



Price List

2011/12

KENT SERVICES *for schools*

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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		

Client Services				
Service	Package	Code	Price £ One-off unless otherwise stated	Pay as you use
Catering				
Catering	Monitoring and Consultancy for schools signed up to the Kent Catering Contract	A	£0.00	With Package B £ 53 per hour £375 per day
Service Level Agreement (SLA) Prices are calculated annually and charged monthly. Contract are for a minimum of 12 months	Schools with roll up to 300	B	£2.00 per pupil	Without Package B £ 80 per hour £560 per day
	Schools with roll over 300		£612 per Annum	
	Service Level Agreement - Serveries	B	Charges will be reduced by 20%	
	Kitchen Audit	C	£400	
	Servery Audit	D	£320	
Pay as you use	Contract letting service	E	£1500	
	Financial Audit	F	£500	
	Kitchen design - Part 1 Part 2	G	£400 £1600	
	Recruitment	I	£400	
	Catering Risk Assessment	J	£400	
	Marketing	K	£500	
	Extended Schools Provision	L	£400	
	Menu Analysis		£1200	
	3 weeks of Analysed menus		With Pkg B £250 Without Pkg B £500	

Cleaning				
Cleaning	Monitoring and consultancy (for schools signed up to the County let Cleaning Contract)	A+	£0	Consultancy £ 80 per hour £560 per day
Cleaning (minimum 12 months)	Service Level Agreement (Schools in a County let Cleaning contract are entitled to this package at no charge)	C+	Primary/ Special £35 pcm Secondary £55 pcm	Refer to Provider for details of Fixed Charge Services
Pay as you use	Contract Letting	D+	£1500	
	Site Audit	E+	£300	
	Caretaker recruitment	F+	£400	
	Site Evaluation	H+	Hourly rate	
	Advice on Decorative Finishes and Floor covering	I+	£200	
	Health and Safety Risk Assessment	J+	£400	

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Environmental Education Centres			
Service	Details	Price £	Notes
Brockhill Country Park, 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	Kent LA - £100 per person per day (including lunch) Other LA / Academy / Independent / PVI £125.00 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			

Improving Together Network (ITN) – CFE Learning				
Service	Package	Code	Price £ Monthly	Pay As You Use
Primary and Special schools	ITN	A	35.00	

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Kent Governor Services				
Please note that there will be a change to the pricing structure for Governor Services in September 2011				
Service	Package	Code	Price £	Pay As You Use
Governor Services				
Governor Training Cost calculated annually, payable monthly	Schools with less than 100 pupils	A	£150 per annum	
	All other schools		£175 for the first 100 pupils plus £1.25 per pupil thereafter	
Pay as you use	Annual Governor Conference		1st place free Additional places £65 per delegate	
	In school training session		1 session free	
Governor Training - Tailored	Attendance at a 2 hour training sessions for governors and clerks	B	£65 per delegate	
	Conference/whole day sessions		£140	
	In school training - bespoke session		From £325	
Clerking Service				
Clerking Service Professional Clerking Support Cost calculated annually, payable monthly	Per Full Governing Body (FGB) meeting	C	£200	Additional Clerking services - (Panel hearings, parent governor elections, additional research, records audit, or additional duties (maximum 2 hours))
	Committee/strategy group/team meeting		£100	
	Governing Body Records audit and systems set up		£75	
Model of Governance If you have adopted one of the 'models of governance' and choose to have all the meetings clerked.	Circle Model (6 FGB)		£1200 per annum	With Clerking Service - £150 Without Clerking Service - £195
	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	

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Schools Financial Services				
Package	Details	Code	Price	Pay As You Use
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	
Budget Monitoring Spreadsheet Set Up	Available to schools who currently purchase an F1 package (This is not an additional charge for those schools that currently purchase an F3 or F4 package)	F11	£100 one off	
Bespoke Training		F12	£60 per hour	
Voluntary Fund Audit	This package will have VAT applied and will be charged by invoice	F13	£35 per hour	
Asset Register		F14	£260 one off	
Finance Support for New Headteachers		F15	£800 one off	
Bursar Interview Support		F16	£500 one off	
Financial Management Standard in Schools (FMSiS)	External Assessment	F17	£750	<u>Federated schools</u> £750 for the first schools and £650 for each additional school provided they are assessed at the same time

