

# LDBS Core Affiliated School Support Service



April 2021 - March 2022

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## **Welcome to the LDBS Affiliated Core School Support Service booklet for 2021-2022**

The LDBS is committed to supporting every Church of England school in the Diocese of London. As part of the Church's mission to serve the wider community we also support a growing number of community schools and academies which have chosen to join our family by affiliating to the LDBS.

We know that schools are facing increasing pressures on their budgets for a variety of reasons, including those caused by the pandemic.

To support schools this year, the Board has therefore agreed not to increase the price of the Core Support Service despite our own increases in staff costs.

We believe we offer excellent value for money and will continue to subsidise two thirds of your Core subscription so as to be able to provide you with the services outlined in this booklet.

We look forward to working with you this year.



**Inigo Woolf, Chief Executive of the LDBS**



## Our offer

### **Schools buying the LDBS' Core School Support Service for Affiliated Schools can expect to receive:**

- Three half day visits from LDBS advisers per financial year
- One in-school or remote governor training session (twilight)
- Attendance by the LDBS adviser at Ofsted or HMI feedback meetings following and inspection wherever possible
- LDBS Advisers attendance and support at recruitment meetings and interviews for Headteacher, Head of School and Deputy Headteacher positions
- One visit to a new Headteacher within the first term.

### **We can offer support in the following areas:**

- LDBS Adviser support for your school
- Regular Communications
- Leadership issues and recruitment
- Ofsted Inspections
- Governor Support and Training
- Pastoral Care
- Human Resources

### **Schools subscribing to the LDBS Core School Support Service are entitled to expect the LDBS and its staff to:**

- Act with integrity and in accordance with our core values and standards
- Provide professional and expert information, advice and assistance in the areas listed
- Deliver the services listed upon request from the school and to a high professional standard
- Deal promptly and courteously with requests for assistance
- Act with discretion (thus safeguarding confidentiality)
- Be responsive to the needs of individual schools

## Details of our Service

### **LDBS Adviser support for your school**

- Telephone access and advice relating to the areas specified in this agreement
- Three half day visits from LDBS advisers per financial year

### **Regular Communications**

- Notification of LDBS special initiatives and projects
- A copy of all LDBS publications and bulletins / password protected access to website downloads
- Regular information bulletins via email for Headteachers, Chairs and clerks

### **Support for Headteachers & Principals**

- Leadership and Management support
- Staffing Structures
- Headteacher / Governor / LA
- Telephone and email advice
- Personal and pastoral support
- Additional support for newly appointed Headteachers and Principals
- Identification of Headteacher mentor
- Headteacher conferences (additional fees apply)

### **Appointments and Support (Headteacher and Deputy Headteacher positions)**

- Attendance by LDBS adviser(s) at short listing and interview days in connection with the appointment of a Headteacher/Principal, Head of School, Deputy Headteacher
- Support in planning and preparing for the appointment of Headteachers
- A minimum of one visit to a new Headteacher/Principal within the first term in addition to the two half days

### **Support for Ofsted Inspections**

- Telephone access and advice
- Attendance by LDBS adviser at OFSTED meetings following inspection (wherever possible)

### **Finance, Premises and Insurance**

- Advice on control and use of school premises
- Code of Conduct for consultants and contractors

### **Admissions, Parents, Pastoral Care**

- Admissions policies, procedures and appeals (for academies)
- Exclusion policies, procedures and appeals
- Child Protection / Safeguarding
- Safer recruitment courses (additional course fees apply)
- Managing Bereavement in Schools
- Responding to parental enquiries and complaints about the school

### **Governor Support and Training**

- Telephone access and advice relating to the areas specified in this agreement
- Places for governors on LDBS centrally organised governor training sessions (additional course fees may apply)
- One school-based governor training session
- Support for governors' disciplinary, capability or grievance hearings
- Access to additional specialist legal advice (schools will be charged separately by the solicitor)
- Headteacher/governor relationships
- Public notices
- OFSTED advice
- Induction and professional support for new chairs and clerks on request
- Password access to online publications
- Advice on legal matters including: the responsibilities of Headteachers/Principals and governors; constitution and membership of governing bodies and terms of reference for committees

### **Human Resources**

- Telephone advice
- Access to standard procedures in respect of disciplinary, redundancy, capability or grievance matters
- Advice on standard contracts of employment for all categories of staff
- DBS checking service (additional fees apply)

### **Teacher Recruitment**

- Marketing and profile raising of the LDBS family of schools within educational and church communities including representation at recruitment fairs
- Access to candidates from the talent pool N.B. A finder's fee will be charged if a candidate from the pool is appointed
- Advertising jobs on the LDBS website
- Advice on QTS for overseas trained teachers
- Advice on sponsorships for non-EU teachers

## Subscription costs

The subscription fees for affiliated schools participating in the core service for the 2021-2022 (financial year) are:

- **£7.63** per pupil per year up to the first 500 full time equivalent pupils on roll (as detailed on the Census Form) and then £4.68 per pupil per year thereafter
- Schools can pay annually or in three equal installments at the start of each term
- Schools paying in full for the whole year by May will receive a 0.5% discount

## Policies and additional information

### Complaints Procedure

In the event of schools being dissatisfied with any part of the service, a written complaint should be sent to the Chief Executive, Inigo Woolf. The Chief Executive will arrange for a senior officer of the Board to investigate and respond. If unresolved, a further level of arbitration will be established involving appropriate members of the Board.

### Anti-racism statement

The LDBS and Grow Education Partners are committed to being actively anti-racist. We expect all staff working for the LDBS and the schools we support will reflect the diversity of their communities. As an organisation we have a zero tolerance approach towards discrimination of any kind and we are committed to challenging and removing structural racism and discrimination within the Diocese. We celebrate the cultural diversity of our staff and are seeing to expand this to reflect our schools and their communities.

### Safeguarding

All LDBS and Grow staff hold a current Enhanced DBS. Staff will follow schools' own safeguarding procedures when visiting.



## Cultivating Success in Schools

Grow Education Partners is the subsidiary company of the LDBS. We provide high-quality, bespoke support from outstanding practitioners, consultants, HR and Data Protection teams, all of whom specialise in education. We are proud to work in partnership with over 260 schools, serving approximately across London and beyond. Please visit <https://grow-education.org> for details on our packages and training offer.

### Prices for 2021/2022

- **HR package** costs (April 2021 start) remain fixed (see website for details)
- **School Improvement Packages** (September 2021 start) remain fixed
  - Oak 3 day package: £1950
  - Beech 6 day package: £3600
  - Cedar 12 day package: £6550
- **Data Protection Packages** (September 2021 start) will increase slightly in line with inflation. Costs remain extremely competitive at £1175 per school.



# The LDBS: Making a Difference

## Affiliated School Core Support Services

Please contact us if you require any further assistance.

Chief Executive: Inigo Woolf

London Diocesan House  
36 Causton Street  
London SW1P 4AU

Tel: 020 7932 1159  
Fax: 020 7932 1111  
[www.ldbs.co.uk](http://www.ldbs.co.uk)

