

Inspiring Futures[!]

Entrust Product
Catalogue 2021



entrust
Inspiring Futures

Welcome to our 2021 Product Catalogue

We *inspire futures*

We are dedicated to making a difference to the lives of children and young people, both locally and nationally.

We work in partnership with schools, academy trusts and Local Authorities to provide specialist expertise, ensuring every child and young person;

- Receives a good education
- Is in a safe and healthy environment
- Is given expert guidance to realise their full potential

We are proud of what we have achieved and by building on our reputation for excellence and delivering what we promise, we want to help make every school in England a good school, ensuring every child and young person gets the education they deserve.

Support tailored to your needs

We understand that our customers have different requirements. Therefore we can tailor our support to meet your specific needs. We have a vast range of products and services available. Please don't hesitate to contact us to discuss your specific requirements.

Contact us

To discuss your requirements please contact us on on **0333 300 1900** or email **enquiries@entrust-ed.co.uk**

Contents

Click a service to view packages. You can return to this page anytime by clicking on the button displayed on the service area pages.



Catering

- > Fully Managed School Meals Service

Cleaning

- > Fully Managed Cleaning Service

Early Years

- > Consultancy

Finance

- > Approved Bacs Bureau Service
- > Academy Key Metric Calculator
- > Bacs Run
- > ESFA Statutory Return & Statutory Accounts
- > Finance Services Helpdesk
- > Finance Support Officer Visits
- > Fully Managed Finance Service
- > HCSS Budgeting Tool
- > Integrated Curriculum Financial Planning (ICFP)
- > Management Accounts
- > Peripatetic Services
- > School Finance Support Officer
- > School Key Metric Calculator
- > Year End Closedown Pack

Cumbria Packages

- > Approved Bacs Bureau Service
- > Finance Bursary Service for Cumbria Level 4
- > Finance Bursary Service for Cumbria Level 3
- > Finance Bursary Service for Cumbria Level 2 Gold
- > Finance Bursary Service for Cumbria Level 1 Silver
- > Finance Chequebook for Cumbria
- > Finance Services Helpdesk
- > HCSS Budgeting Tool

Governors

- > Governor Services - Bronze, Silver and Gold Packages
- > Clerk for Additional Meetings
- > ClerkSpace Plus
- > GovernorSpace Plus
- > External Review of School Governance
- > Professional Clerking Package

Grounds

- > Fully Managed Routine Grounds Maintenance Service

Health, Safety & Wellbeing

- > Design & Technology Support Service
- > Health & Safety Service Maintained
- > Health & Safety Service Academies/MAT
- > Occupational Health Service

Information Governance

- > Data Protection & GDPR Gap Analysis
- > Data Protection Officer Service
- > Information Security, Data Protection & Freedom of Information

Education Technologies

- > Audio Visual Support
- > Classroom Management Software
- > Consultancy
- > Digital Monitoring Service
- > Entrust Launch
- > Entrust Broadband
- > Entrust Voice
- > GDPR in Schools
- > GDPR Assist
- > ICT Support Pro
- > InVentry Secure Sign-in Solutions
- > MyConcern
- > Management Information Systems Support (SIMS)
- > Notifying Service for Evacuations and Lockdowns
- > Onsite Services Fully Managed
- > Onsite Services ProXtra
- > Smoothwall Monitor Licence
- > School Fund Manger
- > Safeguarding Data with Encryption
- > SchooliP
- > Tootoot

Music

- > Instrumental & Vocal Teaching
- > Whole Class Instrumental Teaching (K1M/K2M & K3M)
- > Music Curriculum Teaching
- > Piano Tuning
- > Live Music
- > Bespoke Music and Dance CPD and Training
- > The Music Partnership School Audit Visit

>continued

Contents

Click a service to view packages. You can return to this page anytime by clicking on the button displayed on the service area pages.



Outdoor Education

- > Base Camp
- > Duke of Edinburgh (DofE)
- > Education Visits Advice & Guidance
- > First Aid
- > Flint & Fire
- > Residentials
- > Twilight Explorer
- > Wilderness Academy

Property

- > Asset Management - Condition Survey/Building Floor CAD Plans
- > Building Management System (BMS)
- > Design & Development Service
- > Development Officer
- > Display Energy Certificate (DEC) Compliance Service
- > Energy Consultant Contract (ECC)
- > Enhanced Water Hygiene Management Support
- > Property Maintenance
- > Statutory Property Compliance
- > Supporting Successful Funding Bids

School Improvement

- > Assessment and Moderation for Key Stage 1 and Key Stage 2
- > Assessment Moderation and Monitoring for Academies
- > Consultancy
- > Headteacher Performance Management
- > NQT Appropriate Body Service
- > School Improvement Partner Termly Support Package

SEN & Inclusion

- > Consultancy
- > SENDSpace
- > SEN & Inclusion Support Package
- > SENCO Clinics
- > Ways to Wellbeing Award

Skills & Employability

- > Bespoke Careers Activity
- > Business Enterprise Challenge Day
- > Challenging Stereotypes & Transferable Skills
- > Careers Exploration Day
- > Careers Group Sessions
- > Professional Careers Guidance Interviews
- > Quality in Careers Standards (QiCS)
- > Radiation Protection
- > Short Careers Guidance Interviews
- > STEM Transition Workshops
- > STEM Resourceful Romans Workshop
- > STEM Rockets Away Workshop
- > STEM Sammy Seed & the Power of Flower Workshop
- > WorkExperienceSpace



Catering

Providing locally sourced, fresh, high quality and nutritious food

With more than 30 years of food service experience, Entrust is a leader in the provision of education and commercial foodservice in the UK. We provide foodservice to a range of locations including education establishments, visitor attractions, libraries, art galleries and corporate head office environments.

Catering



Fully Managed School Meals Service

✓ Multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Entrust can provide professional catering expertise and advice to provide a fully managed catering service. We create contemporary menus and food that use fresh ingredients and represent genuine value for money for pupils. Pupils expect the environment in which they enjoy their meals to be welcoming and comfortable and we work hard to create relaxed social spaces where great food can be enjoyed.

Great customer service is vital to create a positive experience for pupils. Chartwells continually train and develop their teams so that they can deliver the highest quality service each day.

Our experienced and dedicated operations teams mean we are able to work with schools to make sure they get the very most out of their catering service and give pupils great food, helping to create positive, long lasting memories of their time at school.

Extra options include:

- Adult Free Meals served
- Breakfast and Break Sales
- Cash Collection and Banking - Entrust staff collect and bank
- Cash Collection and Banking - School staff collect and Entrust bank
- Pupil Free School Meals served
- Pupil Paid Meals served

Cleaning

Providing a tailored cleaning service to suit your requirements

With decades of experience looking after different types of premises, we're leaders in the cleaning industry. Our best value, high-quality services will ensure your buildings are always kept clean and that they project an image that reflects the quality of your organisation.

Cleaning



Fully Managed Cleaning Service

✓ Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU

Governance: Maintained/Academy/MAT/Federation/Independent

Locality: Staffordshire/Midlands

This package includes a bespoke routine cleaning service in accordance with the Individual Site Specification agreed between the parties.



Early Years

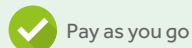
Improving outcomes for children in the EYFS

Our team of consultants have a wealth of experience and expertise across the Early Years Foundation Stage (EYFS), as practitioners, teachers, headteachers, researchers, local authority early years advisors and Ofsted inspectors.





Consultancy



Phase: Nursery/Childminder/PVI
Governance: Maintained/Academy/MAT/Federation/Independent/Special
Locality: Staffordshire

Our team of consultants have a wealth of experience and expertise across the Early Years Foundation Stage (EYFS), as practitioners, teachers, headteachers, researchers, local authority early years advisors and Ofsted inspectors.

We provide support and challenge to enable you to be confident and competent in delivering the very best outcomes for young children and their families. We can support you to improve outcomes, meet your statutory responsibilities and deliver inspiring experiences.

Our Early Years consultancy supports:

- **Schools** - Our consultants will become a 'critical friend', who will work alongside you to create a tailored package that will support whole school improvement and raise the quality of teaching and learning within your school.
- **Private, Voluntary and Independent (PVI)** - We offer an extensive range of high-quality consultancy for all early years' practitioners, including specifically-designed, creative, practical and theoretical approaches.
- **Childminders** - We can support you with your learning and development, safeguarding and welfare, and business development. We run training events and offer bespoke consultancy to meet your specific needs.



Finance

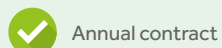
Supporting schools & academies
with all aspects of finance

Our Finance Services team of qualified accountants and school support officers have a vast range of knowledge and experience. We ensure your organisation operates efficiently and effectively whilst remaining financially secure and stable.





Approved Bacs Bureau Service



Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

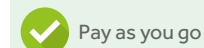
The Entrust Bacs Bureau Service is accurate, quick and simple! Manage your day-to-day financial transactions securely and cost effectively with our BACS Bureau service.

- Payroll
- Creditor and supplier payments
- Payment collection
- Fees refunds

Benefits of our service:

- Entrust is registered as a Bacs Approved Bureau and has been tested for security, reliability and contingency arrangements. We'll ensure only authorised users access the system and we have a full Bacs recovery system should it ever be required.
- We know how many financial payments schools and academies must make and how time sensitive they can be. We ensure a quick and streamlined process. You won't need a swipe-card or any special software installing. Simply upload your file to our website and we'll do the rest!
- BACS payments and cash collections can be easily integrated into your existing financial management system in flexible data formats to meet your specific requirements. We can process Bacs payments from SIMS, SAGE, PS Financials and many more!
- Access to our Finance Helpdesk. You will receive expert advice from our School Support Officers and Accountants. You will also receive ESFA updates, a finance newsletter, networking and an invitation to our mini-conference which is free with this service. The helpdesk is available via telephone or email, five days per week.

Academy Key Metric Calculator



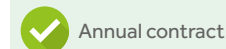
Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Academy/MAT
Locality: National

Please note you have to have "Access Education Financial Software" for this product. The DfE have introduced the school resource management self-assessment tool, from 2019/20.

The tool consists of a checklist and a dashboard. The checklist asks questions of governing bodies in six areas of resource management. The dashboard shows how a school's data compares to thresholds on a range of statistics identified by the DfE as indicators of good resource management and outcomes. Entrust have now produced an easy-to-use spreadsheet which uses several HCSS reports to produce the data required by this tool, along with some other handy information school leaders will find useful. This report can be used as a standalone report for governors, as well as entered into the DfE Tool.

The spreadsheet is now available on SLA Online to purchase. Please head to the SLA Online website to make your purchase. After checking out the Academy Key Metric Calculator, it will be mailed to an e-mail address you select within 2 working days. As part of the package you will receive a user guide with full instructions on how to use the tool.

Bacs Run

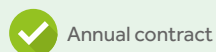


Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Let us save you time and resource by carrying out your Bacs payments. As part of this service we will set-up your suppliers and carry out the verification process. We will then process weekly Bacs payments with your prior approval.



