

Education Improvement



Service Level Agreement 2022/23



Introduction

Dear Headteacher, Chair of Governors and School Business Manager

Welcome to the ongoing and flourishing partnership between the Faculty of Education and Children's Service at University Centre Shrewsbury (UCS) and the Shropshire Council Education Improvement Service (EIS).

Between us we will continue to provide you with a centralised and co-ordinated CPD programme which provides a wealth of training and development opportunities.

Schools will continue to be able to access centre and school-based training opportunities for curriculum subjects as well as leadership and management, teaching and learning, assessment, early years, behaviour and safeguarding as previously but now with further additional opportunities available through the partnership with UCS. Although much of the 21/22 offer has been delivered online the main face-face delivery hub, for 22/23, will remain as UCS. However, based on demand other alternative satellite training centres will be offered across Shropshire.

A small 'inflation' increase in core prices has been applied across all SLA packages to meet increased costs. Schools should also note the new 'eVisits' licence fee (£40 per annum) that is now part of the Educational Visits Support Package.

The 2022/23 'Service Level Agreement' continues to provide access to school improvement support through a number of packages, which are detailed in this document. Schools are also able to procure a bundle of 'training credits' which they will be able to use flexibly and apply across an extensive range of centre and school-based training opportunities to support the development of all staff within the school, as well as governors.

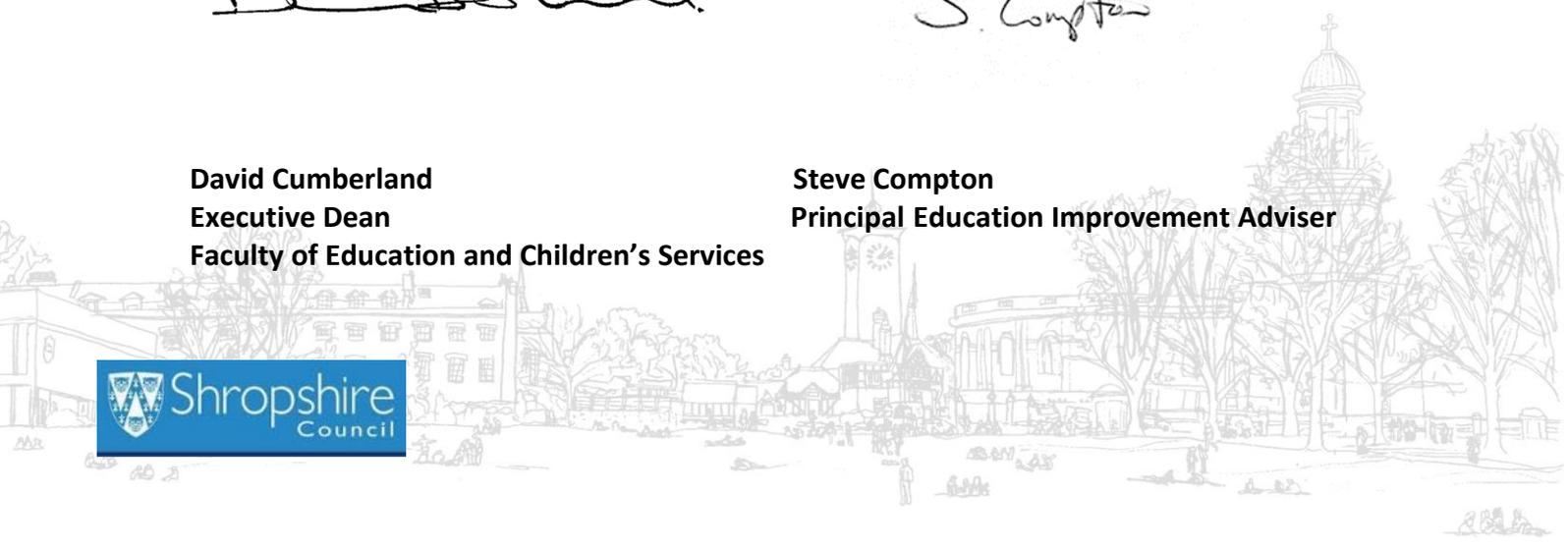
We look forward to our continued working with you.



