



Price List

2010/11

KENT SERVICES *for Schools*
Tel: 01622 694208 E-mail: school.services@kent.gov.uk



CFE Finance				
Package	Details	Code	Price	Pay As You Use
Trading and Contract Management Unit				
Financial Systems Support	Payable as a one-off	F1	£580 per annum	This package will apply to any non contract school seeking support. It will be offered subject to discussion with and at the discretion of the Principal Accountant (Trading and Contract Management Unit)
Financial Returns and Monitoring		F3	£37 per hour	
Full Bursarial Service		F4	£32 per hour	
Short Term Support		F6	£48 per hour	
3 Year Budget Planning	Primary	F7	£452 one off	
	Secondary	F7	£790 one off	
Bespoke Training		F11	£60 per hour	
Voluntary Fund Audit	This package will have VAT applied and will be charged by invoice.		£35 per hour	
Budget Monitoring Spreadsheet			£100 one off	
Financial Compliance Unit				
Financial Management Standard in Schools (FMSiS)	External Assessment	FC1	£750	
	External Assessment for Federated schools £750 for the first schools and £650 for each additional school provided they are assessed at the same time			
	Pre-Assessment Support	FC2	£260 one off	
	Statement of Internal Control Support	FC3	£1000 one off	

Client Services				
Service	Package	Code	Price £	Pay As You Use
Catering				
Catering	Monitoring and Consultancy for schools signed up to the Kent Catering Contract	A	£0.00	With Catering SLA £ 53 per hour £375 per day
SLA's	Service Level Agreement Schools with roll up to 300	B	£2.00 per pupil	Without Catering SLA £ 80 per hour £560 per day Refer to Provider for details of Fixed Charge Services
	Schools with roll over 300		£612 per annum	
	Service Level Agreement - Serveries	B	Charges will be reduced by 33%	3 Weeks of Analysed Menus Schools in SLA - £250.00 Non SLA - £500.00
Cleaning				
Cleaning	Contract Management and Consultancy (Schools in a County Cleaning Contract are entitled to this package at no charge)	C+	Primary/Special £30 pcm Secondary £50 pcm	£ 80 per hour £560 per day Refer to Provider for details of Fixed Charge Services

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Classcare - Property Group				
Service	Package	Code	Price £ Monthly	Pay As You Use
Classcare	Fair Funding Tenant	C1	Price available on request	
	Total Tenant	C2		

Environmental Education Centres			
Service	Details	Price £	Notes
Canterbury Environmental Education Centre, Lullingstone Park Visitors Centre, Shorne Woods Country Park			
Day visit	KS 1 - 5	Minimum charge per class Full Day £180 Half Day £90 Extra pupil rate Full Day £6 Half Day £3	These charges are based on a class of 30 pupils. The maximum no. pupils per class is 35, any class above 35 will be charged as two classes Classes of 30 to 35 pupils will incur an extra pupil rate
Forest Schools	Min. 10 Max. 15	£30 per hour per group	
INSET staff development day	Min. 6 Max. 12	£120 per person per day (including lunch)	
Horton Kirby Environmental Education Centre			
Day visit	Terms 1, 4, 5 & 6 Terms 2 & 3 Terms 1, 4, 5 & 6 Terms 2 & 3	Minimum charge per class Full Day £180 £120 Extra Pupil rate Full Day £6.00 £4.00	These charges are based on a class of up to 30 pupils. Classes of over 30 will incur an extra pupil rate
INSET staff development days		£85 per person per day (including lunch)	
Please refer to individual centres for their policy on cancellation/non-attendance			