ESFA Statutory Return & Statutory Accounts



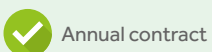
Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Academy/MAT
Locality: National

Let us take away the stresses of ensuring that your statutory returns are done to the ESFA in a timely and accurate manner to ensure that you are compliant with all deadlines.

AAR, EFA Budget return, VAT returns, BFRO, these products can be bought in full or individually. We can also complete your Statutory accounts and help you to submit them to the ESFA.

Purchase this package with our Audit Closedown pack to be applicable for a discount. Multi-year fixed prices are also applicable.

Finance Services Helpdesk

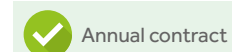


Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained
Locality: Staffordshire

You will have expert advice available from our School Support Officers and Accountants.

You will also receive ESFA updates, a finance newsletter, networking and an invitation to our mini-conference which is free with this service. The helpdesk is available via telephone or email, five days per week.

Finance Support Officer Visits



Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

On-site finance support visits to deal with everything from processing orders/invoices to assistance with three year budget modelling.

Support officer visits to the school can include:

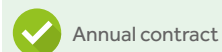
- Routine financial administration
- Strategic financial advice
- Budget reporting
- One-to-one training provided by support officers for new starters, refresher training or an opportunity to increase skills

Benefits to your school will include:

- Flexibility to choose the number of visits to suit your needs
- Freedom to use your finance support where and when you need it



Fully Managed Finance Service



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

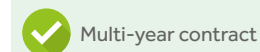
To ensure your peace of mind, our flagship offer is a fully managed service which includes a budgeting system along with a finance officer and accountant support throughout the year.

This service includes Flexible support when and where you need it, qualified accountants and accounting technicians with extensive knowledge of education funding.

A budgeting system complete with:

- Maintenance
- Upgrades and support
- Weekly BACS payments
- Debt collection
- Independent bank reconciliation
- Payroll reconciliation
- Transactional and strategic support
- Newsletters and briefings
- Accountant and finance officer visits for budgeting
- Forecasting
- Year-end
- SFVS return
- ESFA returns
- Multiyear budgeting software including salary modelling
- Access to helpdesk service (Monday - Thursdays 9am to 5pm, Friday 9am to 4.30pm)

HCSS Budgeting Tool



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Federation/Independent
Locality: National

HCSS Budgeting is an intuitive, cloud-based financial planning tool trusted by over 7,000 schools and academies. It has been exclusively designed by education finance specialists and helps schools and academies plan how to use their money. It can be used to forecast budgets up to five years in advance and allows you to plan for changing circumstances, such as funding cuts or staffing cost increases.

Benefits of using the budgeting tool:

- Everything is accessed on one system, saving time and resource as opposed to the spreadsheet system currently used
- The tool includes an excellent salary modeller along with a five-year budget modeller
- It allows you to plan multiple scenarios around your school finances, looking at impact that salary changes, pupil intake, school funding and expenditure will have on a cumulative basis
- It provides comprehensive reports at the click of a button without the need for data manipulation
- Access to our Finance Helpdesk. You will receive expert advice from our School Support Officers and Accountants. You will also receive ESFA updates, a finance newsletter, networking and an invitation to our mini-conference which is free with this service. The helpdesk is available via telephone or email, five days per week



Integrated Curriculum Financial Planning (ICFP)

Pay as you go

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Federation/Independent
Locality: National

ICFP is a tool that links curriculum and financial planning, and can help schools deliver the best curriculum possible, whilst achieving educational success and financial sustainability. Entrust have been recognised by the DfE and have been included on their list of providers of ICFP advice.

ICFP looks at key metrics and those metrics inform and influence the key decisions being made by school leaders. Entrust have produced an Entrust ICFP Tool which will allow schools to introduce and implement ICFP with confidence by calculating these key metrics and using them to produce an ideal staffing structure. In addition, you will receive an Entrust webinar that will teach what these metrics mean, along with allowing members of your school to learn about ICFP, and how it can positively affect your schools financial planning.

Management Accounts

Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

The Academy financial handbook 2018 states that schools now need to compile monthly management accounts.

In the current financially challenging environment, timely accurate and relevant management information becomes increasingly important, both in managing your school and in reporting to Governing bodies. This gives you on or off-site production of management accounts and reports in a format suitable for your senior team, Trustees and Governors on a monthly or termly basis. Produced on a full accruals basis following your policies and procedures, as well as our month end guide and checklist, this includes KPIs, ratios, variance analysis, graphs and reports on your current and future financial position.

Peripatetic Services

Pay as you go

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

We can offer cost effective financial management without the risks and costs associated with employing your own finance team or cover when your finance team are not available for whatever reason.

Peripatetic Accountant Service

Our Accountants can provide the full range of expert support including: producing full management accounts and benchmarking reports, budgets and forecasts, advising on cost reduction strategies and much more.

Peripatetic Finance Director Service

Our highly experienced senior accountants can work with you as your Finance Director to advise on such things as academisation, organisational structure, financial strategy and much more. Each purchase of this product entitles you to one full day of support.

Peripatetic Business Manager/Bursar Service

Our Business Manager/Bursar service can provide the full range of expert support for your school or academy.



School Finance Support Officer

Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Academy/MAT
Locality: Staffordshire/Midlands

Our School Finance Support Officers can schedule regular visits to monitor controls and compliance and provide expert input by training, advising and guiding your team in how to administer your finances or by carrying out specific tasks such as VAT claims, payroll journals or whatever best supports you.

School Key Metric Calculator

Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/MAT/Federation/Independent
Locality: National

The DfE are replacing the schools' financial value standard (SFVS) with the school resource management self-assessment tool, from 2019/20.

The tool consists of a checklist and a dashboard. The checklist asks questions of governing bodies in six areas of resource management. The dashboard shows how a school's data compares to thresholds on a range of statistics identified by the DfE as indicators of good resource management and outcomes. Entrust have now produced an easy-to-use spreadsheet which uses several HCSS reports to produce the data required by this tool, along with some other handy information school leaders will find useful. This report can be used as a standalone report for governors, as well as entered into the DfE Tool.

The spreadsheet is now available on SLA online to purchase. Please head to the SLA online website to make your purchase. After checking out the School Key Metric Calculator, it will be mailed to an e-mail address you select within 2 working days. As part of the package you will receive a user guide with full instructions on how to use the tool.

Year End Closedown Pack

Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: MAT/Academy
Locality: National

An experienced, qualified accountant will prepare a pack that will allow for the accurate and timely production of your final accounts.

As part of this service you will receive a pack that contains:

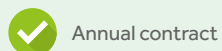
- Consolidated Trial Balance
- Fixed Asset Register
- Review of in-year Capital spend
- Debtors and Creditors
- Reconciliation of Payroll, VAT and Bank
- Income Reconciliation
- Payroll Expenditure Reconciliation
- Detailed Income & Expenditure report showing movements between unrestricted and restricted funds

In addition, your allocated accountant will be available to attend any pre-audit and post-audit meetings as required. They will also be available to answer any audit questions during your external audit. Purchase this package with the ESFA returns pack or the Statutory Accounts Production pack to be eligible for a discount.



Cumbria Packages

Approved Bacs Bureau Service



Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

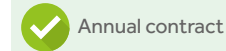
The Entrust Bacs Bureau Service is accurate, quick and simple! Manage your day-to-day financial transactions securely and cost effectively with our BACS Bureau service.

- Payroll
- Creditor and supplier payments
- Payment collection
- Fees refunds

Benefits of our service:

- Entrust is registered as a Bacs Approved Bureau and has been tested for security, reliability and contingency arrangements. We'll ensure only authorised users access the system and we have a full Bacs recovery system should it ever be required.
- We know how many financial payments schools and academies must make and how time sensitive they can be. We ensure a quick and streamlined process. You won't need a swipe-card or any special software installing. Simply upload your file to our website and we'll do the rest!
- BACS payments and cash collections can be easily integrated into your existing financial management system in flexible data formats to meet your specific requirements. We can process Bacs payments from SIMS, SAGE, PS Financials and many more!

Finance Bursary Service for Cumbria Level 4



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Cumbria

We understand that each school is different, that's why we offer four different levels of bursary support.

What's included:

Visits:

- 1.5 Full days every month
- Onsite Scheduled Appointments
- Monthly Financial report

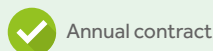
Services:

- Budget preparation service – complete budget submission (May)
- Formula budget allocation calculation check
- Final year end financial statement
- Mid-year budget review service – complete revised budget submission (autumn term)
- April-May staffing budgetary control report to highlight any variances from the budget submission at the earliest opportunity; liaison with payroll if required
- June budgetary control report
- August budgetary control report
- October to February budgetary control report each month



Cumbria Packages

Finance Bursary Service for Cumbria Level 3



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Cumbria

We understand that each school is different, that's why we offer four different levels of bursary support.

What's included:

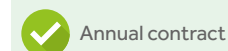
Visits:

- 1 Full day every month
- Onsite Scheduled Appointments
- Monthly Financial report

Services:

- Budget preparation service – complete budget submission (May)
- Formula budget allocation calculation check
- Input of budget
- Final year end financial statement
- Mid-year budget review service – complete revised budget submission (autumn term)
- April-May staffing budgetary control report to highlight any variances from the budget submission at the earliest opportunity; liaison with payroll if required
- June budgetary control report
- August budgetary control report
- October to February budgetary control report each month

Finance Bursary Service for Cumbria Level 2 Gold



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Cumbria

We understand that each school is different, that's why we offer four different levels of bursary support.

What's included:

Visits:

- 2 visits (max 3 hours each)
- Onsite Scheduled Appointments
- Monthly Financial report

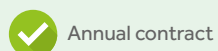
Services:

- Budget preparation service – complete budget submission (May)
- Formula budget allocation calculation check
- Final year end financial statement
- Mid-year budget review service – complete revised budget submission (autumn term)
- April-May staffing budgetary control report to highlight any variances from the budget submission at the earliest opportunity; liaison with payroll if required
- June budgetary control report
- August budgetary control report
- October to February budgetary control report each month



Cumbria Packages

Finance Bursary Service for Cumbria Level 1 Silver



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Cumbria

We understand that each school is different, that's why we offer four different levels of bursary support.

What's included:

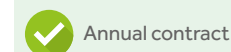
Visits:

- 2 visits (max 3 hours each)
- Onsite Scheduled Appointments

Services:

- Budget preparation service – complete budget submission (May)
- Formula budget allocation calculation check
- Final year end financial statement
- Mid-year budget review service – complete revised budget submission (autumn term)

Finance Chequebook for Cumbria



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Cumbria

Your bursar will support school staff on financial matters, working with you either onsite or remotely for up to 8 3/4 hours per month.

Services:

- Verification/review of monthly bank reconciliation and VAT reclaim
- Budget preparation service – complete annual budget submission (May)
- Formula budget allocation calculation check
- ISBF and ISBD return to LA
- April-May staffing budgetary control report
- ISBQ1 return to LA
- June budgetary control report
- August budgetary control report
- Mid-year budget review service – complete annual budget submission (autumn term)
- ISBQ2 return to LA
- November budgetary control report
- December budgetary control report
- ISBQ3 return to LA
- January budgetary control report
- February budgetary control report

The school would also have telephone contact with an assigned bursar. Additional support outside the hours covered by this agreement can be provided at the prevailing hourly rate.