David Cumberland
Executive Dean
Faculty of Education and Children's Services



Steve Compton
Principal Education Improvement Adviser



Description of our partnership and SLA package offers

The partnership's experienced team of advisers/ associates has a proven and successful track record in delivering high quality CPD and school improvement support across all phases of education, in particular through centre-based courses and network meetings. The Schedule details the package options for schools in 2022/23, which are:

- Standard package
- Fischer Family Trust (FFT) Aspire package, and
- Management package.

'Standard' Package – includes the following:

- Attendance at all subject/aspect network meetings (*to ensure access to network meetings for all subscribing schools there may be cases where attendance per school will be limited*)
- 20% discount on centre-based CPD courses
- Attendance at the termly headteacher workshop (primary schools only)
- Attendance for a senior leader at the senior leader's network meeting (secondary schools only)
- One free NQT observation session per school (an Appropriate Body fee will also apply – see Appendix 1)

'FFT Aspire' Package - includes all the benefits of the 'Standard' package, plus:

- Access to Fischer Family Trust (FFT) school and pupil level data. By purchasing the 'FFT Aspire' package, schools will have direct access to FFT Aspire and all its recently increased functionality. Although subject to a small annual price increase this still provides outstanding value for money purchased through our package rather than directly through FFT.

'Management' Package – includes all the benefits of the 'Standard' and 'FFT Aspire' packages, plus:

- Headteacher Performance Management;
- Website Health Check;
- Attendance for a senior leader and governor at any CPD@UCS events, equivalent to 1.0 days, which will focus on issues of national and local interest.

All subscribing schools will have access to additional resources stored in secure areas of the Shropshire Learning Gateway, which are password protected supplemented by the CPD@UCS pages within the UCS website.



Our obligations and requirements

The partnership; what we will do for you:

Ref.	
P1	Provide a wide range of centre and school-based development opportunities that are up-to-date, relevant and delivered by well-qualified and experienced subject/aspect professionals.
P2	The partnership cannot guarantee to run a centre-based course with less than 7 delegates. In the event that a course has to be cancelled due to low delegate numbers, the partnership will provide a minimum of 10 working days' notice of the cancellation. Where possible, delegates will be offered alternative options to receive the development at no extra cost. If this isn't possible the school will be refunded.
P3	Refreshments will be available on arrival and during breaks on centre-based training courses for all delegates who have reserved a place. Lunch will be provided on all full day training courses.
P4	The partnership reserves the right to prevent delegates from taking part in any centre-based course for which they have not booked a place, in particular those that are oversubscribed. This especially applies where there are health and safety limits at the training venue.
P5	In the event that a course is oversubscribed, the partnership will place delegates on a waiting list and wherever possible – provided delegate numbers are sufficient, the course leader is available and a training venue can be found – will diary a repeat course.
P6	Any changes to advertised centre-based courses – e.g. date, time, venue - will be communicated to all delegates who have booked a place.
P7	Payment (credit/ PAYG) will be taken at point of booking.
P8	Where the partnership is unable to provide the necessary specialist development skills it will seek to broker the provision on behalf of a school or group of schools.
P9	Headteacher performance management sessions can be booked for any time between the beginning of July through to the end of the autumn term. Sessions for schools in local authority medium and high support categories will be provided in most instances and subject to capacity by the school's School Improvement Adviser (SIA). For other schools the sessions may not be delivered by the school's SIA but will be provided by other experienced staff from within the partnership team or brokered from Shropshire Council's pool of Associates.

What we require from you...

