

Ealing services at a glance

Services for schools offers for 2018/19

Facilities

Corporate health and safety SLA egfl.org.uk/corporate-HS

A comprehensive package comprising of a range of training courses and audits, including people based annual health and safety management audit and a 50% discount on all training courses and supplementary health and safety audits.

Contact: Raj Chowdhury, chowdhuryr@ealing.gov.uk, 020 8825 7287 / 07568 130 165

Courier service to schools egfl.org.uk/courier

A weekly courier service between Ealing Council and its schools. Mail is delivered to and collected from each school every Wednesday.

Contact: Daniel Ossei-Nyinaku, OsseiD@ealing.gov.uk, 020 8825 8599

Courier, post, print and scan solutions egfl.org.uk/dapps

We serve as the back office hub for London Borough of Ealing and offer a range of services to schools including courier collection and delivery, printing solutions, postal service and scanning solutions.

Contact: Rupinder Hardy, HardyR@ealing.gov.uk, 020 8825 6548

Design and production services egfl.org.uk/printout

Competitively-priced print and digital design, production and distribution services.

Contact: Ralph Brandhorst, printout@ealing.gov.uk 020 8825 5516

Grounds maintenance egfl.org.uk/grounds

Grounds maintenance such as grass cutting, shrub and flower bed maintenance, minor tree work carried out at ground level, pitch and sports field maintenance and advice on grounds design and maintenance.

Contact: David Farrell, FarrellD@ealing.gov.uk, 020 8825 7500

Libraries egfl.org.uk/libraries

Ealing libraries offer users a 21st century experience, with free computers and WiFi, alongside books, DVDs and other items and self-service check outs.

Contact: Carole Stewart, CStewart@ealing.gov.uk, 020 8825 7216

Local history service egfl.org.uk/localhistory

Extensive knowledge of local history, collection of books, access to old local newspapers, archives, extensive photographic library, local history paintings and maps based in Ealing central library.

Contact: Jonathan Oates, ealing.localhistory@carillionservices.co.uk, 020 3700 1055

Property services egfl.org.uk/property

Professional design and project management services to support schools in delivering school funded capital projects and improvement works. Delivering multi-disciplinary services, including capital works expansions and major asset project works as well as providing professional, health and safety, security, fire, and asset management advice.

Contact: Ian Smith, smithia@ealing.gov.uk, 07785 387 310

Property services – maintenance egfl.org.uk/maintenance

A total facilities management service to schools with a dedicated helpdesk and fully resourced mechanical, electrical and engineering teams, which can also call upon projects, technical services and a devoted health and safety function.

Contact: Ealing facilities management, corporate resources, 020 8825 9000 option 2

Property services support surveyor egfl.org.uk/surveyor

Advisory service that covers asset management, budget planning, works procurement and maintenance and minor capital works programming.

Contact: David Morgan, morgand@ealing.gov.uk Tel: 020 8825 9613

Refuse and recycling collection egfl.org.uk/refuse

Collection of refuse and recycling from schools, normally once a week, and disposal of the collected refuse.

Contact: Contact centre, customer engagement, 020 8825 6000

School meals egfl.org.uk/meals

The school catering service provides high quality midday meals that complies with the government nutritional guidelines and standards. Our contractor manages the whole meal service, employs the staff, procures the food, deals with health and safety requirements including food safety, arranges specialist training, provides continuity of the service, oversees minor repairs and collects payments from parents.

Contact: Adam Whalley, awhalley@ealing.gov.uk Tel: 020 8825 9420

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Finance and data

Access to FFT Aspire egfl.org.uk/FFT

Access to FFT via FFTAspire (FFT's online data analysis tool), which provides a range of data/reports to support target setting and self-evaluation.

Contact: Kim Price, kprice@ealing.gov.uk, tel: 020 8825 8698.

Audit and investigation egfl.org.uk/audit

Enhanced employee vetting, school and governing body support, comprehensive and pragmatic assurance and counter fraud service in order to demonstrate that effective governance, internal control and risk management arrangements are in place.

Contact: fraudreferrals@ealing.gov.uk

Audit and investigation – post 16 funding audits egfl.org.uk/audit-post16

Verification for the Education Funding Agency (EFA) of the numbers of students that are attending a course in a sixth form that funding has been provided for.