Your monthly visit could include assistance with:

- Special needs financial monitoring
- Earmarked funding monitoring
- Individual financial training
- Review of internal scheme of delegation
- Financial benchmarking



Cumbria Packages

Finance Services Helpdesk


 Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained
Locality: Cumbria

You will have expert advice available from our School Support Officers and Accountants.

You will also receive ESFA updates, a finance newsletter, networking and an invitation to our mini-conference which is free with this service. The helpdesk is available via telephone or email, five days per week.

HCSS Budgeting Tool

 Multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Federation/Independent
Locality: National

HCSS Budgeting is an intuitive, cloud-based financial planning tool trusted by over 7,000 schools and academies. It has been exclusively designed by education finance specialists and helps schools and academies plan how to use their money. It can be used to forecast budgets up to five years in advance and allows you to plan for changing circumstances, such as funding cuts or staffing cost increases.

Benefits of using the budgeting tool:

- Everything is accessed on one system, saving time and resource as opposed to the spreadsheet system currently used
- The tool includes an excellent salary modeller along with a five-year budget modeller
- It allows you to plan multiple scenarios around your school finances, looking at impact that salary changes, pupil intake, school funding and expenditure will have on a cumulative basis
- It provides comprehensive reports at the click of a button without the need for data manipulation




Governors

Supporting Governing Boards
to raise & maintain standards

We are a dedicated team whose mission is to enable each School Governing Board to strive for excellence through the provision of high quality and comprehensive information, support and development.



Governor Services

 Annual or multi-year contract

Phase: Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

We have enhanced all of our packages with **GovernorSpace Plus** which provides governing boards with resources and online training modules. This is now part of all of our packages at no extra charge.

BRONZE PACKAGE

Our Bronze package has now gone electronic, meaning that we can provide the same information with less impact on the environment. This also allows us to reduce the cost to you. This package continues to provide you with the popular Governor information pack (electronic copy) at the beginning of each term. This comprehensive booklet contains updates, links and appendices of sample materials, all in one place.

Plus we will provide you with a suggested agenda to guide you through all the latest developments and access to our dedicated resource area.

Furthermore, this package includes attendance at Entrust's termly clerk and/or Chair of Governors briefing meetings. Paper packs will continue to be provided at the termly briefings.

This package includes:

- Termly Governor information pack (electronic version)
- Termly Agenda
- Termly briefings at a number of venues across Staffordshire for Chairs or Vice Chairs of Governors
- Termly briefings at Entrust Riverway Centre for Clerks (highly recommended for Clerks to develop their role)
- Governor advice and guidance

SILVER PACKAGE

This package includes all the services within the Bronze Package PLUS:

- Fully trained Agency Clerk for 3 Governing Board meetings
- Annual subscription to GovernorHub to support the administration of governance


Please note: school convenes meetings and distributes papers.

GOLD PACKAGE

This package includes all the services within the Silver Package PLUS:

- Admin support including convening meetings, collation and electronic distribution of papers
- Annual subscription to GovernorHub to support the administration of governance

Clerk for Additional Meetings

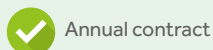
 Annual contract or pay as you go

Phase: Primary/Secondary/Special
Governance: Academy/MAT
Locality: Staffordshire/Midlands

Benefit from having a professionally trained clerk in further governor body or committee meetings to fully record the discussion and challenge.



ClerkSpace Plus



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

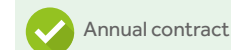
This package provides you with full access to the ClerkSpace programme – an online development programme to help you develop and improve. To support your continued professional development, the online tool will support evaluation in line with the competency framework and guide you through development planning. Targeted training and development activities will enable you to develop and improve.

The benefit of choosing an online support offer is that all materials can be accessed at a time and place to suit you.

This package includes:

- Annual membership to the National Organisation of School Governance Officers (NASGO)
- Online Self-Evaluation Tool
- Access to all of the recorded webinar training titles
- Continued access to the thought leadership pieces
- GovernorConnect and GovernorRecruit to support your boards
- Access to the premium resource area containing useful guidance on procedures, forms and templates
- The new Clerk Information pack at the beginning of each term. This comprehensive booklet contains updates, links and appendices of sample materials, all in one place
- Also included is email advice and guidance provided by the National Association of School Governance Officers (NASGO)
- The option to purchase additional mentoring support

GovernorSpace Plus



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

This package provides you with full access to the GovernorSpace Plus programme – an online development programme to help you develop and improve. To support your continued professional development, the online tool will support evaluation in line with the competency framework and guide you through development planning.

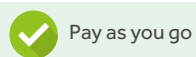
Targeted training and development activities will enable you to develop and improve. The benefit of choosing an online support offer is that all materials can be accessed at a time and place to suit you.

This package includes:

- Online Self-Evaluation Tool
- Access to all of the recorded webinar training titles
- Continued access to the thought leadership pieces
- GovernorConnect and GovernorRecruit to support your boards
- Access to the premium resource area containing useful guidance on procedures, forms and templates
- The termly Governor Information pack at the beginning of each term. This comprehensive booklet contains updates, links and appendices of sample materials, all in one place
- Also included is email advice and guidance
- The option to purchase additional mentoring support



External Review of School Governance



Phase: Primary/Secondary/Special
Governance: Maintained/Academy
Locality: Staffordshire

An external review of governance looks at how well your school's governing body is working. A governance professional works with the governing body, headteacher and clerk to improve the performance of your governing body.

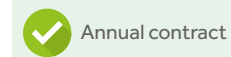
This two-day review consists of:

- An audit of documentation and the school website for compliance
- An initial discussion and school visit to meet key stakeholders
- A written report with recommendations
- A follow up meeting to support action planning

It aims to help your governing body to:

- be more skilled, focused and effective
- be more aware of the freedoms that it has to work in different ways
- be clear in its vision for the school or academy and how, together with the school leadership team, it can achieve this
- be confident that it has a clear delineation of roles and responsibilities
- have the right number of skilled and committed governors to meet the needs of the school or academy
- hold school leaders to account for improving outcomes for all pupils, including those who are disadvantaged

Professional Clerking Package



Phase: Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Benefit from having a professional trained clerk for 3x governor body meetings to fully record the discussion and challenge.

Support in setting the agenda. School to convene meetings and distribute papers. Please note, this package does not include our termly information or briefings.

Grounds

Ensuring high quality, best maintenance for your grounds

With decades of looking after a variety of premises, we're leaders in the industry, and our ISO9000 certification gives you peace of mind that our quality of service is unparalleled.



Grounds



Fully Managed Routine Grounds Maintenance Service



Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

We can provide a bespoke routine grounds maintenance service in accordance with an agreed Detailed Grounds Specification for your school.

Our services include:

- Mowing and lawn care
- Sports field and pitch preparation and line marking
- Garden bed care and replacement
- Installation of outdoor classrooms and sensory gardens, creation of ponds and raised planters
- Gritting and snow clearing, and tarmac repairs



Health, Safety & Wellbeing


Ensuring a compliant, healthy & safe environment

The Health, Safety and Wellbeing Service offers a comprehensive and professional consultancy, advice and guidance service. This includes a broad range of strategic and operational health, safety and wellbeing support.





Design & Technology Support Service


 Annual or multi-year contract

Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire/Midlands

You can be confident we will solve your D&T needs and can offer you the following:

- Support you in complying with your legal and moral obligations as required by H&S legislation and responsibilities within your D&T curriculum area
- Accessible competent D&T engineers who are able to provide advice and support including advice on the life expectancy of certain D&T machinery; what D&T machinery to procure; enabling you to plan and budget for the future
- An annual safety/condition inspection of your D&T machinery including an emailed report
- At the time of the annual inspection, adjustments may also be made to machines and lubricated to manufacturer's settings/recommendations.
- Repairs undertaken using original manufacturer's parts where possible

Health & Safety Service Maintained Schools

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained
Locality: Staffordshire/Midlands

Standard Package

You can be confident in getting the support you need. We will:

- Act as your competent health and safety advisor in accordance with the Management Regulations
- Provide professional consultancy advice, guidance and support on local policy and arrangements, defining and clarification of health and safety roles, development of local safe working practices and assistance with complex risk assessments
- Audit your existing health and safety management systems and provide a report and action plan
- Provide a single contact point for all health and safety queries via our Health and Safety Duty Officer
- Offer a comprehensive health and safety training portfolio which can be delivered on your site or through our training centres
- Investigate any serious accidents and support the management of the immediate and on-going impact of a serious incident
- Annual access to a smart survey tool on employee stress and wellbeing
- Access to 'My Health and Safety' a web based accident and management system
- Notification of reportable accidents, injuries and dangerous occurrences to the relevant enforcement authority


Enhanced Package

This package includes the standard service plus additional services comprising of the following:

- Annual planning meeting to support an individual school to improve its performance, management systems and competency and skills
- Free attendance at termly, centrally co-ordinated, health and safety update briefings to improve information, skills and knowledge



Health & Safety Service Academies/MAT

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU


Governance: MAT/Academy

Locality: Staffordshire/Midlands

You can be confident in getting the support you need. We will:

- Act as your competent health and safety advisor in accordance with the Management Regulations
- Provide professional consultancy advice, guidance and support on local policy and arrangements, defining and clarification of health and safety roles, development of local safe working practices and assistance with complex risk assessments
- Audit your existing health and safety management systems and provide a report and action plan
- Provide a single contact point for all health and safety queries via our Health and Safety Duty Officer
- Investigate any serious accidents and support the management of the immediate and on-going impact of a serious incident
- Annual access to a smart survey tool on employee stress and wellbeing.
- Access to 'My Health and Safety' a web based accident and management system
- Notification of reportable accidents, injuries and dangerous occurrences to the relevant enforcement authority
- Annual planning meeting to support an individual school to improve its performance, management systems and competency and skills
- Free attendance at termly, centrally co-ordinated, health and safety update briefings to improve information, skills and knowledge

Occupational Health Service

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU

Governance: Maintained/Academy/MAT

Locality: Staffordshire/Midlands

You can be confident in getting the support you need. We will provide:

- Advice and guidance on proactively managing new and existing conditions in the workplace
- Assessment, advice and guidance to support completion of medical referrals
- Absence/attendance management advice
- Health surveillance, monitoring of individuals who have a known occupational risk
- Manage, and advise on ill-health retirement applications
- Delivery of occupational vaccinations
- Needlestick injury management
- Advice and guidance on infection control
- Pre-employment health screening compliant with the Equality Act 2010
- Driver medicals to DVLA Group 2 standards
- Advice on the Equality Act 2010 (disability discrimination)
- Access to the Council's ThinkWell service. Employees can self-refer to this service for up to six sessions of counselling. (Management referrals to this service are at an additional cost)



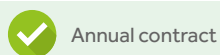
Information Governance

Keeping your essential information safe & secure

The Information Governance Service offers schools and academies advice, guidance and training on Information Security, as well as compliance with the Data Protection legislation (the Data Protection Act and the General Data Protection Regulation).