Ref.	
C1	Courses can be booked right up to the day before the centre-based course. However, customers should ensure places are booked at the earliest opportunity as decisions are made on the viability of running a course 3 weeks ahead of the course date.
C2	Booking on centre-based courses is essential to ensure that pre-course information and details of any alterations in content, timings, car parking and venue are received by the delegate.
C3	If customer confirmation of centre-based course booking(s) is not received, the home school should contact CPD @ UCS to confirm course arrangements, as charges will be applied for late cancellations or non-attendance.
C4	All cancellations of centre-based course bookings must be made by email. A phone call will not be accepted as means of cancellation.
C5	For cancellations received 6 weeks (30 working days) or more prior to the start of any centre-based course or school-based development session, cancellation will be free of charge. If the cancellation is received between 6 weeks and 3 weeks (15 working days) prior to the start date, a cancellation charge of 50% of the centre-based/school-based fee will apply. If the cancellation is received after this point, or at any stage during the training programme (for multiple sessions), a cancellation charge of 100% of the centre-based/school-based fee will apply. RE: Network events Please note that this cancellation policy will also be applied to non-subscribing schools for late cancellation/non-attendance at termly subject/aspect network meetings. For subscribing schools, we reserve the right to apply a fixed fee to cover our administration costs
C6	For school-based development sessions the host school will be responsible for the provision of an appropriate training space for the number of expected delegates including access to ICT, in particular a whiteboard with an internet connection and sound. The host school(s) is/ are also responsible for providing the required printing / resources as determined by event trainer.

Days/times during which UCS are to be available

UCS CPD support staff will be available during term time weekdays (9:00 – 16:30), with a reduced availability during school holidays.

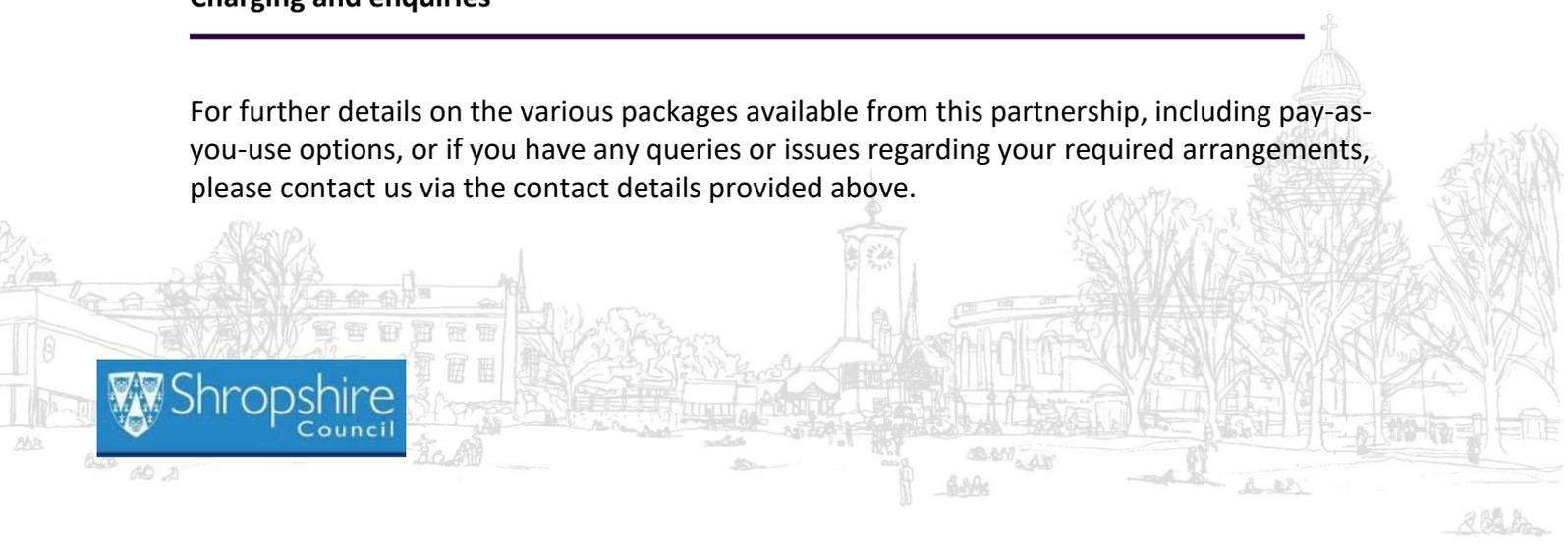
Contact information

UCS: For more information	
Contact name	Graham Moore
Role	CPD @ UCS Commissioner and Co-ordinator
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Contact Name	Pam Welsh
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Shropshire Council: For more information	
Contact name	Kev McKie
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Charging and enquiries

