

# Shropshire School Library Service Primary



## Service Level Agreement 2022/23

## Introduction from Service Lead

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Dear Head Teacher, Chair of Governors and School Business Manager,

Welcome to the Service Schedule for the School Library Service, which provides details about our new and improved service.

**Our prices are discounted for a three-year commitment to the service, bandings introduced based on numbers on roll (NOR) and a further 2% discount for schools working in partnership or as a MAT.**

**New Services include Current Awareness Bulletins highlighting the latest Educational and Literacy news.**

**Non-Subscribing schools can borrow one project box per class per term at a cost of £80 containing a mixture of fiction or non-fiction to suit.**

As a team we are excited by the opportunity to grow our network of schools, and to ensure that students are able to benefit from our resources.

We look forward to working with you.

**Donna Taylor**  
**School Library Service Manager**

## Description of our service

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The School Library Service for Shropshire and Telford & Wrekin supports schools in their aim of progressing and enhancing learning across the curriculum. The service works in partnership with schools, ensuring teachers have the resources they need to help all children.

The service offers skilled and experienced staff to support resource selection and planning. A door-to-door collection and delivery service of topic collections, with online ordering and reservations, is available.

### Testimonial

*"To the wonderful SLS team!*

*I made a frantic phone call due to OFSTED arriving at 8am the following morning! With only 2 hours notice you managed to put together 2 topic boxes (with all the right books in!) and also an added extra of the artefacts box. I used both the artefacts and reference books in my lesson, which was observed for 25 minutes, by a history expert inspector. She commented on*

*how the artefacts enhanced the lesson and the quality of learning for all children and how the reference books supported both my SEND and GDS children. It was a great success! Can I say a HUGE thank you for your foresight of the artefact box which I hadn't even asked for! You are an amazing service!"*

Kathryn Jones – St. Mary's Primary School, Bucknell

"I want to thank you for all your help and advice you have given me since becoming the Librarian at Newport Junior School.

Due to Covid I was not able to be fully trained for the role in school and therefore returned after lockdown very apprehensive. I needn't have worried because you have provided guidance speedily, professionally but with such friendliness too that I feel I will be able to make a success of our library.

Thank you so much "

Lisa Breen – Newport Junior School

## Individual responsibilities of our staff

| Roles                          | Responsibilities   |
|--------------------------------|--|
| School Library Service Manager | <ul style="list-style-type: none"> <li>Management and delivery of the service as set out in the schedule.</li> </ul> |

## Our obligations and requirements

### What we will do for you:

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| Deliver a professional and cost-effective service to meet the needs of the curriculum.   |
| Ensure topics are delivered directly to schools within a specified timeframe.  |
| Offer telephone support during office hours and online ordering.   |
| Maintain catalogue of searchable School Library Service resources<br><a href="https://u015706.microlibrarian.net/">https://u015706.microlibrarian.net/</a> |
| Provide discounts with Peters Booksellers for <b>Gold</b> subscribing schools.   |
| Provide training opportunities for library and teaching staff.   |
| Access to Storysacks containing toys, music and books for all subscribing schools.   |

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| Provide advice and consultancy as required at an additional cost.  |
| Arrange for additional services as and when required. See below for more details.  |
| <b>For Gold level subscribing schools:</b> <ul style="list-style-type: none"> <li>• <b>Two</b> topic collections of <b>30</b> books per class per term plus <b>30</b> classroom fiction</li> <li>• E-Resources package: Peters Booksellers online e-Library</li> <li>• Access to <b>Either</b> Curriculum Vision <b>OR</b> Fiction Express</li> <li>• <b>6</b> group reading sets per teacher per half- term - sets may be returned &amp; swapped</li> <li>• Artefact loans at a cost of £15 for two weeks.</li> <li>• 1 day of Consultancy included.</li> </ul> |
| <b>For Silver level subscribing schools</b> <ul style="list-style-type: none"> <li>• <b>One</b> topic collection of <b>30</b> books per class per term</li> <li>• Artefact loans at a cost of £20 for two weeks.</li> <li>• Group Reading Sets available at an additional cost of £20.00 per set</li> </ul>  |

## What we require from you...

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| Maintain and take responsibility for stock on loan.   |
| Audit and return topic collections on a termly basis.   |
| Return overdue items when requested, losses will be charged for.  |
| Group Read Sets maintain complete set - SLS will charge for incomplete sets.  |
| Ensure access is available for School Library Service delivery van.   |
| Inform School Library Service of any potential decision to opt-out of subscription, with all School Library Service stock to be returned within one month of the notice being provided. |
| Non-subscribing schools will be charged for lost or damaged stock at the recommended retail price.  |
| Subscribers who do not use the services are not eligible to a refund.   |
| Contents of lost Artefact Boxes will be charged for at the replacement cost.  |

