

Services for Schools 2016/2017 Academic Year



*Believing in the futures of all our children
Supporting education in schools, beyond schools
In **Bucks**, beyond **Bucks**, for **Bucks***

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Trust Registration Number 1151135

Company Registration Number 8353197

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Welcome to BLT Services for Schools from the CEO

Dear Colleagues,

This booklet is a comprehensive guide to the portfolio of services the BLT has on offer to schools for the Academic Year 2016/2017. We believe that it represents a range of services that schools both want and need. It has been developed with a range of partners including Headteachers, school staff, governors, Ofsted inspectors, National Leaders of Education and leading researchers and practitioners in many specialist areas. This profile of expertise works both in school-facing roles and developing policy advice, best practice and outstanding resources and products right across the Trust.

Schools who are working with BLT this year have experienced first-hand that our services are of extremely high quality and the impact of the Trust's work has been evident from the outcomes for schools, pupils and teachers. The 2016/2017 offer responds to feedback from our colleagues and partners and takes heed of an ever-changing national and local picture for schools. It is therefore designed to be responsive and flexible to allow schools to choose when and what they procure according to their individual needs. The offer will also evolve throughout the year in direct alignment to emerging policy and evidence and in continuing collaboration with schools, local and regional authorities.

To that end, this brochure gives an overview of Trust services and directs you to the up-to-date detail throughout the year on our website and with regular updates communicated to schools. This will ensure that as we anticipate and respond to the changes and developments we all continually face, you will be able to access services that are of the greatest value in supporting continuous improvement and achieving your ambitious aspirations.

The Learning Trust believes that it has an important role to play in helping to maintain and grow a coherent and cohesive local and regional landscape in education. We continue to encourage and promote schools in developing local collaboration and mutual support and we will guarantee to provide thought leadership and guidance as we navigate through another period of significant systemic change.

We are committed to meeting every customer's specific objectives and challenges by setting high performance standards guided by rigorous quality assurance and underpinned by fair pricing offering value for money. We actively seek and assimilate feedback and evaluation in all our services; working with schools, teachers and pupils to continue to build on the successful partnerships. The quality of our support is of paramount importance to the Trust, as is the drive to make a real difference to the outcomes for all children, be it through one discreet service or by playing a major role in transforming a school.

I hope that you will feel that the Learning Trust offers an excellent range of services that are of real value to you and I would like to thank you for your continued support and partnership.

Amanda Picillo
CEO, Buckinghamshire Learning Trust



The BLT offer and benefits of membership

The Learning Trust believes that it has an important role to play in helping to maintain and grow a coherent and cohesive local and regional landscape in education. We continue to encourage and promote schools in developing local collaboration and mutual support and we seek to build upon the strengths of the family of schools and local networks as we work together to navigate through the future landscape of education. We will continue an active dialogue with schools to ensure that we develop our offer across the year to respond to priorities, evidence and emerging national policies, leading to additional support, training, conferences and services that will evolve during the year.

The Learning Trust is a not-for-profit charity and in order to achieve our shared goals, must be sustainable and forward thinking. We have been through a rigorous process to ensure that we are clear about the costs of everything that we do and have applied these principles to both the statutory work that is commissioned by the LA and the other traded work that we do directly with schools, settings and parents. In some areas, such as Governor Services, this means that some services are offered at a subsidised rate for LA schools. In others that are fully traded there is a single pricing point for all schools. This also means that some areas see price increases from last year, where others do not.

Benefits

- 2% discount on all BLT support packages across the range of services included in this brochure
(Gold Package (£3000) discounted by £60)
- Free use of the Resource Centre (£200 for non-members)
- Free provision of the Framework for Governing Body Self-Evaluation
(Respected resource for audit and development of governors)
- Priority booking for BLT CPD events
(Member school will receive details before events go on general sale)

This is directly related to the real costs of the services, reflects any changes in the other funding routes and takes into account the profile of price changes across recent years.

In summary, prices have been held in School Improvement, Early Years, SEN and Inclusion, CPD and Training and there are small increases in NQT Induction, some Music Services and increases of about 9% in most Governor Services and Matrix Study Centre provision. We strongly believe that we offer a high quality service at a fair price across our offer that ensures we can maintain the level of quality that our schools expect and deserve.

Following the future landscape briefings we have considered how best we can play a part in maintaining and developing the family of Buckinghamshire schools. For the academic year 2016/2017 the Learning Trust is introducing BLT membership. This will be exclusively for Buckinghamshire schools, nurseries and academies. Membership will entitle you to a number of benefits but most importantly you will be helping shape the future of the Buckinghamshire school community and be in a position to influence the work of the Trust. In addition we would expect you to experience a number of significant benefits including those listed below.

- Regular members updates and offers from all services
(From September 2016 this will be delivered through the BLT app)
- Annual members conference working together to develop the future landscape

Price

The membership fee is scaled according to school size - validated by Edubase NoR

- Less than 150 pupils £100
- Up to 500 pupils £200
- More than 500 pupils £400

How to Order and Pay for Services

Buckinghamshire Learning Trust trades as a not-for-profit company with the mission to support schools and children in the county to improve the quality of their education, working in collaboration with Buckinghamshire schools. To that end we have ensured that our prices reflect the genuine costs of providing our services at the highest levels of quality.

A recent survey of our existing stakeholders showed that quality of service was both our highest current rating and also the most important factor identified by schools in using our services. Whilst value for money is important too, we are clear that the best value is achieved by the highest quality services that demonstrate real impact on outcomes for schools, settings and children.

We carry out a significant amount of statutory work in schools in Buckinghamshire commissioned by the Local Authority that is delivered at the same rates to ensure the same quality of service. We also offer and deliver our services beyond Buckinghamshire but our commitment to the local landscape is clear in that any revenue that we generate as an operating surplus is and will be used for specific programmes and projects for

- Schools will be invoiced for all purchases prior to the work taking place
- All packages, with the exception of ES coded packages, from any BLT service area will be invoiced termly at the start of each academic term. These packages are coded AP in this booklet and must be ordered by 16th Sept to be eligible for termly billing
- All other services that are not part of a package will be invoiced at the point of order. These services are coded ES in this booklet

Prices stated are exclusive of VAT.

