



WES SERVICES 2019/20

RELIABLE AND AFFORDABLE PUPIL,
OFFICE, AND BUILDING SERVICES
FOR SCHOOLS



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HOW WES CAN HELP YOUR SCHOOL:

We make it easier for you to run your school.

Our aim is simple – to support schools to achieve their objectives and maximise the value they deliver to pupils, parents and the community.

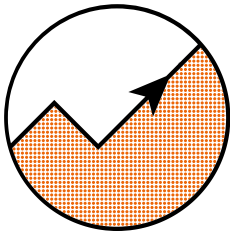
Our range of specialist services are designed to work in partnership with you to help you to raise attainment, improve operations, develop your staff, develop your resources and ensure legal compliance.



Get results

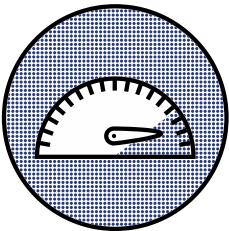
Raising attainment –It’s our core business to support schools to raise pupil attainment. WES helps you to help every child fulfil their full potential through our portfolio of educational consultancy and peripatetic education services.

All our pupil services such as the Specialist Teaching Service, Educational Psychology, Schools Library and Heritage Education offer support across the whole spectrum of needs.



Optimise

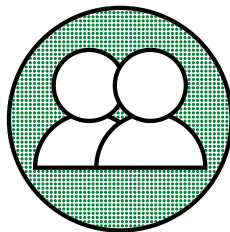
Improving operations – WES helps you to optimise your resources to get the most for your money. Our professional consultancy services help you improve operations and complement the skills you already have. Our office services like Finance, HR Advisory and ICT Development enable you to get the most from your budgets, staff and ICT.



People power

Staff Development – Helping you to develop staff with strong skills and knowledge who get the best out of pupils is what we do best.

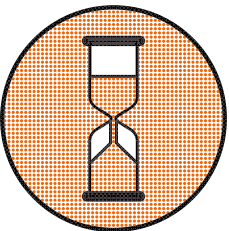
WES provides training and development opportunities for all staff and can help develop and support your school’s leadership, management and governance. Our services like Education Safeguarding and Governor Services improve the strategic management of your school and all WES services provide training in their areas of specialisms.



Peace of mind

Legal Compliance - We know how complex and wide ranging the legislation surrounding education and schools is. WES gives you peace of mind that you are operating within the law.

Our Legal team provides you with reassurance that a specialist is on hand when you need it and our insurances provide key cover for staff and buildings.



Save time

Resource Development and Management – Sometimes there are not enough hours in the day to run a school and management of various systems and critical services can demand a lot of attention. WES can help you manage your assets, your hardware and service supplies as well as your day to day operations to save you valuable time. Our services like ICT and Property related services as well as our Catering and Payroll services provide you with peace of mind that your day to day needs are met seamlessly through one provider.

WES WARWICKSHIRE ATTENDANCE SERVICE

We work jointly with your school to improve whole school attendance using strategic support and casework intervention.

BENEFITS

Our service:

- Provides support to develop strategies to improve whole school attendance
- Helps to identify pupils' barriers to attendance through attendance focussed assessment
- Identifies appropriate interventions to address barriers to attendance
- Initiates formal escalation in line with legal requirements
- Provides support to prevent deterioration of individual pupil attendance
- Helps evidence the impact of poor attendance on your whole school attendance figures

OUR SPECIALISMS:

- Specialist attendance advice
- Strategies to improve whole school attendance
- Casework intervention with young people & families
- Legal requirements relating to school attendance

WHY USE US

We have the expertise to provide specialist support to help improve whole school attendance. We can provide support with attendance strategies, systems and data as well as casework interventions.

The majority of our casework interventions result in improved attendance. Where appropriate, we can gather the evidence required for prosecution and provide advice in more complex cases.



SUBSCRIPTIONS

Education Casework Officers – the Warwickshire Attendance Service can provide a diverse range of attendance related interventions in your school including:

- Casework interventions including: comprehensive assessment, action planning, support and escalation
- Coordinating Pre-Legal Meetings (PLM) and target setting in line with legal requirements
- Attendance at multi-agency meetings where appropriate
- Strategies and support to improve whole school and individual pupil attendance
- Reviewing attendance processes and procedures
- Developing targeted punctuality strategies
- Data analysis

Helpline Plus – support on attendance matters via telephone and email advice. This is combined with up to three home visits to provide an assessment of problem and provide an action plan.

BUY AS YOU NEED SERVICES

Please **contact us** if you would like to discuss arranging a tailored package for your school. We also offer a range of buy as you need services:

Pre-Ofsted Attendance Check – helps schools gather evidence of their work to improve overall and vulnerable group attendance up to 12 months before an inspection.

Strategic Support for Improving Attendance – additional support in the management of attendance. Options include:

- CPD for attendance coordinators
- Establishment of new procedures
- Whole school approach to attendance
- Helps schools to provide evidence of their monitoring/tracking
- Drafting attendance policies/procedures

Bespoke training

Get in touch:

For more information on our subscription services, visit the WES website. To purchase any of our buy as you need services or discuss tailoring our services call 01926 413777.

WES EDUCATIONAL PSYCHOLOGY SERVICE

Use psychology to help your most vulnerable children and young people in the most inclusive and positive manner.



At last someone is actually talking directly to my son.

Warwickshire Father

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Quick Facts:

We have strong academic links with local and national universities

We support over 97 per cent of Warwickshire schools.

- Accurate identification of academic, social and emotional pupil needs
- Effective strategy development to support pupil needs, attainment, and social inclusion
- Improved pupil access to the curriculum
- Parents/carers able to promote child emotional wellbeing and development
- Enable a more successful working relationship between home and school
- Improved pupil engagement with their school

WHY USE US

Our customers understand that to raise attainment schools must meet the educational, social, and emotional needs of each pupil.

A subscription with our Educational Psychology Service (EPS) provides you with an educational psychologist (EP) to help your school promote pupil wellbeing and mental health.

Our EPS have a record of excellent outcomes. Their time is sold in sessions but they can work flexibly – including out of hours – to suit the needs of your school community.



OUR SPECIALISMS

- Psychological assessments
- Social, emotional, and mental health support
- Staff and parent training
- Support for Autism and other neurodevelopmental conditions
- Cognitive Behaviour Therapy
- Adopted, fostered, and Looked After Children
- Post 16 and preparation for independent adult life
- Youth justice



SUBSCRIPTIONS

Half Day Visits – as well as a named EP you will have access to telephone and email support. Your EP will work with staff to ensure the best value from your subscription. Activities include:

- Assessment of education, social and emotional needs
- Review of school policies
- Direct support to children, young people and families
- Supervision and mentoring of school staff

For more details contact your Area Service EP or email eps@warwickshire.gov.uk

BUY AS YOU NEED SERVICES

We offer a range of buy as you need services including:

- Support packages to enable TAs to run CBT based groups with young people in schools individual sensory assessments
- Whole school audits of Autism provision
- A broad range of training opportunities

You can purchase EP time on a buy as you need basis but our subscription model is cheaper and guarantees allocation of a named EP.

Get in touch:

To purchase any buy as you need services, or to discuss a tailored service contact us on 01926 742921.

WES ETHNIC MINORITY & TRAVELLER ACHIEVEMENT SERVICE (EMTAS)

We provide highly experienced staff to help you meet the needs of all pupils from the Gypsy, Roma and Traveller (GRT) community, and pupils with English as an Additional Language (EAL).

95% of schools said the impact of our service was good or excellent.