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EiS - Primary/Special Schools				
Package	Details	Code	Price £ Monthly	Pay as you use
Administration – Single PC	Single PC	A1	£127.00	Consultancy charge £120 per hour £300 per 1/2 day £520 per day Additional on site support (Extended packages only) £52 per hour These will be charged via invoice.
Administration – FMS6 Only <i>(Based on Roll as per Jan 2011 School Census)</i>	001-050 Pupils	A2	£103.00	
	051-075 Pupils		£110.25	
	076-100 Pupils		£118.25	
	101-175 Pupils		£125.50	
	176-250 Pupils		£133.25	
	251-325 Pupils		£138.00	
	326-400 Pupils		£142.50	
	401-476 Pupils		£146.50	
	>476 Pupils		£151.25	
Administration – Multiple PC's <i>(Based on Roll as per Jan 2011 School Census)</i>	001-050 Pupils	A3	£156.00	
	051-075 Pupils		£167.00	
	076-100 Pupils		£179.00	
	101-175 Pupils		£190.00	
	176-250 Pupils		£202.00	
	251-325 Pupils		£209.00	
	326-400 Pupils		£216.00	
	401-476 Pupils		£222.00	
	>476 Pupils		£229.00	
Curriculum Support - Telephone Only <i>(excluding on-site support)</i>	Server Network	B1	£94.00	
	Peer to Peer	B2	£70.00	
	RM CC3/CC4 Network	B4	£106.50	
Curriculum Support - Full Support <i>(including 6 hours on-site support)</i>	Single Server Network	C1	£113.00	
	Peer to Peer	C2	£90.00	
	RM CC3/CC4 Network	C4	£125.50	
Technician Support	Gold Plus	T1	£897.00	
	Gold	T2	£471.00	
	Silver	T3	£245.00	
	Bronze	T4	£146.00	
Curriculum + Technician Support	Server Network	Gold +	CPS1	£1010.00
		Gold	CPS2	£575.00
		Silver	CPS3	£349.00
	Peer to Peer	Gold +	CPP1	£987.00
		Gold	CPP2	£551.00
		Silver	CPP3	£320.00
	RM CC3/CC4 Network	Gold+	CPR1	£1022.50
		Gold	CPR2	£587.50
		Silver	CPR3	£361.50

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EiS - Primary/Special Schools					
Package	Details	Code	Price £ - Monthly		
			K1	K2	K3
Kent Learning Zone <i>(Based on Roll as per Jan 2011 School Census)</i>	001-050 Pupils	K	£25.00	£42.00	£67.00
	051-075 Pupils		£27.50	£44.50	£69.50
	076-100 Pupils		£36.50	£53.50	£78.50
	101-175 Pupils		£54.50	£71.50	£96.50
	176-250 Pupils		£86.75	£103.75	£128.75
	251-325 Pupils		£119.00	£136.00	£161.00
	326-400 Pupils		£151.50	£168.50	£193.50
	401-475 Pupils		£178.25	£195.25	£220.25
	476 - 550 Pupils		£206.00	£223.00	£248.00
	>550 Pupils		£259.75	£276.75	£301.75
Remote Backup <i>(based on space required at 1st April 2011)</i>		RA / RC	Admin (RA)	Curric (RC)	
	15Gb		£34.25	N/A	
	20Gb		£37.50	£34.25	
	30Gb		£41.75	£37.50	
	40Gb		£46.00	£41.75	
	50Gb		£50.00	£46.00	
	75Gb		£58.25	£54.25	
	100Gb		£66.75	£62.50	
	150Gb		£83.25	£79.25	
	200Gb		£100.00	£95.75	
300Gb	£125.00	£120.75			
Disaster Recovery <i>(excluding on-site support)</i>	Single PC	DR1	£5.75		
	Workgroup System	DR2	£9.00		
	Client Server	DR3	£12.00		
Antivirus <i>(Based on Roll as per Jan 2011 School Census)</i>	001-050 Pupils	AV	£8.00		
	051-075 Pupils		£8.50		
	076-100 Pupils		£9.25		
	101-175 Pupils		£10.00		
	176-250 Pupils		£11.75		
	251-325 Pupils		£13.50		
	326-400 Pupils		£15.00		
	401-475 Pupils		£16.75		
>476	£20.00				
Video Conferencing	Per device	VC	£18.50		