VAT will be charged on all our consultancy services at the prevailing rate

- All prices are inclusive of all expenses for schools within a 35 mile radius of HP6 5AW
- Where support is provided to schools outside of this radius expenses will be charged at £0.54 per mile for all additional travel
- Where overnight accommodation is required both accommodation and subsistence will be chargeable
- All preparation and report writing time will be agreed at the point of commission and will be included within the days allocated to the work
- All packages must be completed by the end of the 2016/2017 Academic Year. Unused days cannot be carried over into the following year

Contact Information

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Buckinghamshire schools and children.

We operate our own Traded Services E-Store for purchasing all forms of support, known as BLTOnline at www.learningtrust.com This process of ordering will continue for 2016/2017. Please visit our Traded Services E-Store to select from the packages and services available or telephone the Traded Support Team on 01296 387485.

Alternatively, in order to request a tailored quotation please email sales@learningtrust.net with the detail of the work required. A member of our Traded Support Team will then be in touch to discuss the detail of the support required and to allocate appropriate support in discussion with the relevant service areas within BLT.

In order to place a traded services order you will need to have E-Store Bursar permissions. If you are unsure who the Bursar is for your establishment please email bltonline@learningtrust.net and we will assist you with this.

Once an order has been confirmed or a bespoke proposal accepted and processed through the system, you will receive an invoice for the work.

The landscape and context of school improvement continues to change and develop, with an increased focus on collaboration and partnership, however, we believe that all of our work should still focus sharply on the enhancement of the quality of teaching that children and young people experience.

The Trust is keen to work with all schools and ensure that every child or student in Buckinghamshire attends a good or outstanding school. In addition to any support purchased from the Trust, all Buckinghamshire schools will receive two funded reviews during the year. The first will take the form of an on-site professional dialogue about the school's strengths and involve categorisation. This meeting will focus on the school's priorities and include discussion about what actions the school can take to strengthen provision still further. The meeting will also provide an opportunity for the school/academy to discuss access to the Trust's support networks, expertise and resources. The second review will be adapted to the needs of the school. Many may involve a site visit to look at self-evaluation and school priorities while others may involve a telephone call. Schools will also, if they wish, be able to purchase and design further monitoring visits according to need and agreed priorities.

The Buckinghamshire Learning Trust has developed a highly effective and collaborative approach to bringing about school improvement. We believe that schools should have the option to choose when and what support they purchase according to their individual needs. The aim of our offer is to provide schools with a high quality service to support their continued improvement while enabling them to achieve their ambitious priorities.

Our team of advisers, consultants and Teaching Excellence Practitioners have a strong record of school turnaround and rapid improvement. The team support a wide range of schools and clusters: schools that are working to improve in the light of inspections or self-evaluations;

schools that are going through periods of rapid change, schools working to move from good to outstanding, schools looking to further improve specific aspects of their work and clusters looking for support to further develop specific aspects of their work as a partnership.

We aim to provide a combination of challenge and support and to work with schools or clusters to deliver the best packages to meet needs. Increasingly we are looking to bring together and support schools working together with the aim of ensuring every school and group of schools is able to sustain improvement.

Our team have a broad skills base and include Ofsted inspectors, successful school leaders and outstanding practitioners who each bring experiences of developing effective monitoring and quality assurance. This enables us to work with schools to co-design effective support packages and to ensure that all schools are aware of changes in national policy. Through our in-depth knowledge of schools in Buckinghamshire and further afield we are able to bring together productive, collaborative partnership and signpost best practice to support each school or cluster in improving outcomes for learners.

Funded Work

Our commission from Buckinghamshire County Council funds us to provide targeted support for three groups of maintained schools:

Category 4 Schools – Schools judged by Ofsted to have Special Measures or Serious Weaknesses

The Statement of Action for Category 4 schools identifies the support required to move the school towards good. An agreed and costed support plan will be developed with the Governing Body, Local Authority and the Trust. The support will be provided from the month the school goes into category 4 until the school leaves the category or converts to become a sponsored academy (whichever is sooner).

Category 3 Schools – Schools judged by Ofsted or the Trust to Require Improvement

Category 3 schools are entitled to up to an additional 6 days of funded support on top of any support purchased from the Trust and funded attendance at the RAY conferences. The 6 days of support is provided from the month the school goes into category 3 until that the school leaves the category.

Schools at Risk of Dropping into an Ofsted Category

All schools in this section are invited to the RAY Conferences and will be encouraged to engage in targeted support through purchasing a bespoke annual package. This will be in addition to 3 funded days provided by the Trust.

Support for Academies

Support for Category 3/4 Academies

Following an academy being judged as Category 3 or 4 the local authority will liaise with the school to discuss support. As the commissioned school improvement service the Trust will offer a bespoke package for the school to purchase to address the issues. Support from any other

provider will be monitored by the Regional Commissioner.

New support packages are available for schools and clusters of schools looking to engage with academy conversion in collaboration with other BLT services and partners or for newly sponsored academies after conversion are available.

Support Packages for Schools for 2016/2017

Schools are able to purchase bespoke consultancy or packages of support for the 2016/2017 academic year. The length of these will vary to meet the requirements of individual schools. The days can be spread throughout the year to suit the school's planning arrangements. Silver and Gold packages can be specifically tailored to your school's particular needs. Schools will be able to develop bespoke provision of half-day and short visits through negotiation with their named Strategic Intervention Adviser (SIA).

The named SIA will be linked with your school or cluster and will co-ordinate and broker your support. They will be your main point of contact and will help you to plan the content of your support. You may wish for your SIA to visit your school as part



of your package to review the school and support the leadership team in identifying areas for development or you may work with them to broker school to school or consultant support.

The Trust offers a wide range of packages to all maintained schools, academies, MATs and independent schools. We can also provide a tailor-made package of support to meet your needs. The list below is not exhaustive, but provides a starting point for you to consider. Please talk to us if you are interested and a bespoke programme including costs can be drawn up.

