



# Services for Schools

2022/23 offer



Coventry City Council

[www.coventry.gov.uk/services-schools](http://www.coventry.gov.uk/services-schools)

# Services Information:

## 1 Teaching and Learning

Covering: Coventry Music; Coventry Outdoors – Education and Adventure Service; School Library Services; Work-Related Learning



## 2 Education Support Services

Covering: Attendance and Inclusion; Data Team; Education Improvement; Ethnic Minority Achievement Service (EMAS); Governor Support Service; Coventry SEND Support Service



## 3 Employment, Health and Wellbeing

Covering: Health and Safety; Occupational Health; Payroll, Pensions and Employee Benefits; Recruitment; School HR and Advisory



## 4 Finance, Insurance and Legal

Covering: Free School Meals Administration; Insurance; Legal Services; School Finance Team



## 5 Facilities and Infrastructure

Covering: Building Cleaning; Digital Print and Mailroom; Emergency Services Unit (ESU) - Monitoring and Response; Energy Management; ICT and Digital; Pest Control Service; Repairs and Maintenance; Waste Services



## 6 Vehicles and Transportation

Covering: Fleet and Workshop; School Crossing Patrol; Travel Passes



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# Teaching and Learning

# Coventry Music

We are the major provider of music activity to children and young people across Coventry and deliver this in partnership with schools, partners and regional arts organisations. Coventry Music strives to support schools, raise standards and to provide an inclusive, diverse, rich and balanced programme along with opportunities for training and development.

We ensure high-quality teaching and learning across a wide variety of diverse styles and genres working with professional artists from many cultural backgrounds and provide several high-profile performance opportunities which showcase talent, progression and achievement.

## Charanga

Charanga is a complete scheme to teach the national curriculum for music. It includes a growing library of songs, topics, instrument courses and creative apps that support assessment, SEND and personalised teaching and learning. We are able to offer discounted subscriptions to this service.

## Flexible Half Day Rate

Our most flexible way for children to access music provision. We will provide one tutor for a morning or afternoon over 33 weeks a year. Schools can decide how this is allocated across the school, although we recommend that children receive tuition for a minimum of a term.

## Flexible Hourly Rate

Can be used to offer shorter term projects and one-off musical experiences. It is also ideal for music groups, after-school clubs, specialist class teaching and choirs.

## Inspire Workshops

We can deliver bespoke music workshops in a variety of genres and styles to offer your students an inspiring musical experience. The content is completely flexible to the requirements of the school, but examples could include beat making, spoken word, electronic music (app/software based music making), theme/subject based workshops.

## Instrument/Vocal Tuition

### Kick Start Music

This programme is aimed at schools who wish to get instrumental tuition started in their school. It is designed to get children interested in playing an instrument and build a desire to continue learning after the programme ends. You can choose from a wide range of instruments, and from either 10 x 30 minute lessons, or 5 x 60 minute lessons. Instrument loan is included in the price.

### Live Performance (including Rock Band)

A range of 45 minute interactive performances are available including the Coventry Music Rock Band.

## **Music Curriculum Delivery**

We will deliver a programme in line with the National Curriculum with a qualified teacher for 33 sessions across the year.

## **Musical School**

Class receives 1 hour of instrumental teaching per week (3 classes across the year). Includes free instrument hire for whole class lessons. Offer includes an additional free 30 minute lesson for students wishing to continue from previous term cohorts.

## **Open Orchestra**

Only open to Special Schools.

## **Sparkyard from Out of the Ark**

Sparkyard is a subscription service from Out of the Ark, rich in resources. With access to over 900 songs, activities, assembly packages, videos and practical tips, as well as a comprehensive and flexible skills-based music curriculum for Early Years through to Year 6.

# Coventry Outdoors – Education and Adventure Service

Coventry Outdoors offers a broad range of educational and curriculum programmes for schools from early years through primary, secondary, special, FE and HE as well as youth and uniformed groups.

We provide a world-class Outdoor Education Service which supports children and young people to flourish through a purpose-built provision. We offer high-quality residential outdoor education programmes at our activity centre at Plas Dol-y-Moch in Snowdonia, North Wales.

Our Guidance and Advice service offers professional high-quality advice, guidance

and support for schools and establishments in managing educational visits and activities and in developing outdoor education and learning.

