



# Services for Schools and Academies

Pricing schedule summary 2013/14



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

## Introduction

This document contains a summary of our services available to Schools and Academies, and their respective prices from 01 April 2013. Other services, not listed here, may be available, full details of which can be found at [www.hants.gov.uk/servicesforschools](http://www.hants.gov.uk/servicesforschools).

**Prices correct at time of publication. Where prices are stated as per pupil or based on a school's number on roll, this relates to the school's number on roll based on the October 2012 census data.**

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## Caretaking Support Service

Contact: **Tim Rudwick**, Client Services Manager

t: 01962 846475 · e: tim.rudwick@hants.gov.uk · www.hants.gov.uk/caretakingsupportservice

Service	Cost
<ul style="list-style-type: none"> <li>Assistance with the employment, induction and development of Caretakers and Site Managers. A range of free and subsidised training courses are available, including the use of Ladders and Step Ladders and Manual Handling, both considered mandatory.</li> <li>Evaluations of the caretaking role in the school including a written report for the Headteacher with appropriate recommendations for improvements and training. The evaluation includes aspects of Health &amp; Safety, as they relate to site managers &amp; caretakers</li> <li>Advice and support to ensure caretakers are aware of, and able to fulfil, their responsibilities in ensuring a safe environment for all users of the school. This will include advice on completing risk assessments, record keeping and safe working practices</li> <li>Assistance on all aspects of the caretaking role including workloads, shift patterns and the organisation of caretaking and cleaning tasks. As an aid to these activities regularly updated scaled plans and site data is supplied to the school</li> <li>Advice and support to the caretaker as required, including access to an online Caretaker Manual</li> <li>Support in emergency situations</li> <li>Advice on hire companies and suppliers of specialist equipment including Portable Appliance Testing</li> </ul>	<p>Nursery, Primary, Infant, Junior and Special schools: £0.496 per m<sup>2</sup></p> <p>Secondary schools: £0.213 per m<sup>2</sup></p> <p>Please contact Tim Rudwick for full details of the Service Level Agreement.</p>

## Child Protection and Safeguarding Training

Contact: **Karen Shipley**, Workforce Development Support Officer

t: 01962 718628 · e: karen.shipley@hants.gov.uk

Service	Cost (to Spring 2014)												
<p><b>Child Protection Liaison Officer training</b> Designated school Child Protection Liaison Officers are required to receive initial training, followed by refresher training every two years. This training is approved by the County Council's Safeguarding Unit and is designed to meet the safeguarding needs of staff in educational settings working with children in the 5-19 age spectrum.</p>	<p>Initial training (1 day): £100 per delegate Refresher training (½ day): £55 per delegate</p>												
<p><b>Safeguarding Awareness training</b> OfSTED require that all school staff receive safeguarding awareness training and refresher training every three years. To meet this requirement we can provide a 3 hour safeguarding awareness training package, approved by the County Council's Safeguarding Unit, designed to meet the safeguarding needs of staff in educational settings working with children across the 5-19 age spectrum. Safeguarding Awareness training is delivered on school premises.</p>	<table border="1"> <thead> <tr> <th></th> <th>Half Day</th> <th>Twilight (2 sessions)</th> </tr> </thead> <tbody> <tr> <td>One trainer (for groups of less than 70 with school CPLO attending)</td> <td>£250</td> <td>£300</td> </tr> <tr> <td>Two trainers (for groups of more than 70 or if the CPLO isn't attending)</td> <td>£450</td> <td>£540</td> </tr> <tr> <td colspan="3">Independent and out-of-county schools: price on application</td> </tr> </tbody> </table>		Half Day	Twilight (2 sessions)	One trainer (for groups of less than 70 with school CPLO attending)	£250	£300	Two trainers (for groups of more than 70 or if the CPLO isn't attending)	£450	£540	Independent and out-of-county schools: price on application		
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## Community Transport

Contact: **Rod Parsons**, Community Transport Training Coordinator

t: 01962 846983 · e: rod.parsons@hants.gov.uk · www.hants.gov.uk/communitytransport

Service	Cost*																
Fleet insurance cover for school minibuses* (Hampshire schools only)	£383 per bus where all drivers MiDAS trained £454 per bus if not all drivers MiDAS trained																
Training for MiDAS trainers* (renewable every 2 years)	<p><b>Hampshire schools:</b></p> <table> <tr> <td>New trainers of standard minibuses</td> <td>£240</td> </tr> <tr> <td>New trainers of accessible minibuses</td> <td>£315</td> </tr> <tr> <td>Refresher, standard minibuses</td> <td>£65</td> </tr> <tr> <td>Refresher, accessible minibuses</td> <td>£130</td> </tr> </table> <p><b>Hampshire Academy schools:</b></p> <table> <tr> <td>New trainers of standard minibuses</td> <td>£530</td> </tr> <tr> <td>New trainers of accessible minibuses</td> <td>£690</td> </tr> <tr> <td>Refresher, standard minibuses</td> <td>£100</td> </tr> <tr> <td>Refresher, accessible minibuses</td> <td>£200</td> </tr> </table>	New trainers of standard minibuses	£240	New trainers of accessible minibuses	£315	Refresher, standard minibuses	£65	Refresher, accessible minibuses	£130	New trainers of standard minibuses	£530	New trainers of accessible minibuses	£690	Refresher, standard minibuses	£100	Refresher, accessible minibuses	£200
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Fleet breakdown/recovery cover for school minibuses* (Hampshire schools only)	£180 per bus for vehicles >3.5 tonnes gross weight £146.89 per bus for vehicles <3.5 tonnes gross weight £48.19 per vehicle for non minibuses																
Non-regular community transport training (i.e. safety, maintenance, driver licensing updates)	Prices will vary depending on length of training course and materials supplied. Contact us for more information.																
<p><b>*Please note contracts for fleet insurance cover and breakdown cover are due to end March 2013. Prices from 01 April will not be known until successful tenders are known in March 2013. Pricing for all services will change from 1 April 2013, please contact us for further information.</b></p>																	

## Corporate Procurement and County Supplies

Contact: **Customer Services team**

t: 01962 826999 · e: county.supplies@hants.gov.uk · www.hants.gov.uk/countysupplies

Service	Cost
<ul style="list-style-type: none"> <li>Impartial procurement advice</li> <li>Access to a wide range of products and services, contracted to meet EU, national and local requirements</li> <li>Site specific contracts offering full support throughout the life of the contract</li> <li>Online catalogue for stock offering free deliveries, no small order charge and free returns</li> </ul>	<p>Prices for goods and services from contracted suppliers are subject to an arrangement fee, which is included in the price quoted by the supplier.</p> <p>Site specific contracts are subject to an individual fee charged to the contractor over the life of the contract.</p> <p>Prices for stock items are published annually in our catalogue and online.</p>

## Countryside Service

Contact: **Sara Findlay**, Countryside Learning Coordinator

t: 01962 846953 · e: sara.findlay@hants.gov.uk · www.hants.gov.uk/countryside-learning

Service	Cost
<ul style="list-style-type: none"> <li>Formal and informal learning opportunities at country parks and local sites across Hampshire</li> <li>Curriculum based activities including orienteering, pond dipping, living history, team building, sustainability and much more</li> <li>A range of habitats including woodland, meadow, seashore, river, canal and downland</li> <li>Learning Outside the Classroom accreditation</li> </ul>	<p><b>Guided education visits:</b> Charges are set on a site basis, usually for a 2 hour session and vary from £1.50 to £6 per child (this includes entry to the pay zone where there is one).</p> <p><b>Self-guided education visits:</b> Charges are set on a site basis and vary from £0 to £4 per child (this includes entry to the pay zone where there is one). Some sites also offer equipment and resources for hire.</p> <p><b>CPD:</b> Available at a number of sites, prices on request.</p>

## Crisis Media Management

Contact: **Kate Ball**, Communications Manager (Media)

t: 01962 847135 · e: kate.ball@hants.gov.uk · www.hants.gov.uk/communications-crisismedia