Areas of focus for packages can include:

- Pre and post-inspection support
- Departmental/subject reviews
- Support for specific pupil groups e.g. SEN, early years, vulnerable groups, higher attainers
- Improving leadership at all levels through strategic and systematic approaches
- Headteacher Performance Management
- Auditing teaching to provide an accurate teaching profile and a tailored teaching and learning strategy
- Developing standards and consistent approaches to high quality planning, teaching, assessment, recording and reporting
- Coaching and mentoring to develop outstanding teachers
- Developing an action plan to improve the quality of teaching or leadership
- Improving the whole school use of assessment information and intervention
- Embedding whole-school tracking systems to monitor learners' progress
- Analysing academic performance to identify strengths and areas for development at whole-school, subject and individual teacher levels
- Developing approaches to improving the progress of underperforming or vulnerable groups
- Staff appraisal and getting the best from your team

- Innovative and creative curriculum development
- Safeguarding reviews and advice

For further information on the possible consultancy days that can be used to make up your package please email enquiries@learningtrust.net or by visiting the BLT website at www.learningtrust.net

The Bronze Support Package (ES)

Single day support at £600. 1 day equates to 6 hours support. Invoiced in full at order.

The Silver Support Package (AP) (3 days of support)

3 days support at £1,800 with an initial planning discussion with the named SIA. Invoiced in thirds.

The Gold Support Package (AP) (5 days of support)

5 days support at £3,000, with an initial planning discussion with the named SIA. Invoiced in thirds

Please note: these packages can be bought in combinations according to school need.

CPD and training

The Learning Trust runs a wide range of training courses and conferences that are available through our CPD online service. Many of these are focused on a wide range of school improvement topics and also cover other areas of service across the Trust. This offer will be continually developed across the year to provide the most up-to-date training and support in response to evidence, national policy and local and regional changes. BLT membership schools will receive regular updates and the use of the BLT app (available in September 2016). Prices for full day, half-day and twilight courses are available on the CPD online site and are being frozen at the current rates for the third year running.

Cluster, Whole School and Governing Body CPD Days

The content of these days is flexible and subject to negotiation with costs determined by the number of delegates and the school or cluster need. We are very happy to put together a bespoke package to meet your needs. For a quotation please email sales@learningtrust.net

Topics for INSET and CPD could include:

- Developing collaborations and MATs
- Developing visionary leadership
- Effective marking and feedback
- The new 2015 Ofsted Common Inspection Framework (CIF)
- Improving and monitoring outcomes for all learners
- Getting ready for inspection
- Effectiveness of leadership and management
- Stretch and challenge
- Developing pupils' writing in the new national curriculum
- Ensuring your marking and feedback has impact
- Maximising the impact of pupil premium funding in your school
- Teaching, learning and assessment – policy and its triangulation
- Personal development, behaviour and welfare
- Supporting EAL pupils in your school
- Developing creative curriculum
- Developing assessment without levels
- Embedding working scientifically
- British Values, what does great provision look like?

Support for School Swimming

All BLT swimming courses are designed for teachers and all other staff who accompany pupils to their school swimming lessons. Courses contain both theory and practical sessions and are delivered by our ASA Licensed tutor Mandy Carey.

Contact Information

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Head of Schools (Primary)

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Kathryn Hathaway

Business Support Team Leader

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The following Courses are available to schools:

- ASA Fundamentals of School Swimming (first part of the National Curriculum Training Programme, NCTP). A minimum requirement for staff who accompany pupils to swimming lessons
- ASA Aquatic Skills of School Swimming (this course completes the NCTP). The course examines strokes, core aquatic skills and water safety development in line with NC PE in more detail. For all staff who are helping to support swimming lessons and who have completed the Fundamental Course

Both the above courses are available as Primary or Secondary Specific Modules.

- BLT Shallow Tank Rescue Training Certificate. A requirement for all staff on poolside at school's own pool. A current First Aid Certificate is required for this course
 - BLT Swimming and Specialist Teaching Service - Supporting Pupils with Sensory and Physical Needs During their School Swimming Lesson. This course is aimed at staff supporting pupils in the water and gives participants practical strategies to support children in their swimming lessons to gain confidence and make progress
 - Mini Polo Twi-light Course – this 2 hour practical course gives staff ideas for introducing Mini Polo into School Swimming as part of NC Swimming and PE
 - Synchronised Swimming - this 2 hour practical course gives staff ideas for introducing Synchronised Swimming into School Swimming as part of NC Swimming and PE

The Swimming Team are happy to provide bespoke courses based on the needs of schools. An example of this is being a 'Games Based Approach to Delivering School Swimming.' This course provided staff ideas on games to build confidence and also to meet the NC PE requirements.

For more information about these courses please email Laura Martin:

ljmartin@learningtrust.net

Governor Services provide governors in all schools with an accessible source of high quality expertise on the full range of governance matters. Our team ensures that governing bodies are kept up-to-date with their legal responsibilities and changes in policy and practice as they happen. We provide access to training and advice on educational, governance and procedural issues to empower them in their strategic leadership and school improvement roles.

We ensure that our team of clerks and advisers have the highest level of expertise through comprehensive initial and ongoing training, termly briefing sessions and regular policy and practice updates. We have experts at a managerial level in both maintained and academy status. In addition, our clerks have allocated time to ensure that they keep abreast of national changes and arising issues relevant to their schools. They are supported by a senior team who are nationally respected and contribute to policy consultations and regional and national bodies.

Our Services

Clerking and Advice

Governing bodies have the support of a named, professional clerk who offers advice and guidance on all relevant governance matters. As part of this service, clerks are continually trained and supported to have the highest expertise. This is augmented by the provision of specific advice on all matters across governing body procedures, education law and national developments via telephone helpline or email.

This service comprises:

- Three full governing body meetings with preparation and distribution of agendas and minutes, attendance at meetings (no longer than 2.5 hours)

- Compliance with all regulations regarding the convening of meetings
- Distribution of Headteacher's report, committee minutes and supporting papers where relevant
- Advice on membership, constitution and procedures of the governing body and committees during meetings
- Advice on application of governance policies, best practice, conflict resolution and other arising issues (up to a maximum of 18 hours per year) in addition to advice given at meetings
- Membership administration

Clerking is also available for committee meetings and hearings (pupil discipline, staff conduct, complaints etc.) at an additional cost.

Advisory Service

This service provides access to a support and advice package from experienced Governor Services advisers, termly clerks briefings, regular updates and training services. This can be delivered as both a local and a remote service, where the remote service will deliver the materials from the briefing sessions. (up to a maximum of 9 hours per year).

Governor Training and Development

The Governor Development Programme has a wide range of training courses, covering all areas of governance for all levels of experience at various points in the year. The programme also provides governors with access to online updates and training as notified during the year.