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Our service:

- Helps build positive family/school relationships through home school liaison
- Helps you to close the achievement gap and ensure EAL and GRT pupils reach their maximum potential
- Supports language and academic progress of EAL pupils.
- Develops your staff expertise and knowledge base
- Works across a range of agencies to assess and meet the needs of EAL/GRT-SEND pupils.

WHY USE US

Our multilingual and culturally fluent language development advisers and intervention specialists have extensive experience of working in schools to remove barriers to learning for EAL pupils.

Our specialist education support workers provide effective support and advice to help you meet the specific needs of GRT pupils and their families.

BUY AS YOU NEED SERVICES

Our support for schools is offered on a buy as you need basis:

EAL Support – provides a strategic and responsive approach to meet the needs of EAL learners at all stages of language acquisition.

Supports quick integration of new to English pupils into mainstream school and advanced bilingual pupils receive EAL practice to promote acquisition of academic language. Types of activities include:

- EAL assessments
- Direct and whole school support for EAL pupils
- Whole school audit
- Training, advice and guidance

GRT Support - targeted one-to-one, group or in class interventions delivered by an experienced education support worker. The types of activities you can purchase are:

- Home-school liaison
- Direct educational support including transition work
- Cultural awareness training
- Capacity building
- Lead professional or support for Early Help Assessments
- Support for students accessing alternative provision

Get in touch:

To purchase our buy as you need services or to discuss our services further, contact us on 01926 742623.

OUR SPECIALISMS

- New to English learners
- EAL/SEND
- Advanced EAL
- GRT pupils
- Home-school liaison
- Translating and interpreting



WES SPECIALIST TEACHING SERVICE (STS)

Build capacity in your school. We offer unmatched depth and breadth of experience that helps meet the needs of your vulnerable pupils and raise standards for pupils with Special Educational Needs and Disability (SEND).



FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Our service:

- Supports you to raise standards and improve outcomes for pupils with SEND
- Has a positive impact on learners' progress against individual education plans
- Helps to build capacity and remove barriers to learning



***Your staff
are hardworking,
caring, professional
and do a wonderful
job. Couldn't ask for
more commitment
from them.***

OUR SPECIALISMS

- Strategic SENCo support
- SEND capacity building
- SEND professional development
- Cognition and learning
- Autism
- Selective Mutism
- Social Communication and Interaction
- Speech, Language and Communication
- Social, Emotional and Mental Health

WHY USE US

Our excellent knowledge of Warwickshire's systems and processes enable us to meet your needs through one point of contact. The service can be tailored to meet the individual needs of pupils in your school and contribute to whole school improvement.

SUBSCRIPTIONS

Specialist Teaching Service – a strategic and responsive approach to meet the needs of children, particularly those with additional needs. We support your educational vision, and put effective systems in place to ensure targeted support has the impact you demand. Our sessions are delivered on site and your subscription also provides you with access to training and other events as well as a discount on additional hours and training.

We can help you:*

- Deliver effective provision in line with the SEND Provision Matrix
- Deliver evidence based interventions
- Assess and screen pupils
- Prepare a pre-Ofsted health check
- With the implementation of programmes for individual pupils
- Train your Teaching Assistants to run groups
- Monitor and provide general care, safety and welfare for pupils
- With the Early Help process

BUY AS YOU NEED SERVICES

Our services are flexible and can be tailored to meet your individual needs. Our buy as you need services include:

- Training and capacity building aimed at enhancing skills and understanding of SEND
- Access arrangements
- Coaching and mentoring
- Bespoke packages for individual pupils

Get in touch:

For more information on our subscription services, visit the WES website. To purchase buy as you need services or to discuss a tailored package, please call us on one of the below numbers:

- Northern area – 01926 413777
- Centre/south area – 01926 476600
- Eastern area – 01926 418130

* For a full list of activities included visit the WES website.

WES SCHOOLS LIBRARY SERVICE

We support Government and Ofsted objectives and help you save on curriculum and reading resources.



Save around **£5,000** on the purchase price of the equivalent number of books.

BENEFITS

- It's cheaper to borrow books from us. The average cost of a new book is £8, the average price to borrow one of ours is just £2
- Our staff ensure books are up to date, relevant and of the highest quality

WHY USE US

We source, select and buy books to add value to your stock and our service adds fiction to your shelves and topic books to supplement your classroom resources. Our primary school library IT system is straightforward, featuring a catalogue, pupil log-ins and book issuing at a competitive price that suits smaller schools or those with limited staff capacity.

OUR SPECIALISMS

- Setting up a new library or refurbishing an existing one
- Buying the right books
- Pre and post Ofsted support
- Advice on library IT systems
- Staff and pupil training/ librarian support
- Book and other awards for students

SUBSCRIPTIONS

Our subscriptions give you access to books, artefacts and whiteboard resources. Delivery to and collection from your school is included and all subscribers can benefit from a one hour advisory visit, telephone advice and assistance/ discounts on book awards and book purchases.

Primary and Special Schools:

Subscription	Annual Provision
Roots	12 learning resource boxes, or 250 reading books
Seeds	9 learning resource boxes and 150 reading books
Young Shoots	21 learning resource boxes and 350 reading books
Saplings	27 learning resource boxes and 450 reading books
Trees	42 learning resource boxes and 600 reading books
Forest	51 learning resource boxes and 800 reading books

Secondary Schools:

Subscription	Annual Provision
Roots	12 learning resource boxes, or 250 reading books
Beech	10 learning resource boxes and 650 reading books
Oak	12 learning resource boxes and 800 reading books

BUY AS YOU NEED SERVICES

Contact us directly to discuss a tailored package for your school. We also offer a range of buy as you need services including:

- Awards for Primary and Secondary Schools
- Stock management and library layout advice
- SLS-UK School Library Award
- Library management system for primary schools
- Staff and pupil training
- Packages to support teaching and reading lists
- Reading Group book sets
- Author events and creative workshops

Get in touch:

For more information please visit the WES website. To discuss buy as you need services or a tailored package, call us on 01926 413461.

WES EDUCATION SAFEGUARDING TRAINING SERVICE

Support for your school to fulfil its statutory responsibilities for safeguarding and promoting the welfare of children.

BENEFITS



*Thank you.
The training
was precise and
expertly delivered.*

- Our training courses provide your staff with the awareness and knowledge they need in this vital area of work
- Your designated safeguarding leads will get the information needed to develop their expertise
- You get support to meet your statutory requirements for safeguarding and promoting the welfare of children
- Our training service forms part of the wider safeguarding advice, guidance and support service providing you with seamless support in this area of work



Get in touch:

For more information or to book onto our training courses please contact us on 01926 742601 or 742525.

BUY AS YOU NEED SERVICES

We offer a range of courses for individual staff, governors or whole staff groups on a buy as you need basis. Available courses include:

Newly Appointed Designated Safeguarding Leads – two day programme for staff with responsibility for child protection & safeguarding

Refresher training for Designated Safeguarding Leads – one day refresher course that provides staff with updated information and understanding

Safer Recruitment – This is a nationally accredited course. Recruitment panels in schools need to have at least one person who has undertaken this training

Taking Care/Protective Behaviours Training – teaches children to keep themselves safe in a variety of situations

Child Protection and Safeguarding – training whole school staff groups

For more information on our services visit: warwickshire.gov.uk/wes

WES HERITAGE EDUCATION SERVICE

We bring the past to life through creative and immersive workshops that will inspire your students.

BENEFITS

12,000

pupils used our services last year.

- Our workshops link directly to the national curriculum
- Your pupils will have access to original artefacts and documents

BUY AS YOU NEED SERVICES

The Heritage Education Service is offered on a buy as you need basis.