Service	Cost
Crisis Media Management	Hampshire schools: No charge Academies and other settings: £70 per hour
Emergency School Closures / School Communications	No charge

## Education Financial Services

Contact: **Andrew Minall**, Head of Education Financial Services

t: 01962 846680 · e: efs.help@hants.gov.uk · www.hants.gov.uk/financialservices

Service	Cost															
<p>Advice and support for your operational and strategic financial management with support also given on compliance, including:</p> <ul style="list-style-type: none"> <li>Budget planning</li> <li>Statutory regulations compliance</li> <li>Financial modelling</li> <li>Forecasting and sensitivity analysis</li> </ul> <p>We provide support and advice, including</p> <ul style="list-style-type: none"> <li>unlimited telephone and electronic mail support including where applicable, support on SAP or hosted PS Financials reporting (or other financial systems agreed in advance) and the Financial Planning Software (FPS) for financial monitoring and reporting</li> <li>On-site visits from EFS staff</li> <li>A locum service when an admin officer/finance officer is absent</li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>Annual Fee</th> <th>FPS</th> </tr> </thead> <tbody> <tr> <td>Hampshire Nursery</td> <td>£1,331</td> <td>£325</td> </tr> <tr> <td>Hampshire Primary and Special schools</td> <td>£1,343</td> <td>£325</td> </tr> <tr> <td>Hampshire Secondary schools</td> <td>£1,900</td> <td>£325</td> </tr> <tr> <td>Academy</td> <td>£3,000</td> <td>£1,050 + implementation</td> </tr> </tbody> </table>		Annual Fee	FPS	Hampshire Nursery	£1,331	£325	Hampshire Primary and Special schools	£1,343	£325	Hampshire Secondary schools	£1,900	£325	Academy	£3,000	£1,050 + implementation
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Hosted Financial Solution (Academies only)	Priced on an individual basis to suit the school															

## Education Personnel Services (EPS)

Contact: **Anthea Bastow**, Head of EPS / **Ashley Jefferies**, Business Manager  
 t: 023 8038 3528 · e: [anthea.bastow@hants.gov.uk](mailto:anthea.bastow@hants.gov.uk) / [ashley.jefferies@hants.gov.uk](mailto:ashley.jefferies@hants.gov.uk)  
[www.hants.gov.uk/educationpersonnelservices](http://www.hants.gov.uk/educationpersonnelservices)

Service	Cost
<ul style="list-style-type: none"> <li>• Telephone helpline: unlimited access for general queries &amp; advice</li> <li>• Online support via the Manual of Personnel practice</li> <li>• Employee relations: casework advice and support</li> <li>• Recruitment and advertising: support including access to the Education Jobs website</li> <li>• Pay &amp; conditions: advice, interpretation and development of national and local terms for teachers and support staff</li> <li>• New Qualified Teacher: advice on the management of statutory induction and Appropriate Body responsibilities</li> <li>• Workforce organisation including advice &amp; support with managing change, reorganisations, staff reductions and the application of TUPE</li> <li>• Training: standardised and bespoke training solutions for leaders, managers, support staff and governors</li> <li>• Schools transformation: advice and support for those considering or opting to become an academy</li> <li>• Newsletter: access to the Headlines publication</li> <li>• HR Policy Development in relation to statutory responsibilities</li> <li>• Customer Charter: a set of pledges which personalise the service and opportunities for feedback</li> </ul>	<p>Community Nursery &amp; Primary schools: £6.73 per pupil</p> <p>Community Secondary schools: £6.30 per pupil</p> <p>Community Primary Special schools: £33.65 per pupil</p> <p>Community Secondary Special schools £31.50 per pupil</p> <p>Foundation &amp; Trust Primary schools: £6.96 per pupil</p> <p>Foundation &amp; Trust Secondary schools: £6.53 per pupil</p> <p>Foundation &amp; Trust Primary Special schools: £34.80</p> <p>Foundation &amp; Trust Secondary Special schools: £32.65</p> <p>Primary &amp; Secondary Academy schools: £7.44 per pupil</p>

# Finance Transactions and Cash Management

Contact: **Nick Weaver**, Head of Pensions and Transactions  
 t: 01962 847584 · e: nick.weaver@hants.gov.uk

Service	Cost
<p><b>Creditor Payments</b></p> <ul style="list-style-type: none"> <li>• Central payment of invoices and processing of travel claims on behalf of the school.</li> <li>• Maintenance of a computer-based list of suppliers including Construction Industry Scheme (CIS) certificate details.</li> <li>• Payments to a supplier raised by different establishments are consolidated into a single payment, reducing transaction costs.</li> <li>• Centrally processed Utility invoices enabling Countywide access to discounts and rebates.</li> </ul> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Processing of all remittances received centrally or banked locally.</li> <li>• Maintenance of customer master data.</li> </ul> <p><b>Cash Management</b></p> <p>For Hampshire schools operating through the County Council's bank accounts, we provide:</p> <ul style="list-style-type: none"> <li>• Advice and guidance on school's own bank accounts, signatory changes and general banking issues.</li> <li>• Facilities for paying in of cash and cheques.</li> <li>• Facilities for making payments via BACS or cheque.</li> <li>• Facilities for making salary and wage payments.</li> <li>• Facilities for setting up standing orders and direct debits.</li> </ul>	<p>Primary schools: £143 plus £1.68 per pupil            Secondary schools: £37 plus £1.60 per pupil            Special schools: £130 plus £6.79 per pupil            Education Centres: £120 plus £6.00 per pupil</p>
<p>SAP Training: annual charge will vary depending on the numbers taking up this service, guide prices are given based on current take-up.</p>	<p>Secondary schools: £96            All other schools/centres £74</p> <p>Outside of the SLA, training is available on a delegate rate as follows:            Full-day course £99            Half-day course £62</p>
<p>Car loans</p>	<p>£44 per loan per year</p>
<p>Online income facilities (TUCASI, ParentPay etc)</p>	<p>1.5% of the gross value of each transaction. The charge will be made quarterly by journal and will be in addition to the SLA arrangements.</p>

## Hampshire Archives and Local Studies

Contact: **David Bond**, Archive Education Officer

t: 01962 846154 · e: enquiries.archives@hants.gov.uk · www.hants.gov.uk/archive-education

Service	Cost
<ul style="list-style-type: none"> <li>• Pre-arranged learning visits to Hampshire Record Office for pupils at Year 6 and above</li> <li>• Pre-arranged visits to schools using copy documents and film where available</li> <li>• Online support through our website and via Hampshire Wizkid</li> <li>• Classroom and library resources</li> <li>• Learning Outside the Classroom accreditation</li> <li>• Pre-arranged CPD visits and workshops at Hampshire Record Office for teaching staff</li> </ul>	<p>Only applies to visits to schools or for grant-funded workshops at Hampshire Record Office:</p> <ul style="list-style-type: none"> <li>• £70 per half day or equivalent</li> <li>• £140 per whole day</li> </ul> <p>DVDs and study packs: various prices (see website)</p>

## Hampshire Audit Services

Contact: **Nicky Tregear**, Internal Audit Manager

t: 023 8083 3310 / 07595 495782 · e: nicky.tregear@hants.gov.uk

www.hants.gov.uk/auditservices

Service	Cost
<p>We provide independent objective assurance to governors and management through the delivery of a programme of work designed to evaluate the effectiveness of the process of risk management, control and governance.</p>	<p>£295 per day</p>

## Hampshire Careers and Employability Service

Contact: **Emma Gotz**, Careers Education and Guidance Adviser

t: 01962 715669 · e: emma.gotz@hants.gov.uk · www.hants.gov.uk/hces

Service	Cost
<p>We offer a tailored service to meet the needs of the school and students, including:</p> <ul style="list-style-type: none"> <li>• One to one careers guidance interviews</li> <li>• Group work sessions</li> <li>• Work Related Learning and Enterprise activities</li> <li>• Work experience placements</li> <li>• Parents evenings</li> <li>• INSET training</li> <li>• Access to online resources including CV Creator, careers and qualification software, vacancy bulletins</li> <li>• Licence to support schools in gaining Investors in Careers accreditation</li> </ul>	<p>£220 per day (up to 36 days per year)            £210 per day (36.5 to 72 days per year)            £200 per day (over 72 days per year)</p>