Data Protection & GDPR Gap Analysis*

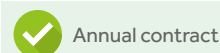


Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Independent
Locality: Staffordshire/Midlands

An onsite GDPR GAP analysis with recommendations (virtual appointment for Out of County). Only one opportunity to complete the form and receive a response. No follow up questions without the Data Protection Officer (DPO) package.

If your data protection practice is acceptable for us to act as DPO you will be able to sign up to the DPO service. This forms the basis of a risk assessment for Entrust to act as DPO. If you have already completed a GAP Analysis with us, you do not need to purchase this service again in order to sign up to the DPO service.

Data Protection Officer Service*



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Independent
Locality: Staffordshire/Midlands

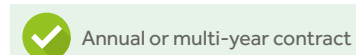
Act as a named contact for the Information Commissioners Office. The named DPO will be Natalie Morrissey and the dpo.schools@staffordshire.gov.uk email address will be used to manage the service.

- Advise on data breaches and whether to report to the ICO – If ICO reportable, this will be done for you
- Advise on privacy impact assessments
- Advise on the creation of GDPR/DPA documentation as a result of GAP analysis
- Assurance to headteacher and Senior Leadership Team regarding compliance with DP legislation
- Be the first point of contact if a GDPR/DPA complaint comes in and advise the school accordingly

Nothing within this service is to be provided as part of the non DPO schools service, this is an additional service.

**You must be signed up to the Information Security, Data Protection & Freedom of Information service*

Information Security, Data Protection & Freedom of Information



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/Independent
Locality: Staffordshire/Midlands

This package includes the following Information Security, Data Protection and Freedom of Information services:

- Information Security Health Check comprising of a half day on-site visit at the school is available upon request
- Production of an Information Security report and action plan for the School to action as appropriate
- Training shall be made available to key decision makers within the school. (2019-2020 training to include: Data Protection, Information Security and Cyber Awareness, Information sharing and FOI)
- Advice in security, DPA and FOI through access to a telephone help-line
- Periodic E-Bulletins sent to the School relating to training, new guidance and any issues affecting schools (such as a national FOI request going to all schools)

This package includes the same services as the three year contract on an annual basis without discount.

Education Technologies

Providing innovative technology solutions

Education Technologies provides an extensive and ever expanding range of services, solutions and expertise to the education community. Our aim is to enable schools, nurseries and adult and youth services to get the most from their investment in technology, supporting overall school development and improve learning outcomes for all.





Audio Visual Support

✓ Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

A comprehensive installation service of Audio Visual and Network solutions including:

- Interactive Touchscreens
- Interactive Whiteboards
- Audio Visual Solutions for Classrooms and Halls
- Projectors for Classrooms or Halls
- Network Solutions, both Wired and Wireless
- High Speed Fibre Optic Backbones
- Managed Wireless Infrastructure
- Visitor Entry Systems

Classroom Management Software

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy /MAT/Federation/Independent
Locality: National

Safeguarding your entire Classroom with Classroom Management Software. This tool provides teachers with the ability to instruct and visually monitor, as well as interact with their students, whether individually, as a pre-defined group or with the whole class.

Helping teachers and trainers improve the efficiency of teaching by centrally instructing students on their computer, maintaining student focus by monitoring application and web usage.

Service includes:

- NetSupport School licence
- Software upgrades provided
- Online support via the self-service portal

Consultancy

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

We understand that off-the-shelf education improvement packages aren't always suitable, and we are always on hand to help create and deliver the best support package for you and your school at that moment in time.

We are happy to discuss your specific requirements and can:

- Provide an overview of our extensive range of consultancy and training including creative, practical and theoretical approaches
- Create a bespoke CPD offer for your leadership team, governing body and teaching staff
- Discuss your needs and create consultancy packages that will support whole school improvement and raise the quality of teaching and learning within your school
- Review any new initiatives or policies you have introduced to ensure they are having a positive impact in your school and provide you with the reassurance you need
- Provide pre and post Ofsted support



Digital Monitoring Service

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

Smoothwall is content monitoring software enables you to monitor and track what children are doing on desktops and laptops.

It protects your students and staff by monitoring, capturing and alerting you to potentially harmful content or behaviour, allowing you to safeguard against online dangers, putting a stop to inappropriate and harmful computer use, whether it involves just looking or active participation.

Entrust Launch (current customers only)

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

Entrust Launch (formerly Launchpad 365) is an education focused solution for Microsoft Office.

So much more than a replacement for your email system, it is also a portal for personalised learning, allowing you to curate and share resources with colleagues and pupils, while enabling your school to meet and exceed many aspects of the national curriculum.

Entrust Launch offers you a wealth of added value, providing additional resources, tools and functionality including:

- Office 365 customisations in partnership with BFC Networks
- Just2easy creative tool suite (J2E)
- Enhanced email protection
- Groupcall Identity-as-a-Service (IDaaS) for identity management via your MIS

Entrust Broadband

✓ Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

Broadband is provided by the market leading provider Updata - who currently provide broadband services to 1000's of schools nationwide. It comes as standard with the peace of mind, e-safety web filtering and Netsweeper which allows granular filtering of inappropriate websites with school level control of policy.

Our broadband package includes:

- Broadband Circuit, (Fibre, Copper or Fibre to the Cabinet)
- BT Termination & Customer Premises Equipment (CPE)
- Managed Router
- Access to the Solar Winds monitoring system
- Pro active monitoring of the broadband circuit
- Connection to SCC Services e.g. SAP & VOIP
- Enterprise class managed firewall
- 4x Public IP Addresses for remote access to school services
- Registration and hosting of the approved "schoolname.staffs.sch.uk" domain
- DNS Services (TAG and records hosting)
- Enhanced user based filtering, allowing you to set different filtering rules for staff and pupils

Entrust Voice

✓ Multi year contract

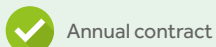
Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

We can offer a range of CISCO telephone handsets that can be purchased:

- Handset 1 1st Handset @ £25 each per month
- Handsets 2-10 2nd to 10th Handset @ £10 each per month
- Handsets 11+ 11th to 200th Handset @ £7.50 each per month



GDPR in Schools



Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

GDPR in Schools - Take control of your data and your data process.

GDPRiS is a highly secure, cloud-based tool designed to reflect existing processes and the way schools work, whilst pro-actively prompting them to meet and exceed the new General Data Protection Regulations. The best of the best is combined in GDPRiS, it documents data flows, mapping and audit of all personal data, and prompts the use of Self Assessment Questionnaires (SAQs).

It will guide ALL school staff to a new level of data protection understanding. GDPRiS has been designed with schools in mind, it is as simple and intuitive as possible ensuring it is easy to use and making it an invaluable tool for schools looking to achieve full GDPR compliance.

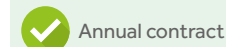
GDPRiS Benefits:

- Manage third party suppliers that process data
- Streamline Subject Access Requests (SARs) and data breach reporting
- Store policy documents, training records and materials
- Provide a Self-Assessment Questionnaire (SAQ) to all staff to ensure full accountability
- Access practical guidance on GDPR compliance
- Supply and store SAQs in other areas i.e. networks, access control

Service includes:

- GDPRiS Licence
- Online support via the self-service portal

GDPR Assist



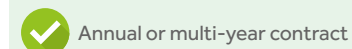
Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

GDPR compliance is an ongoing effort that is expected of us all. In recognition of this, Entrust would like to present GDPR Assist.

GDPR Assist is the compliance aid that will continue to support schools throughout the year with varying levels of assistance. Offering six "mix & match" service options ranging from basic support through to a bespoke, tailored package, Entrust Education Technologies has the solution to meet your school's unique GDPR needs.

Choose the exact level of support unique to your school's needs to continue managing compliance under the General Data Protection Regulation.

ICT Support Pro



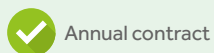
Phase: Nursery/Primary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

The ICT Support Pro Service includes:

- Unlimited telephone & remote support
- On-site technical support visits where appropriate
- Support for Envisage Vanilla networks
- Provision of security patches, service packs
- Support for selected 3rd Party networks
- Disaster Recovery
- Technical Support for peripherals
- Technical Support for curriculum software applications
- Technical support for Apple devices including Macbooks, Ipad and class sets and peripherals
- Access to new product field trials, including support and installation
- Consultancy visits to aid in network development



InVentry Secure Sign-in Solutions



Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Designed with and for education, InVentry is a fully-equipped MIS integrated solution that allows you to accurately monitor who is in school at any given time. Speed up your sign-in process, keep identity information secure, and be confident that your pupils, staff and their data is secure.

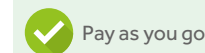
The InVentry system can help your school with:

- Pupil Management
- Staff Management
- Visitor Management
- Integrations
- Evacuations
- DBS Checker
- Events Management
- InVentry Central for MATs

Service includes:

- InVentry Licence (management reporting software)
- 20-inch touchscreen all-in-one PC
- Integrated webcam
- Installation and training
- Visitor, DBS, Pupil and Staff sign-in module
- 3-year hardware warranty
- Online support via the self-service portal

MyConcern®



Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

MyConcern® is a simple to use, safe and secure software for recording and managing all safeguarding concerns.

The system enables all staff to record any safeguarding concern, safe in the knowledge that a proper record has been made and that their safeguarding lead has been automatically notified. It also equips the designated safeguarding lead to assess each concern and manage any ongoing action that needs to be taken.

MyConcern® was designed with the support of teaching professionals and meets (and often exceeds) all DfE statutory guidance and school inspection standards. It is constantly updated to reflect national good practice in schools and 'lessons learned', including Serious Case Reviews.

Key features include:

- Simple and easy for staff to record and manage any safeguarding or wellbeing concern
- Accessible securely from any web-enabled device
- Automatically notifies the Designated Safeguarding Lead/Person (DSL/DSP) of any new concerns
- Equips the DSL/DSP to closely monitor and manage all concerns
- Automatically builds a chronology for all concerns
- Enables the recording of decisions and the allocation of staff actions
- Allows the creation of a 'Team Around the Child', including secure information sharing and joint working with trusted external partners
- Online messaging between team members within the software
- Links to your local Management Information System



Management Information Systems Support (SIMS)

✓ Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Our Management Information Systems package includes:

- Service Desk Support
- Basic MIS Training
- MIS Upgrades
- MIS Guidance Notes and Updates
- Access to information newsletters and Events
- Procurement Support
- Project Management

Notifying Service for Evacuations and Lockdowns

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy /MAT/Federation/Independent
Locality: National

Safeguarding your entire School with the Entrust Education Technologies Notifying Service. Our Notifying Solution allows schools to deliver internal messaging guaranteed to grab attention and as notifications cannot be skipped, ignored or saved for later, the solution offers many advantages over traditional methods of communication.

Best of all, no additional infrastructure is required, ensuring effective communication whether in the classroom or across the school site.