In addition, we offer an in-city programme supporting children and young people with strong links between the outdoor experience and the school curriculum, broadening horizons, developing learning skills and fostering practical life skills whilst offering bespoke training through outdoor learning to give confidence and inspire teachers to use in day to-day teaching.

## **Dol-Y-Moch**

Residential outdoor education programmes at our activity centre at Plas Dol-y-Moch in Snowdonia, North Wales.

## **Educational Visits Co-Ordinator Training**

This course aims to equip staff with the key requirements to become a competent Educational Visit Co-ordinator. The course outlines key considerations in planning an educational visit, updating participants with current good practice in the supervision of children and young people. Participants will receive a certificate validated by our IOSH and IIRSM Validator.

## **Outdoor Learning Training**

Course designed to equip staff with the knowledge, skills and qualifications to embed a progressive skills framework linked to the National Curriculum, inspiring teachers to use outdoor learning in day to-day teaching.

## **First Aid Training**

There are a number of First Aid courses available including basic and more advanced courses and First Aid re-qualifications.

## **Educational Visits SLA**

Offering professional high-quality advice, guidance and support for schools and establishments in managing educational visits and activities and in developing outdoor education and learning.

# School Library Services

We provide a specialist library and learning resource service for all Primary and Secondary schools. Our loan services allow schools to keep their book stock up-to-date and enhance teaching and learning across the curriculum for minimal cost.

The subscription package provides the best value for money and includes termly project loans, artefact collections and a bulk annual loan. With the concerns around reading due to the pandemic, we can also help schools improve their own book stock and promote

reading for enjoyment.

Our specialist librarians can provide advice, guidance, training, and book buying services. Our Library Refresh, Reading for Pleasure packages and new Representative Reading Spine offer are ideal for creating more inclusive and diverse reading choices.

Our service also run the Year Six Library quiz and the Coventry Inspiration Book Awards, both of which help to widen students reading horizons and celebrate reading for enjoyment.

## Annual Loan

Charged per item on loan for 1-year, partial exchange available throughout the year, can include audiobooks, large print books and guided reading sets

## Artefact Loan Service

Three-week loans of all SLS artefact collections available to all teaching staff, unlimited number of loans over the year's subscription.

## Representative Reading Spine KS1

- i) Ready to go pack - includes a copy of each book (12 total) plus digital version of the teaching resources.
- ii) Large school value pack - includes three copies of each book (36 total) plus digital version of the teaching resources
- iii) Wider reading pack - Includes a copy of each book (12 total) plus a digital version of the teaching resources. Also includes six wider reading books per spine title (72 total).

## Reading Update Subscription

CPD for teachers and librarians to keep up to date with the best fiction and non-fiction books published, includes a termly meeting and all book notes and reviews

## Introductory Package

For schools who have not subscribed to our services recently our taster of the subscription package includes five termly project collections, unlimited artefact loans and a 100 Fiction books on loan for one year.

## Library Support Package

- i) Primary - one day of flexible support from SLS librarians plus Reading Update subscription
- ii) Secondary - one day of flexible support from SLS librarians plus Reading Update and Secondary Forum subscriptions



## Subscription

Includes termly project collections, unlimited artefact loans and a bulk annual loan.

## Subscription Plus

- i) Primary - in addition to the standard subscription service: SLS will manage your annual loan exchange, subscription to Reading Update Service, 2 sets of Coventry Inspiration Book Awards shortlists, upgrade to Gold to also receive 25 new books as part of the Reading for Pleasure Package delivered termly
- ii) Secondary - In addition to the standard subscription service: SLS will manage your annual loan exchange, subscription to Reading for pleasure silver package and subscription to Secondary Librarian Forum.

Please note if buying for partial school less than 800 pupils Package will include Reading Update subscription rather than Reading for Pleasure Silver Package.

## Reading for Pleasure

Bronze/Silver options - Subscription to the Reading Update Service, 25 new fiction books for the school selected by SLS librarians and delivered once a term, upgrade to Silver to receive three sets of Coventry Inspiration Book Awards shortlists.

## Library Refresh

Silver - Give your library a reboot with 2 days of SLS staff to weed, tidy and rearrange your library space plus £1000 RRP's worth of new books chosen by SLS librarians based on your stock gaps

Gold - Give your library a reboot with 2 days of SLS staff to weed, tidy and rearrange your library space plus £1500 RRP's worth of new books chosen by SLS librarians based on your stock gaps

Book Add-on - £500 worth of new books to add on to Library Refresh package

## Termly Project Loans

30 items on loan for one term – bespoke collections compiled by SLS librarians to match school's request and can include non-book items.