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EIS – Secondary Schools				
Package	Details	Code	Price £ Monthly	Pay As You Use
Administration	Less than 476 pupils 476 - 750 pupils 751 – 1025 pupils 1026 – 1300 pupils 1301 or greater Roll as per Jan. 2010 School Census	A3	£280.92 £290.00 £299.00 £308.08 £317.08	Consultancy charge with EIS package £117 per hour (minimum 30 minutes) £301 per 1/2 day £518 per day
Curriculum Basic <i>(excluding on-site support)</i>	Single Server Network	B1	£170.75	(travelling time is charged as part of the total time for the job)
	Single Server Network (RM Connect)	B4	£249.08	
Curriculum Extended <i>(including 3 hours on-site support)</i>	Single Server Network	C1	£211.50	Consultancy charge without EIS package £452 per 1/2 day £787 per day (excluding travel time)
	Single Server Network (RM Connect)	C4	£289.75	
Additional on-site support blocks <i>(Extended packages only)</i>	Block of 3 hours	C5	£275 per block	Additional service prices available on request
	Block of 8 hours	C6	£716 per block	
	Block of 12 hours	C7	£968 per block	
	Block of 20 hours	C8	£1515 per block	
Curriculum Plus	Standard Cost – Gold Plus	CPS1	£1010.67	
	Standard Cost – Gold	CPS2	£557.58	
	Standard Cost – Silver	CPS3	£335.42	
	With Peer to Peer Discount – Gold Plus	CPP1	£984.50	
	With Peer to Peer Discount – Gold	CPP2	£531.50	
	With Peer to Peer Discount – Silver	CPP3	£309.33	
	With RM Partnership – Gold Plus	CPR1	£1021.42	
	With RM Partnership – Gold	CPR2	£568.33	
With RM Partnership - Silver	CPR3	£346.17		
Technician Support Service	Gold Plus	T1	£887.83	
	Gold	T2	£466.58	
	Silver	T3	£242.67	
	Bronze	T4	£144.67	

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EIS - Primary/Special Schools				
Package	Details	Code	Price £ Monthly	Pay As You Use
Administration – Standalone	Standalone	A1	£125.58	Consultancy charge with EIS package £117 per hour (minimum 30 minutes) £301 per 1/2 day £518 per day (travelling time is charged as part of the total time for the job) Consultancy charge without EIS package £452 per 1/2 day £787 per day (excluding travel time) Additional service prices available on request
Administration – Networked	001 – 050 pupils 051 – 075 pupils 076 – 100 pupils 101 – 175 pupils 176 – 250 pupils 251 – 325 pupils 326 – 400 pupils 401 – 475 pupils 476 pupils or greater Roll as per Jan. 2010 School Census	A3	£154.08 £165.33 £176.67 £188.00 £199.33 £206.17 £212.92 £219.67 £226.58	
Curriculum Basic <i>(excluding on-site support)</i>	Single Server Network	B1	£93.08	
	Peer to Peer/Schoolshare System	B2	£65.92	
	Standalone System	B3	£34.92	
	Single Server Network (RM Connect)	B4	£103.50	
Curriculum Extended <i>(including 3 hours on-site support)</i>	Single Server Network	C1	£111.42	
	Peer to Peer/Schoolshare System	C2	£85.08	
	Standalone System	C3	£55.00	
	Single Server Network (RM Connect)	C4	£122.25	
Additional on-site support blocks <i>(Extended packages only)</i>	Block of 3 hours	C5	£275 per block	
	Block of 8 hours	C6	£716 per block	
	Block of 12 hours	C7	£968 per block	
	Block of 20 hours	C8	£1515 per block	
Curriculum Plus	Standard Cost – Gold Plus	CPS1	£1010.67	
	Standard Cost – Gold	CPS2	£557.58	
	Standard Cost – Silver	CPS3	£335.42	
	With Peer to Peer Discount – Gold Plus	CPP1	£984.50	
	With Peer to Peer Discount – Gold	CPP2	£531.50	
	With Peer to Peer Discount – Silver	CPP3	£309.33	
	With RM Partnership – Gold Plus	CPR1	£1021.42	
	With RM Partnership – Gold	CPR2	£568.33	
With RM Partnership – Silver	CPR3	£346.17		
Technician Support Service	Gold Plus	T1	£887.83	
	Gold	T2	£466.58	
	Silver	T3	£242.67	
	Bronze	T4	£144.67	