Contact: Mike Pinder, pinderm@ealing.gov.uk, tel: 020 8825 5792

Audit and investigation – schools financial value standards egfl.org.uk/audit-SFVS

Support on how to meet schools financial value standard (SFVS) requirements cost effectively through training and guidance to school staff and governors.

Contact: Mike Pinder, pinderm@ealing.gov.uk, tel: 020 8825 5792

Capita SIMS - Capita support service egfl.org.uk/capita

ICT support for computer networks and the SIMS package.

Contact: Lisa Callinan, lisa.callinan@capita.co.uk, tel: 01245 213 900

Capita SIMS – licences egfl.org.uk/capita-licences

Annual software licences to use the Capita SIMS suite of software in schools.

Contact: Fiona Bradley, fbradley@ealing.gov.uk, tel: 020 8825 6065

Insurance and operational risk management egfl.org.uk/insurance

Insurance cover, risk management advice and the management of claims for schools.

Contact: Mary Guruparan, guruparanm@ealing.gov.uk, tel 020 8825 8378

Legal services egfl.org.uk/legal

Legal advice and representation on property and contract matters: civil proceedings and all aspects school management including exclusions, admissions, SEN, parental disputes and data protection.

Contact: LegalSCEAdvice@ealing.gov.uk

Long term sickness and maternity insurance scheme egfl.org.uk/sickness and egfl.org.uk/maternity

Insurance scheme for long term sickness, maternity/paternity and jury service.

Contact: Mark Nelson, mnelson@ealing.gov.uk, tel: 020 8825 9478

Procurement advice egfl.org.uk/procure

Free access to Ealing Council corporate contracts - access to preferential rates on goods and services such as energy, stationery and more. Pay as you go consultancy support on driving increased value for money, toolkits, templates, contracts advice and procurement training courses.

Contact: Commercial and procurement team: procurement@ealing.gov.uk

Schools research and data egfl.org.uk/research

Tailored training and support by the schools research and data team.

Contact: Kim Price, Schools research and statistics: kprice@ealing.gov.uk, tel: 020 8825 8698

School bursarial service egfl.org.uk/bursarial

Essential frontline support to schools to assist with statutory and financial requirements in raising standards, efficiency and effectiveness. Advice, training, help with budget setting, trouble shooting, locum services and expertise in the use of Capita SIMS FMS software.

Contact: Heather Melville, Schools bursarial service: hmelville@ealing.gov.uk tel: 020 8825 6342

School finance egfl.org.uk/financeschools

Professional advice and support to schools on accountancy, VAT and banking issues.

Contact: Accountancy services – schoolsaccountancyservices@ealing.gov.uk

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Human resources

HR advice and consultancy egfl.org.uk/HR-advice

An HR consultancy service which meets the needs of schools, including the provision of HR advice, support, briefing and training in the areas of management, leadership development, child protection, employee relations, restructuring, people management, resourcing and pay and conditions.

Contact: Mark Nelson, mnelson@ealing.gov.uk tel: 020 8825 9478

HRSSC administration egfl.org.uk/HR-admin

Our team of experienced staff within the education sector will oversee your staffing and administration requirements. You will be allocated a dedicated HR administration officer with an HR administration team leader as your point of contact for any telephone enquiries you may have.

Contact: Julie Pickett, PickettJu@ealing.gov.uk tel: 020 8825 9629

HRSCC E-teach recruitment platform egfl.org.uk/E-teach

Education recruitment service dealing solely with education vacancies for all school staff through tailored campaigns - targeting hard to fill roles in challenging locations.

Contact: Karen Berryman, Key account manager, tel: 01276 674 158

HRSSC pay as you go services egfl.org.uk/HR-paygo

Services offered in addition include recruitment, resourcing, DBS checks, payment facilities and redundancy and pension benefits estimates.

Contact: hrsscops@ealing.gov.uk tel: HRSSC 020 8825 9000, option 3, option 1, option 1

HRSSC payroll egfl.org.uk/payroll

Our team of staff within the payroll sector can oversee your requirements. You get a dedicated payroll contact for all enquiries.

Contact: genpayroll@ealing.gov.uk tel: HRSSC 020 8825 9000, option 3, option 1, option 2.

HRSSC pensions egfl.org.uk/pensions

Our in house team manage all aspects of staff pension schemes on your behalf, including administration of auto-enrolment, reporting and annual returns. We have extensive experience in managing the Local Government Pension Scheme (LGPS) and the Teachers' Pension Scheme and can provide expert support and guidance.