Highlights include:

Exploration – spend a day exploring a specific time period including Romans, Anglo Saxons and Tudors

Bring us into your classroom – with Ancient Egyptian artefacts or a whole day exploring the Stone Age to Iron Age workshop. You could build a working wind turbine and experiment to find its most efficient design.

Get in touch:

For more information or to purchase our buy as you need services, call Heritage Education on 01926 412069, or visit heritage.warwickshire.gov.uk/heritageeducation

- St John's House Museum holds the Learning Outside the Classroom Badge

Victorian experiences – step back in time at St John's House Museum. Look out for our seasonal workshops in the summer and at Christmas.

Jurassic journey – hunt for Jurassic fossils with our Rocks and Fossils workshop at Cross Hands Quarry.

Extend your experience – borrow a loans box with original and replica historic objects to continue inspiring your class back in the classroom.

Visit Market Hall Museum, St John's House Museum or the County Record Office in Warwick or our classroom at Kingsbury Water Park. Or we can bring workshops to your classroom. Our workshops cover all Primary key stages, with workshops on request for Secondary schools. Our workshops cover a range of STEM topics as well as topics from the history curriculum.

For more information on our services visit: warwickshire.gov.uk/wes

WES MARLE HALL

We deliver outdoor programmes focussed on personal and social education that enrich your delivery of the curriculum.



BENEFITS



Marle Hall engages with over 3,000 children, young people and adults each year and can cater for up to 110 people residentially.

- Young people benefit from the opportunity to develop physical skills, and nurture social skills like teamwork and leadership
- We have over 45 years of experience in developing and delivering safe and successful outdoor programmes

Get in touch:

For more information call Marle Hall Centre for outdoor learning on 01492 581218, or email duncan@marlehall.co.uk

For more information on our services visit: warwickshire.gov.uk/wes

WES WARWICKSHIRE MUSIC SERVICE

We support high quality music education and work with over 10,000 young people every week.



Rugby Free Secondary school is delighted to be working closely with our colleagues from Warwickshire Music

Warwickshire HeadTeacher

BENEFITS

Our Service:

- Provides professional teachers with full safeguarding and child protection training
- Guarantees peace of mind regarding all GDPR issues through our on-line student registers
- Offers direct parent invoicing for secondary schools from September 2019
- Responds to needs of our partner schools through new initiatives such as 'Wellbeing' teaching groups that support disaffected students

BUY AS YOU NEED SERVICES

The Warwickshire Music Service is offered on a buy as you need basis. Services include:

- 1:1, small or large group instrumental/vocal teaching across all key stages
- Advice and support in relation to any aspect of music provision
- Curriculum lessons
- Early Years provision
- FREE instrumental loan in first year of tuition
- Music technology support, training and resources
- Music therapy
- Schools conference, training, school INSETs and workshops
- SEN music provision at all levels
- Whole class 'first access' instrumental and vocal lessons
- Whole school choral projects

Get in touch:

For more information or to buy our services call 01926 742630, or visit warwickshiremusicub.org



For more information on our services visit: warwickshire.gov.uk/wes

WES COMMUNICATIONS & MEDIA SERVICE

Expert advice and support delivered with unrivalled value for money.

500
*media enquiries relating to
school matters each year.*

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

- Build and maintain a strong community reputation
- Maximise media relationships
- Handle communications and the media in times of crisis and bad news

WHY USE US

- To raise your profile and maximise promotional opportunities
- To celebrate success
- To get advice and support on making the best use of all available media
- To build and maintain your school's reputation

OUR SPECIALISMS

- Media management
- Graphic design
- Print and production
- Video production
- Stakeholder engagement
- Copywriting
- Internal communications
- Promotional campaigns
- Photography
- Event management

SUBSCRIPTIONS

Reputation management/ bad news support – for advice, written statements and strategies to deal with the demands from communities, and the media in times of crisis. We provide media training and coaching for spokespeople, and a physical presence on site to help you manage any media that may arrive.

This package provides you with **10% discount** on any buy as you need promotional support.

Get in touch:

For more information visit the WES website. For buy as you need services, or to discuss a tailored package, call us on 01926 414162.

BUY AS YOU NEED

Please contact us if you would like to discuss a tailored package for your school. Services include:

- Video production
- Media management
- Graphic design
- Print and production
- Copywriting
- Promotional campaigns
- Photography
- Event management

We have three buy as you need packages for schools:

Celebrate – support for a good news story and includes creation of a news release, half a day of photography, circulation of the news release to the media and management of follow up media enquiries.

Promote – one piece of design work for promotions such as a prospectus, advertising campaign, website or signage.

Produce – one piece of multi-media production for example filming a promotional video or photography.

WES EDUCATION FINANCE SERVICE

We make it easier for you to deliver the best value from limited financial resources and build positive outcomes for learners.



Super service, personal and helpful to the needs of our school.

Warwickshire Headteacher

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Our service:

- Helps you to meet the strategic objectives identified in your School Development Plan through setting and monitoring budget priorities
- Makes the process of managing school finances quicker and more efficient
- Offers technical system support on a range of finance packages

OUR SPECIALISMS

- Strategic financial planning
- Budget monitoring
- Technical system support
- Compliance with financial regulations
- Training and development
- Financial consultancy
- Audit of Teachers' Pension Scheme

SUBSCRIPTIONS

We offer a range of subscriptions to enable you to choose the level of support your school needs

The Financial Management Support Service offers three levels of cover each providing you with a named finance officer, a strategic multi-year financial plan, financial support through visits and our helpline, use of our Budget Planning Software and IT support for SIMS FMS. Choose from:

Standard Service – including one three hour visit and a written report to Governors each term.

Enhanced Service – two three hour visits and one report to Governors each term. You can choose an additional service per term from the list on the WES website.

Enhanced Plus Service – providing financial support for two linked schools/settings which includes two strategic meetings per term.

Bursar Service – tailored to meet your individual needs through ten monthly three hour visits per year.

For schools using SIMS FMS who require a more light-touch level of support, **SIMS Finance System Support** is available providing you with access to a helpline for system and technical queries in relation to SIMS FMS. System upgrades and guidance on new functionality is also included. A termly visit can be added

to this option. For academies we will also support you to make VAT returns and produce bespoke reports.

For academies, we also offer an **Internal Audit Support**.

The **Basic** level provides a termly visit to test and review process and produce an internal audit report.

The **Enhanced** level builds on the basic service and includes an extra visit to focus on reviewing policies and procedures.

BUY AS YOU NEED SERVICES

Contact us direct to discuss a tailored package for your school. Our buy as you need services include:

- Financial dashboard
- Financial health check
- Automated pay check facility
- Training in a variety of areas
- Additional visits and attendance at governors meetings
- Recruitment and selection support
- Short term cover for finance vacancies in school
- For academies, the production of statutory budget returns

WHY USE US

Effective financial management in schools is essential as budgets tighten and costs rise.

We support you to optimise resources effectively and make sound financial decisions. Our wide range of services mean we can support you at the highest level through the provision of a Business Manager right through to supporting and empowering your own business managers and finance staff to carry out tasks.

Get in touch:

For more information visit the WES website. For buy as you need services or to discuss a tailored package, call us on 01926 412730 or 01926 418144.

ANY QUESTIONS



Outstanding services that offer real value for money.

Our Customer Care programme provides customers with a central point of access, so you only deal with one person.

The programme helps you to address issues quickly.

How? It captures your feedback and works with you to provide solutions and delivers them with the high customer care standards you expect from WES.

Want to flag something up?

If you wish to raise any queries relating to any service delivery, our individual service helplines will be pleased to hear from you.