## Hampshire Educational Psychology

Contact: **Hilary Robbins**, County Service Manager

t: 01962 846398 · e: hilary.robbs@hants.gov.uk · www.hants.gov.uk/educational-psychology

Service	Cost
<p><b>Core Service:</b> Special educational needs (SEN) statutory work, contact line, SEN coordinators circles, consultation sessions, early years targeted support</p>	<p>Schools in the Hampshire County Council administrative area are entitled to the listed core and statutory services uncharged.</p>
<p><b>Additional Services:</b> Training and staff development, work with or on behalf of individual children, collaborative problem solving and consultation, individual supervision and coaching, research and evaluation, mediation</p>	<p>Schools can subscribe to a service level agreement or purchase services independently, charged at hourly or daily rates:</p> <ul style="list-style-type: none"> <li>• Full SLA subscription (min 3 days): £80 per hour / £500 per day</li> <li>• Partial SLA subscription (below 3 days): £95 per hour / £600 per day</li> </ul> <p>Additional charges for work outside the subscription:</p> <ul style="list-style-type: none"> <li>• Full SLA subscription: £85 per hour / £500 per day</li> <li>• Partial SLA subscription: £95 per hour / £600 per day</li> <li>• No SLA subscription: £100 per hour / £650 per day</li> </ul>

## Hampshire Ethnic Minority and Traveller Achievement Service

Contact: **Naomi Gibbons**, Operations Manager

t: 01256 330195 · e: emtas@hants.gov.uk · www.hants.gov.uk/ema

Service	Cost
<ul style="list-style-type: none"> <li>• Early profiling and support for new arrivals and Traveller pupils</li> <li>• Training for practitioners</li> <li>• Specialist Special Educational Needs(SEN)/English as an Additional Language (EAL) assessments</li> <li>• Hampshire Young Interpreter's Scheme</li> <li>• Advanced English as an Additional Language (EAL) learners programme</li> <li>• Drama workshops, specialist training, digital storytelling, multilingual storytelling, multilingual story bag packs and Persona Dolls sessions</li> <li>• Parental support and family learning</li> <li>• Phonenumber and signposting</li> <li>• Resources including schemes of work</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual Assistant support: £33 per hour (early profiling and transition packages available)</li> <li>• Specialist Teacher advice and training: £53 per hour, £80 per twilight session, £160 per half day, £318 per day (includes Advanced English as an Additional Language (EAL) learners' programme, drama workshops, resource development, digital/multilingual storytelling, community language tasters, Persona Doll sessions)</li> <li>• Specialist Traveller Education Adviser: £40 per hour (advice, support and training)</li> <li>• Phonenumber and signposting subscription: £40 per term</li> <li>• English as an Additional Language (EAL)/SEN assessment and reporting: £318</li> <li>• Training and course materials for KS4 Language in the Curriculum course: £200</li> <li>• MA in Teaching English as an Additional Language: £275</li> <li>• Open College Network (OCN) accredited Interpreting and Translating course: £140</li> <li>• Supporting Parents of Teenagers (SPOT) and Positive Parenting Programme (Triple P) 6-week course: £250</li> <li>• Traveller Education Welfare Officer advice and support: £36 per hour / £232 per day</li> <li>• County Inspector advice and support: £76 per hour / £561 per day</li> </ul> <p>Support packages available, visit our website for details.</p>

## Hampshire Governor Services

Contact: **Mandy Parsons**, Head of Service

t: 01962 847506 · e: [mandy.parsons@hants.gov.uk](mailto:mandy.parsons@hants.gov.uk) · [www.hants.gov.uk/governors](http://www.hants.gov.uk/governors)

Service	Cost
<b>Full Access Training</b>	
Hampshire schools	
Up to 12 governors	£720 (£880 with Modern Governor & Gel e-learning)
13-15 governors	£825 (£985 with Modern Governor & Gel e-learning)
16+ governors	£980 (£1,140 with Modern Governor & Gel e-learning)
Academies	£1,245 (£1,405 with Modern Governor & Gel e-learning)
Modern Governor & Gel e-learning	£200
<b>Local Authority Clerking Service</b>	
Governing bodies	£1,350
Partnership boards	£900
Management committees	£675
Academies	£1,980
<b>Support and consultancy</b>	
Hampshire schools	£460 per day
Academies	£630 per day
<b>Clerks Accreditation</b>	
Independent Hampshire County Council clerks (including portfolio charge)	£325
Academy clerks (including portfolio charge)	£480
Local Authority annual charge	£350
Cost per portfolio	£72
Qualifi Certification	£215
Qualifi Award	£615

## Hampshire Inspection and Advisory Service (HIAS)

Contact: **Janet Barrow**, Business Support Manager

t: 01962 846839 · e: [hias.enquiries@hants.gov.uk](mailto:hias.enquiries@hants.gov.uk) · [www.hants.gov.uk/hias](http://www.hants.gov.uk/hias)

Service	Cost
<ul style="list-style-type: none"> <li>• Inspection, advice and in-school training for whole school improvement or specific areas of the curriculum</li> <li>• Supporting schools in improving areas of weakness</li> <li>• Facilitating local networks for curriculum support and development</li> <li>• Curriculum update publications and newsletters</li> <li>• <b>NEW for 2013</b> – Hampshire Leading Teachers (only available to Hampshire maintained schools)               <ul style="list-style-type: none"> <li>• Following the cessation of funding for Advanced Skills Teachers, we have introduced HLTs to provide a similar service within schools</li> </ul> </li> </ul> <p>* Bookings are for a minimum of 3 hours, additional cost for travel outside Hampshire</p>	<p>Cost for 100% SLA subscription:  <b>Primary schools:</b> £1,136 plus £7.57 per pupil  <b>Secondary schools:</b> £2,200 plus £8.48 per pupil  <b>Special schools:</b> £3,879 plus £14.26 per pupil</p> <p>Within the value of the SLA subscription, support is available at the following rates:</p> <p><b>Hampshire schools Inspectors:</b>            100% SLA subscription: £580 per day / £90 per hour*            50% SLA subscription: £610 per day / £95 per hour*            No SLA subscription: £640 per day / £100 per hour*</p> <p><b>Hampshire Leading Teachers:</b>            100% SLA subscription: £450 per day            50% SLA subscription: £470 per day            No SLA subscription: £490 per day</p> <p><b>Academies, other schools and settings:</b>            Inspectors: £640 per day / £100 per hour*</p>
Curriculum websites	<p><b>Hampshire schools:</b> Free</p> <p><b>Academies, other schools and settings:</b>            Access to all curriculum websites: £500 per year            Access to individual curriculum websites: £80 per year</p>

## HIAS Curriculum Centres

Contact: **Janet Barrow**, Business Support Manager

t: 01962 846839 · e: [hias.enquiries@hants.gov.uk](mailto:hias.enquiries@hants.gov.uk) · [www.hants.gov.uk/curriculum-resources-centres](http://www.hants.gov.uk/curriculum-resources-centres)