## Secondary Librarian Forum Membership

# Work-Related Learning

Our Work-Related Learning offer is a Coventry City Council service that works in partnership with Schools, Academies and Training Providers to enhance education, by offering a wide variety of bespoke training packages delivered by high-quality commissioned training providers supporting young people aged 10-19 years.

This enables young people the opportunity to access personalised learning, studying off-site, online or within the school setting dependant

on their needs. Our provision enables the opportunity for young people to study towards additional Nationally Recognised Qualifications and enhance their Functional Skills, whilst gaining many new interpersonal and practical skills.

Our Work-Related Learning service also promotes independence for young people and confidence building to develop their life skills.

## Work-Related SLA

Secondary/Special schools - Each band level represents a block of 10 students, please select the appropriate band for the number of students you wish to enroll.



# Education Support Services

# Attendance and Inclusion Service

We provide a high-quality professional service to schools in Coventry to ensure that parents/carers fulfil their statutory obligation to send their child to school regularly. Our services are designed to provide a wide range of support to improve the attendance and punctuality of pupils, to support improvement with the level of engagement of parents, and to improve whole school attendance. We will seek to impact positively on attendance statistics and ensure suitable interventions are implemented so school, families and children are supported.

Our experienced Inclusion team offer comprehensive support to schools in the form of direct intervention work (1 to 1) designed to improve educational and behavioural outcomes for students. Our dedicated practitioners are committed to securing positive outcomes for children, fielding a wealth of experience, knowledge and skills to augment the strong practice of behaviour support in schools across Coventry.

## Attendance Traded Offer

Designed to provide a wide range of support to improve the attendance and punctuality of pupils, to support improvement with the level of engagement of parents, and to improve whole school attendance.

## Education Support Traded Package

Delivering a high quality, professional service to Primary and Secondary Schools to ensure that students in danger of Permanent Exclusion (PEX) either remain in their current school settings, with improved behaviour, or are provided with the appropriate support and interventions to make a successful transition into another school setting or educational provision.

## Parenting Contract

An agreement between a parent and/or carer, the school and the Local Authority (LA), in order to improve the attendance of children and young people. An agreement between a parent and/or carer, the school and the Local Authority (LA), in order to improve the attendance of children and young people.

## Post-16 Transition Programme

Designed to prepare, post-16 students or Key Stage 4 students for/with their transition into further education settings, Alternative provision or 6th form.

## Primary Transition Programme

Programme designed to prepare, vulnerable year 6, students with their transition into their Secondary setting.

## School Attendance Health Check

Provides a framework to support the work of schools and Children's Services to ensure high standards of registration are maintained which support both the safeguarding and standards agendas.

# Data Team

We provide timely, high-quality information and systems to support school staff and Early Years Providers.

By making use of technology to develop new systems we can offer a professional support service to help schools in managing data

effectively. This in turn will enable schools to make decisions based on accurate performance and demographic information and help to meet statutory obligations for statistical returns to central government.

## Standard Package

We provide guidance and support on submission of statutory statistical returns, Capita SIMS Pupil Database maintenance, support in analyses for Achievement, school context and Demographic Trends, software system provision for schools' use to support self-evaluation and school improvement, facilitate data sharing within school collaboratives/networks for planning and review.

We also offer training and support in the use of national software including FFT ASPIRE, Perspective Lite/NOVA software and DfE ASP.

# Education Improvement

We provide a range of assessment, moderation, monitoring and data collection and support Services for Schools. The work of the team is focused on challenging and supporting schools to help children make good progress and improve the quality of leadership and management at all levels and teaching and learning across all subjects. This includes ensuring statutory assessment arrangements are met and Headteachers and Governors have support and

guidance necessary to meet these requirements.

We also monitor and support the Early Career Teacher (ECT's) induction process and provide support to schools on ECT induction statutory requirements and procedures, assessments and conduct the quality assurance of inductions.

We also provide access to ECT Manager to enable the registration and completion and submission of assessments relating to Early Career Teachers.

# Ethnic Minority Achievement Service (EMAS)

We provide schools with access to bi-lingual support for children in a range of languages and professional expertise for teachers. We offer DBS-cleared Multilingual Assistants (MLAs) who provide bi-lingual classroom support to newly arrived children and young people, in addition to specialist English as an Additional Language (EAL) teachers

to provide advisory support, training, teaching and assessment.

