfordshire.gov.uk</p> <p>If you would like to discuss developing music in your school please contact Area Head</p>	<p>Instrumental and Vocal Tuition</p> <p>Hertfordshire Music Service provides a peripatetic Instrumental and Vocal teaching service to schools. Tuition is available on an individual, paired and group teaching basis for any instrument subject to teacher availability in your school's area and is delivered across 33 weeks of the academic year.</p>	<p>A contract is established for a full financial year at £36 per hour but changes can be made during the year with half a terms notice.</p>

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>East Area Head: Rebecca Hughes 01438 844518 eastareaschools@hertfordshire.gov.uk</p> <p>West Area Head: Angela Gilby 01727 860941 westareaschools@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/first-access</p>	<p>First Access FIRST ACCESS (formerly Wider Opportunities) is a large group teaching initiative for KS2. Children learn music through a wide range of instruments including Strings, Brass, Woodwind, African drums, Ukulele and Singing.</p> <ul style="list-style-type: none"> Children from a whole year group learn music through singing, musical games and learning to play an instrument taught by specialist instrumental teachers working alongside school staff. In some cases the children learn as a whole class, in others they may learn in large groups. <p>Singing Strategy Hertfordshire Music Service's SINGING STRATEGY is the umbrella under which we provide all our Singing activities. We can help you introduce, develop and celebrate singing in your school! Our Singing Strategy embraces a wide range of activities including introductory packages for Early Years and KS1 and KS2, tailor-made programmes for clusters of schools, KS1 and KS2 Singing Festivals and the Chorister Outreach Project.</p>	<p>Price on application. The Programme may be available fully funded for the first year and part funding available for two years.</p> <p>Price on application. Programme and activities are designed to fit the needs of your school.</p>

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>Deena Day (Music Advisor) 01438 844 206 deena.day@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/music-in-primary-schools/</p>	<p>Support for Music Curriculum In-School Advice and Support - contributing to school improvement and the raising of standards. Deena Day, Music Adviser, offers visits to support any aspect of classroom music - subject review and audit, coordinator support, in-school training sessions, resources and more.</p> <p>Curriculum Delivery Our teams of specialists can visit schools weekly to deliver the music curriculum over 33 weeks per year. All of our teachers are well-qualified and experienced musicians.</p> <p>A specialist music teacher will plan and deliver high quality lessons fulfilling the requirements of the National Curriculum, personalised to the needs of your school. They will also be available for your plays and presentations, if required subject to timetable.</p> <p>This service can either be used as a way of training your teachers through observation of good practice, or it can be an option to cover PPA time. In either case, we recommend working closely with your specialist to achieve maximum impact.</p> <p>Continuing Professional Development We provide a wide-ranging programme of training courses to support teachers in their delivery of National Curriculum Music. Some of these will come under the banner of our Singing Strategy - others will target areas of musical learning such as composing or will be designed to support music leaders in schools.</p> <p>Many of our courses are available in central locations such as Music Centres or we can create courses for individual schools or clusters of schools based in a convenient location for you. We also provide music-focussed staff meetings and in-school training days - focussed learning AND fun team building!</p>	<p>Price on application.</p>

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>Tim Hallas Music Technology 01438 202806 tim.hallas@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/music_technology/</p>	<p>Music Technology Hertfordshire Music Service has a strong presence in Music Technology throughout the county and we teach music technology in phases from primary through to A-Level.</p> <p>Some of the projects we work with regularly include:</p> <ul style="list-style-type: none">• Whole class primary music (First Access)• A-Level specialist teaching• Song writing workshops• Production skills• Live sound engineering <p>In recent years the Music Service has taken responsibility for the complete curriculum delivery of music technology A-level in several schools within the county. The music technology team have contributed to national CPD programmes and advisory documents on the use of technology in music education.</p> <p>We provide teaching to schools, via our music centres, and in other venues such as youth centres. We have specialist music technology spaces in several centres including several computer labs at Stevenage Music Centre and a 64-track recording studio at the Clarendon Muse, Watford School of Music. The music service owns suites of MacBooks, iPads and iPod Touches and has access to several suites of computers in partner schools for CPD. All of these pieces of equipment are available for schools to use when free.</p>	<p>Price on application.</p>

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>Nick Denham Head of Participation & Inclusion 01438 844556 nick.denham@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/send</p>	<p>SEND Hertfordshire Music Service has developed and devised a number of programmes over many years to support children and young people with special needs and disabilities as well as working with partners to enhance our offer. Our "Music as a Communication Skill" programme was the first nationally accredited Arts Award for SEND entrants and this work continues to grow and develop. Level 2 Accreditation/ Bronze Arts Awards can be gained through workshop programmes with visiting practitioners, including musicians, dancers and visual artists.</p>	Price on application.
<p>Suzanne Rider 01438 202806 Arts Education Development Officer suzanne.rider@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/artsmark see also www.artsmark.org.uk</p>	<p>ArtsMark Trinity College London and the Royal Opera House Bridge have funded support, training and briefings, delivered by Hertfordshire Music Service, for schools in Hertfordshire applying for an Artsmark in Round 14 & Round 15.</p> <p>Artsmark is Arts Council England's flagship programme to enable schools and other organisations to evaluate, strengthen and celebrate their arts and cultural provision. Any school, college or youth justice organisation in England can apply for Artsmark. Artsmark is nationally recognised as demonstrating excellence in arts and cultural provision.</p>	