If you feel it more appropriate you can contact WES Customer Care via e-mail at wesgeneral@warwickshire.gov.uk or by calling 01926 412210. Our phone line is open from 9.30 to 2.30 every school day.



WES FREE SCHOOL MEALS SERVICE

A complete solution for all aspects of the Free School Meals application process.

SERVICE FOR ACADEMIES ONLY

BENEFITS

- Save time – you won't need to manually check eligibility for free school meals
- Maximise Pupil Premium payments
- Promote healthy eating at school
- Each eligible student generates up to £1,320 of funding

Get in touch:

For more information on our subscription visit the WES website or contact us on 01926 742055.

SUBSCRIPTIONS

A complete solution for the assessment and processing of applications* for free school meals. Parents can apply online, in person or via telephone – ensuring a wide range of access to suit all needs. Our online system enables telephone and online applications to be checked against live data held by the DfE immediately. Schools have direct access to our system and can easily see which students are eligible for free school meals. Accurate data enables schools to maximise Pupil Premium payments.



For more information on our services visit: warwickshire.gov.uk/wes

*Academies are notified on the same or next working day of a successful application.

WES GOVERNOR SERVICES

We help ensure your governing board has the knowledge, skills and confidence to exercise effective governance of your school.

BENEFITS

Our service:

- Provides practical solutions, not just theory
- Enhances Governor skills through our extensive training programme
- Offers support and advice to governors, clerks and headteachers

WHY USE US

Effective governing boards work with headteachers to improve outcomes for pupils. Our service provides training, support and guidance to develop effective governance structures that helps you deliver the best possible outcomes for your pupils and meet statutory duties.

OUR SPECIALISMS

- Extensive governance training, advice, guidance and support
- Linking effective governance to pupil outcomes
- Professional clerking
- Supporting governor roles and responsibilities
- External governance reviews

90%

of Warwickshire governing boards attended our training last year.

SUBSCRIPTIONS

Governor Development Subscription – gives boards unlimited access to training courses focussed on governor engagement in school improvement and access to advice, guidance and support via our dedicated helpline. New governors are invited to an induction course that prepares them to become an active, effective governor. Subscribers are also entitled to:

- A tailored in-house training session for your board, or facilitated mini review/self evaluation session
- Access to board guidance documents
- Reduced cost access to GovernorHub, online learning and The Key

Collaborative Subscription – enables boards to plan and receive joint training sessions as well as the other benefits of the main subscription. We welcome requests from groups of schools for a coordinated programme of in-house training sessions in their area.

Clerking Service – a professional clerking service to ensure the effective operation of your governing board. The service includes production of minutes of your board meetings, guidance on regulations, policies and procedures. Subscribers also have unlimited access to our helpline for advice.

GovernorHub Subscription – a user friendly web based service which facilitates document sharing, storage and communication by your governors as well as clerking tools and access to Governor Services' resources all in one place.

Get in touch:

For more information visit the WES website. To discuss our buy as you need services or a tailored package, please call us on 01926 745137.

BUY AS YOU NEED SERVICES

Contact us to discuss a tailored package for your school. We also offer a range of buy as you need services:

- In house training sessions
- Additional clerking board meetings
- An external review of governance, including the follow up review
- Recruitment & selection support for the Board
- Head teacher Induction Programme
- Facilitated Mini Review/ Self Evaluation Session
- An audit of your School website
- Support for Complaints, Grievance & Exclusions Panels
- Mediation Support

WES HR & PAYROLL SERVICE

We help schools succeed through proactive, targeted support and advice to facilitate excellent people management. Our service will save you money and improve staff productivity.



FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Our service:

- Helps you manage under-performance, conduct and absence so you can deliver the best outcomes for your pupils
- Has links with a range of partners and national agencies so we are quick to respond to legislative changes
- Supports you to get the best candidates from recruitment campaigns
- Gives you confidence your staff will be paid accurately and on time
- Gives you one number to call for all your HR and Payroll related queries

**We can
save you up to
£2,700
(the average cost
of 34 absence days
on average per school).**

OUR SPECIALISMS

- Payroll process and legislation
- HR advice
- Performance and absence management
- School recruitment
- Disclosure and Barring Service
- Specially tailored training courses and briefings
- Up to date legislative and statutory knowledge

WHY USE US

Our integrated service supports excellent people management in schools, and saves you time. We provide comprehensive advice and support online, over the phone, and face-to-face with our highly effective payroll service.

SUBSCRIPTIONS

HR Advice Direct Subscription – provides proactive, targeted support. As well as full access to the WES website and the Customer Services Team, you will have unlimited telephone access to a qualified HR adviser who can provide support on a range of topics which include: performance management; grievance; discipline; pay and grading; sickness absence; and more.

You also get up to two hours of WES legal support to provide timely, risk assessed advice and if you also buy the Payroll Service, we will monitor your sickness absence levels for you.

You can enhance this subscription by purchasing face-to-face support on a buy as you need basis.

Payroll Service – provides payroll processing of gross to net pay, ensuring your staff are paid accurately and at the required time each month. All third party payments are managed and statutory returns made for you.

BUY AS YOU NEED SERVICES

Please contact us if you would like to discuss a tailored package for your school. We also offer a range of buy as you need services:

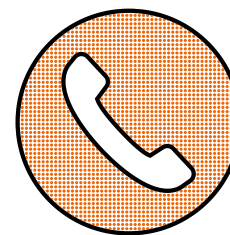
- Bespoke package offering a fully tailored HR solution
- Face-to-face support from an HR Adviser on a per hour or half day basis
- Recruitment Services from job postings to fully supported recruitment campaigns
- Disclosure and Barring Service (DBS)
- Training across a range of HR activities

Get in touch:

For more information visit the WES website. To discuss buy as you need services or a tailored package call our customer service team on 01926 418614.

WES ICT DEVELOPMENT SERVICE

Our service makes it easier for you to use technology in your school. We work with you to keep your school safe and connected so that you are able to focus on education.



We have a dedicated Service Desk for all your ICT issues and requests.

BENEFITS

Our service:

- Ensures critical IT systems function at optimum levels
- Supports you to keep children safe online
- Works with you to support your staff to become confident users of ICT and to equip your learners with adaptable skills ready for the workplace of the future
- Provides fully tested equipment, software and systems that are focussed on education and learning
- Interprets new legislation and develops solutions to save you time
- Provides a one stop shop to meet all your ICT needs

BUY AS YOU NEED SERVICES

Our services can be tailored to meet your individual needs. Contact us if you would like to arrange a tailored package for your school.

We also offer buy as you need services including procurement of desktop PCs, laptops, Apple devices, audio visual equipment, wireless services, training across a wide range of ICT and computing topics and additional technical and management information support.

OUR SPECIALISMS

- Strategic ICT planning
- ICT systems and technical management
- Procurement
- Online safety and digital safeguarding
- SIMS support, development and training
- Learning days and curriculum ICT training

WHY USE US

We understand the complexities of operating ICT within a school environment and support you to implement cost effective solutions that will raise standards in teaching, learning and school management.

SUBSCRIPTIONS

Strategic Advice and Support Service

Our experienced team of advisers provide strategic advice, support and a range of continuing professional development opportunities which focus on the development and use of ICT e.g. computing curriculum, online safety and new technologies. You will also have an appointed link adviser, unlimited email and phone support and advice, up to half day adviser time in school, and delegate places and discounts on our events and conferences.

Management Information, Development, Advice and Support (MIDAS) Service

– provides support and training to maximise your use of SIMS and data to support teaching, learning and safeguarding. A premium version of this service enhances the support you receive with either a half-termly, or termly three hour visit to cover your priority MIS support tasks.