Schools can also procure whole governing body training as a bespoke school-based session with a focus on a specific area selected by the school and developed with the Trust team.

External Reviews of Governance

This is an increasingly popular and valued service that ensures that governing bodies can be confident that they are clear about where their strengths and areas for development lie and can evidence developing their effectiveness as part of the leadership strand of the school. The service includes review of documentation, a self-review meeting with governors, production of a review report that makes clear evidence-based recommendations about how governance might be improved, a draft action plan that the governing body can build upon and a subsequent follow up meeting to support the governing body with its action planning and review of progress.

Additional Support at no additional charge for all LA maintained schools in Buckinghamshire and academies purchasing annual packages for Core, Clerking and Advice or Governor Development

Recruitment and retention of governors

- Provision of appointment letters and welcome packs to new governors
- Maintenance of a governor database
- Checking of Instruments of Government in consultation with the Dioceses where appropriate
- Nomination of LA Governors

Advice and Support

- General advice and support to governors about education law by telephone or email

- Production of model agendas and supporting appendices giving details of the decisions that need to be taken and/or the recommended action
- Regular Development Governor meetings to support governor development and share good practice
- Dissemination of news and information via Governor Times and Governor Zone
- Resources such as standing orders, model terms of reference for committees, model policies and guidance via Governor Zone www.learningtrust/governors

Additional Support for all schools in Buckinghamshire (no additional charge)

- Regular area-based Leadership briefings

Prices for 2016/2017

As Governor Services receive a commission from the LA that supports some elements of the annual packages, this is reflected in the pricing for LA maintained schools in Buckinghamshire. All schools are able to attend Leadership briefings funded from this commission at no additional charge.

Our team has equally high expertise in the similar and differing issues facing maintained schools, academies, MATs and independent schools.

We strongly believe that we offer a high quality service at a fair price that ensures we can maintain the level of quality that our schools expect and deserve. The Learning Trust is a not-for-profit charity and entirely committed to supporting schools in their development and improvement.

Governor Services

Annual packages	Buckinghamshire LA maintained schools	All other schools and academies
Governor Support Core Package (AP) Includes – Clerking and Advice, Governor Development Programme, Whole Governing Body Training Session, Conference attendance for governors	£2395 + £86 per governor/associate member	£2770 + £96 per governor/associate member
Clerking & Advice (AP)	£2075	£2385
Governor Development Programme (AP)	£86 per governor/associate member	£96 per governor/associate member
Advisory Service (AP)	£920	£1060
Other purchases		
Additional clerking for Full Governing Body Meetings & Finance Committees (ES)	£345 per meeting	£390 per meeting
Additional clerking for Committee Meetings other than Finance (ES)	£285 per meeting	£325 per meeting
Whole Governing Body Training (ES)	£380 per session	£435 per session
Clerking of pupil exclusions, hearings, complaints (ES)	£50 per hour	
Training sessions for schools who have not purchased the Governor Development Programme (ES)	Conference attendance	£105 per governor
	Short	£110 per governor
	Half Day	£145 per governor
	Full Day	£295 per governor
Access to GEL (Governors e-learning) (ES)	£150	
External Review of Governance for Buckinghamshire schools and academies (ES)	£1200	
Induction service for school-based clerks (ES)	£250	
Standalone subscription to Governor Zone & Governor Times (ES)	£250	

Contact Information

Nicola Cook

Head of Governor Services

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Governor Helpline

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E: govhelp@learningtrust.net

The Resource Centre offers an extensive collection of cross-phase learning resources, toys and story sacks available for school loan. The library contains many resources that schools can use to celebrate the main religions, cultures and festivals. This includes religious artefacts, musical instruments, fiction, non-fiction and reference books, posters and clothes.

Our resources will help to develop cultural diversity in the primary classroom. They can also be used to support those working with children who have EAL, are from BME groups and those from the GRT community.

Using these excellent resources in the classroom will stretch the imagination of your pupils and empower your curriculum to develop creativity and a wider range of skills.

The Resource Centre is available as a benefit of BLT membership, which is available to all Buckinghamshire schools (see p4 for membership details)

Staff from schools with membership will be able to:

- Loan items that they cannot store in school e.g. large wooden Vardo, story sacks etc. This is especially useful for pack away Early Years groups
- Access resources and items that they would not be able to justify the expense of buying.

Staff can also come as a group and use the centre and resources for:

- Curriculum planning meetings. Using the resources to enrich lessons

Contact Information

Gina Wilkings

Resource Centre Support Officer

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E: gwilkins@learningtrust.net

- Increasing personal knowledge. You can use the centre as a source of reference as well as a record for Ofsted as evidence that they are extending resources to meet the needs of all the school's children while increasing their own knowledge

Where is the Resource Centre?

The current location of the resource centre is:

Buckinghamshire Learning Trust,
Unit 9
The Abbey Centre,
Weedon Road,
Aylesbury,
HP19 9NS

Visit the Centre

We welcome visits from staff looking to evaluate the extensive collection of resources on offer ahead of purchasing a subscription. To make an appointment for a show-round please email gwilkins@learningtrust.net.

The Resource Centre Subscription (ES)

The Learning Trust is offering this service as a free membership benefit for Buckinghamshire schools.

Non-members can subscribe to the Resource Centre for a fee of £200.

Early Years Service

The Early Years Service offers information, advice and training to existing and potential Early Years providers to ensure that outcomes for all young children are improved and inequalities reduced.

Services provided at no charge to schools in Buckinghamshire

- Support for schools with an Ofsted judgement of Requires Improvement or Inadequate for the Early Years Foundation Stage (EYFS)
- Special Educational Needs & Disabilities (SEND) information, advice and support for nursery provision
- EYFS advice and support for children's centre provision
- Headteachers Early Years Forum
- Early Years Foundation Stage Network Groups
- Early Years SENCO Liaison Groups
- Web information and e-communications

EYFS Support Package 2016/2017 £600 per day (ES)

Schools may purchase bespoke consultancy support for the EYFS. For BLT membership schools this can be multiple days purchased and spread throughout the year to suit the school's planning arrangements or one-off half day support packages. Packages can be specifically tailored to your school's particular needs.

A named Early Years advisor will be linked with your school and will coordinate your support. S/he will be your main point of contact and will support the leadership team in identifying areas for development and help to plan the content of your support and how this support time will be allocated.