## Days/times during which Services are to be available

|  |                                    |
|--|------------------------------------|
|  | Monday to Wednesday: 09:00 - 17:00 |
|  | Friday: 09:00 - 16:00              |

|                                    |   |
|------------------------------------|---|
| Office hours – by appointment only | Term time late opening<br>Thursday: 09:00 – 18:00 |
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## Contact information

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| For more information |                                       |
|----------------------|---------------------------------------|
| Contact name         | <b>Donna Taylor</b>                   |
| Role                 | <b>School Library Service Manager</b> |
| Telephone            | 01743 255030                          |
| Email                | donna.taylor@shropshire.gov.uk        |

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## Charging and enquiries

For details on the various packages available for this service, including pay-as-you use options for subscribing schools, or if you have any queries or issues regarding your service arrangements please contact us on the above contact details.

The net cost of the service to individual schools is based on the following pricing model:

**Primary Gold – 3% discount for a three-year commitment avoiding any inflationary increase.**

£495 plus £6.00 per pupil for schools with more than 251 pupils on roll.

£400 plus £6.00 per pupil for schools with 100 – 250 pupils on roll.

£250 plus £6.00 per pupil for schools with less than 100 pupils on roll.

**Primary Silver – 3% discount for a three-year commitment avoiding any inflationary increase.**

Fixed element of £295 per establishment plus £4.90 per pupil.

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**Gold** subscribing schools should choose which e-resource they wish to receive;

**Curriculum Visions** – All of your curriculum needs in one place for EYFS to KS3. Includes teaching resources, 1500 Class Clips, SATS Tests, lesson plans, toolkits, timelines and display materials. Visit [www.curriculumvisions.com](http://www.curriculumvisions.com) for your free trial.

OR



**Fiction Express** – is designed to improve reading habits by exciting KS2 children about reading and turning them into eager readers through the power of engagement. Visit [www.fictionexpress.co.uk](http://www.fictionexpress.co.uk) for your free trial.

Please indicate which resource your school would like included in your Gold Package in the schedule below.

|                  |  |                          |    |
|------------------|--|--------------------------|----|
| Subscribe<br>Y/N | Tick One Box Only  | <input type="checkbox"/> | CV |
|                  | Curriculum Vision (CV) <b>OR</b><br>Fiction Express (FE) | <input type="checkbox"/> | FE |



**E-Library by Wheelers** <https://shropshiresls.wheelers.co/>

Shropshire SLS provides FREE access to Wheelers E-Library to all Gold subscribers.

This is a secure online electronic book library which is easy to use and will inspire and educate your readers.

Every child and staff member are entitled to a login and to create the logins we require the following information from you:

- Number of staff who require a login
- Number of children – broken down by Year Group – who require a login
- The number of each year group in mixed classes as appropriate.



## Selection of Artefacts



Artefact boxes are loaned for two weeks and we have four different categories:

**Historical:** Anglo-Saxon, Aztec, Charles Darwin, Egyptian, Florence Nightingale, Great Fire of London, First World War, Greek, Mayan, Pirates, Roman, Seaside Holidays in the Past, Stone Age, Stone and iron Age, Toys Now and Then, Tudor, Tudor Clothes, Victorians, Viking, World War Two, WW2 Air Raid Shelter and WW2 and Evacuees Experience.

**Religious:** Buddhism, Christianity, Christian Signs and Symbols, Festivals of Light, Hinduism, Islam, Judaism and Sikhism.

**Science:** Fossils and Dinosaurs, Full-Size Skeleton, Small Skeleton and Various Body Part Models.

**Multicultural:** Aboriginal Art, African, African Musical Instruments, Amazonian Rainforest, Chembokalli, Chinese, Indian, Japan and Masks.

## Additional Services

**Additional services** ('pay as you go') will be available for subscribing schools.

A free (maximum 1 hour) consultation will be provided to scope and cost out the work required.

| Service  | Cost |
|--|------|
| Additional E Resource- Curriculum Vision OR Fiction<br>Express- GOLD Subscribers | £249 |
| Consultancy - full day   | £525 |
| Consultancy - half day   | £275 |

| Service                                      | Cost                    |
|--|-------------------------|
| Additional group read sets                   | £15 Gold<br>£20 Silver  |
| Artefacts 2-week loan                        | Gold Schools:<br>£15    |
| Artefacts 2-week loan                        | Silver Schools:<br>£20  |
| Artefacts 2-week loan                        | Non-Subscribers:<br>£30 |
| Provide a tailored book quiz for Years 2- 6. | £30 per year group      |
| Provide a bespoke book quiz for Years 2 – 6. | Price on application    |