Service	Cost																																			
<p>Teaching resources for loan and purchase, artefacts, reference libraries, curriculum advice, venues for workshops and curriculum planning</p> <ul style="list-style-type: none"> <li>• History Curriculum Centre (Winchester)</li> <li>• Mathematics Advisory Centre (Winchester)</li> <li>• County RE Centre (Winchester)</li> <li>• Rights and Diversity Education Centre (Eastleigh)</li> </ul> <p>* Our extensive range of curriculum packs, resources and artefact loan boxes is available to non-Hampshire schools, there is an additional charge per item for these schools and other settings.</p> <p>Links to catalogues of resources for sale:            History: <a href="http://www.hants.gov.uk/history-centre">www.hants.gov.uk/history-centre</a>            Maths: <a href="http://www.hants.gov.uk/maths-advisory-centre">www.hants.gov.uk/maths-advisory-centre</a>            RE: <a href="http://www.hants.gov.uk/county-re-centre">www.hants.gov.uk/county-re-centre</a></p>	<p><b>Hampshire schools:</b></p> <table border="1"> <thead> <tr> <th>Subscription to:</th> <th>School's NOR &lt;100</th> <th>School's NOR &lt;600</th> <th>School's NOR &gt;600</th> </tr> </thead> <tbody> <tr> <td>1 centre</td> <td>£80</td> <td>£100</td> <td>£120</td> </tr> <tr> <td>2 centres</td> <td>£140</td> <td>£180</td> <td>£220</td> </tr> <tr> <td>3 centres</td> <td>£180</td> <td>£220</td> <td>£280</td> </tr> <tr> <td>4 centres</td> <td>£200</td> <td>£250</td> <td>£310</td> </tr> </tbody> </table> <p><b>Academies, other schools and settings*:</b></p> <table border="1"> <thead> <tr> <th>Subscription to:</th> <th>Annual cost</th> <th>Cost incl. VAT @20%</th> </tr> </thead> <tbody> <tr> <td>1 centre</td> <td>£160</td> <td>£192</td> </tr> <tr> <td>2 centres</td> <td>£270</td> <td>£324</td> </tr> <tr> <td>3 centres</td> <td>£340</td> <td>£408</td> </tr> <tr> <td>4 centres</td> <td>£400</td> <td>£480</td> </tr> </tbody> </table>	Subscription to:	School's NOR <100	School's NOR <600	School's NOR >600	1 centre	£80	£100	£120	2 centres	£140	£180	£220	3 centres	£180	£220	£280	4 centres	£200	£250	£310	Subscription to:	Annual cost	Cost incl. VAT @20%	1 centre	£160	£192	2 centres	£270	£324	3 centres	£340	£408	4 centres	£400	£480
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## Hampshire IT Schools

Contact: **Andrew Martin**, IT Manager, Children and Schools

t: 01962 845578 · e: [andrew.martin@hants.gov.uk](mailto:andrew.martin@hants.gov.uk) · [www.hants.gov.uk/itschools](http://www.hants.gov.uk/itschools)

Service	Cost
SLA Core Services: Helpdesk, consultancy, communications, OWL email accounts, strategic IT leadership, service development	Primary schools: £1,000 plus £2.26 per pupil Special schools: £1,000 plus £6.28 per pupil Secondary schools: £300 plus £1.63 per pupil
HPSN2 fibre-optic connection	Primary schools: £1,040 plus £20.36 per pupil Special schools: £1,040 plus £11.53 per pupil Secondary schools: £5,150 plus £11.53 per pupil
SIMS licence	Primary schools: £655.20 plus £1.35 per pupil Special schools: £655.20 plus £3.98 per pupil Secondary schools: £3,936.66 plus £0.96 per pupil
SIMS Support (Centrally hosted Primary schools)	Primary schools: £600 plus £1.73 per pupil Special schools: £600 plus £4.16 per pupil
SIMS Support (Secondary schools)	Secondary schools: £200 plus £3.15 per pupil
SIMS Learning Gateway	Secondary school with Profiles           £4,609 Secondary school without Profiles       £4,460.25 Academy schools                               £3,674 Education centres                             £4,056.50
SIMS Lesson Monitor	Secondary schools                             £1,695.75 Education centres                             £212.50
Schools SLA Technical Infrastructure	Primary schools: £500 plus £3.33 per pupil Special schools: £500 plus £12.57 per pupil Secondary schools: £600 plus £1.45 per pupil
Anti-Virus (managed service)	Primary schools                               £300 Special schools                                 £300 Secondary schools                             £450
Anti-Virus (licence only)	Primary schools                               £60 Special schools                                 £60 Secondary schools                             £60
Hosted School Service (HSS) – maintenance and support for hardware and software	Price on application
Remote Working (non-HSS)	£230 per five accounts (all school phases)
Remote Backup Service	Price on application
eLearn eTeach (training, development, events and resources)	Price on application
Hampshire Wizkid learning platform	Primary schools: £2.85 per pupil Special schools: £2.85 per pupil Secondary schools: £3.35 per pupil

## Hampshire Learning Centre

Contact: **Simon Wroe**, Learning and Development Manager

t: 01962 833020 · e: [simon.wroe@hants.gov.uk](mailto:simon.wroe@hants.gov.uk) · [www.hants.gov.uk/learningcentre](http://www.hants.gov.uk/learningcentre)

Service	Cost
Moving & Handling training - various courses including: <ul style="list-style-type: none"> <li>• Moving and handling pupils (1 day induction / ½ day refresher)</li> <li>• Moving and handling objects (½ day)</li> <li>• Moving and handling Train the Trainer (5 days)</li> <li>• Moving and handling risk assessment (1 day)</li> <li>• Back care awareness (½ day)</li> <li>• E-Learning</li> <li>• Bespoke consultancy</li> </ul>	£130 per day / £80 per half day*  For larger numbers or bespoke requirements, training consultants are available at a cost of £295 per half day / £545 per day
Health & Safety training - various courses including: <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Facilities management</li> <li>• Fire training</li> <li>• Incident investigation</li> <li>• E-Learning</li> <li>• Bespoke consultancy</li> </ul>	£99 per day / £62 per half day*  For larger numbers or bespoke requirements, training consultants are available at a cost of £295 per half day / £545 per day
Systems training - various courses including: <ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• SAP financial training</li> <li>• SAP HR training</li> <li>• PS financials</li> <li>• Finance training</li> </ul>	£99 per day / £62 per half day*  For larger numbers or bespoke requirements, training consultants are available at a cost of £200 per half day / £380 per day
Equality & Diversity training - various courses including: <ul style="list-style-type: none"> <li>• Face to face training</li> <li>• Equality impact assessment</li> <li>• E-Learning</li> <li>• Further support by phone and email</li> </ul>	£130 per day / £80 per half day (non-Hampshire schools)*  For larger numbers or bespoke requirements, training consultants are available at a cost of £80 per hour / £295 per half day / £545 per day  Combination arrangements e.g. £545 would get a half day session plus 3 hours of flexible remote support.

\* Prices shown are per delegate and exclude £4 per delegate administration charge. Other expenses (room hire, catering etc. where required) are additional to the above prices.

## Hampshire Legal Services

Contact: **Paul Hodgson**, Principal Solicitor (External Business Development)

t: 01962 832428 · e: paul.hodgson@hants.gov.uk · www.hants.gov.uk/legalservices

Service	Cost						
<p><b>Hampshire schools:</b></p> <p><b>Core Service:</b> Provides up to 1 hour of advice per query relating to most aspects of education law (including pupils and parents, Governing bodies, pupil absence, SEN and exclusions), property damage, debt recovery and contractual matters</p> <p><b>Discretionary “DDA service”</b> including up to 100 hours of legal advice and case preparation in disability discrimination claims</p> <p><b>Non-Core Service:</b> All other areas of law in which HLS has expertise which fall outside of the core service</p>	<table> <tr> <td>Primary schools</td> <td>£54 per year</td> </tr> <tr> <td>Secondary schools</td> <td>£207 per year</td> </tr> <tr> <td>Special schools</td> <td>£20 per year</td> </tr> </table> <p>£0.35 per pupil on role at the school (only available to subscribers to the core service)</p> <p>£85 per hour (for subscribers to core service) £115 plus £85 per hour (non-subscribers to core service)</p>	Primary schools	£54 per year	Secondary schools	£207 per year	Special schools	£20 per year
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<p><b>Academies</b> A full range of legal services including but not limited to, education, property, contract, litigation and employment law and all other areas in which HLS has the necessary expertise.</p>	<p>Pay as you go: £100 per hour</p> <p>Pre-pay: £80 per hour (min. 5 hours)</p> <p>Helpline: £500 annual fee Unlimited access to a helpline service, first half hour of advice per query is included. Advice or assistance beyond this costs £90 per hour.</p> <p>(All charges are exclusive of VAT)</p>						