This package is available to all schools in all sectors.

Areas of focus for packages can include:

Early Years Review

- Layout and organisation of the learning environment (indoors and out), including use of resources
- Opportunities for child-initiated learning, independence and challenge, which meet the needs of all children
- How all teaching opportunities are recognised and maximised
- How children use and apply their learning
- Effectiveness of planned learning opportunities and interventions

Following the observation period we will feedback main findings and discuss possible areas for development.

There is the option to purchase further half day sessions to support with implementation of any of the identified areas for development.



Achievement and Progress in the EYFS

- Data analysis
- Using data to effectively inform planning and differentiation
- Systems for observation and assessment
- Systems for tracking children's progress accurately and closing the attainment gap
- The effects of adult role and environment on children's progress
- Home learning/parental engagement

Improving Teaching and Learning in the EYFS

- High quality inspirational teaching
- Planning and routines
- Breadth and balance across the 7 areas of learning
- The characteristics of effective learning
- Monitoring, evaluation and self-reflective practice

Developing the Indoor and Outdoor Environment

- Creating a highly stimulating environment to provide rich, varied and imaginative experiences
- Adult directed and child initiated learning, the role of the adult and getting the balance right
- Opportunities for children to develop the characteristics of effective learning
- Accessibility for all children

Early Years SEND Advice

- Planning EYFS provision and environments which will support the needs of children with SEND
- Planning interventions that support the needs of children with SEND
- Devising strategies for individual children
- Advice about writing SEN Support Plans
- Supporting with processes such as requesting funding or an EHC Needs Assessment
- Support to prepare for an annual review of an EHC Plan/Statement
- Delivering bespoke in-house SEND workshop

Bespoke support packages can be requested. Please discuss your requirements with a member of the Early Years Service.

EYFS Subsidised Training Programme 2016/2017

A high quality Early Years training programme is available for leaders and early years practitioners working in all schools and school-managed children's centres. Course prices are subsidised and the programme will be continually developed across the year to provide the most up-to-date training in response to evidence, national policy and local and regional changes. Schools will receive regular updates on new courses by newsletter and BLT membership schools can access information through the BLT app (available in September 2016).

Courses can be viewed and booked via BLT online at www.learningtrust.com
T: 01296 382493 E: cpd@learningtrust.net

Contact Information

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Head of Early Years

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Early Years Training Manager

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Early Years Service

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SEN and Inclusion

The central purpose of the SEN and Inclusion team is to promote the successful inclusion and progress of children and young people with SEN to achieve their personal best, working in partnership with schools, parents and other agencies. We offer assistance to schools in meeting the needs of pupils who are experiencing a greater difficulty than their peers in accessing the Early Years and National Curriculum. These difficulties may be of a long or short term nature and could involve learning, sensory, language or physical difficulties.

The service is divided into 3 delivery teams:

- Cognition and Learning
- Communication and Interaction
- Sensory and Physical

Cognition and Learning Packages for 2016/2017

The Cognition and Learning Team specialises in supporting schools to meet the needs of pupils with specific and general learning difficulties. This can include pupils with dyslexia, dyspraxia/DCD and maths difficulties, as well as associated problems such as ADHD and language difficulties.

Our work is mainly preventative, but we are also available to advise schools on particular strategies and interventions for pupils with statements of SEN/Education, Health and Care Plans (EHCPs) for SpLD and MLD. Cognition and Learning Specialist Teachers and Specialist Support Assistants work with SENCOs, class teachers and teaching assistants, as well as directly supporting pupils in schools.

The team also supports schools and Buckinghamshire County Council with wider issues such as reviewing SEND guidance and reviewing applications for EHCPs and additional funding.

The Annual Packages

A range of support is available that includes:

- Appropriate Access Arrangements for public examinations
- Screening for learning difficulties
- Student assessments
- Study skills support and training
- Consultations and advice

Prices and ordering

1.5 days	1 - 2 terms	£900	(ES)
3 days	2 terms	£1,800	(ES)
6 days	3 terms	£3,600	(ES)
12 days	3 Terms	£6,480	(ES)
18 days	3 Terms	£9,180	(ES)

STS Support Packages for Schools for 2016/2017

In addition to the Cognition and Learning packages, schools are able to purchase bespoke consultancy or packages of up to 5 days support for the 2016/2017 Academic Year from the Specialist Teaching Service. The days can be spread throughout the year to suit the school's planning arrangements. Packages can be specifically tailored to your school's particular needs.

Areas of focus for packages can include:

- SEND Review
- Review of the Role of the SENCO
- SENCO and teacher consultation support
- Pupil assessment
- Intervention support
- Transition advice and support
- Support for access arrangements
- Modification of materials
- Support for Autistic Spectrum Disorder (ASD)
- Support for Down Syndrome
- Support for Hearing Impairment
- Support for Language Disorder

- Support for Multi Sensory Impairment
- Support for Physical Disability and ICT
- Support for Visual Impairment

For each of these specific needs support can be developed for your school to cover a wide range of areas for development that schools and practitioners face. The specialist teams in each area will discuss your needs directly with you to develop the most appropriate use of the time available to have the greatest impact on outcomes in your school for your pupils.

In addition to generic SEN Support packages, the Learning Trust is offering specific bronze, silver and gold packages across the areas of SEND as outlined above.

The Bronze Support Package (ES)

Single day support at £600. 1 day equates to 6 hours support.

The Silver Support Package (AP) (3 days of support)

3 days support at £1,800 with an initial planning discussion with the appropriate specialist / leader.

The Gold Support Package (AP) (5 days of support)

5 days support at £3,000, with an initial planning discussion with the appropriate specialist / leader.

CPD and training

The Learning Trust runs a wide range of training courses and conferences that are available through our CPD online service. Many of these are focused on a wide



range of SEN and Inclusion topics and also cover other areas of service across the Trust. This offer will be continually developed across the year to provide the most up-to-date training and support in response to evidence, national policy and local and regional changes. BLT member schools will receive regular updates by newsletter and using the BLT app (available in September 2016). Prices for full day, half day and twilight courses are available on the CPD online site and are being frozen at the current level for the third year running, recognising the importance of this service to schools.

FOSS schools with less than 150 on roll will receive a 50% reduction on all CPD bookings in 2016/2017.