Service includes:

- NetSupport Notifier Licence
- Online support via the self-service portal

Onsite Services Fully Managed

✓ Annual or multi-year contract

Phase: Nursery/Primary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

The Fully Managed Service includes all aspects of the Pro Service with the addition of onsite technician support and all of the following:

- Management and Technical support of ICT curriculum networks.
- Microsoft products are supported where Microsoft currently offer support/extended support for those products
- Use of both remote support and onsite visits as appropriate
- Day-to-Day Network Management tasks including user maintenance, desktop configuration and printer management
- Operational changes including software, printers and peripherals
- Management and monitoring of essential ICT system hotfixes, security patches and Microsoft service releases
- Liaison with other support partners to assist with the management of incidents connected to the curriculum ICT systems
- Proactive assistance to aid in the discovery and repair and potential problems before they cause significant system issues
- Regular preventative maintenance check of backups, server disk space and antivirus software
- Dedicated issue escalation contact and service review meetings
- Development strategy meetings



Onsite Services ProXtra

✓ Annual or multi-year contract

Phase: Nursery/Primary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

The ProXtra Service includes all aspects of the Pro Service with the addition of a regular onsite technician support visit and all of the following:

- Dedicated qualified technician onsite on a regular agreed basis
- Routine server and system maintenance including backup monitoring
- Provide support in ICT lessons
- Installation of software and build packages
- Security and system updates
- Administration and Curriculum server support
- All work documented
- Asset management of equipment

Smoothwall Monitor Licence

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

Smoothwall Monitor is content monitoring software enables you to monitor and track what children are doing on desktops and laptops.

It protects your students and staff by monitoring, capturing and alerting you to potentially harmful content or behaviour, allowing you to safeguard against online dangers, putting a stop to inappropriate and harmful computer use, whether it involves just looking or active participation.

School Fund Manager

✓ Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

The School Fund Service includes:

- Technical advice and support relating to V7 and V8 School Fund Manager software
- Disaster recovery from a full valid backup (V7 only)
- Support will normally be by telephone and remote systems access with onsite visits where Entrust Education Technologies deem applicable

Safeguarding Data with Encryption

✓ Pay as you go

Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

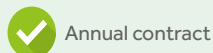
Encryption is the process of scrambling data to make it unreadable to anyone except those authorised to do so. By employing our Encryption solution, you can ensure private data is protected both inside and outside of your school.

Service includes:

- Encryption Licence
- Advice and guidance on using the software to encrypt selected devices and data
- Online support via the self-service portal



SchooliP



Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

SchooliP is a comprehensive school improvement suite which ensures that all activities are strategically focused on those areas that need improvement.

SchooliP empowers leaders to make better decisions about how to improve. Less time is wasted gathering data and more time spent analysing strengths and areas for improvement and seeking interventions for whole school improvement. SchooliP seamlessly integrates staff appraisal and professional development, improvement planning and self-evaluation. All of these processes are typically paper-based and are missing the insight of a combined system of school improvement.

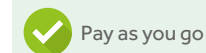
SchooliP enables school leaders to remain in control of these processes from any location, whether from school or from home.

Browser-based and available on any platform (web and mobile app) SchooliP also seamlessly links with all major Management Information Systems (MIS) including Capita SIMS and incorporates single sign-on too.

To help schools we provide the following services:

- Dedicated account manager and implementation plan
- FREE online support and training
- FREE Mobile app (iOS/Android)
- FREE Development Plan/SEF import

Tootoot



Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Tootoot gives students a discreet and confidential way to speak up about their concerns when they may be unable to do so face-to-face.

Pupil messages are received by a trusted member of school staff who can respond as soon as they are received, managing the report with the powerful case-management features, and building up a chronology from start to finish. The ability to link mentors and reassign cases is key for schools, where multiple staff members may need to support or stay updated with a wellbeing concern. The app is particularly effective for pupils who may not be confident enough to approach an adult or want to speak up but are at home during a leave of absence, on a school trip or unable to access the wellbeing services.

Tootoot benefits include:

- Incident recording: build a full picture of pupil wellbeing
- Dashboard and report: save time by having data at your fingertips
- Tootmood: measure the mental health and wellbeing of your pupils

Music Service

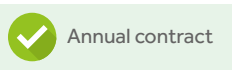
Quality music provision for
Staffordshire schools & families

We are passionate about delivering the best service for schools, families and their communities. Our professional music teachers deliver specialist, quality teaching for the full range of instruments and the voice.





Instrumental and Vocal Teaching



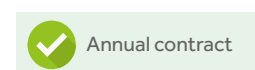
Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

Teaching in groups or individually on the full range of instruments and voice from beginner to advanced level. 36 weeks of tuition delivered annually. Schools can choose to pass on up to 100% of the cost to parents and/or use pupil premium funding to support individual students.

- High quality teaching delivered by experienced music professionals
- Progression through all levels of ability, learning a lifelong skill
- Lessons are usually delivered within the school day to ensure the best uptake
- The affordable alternative for parents to finding private teaching
- Make a quality music provision the shop window of your school
- Instruments included at no extra cost

Instrumental Teaching is discounted to £30 per hour for the first 30 minutes when purchased with Whole Class Instrumental Teaching or Whole Class Curriculum Teaching.

Whole Class Ensemble Teaching (K1M, K2M & K3M)



Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

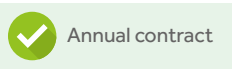
Providing a vibrant foundation for all future music work. It equips children with the vital skills, knowledge and understanding that will enable them to make progress in learning for the future.

- Taught over 36 weeks to a full class of learners
- Accessible by all pupils, the inclusive way to bring music to your school
- Vibrant, hands on music teaching to engage the whole class
- Class sets of Brass, Guitar, Percussion, Strings, Recorder, Ukulele, Woodwind and iPad all available
- Fabulous end of year celebration concerts included at no extra cost
- Can be used to cover PPA time
- Instruments included at no extra charge

Instrumental Teaching is discounted to £30 per hour for the first 30 minutes when purchased with Whole Class Instrumental Teaching or Whole Class Curriculum Teaching.



Music Curriculum Teaching



Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

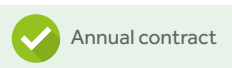
Weekly teaching for whole classes working to the requirements of the National Curriculum, including creative, practical, performing, composing and listening activities to meet individual needs of pupils.

Support for creative curriculum development can be included, as can preparation for performances. Although designed as 36-week programme, curriculum teaching can be flexibly negotiated to meet needs and budgets.

- Expert music delivery and advice to shape the potential in your pupils
- Shape the music provision in your school and embed it into your curriculum by using one of our specialists
- Get the most from your existing instruments and resources and provide CPD to other members of your team
- Bring your school and pupils on board with the wider opportunities available through the music service and music education hub
- Instruments and resources provided at no additional cost

To help enhance progression in music, 'Instrumental Teaching' is discounted for the first 30 minutes of delivery when purchased with 'Whole Class Instrumental Teaching' or 'Whole Class Curriculum Teaching'.

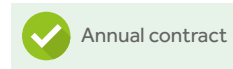
Piano Tuning



Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

Setting the tone for the best music making in school. Expert piano tuning service at market leading prices.

Live Music

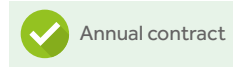


Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

A Musical Showcase for the whole school. High quality access to real live music with our curriculum linked performances.

- A stimulating hour long live music experience for your school, year group or class
- A brilliant way to inspire and reward your pupils at the start or end of term
- Curriculum linked set lists to stimulate further learning in your schools' chosen topics
- A great opportunity to meet the requirements of the National Curriculum

Bespoke Music & Dance CPD & Training



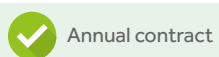
Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

Let us give you expert musical and dance direction. Continuing professional development in Music and Dance provided by expert teaching professionals.

- An impartial, external view of your music and dance provision
- High quality training for all of your staff
- Options for full day, half day and twilight available
- This additional support sits outside of our fully funded audit and centralised CPD offers



The Music Partnership School Audit Visit



Annual contract

Phase: Primary/Secondary/Special/PRU

Governance: Maintained/Academy/MAT/Federation/Independent

Locality: Staffordshire

Through the Music Education Hub, a fully funded visit and impartial review of school music provision through completing a self-assessment audit tool and action plan.

- Access this support free of charge as a Staffordshire school
- Improve music in your school
- Ensure you are 'Ofsted ready' through delivery of the National Curriculum and the National Plan for Music Education
- Identify if your school is eligible for an Excellence in Music Provision Award
- Become a Music Mark school member through this process



Outdoor Education

Promoting health & wellbeing with the aim of inspiring tomorrow's explorers

We provide unforgettable, fun, adventure learning experiences. Through these experiences we aim to boost confidence, build character, promote health and wellbeing and develop social, emotional and environmental awareness.





Base Camp



Phase: Primary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Base Camp is an exciting new way for your pupils to experience a night under the stars and all the adventure that comes with such an experience - all in the safety of the familiar surroundings of your school grounds.

Your pupils will have the chance to learn a wide range of skills including:

- First aid in the outdoors
- Countryside Code
- Shelter building
- Navigation
- Team building and communication
- How to use outdoor equipment

Duke of Edinburgh (DofE)



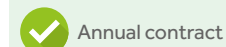
Phase: Secondary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Entrust Outdoors are with you all the way in planning and delivering your school's DofE journey. Let us help with planning, supporting and executing your expedition. We are an Approved Activity Provider (AAP) Licence holder and can provide DofE expeditions on foot, by canoe and bike in all regions.

Key information

- Expeditions for Bronze, Silver and Gold Award.
- All group equipment provided inc tents, stoves, group shelters, first aid kit and maps
- Training courses delivered from our own Outdoor Education Centres and your school grounds
- Group tracking technology used
- Open Award dates for individuals
- Presentations to launch your expedition

Education Visits Advice and Guidance



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy
Locality: Staffordshire

America, Italy, Cambodia, India, Entrust Outdoors Centres, Cadbury World and Lichfield Cathedral are just a few of the hundreds of venues schools have visited over the last few years.

Does your school offer educational visits? Are they effectively planned, delivered and evaluated following best practice guidelines? Are your school and staff meeting their legal obligations with regards to educational visits?

Entrust Education Advice and Guidance Service can assist your school to deliver high quality and safe learning outside the classroom using the Evolve visit approval system that allows all visits to be formally recorded and approved to ensure best practice is being followed.

Entrust has adopted the National Guidance on school visits from the Outdoor Educational Advisers' Panel and we will help you to access and follow this guidance.

This package includes:

- An Evolve account specific for your school
- Use of Evolve as a planning, approval and audit tool for all educational visits
- Access to a dedicated Educational Visits Advisor
- Regular and up to date OEAP guidance and best practice
- Opportunities for staff training and CPD to enhance the school educational visits provision



First Aid

✓ Full range of HSE training courses

Phase: Primary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Dealing with accidents and emergencies in the workplace can be a daunting prospect. We can provide accredited First Aid training for your staff. Give your staff the confidence they need to deal with common workplace injuries and illnesses while complying with your legal obligations under Health and Safety regulations by sending your staff on one of our fully certified, approved and regulated first aid courses.