## Hampshire Music Service

Contact: **Jill Larner**, Head of Service

t: 023 8065 2037 · e: music.service@hants.gov.uk · www.hants.gov.uk/hms

Service	Cost
Weekly timetabled instrumental, vocal & class teaching, direction of school music ensembles	£38.50 per teacher per hour, calculated over a 39 week teaching year
Listen2Me (Primary & Special schools)	£1,200 per class per academic year
Music inspection, advice and INSET visits	£330 per day / £55 per hour
World music workshops	£295 per day (including instruments)
Instrument hire for pupils	£15 per term for HMS pupils
Primary Music Curriculum project	Free access to courses, conferences, events, resources

## Hampshire Outdoor Activity Centres Service

Contact: **Enda Ryan**, Service Manager

t: 023 8089 2077 · e: [enda.ryan@hants.gov.uk](mailto:enda.ryan@hants.gov.uk) · [www.hants.gov.uk/outdoors](http://www.hants.gov.uk/outdoors)

Service	Cost
<p>We enable schools to safely and effectively utilise the outdoors as a medium for learning and leisure.</p> <p><b>Our aim is to promote:</b></p> <ul style="list-style-type: none"> <li>• Outdoor Education and Lifelong Learning opportunities for the young people of Hampshire, both in and out of school hours</li> <li>• Development Training opportunities for the wider work based community in Hampshire</li> <li>• Outdoor Recreation Adventure facilities for all schools and residents of Hampshire</li> </ul> <p>The service is made up of four established and highly regarded Outdoor Centres.</p> <ul style="list-style-type: none"> <li>• <b>Calshot Activities Centre</b> - The largest outdoor/indoor activity provider in Britain</li> <li>• <b>Hampshire Mountain Centre</b> - Hampshire's premier adventure centre based in South Wales</li> <li>• <b>Tile Barn Outdoor and Camping Centre</b> - Cost effective outdoor residential experience</li> <li>• <b>Runways End Outdoor Activity Centre</b> – Hampshire's newest made to measure residential outdoor activity centre</li> </ul> <p>We provide high quality outdoor learning opportunities to all schools and Hampshire residents. Academic support for Geography, PE, Outdoor Education and Public Services is available at all centres. Each centre specialises in a wide variety of adventurous activities, including sailing, kayaking, climbing, skiing, track cycling, mountain biking, high and low ropes courses, team building and personal development.</p>	<p>Please visit the individual centres' websites for current details, or contact the individual centres to discuss your specific requirements.</p> <p><b>Calshot Activities Centre</b> <a href="http://www.hants.gov.uk/calshot">www.hants.gov.uk/calshot</a></p> <p><b>Hampshire Mountain Centre</b> <a href="http://www.hants.gov.uk/hampshire-mountain-centre">www.hants.gov.uk/hampshire-mountain-centre</a></p> <p><b>Tile Barn Outdoor and Camping Centre</b> <a href="http://www.hants.gov.uk/tbc">www.hants.gov.uk/tbc</a></p> <p><b>Runways End Outdoor Activity Centre</b> <a href="http://www.hants.gov.uk/runwaysend">www.hants.gov.uk/runwaysend</a></p> <p>See also separate entries in this pricing schedule for Minstead Study Centre, Stubbington Study Centre, Outdoor Education.</p>

## Hampshire Printing Services

Contact: **Mark Daniels**, Printing Manager or **Ajith Tudugalle**, Customer Services Manager

t: 01962 870099 · e: [hps@hants.gov.uk](mailto:hps@hants.gov.uk) · [www.hants.gov.uk/printing](http://www.hants.gov.uk/printing)

Service	Cost
<p>We offer a bespoke design and printing solution at competitive prices. We provide free estimates and carefully manage projects to provide best value and deliver to your time scale.</p> <ul style="list-style-type: none"> <li>• Creative design</li> <li>• Photography</li> <li>• Digital or litho printing</li> <li>• Poster printing</li> <li>• Logo creation</li> <li>• Stationery printing</li> <li>• Prospectuses</li> <li>• Homework diaries</li> </ul>	<p>Free estimates with visits if required. Visit our website for more details: <b><a href="http://www.hants.gov.uk/printing">www.hants.gov.uk/printing</a></b></p> <p>Opening hours: 8am to 4.30pm (4pm Fridays)</p>

## Hampshire Property Services

Contacts: [www.hants.gov.uk/propertyintranet](http://www.hants.gov.uk/propertyintranet) (subscribing schools only)

[www.hants.gov.uk/propertieservices](http://www.hants.gov.uk/propertieservices)

<b>Primary schools</b>	Max Whitlock	t: 01962 845261	e: <a href="mailto:max.whitlock@hants.gov.uk">max.whitlock@hants.gov.uk</a>
<b>Secondary schools</b>	Peter Fursman	t: 01962 846268	e: <a href="mailto:peter.fursman@hants.gov.uk">peter.fursman@hants.gov.uk</a>
<b>Aided schools</b>	Sue Oliver	t: 01962 847888	e: <a href="mailto:susan.oliver@hants.gov.uk">susan.oliver@hants.gov.uk</a>
<b>Reactive Maintenance</b>	Geoff Curran	t: 01962 846167	e: <a href="mailto:geoff.curran@hants.gov.uk">geoff.curran@hants.gov.uk</a>
<b>Engineering Servicing &amp; Reactive Maintenance</b>	Chris Kemp	t: 01962 845036	e: <a href="mailto:chris.kemp@hants.gov.uk">chris.kemp@hants.gov.uk</a>

Service	Cost
<p>The Property Services SLA offers a fully integrated suite of Property Services as set out in the SLA document. The key features are:</p> <ul style="list-style-type: none"> <li>• Day to day reactive service including 24/7/365 emergency contact and response</li> <li>• Strategic Capital Maintenance</li> <li>• Strategic Risk Management</li> <li>• Advocacy</li> <li>• Coordination with major capital projects</li> <li>• Access to a large range of additional Building Professional Services</li> </ul>	<p>Early Years centres: £62.40 per pupil.            Primary schools: £26.74 per pupil plus £3.24 per m<sup>2</sup> plus £3,303 if there is a swimming pool on site.            Secondary schools: £29.84 per pupil plus £3.24 per m<sup>2</sup> plus £3,303 if there is a swimming pool on site.            Special schools: £109.84 per pupil plus £3,303 if there is a swimming pool on site.            Academies are charged on the same basis dependent on their respective sector, plus VAT at the appropriate rate.            In addition to the above all Educational Establishments need to agree to pool their delegated CERA.</p>

## Hampshire Teaching and Leadership College (HTLC)

Contact: **Patricia Langley**, School Workforce Adviser

t: 01962 874828 · e: [patricia.langley@hants.gov.uk](mailto:patricia.langley@hants.gov.uk) · [www.hants.gov.uk/htlc](http://www.hants.gov.uk/htlc)