Contact Information

Stuart Cateridge

Head of SEN and Inclusion

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Belinda Nunn

Business Support Team Leader

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E: bunn@learningtrust.net

The Music Service is part of the Buckinghamshire Learning Trust and shares its mission to support all educational settings and the community to provide an outstanding education for all young people.

Our senior team has a wide range of experience in music education both in schools and in professional and commercial environments and we are offering an exciting new range of services for schools. We now have extensive expertise in curriculum, both primary and secondary and we are delighted to be offering bespoke school support packages which can make a real difference in departmental and whole school development plans. We are fully up to date with new developments from Ofsted, Arts Council and DfE and so can respond to wherever you see your needs to be. In addition we have the experience and expertise to help you identify where those needs are and tailor a programme of support with you.

Each area is served by two Area Leaders working from the Music Centre (see below for contacts) and schools should approach them to arrange their provision.

Our CPD programme now covers a wide range of areas across the music education spectrum and all trainers are experts in their field both from within BLTM and beyond. These courses are open to all music practitioners and offer excellent networking and practice sharing opportunities for teachers.

Our service provides a range of different provisions for schools and their pupils:

Instrumental lessons for individuals and small groups.

These lessons are taught by our instrumental and vocal teachers and cover voice, all orchestral instruments, guitar, piano and drums. A number of schools also have their own instrumental teachers and we look to work with and support them as well. All teachers are encouraged

to invite pupils to their local music centre to join ensembles and choirs when they are ready to do so.

Ensemble/Choir leadership

Many schools run their own choirs and ensembles using their own music teachers. We also offer the possibility of our visiting teachers helping to set up and run these activities. Schools interested should contact their Area Leader.

Whole Class Practical Musicianship

This is designed to support the KS1, 2 or 3 curriculums and provide a wider range of pupils with excellent, practical musical experiences that should inspire more of them to get involved in longer term music making. We always strive to adapt the provision to suit each school in order to meet their needs and desires and we heavily subsidise this in keeping with the vision of the National Plan for Music. Schools interested in discussing this should contact their Area Leader

Curriculum support packages

The Leadership and Excellence teams within the Music Service have a wide range of expertise that we make available to schools looking to review and develop their music provision. Now that Ofsted are tasked to include a statement in their reports regarding the quality of the music offer we will be offering a range of bespoke packages to support schools to ensure quality. Please contact the leadership team should you wish to discuss specific support or training.

Training courses for teachers

Using both the expertise of our leadership team and a network of leading practitioners within the county and beyond, we offer a substantial range of CPD opportunities open to all music practitioners in schools, music service and community groups. These can be booked either by contacting the Music Service or directly through BLTOnline.

Areas of focus for training course and in-school support packages include:

- Curriculum development at KS1 - 5
- Developing a new course – BTEC / GCSE / A-level
- Moderating coursework at BTEC / GCSE / A-level
- Developing extra-curricular provision in your school
- Preparing for Ofsted
- Applying for Artsmark
- Creating an Arts Policy
- Developing your Primary Singing Strategy
- Music & MFL in KS2
- Developing Leadership in the Arts
- Music for EYFS Creative Development
- Developing music in a Special Needs environment
- Diversification of genres in your music curriculum
- Directing and conducting a musical ensemble

Many of these strands are also brought together in an annual Primary Music Conference, in collaboration with Slough and Milton Keynes Music Education Hubs.

Contact Information

Dan Francis

Head of Music Services

T: 07739 729785

E: danfrancis@learningtrust.net

Business Support for Music

Central Team

T: 01494 475937

E: musicservice@learningtrust.net

Amersham Music Centre

Area Leaders CSB

T: 01494 586530

E: ammusic@learningtrust.net

Aylesbury Music Centre

Area Leaders AV

T: 01296 383243

E: aylmusic@learningtrust.net

High Wycombe Music Centre

Area Leaders HW

T: 01494 475166

E: hwmusic@learningtrust.net

The Bronze Support Package (ES) £600

Single day of specific support.

1 day equates to 6 hours support.

Invoiced in full at order.

The Silver Support Package (AP) £1800

3 days support with an initial planning

discussion with Director / Head of

Service. Invoiced in thirds.

The Gold Support Package (AP) £3000

5 days support with an initial planning

discussion with Director / Head of

Service. Invoiced in thirds.

To enquire about the following services please contact your Area Leader below.

Whole class Practical Musicianship

£330 per class per term

Package of 11 lessons of teacher time per term, including planning and evaluation time and including free loan of a class set of instruments where required.

Selection of instruments / format / group size is discussed with each school's Area Leader to determine what will work best for that school.

Ensemble/Choir direction £38 per hour

As available and arranged with Area Leaders to assure appropriate teacher assigned.

NQT Induction and Development

All schools are required to take steps to ensure that their NQTs are fully funded for support in their induction year through an Appropriate Body such as the Learning Trust. We continue to offer this exceptionally high quality provision in tandem with a number of additional support packages for NQTs to ensure that they have the greatest impact in your schools. In addition the Trust offers a wide range of CPD and training across all its services to all teachers and you will be able to enhance their induction programmes as appropriate to your school by purchasing further training alongside the induction programme.

NQT Support offer

Appropriate Body Support for NQT Induction (ES) - £280 per NQT

This support includes the following from BLT as Appropriate Body:

- Registering your NQTs with the National College for Teaching and Leadership (NCTL)
- Providing an electronic NQT Handbook for NQTs and Mentors
- Access to the termly NQT newsletter and NQT website nqt.learningtrust.net
- Quality assurance visit from the BLT working within their QA framework
- Ongoing advice, guidance and support on the NQT year
- Supporting you with any concerns about the progress of your NQT
- Quality Assurance of the three assessment forms, against the Teachers' Standards
- Making you aware of any changes in NQT statutory requirements
- Free ½ day visit from BLT if NQT requires intervention*

Contact Information

Roxanne Willis-Jackson

NQT Manager

T: 01296 382030

E: rwjackson@learningtrust.net

Izzy Hall

NQT Co-ordinator

T: 01296 382859

E: ihall@learningtrust.net

*Intervention Service for NQTs experiencing difficulties can include: discussions, observations, evidence review to a maximum of 2 hours. Any additional support required will be charged at a daily rate of £600, pro rata for ½ days support (3 hours) at £300 or £100 per hour with a minimum of 2 hour visits.