For further details on the various packages available from this partnership, including pay-as-you-use options, or if you have any queries or issues regarding your required arrangements, please contact us via the contact details provided above.



Additional options for Academies

1. School Improvement Adviser (SIA)

The SIA will provide challenge and support for the headteacher to assist them in improving provision and outcomes for pupils. The SIA will provide an external perspective to strengthen self-evaluation and identify and address priorities for improvement. The SIA will work to the school's agenda in addressing improvement priorities and in building the school's own capacity to sustain improvement. The SIA will make a termly (half day) visit to the school which will focus on the areas identified above and specific issues identified by the headteacher. They will also maintain a rolling record which will be shared with the headteacher.

The cost of an SIA visit is inclusive of time for preparation (including analysis of performance datasets and other information) and the drafting of the rolling record. SIAs will also be available for additional telephone advice and, at a further cost, to provide support as required by the school including:

- preparing for, and action planning after, Ofsted inspections
- identifying and sharing information about innovative, good and best practice
- working intensively where serious concerns have developed to ensure that the causes of these concerns are addressed urgently
- supporting the headteacher and staff to address and resolve critical incidents.

By subscribing you will receive termly SIA support at the reduced cost of **£505** per term. Non-subscribing academies will be charged **£556** per term (a total saving of £153 for subscribing academies).



2. Educational Visits

Academies who subscribe to the Education Improvement SLA at standard, FFT or management level have access to:

- **Educational Visits termly Co-ordinator Initial Training**
(Full day event at a reduced rate of £128/ 3 credits per delegate)
- **Educational Visits Coordinator Revalidation Training**
(Half day termly event at a reduced rate of £64/ 1.5 credits per delegate)
- **Educational Visits network meetings**
(Half day termly free of charge)

In addition, and separate to the above, we offer the following:

Educational Visits Support Package. (EVSP)

The DfE and Outdoor Education Advisors Panel (OEAP) believe that it is good practice for all establishments to have access to specialist advice about outdoor learning, off-site visits and learning outside the classroom. **Academies are therefore able to purchase separately the EVSP additional yearly package for £596, which provides:**

- Use of Shropshire Educational Visits Guidelines
- Approval and quality assurance of 16A educational visit forms
- Access to support, guidance, advice from the Council's Outdoor Education Advisor
- Access to Educational Visits pages on the Shropshire Learning Gateway and National Guidelines with updates.
- **As of 1st April 2022, the use of eVisits, and associated training, for the online EVC Quality Assurance system.** This online visit planning tool supports the creation, approval and leadership of high quality, safe offsite visits. It is designed to follow best practice of national guidance ensuring that robust safety measures are covered within the visit process. Costs towards the annual LA licence (£40 per annum) are included within the yearly EVSP package costs.

The additional EVSP applies to situations where adults acting in the course of their employment have responsibility for the following: on-site outdoor activities, off-site activities and visits, the associated journey and travel arrangements, residential visits, visits that involve travelling outside England, Scotland and Wales, outdoor adventurous activities and field studies in higher risk environments.

Please note: Academies that purchase the stand-alone **Educational Visits Support Package** option, but do not buy into the Education Improvement SLA, are also able to access EVC training, the revalidation training as well as network meetings at the standard rate.