Broadband Service – provides internet connectivity to the National Education Network and educational resources through our contract with Virgin Media. This service includes the cost of internet filtering and network management.

Digital Safeguarding Service – provides internet and desktop monitoring and is focussed on

meeting the requirements of the Keeping Children Safe in Education and PREVENT agendas.

Welearn365 – the unique Warwickshire bundle that brings together a range of applications into a collaborative learning platform. It also includes the automatic set up and maintenance of email accounts from SIMS. For secondary schools, it also includes TASC Insight – a parent/school interface.

J2E Resources – provides a variety of tools to support learning in the classroom.

Technical Support for Servers – provides support for servers under warranty and includes remote back up each day. For primary schools support for PCs and laptops supplied by our service is also covered.

Technician visits – three hour visits at a frequency to suit you.

Wireless support – provides technical support for the Khipu wireless network.

Microsoft Enterprise Agreement – provides access to the Microsoft suite of programmes.

Get in touch:

For more information visit the WES website. To access our buy as you need services, or to discuss a tailored package call our Service Desk on 01926 414100.

WES LEGAL SERVICE

On-demand legal support.

BENEFITS



Need some help?

Call our hotline on
01926 412361.

- Remove the stress of complex school-law cases
- Immediate advice and guidance via our Legal Hotline
- Hourly subscription rate three times cheaper than external support
- One team covers all legal needs
- Peace of mind in emergencies

WHY USE US

We have helped relieve stress, and delivered robust legal advice to the education and commercial sectors for over 25 years.

Routine or complex: our customers know they can call us for specialist advice and support to meet the legal challenges of the education sector.

OUR SPECIALISMS



- Legal education specialists
- Pupil-related matters – special educational needs, admissions and exclusions
- Child protection and safeguarding
- Property related matters – landlord, tenant, and conveyancing matters
- Commercial contracts, licence agreements, and procurement
- Anti-social behaviour, social media
- Pensions and related matters
- Employment matters
- GDPR, data protection and freedom of information



95% CUSTOMER SATISFACTION

SUBSCRIPTIONS

Legal Service – provides up to ten hours of legal advice over the year. If you need more hours please [contact us](#) for a quote.

Your subscription provides you with a single point of contact through a telephone hotline, Monday to Friday.

The hotline can respond to straightforward matters without delay and refer complex / specialised matters to colleagues with relevant expertise.

No surprises.

Reached your allocation of hours? No problem. Extra support is available on a buy as you need basis, and we always provide a quotation.

Data Protection Officer Service – this comprehensive service helps you meet the requirements of the General Data Protection Regulation (GDPR). Working in partnership with your senior leadership team and staff who manage data, this service delivers all the work of a Data Protection Officer (DPO), it:

- Provides a named officer, with support from our specialist DPO service team and legal advisors
- Monitors compliance with the GDPR and other data protection law, including support for managing internal data protection activities, advising on data protection impact assessments, training staff and conducting internal audits
- Acts as the first point of contact for supervisory authorities and for individuals whose data is processed
- eLearning for your staff
- Annual audit

BUY AS YOU NEED SERVICES

You can purchase legal support at an hourly rate which can be found on the WES website.

We also offer:

- Admissions appeals service
- Independent review panels
- Training on a range of topics



Get in touch:

For more detail visit the Service Specifications page on the WES website. To discuss a buy as you need service or tailored package, contact us on 01926 412174.

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

WES SCHOOLS ABSENCE INSURANCE SERVICE

Our service saves you time and money and provides you financial security to plan annual staffing budgets with confidence.

BENEFITS

Our service:

- Makes quick decisions so you won't experience payment delays
- Provides monthly reimbursements even when claims are ongoing
- Saves money by you not having to fund additional staff cover through your existing budget

WHY USE US

Unplanned absences can put pressure on budgets in today's difficult financial environment. Our 15 years of evidence of claims from schools means we're focussed on the most cost effective solutions.

Our range of options give you flexibility to choose the exact level of comprehensive cover to suit your school's needs. There's no excessive paperwork – we require one weekly online claim form.

OUR SPECIALISMS

- Teaching absence cover
- Non-teaching absence cover
- Maternity cover

100%
*of claims are
reimbursed within
four working weeks
of the end of the
claim month.*

SUBSCRIPTIONS

Teaching and Non-Teaching Absence Cover – cover is available from day one, four, or day 11 of an absence and covers illness, suspension and jury service as well as compassionate and statutory paternity leave. There are two packages:

Standard – covers up to 60 days reimbursement for absences related to stress, anxiety and depression. All other absences are reimbursed in full as per the policy documents on the WES website.

Premium – covers full reimbursement for absences related to stress, anxiety and depression. All other absences are reimbursed in full as per the policy document on the WES website.

Teaching schemes provide reimbursement at a daily rate and non-teaching schemes work on an hourly reimbursement rate – rates are available on the WES website.

Teaching and Non-Teaching Maternity Cover – we offer two subscription levels for maternity cover. Both take into account all Statutory Maternity Payments, National Insurance and Pensions costs for the whole period of maternity leave and there are no maximum payments:

Capped – reimburses you 75% of the costs of Occupational and Statutory Maternity payments.

Full – provides full 100% of the costs of Occupational and Statutory Maternity payments.

Get in touch:

For more information visit the WES website, or call us on 01926 742420, or email sicknessinsurance@warwickshire.gov.uk

WES SCHOOLS INSURANCE SERVICE

We make it easier to insure your school's assets and liabilities by providing cover that costs less than that available in the open insurance market.

BENEFITS

Our service:

- Helps you focus on your school rather than completing time consuming renewal paperwork
- Uses the buying power of the County Council to help secure competitive premiums from insurers
- Ensures insurer premiums are not inflated by additional broker fees or commission
- Gives price reductions to schools with effective risk management and good claims experience
- Reviews your sums insured and limits of indemnity annually to provide appropriate levels of cover
- Provides impartial, expert advice on all schools related insurance matters

WHY USE US

You need to have confidence in your insurance arrangements. We only use insurers who understand and have experience of insuring education and local authority risks and have a minimum Standard & Poors' financial security rating of A+.

We have 100+ years combined experience in the insurance industry – as insurers, brokers and within the public sector, so you can rely on the advice and claims service you receive from us.

SERVICE FOR WARWICKSHIRE MAINTAINED SCHOOLS ONLY.

SUBSCRIPTIONS

Schools Insurance Service – provides wide cover under one policy. This includes loss of, or damage to, the school's buildings, contents and ICT equipment, increased costs of working incurred following a major loss, money, employee fraud, employers' and public liability (including the school's PTA) and limited personal accident cover for teachers.

For full details of our cover please refer to the Service Specification on the WES website or contact us on 01926 418160

BUY AS YOU NEED SERVICES

We also offer buy as you need policies including:

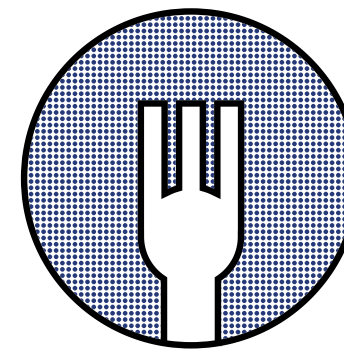
- School Travel Insurance
- Minibus Insurance
- Motor Occasional Business Use Insurance
- Engineering Inspection Service

Get in touch:

To purchase our buy as you need policies please call us on 01926 418160 or 01926 412122.

WES CATERING & SCHOOL MEALS SERVICE DELIVERED BY EDUCATERERS LTD.

Our passion for excellence in food matched by a transparent, ethical approach to business creates fresh, healthy food for children and young people.