There is a fast track option within this package that provides the opportunity to reduce the induction period to 1 term in recognition of previous teaching experience and exceptional circumstances and reduces the cost to £250. Schools must discuss this with the Learning Trust to determine eligibility of experienced NQTs. To discuss eligibility please email nqt@learningtrust.net

Personalised Support (ES) (price on application)

Please contact us regarding personalised support, including lesson observations and specific training. We are very happy to help you in this way.

CPD and Training - £550 per NQT

This support consists of:

- Four full conference style days - 12 training sessions in total for **Primary NQTs**
- A three part programme consisting of a half-day welcome meeting and 10 half day training sessions across the year for **EYFS NQTs**

FOSS schools with less than 150 pupils on roll can purchase Appropriate Body Support for NQT Induction for £180 per NQT and will receive a 50% reduction on all CPD bookings in 2016/2017

As part of our role in supporting all areas of education, the Learning Trust has developed some specific services to complement schools offers in Careers and Enterprise education. As this is an area where the ways in which schools approach, plan and deliver both curriculum and wider services in a range of different ways, we offer a flexible service that seeks to meet these needs. Many schools have connections with local businesses and entrepreneurs that provide a rich resource in this area and we look to ensure that we are adding value to your current partnerships through developing your provision with you.

Work Experience Placements (ES) Price on application

The Learning Trust will continue to support schools with Work Experience administration and placements. This service is bespoke to each school situation, depending upon individual school needs.

It may include:

- Provision of Work Experience placements in the local area
- Health and Safety visits to new placement providers
- Health and Safety visits to 'own find' providers where students source their own placements
- Other administration services as required by the school

Contact Information

Roxanne Willis-Jackson

Head of Wider Opportunities

T: 01296 382030

E: rwjackson@learningtrust.net

Natasha Seoane

Business Support Officer

T: 01494 732106

E: nseoane@learningtrust.net

Schools wishing to use this service must contact BLT using the details below with at least two terms notice in order to assess and determine the best profile of provision.

Enterprise Days (ES) £1800 per day

Many schools are choosing to structure their Enterprise curriculum, as part of their overall Careers guidance provision, by the use of whole year group or whole school Enterprise Days. The Learning Trust offers a bespoke service that takes into account the year group, the overall profile, the previous enterprise experience of the chosen pupils. We ask the school for this detail and discuss what they want to get from the day and then we will plan and deliver the activities. We ask the school to provide adequate supervision and involvement from their teachers, most of whom enjoy the activities and get fully involved with their classes.

The agreed fee will include an initial meeting to agree the scope of the provision, all planning and production of materials, lead facilitator and team on the day and appropriate evaluation and reward materials for pupils.

This service can be procured as individual days or as part of a series across a period of time with a range of year groups.

The Learning Trust has developed a broad, flexible and high quality CPD programme for schools and academies. There are elements for all stakeholders in schools and for all types of schools and education settings. Where we recognise provision offered by other partners in the education services landscape in Buckinghamshire and beyond, we also look to signpost our schools to them.

Programmes, courses and conferences are developed to support schools and practitioners to be at the leading edge of developments in education; to develop and share best practice; to self-evaluate and improve practice; to celebrate strengths and address areas for development.

This includes policy aspects such as the changes to the National Curriculum, the introduction of the Ofsted Common Inspection Framework, assessment without levels and performance management. It also includes subject specific courses, training for specific practitioners and programmes for those with particular responsibilities within schools.

We offer a range of conferences throughout the year to support the changing educational landscape. We seek to respond to and anticipate national, regional and local agendas and evidence to deliver conferences that are timely and provide thought leadership and immediate, relevant guidance for all schools and settings.

In developing the programme we continue to enhance our highly regarded existing provision with a range of nationally acclaimed external speakers who are experts in their fields. In addition we remain

keen to engage with teaching schools, national support schools and schools who can showcase outstanding practice in action.

If you are able to offer anything to further enhance the programme please do not hesitate to get in touch.

New for 2016/2017 – CPD Annual Packages (AP)

We are pleased to be able to introduce Annual CPD packages for those schools with large annual spends on BLT training. These packages, invoiced in thirds throughout the year will allow you unlimited access without additional charge to all CPD for school staff offered by the School Improvement, SEN and Inclusion, Music and Early Years Teams. In addition you will receive one free of charge place at the Annual Conference for School Leaders to be held in Brighton on the 16-17 March 2017. The content of the Trust CPD programme will be continually developed across the year to provide the most up-to-date training and support in response to evidence, national policy and local and regional changes. Schools who purchase this package will be allocated a named CPD Account Manager who will ensure you are aware of the latest opportunities within the programme.

The CPD Annual Package is priced at £4,500

FOSS schools with less than 150 on roll will receive a 50% reduction on this package.

Contact Information

Mark Bignell

Head of Education Traded Services T: 01296 387485 E: mbignell@learningtrust.net

Nigel Currums

Traded Support Manager T: 01296 382765 E: ncurrems@learningtrust.net

The TRS is a specialist recruitment website for the vacancy advertising of NQT, experienced teacher, SLT and non-teaching staff posts in EYFS, primary, secondary and special schools in and around Buckinghamshire. We have a team of dedicated specialists within our Teacher Recruitment Team with the joint aim of helping schools to find the right person first time.

Advertising your vacancies with the Trust allows you access to the largest network of education professionals in and around Buckinghamshire with over 10,000 users booking their CPD and school support services through our online system.

Simply fill in your job advert online and at the click of a button it is posted for all potential teachers to view. Interested parties will contact you direct to arrange a viewing or will be guided through to the school to apply for the post. Enhance your adverts with logos and attachments to ensure your school stands out from the crowd.

As well as this service, you will also have unlimited access to our “talent pool” of NQTs, experienced teachers and SLT members where you can search to find the perfect match for your school. The talent pool is refreshed throughout the year as the team attend recruitment events throughout the UK promoting Buckinghamshire and our education system to potential recruits.

Key features of the Teacher Recruitment Service:

- Unlimited job listings
- Enhance your post with your logo and school attachments
- Access our NQT, teacher and senior leader “talent pool”
- Advertise to the largest pool of local staff available
- Link your recruitment with AB support for NQTs
- Link your recruitment with CPD from the Trust
- No placement fees - you simply pay your annual fee

In order to ensure that as many schools as possible have access to this level of recruitment support we are offering this service at only £2 per pupil for the full 2016/2017 Academic Year.