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EiS – Secondary Schools				
Package	Details	Code	Price £ Monthly	Pay as you use
Administration <i>(Based on Roll as per Jan 2011 School Census)</i>	Less than 476 Pupils	A3	£284.00	Consultancy charge £120 per hour £300 per 1/2 day £520 per day
	476 - 750 Pupils		£293.00	
	751 - 1025 Pupils		£302.00	
	1026 - 1300 Pupils		£312.00	
	Greater than 1301 Pupils		£321.00	
Curriculum Support Telephone Support	Server Network	B1	£173.00	Additional on-site support (Extended packages only) £52 per hour These will be charged via invoice.
	RM CC3/CC4 Network	B4	£185.50	
Curriculum Support Full Support	Server Network	C1	£214.00	
	RM CC3/CC4 Network	C4	£226.50	
Technician Support	Gold Plus	T1	£897.00	
	Gold	T2	£471.00	
	Silver	T3	£245.00	
	Bronze	T4	£146.00	
Curriculum + Technician Support	Server Network	Gold +	CPS1	£1010.00
		Gold	CPS2	£575.00
		Silver	CPS3	£349.00
	Peer to Peer	Gold	CPP1	£987.00
		Gold	CPP2	£551.00
		Silver	CPP3	£320.00
	RM CC3/CC4 Network	Gold	CPR1	£1022.50
		Gold	CPR2	£587.50
		Silver	CPR3	£361.50

Package	Details	Code	Price £ - Monthly		
			K1	K2	K3
Kent Learning Zone <i>(Based on Roll as per Jan 2011 School Census)</i>	<476 Pupils	K	£236.25	£253.25	£278.25
	476-750 Pupils		£372.25	£389.25	£414.25
	751-1025 Pupils		£512.25	£529.25	£554.25
	1026-1300 Pupils		£658.50	£675.50	£700.50
	>1301 Pupils		£919.25	£936.25	£961.25
Remote Backup <i>(based on space required at 1st April 2011)</i>			Admin (RA)	Curric (RC)	
	15Gb	RA / RC	£34.25	N/A	
	20Gb		£37.50	£34.25	
	30Gb		£41.75	£37.50	
	40Gb		£46.00	£41.75	
	50Gb		£50.00	£46.00	
	75Gb		£58.25	£54.25	
	100Gb		£66.75	£62.50	
	150Gb		£83.25	£79.25	
	200Gb		£100.00	£95.75	
300Gb	£125.00		£120.75		
Disaster Recovery <i>(excluding on-site support)</i>	Single PC	DR1	£5.75		
	Workgroup System	DR2	£9.00		
	Client Server	DR3	£12.00		
Antivirus <i>(Based on Roll as per Jan 2011 School Census)</i>	<476 Pupils	AV	£31.25		
	476-750 Pupils		£35.50		
	751-1025 Pupils		£39.75		
	1026-1300 Pupils		£44.00		
	>1301 Pupils		£50.00		
Video Conferencing	Per device	VC	£18.50		

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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 (schools buying a support package)	Policy PDF (schools not buying a support package)
Fixed Term Contract Guidance	Free	£25
Maternity Packs (Teacher and Support Staff)	Free	£25
Pack of benchmarked JDQs	Free	£25
Recruitment and Selection (Including CFE guidance on references)	Free	£25
Performance Management (Including classroom observation protocol)	Free	£25
Pay	Free	£25
Equality	Free	£25
Managing Absence	Free	£25
Management of Special Leave and Flexible Working requests	Free	£25
Fairness at Work	Free	£25
Discipline and Poor Performance	Free	£25
Redundancy & Redeployment	Free	£25
Training and Development	Free	£25
Redundancy Support Pack (for individual staff, minimum order 10)	£2.50 per booklet	£5.00 per booklet

We can also offer the following products and services

- Specific support to implement change management projects or restructuring in schools
- Support in key staff appointments by developing appropriate selection tests, personality/management style reports or attending selection interviews
- Audit of staff contracts
- Bespoke facilitated training sessions to enhance team development and performance, including improved communication and team dynamics
- One-to-one coaching/mentoring for school leaders - especially aimed at new/acting Headteachers

Some of these services are specific to Kent-maintained schools but can be adapted to meet the circumstances of other school. Further information is available on request.

To order or reserve any of the additional products and services noted above, please contact the Business Support Manager on 01732 525251

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