We work in partnership with NHS dieticians across Warwickshire to support customers with special dietary requirements.

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS



- Service tailored to meet each school's needs so that pupils have healthy, wholesome and enjoyable foods
- Innovative range of service delivery options to make ordering and collecting meals easy – including the popular 'wristband' system
- Silver Food for Life Catering Mark
- Support for individual schools to achieve the gold standard
- Choice of a range of menu types to keep meals interesting for pupils
- Support and materials to promote healthy eating, the science behind food, sustainability, and provenance

OUR SPECIALISMS

- Education catering
- Themed menus
- Special events and meal deals in secondary schools
- Catering for functions
- Promoting healthy foods
- Compliance with all relevant legislation
- Training

WHY USE US

Educaterers Ltd focuses exclusively on providing school meals. The 700-plus team create and serve over 125,000 fresh, nutritious meals every week using organic meat and dairy products, free range eggs, locally sourced fruit and vegetables and homemade baked desserts.

SUBSCRIPTIONS

Nursery, primary and special schools get a two course meal that meets the Government's School Food Standards, management of your kitchen/dining centre, and development of menus. Meals are paid for by pupils, or through free school meals.

Secondary schools get an efficient cafeteria service. Students order via a biometric cashless payment system to minimise queues and enable parents to see their food choices each day.

Enhance your subscription with these add-ons (charged monthly):

- Pest control, through Rentokil.
- The preparation and cleaning of the dining room.
- The transportation of meals to schools with no cooking facilities.

BUY AS YOU NEED SERVICES

Our service can be tailored to meet your individual needs, [contact us](#) if you would like to discuss arranging a tailored package for your school. We also offer a range of buy as you need services including:

- Advisory service for schools providing their own catering services
- Food related advice, training and guidance
- Catering consultancy for short term planning, or premises alterations

Get in touch:

For more information visit the WES website and educaterers.co.uk

To discuss buy as you need services, or a tailored package call us on 01926 412999, or email contactus@educaterers.co.uk



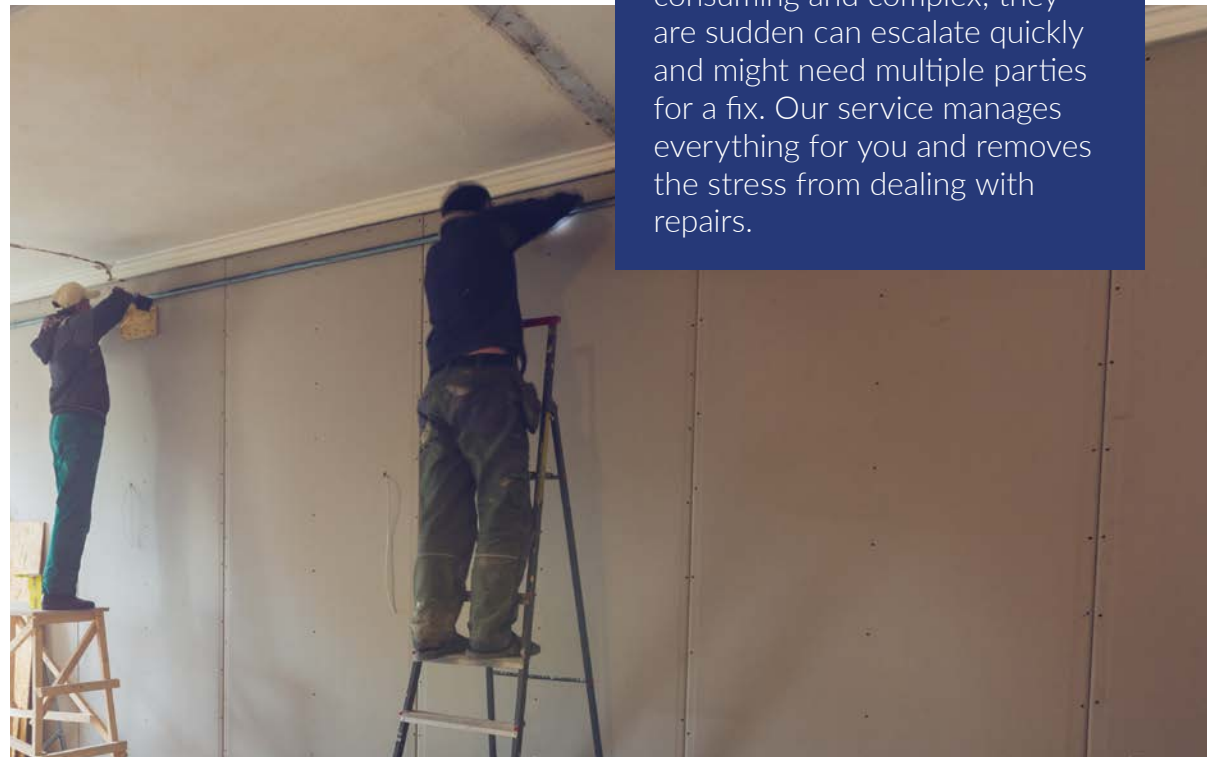
WES CONSTRUCTION SERVICE

We resolve day-to-day maintenance issues and ensure emergency, or unplanned repair works don't escalate and affect teaching.

Benefits

Our service:

- Minimises the impact of unplanned maintenance on education
- Saves money on repairs and adaptations
- Saves time procuring, securing and managing contractors
- Guarantees a contractor will be on site when needed
- Allocates a named building, mechanical and electrical surveyor to your school



OUR SPECIALISMS

- Property maintenance
- Emergency response
- Mechanical engineering
- Electrical engineering
- Refurbishment/extensions
- Major capital works

WHY USE US

Reactive maintenance works in schools are often time consuming and complex; they are sudden can escalate quickly and might need multiple parties for a fix. Our service manages everything for you and removes the stress from dealing with repairs.

SUBSCRIPTIONS

For Warwickshire maintained schools our **Property Indemnity Scheme** gives you coverage for a wide variety of reactive property maintenance. The scheme includes:

- One point of access for all your property repairs through the Property Hotline
- Emergency work and reactive repairs
- Guaranteed availability of contractors
- Named technical experts for your school to provide consistency
- Engineering equipment servicing to meet your statutory maintenance obligations

BUY AS YOU NEED SERVICES

We offer a range of buy as you need services

For schools not buying the Property Indemnity Scheme, our Reactive Property Maintenance Service provides access to all property support charged on a job by job basis. Choose between the basic and enhanced level with the enhanced level including surveyor support. We can also procure and manage Engineering Equipment Servicing.

Consultancy support for Adaptations, Refurbishments and Minor Improvements and Major Projects is available to all schools. A service from inception of a project through to completion – you can choose to purchase the whole service or individual elements to meet your needs.

We prepare and submit free of charge Funding Bids* for planned maintenance or refurbishment at your academy.



Get in touch:

For more information visit the WES website or contact us on 01926 736385.

100% of reactive calls, preventing teaching or learning, attended to within 24hours.

* when Construction Services deliver the resulting maintenance works

WES CORPORATE FACILITIES SERVICE

We help you to raise cleaning standards and self-manage facilities staff effectively.

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

BENEFITS

Our service:

- Reduces time spent managing in-house cleaning and caretaking staff
- Enables your staff to deliver responsibilities in an efficient and cost effective manner
- Improves cleaning standards within your school
- Ensures a safe and clean environment for pupils, staff and visitors
- Gives you peace of mind that your staff are suitably trained and health and safety compliant

WHY USE US

A clean school environment helps ensure pupils have a positive learning experience.

We make it easier for you to manage your team, raise cleaning standards and maximise the value you provide to pupils, parents and the wider community.