We can offer the following courses:

- HSE First Aid at Work (3-day course)
- HSE Paediatric First Aid (2-day course)
- HSE Emergency First Aid at Work (1-day course)
- AED Training (3 hour course)
- HSE First Aid at Work Re-qualification (2-day course)
- Auto Injector Training (1 to 3 hour course)

Flint and Fire

✓ 2 and 3 Day Packages

Phase: Primary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Suitable for years 3-6, our Flint and Fire programme focuses on primitive living skills and nature awareness. Pupils will have the opportunity to take part in fun, practical activities designed to stimulate senses and focus their concentration skills for application in the classroom.

Flint and Fire links to the Key Stage 2 Prehistoric Stone Age unit. Exploring how man created fire and what tools he used to hunt, gather food and survive.

Residentials

✓ 3 and 5 Day Packages

Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Our residentials provide an all-round experience with a range of activities to suit a variety of ages and interests. Perfect for your young explorers!

We will provide pupils with an action packed itinerary that teaches bushcraft skills as well as allowing time for activities such as various team building challenges, BMXing, high ropes, wall climbing and much more.

3 Day Residential: A combination of centre based adventure challenge and bushcraft activities to help young explorers on their way.

5 Day Residential: Our classic adventure learning programme with a mix of fun and engaging centre based challenge activities and off-site adventures.

Twilight Explorer

✓ 1 Night


Phase: Primary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Suitable for years 2-4, our 2-Day Twilight Explorer Residential package incorporates your pupils' first night away from home.

An exciting programme that gives an insight into nomadic tribal cultures, including making dream catchers, fire lighting techniques, stories and chants. Twilight Explorer also links to the Stone Age tools element of the national primary curriculum, providing an enriched learning experience for pupils. Activities include - bushcraft, campcraft, drumming and more!



Wilderness Academy

 2 and 3 Day Packages

Phase: Primary/Secondary

Governance: Maintained/Academy/MAT/Federation/Independent

Locality: Staffordshire/Midlands

Based at a purpose built campsite set deep in the Staffordshire Moorlands, Wilderness Academy provides an authentic outdoor experience. We offer both 2-day and 3-day programmes.

Wilderness Academy is designed to fully immerse young people in the natural world. They will spend their days exploring the forest and learning bushcraft skills. Evenings will be spent sat around the campfire, sharing stories and reviewing their experiences. At Wilderness Academy, our aim is to inspire the next generation of explorers. Spending time away from their devices and the trappings of technology, pupils will be educated on the importance of conserving and protecting our fragile planet.



Property

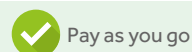
We create safe, sustainable learning spaces that inspire & incite

Our Property Services create inspirational, safe and efficient learning spaces through partnerships with skilled contractors, Local Authorities and schools.





Asset Management - Condition Survey/Building Floor CAD Plans



Phase: Primary/Secondary/Special
Governance: Academy/MAT
Locality: Staffordshire/Midlands

Condition Survey and CAD Plans are an integral part of effective Asset Management Planning (AMP) which is key to managing your school buildings effectively. This enables you to develop a strategic approach to maintaining and investing in your premises.

Entrust is able to offer a 4 year fully comprehensive professional Asset Management SLA package, allowing you to spread the cost over the four years. This package includes:

Condition Survey

Elemental Condition Survey that is carried out based on the DfE guidelines. Both the Building and Mechanical & Electrical elements will be surveyed. This package also provides you with online access to the dedicated Entrust Property Portal which provides a real-time view of your Condition Data.

Building / Floor CAD Plans

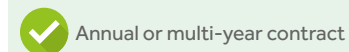
Production of digital floor plan, suitable for Asset Management to include:

- Building Block referencing
- Roof and elevation referencing
- Room Referencing
- Room Designation / Use
- Room Area
- Building block areas

You will also receive

- Strategic Property Planning and Advice including:
 - Bidding support (technical advice)
 - Capital strategy (technical input)
 - Capital Programming and Prioritisation
- 48 months online access to your property information via the dedicated Entrust Property Portal.

Building Management System (BMS)



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

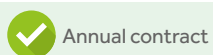
For schools that have a compatible Building Management System (BMS) Entrust shall provide:

- Monitoring of heating and hot water plant operation and energy control for sites connected to the central BMS network
- Bespoke scheduling of plant operation in conjunction with site requirements
- Remote fault diagnosis, where system functionality allows, which may negate costly Contractor call out charges
- Access to technical support for BMS systems, to enable heating and hot water temperatures to be remotely monitored and adjusted to meet the School's requirements
- Checking the operation of automatic energy control equipment for heating, hot water, air conditioning & ventilation

Site visits may incur additional charges. This service is available to Academies on the Entrust broadband or SCC PSN. This service may be made available to Academies using other broadband providers but you may incur additional charges from your broadband provider – please contact the Energy Team to discuss your requirements. 01785 337110 or 07773 792075



Design & Development Service



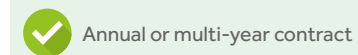
Phase: Nursery/Primary/Secondary/Special
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Our team of professionals will design and manage construction or refurbishment projects of any scale.

Your school will benefit from:

- The design, specification and monitoring of new build or refurbishment of buildings
- Specification to address the life cycle of buildings and design cost effective and practical solutions to achieve better value for money
- Ensuring the design of buildings to meet current legislation, including fire safety, planning, environmental and sustainability as they apply to building design
- Structural surveys and reports
- Building condition/services surveys and reports
- Contractor framework management

Development Officer



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire

Entrust will support your school to assist in effective Asset Management Planning (AMP) through an annual consultation.

A school-based Asset Management Plan (AMP) is the collection of key property data in a single database that can be used to effectively inform both investment and service delivery decisions. The format and the methodology for producing school AMPs have been determined by the DfE.

To complete the AMP, you will be asked to provide:

- Access to the School site and appropriate person(s)
- Information in relation to school managed projects
- Information in relation to changes of room use

Your school will benefit from:

- Advice to help the school produce a strategic asset management plan (AMP) and long term strategic property investment plan
- Prioritisation of property maintenance and development of your property portfolio, including identifying funding streams the school may wish to pursue
- Advice for compliance / best practice for Landlord Approval & Licence Applications e.g. planning and development, section 77 approvals
- Provide online access to your property information via the dedicated Entrust Property Portal

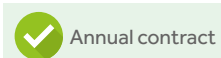
In Staffordshire, the County Council provides the following additional services to its maintained schools. These services are available to Academies, on request, at an additional charge

- provide a template to support the AMP process
- write and produce your AMP
- produce a Condition Survey

Alternatively, Academies can purchase a packaged Asset Management Planning Service which includes an updated condition survey.



Display Energy Certificate (DEC) Compliance Service



Annual contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Entrust shall facilitate production of a compliant Display Energy Certificate(s) (DEC), based on your current compliance requirements, on behalf of the School.

The offer consists of:

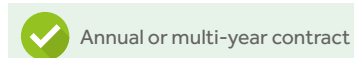
- Telephone access to a fully qualified and accredited Level 4 Non-Domestic Energy Assessor fully experienced in site energy surveying.
- Production of a compliant, legally required, Display Energy Certificate(s) for you to display on site
- Clear and simple tailored advice to help cut the energy costs and carbon emissions in your buildings
- Display Energy Certificate(s) and associated reports lodged on the official Landmark Register

Buildings exceeding a Gross Internal Area (GIA) of 250m² will be provided with individual certificates as required by current legislation.

Each certificate must be officially lodged which incurs a registration fee(s), included in the SLA.

Offer prices are bespoke to your property requirements and current legislation. Your offer will be made depending on the known Gross Internal Area (GIA) for your school site. This will be evaluated during the site survey or annual review and may result in a change to the DEC compliance requirements and associated charges for your site.

Energy Consultant Contract (ECC)



Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Schools will benefit from being able to access fully OJEU compliant, highly competitive utility contracts (significant economies of scale achieved from thousand's of customers).

This includes:

- Negotiation and procurement of bulk purchase gas and electricity contracts
- Additional savings are delivered by Entrust making arrangements for all associated mandatory contracts which are required for the provision of energy, including but not limited to Meter Operator Contracts, Data Collection and Connection Agreements

Entrust will provide an energy account management service to the School, consisting of:


- Access to a dedicated market leading website (SystemsLink®) providing reports on utility billing and usage
- Validation and verification of invoices to ensure the correct contract rates and consumption levels
- Trend analysis to identify high use anomalies
- Advice with location and repair of water leaks
- Promotion of energy saving practices and techniques
- Advice on the efficient use of water and energy
- Telephone support and advice by experienced Energy professionals

The contracts that Entrust can offer are in compliance with EU Procurement Directives and relevant policies including Public Procurements Regulation 2015 and Staffordshire County Council's Financial Standing Orders (or equivalent).

Six months' notice of termination will be required in writing for any contract covered under this SLA.



Enhanced Water Hygiene Management Support

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

This support package has been designed to assist schools in meeting their responsibilities and complying with the requirements of ACoP L8 (at the time of offer). Please note: This service is in addition to the existing two six-monthly checks that are already undertaken this package in the water hygiene service provided in the Statutory Risk and Compliance Package.


This enhanced service provides:

- Monthly flow and return temperature checks from all hot water heaters and boilers
- Monthly temperature checks from all hot water sentinel points (usually the first and last taps on run of pipework)
- Temperature checks from all cold water sentinel points
- Record hot water temperature outputs for all thermostatic mixing valves (TMV's)
- Temperature checks from 10% of the remaining hot taps
- Temperature checks from 10% of the remaining cold taps
- Audit on site log book to ensure weekly flushing is being completed
- Make necessary adjustments to temperature controls.
- Where possible, repair faulty thermostatic mixing valves (TMV's) to avoid a scalding risk
- Quarterly clean, de-scale and disinfect all showers, include hose if fitted

Entrust shall engage a third-party provider to enable schools to effectively delegate many of the routine water hygiene monitoring tasks, including monthly temperature checks undertaken during School term times.

All tasks shall be carried out by City & Guilds qualified competent technicians.

Property Maintenance

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Your school will benefit from:

- Designated surveyor/s providing advice and technical guidance for responsive maintenance and project works
- Your surveyor shall visit your School for a 1-2-1 consultation
- Monitor projects up to £5,000 where contractors are appointed by Entrust on your behalf, to help assure quality, workmanship and value for money (larger projects will be subject to agreed professional fees)
- Access to 24-hour emergency advice and support
- Access to wide choice of pre-tendered day works and framework contractors via Entrust
- Preparation of scope and estimates for proposed projects and planned maintenance programmes
- If requested, specialist advice on remedial works following routine service and testing. (e.g. D1 classification – requiring immediate rectification)


The Maintenance Team will:

- Respond to a routine maintenance enquiry on the same working day and an emergency situation within two working hours
- Support and review project documentation, if required

Schools may also purchase additional project support at a discounted fee for the procurement of self-funded maintenance or improvement projects including preparation of specifications, drawings, tenders, site supervision and verifying invoices for payment.