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>Dr Jennie Small Lead Therapist jennie.small@hertfordshire.gov.uk</p> <p>www.hertsmusicservice.org.uk/music-therapy/</p>	<p>Music Therapy Music therapy can be an effective intervention for children with a very wide range of needs. These may include:-</p> <ul style="list-style-type: none"> • Developmental delay • Physical/sensory disability • Autistic spectrum difficulties • Emotional and/or behavioural difficulties • Lack of self-confidence or poor self esteem <p>Aims of Music Therapy These are tailored individually to each child, but might include:</p> <ul style="list-style-type: none"> • Increasing communication, interaction and self-expression • Developing peer group and self-awareness • Providing emotional support • Developing skills such as listening, sharing and turn-taking • Developing co-ordination and motor control • Increasing self-confidence and building self-esteem <p>Music Therapy thus contributes to a child's overall development.</p> <p>Music Therapy and Autism Music Therapy is well known as an effective intervention when working with children with autism. It can help to stimulate development of communication/ social interaction/imaginative play – the 'triad of impairments' in children with autism. Early intervention is vitally important for these children and music therapy is best begun at the pre-school stage, although it is still very appropriate for older children.</p>	<p>Please refer to website for pricing.</p>

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Contact	Details of service	Charge
<p>East Area Head: Rebecca Hughes 01438 844518 eastareaschools@hertfordshire.gov.uk</p> <p>West Area Head: Angela Gilby 01727 860941 westareaschools@hertfordshire.gov.uk</p>	<p>Workshops and World Music Music Making Days in Your School We can arrange a whole or half day workshop for children who are already playing an instrument. We can also provide a range of instruments with a teacher to give a hands on workshop for a whole class. This can enrich an existing First Access programme or work as a stand-alone experience</p> <p>World Music Workshop - Gamelan Gamelan is an ensemble of metal gongs, metallophones and chimes, hand-crafted in central Java, Indonesia. Traditional Javanese music is one of the great artistic traditions of the world. The emphasis it places on ensemble skills, listening and singing enriches all other areas of music making. The Gamelan is housed in Stevenage Music Centre and is an ideal half-day workshop.</p> <p>World Music Workshop – Steel Pans Steel Pans originated on the Island of Trinidad, during the 1940's. With its roots in African music, transported across the globe during the slave trade, their carnival associations are intrinsically motivating. Our steel pan workshop is a hands on experience, aimed at learning a simple piece of music with a Caribbean flavour, adding an 'engine-room' (percussion) and arranging the piece for a final performance. There is a Steel pan set in Stevenage Music Centre and also available in your school by arrangement.</p>	<p>Price on application.</p>

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
	<p>World Music Workshop - Djembe This dynamic workshop is an introduction to the energetic style of West African drumming. The Djembé drum has become Africa's most popular drum because of its sonorous tonal qualities, hypnotic pulsating sound and the relative simplicity of its playing technique. Every participant will play a Djembé for the full duration of the workshop with all activities learnt aurally creating opportunities for participants to improvise solos, respond to aural cues and develop their ensemble playing</p> <p>World Music Workshop - Samba With its infectious rhythms and large scale ensembles Samba workshops inspired by the highly flamboyant and visual dances of the Rio-Carnival, participants will learn simple activities with hands-on sessions easy for everybody to participate.</p> <p>World Music Workshop - Taiko At the core of these Japanese Taiko workshops are rhythm, movement, teamwork, performance and enjoyment. They increase motivation and self esteem, benefiting children both personally and academically. These are large drums, making a big sound for a memorable workshop!</p>	

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
	<p>Family Music Workshops A proven method of engaging parents in schools, our two-hour workshops offer parents and their children the chance to try out instruments and learn how to play classic rock songs in an informal group, or African rhythms on traditional drums. Workshops can be tailored to the needs of the school and targeted to specific year groups and their families. A range of musical activities are available.</p> <p>Urban Music / Rap Workshops Urban Music is an accessible entry point for young people to sing and rap about their lives.</p> <p>Learners are helped to construct raps and backing tracks which are recorded and returned on CD's. The two-hour to full-day workshops have been successful in challenging and breaking down the perceived images of rap and encouraging young people to use the medium to raise awareness of social issues such as street crime, bullying, health concerns, substance abuse and citizenship.</p>	

Hertfordshire Music Education Hub supported by the Arts Council England

Contact	Details of service	Charge
<p>Michael Davidson Head of Rock, Family & Community Music 01438 202806 michael.davidson@hertfordshire.gov.uk</p>	<p>Songwriting Workshops Songwriting workshops can be run in schools and youth venues throughout the summer. These two-hour, full-day or full-week workshops provide young people with fantastic opportunities to write and perform songs with professional songwriters.</p>	<p>Price on application.</p>