

Ealing services for schools buyers' guide 2020/21

This is a guide for nominated buyers to complete the schools online order form on EGfL for Ealing services.

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Important information:

Auto log out: Headteachers and nominated staff, who have access to update the online order form, please note you will be **logged out** automatically after four hours of no activity. Please ensure you **save** your work regularly.

Contact your **headteacher** for your school's **nominated buyer** details.

Deadline to submit the buyback order form is **31 March 2020**.

Step 1 Log in to the site

As the nominated buyer, you can go to the Ealing Grid for Learning website at www.egfl.org.uk/user. Select **Log in** from the top right hand side of the web page.

The screenshot shows the top navigation bar of the Ealing Grid for Learning website. The logo 'EGfL Ealing Grid for Learning' is on the left. On the right, there are 'Register' and 'Log in' buttons, with 'Log in' highlighted in orange. Below the navigation bar is a search bar and a 'Ealing' logo with the website URL 'www.ealing.gov.uk'. A horizontal menu contains several categories: Home, ELP leadership, ELP services, Facilities, Finance and data, Human resources, and Services for children. Below this menu is a 'User account' form. The form has three tabs: 'Create new account', 'Log in' (highlighted in orange), and 'Request new password'. The 'Log in' tab is active, showing fields for 'Username *' and 'Password *'. Below the 'Password *' field is a 'Log in' button.

Enter your **Username** and **Password** and select **Log in**

If you have forgotten the password use the **request new password** tab to get another one.

Once you log in you will see the following tabs: **View**, **Edit**, **School annual buyback** and **School order history**. To get back to this view just select **My account**.

The screenshot shows the user account page for 'Penny Pitstop'. At the top, there are four tabs: 'View', 'Edit', 'School annual buyback', and 'School Order History'. Below the tabs is a dark blue header with the user's name 'Penny Pitstop' and an email icon. The main content area is also dark blue and contains the following information:

E-mail address:	head@purpleprimary.net
Groups:	Purple Primary School
ELP status:	ELP member

Step 2 View your order history

To view your schools' order history select the **Schools Order History** tab. Select the school name or **view** to see this.

The screenshot shows the EGfL website interface. At the top, there is a navigation bar with 'My account' and 'Log out' links. Below this is a search bar and the Ealing logo. A secondary navigation bar contains tabs for 'ELP leadership', 'ELP services', 'Facilities', 'Finance and data', 'Human resources', and 'Services for children'. The main content area is titled 'Penny Pitstop' and features a sub-navigation bar with 'View', 'Edit', 'School annual buyback', and 'School Order History' (which is highlighted with an orange box). Below this is a table of order history:

School name	Year(s)	Cost	Status	Updated	Op
Purple Primary School	Academic year 2015/16, Financial year 2015/16	£44,774.01	Finalised	2016-07-14 09:51am	View
Purple Primary School	Academic year 2016/17, Financial year 2016/17	£45,577.48	Finalised	2016-07-14 09:59am	View
Purple Primary School	Academic year 2017/18, Financial year 2017/18	£38,525.26	Finalised	2017-10-25 09:59am	View
Purple Primary School	ELP financial year 2018/19	£5,313.76	Finalised	2018-04-19 01:01pm	View
Purple Primary School	Financial year 2018/19, Academic year 2018/19	£39,902.88	Approved	2018-04-17 11:40am	View

Your order history will display:

Service	Required	Purchase option	Type	Multiple	Cost per item	Total cost
Courier service to schools 2018/19	Yes	School courier service	Fixed cost		£194.53	£194.53
Refuse and recycling collection 2018/19	Yes	Recycling	Fixed cost		£842.40	£842.40
Refuse and recycling collection 2018/19	Yes	Refuse	Fixed cost		£1,066.00	£1,066.00
Access to FFT Aspire 2018/19	Yes	Access to FFT Aspire	Fixed cost		£270.12	£270.12

Step 3 Access your school's annual buyback form

You must log in to view the School's annual buyback form. Then select the **School annual buyback** tab

The screenshot shows the 'School annual buyback' form for Penny Pitstop. The 'School annual buyback' tab is highlighted with an orange box. Below the navigation bar, there is the EGfL logo on the left and the 'S4S SERVICES FOR SCHOOLS' logo on the right.

Welcome and thank you for using the Ealing services for schools order form to submit your Ealing services for schools 2020/21 order. Prices relevant to your school are listed below.

Please **save and submit your decision** by **ticking required or not required**. Select the **save preference** button at the bottom of the form as you make your decisions. Select the submit button once all decisions are made and **submit by 31 March** at the latest.

Step 4 Using the annual buyback form

You will now see the school annual buyback form for your school.