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Kent Governor Services				
Service	Package	Code	Price £	Pay As You Use
Governor Professional Development and Training				
Governor Training	Cost calculated annually, payable monthly	A	£150 for the first 100 pupils and £1 per pupil thereafter	Schools with Package A Each Governing Body is entitled to one free bespoke session as part of the package and one free place at the Annual Conference per financial year. Extra conference places will be charged at £45 per head. A second bespoke session in the year will be charged at £175 Schools with Package B can attend the conference for £130 per delegate
Governor Training – Tailored Package	Induction training for governors (3 x 2 hour or 1 x 6 hour sessions)	B	Free	
	Other training (x 2 hour sessions)		£65 per governor/clerk	
	Conference/whole day sessions		£130 per governor/clerk	
	In school training – bespoke session		From £300	
School Governance Unit				
Clerking Service	Professional clerking support, cost calculated annually, payable monthly by direct debit	C	£200 per Full Governing Body (FGB) meeting	
	Governing Body Records audit and systems set up		£100 per committee/strategy group/team meeting	
Model of Governance If you have adopted one of the 'models of governance' recommended by KCC School Governance Unit and choose to have all the meetings clerked.	Circle Model (6 FGB)		£1200 per annum	
	Pyramid Model (3 FGB, 6 strategy group meetings)		£1200 per annum	
	2 Teams Model (3 FGB, 6 team meetings, 6 strategy group meetings)		£1800 per annum	
Additional services	Panel hearings, parent governor elections, additional research, records audit, or additional duties Training & Development		£20 per hour with Clerking Service £25 per hour without Clerking Service	

Improving Together Network (ITN) – Learning Group				
Service	Package	Code	Price £ Monthly	Pay As You Use
Primary and Special schools		ITN	A	31.00

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Schools' Personnel Service

How to calculate your price – The price will comprise “Entry Price” plus “Package price per staff member” This will give an annual cost for the service which will be charged monthly.

Your monthly rate will be calculated using the following formula: Package rate x number of heads* divided by 12
Your charge for the year will be fixed for 12 months unless your staff numbers change by +/- 5%

*Staff numbers are counted as all the staff employed by the school, including LSAs, relief staff and supply teachers. LA funded staff are not included unless also employed by the school.

Upgrades: Four months' notice is required if a school wishes to change package or if its status changes, e.g. voluntary to foundation. However, if you wish to change or upgrade within a shorter timescale, you will be charged the *difference* between your old monthly rate and new monthly rate multiplied by four. This will be collected as a one-off payment.

Package	Code	Price £
Bronze	B	£1295 per school
Silver	S	£1295 plus £24.00 per head
Gold	G	£1295 plus £50.00 per head
Platinum	P	£1295 plus £59.00 per head

Consultancy	Price £
Consultant	£550 per day £130 per hour (minimum charge ½ hour)
Senior Consultant	£595 per day
Five day package	£2550 (save £200)
Five day package (Senior Consultant)	£2750 (save £225)

Consultancy days consist of 360 minutes (6 hours) which can be used as a whole day or in smaller segments.

Set up charges: For schools buying contract administration for the first time (usually through a Standard, Premium or Premium Plus Package), there will be a one-off set up fee. This is set at £17 per employee in the school or £40 per head if the issuing of retrospective contracts is required. There will also be a charge of £23 per employee where the school changes its status and/or where contracts are reissued.

Additional products and services

Policies and procedures	Policy PDF	Policy Printed	Policy printed non-purchasing customers
Fixed Term Contract Guidance	Free	£25	£50
Maternity Packs (Teacher and Support Staff)	Free	£25	£150
Pack of benchmarked JDQs	Free	£25	£150
Recruitment and Selection	Free	£25	£100
Pay	Free	£25	£100
Equality	Free	£25	£100
Managing Absence	Free	£25	£100
Management of Special Leave and Flexible Working requests	Free	£25	£100
Fairness at work	Free	£25	£100
Discipline & Poor Performance	Free	£25	£100
Redundancy & Redeployment	Free	£25	£100
Redundancy Support Pack (for individual staff, minimum order 10)	Free	£2.50 per booklet	£5.00 per booklet

Some of these services are specific to Kent-maintained schools but can be adapted to meet the circumstances of other schools. Further information is available on request. To order or reserve any of the additional products and services noted above, please contact Paul McSweeney, Business Manager on 01622 694156

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