APPENDIX 1

ECT Observations Within the EIS Schedule

Early Career Teachers (ECTs) who start their induction on or after 1 September 2021 must complete induction over a two-year period. ECTs who, on 1 September 2021 had started but not completed their induction, hereafter, referred to as ‘the pre-September 2021 cohort’ (formerly known as NQTs), have until 1 September 2023 to complete induction over a one-year period.

ECT induction arrangements mean that relevant schools must continue to appoint an appropriate body as part of the ECT induction process. For subscribing schools Shropshire Council is the named appropriate body.

Role of the EIS as the appropriate body

The appropriate body has the main quality assurance role within the induction process. If the Shropshire Council Education Improvement Partnership (EIS) is used as the appropriate body then the following outlines the responsibilities and actions of the EIS in the process.

Through quality assurance EIS will assure itself that:

- headteachers/principals (and governing bodies where appropriate) are aware of, and are capable of meeting, their responsibilities for monitoring support and assessment. This includes ensuring that an ECT receives an induction programme based on the Early Career Framework (ECF), a designated tutor and mentor, a reduced timetable; and
- the monitoring, support, assessment and guidance procedures in place are fair and appropriate.

The EIS will consult with headteachers/principals on the nature and extent of the quality assurance procedures it operates, or wishes to introduce. Institutions are required to work with the EIS to enable it to discharge its responsibilities effectively.

The EIS will ensure that:

- headteachers/principals have put in place an ECF-based induction programme for the ECT and that their programme of support is clearly based on the ECF
- headteachers/principals (and governing bodies where appropriate) are meeting their responsibilities in respect of providing a suitable post for induction
- the monitoring, support, assessment and guidance procedures in place are fair and appropriate
- where an ECT may be experiencing difficulties, action is taken to address areas of performance that require further development and support

- where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns
- induction tutors and mentors both have the ability and sufficient time to carry out their roles effectively
- headteachers/principals are consulted on the nature and extent of the quality assurance procedures it operates, or wishes to introduce
- any agreement entered into with an FE institution or an independent school's governing body is upheld
- the headteacher/principal has verified that the award of QTS has been made
- the school is providing a reduced timetable in addition to PPA time
- the ECT is provided with a named contact(s) within the appropriate body with whom to raise concerns
- FE institutions (including sixth form colleges) are supported in finding schools for ECTs to spend ten days teaching children of compulsory school age in a school
- ECTs' records and assessment reports are maintained
- all monitoring and record keeping is done in the most streamlined and least burdensome way and that requests for evidence from ECTs do not require new documentation but draw on existing working documents
- agreement is reached with the ECT and the headteacher/principal is consulted where a reduced induction period may be appropriate or is deemed to be satisfactorily completed
- agreement is reached with the ECT and the headteacher/principal is consulted in cases where a part-time ECT has completed a period covering, but not equivalent to, two school years and has met the necessary requirements to reduce induction
- a final decision is made on whether the ECT's performance against the Teacher's standards is satisfactory or an extension is required and the relevant parties are notified; and
- they provide the Teaching Regulation Agency with details of ECTs who have started; completed (satisfactorily or not); require an extension to; or left school partway through an induction period; together with details of the type of induction an ECT is accessing



The EIS will also:

- respond to requests from schools and colleges for guidance, support and assistance with ECT 's induction programmes
- provide information to the headteacher on the types of induction available and
- respond to requests for assistance and advice with training for induction tutors and mentors.

Appropriate body charges

The appropriate body charge covers the administration costs of the induction process (ie registration and updating of ECT's details on the Teaching Regulation Agency (TRA) database). The appropriate body charge is separate to ECT observations and **does not** form part of the EIS subscription.

The appropriate body charge for the EIS is **£100** per school plus **£50** per NQT.

ECT observations as part of the Schedule

Schools that subscribe to the 'Standard' package, or above, are entitled to **one free observation per school**. Schools are still required to pay the appropriate body charge. The charge for subsequent observations will be £160 per visit or 4 credits for credit package holders. Non-Subscribing schools will pay £200/ 5 credits per observation.