Service	Cost																								
<p>Training and professional development for:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Leaders</li> <li>• Support staff</li> <li>• Leadership and management</li> </ul> <p>Training is aimed at raising standards and improving the quality of education for all pupils, and is delivered by HIAS personnel.</p> <p>For details of our courses please visit <a href="http://www.hants.gov.uk/htlc-directories">www.hants.gov.uk/htlc-directories</a></p>	<p>Service Level Agreements are available which entitle the subscribing school to discounts of up to 20% off most training programmes:</p> <p><b>Hampshire schools:</b>            Nursery, Primary and Secondary schools: £185 plus £1.05 per pupil            Special schools: £185 plus £2.10 per pupil            Hampshire schools who also subscribe to the HIAS SLA can offset some of the teaching elements of the training against their HIAS SLA (Hampshire schools only).</p> <p><b>Academies:</b></p> <table border="1"> <thead> <tr> <th>Number of pupils on roll</th> <th>Annual Subscription</th> <th>Cost including VAT @ 20%</th> </tr> </thead> <tbody> <tr> <td>Up to 100</td> <td>£290</td> <td>£348</td> </tr> <tr> <td>101-300</td> <td>£500</td> <td>£600</td> </tr> <tr> <td>301-500</td> <td>£710</td> <td>£852</td> </tr> <tr> <td>501-1000</td> <td>£1,235</td> <td>£1,482</td> </tr> <tr> <td>1001-1500</td> <td>£1,760</td> <td>£2,112</td> </tr> <tr> <td>1501-2000</td> <td>£2,285</td> <td>£2,742</td> </tr> <tr> <td>Over 2000</td> <td>£2,495</td> <td>£2,994</td> </tr> </tbody> </table>	Number of pupils on roll	Annual Subscription	Cost including VAT @ 20%	Up to 100	£290	£348	101-300	£500	£600	301-500	£710	£852	501-1000	£1,235	£1,482	1001-1500	£1,760	£2,112	1501-2000	£2,285	£2,742	Over 2000	£2,495	£2,994
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Leadership and management consultancy	Priced on an individual basis																								

## Hampshire Transport Management (HTM)

Contact: **Paul Leaves**, Transport Manager

t: 01962 873930 · e: htm@hants.gov.uk · www.hants.gov.uk/htm

Service	Cost
Contract hire of vehicles	Example costs: 17 seat minibus from £421 per month (6 year contract) Vauxhall Astra from £330 per month (5 year contract)
Daily hire of vehicles	Prices vary depending on the vehicle type
Courier service	Price on application
Vehicle maintenance and MOT service	Prices vary depending on vehicle and service type

## Hampshire County Council Catering Services School Meals and Catering Support – Primary schools in a group arrangement

Contact: **Amanda Frost**, Head of Catering Services

t: 023 8062 7729 · e: amanda.frost@hants.gov.uk · www.hants.gov.uk/caterers

Service	Cost
<p><b>School Meals:</b> Provision of the Hampshire school meals services including catering for in-service training days and other school events upon request. To include the nutritional analysis of meals and the provision of special diets for children with medical requirements.</p>	<p>Schools are charged for all meals supplied at the school meal set price plus for any income taken through other services such as mid morning break.</p> <p>Any hospitality catering is charged at the rate agreed.</p>
<p><b>Catering Support Services:</b></p> <ul style="list-style-type: none"> <li>• Annual servicing of kitchen equipment to also include equipment repairs and maintenance, replacement of equipment as required and kitchen upgrades where appropriate. Includes the provision of light kitchen equipment such as pots, pans, crockery and cutlery</li> <li>• Annual audit of premises and equipment including Food Premises Registration with the local enforcement authority plus acting as first point of contact for Environmental Health Officer reports. Food composition and bacterial testing by Hampshire County Council Scientific Services to ensure compliance with legislation</li> <li>• Managing and distributing resources to schools (gas, electricity, water etc) to assist with the running costs of the kitchen based on the number of meals prepared and served on the school site</li> <li>• Provision of the online eligibility checking system for free school meals for use by schools and parents and the provision of advice to schools on free school meals in general</li> <li>• Organisation of transporting meals to those schools that do not have an on-site kitchen and require a vehicle to deliver their food</li> </ul>	<p>Flat rate of £629 applicable to all schools plus £25.14 per pupil on roll.</p> <p>Free school meals checking system is included in the above cost for all schools within the SLA.</p> <p>Transported service is charged at £21 per day for 190 days per annum.</p>

**Available to all Hampshire Primary schools. A similar service is available for Hampshire Academy schools, please contact us for further information.**

## Hampshire County Council Catering Services School Meals and Catering Support – Secondary schools

Contact: **Amanda Frost**, Head of Catering Services

t: 023 8062 7729 · e: amanda.frost@hants.gov.uk · www.hants.gov.uk/caterers

Service	Cost
<p><b>Catering Service:</b> The provision of a whole school catering service including breakfast, morning break, lunch, after school services and hospitality catering.</p>	<p>The details and financial arrangements are drawn up on an individual school basis depending on requirements. Please contact us for further details and to arrange an individual discussion.</p>
<p><b>Optional Catering Support Service:</b></p> <ul style="list-style-type: none"> <li>• Advice and support relating to Catering Services</li> <li>• Assistance with food safety compliance</li> <li>• Audit and monitoring of services</li> <li>• Kitchen equipment annual servicing</li> <li>• Free meal online checking system</li> </ul>	<p>£629 per year</p> <p>As above plus £975</p> <p>Included for schools who use HC3S for either or both the catering and catering support service</p>

## Health and Safety

Contact: **Les Hope**, Health, Safety and Facilities Manager

t: 01962 876203 · e: les.hope@hants.gov.uk · www.hants.gov.uk/healthandsafety-schools

Service	Cost
<p><b>For Academies, Voluntary Aided, Foundation and Trust Schools:</b> Provide general and specialist advice to Governors, Headteachers and staff on health &amp; safety matters:</p> <ul style="list-style-type: none"> <li>• Email/telephone support, access to online resources</li> <li>• Site visits</li> <li>• Updates on key issues and changes to legislation</li> <li>• Interpretation of legislation</li> <li>• Advice on specialist issues i.e. legionella, asbestos</li> </ul>	<p>£1,350 per year</p>
<p><b>Discretionary Services:</b> Site audits and inspections outside of planned audit programme, assistance with DSE workstation assessments, serious accidents or incident reports</p>	<p>£45 per hour</p>

## Independent Appeals Service

Contact: **Diana Traill**, Principal Admissions Officer

t: 01962 846234 · e: [diana.traill@hants.gov.uk](mailto:diana.traill@hants.gov.uk) · [www.hants.gov.uk/independentappeals](http://www.hants.gov.uk/independentappeals)

Service	Cost
Supply of appeal panel and clerk, production of necessary paperwork and correspondence, secure file storage, specialist legal advice, booking of venue, provision of Presenting Officer, liaison with school, preparation of appeal statements including maps and other appendices.	<b>Academies:</b> Total costs for full service: £300 + £40 per extra appellant + venue costs (free if at the Castle in Winchester) + panel member subsistence and travel + clerk's expenses. Partial service by negotiation.

## Insurance

Contact: **Jeanette Buckman**, Insurance Officer

t: 01962 847347 · e: [jeanette.buckman@hants.gov.uk](mailto:jeanette.buckman@hants.gov.uk)

<http://intranet.hants.gov.uk/chieffexecs/legalpractice/insurance.htm>

Service	Cost
<ul style="list-style-type: none"> <li>• Public liability</li> <li>• Professional negligence</li> <li>• Employers' liability</li> <li>• Governors' liability</li> <li>• Fidelity guarantee</li> <li>• Libel and slander</li> <li>• Property insurance (fire, lighting, explosion, major storm and flood damage (except aided schools))</li> <li>• Contents insurance</li> <li>• Money (theft)</li> <li>• Travel policy</li> <li>• Personal accident scheme</li> <li>• Engineering inspection</li> <li>• Hirers policy</li> </ul>	<b>Non-aided schools</b> Primary schools: £3,250 plus £14.50 per pupil Secondary schools: £18,730 plus £18.60 per pupil Special schools: £2,104 plus £25.95 per pupil  <b>Aided schools</b> Primary schools: £944 plus £4.19 per pupil Secondary schools: £4,519 plus £4.50 per pupil

## Minstead Study Centre

Contact: **Zebe Harris**, Administration Officer

t: 023 8081 3437 · e: [zebe.harris@hants.gov.uk](mailto:zebe.harris@hants.gov.uk) · [www.hants.gov.uk/msc](http://www.hants.gov.uk/msc)

Service	Cost
Residential and day visits, classrooms, marquee hire, wedding receptions, camping, INSET	<b>Residential visits (weekdays)</b> from £2,500 to £7,650  <b>Residential visits (weekends)</b> from £450 to £550 (plus VAT)  <b>Half-day / day visits:</b> from £160 to £280

Prices vary depending on the time of year, duration and number of pupils.  
 For our full price list, please visit our website.