FOSS schools with less than 150 pupils on roll will receive a 50% reduction in these fees.

This will allow three terms of unlimited advertising at the same price paid for two terms in 2015/2016.

Contact Information

Roxanne Willis-Jackson

Head of Wider Opportunities

T: 01296 382030

E: rwjackson@learningtrust.net

Izzy Hall

NQT Co-ordinator

T: 01296 382859

E: ihall@learningtrust.net

Matrix Study Support Centre

The Matrix Learning Centre supports schools by offering a range of innovative and dynamic learning opportunities for KS2, KS3 and KS4 pupils. Programmes are designed to inspire and excite pupils and to promote positive attitudes to education, personal development and team work.

The Matrix Learning Centre:

- Helps develop skills in literacy, numeracy and ICT
- Promotes independent learning and resilience
- Helps to improve motivation to learn
- Helps to build self-esteem and confidence

Matrix programmes for all schools, subject to availability

School Study Support (ES)
£2500 for 15 students for 6 weeks for 3 hours per session.
Price includes transport

This is a Study Support programme, based at the Matrix Support Centre, for those who need a boost to their literacy, numeracy and ICT skills and build self-esteem and self-confidence. It is for primary and secondary school students mainly at Key Stage 2 & 3 and takes place during after school sessions.

On the Ball (ES)
£545 for 5 weeks per 1 hour session.
Dates and time are negotiable

A school based bespoke programme, with whole classes, based around school needs, including self-esteem and confidence, behaviour management and class cohesion.

The Transfer Trail (ES) £325 for up to 3 hours at school.
Dates and time are negotiable

This is a transition programme, based at the Matrix Centre, that focuses on secondary transfer and has building self-esteem and confidence at its core.

Services for Schools

Learning to Lead – The Winning Formation (ES) £325 for up to 3 hours at school.
Dates and time are negotiable

The main focus of the programme is to develop the team work, group cohesion and leadership skills of prefects or students in positions of responsibility. It develops self-confidence and listening skills.

Play on Words (ES)
Prices on application

The Matrix Centre will design a bespoke intensive literacy programme in partnership with schools targeting pupils who experience challenges in the classroom linked with their low level of literacy - based at the Matrix Centre or in schools.

Footballers Maths (ES)
Prices on application

The Matrix Centre will design a bespoke intensive numeracy programme in partnership with schools targeting pupils who experience challenges in the classroom linked with their low level of numeracy - based at the Matrix Centre or in schools.

More than Just a Game All Skilled Up! (ES)
Full day £400 Half Day £300
Price includes transport

This is a unique and stimulating learning experience for Key Stage 2 students based at the Matrix Centre. Challenges will be linked to the national curriculum in English, Maths and a number of foundation subjects and can be tailored to a chosen year group. The centre and stadium provide a sporting environment to encourage students to become more motivated and confident about learning.

The programmes include a series of 'take home' activities to encourage students to extend their learning by giving them access to the online resource 'I Am Learning'.

The 90 Minute Club (ES) Price on application

The 90 Minute Club is a school based programme with a whole class or a targeted group which combines literacy or numeracy and football/sport to encourage students to become more motivated and confident about learning. It targets pupils at Key Stage 2. The course is delivered by a qualified teacher and a sports coach. Pupils also get a practical football/sports coaching session in addition to their literacy or numeracy delivery.

In-School Bespoke Programme Price on application

These are daytime bespoke programmes, based at school, that match the differing needs of students.

These programmes can include:

- Exploring respect and responsible behaviour
- Improving students' attitudes towards acknowledging responsibility for the consequences of their thoughts and

Contact Information

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Matrix Learning Manager

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Matrix Learning Centre, Buckinghamshire Learning Trust
Wycombe Wanderers FC, Adams Park, Hillbottom Road, High Wycombe, HP12 4HJ

actions

- A focus on making responsible choices, seeing mistakes and making positive changes
- Using respectful language and behaviour in all social contexts, particularly towards members of staff and other students
- The use of team challenges to improve self-esteem, self-confidence and to develop a real sense of belonging
- Circle time (in small groups) to explore feelings and strategies for managing differing situations
- Developing emotional literacy as a factor in promoting better behaviour
- Focus on the concept of inner and outer strength and the value of inner strength;
- Individual target setting to take back into class at the end of a session
- Use of games and role play to get strong messages across
- Regular feedback to school staff
- Full evaluation



Teaching School Partners

The Learning Trust mission commits to building a landscape of education services for Buckinghamshire schools that is comprehensive and cohesive and to ensure that all best practice is brought to bear on raising standards for all children in the county.

In addition to a range of other partnership work, we continue to work with the Buckinghamshire Teaching Schools to ensure that we present a comprehensive and coherent landscape and that we all utilise each other's strengths to provide the highest quality of service to all schools. There are a range of Teaching School Alliances and schools in Buckinghamshire who have developed excellent programmes in their areas of expertise and strength.

Teaching Talent

Astra Learning Alliance

Cygnus Teaching School Alliance

Marlow & Maidenhead Learning Alliance

Aspire

Wycombe & Marlow Teaching School Alliance

Herts & Bucks Teaching School Alliance

Chiltern Way Federation

We aim to focus the development of our provision in a way that ensures that focus on the high quality service we deliver in the areas that work well with the strengths of other colleagues. Therefore, the Learning Trust will try to ensure that schools get the best provision by both signposting schools to partners where we clearly recognise that their service fits with the identified needs, and by brokering and including partners provision as a key part of the support we agree with a school to address their priorities.

The offers of these partners is available on their websites listed below and the Learning Trust will provide further detail and links for these providers on its website that will be kept up to date to help schools be sure to locate the most appropriate provision.

<http://teachingtalent.org>

<http://www.astra-alliance.com>

<http://cygnustsa.co.uk>

<http://teachingtalent.org>

<http://www.aspireap.org.uk>

<http://www.wamtsalliance.org>

<http://www.hertsandbuckstsa.co.uk>

<http://chilternwayfederation.org.uk>



BLT Online

www.learningtrust.com

BLT Online queries

bltonline@learningtrust.net

Traded Support Team

01296 387485

sales@learningtrust.net