MLAs can also support with phone calls, plus virtual and face-to-face meetings with parents/carers.

## Multilingual Assistant SLA

Deployments for up to 35 hours a week. Includes phone calls to families, support for parents' evenings and school-based meetings in addition to direct work with newly arrived children and young people. The SLA can be used to pay for Multilingual Assistant hours or other chargeable EMAS services for your school.

## English as an Additional Language (EAL) Support and Advice

Includes advice and support for inclusion leaders, newly-arrived pupil assessments, EAL action planning, audit and/or learning walks, work with support staff in the development and delivery of interventions, support for NQTs, bespoke staff training sessions, specific advice for identified groups, for example EYFS settings, Gypsy and Traveller pupils, pupils with EAL and SEN.

# Governor Support Service

We provide a range of clerking services and administration for Governing Boards, Academy Trust Boards and their committees, in addition to a comprehensive advice service on governance-related matters.

We have an experienced team of Governor Support Specialist Officers who act as Clerks to the Governors. All schools are allocated a named Clerk. The service is centrally based and has a wealth of knowledgeable and skilled staff that also provide advice on governance related enquiries.

## Trust Board Support

Options – Paper or Electronic. Includes Learning Link, Coventry Governor Association Membership and GovernorHub subscriptions (costs apply).

## Clerking Support for one Trust Board Committee

Must have purchased Trust Board Support to access this service.

## Advice & Guidance Service

Includes Learning Link, Coventry Governor Association Membership and GovernorHub subscriptions (costs apply).

## Support for Governing Board

One meeting per term for a Local Governing Board or Single Academy Governing Board. Includes Learning Link, Coventry Governor Association Membership and GovernorHub subscriptions (costs apply).

## Support for Two Meetings of the Governing Board

One meeting per term for a Local Governing Board or Single Academy Governing Board. Includes Learning Link, Coventry Governor Association Membership and GovernorHub subscriptions (costs apply).

## Clerking Support for One Committee of the Governing Board

LGB Committee and Academy Committee. Must have purchased Governing Board Support to access this product.

## New Governor Induction

## Additional Meetings

For housekeeping and any other meetings.

## GovernorHub (increase to full subscription)

# Coventry SEND Support Service

We provide dedicated support to children and young people with Special Educational Needs and their families. We work in partnership with Coventry schools and education providers to deliver high-quality support and improve life outcomes.

Our teachers offer specialist expertise which can help support children and young people with complex communication needs, irrespective of a diagnosis of ASC and support the inclusion of children and young people with SEMH and

learning needs, including identifying dyslexia. We work directly with children and young people to understand and explore barriers to learning.

In addition, our Educational Psychology Team offer a bespoke service to meet the needs of your children, families and staff.

Our psychologists work closely with Coventry Schools, to ensure that all work is delivered in partnership with you. The team also provide critical incident support which can help you respond to unexpected critical events.

## Complex Communication

Covers a range of services including advice on strategies to use to support children and young people, target setting, modelling to staff, direct work with pupils covering a range of topics (emotional regulation, social skills, transition etc.), meetings with parents, peer awareness sessions and a variety of training sessions to further whole school development.

## Social, Emotional, Mental Health & Learning

Supporting schools with SEMH and learning, including dyslexia, providing solution-focused, practical advice and intervention, working directly with children experiencing SEMH to raise self-esteem and improve behaviour.

## Education Psychology

Offers psychological assessment to help better understand students' strengths and needs, collaborative consultation to build support plans, intervention to support individual children, groups and whole classes, tailored packages of training to develop skills within your school and research and development activities to address your priorities.





# Employment, Health and Wellbeing

# Health and Safety

We provide a supportive service committed to offering a responsive and customer-focused approach that aims to guide and advise you in meeting statutory requirement to protect the health, safety and wellbeing of employees, service users and visitors.

Our team is highly experienced in a range of Health & Safety areas and are on hand to provide advice to ensure that you always comply with relevant health and safety regulations.

## Health and Safety SLA

Available for all schools

# Occupational Health

We provide a customer-focused, accessible medical and nursing advisory service available at a location to suit you. Our service includes pre-employment health screenings, role specific medicals, sickness absence health referrals,

case conferences, health promotion and surveillance, vaccinations and immunisations, workplace ergonomic and musculoskeletal assessments.