The form includes an **introduction**, the process and deadline date of **24 February 2020**.

Penny Pitstop

View

Edit

School annual buyback

School Order History



Welcome and thank you for using the Ealing services for schools order form to submit your Ealing services for schools 2020/21 order. Prices relevant to your school are listed below.

Please **save and submit your decision** by **ticking required or not required**. Select the **save preference** button at the bottom of the form as you make your decisions. Select the submit button once all decisions are made and **submit by 31 March** at the latest.

After you submit your order form you will receive an emailed copy to your registered email address.

A final order confirmation will be sent before invoices are issued in April 2020. Contact servicesforschools@ealing.gov.uk for assistance.

You have 43 days left to submit your Ealing services for schools 2020/21 order

School buyback form for Purple Primary School (Primary schools, Maintained, ELP member)

Service	Options	Cost
ELP services		
Continuing professional development (CPD) and training 2020/21 ⁴⁶	<input type="radio"/> Not required <input type="radio"/> Required <input type="radio"/> CPD SLA £3,456.00 (£72.00 per staff member)	£ 0.00

Countdown clock This shows how many days are left to complete your submission. After this deadline, the order form will automatically lock.

You have 20 days left to submit your services for school annual buyback order

School buyback form for Purple Primary School (Primary schools)

Note:Your school may have two nominated buyers who can access the form. For more information contact your headteacher.

Step 5 Completing the buyback order form

The buyback order form is split into 5 service categories:

- ELP services
- Facilities
- Finance and data
- Human resources
- Services for children

You can work your way through it, choosing services you wish to purchase.

For every service there is a **Required** and **Not required** option. To complete and submit the form every service **must** have one of these options selected.

Property services support surveyor 2020/21	<input type="radio"/> Not required <input checked="" type="radio"/> Required
	<input checked="" type="radio"/> Property services support surveyor £1200.00

When you select **Not required** at the top of each service option, the purchase options will be **hidden**. To reveal them, select **Required**.

If you are committed to buying a service because you bought in to a 2 or 3 year deal you will only see the fixed cost for that commitment. **Required** will already be selected. To make changes to this commitment you must liaise with the relevant service contact.

Access to FFT Aspire 2020/21	<input type="radio"/> Not required <input checked="" type="radio"/> Required
Prices are indicative and will be updated using the January 2020 census.	<input checked="" type="radio"/> Access to FFT Aspire £376.20 (fixed cost)

To **read** details about the **service** while using the form, select the **service name**:

School bursarial service 2020/21	<input type="radio"/> Not required <input type="radio"/> Required
	<input type="checkbox"/> Level 1 up to 6 support days £3200.00 (fixed cost)
	<input type="checkbox"/> Level 1 BPMC tool, includes 3-yr budget planner £3600.00 (

This will open **full details** about the service in a new tab in your browser. Close the new tab to navigate back to your order form.

Save preferences

You should **Save preferences** as you go through the form.

You can go back and change your preferences at any time up until you submit the buyback order form.

Important note Your preferences will be lost if you do not select **save preferences** or if you navigate to another web page.

If you need more information

If you have any questions get in touch with the service contacts directly. Their details are located on their service page:

<p>Planned improvements: Ongoing process of continued service improvement.</p> <p>Service directors: Gary Redhead</p> <p>Related content: Admissions</p> <p>Provider: Admissions service, children and adults' services.</p>	<p>and educational services 2017/18</p> <p>Connexions service 2017/18</p> <p>Ealing alternative provision (EAP) 2017/18</p> <p>Ealing children's centres 2017/18</p> <p>Ealing children's integrated response service (ECIRS) 2017/18</p> <p>Ealing safeguarding children board (ESCB) 2017/18</p> <p>Ealing school nursing service 2017/18</p> <p>Ealing service for children with</p>
<p>Contact: ✉ Joanne Bradley, Admissions: jbradley@ealing.gov.uk ☎ 020 8825 9662</p>	

You can **Print** or **Export as PDF** the contents of the order form. This option is located at the end of the form. This can be completed at any stage and will include your saved preferences to date. This is useful if you want to share the order form with colleagues before submission.



As you make your selection the **cost of any services** you select are added to the **right hand column**.

At the bottom of the form you will see a total cost for all of the services you have selected. Zero cost will be applied to any price on application (POA) items.

Refuse and recycling collection 2020/21	<input type="radio"/> Not required <input type="radio"/> Required
	<input type="checkbox"/> Refuse (POA) <input type="checkbox"/> Recycling (POA)

CPD/training SLA maximum price caps will be applied automatically for large primary schools and special schools.