Statutory Property Compliance

 Annual or multi-year contract

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Academy/MAT
Locality: Staffordshire/Midlands


Entrust provides a managed service that delivers an extensive range of service contracts and Asbestos risk assessment review (where appropriate). These contracts meet the demands of the wide range of legislation that exists to maintain the safe operation and management of mechanical and electrical systems within school buildings. Academies are directly legally responsible for the duties associated in complying with this legislation. Entrust will provide access to numerous contracts and manage the performance of the contractors by:

Monitoring changes in legislation

- Updating contract specifications to maintain compliance and deliver best value
- Assessing contract bidders to select the best available supplier
- Managing schedule adherence
- Conducting Engineer Site Audits on the contractors
- Verifying invoice details
- Auditing work reports
- Validating defects reports
- Resolving report and invoice queries before they reach the client

You will have online access to your statutory property risk and compliance service schedules and records via the dedicated Entrust Property Portal. All work activity is undertaken in accordance with a bespoke contract specification designed to comply with the relevant industry standards including British Standards, European Directives, etc. Notification of urgent defects within 1 working date of Entrust being notified by the Contractor (i.e. D1 classification – requiring immediate rectification). Contracts usually include 24 hour, 365 days emergency contractor call out facility. Our contracts consider the whole cost of ownership of an asset. For example, certain contracts are comprehensive and include replacement components when found to be faulty (e.g. fire alarms and intruder alarms). Contracts are managed by "in house" professionally trained specialists, acting in your interests. For the full range of service contracts refer to the Property Service Schedule.

Supporting Successful Funding Bids

 Pay as you go

Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation
Locality: Staffordshire/Midlands

Entrust has a proven track record in identifying and securing external funding in order to assist schools in maintaining and improving the built environment. By utilising our extensive property experience and expertise we can provide support, information and guidance in developing capital project bids to the ESFA and other bodies.

This package is available with two options, based on the complexity of the project:

1. Aimed at supporting bids which do not require the deployment of a full multidisciplinary design team, for example, window, boiler or roofing replacements.
2. Complex projects, where the services of our full multidisciplinary design team are required. These types of projects might include works such as classroom extensions or new building construction which often require architectural and planning services.

Regardless of the option which is appropriate for your requirements, we would normally waive any bid support fee where you commission our team to project manage the successful bid. Our specialist surveyors and engineers will work with you to identify potential projects and funding options.

We will develop various option appraisals including:

- The project methodology
- Identifying links to pupil outcomes
- Inclusion of project timelines and risk registers
- Cost estimates based on pre-tendered contractor frameworks ensuring best value and price certainty
- Asbestos considerations by our in-house Asbestos Team
- Bids contain all foreseeable costs including our professional project management fees for successful project delivery

Our full bidding service includes end to end support, from conception to submission.

School Improvement

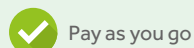
Raising attainment & improving quality of teaching & learning

Our consultants will support and challenge you to be confident and competent in delivering the very best outcomes for children, young people and their families.





Assessment and Moderation for Key Stage 1 and Key Stage 2



Phase: Primary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

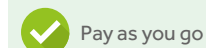
This two-day package will enhance the accuracy and consistency of teacher assessment. Our curriculum consultants will spend two days providing objective scrutiny of Maths and English evidence to support and challenge teachers' judgements. We guarantee that all our moderators are STA accredited.

The outcome for your staff will be increased confidence in making accurate and consistent judgements in line with national standards.

This package will:

- Support the moderation process by examining the National Curriculum age-related expectations
- Consider the range and quality of evidence provided to support judgements
- Explore the implications for teaching and learning, identifying areas for further development
- Provide a brief report that will identify strengths, weaknesses and next steps. This will be completed in conjunction with the teachers present at the moderation session

Assessment Moderation and Monitoring for Academies



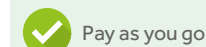
Phase: Primary
Governance: Academy/MAT
Locality: Staffordshire

This moderation/monitoring package is designed to limit the financial burden of the unexpected cost of moderation and ensure you receive the support you need. You will receive:

- One delegate place on our Assessment training
- Further delegate places on our Assessment training at the reduced rate of £99 (standard price £189)
- KS1 and KS2 moderation should you be selected
- KS2 SATs monitoring should you be selected
- Phonics monitoring visit should you be selected

Based on two moderators spending half a day in your school, this package could save you up to £200!

Consultancy



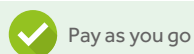
Phase: Primary/Secondary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

We understand that off-the-shelf education improvement packages aren't always suitable and we are always on hand to help create and deliver the best support package for you and your school. We are happy to discuss your specific requirements and can:

- Provide an overview of our range of consultancy and training including creative, practical and theoretical approaches
- Create a bespoke CPD offer for your leadership team, governing body and teaching staff
- Discuss your needs and create consultancy packages that will support whole school improvement and raise the quality of teaching and learning
- Review any new initiatives or policies you have introduced to ensure they are having a positive impact in your school
- Provide pre and post Ofsted support



Headteacher Performance Management



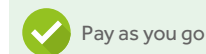
Phase: Primary/Secondary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Head Teachers are required to have completed / reviewed their performance management objectives by 31st December in any given year with the support of an external advisor. This service provides schools with an experienced external advisor who will spend one day providing rigorous and informed support for new and experienced Head Teachers and Governing bodies wishing to complete the yearly appraisal cycle.

In order to provide you with a rigorous service, the advisor will follow the practice outlined below:

- The advisor will ask for the Head Teacher's objectives and their evaluation of achievement against the previously agreed success criteria
- The advisor will review the Head Teacher's evaluation and validate it through the use of any additional data / information that is available.
- The advisor will write an evaluation / assessment of the level to which the Head Teacher has achieved the stated objectives, which informs the next stage of the process
- The advisor will then meet with the Head Teacher to review the external evaluation and discuss with them the possible objectives for next year, including success criteria and means of monitoring
- The advisor will meet with Governors to review the external evaluation document and advise on the possible new objectives
- At a meeting with the Head Teacher and those Governors responsible for performance management, the advisor will facilitate a session to review old objectives and establish new ones - the advisor will offer support and further clarification as required as well as recording the outcomes of the discussion
- The advisor will draft the agreed HTPM document for the school

NQT Appropriate Body Service



Phase: Primary/Secondary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

For maintained schools, it is a statutory requirement to register NQTs with an appropriate body service.

Entrust has extensive expertise in providing high quality support for NQTs and their tutors. Entrust is registered with the Teaching Regulation Agency (TRA) as an appropriate body for NQT induction.

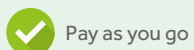
Entrust offers a comprehensive service for supporting NQTs throughout their induction process as the appropriate body including:

- Registration and inclusion on the TRA NQT database
- Receipt, processing, monitoring and quality assurance of assessment forms
- Determination of the length of the induction period
- Final decision on whether the NQT has made satisfactory progress against the Teachers' Standards, based on the Head teacher's/ Principal's recommendations.
- Notification of completion of NQT induction to the TRA
- Guidance for induction tutor(s) including supporting website documentation and handbook
- Information for NQTs – including supporting website documentation and handbook
- Dedicated helpline, named contact and email contact for induction tutors and NQTs
- Knowledgeable, experienced consultants who will give advice where NQTs are at risk of failure

To enhance your management of the NQT induction process, we include in our provision a nationally recognised online system which will enable you to access and complete the assessment requirements with ease. For more information visit www.nqtspac.co.uk



School Improvement Partner Termly Support Package



Phase: Primary/Secondary

Governance: Maintained/Academy/MAT/Federation/Independent

Locality: National

With schools being increasingly asked to be self-evaluative, this three-day package will provide you with an experienced School Improvement Partner (SIP). Your SIP will flexibly respond to the broad spectrum of school improvement issues while at the same time being able to support your specific needs.

You will be able to negotiate a wider scope of support with the individual SIP based on a broader range of evidential needs. This could include a more detailed review of the school's SEF / Development Plan / joint analysis of ASP and/or the Inspection Dashboard / supporting senior, middle leadership and Governors in their different roles as well as providing external validation and challenge for in-school monitoring arrangements. Following the SIP visit, the school can choose whether to receive detailed or summary reports from the SIP on the evidenced focused area of support, as well as potential next steps for the school.



SEN and Inclusion

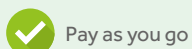
Supporting you to overcome barriers to learning

From those who need to 'catch up', to those who have complex profiles and full statements of Special Educational Needs or Education Health and Care Plans, we are committed to improving their outcomes by providing expert support, advice and guidance.





Consultancy



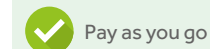
Phase: Nursery/Primary/Secondary/Special/PRU/PVI/Alternative Provision
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

We understand that off-the-shelf education improvement packages aren't always suitable and we are always on hand to help create and deliver the best support package for you and your school at that moment in time.

We are happy to discuss your specific requirements and can:

- Provide an overview of our extensive range of consultancy and training including creative, practical and theoretical approaches
- Create a bespoke CPD offer for your leadership team, governing body and teaching staff
- Discuss your needs and create consultancy packages that will support whole school improvement and raise the quality of teaching and learning within your school
- Review any new initiatives or policies you have introduced to ensure they are having a positive impact in your school and provide you with the reassurance you need
- Provide pre and post Ofsted support

SENDSpace



Phase: Nursery/Primary/Secondary/Special/PRU/PVI/Alternative Provision
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

SENDSpace is an online professional development programme to support teaching professionals to identify and meet the needs of all children with SEND in their school.

Designed in line with the SEN Code of Practice (2015), the programme provides a tailored service depending on your job role, ensuring the whole school meets their statutory responsibilities. It offers you access to self-evaluation tools, online training, useful resources and advice from our highly skilled professionals.

The programme can be completed anytime and anywhere there's an internet connection and provides real-time and valuable evidence of improvement over time.

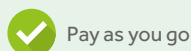
Subscription includes:

- A role-specific self evaluation tool allowing you to evaluate progress over time.
- Access to online training to support continuous professional development.
- Expert advice and guidance from our SEN experts.
- A range of resources to support implementation of the graduated response.

For more information please visit: www.send-space.co.uk



SEN and Inclusion Support Package



Phase: Nursery/Primary/Secondary/Special/PRU/PVI
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

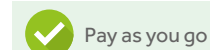
Includes Learning Support, Minority Ethnic Achievement Support, Personal Development, Health and Wellbeing and Behaviour Support. A flexible package to support inclusive practice and pupils with additional needs by providing training and consultation across a range of areas within special educational needs, disability, behaviour, health and wellbeing and ethnic minority achievement.

The package allows schools to purchase visits that can be used across SENIS including:

- Addressing school duties around Prevent focusing on making your school an inclusive community
- Pupil casework – assessment (Behaviour, EAL & Cognition & Learning), recommendations
- Additional pupil support for EAL, Behaviour or SEN
- Strategic support – PSHE, SENCO, Behaviour & Mental Health
- Whole school audit of EAL provision, SEN Provision, Behaviour, Pupil Premium
- Staff training – staff meeting/half day/full day
- Parent workshops
- Whole class sessions on emotional wellbeing and mental health, cultural diversity, beliefs and practises of different religions, challenging stereotypes and whole class PSHE sessions (e.g. puberty, drugs education)
- Training for pupils to be health educators (focus on tobacco and alcohol)
- Staff wellbeing sessions
- Packages can be shared across MATs or clusters

9, 12, 18 and 24 hour support packages available.