## Occupational Health & Wellbeing SLA

### DSE Eye Test Vouchers

# Payroll, Pensions and Employee Benefits

Our Payroll and Pensions service provides a full range of Services for Schools. We strive to provide a high-quality, value for money service with our team of payroll and pensions professionals providing advice and guidance to ensure statutory compliance.

As part of our professional commitment to you, we will continually look for ways to improve our service offer and continue to build close relationships with all of our customers.

## HR Contract Administration

General administration of employment related letters and contracts, guidance and support for school staff on completion of relevant forms.

## Payroll, Pensions & Employee Benefits

Provides access to our self-service payroll administration portal. This product will be charged depending on the number of contracts ascertained on each annual enumeration day. This does not include casual/supply staff.

# Recruitment

We believe that recruiting the right people is one of the most important decisions you will make. Our experienced advisors are an expert source of knowledge and will assist you in making the right choices for your organisation.

We support the recruitment process from start to finish providing access to our WMJobs

recruitment portal and sharing our experience on how to advertise hard to fill vacancies. We provide a comprehensive recruitment service across all stages of the recruitment process to enable you to attract and secure the best available candidates and ensuring compliance with legislation.

## Recruitment SLA

Supporting all stages of the recruitment process.

# School HR and Advisory Service

Our School HR and Advisory Service is committed to providing a high-quality, responsive professional support and advice service to schools. We will provide comprehensive and clear advice, relating to all school employees, on all aspects of employee relations and terms and conditions of employment.

The HR Advisory Service team provides professional and proactive support to all types of school. We offer extensive experience in supporting and advising schools and we pride ourselves in offering practical solutions to complex and challenging employee issues, in addition to responding to sensitive matters with tact and discretion.

## HR Advisory and Support

A comprehensive HR advise service, offering practical solutions to complex employee issues.

## Suspended Staff Cover

The scheme will fund the cost of employing supply staff cover arising from a decision to suspend a member of staff. Both Teachers and Support staff are included in the scheme.



# Finance, Insurance and Legal

# Free School Meals Administration

We carry out the statutory function of checking and processing eligibility for free school meals (FSM) on behalf of schools.

Due to our end-to-end processing of applications for free school meals made via various channels and access to the HMRC Eligibility Checking Service Processing, we are able to maximise the free school meal eligibility of your school directly impacting the number of pupils who will attract Pupil Premium Grant

funding at your school.

Where eligibility cannot be confirmed, we will follow up claims to seek confirmation of eligibility and will maintain and update the records database for free school meal applicants by reviewing the continuing eligibility of parents. We will also provide access to an on-line self- service portal where schools can check eligibility in real time.

## Free School Meals Eligibility

Our service can support the checking and processing eligibility for free school meals.

# Insurance

We provide a comprehensive and professional insurance service for Local Authority Maintained Schools. Your School Governing Body can be assured that the school's physical assets and liabilities are insured and that the Governors,

the Headteacher, staff and pupils have the benefit of the insurance cover they need.

Motor/vehicle insurance can also be bought in isolation from the other classes of insurance.

## Property and Pupils Insurance

Comprehensive insurance service including advice and on all aspects of insurance and loss control.

## Vehicle Insurance

Comprehensive motor vehicle insurance service including advice and on all aspects of insurance and loss control.

# Legal Services

Our Legal Services service are an award-winning internal support service for Coventry City Council. We currently have around 60 legal professionals who have extensive experience and knowledge and offer a professional

comprehensive, tailor-made service to address all your legal issues.

We are also independently recognised by the Law Society.

## GDPR Services

We will provide the school with a named “Data Protection Officer” who will provide training, produce template documentation and supply advice.

## Bespoke Training

Providing six hour, full-day sessions or three hour half-day sessions.

## General support to Academies

## Legal Services SLA

Only available to maintained schools. Covers all day-to-day legal support up to eight hours.

## School Appeals and School Exclusion Appeals

A professional, comprehensive service making sure that Appeals are dealt with according to relevant legislation.

# School Finance Team

We are the leading provider of financial Services for Schools in Coventry. The School Finance team offer experienced finance officers and qualified accountants with many years' experience of working with schools and the educational sector.

In these challenging financial times, effective, efficient and robust financial management is essential and keeping an eye on your school's financial sustainability is more important than

ever as you will appreciate.

Our team is here to support you in these goals, delivering clear advice and valuable support based on our up-to-date knowledge and years of experience.