## Occupational Health Services

Contact: **Anthea Bastow**, Head of EPS / **Ashley Jefferies**, Business Manager  
t: 023 8038 3528 · e: anthea.bastow@hants.gov.uk / ashley.jefferies@hants.gov.uk

Service	Cost
<p><b>Core Services:</b></p> <ul style="list-style-type: none"><li>• Provision of telephone helpline for information and advice on health strategy and general occupational health issues</li><li>• Advice on specific health topics, infection control and other risks to health</li><li>• Case management support for management of ill-health and absence, including case conferences/reviews where appropriate</li><li>• Collaboration with EPS to address absence and attendance management issues</li><li>• Access to website for health information</li><li>• Collaboration with EPS on wellbeing at work strategies</li><li>• Provision of post offer health screening for the preferred candidate</li><li>• Workplace assessments as required as part of case management</li><li>• Statutory health surveillance for eligible employees</li></ul>	<p><b>Hampshire schools:</b> £1.34 per pupil</p> <p><b>Hampshire Academies:</b> £1.37 per pupil</p>
<p><b>Discretionary Services:</b></p> <ul style="list-style-type: none"><li>• Provision of workshops on health at work matters e.g. stress management and prevention, attendance management, dealing with short-term absence</li><li>• Facilitation of fast track to appropriate services such as physiotherapy and counselling</li><li>• Back care training</li><li>• School visits for workplace assessments such as display screen equipment review, food handling and pregnant workers</li></ul>	<p>Prices vary depending on the individual service required. Please contact us to discuss your requirements.</p>

## Outdoor Education, PE & DofE Service

Contact: **Stuart Nundy**, Head of Service

t: 01962 876218 · e: outdoor.education@hants.gov.uk · www.hants.gov.uk/outdoor-education

Service	Cost
<p>We support the safe delivery and management of off-site activity and educational visits, high-quality outdoor learning, physical education and sport, and the Duke of Edinburgh's Award.</p> <p>Core Service includes:</p> <ul style="list-style-type: none"><li>• Regulatory, legal and employer support and advice on best practice, insurance and indemnification</li><li>• Provision of documents and online advice and guidance</li><li>• Provision of agreed approval systems for educational visits and ventures, sporting activity, and outdoor, PE and sport providers</li><li>• Operation of any required licences</li><li>• Access to good practice initiatives</li><li>• High quality training for risk management and outdoor curriculum delivery</li></ul>	<p><b>Hampshire schools:</b> No charge for Core Service</p> <p><b>Academies and other settings via an SLA:</b></p> <p>Core Service: £2.10 per pupil on roll</p> <p>Training courses, INSET and extended advice / support charged separately, prices vary depending on the course and type of programme / support required. Visit our website or call 01962 876218 for more details.</p>

## Pay and Contract Support Services

Contact: **Christine Trotter**, Service Manager

t: 023 8038 3000 · e: hrscssg@hants.gov.uk · www.hants.gov.uk/pcss

Service	Cost								
<p><b>HR Transactional Services</b> (for Hampshire schools only)</p> <ul style="list-style-type: none"> <li>• Casework for maternity, paternity and adoption leave</li> <li>• Support with Schools Workforce Census return</li> <li>• Contracts of employment production, templates and enclosures</li> <li>• CRB checks for pre-employment</li> <li>• Admin officer inductions</li> <li>• Employee references – mortgage references, employment (not personal references) confirming dates of service and earnings data</li> <li>• Administration of Teachers Pension</li> </ul>	<table> <tr> <td>Nursery schools</td> <td>£1.45 per pupil</td> </tr> <tr> <td>Primary schools</td> <td>£1.45 per pupil</td> </tr> <tr> <td>Secondary schools</td> <td>£1.34 per pupil</td> </tr> <tr> <td>Special schools</td> <td>£7.27 per pupil</td> </tr> </table>	Nursery schools	£1.45 per pupil	Primary schools	£1.45 per pupil	Secondary schools	£1.34 per pupil	Special schools	£7.27 per pupil
Nursery schools	£1.45 per pupil								
Primary schools	£1.45 per pupil								
Secondary schools	£1.34 per pupil								
Special schools	£7.27 per pupil								
<p><b>Payroll Services</b> (for Hampshire schools)</p> <ul style="list-style-type: none"> <li>• Apply starters, leavers, claims and changes to employee records for non master data</li> <li>• Apply statutory and voluntary deductions</li> <li>• Run payroll and pay staff via BACS</li> <li>• Apply tax notifications e.g. P45</li> <li>• Check data quality</li> <li>• Pay statutory and occupational payments</li> <li>• Overpayments casework</li> <li>• Apply pay awards and increments</li> <li>• Statutory monthly and annual returns to HMRC, pension providers and DWP</li> </ul>	<table> <tr> <td>Primary and Nursery schools</td> <td>£375 plus £5.77 per pupil</td> </tr> <tr> <td>Secondary schools</td> <td>£64 plus £5.49 per pupil</td> </tr> <tr> <td>Special schools</td> <td>£340 plus £19.60 per pupil</td> </tr> </table>	Primary and Nursery schools	£375 plus £5.77 per pupil	Secondary schools	£64 plus £5.49 per pupil	Special schools	£340 plus £19.60 per pupil		
Primary and Nursery schools	£375 plus £5.77 per pupil								
Secondary schools	£64 plus £5.49 per pupil								
Special schools	£340 plus £19.60 per pupil								
<p><b>Payroll Services</b> (for Academy schools)</p> <p>We offer three levels of payroll service to academy school customers. For further information about the services included in each of the three levels please contact us for a detailed discussion.</p>	<p><b>Core Self Service</b> £2.82 per payslip</p> <p><b>Bureau Service with view and update</b> £3.16 per payslip</p> <p><b>Core Bureau Service</b> £3.60 per payslip</p>								
<p>No change on 2012/13 prices. See our website for full details.</p>									

## School Library Service (Primary & Special Schools)

Contact: **Kathryn Tooley**, SLS Manager

t: 01962 826660 · e: libsexc@hants.gov.uk · www.hants.gov.uk/sls

Service	Cost
<p><b>Core Service</b></p> <ul style="list-style-type: none"> <li>• Loan and exchange of resources (3 resources per pupil)</li> <li>• Advisory and Consultation service</li> <li>• Support for reader development</li> <li>• Training</li> <li>• Discounted purchasing facility via our Winchester bookshop, online ordering and assisted purchasing</li> <li>• Network meetings</li> <li>• Current awareness</li> <li>• Information skills package</li> </ul>	<p><b>Core Service:</b> £613 per school plus £5.62 per pupil (No change on 2012/13 prices)</p>
<p><b>Additional Services</b> Training courses, INSET, Book Awards, Meet the Author, leasing of additional resources, loan of group sets for reading groups etc.</p>	<p><b>Additional Services:</b> Charges for additional services vary, please contact us for more information</p>

## School Library Service (Secondary Schools)

Contact: **Kathryn Tooley**, SLS Manager

t: 01962 826660 · e: libsexc@hants.gov.uk · www.hants.gov.uk/sls

Service	Cost
<p><b>Core Service</b></p> <ul style="list-style-type: none"> <li>• Loan and exchange of resources (2 resources per pupil)</li> <li>• Advisory and Consultation service</li> <li>• Support for reader development</li> <li>• Training</li> <li>• E-Resources</li> <li>• Discounted purchasing facility via our Winchester bookshop, online ordering and assisted purchasing</li> <li>• Current awareness</li> <li>• Free subscription to School Library Association</li> </ul>	<p><b>Core Service:</b> £1,080 per school plus £4.41 per pupil*</p> <p><b>Partial Service:</b> £1,080 per school plus £2.75 per pupil* Based on 1 resource per pupil and access to advisory support and purchase facilities. Excludes e-resource package.</p> <p><b>Advisory only package:</b> £1,080 per school*</p> <p>* No change on 2012/13 prices</p>
<p><b>Additional Services</b> Training courses, INSET, Book Awards, Meet the Author, leasing of additional resources, loan of group sets for reading groups etc.</p>	<p><b>Additional Services:</b> Charges for optional services vary, please contact us for more information</p>