Continuing professional development (CPD) and training 2020/21	<input type="radio"/> Not required <input checked="" type="radio"/> Required
	<input checked="" type="radio"/> CPD SLA £5,618.00 (£76.00 per staff member, capped)

There are two notes fields.

Notes from you (the school), you can add a brief note about your order form for us. Only we will see your comments and respond in the **Notes from EGfL box**. Don't forget you can talk direct with the service contacts provided for every service on the buyback form while you complete the form.

Notes on order

Notes from Purple Primary School (N) to EGfL

No notes added yet.

Notes from EGfL to Purple Primary School (N)

If you (Ealing) would like to leave any comments for a specific school please include them here. They will then display on the order form.

23 March 2015: Order submitted by jackjones
12 May 2015: Order submitted by Lubna Iqbal

Save preferences

Don't forget to save regularly.
This button is located at the end of the form.

You can save preferences and revisit the order form later. Once you select save preferences a draft copy is saved under the **School order history** tab.

View Edit School annual buyback **School Order History**

School name	Year(s)	Cost	Status	Updated	Op
Purple Primary School	Academic year 2015/16, Financial year 2015/16	£39,707.18	Finalised	2016-07-14 09:53am	View
Purple Primary School	Academic year 2016/17, Financial year 2016/17	£39,297.52	Finalised	2016-07-14 09:49am	View
Purple Primary School	Academic year 2017/18, Financial year 2017/18	£36,821.55	Finalised	2017-10-25 10:29am	View
Purple Primary School	ELP financial year 2018/19	£5,229.76	Finalised	2018-04-19 12:42pm	View
Purple Primary School	Financial year 2018/19, Academic year 2018/19	£39,148.11	Finalised	2018-09-03 03:38pm	View
Purple Primary School	ELP financial year 2019/20	£5,843.20	Finalised	2019-04-24 02:46pm	View
Purple Primary School	Academic year 2019/20, Financial year 2019/20	£37,728.81	Finalised	2019-08-21 02:38pm	View
Purple Primary School	Financial year 2020/21, Academic year 2020/21	£31,580.50	Approved	2020-02-17 03:53pm	View

Submit

Please ensure you review your selections, save preferences and then select **Submit** when you are ready to complete the order.

Once you select Submit you **will not** be able to edit the form.

The annual buyback deadline is **31 March 2020**. The form will be locked on 1 April and you will no longer be able to edit it.

Note: We cannot process your order until you submit the form.

Form errors



If you submit the form without selecting a response option against a service, error messages will be shown at the top of the order form.

- Please select a purchase option for "Refuse and recycling collection 2017/18".
- Please select whether "Computing and ICT SLA 2017/18" is required or not

The services with an error will be highlighted in **pink** on the order form. Usually the error is where you need to choose **Required** or **Not required**.

Computing and ICT SLA 2017/18 [ⓘ]	<input type="radio"/> Not required <input type="radio"/> Required	£ 0.00
	<input type="radio"/> ICT SLA 4 day support £2400.00 (fixed cost)	
Continuing professional development (CPD) and training 2017/18 [ⓘ]	<input type="radio"/> Not required <input checked="" type="radio"/> Required	£ 2,486.25
	<input checked="" type="radio"/> CPD SLA £2,486.25 (£63.75 per staff member)	

Simply update the services and then select **Submit** again.

Step 6 After you submit the school buyback form

After you select submit and if there are no errors you will see a **Thank you** message.

You will get an **email verification** to confirm your order. It will include a summary of the order.

The screenshot shows the EGF L (Ealing Grid for Learning) website. The header includes the logo and a search bar. A navigation menu at the bottom of the header has tabs for Home, ELP leadership, ELP services, Facilities, Finance and data, and Human res. The main content area displays a 'Thank you for submitting your order' message, followed by a link to 'View your order history', a section on 'Headcount adjustments', and 'Contact details'.

Step 7 View submitted order form

Once you submit your order form it can be viewed under the **Schools order history** tab

Your order form status will be updated from Approved to Finalised once the services for schools team have reviewed your order. This is to confirm any commitments, price on application items or caps have been confirmed. You must contact the relevant service manager to discuss any changes to your commitments.

Step 8 School order history

You can view a **copy** of your order form using the **School Order History** tab at www.egfl.org.uk/order-history

From here select **View** for the academic year in question to see your confirmed order.

School name	Year(s)	Cost	Status	Updated	Op
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Purple Primary School	Financial year 2020/21, Academic year 2020/21	£31,580.50	Approved	2020-02-17 03:53pm	View

You can also contact the **Services for schools team**:

- by email servicesforschools@ealing.gov.uk
- by phone on 020 8825 8268