We pride ourselves on delivering a value-added service, providing comprehensive support, advice, guidance and training to cover all aspects of managing your school's finances.

## School Finance Officer

A flexible financial support service to enable schools to fulfil their statutory obligations and strategic functions. This includes: budget planning (including multi-year plans); budget monitoring and control; staffing projections; financial reports; audit of school funds; consistent financial reporting returns (CFR); final accounts completion and remote access to SIMS Financial Management Systems (FMS) to help deal with queries.

## Governor Finance Training

## Head Teacher Finance Training

## Recruitment and Selection

This is a flexible service and can include Shortlisting, interview panel support, testing, interview questions, supporting candidate feedback, induction/training needs.

## School Financial Administration Service

We offer experienced staff with the knowledge and expertise to support absence cover, offer additional capacity, assist in training new staff and offering advice on best practice.





# Facilities and Infrastructure

# Building Cleaning

Our service offers a range of cleaning Services for Schools and are also here to offer general help and advice on any issues or challenges

you have connected to keeping your premises clean.

## We offer a range of cleaning Services for Schools including:

Deep cleaning; infection control; steam cleaning; carpet cleaning; floor scrubbing; ground floor window cleaning, in addition to outdoor play equipment and the cleaning and sanitising of vehicles.

We can also offer Buffer Training, Quality Audits, Refresher Cleaning Training.

In addition to our list of services here, we can assist with the supply of cover to help with your cleaning needs, subject to availability of staff.

# Digital Print and Mailroom

Our Coventry Digital Print and Mailroom offers highly competitive pricing for a wide range of postal, printing and scanning services.

submission from your desk directly to our mailroom where we will print, envelope and dispatch your documents.

We're able to cater for all your mailing needs with a full range of postal services. We provide a service to collect from premises around Coventry daily, ensuring your mail is dispatched in a timely manner, or if you want to avoid 'physical' collections we can provide you with our Hybrid Mail service that enables electronic

We can also provide a full range of printing services including high volume / high quality black and white and high-quality colour documents, school plans and documents (up to A0 in size), posters (photographic quality up to A0 in size), as well as leaflets and flyers for example.

## In addition to this we also provide:

- Scanning services, up to A0 in size
- Confidential Waste disposal

# Emergency Services Unit (ESU) – Monitoring and Response

Our ESU service is the security arm of Coventry City Council and we operate a 24/7 control room. All our staff have also undertaken DSB checks and are screened to Security Standard BS7858. In June 2021 we were awarded the Surveillance Camera Commissioners Certification Mark of Compliance.

We provide a variety of products and services to assist with your security solutions: Fire/intruder/

panic alarm monitoring and response service, Keyholding, Lone Working, CCTV monitoring, Patrol Service and School Patrol packages.

We would jointly develop a Service Level Agreement that would detail your specific contract needs. All the contracts we offer are rolling contracts and for prices please contact our team direct.

## Energy Management

Our award-winning Energy Management Services Team is on hand to support you with all your utility management and climate change related needs. With the UK prioritising

its transition towards "Net Zero" and its unprecedented impacts on energy markets, our team of specialists can assist, advise and deliver services specifically for your school.

### Display Energy Certificate

The cost of undertaking the certification for a school is dependent on the number and size of buildings requiring a certificate, whether a site survey is required and whether the advisory report also requires renewal.

### Energy Management SLA

This is a tiered SLA offer, enabling schools to choose the level of support they wish to receive from the Team.

# ICT and Digital

We offer expert ICT and Digital solutions to support teaching and learning and with over 20 years of experience, we have many different services to choose from.

Our services cover a wide range of support such as a dedicated onsite support technician, SIMS & FMS support and training, support for Statutory Data returns such as Census and Workforce Census, off-site data backups for your critical data, safeguarding software to

protect your vulnerable learners from harmful content and activities, internet access, and filtering which you can control.

All our services have your school in mind and are supported by highly trained individuals underpinned by a leading ICT department and backed up by our comprehensive SLA which includes commitments relating to service availability and fix times.

## ISP Service

Supplying 1GB connection and can be provided with or without filtering.

## Safe Data Back-up

Remote cloud back-up service, securely backing up your important school data off site to protect against fire, theft, or destruction.

## Curriculum Support

On-site technician for a chosen period and includes anti-virus licenses for all school devices.

## Impero EdProtect Software License

Safeguarding software that provides school with the tools they need to identify students at risk of online harm, enforce acceptable use policies and keep students safe.