## School Travel Planning

Contact: **Helen Harris**, Senior Transport Planner

t: 01962 845638 · e: schooltravelplans@hants.gov.uk · www.hants.gov.uk/schooltravelplans

Service	Cost
<ul style="list-style-type: none"> <li>• Review of school travel plans</li> <li>• Engineering advice and support</li> <li>• Assistance with applying for funding from Minor Works Programme</li> <li>• Curriculum materials</li> <li>• Assistance with implementing travel plans</li> <li>• Walking Bus advice and training</li> <li>• Other materials and initiatives i.e. Parking Promise</li> </ul>	£320 per day / £43 per hour
Postcode mapping, maps of walking/cycling zones	£30 per hour
Scooter training	£222 per day / £111 per half day

## Services for Young Children (Early Years Education Advisory Service)

Contact: **Rachel Evans**, Early Years Advisory Teacher

t: 023 9225 9906 · e: rachel.j.evans@hants.gov.uk · www.hants.gov.uk/yeeadvisoryservices

Service	Cost
<b>Support work:</b> Offered additional to the General Offer, includes setting support, training, input and targeted support programmes	£75 per hour / £465 per day
<b>Training packages:</b> Includes a range of effective and outstanding Early Years topics	Prices vary depending on training package
<b>Conferences:</b> Includes inspirational keynote speakers at the forefront of current thinking and interactive workshops focusing on outstanding practice and current topics of relevance	Prices on application
<b>County training:</b> Offered to non-subscribers; Additional places on key training – Learning, playing and interacting (schools)	£30 per delegate per day
<b>Exhibits and exhibitions:</b> Includes best practice exhibits and exhibitions for Early Years conferences	Prices vary depending on number of exhibits required
<b>A range of Early Years publications</b>	Publications priced individually

## Sign Workshop

Contact: **Kim Baker**, Manager

t: 01962 882106 · e: [signshopenquiries@hants.gov.uk](mailto:signshopenquiries@hants.gov.uk) · [www.hants.gov.uk/sign-workshop](http://www.hants.gov.uk/sign-workshop)

Service	Cost
<p>Professional signage of all descriptions is designed and produced in our specialist workshop, including formal signage for outside or internal use, creative window or wall coverings, vehicle writing and graphics. A full installation service is provided with special attention to Health &amp; Safety in the school environment.</p> <ul style="list-style-type: none"> <li>• Design</li> <li>• Sign making (aluminium, plastic, wood, etc)</li> <li>• Banners</li> <li>• Posters</li> <li>• Displays and exhibition materials</li> <li>• Window graphics</li> <li>• Vehicle graphics</li> <li>• Installation service</li> </ul>	<p>Free estimates with visits if required. Visit our website for more details:  <a href="http://www.hants.gov.uk/sign-workshop">www.hants.gov.uk/sign-workshop</a></p> <p>Opening hours: 8am to 4pm (3.30pm Fridays)</p>

## Sir Harold Hillier Gardens, Education Service

Contact: **Carla Thomas-Buffin**, Education Officer

t: 01794 369308 · e: [hilliergardens.education@hants.gov.uk](mailto:hilliergardens.education@hants.gov.uk)

[www.hants.gov.uk/hilliers-keystages](http://www.hants.gov.uk/hilliers-keystages)

Service	Cost
<p>Survey meadows, explore woodland, delve into our dipping pools, sniff our herb garden, investigate sculpture materials, and stroll through formal borders. We offer a great variety of topics linked to the National Curriculum at all Key Stages and specialise in Science, Art, Geography, Maths, English and team building. Our facilities and services include:</p> <ul style="list-style-type: none"> <li>• A purpose-built Education Centre set within 180 acres of grounds and a Children's Education Garden</li> <li>• Experienced Education Officers to organise and lead the activities, tailored to your needs</li> <li>• Specialist days</li> <li>• Indoor classrooms for follow-up work and wet weather activities, free for guided visits</li> <li>• Free use of all equipment on guided visits</li> <li>• Free pre-visits for all teachers, by appointment</li> <li>• Use of the Education Centre is free for guided groups</li> </ul>	<p><b>Guided school visits:</b>            Under 16s - £4.35 per pupil            Post-secondary - £4.50 per pupil (in full-time education)</p> <p><b>Self-guided visits:</b>            Under 16s - £2.50 per pupil            Post-secondary - £4.50 per pupil (in full-time education)</p> <p><b>Adult training days:</b>            From £150 per half day / £250 per day</p>
<p>A minimum charge of £92.50 and a £20 booking fee applies for each day visit. VAT is chargeable for non-Hampshire schools. <b>Prices valid on bookings confirmed on or after 1 April 2013. Guided school visits for under 16s will be £4.25 per pupil for bookings confirmed before 31 March 2013.</b></p>	

## Stubbington Study Centre

Contact: **James Scarborough**, Head of Centre

t: 01329 662244 · e: [ssc@stubbington-sc.hants.org.uk](mailto:ssc@stubbington-sc.hants.org.uk) · [www.stubbingtonstudycentre.co.uk](http://www.stubbingtonstudycentre.co.uk)

Service	Cost
<p>Residential, hands-on educational visits for primary children; day meeting/conference venue, 'open' outdoor learning courses, camping.</p> <p>Also available for youth and community groups out of term time. Prices vary, please contact us for details.</p>	<p><b>Residential visits (Mon-Fri, term time only)</b>            £185 per child* (Hampshire schools)            £190 per child* (Academies and non-Hampshire schools)            'Open' Outdoor Learning courses: £180 per child*</p> <p>* Prices based on 5-day residential visits. Shorter visits may be available, priced according to duration.</p> <p><b>Meeting/Conference room</b>            £160 per day plus refreshments.</p> <p>For our full price list, please visit our website.</p>

## Teachers' Long-Term Sickness and Maternity Leave

Contact: **Andrew Minall**, Head of Education Financial Services

t: 01962 846680 · e: [efs.help@hants.gov.uk](mailto:efs.help@hants.gov.uk) · [www.hants.gov.uk/teachersmaternity-sickness](http://www.hants.gov.uk/teachersmaternity-sickness)

Service	Cost
<p>A mutual insurance based scheme to provide financial reimbursement for long term sickness, maternity, paternity and adoption leave for teachers.</p> <p>The scheme:</p> <ul style="list-style-type: none"> <li>• Shares the risks of long-term sickness of teachers between schools and over the period of participation</li> <li>• Enables schools to plan maternity and adoption leave cover without facing a double financial burden</li> <li>• Makes it easier for schools to recruit and retain staff on the basis of gender equality</li> <li>• Simplifies financial planning, as school-level contingency not required for these items</li> </ul>	<p><b>Hampshire schools:</b>            Primary: £26.69 per pupil            Secondary: £28.64 per pupil            Special: £120.25 per pupil            Nursery: £166.88 per place</p> <p><b>Academies:</b>            Primary: £27.83 per pupil (£0.65 vatable)            Secondary: £29.15 per pupil (£1.25 vatable)            Special: £123.15 per pupil (£3.40 vatable)</p> <p>All prices include a 20% supplement subject to annual review based on claims received. Adjustments will be made to ensure sustainability of the fund. Pupil number changes will affect the total price and will be reviewed on an annual basis.</p>

# NOTES

[www.hants.gov.uk/servicesforschools](http://www.hants.gov.uk/servicesforschools)

If you would like this publication in a different format, such as large print or another language, please contact:

**Tel:** 01962 845375

**Email:** [childrens.services.enquiries@hants.gov.uk](mailto:childrens.services.enquiries@hants.gov.uk)

**Write to:** Hampshire County Council,  
Communications Team, Elizabeth II Court South,  
Winchester, Hampshire SO23 8UJ