OUR SPECIALISMS

- Three decades of school service experience
- Knowledge of the cleaning and caretaking industry
- Management of cleaning and caretaking staff
- Management of cleaning contracts
- Staff training
- Health & Safety legislation and regulations

**Reponded to 98%
of queries in 5 days.**

SUBSCRIPTIONS

Management Package – supports you in the management of cleaning and caretaking personnel and provides a performance management structure to monitor quality standards, attendance and behaviour.

Support and Advice Package – determines how much cleaning and caretaking time is required and supports any necessary recruitment, so you can plan your in-house arrangements efficiently. Also includes termly quality inspections to maintain standards.

Training Package – provides training for cleaning and caretaking staff to carry out their duties safely.

Water Temperature Testing Package – ensures all water in your school is safe by monitoring the temperature in line with Legionella L8 Regulations.

Inspection Package – provides monthly cleaning inspections with a report.

Compliance Package – provides fire alarm and emergency lighting tests as per schedule and legislation.

Get in touch:

For more information please visit the WES website. To access buy as you need services or discuss a tailored package, please contact us on 01926 413451

BUY AS YOU NEED SERVICES

Contact us directly if you would like to discuss a tailored package for your school.

We also offer a range of buy as you need services to support your school including:

- The Recruitment Package
- The Building Assessment Package
- The Cleaning Standards Package
- Relief Staffing Service
- Assistance with the management of external contracts
- Moving, lifting and working at height training
- Janitorial service
- Specialist and event cleaning
- Equipment leasing
- Cleaning/caretaking staff disciplinary case management
- Machinery repair service



WES PROPERTY RISK MANAGEMENT SERVICE

Comprehensive property survey information and support tailored to the needs of Duty Holders in academies.

BENEFITS

- Pragmatic advice from professionals with working knowledge of your academy
- Manage legislative risk and meet statutory asbestos and fire management obligations
- Ensure academy water systems will be safe from Legionella
- Save academies time and money with ongoing advice support and training

WHY USE US

Improve your success in bids for capital funds. We prioritise essential works in your medium and long term planning cycles to give you a strategic approach that means you're ready to bid for capital funds as they become available. We also help manage your health, safety and welfare obligations in an easy-to-understand, sensible way.

SUBSCRIPTIONS

Asbestos Management – meet your statutory obligations defined by Regulation 4 of the Control of Asbestos Regulations 2012. Includes annual asbestos inspection with prioritised report outlining required works and updates to your asbestos register/management plan.

Water Hygiene Risk Assessment – assessment survey every two years, or following major works, carried out by a Legionella Control Association-accredited and experienced assessor. Includes risk assessments, log books and drawings.

Fire Risk Assessment – assessment every three years with a summary report with annotated floor plans.

Condition Survey – carried out every three years and covers building, electrical and mechanical elements of your academy. Helps day to day maintenance planning and bidding for capital funds.

All subscribers have access to help and advice via telephone on 01926 476850 during the hours of:

8.45am – 5.00pm Monday to Thursday
8.45am – 4.00pm on Fridays

Access to reports and e-learning on the Atlas Website is also included.

SERVICE FOR ACADEMIES ONLY

BUY AS YOU NEED SERVICES

Please contact us if you would like to discuss arranging a package tailored to your school.

We also offer a range of buy as you need services including:

- Classroom-based asbestos and water hygiene awareness sessions

- UKATA-certified asbestos awareness training

- Fire Warden training

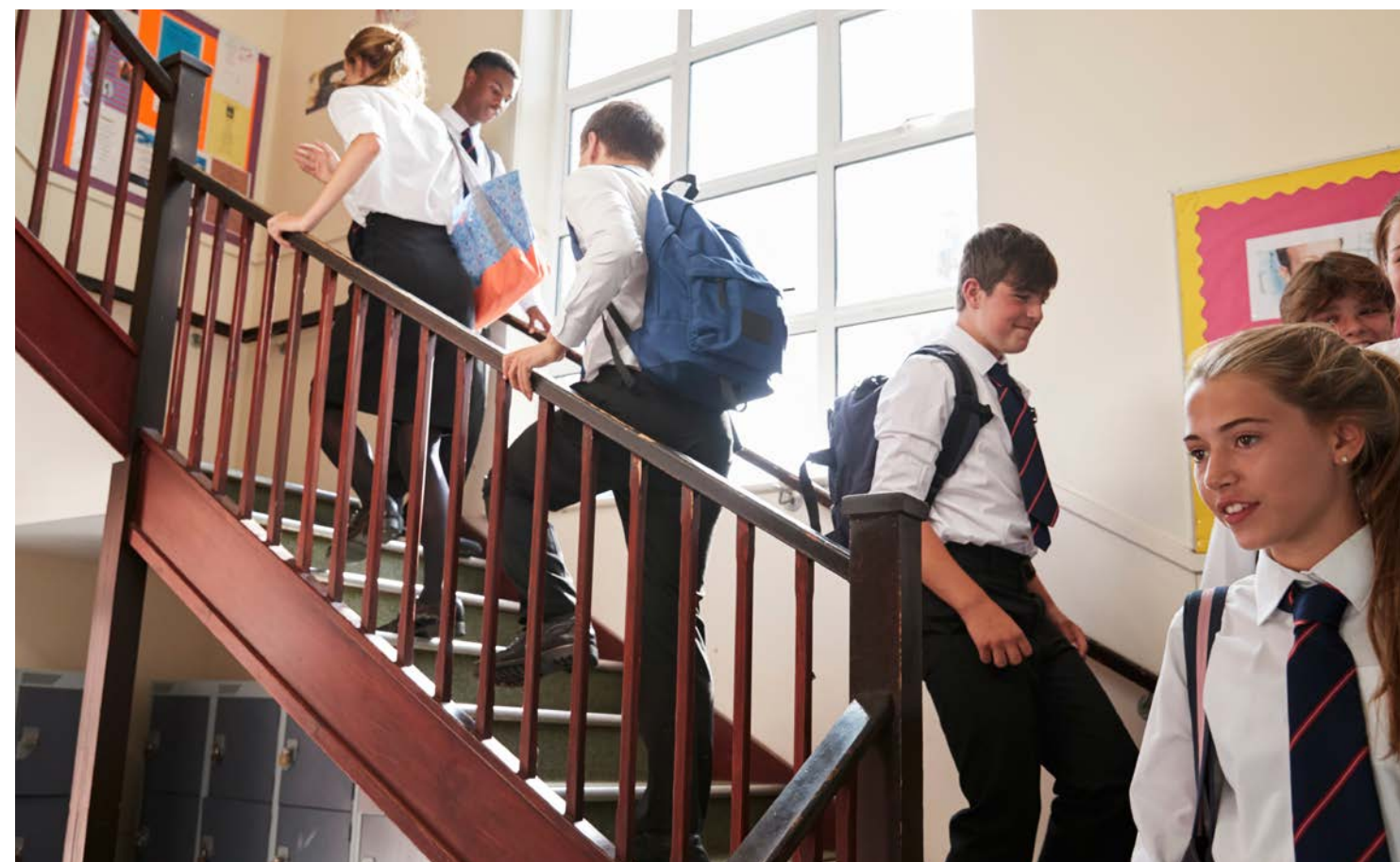
- Responsible Person training for asbestos and water hygiene

Get in touch:

For more information please visit the WES website or contact us on 01926 476850. To purchase buy as you need services, or discuss tailored service, call 01926 476850.