SENCO Clinics



Phase: Nursery/Primary/Secondary/Special/PRU/PVI/Alternative Provision
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Entrust are able to provide a half day SEND clinic for your school or MAT which will provide your staff with the opportunity to ask questions regarding specific pupils or strategies and offer advice on signposting to other agencies.

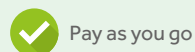
Our expert team can support with all aspects of SEND and inclusion ranging from cognition and learning, (including access arrangements, pupil assessments including dyslexia) behaviour management /SEMH, EAL and our Health and Wellbeing team can provide advice and support around PSHE and the new Relationships and Sex Education and Health Education curriculum.

Our successful clinics can deliver detailed advice for individual pupils on how to implement reasonable adjustments, strategies to support specific difficulties e.g. retention/recall, spelling, reading, numeracy, phonics, behaviour management and accessibility strategies.

Discussions are documented and emailed to you following the clinic with recommendations for resources / web links and follow on suggestions/ actions.



Ways to Wellbeing Award



Phase: Nursery/Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

The Ways to Wellbeing award has been designed to support schools to improve wellbeing. It will support schools to prepare for and deliver the statutory implementation of Relationships (and Sex) Education and Health Education from September 2020 and the proposed changes to the Ofsted framework.

Based on our extensive experience of delivering award programmes, Ways to Wellbeing provides a robust approach to auditing current practice and making improvements in your school. Throughout the programme you will be able to access expert guidance from our experienced consultants.

The process begins with the Health Check, a comprehensive audit of current provision. A member of the team will visit your school or offer virtual support to complete the Health Check document. Through this professional discussion we will identify good practice and provide guidance to address gaps in your provision. The completed audit document will provide up to date and valuable evidence including for Ofsted.

The next step is to identify a couple of themes for your school to work on. The themes are:

- Action Against Bullying
- Mental Health and Emotional Wellbeing
- Relationships (and Sex) Education
- Health Education
- PSHE education
- Citizenship

For your chosen theme you will receive a comprehensive toolkit containing a theme audit, action plan template, policy checklist and other guidance. Using these tools, you will be able to assess your school's provision and gaps in the chosen area and write an action plan to implement over the next 12 months. Email support from our consultants will be available. Once the action plan has been implemented you will be able to apply for accreditation. This will be an electronic submission of your final plan with evidence of progress. Our expert panel will assess your submission and once approved your school will be awarded the Ways to Wellbeing Award logo and certificate.

Skills & Employability

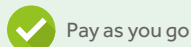
Enabling learners to make well informed, aspirational and realistic decisions

We provide careers guidance, work experience tools and deliver professional development and training for all ages.





Bespoke Careers Activity



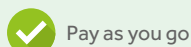
Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

The Bespoke Careers Activity provides you with the opportunity of having a Careers Adviser available in school to undertake any activities or input that is not available as service within the SLA Online. This is often used for attendance of events on school's behalf, where an additional adviser is required for an activity day or for SEND annual reviews. This is not an exhaustive list.

Outcomes include:

- School and students get the benefit of a Careers Adviser for their chosen activity or event
- School has the autonomy to agree the activity; making it bespoke to you

Business Enterprise Challenge Day



Phase: Secondary
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

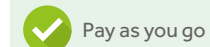
The Business Enterprise Challenge Day is for a whole year group, and is suitable for years 8 to 11. It is designed to offer students a practical experience of enterprise. The focus is on how the business decisions students make affect the success or failure of their pop up business.

Students will:

- Pitch their business idea to a panel of real employers we source for you
- Gain insight into entrepreneurial skills including planning
- Take on roles within their business team
- Learn about making decisions within a team setting

This activity can be used by schools to build links with their local business community.

Challenging Stereotypes and Transferable Skills



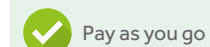
Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire Midlands

An interactive two hour session targeted to years 7-9. We deliver to a whole year group to help students recognise and challenge stereotyping as applied to them or others. It will also make clear that most career areas require the same transferable skills, and in so doing will highlight the significance of key skills such as communication, time management, numeracy and digital skills. Outcomes include:

- Raising aspiration and avoiding outdated thinking in career decisions
- An exploration of motivation and embedding an 'I can' attitude
- Understanding the importance of knowledge, skills/attitude in career thinking
- The significance of key transferable skills in the world of work

Schools can use this activity to develop partnership working with employers.

Careers Exploration Day



Phase: Primary/Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

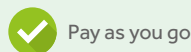
Recent research shows that aspirations are formed at a relatively young age and that 'gender' influences in particular, begin very early. Our Career Exploration Days are targeted at Year 5-7 and delivered by trained Careers Advisers to a year group. We will work with you to customise the day focusing the activities and outcomes you wish to meet for your pupils.

Our Exploration Days can be focused on a combination of the themes below:

- Self-awareness, esteem and confidence
- Careers exploration and expansion of ideas
- Money management, budgeting and future planning
- Decision making and careers awareness



Careers Group Sessions



Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire/Midlands

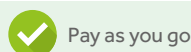
A range of group sessions to broaden and develop your students' career thinking and planning. Sessions can be designed to meet the needs of school and students. Our most popular sessions include Post 16 pathways, apprenticeship awareness sessions, post 18 options and various occupational area specific sessions.

Challenging and broadening career ideas:

- Increased opportunity awareness and understanding of labour market demand
- Improved awareness of pathways available and what each has to offer
- Enhanced career planning

Group sessions are delivered to class size or smaller groups.

Professional Careers Guidance Interviews



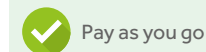
Phase: Secondary
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire Midlands

Careers Guidance Interviews to support you in achieving Gatsby benchmark 8. All young people participating in a guidance interview will have access to a comprehensive range of up-to-date careers and labour market information resources about opportunities in education, training and employment. They will also receive a personalised Careers Action Plan document.

Outcomes include:

- Raised aspirations
- Improved motivation
- Developed self-awareness, opportunity awareness and decision making
- Enhanced understanding of Career Planning

Quality in Careers Standards (QiCS)



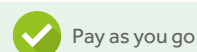
Phase: Secondary
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire/Midlands

Entrust is one of 11 Licensed Awarding Bodies, authorised to act on behalf of the Quality in Careers Consortium to assess and accredit schools, colleges and work-based learning organisations against the Quality in Careers Standard.

DfE recommend that all schools should work towards the Quality In Careers Standard as an effective means of carrying out a self-review and evaluation of the school's careers programme. Outcomes of the award include:

- Compelling evidence for Ofsted about the quality and impartiality of your careers provision
- Increased profile for your careers programme in school and involvement of senior managers, including governors
- A framework within which to develop your careers programme

Radiation Protection



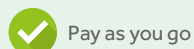
Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire Midlands

We provide Ionising Radiation Protection Officer inspections for secondary schools and academies holding Ionising Radiation sources in their Science departments.

These inspections, and the reports resulting from them, are required every two years if schools are to comply with the Ionising Radiation Regulations for schools. The inspection visits carried out by a qualified RPO cover the monitoring of the safe use and storage of radioactive materials in schools.



Short Careers Guidance Interviews



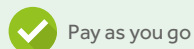
Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Independent
Locality: Staffordshire Midlands

Short Guidance Interviews can be used to check students career plans, identify their next steps and where appropriate identify additional support required. Alternatively, a short guidance interview can be used to make an assessment as to what stage of career planning a student is at. A full guidance interview may be required as a result.

Outcomes include:

- Raised aspirations
- Improved motivation
- Developed self-awareness, opportunity awareness and decision making
- Enhanced understanding of Career Planning

STEM Transition Workshops

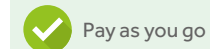


Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

Build and launch rockets and rocket cars, generate electricity over pylons or make a variety of vehicles using K'Nex or other STEM materials. Developing a range of skills, such as team working, risk taking, creativity and design, our STEM Transition Workshops are a perfect introduction to new peers and a new environment, aiding the transition from primary to secondary school.

Stretch and challenge activities relating to the latest programme of study for STEM subjects provide a perfect option for collapsed timetable days. Our full day workshops targeting whole year cohorts will help you attain the Quality Science Award. Contact us to discuss your specific requirements.

STEM - Resourceful Romans

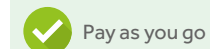


Phase: Primary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

In this activity, children learn about forces and are set the challenge of making a simple catapult and a more complex trebuchet that will fire a missile.

Machines are constructed from K'Nex and the sessions cover basic construction skills and simple materials and their purposes. The Roman theme is used to deliver elements of the Science and Design and Technology National Curriculum framework.

STEM Rockets Away Workshop



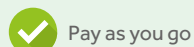
Phase: Primary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

This half-day interactive workshop addresses Science, Maths and Design and Technology elements of the National Curriculum Framework.

Pupils are guided through a whole scientific investigation based around building and testing rolled paper tube rockets which are launched using compressed air. Pupils calculate the height achieved by timing the launch and interpreting graphs. They will also experiment with the size and shape of the fins to try to improve the rockets flight.



STEM Sammy Seed and the Power of Flower Workshop

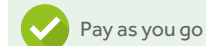


Phase: Primary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: Staffordshire/Midlands

This half-day interactive workshop addresses Science and Design and Technology elements of the National Curriculum Framework.

Pupils learn about pollination and the structure of flowers. They use everyday materials to construct a model of a flower and develop basic construction skills through the use of simple tools and techniques.

WorkExperienceSpace



Phase: Secondary/Special/PRU
Governance: Maintained/Academy/MAT/Federation/Independent
Locality: National

Work Experience introduces young people to the world of work, giving them an insight into the career they wish to pursue when leaving school.

Entrust is here to support school Work Experience Co-ordinators with the use of the Entrust online Work Experience tool - WorkExperience Space. WorkExperienceSpace can help Co-ordinators and Tutors manage their Work Experience cohorts in an efficient and integrated package.

The database will hold all of your students' details, allowing you to co-ordinate placement requests from students, employers and your health & safety approvals from Entrust personnel. Your students will also be able to search and find the work experience placement they want with the ability to search employers that match their career aspirations. All done in just a few clicks!

Register for Work Experience Space today and...

- Gain access to hundreds of approved health and safety checked employers and search for suitable Work Experience placements
- Submit, manage and monitor Inspection Requests from students which can be easily updated with the latest Health and Safety results
- Complete online modules which detail the Work Experience journey from finding the placement to writing the evaluation post work experience

Available from any internet browser, any time of the day, Work Experience Space could reduce your paperwork, make your process more efficient and provide evidence for Ofsted at the click of a button! Find out more at www.workexperience.co.uk

Find out more

To find out more about the services we offer
please call **0333 300 1900** or email
enquiries@entrust-ed.co.uk

www.entrust-ed.co.uk