## Admin Workstation Support

Remote technical support for specified administration workstations.

## Admin Server Support

Technical support for a school's admin server. Includes anti-virus licenses for all school devices.

## Pay360 Support

Provides advice, guidance, and support along with the ability to attend training courses for Pay360.

## SIMS Annual Entitlement Service

Only available to maintained schools, this service is your annual entitlement to use the SIMS.net and FMS systems.

## MIS Support and Training Service

Provides support, advice and guidance for users if using the SIMS FMS application.

## SIMS Dinner Money Annual Entitlement

Only available to maintained schools, this service is your annual entitlement to use the SIMS Dinner Money product.

# Pest Control Service

We provide a first-class, trusted pest control service, offering one-off treatments or full tailor-made pest management programmes for the whole school. All our officers are fully trained and have enhanced DBS checks.

Our Pest Control Team has many years of knowledge and experience of dealing with all pest types found on school premises and grounds and we use the latest pest control techniques to sort the problem with health and safety as a top priority when visiting your school.

# Repairs and Maintenance

Our service offers years of experience completing emergency and responsive repairs, planned preventative maintenance schedules and property improvements and refurbishments.

With a dedicated internal team of operatives, plus professional support staff, our vast area of specialist trades cover:

- Electrical installation and repair
- Heating, ventilation & plumbing
- Painting and decorating
- Plastering
- Glazing

- Carpentry
- Roofing
- Minor building/refurbishment works
- CSDPA adaptations and servicing

We can carry out building works, refurbishments, general maintenance, gas servicing, maintenance and installations, electrical works and a 24 hour, 365 days a year, emergency call-out service across all trades.

All operatives are fully trained and qualified in their respective specialist areas of work giving you the assurance of quality workmanship and support.

# Waste Services

We offer a range of waste solutions including recycling initiatives which can help your business reduce waste disposal costs and become virtually zero landfill.

We are one of the only commercial waste operators in the area that can enable your

company to become virtually zero landfill. We offer recycling schemes that send all recyclable material to specialist treatment facilities. All other general waste that cannot be recycled is sent to our own waste to energy plant where it will be incinerated and converted to energy.



# Vehicles and Transportation

# Fleet and Workshop

We offer a range of services to support your transportation needs. We can provide fleet vehicles on an annual basis as well as short term vehicle hire including minibuses as required. We are also able to offer vehicle servicing and MOT certifications and a range of other mechanical services.

We are also able to offer driving assessments to all new drivers as well as a three-yearly refresher in line with the City Council's driving policy requirements. We also offer dedicated minibus driver training (MIDAS) and Defensive Driving Training.

## Vehicle Hire

Short-term vehicle hire services for all types of passenger vehicles including minibuses.

## Permit19

Passenger Transport Licenses.

## MOT's

Authorised MOT test station for Class 4, Class 4a and Class 7 MOT's. Free MOT retest if a vehicle is returned to within 10 days.

## Annual Vehicle Servicing



# School Crossing Patrol

Our School Crossing Patrol service currently supports thousands of Coventry children to safely cross the road on their journeys to and from school. We provide crossing patrols at

many locations within the city, to help children and their parents cross the roads more safely and offer practical advice on road safety.

## School Crossing Control

Helping children and their parents cross the roads more safely and offering practical advice on road safety.

If you would like a Patrol outside of your school, please don't hesitate to contact Mel Statham on (024) 7683 2024 or email [melanie.statham@coventry.gov.uk](mailto:melanie.statham@coventry.gov.uk) so that this can be discussed in more detail.

# Travel Passes

We administer free travel passes for students who meet the statutory home to school transport requirements. Where schools operate their own transport policy, we can assess entitlement to transport support for your students under both the statutory rules and your own policy.

For those students who qualify, we will purchase and issue travel passes from transport providers and recharge the school for passes issued under the school policy.

We are happy to discuss our service in more detail and how we can support your school in this service area.



Coventry City Council

### **Further details:**

We hope you find this service offer useful and provides the key information about our services and key contacts.

If you do need further information about our services or have some general questions, then please contact **[ServicesForSchools@coventry.gov.uk](mailto:ServicesForSchools@coventry.gov.uk)**

You can also sign up for the free e-newsletter at this address too.

**[www.coventry.gov.uk/  
services-schools](http://www.coventry.gov.uk/services-schools)**