FOR MORE INFORMATION
ON OUR SERVICES VISIT:
WARWICKSHIRE.GOV.UK/WES

SERVICE FOR
ACADEMIES ONLY



WES SAFETY & PREMISES SERVICE

School-focused sensible advice and support to make it easier for you to provide a safe and secure learning environment for staff, pupils and visitors.



Get in touch:

To access our buy as you need services or to discuss a tailored package, please contact us on 01926 476871.

BENEFITS

- Experienced staff who provide support through the telephone helpline and emails
- Competent, up-to-date advice that meets the Management of Health & Safety at Work Regulations 1999
- Reduced risk of accidents, serious incidents and insurance costs
- Cost-effective recommendations to meet budgets and comply with legislation
- Training packages, to enable staff to be aware of their duties and responsibilities

OUR SPECIALISMS

- The Education Sector
- Health & Safety
- Fire Safety
- Security
- Swimming Pool Safety
- Radiation Protection

WHY USE US

We understand the complexity of health and safety law and how time consuming it can be to ensure compliance.

Our 20 years of experience in the education sector means we can help you to raise health and safety standards.

95% of our training is rated as good or excellent.

SUBSCRIPTIONS

Our 'Essential Core Service' is the foundation of our offer and needs to be purchased to access other elements of service. Other services are available separately to build on the core service and meet your school's individual needs.

Essential Core Service

Get immediate advice and guidance via our helpline with access to an experienced advisor on all aspects of Health and Safety, Fire Safety, and Security. Customers have access to our online document library and our termly newsletter.

Primary schools also get annual membership to Consortium of Local Education Authorities for the Provision of School Science (CLEAPSS) for science, technology, and art advice and resources.

Annual Inspections*

Meet Health and Safety, Fire Safety, or Security legislative requirements and best practice. A Competent Health and Safety Advisor will conduct a walkabout, check documentation and procedures, and produce a plan that identifies areas for improvement. We recommend one inspection per year as part of a three year programme.

Secondary schools get Radiation Protection Officer, Radiation Protection Advisor and CLEAPSS membership.

Equipment/Pool Inspections

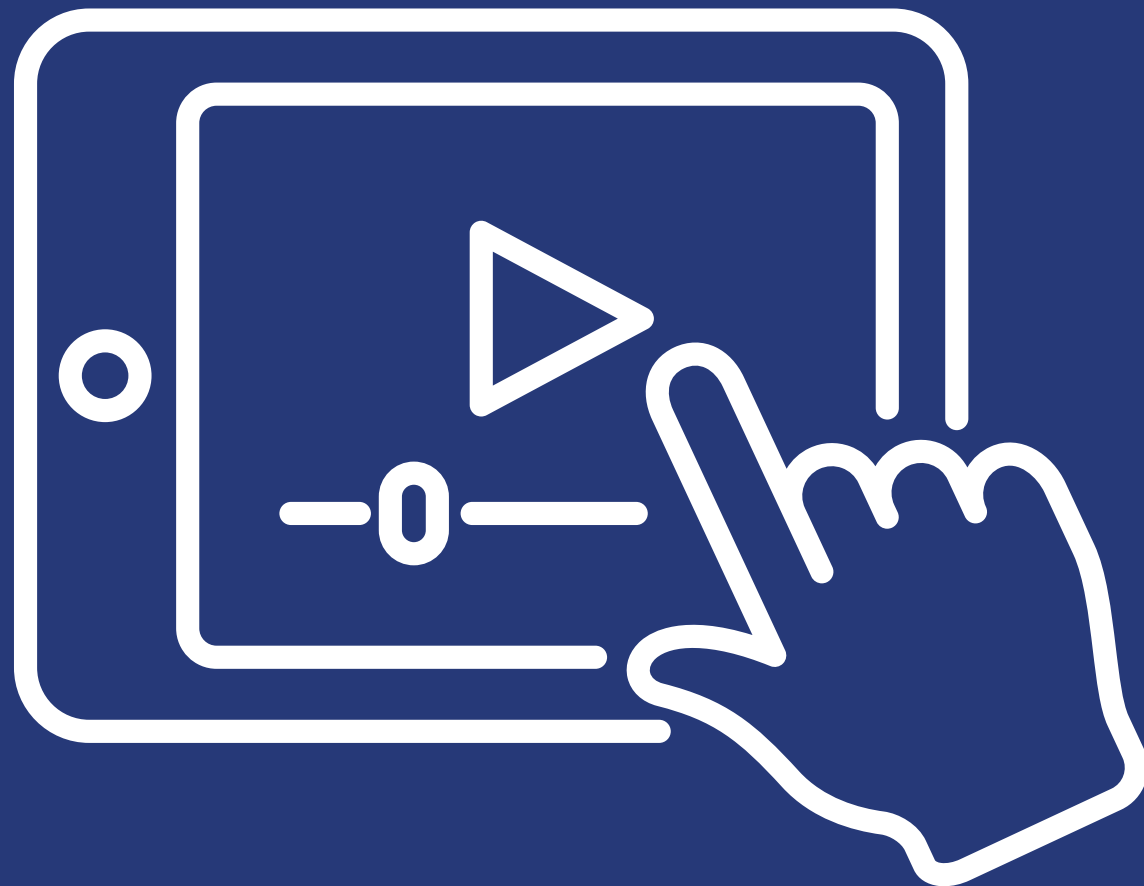
Ensure your equipment is safe and fit for purpose. Includes annual inspections of swimming pools, PE, sports, pottery, and design and technology equipment. Also includes termly inspections of outdoor play equipment.

BUY AS YOU NEED SERVICES

We offer a range of services to buy as you need. These include:

- Traffic Management Survey
- On-site Fire Warden training
- Follow-up support visits provided after the Annual Inspection
- Review and organisation of Health and Safety information
- Caretaker Guidance Visit
- Preparation for WCC Corporate H&S Audit (maintained schools only)
- Assistance Site Visits
- Training for staff and governors
- Niche services: microbiological analysis of pool water, accident recording, cash collection scheme and more.

BOOK YOUR TRAINING THROUGH THE WES TRAINING PORTAL.



- Training courses all in one place
- Easily searchable by:
name, date, service, or location
- All invoices available through
your online WES account space



WES FLEET MAINTENANCE SERVICE

We save you time and ensure your vehicles are maintained and safe to use.

BENEFITS

- Know your vehicles are roadworthy, fit for purpose, properly licensed and maintained.
- Meet the statutory requirements of the Road Traffic Act.

WHY USE US

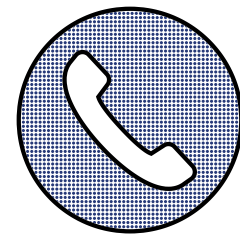
We provide comprehensive fleet maintenance and management facilities on a buy as you need basis at a competitive hourly rate.

A major customer with 320+ vehicles saves over £100K per year by contracting their vehicle service and repair work to us.

BUY AS YOU NEED SERVICES

We offer a range of buy as you need services including:


- Servicing and repair of all makes of car, van and heavy commercial vehicle
- MOT testing and repair
- Tail lift inspections and repair
- Welding and related steel work
- Mobile repairs and vehicle recovery
- Vehicle specifications and procurement advice
- Vehicle inspections and condition reports



Get in touch:

For more information or to purchase any of our buy as you need services, please contact us on 01926 412299.





NEED SOMETHING UNIQUE?



CALL US TO DISCUSS A SERVICE TAILORED TO YOUR SCHOOL.

As well as our subscriptions,
we offer completely tailored services
for individual schools.

Contact us to find out how WES
services can be tailored to your
specific needs.

Call 01926 412210 or email
wesgeneral@warwickshire.gov.uk
for more information.





For more information on our
services visit: warwickshire.gov.uk/wes