Contact: genpayroll@ealing.gov.uk tel: HRSSC 020 8825 9000, option 3, option 1, option 2.

Occupational health service egfl.org.uk/OHU

A team of highly qualified, experienced occupational health practitioners with medical secretarial support. We provide an effective and comprehensive range of occupational health services to reduce absence and promote and support an early return to work, enhancing performance and productivity and preventing litigation where necessary.

Contact: Sandra Wilkins, wilkinssa@ealing.gov.uk tel: 020 8825 7559 or occupationalhealth@ealing.gov.uk tel: HRSSC 020 8825 9000, option 3, option 1, option 5.

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School effectiveness

Computing and ICT SLA egfl.org.uk/computing

Support for development of the computing curriculum and the use of technology across all curriculum areas. Includes advice with curriculum development, strategic leadership of ICT, e-safety, in-class support and online resource development.

Contact: Mark Robinson, mrobinson@ealing.gov.uk, 020 8825 7343

Continuing professional development (CPD) and training egfl.org.uk/cpd-service

A high quality professional development programme delivered locally by a range of internal, external, teaching school alliance, school and associate colleagues with the experience, expertise and knowledge of Ealing and other schools to enable a positive impact on all aspects of school improvement and effectiveness.

Contact: Sally Davies, sdavies@ealing.gov.uk, 020 8825 5828

Ealing education centre (EEC) training and meeting venue egfl.org.uk/EEC

The centre, in Mansell Road Greenford UB6 9EH, provides dedicated, all inclusive facilities for professional development, training, conferences, interviews and meetings. The majority of Ealing's CPD and training for school staff and governors is delivered at the centre.

Contact: Tina Birch, tbirch@ealing.gov.uk 020 8578 7947

Ealing Grid for Learning website egfl.org.uk/EGfL

The website www.egfl.org.uk provides information and local authority communications for schools.

Contact: Janet van der Meulen, jvandermeulen@ealing.gov.uk. 020 8825 7108

Ealing music service egfl.org.uk/music

Ealing music service provide a comprehensive range of music services from instrumental and singing tuition for children, teachers to lead ensembles and music workshops to a menu of bespoke CPD support for colleagues. Website: ealingmusicservice.com

Contact: Yogesh Dattani, ydattani@ealing.gov.uk, 020 8843 9121

School partnership and enrichment egfl.org.uk/enrichment

A highly skilled team of practitioners with extensive experience of working with school leaders to creatively tackle barriers to learning faced by pupils outside of the classroom.

Contact: Sarah Thompson, sthompson@ealing.gov.uk, 020 8825 7372

Gypsy, Roma and Traveller achievement service egfl.org.uk/traveller

We support the education and lifelong learning of children, young people and adults of the Gypsy, Roma and Traveller (GRT) heritages. The service supports and advises schools, children's centres and all education providers on measures to raise the educational access and achievement of the GRT communities.

Contact: Liz Des Vignes, ldesvignes@ealing.gov.uk 07545 412 220

Health improvement egfl.org.uk/health

The Ealing health improvement team (HIT) are a trusted and qualified team of experts, providing support and training in nutrition and exercise, mental health and emotional wellbeing, PSHE, relationship and sex education (RSE) and safeguarding prevention, to help you improve your pupils' health, personal development and achievement.

Contact: Karen Gibson, karen.gibson@ealing.gov.uk, 020 8825 7707

Pyramid club egfl.org.uk/pyramid

Offers a ten week pyramid club as an early intervention for quiet, shy, withdrawn or anxious children and training for school staff to run their own pyramid clubs.

Contact: Bronach Hughes: bronach.hughes@uwl.ac.uk , 020 8231 2930/ 07810 853561

School effectiveness statutory functions egfl.org.uk/statutoryfunctions

Key statutory functions and services to support the council and schools in meeting statutory requirements.

Contact: Julie Lewis, jlewis@ealing.gov.uk, 020 8825 6473 or schooleffectiveness@ealing.gov.uk

School governance development egfl.org.uk/governance

Support for governing boards and clerks

Contact: Therese McNulty, tmcnulty@ealing.gov.uk, 020 8825 8542

School improvement support services for high schools egfl.org.uk/improvement-high

School improvement support for high schools

Contact: Angela Doherty, adoherty@ealing.gov.uk, 020 8825 5400

School improvement support services for primary and special schools egfl.org.uk/improvement-primary

The school effectiveness team provides school improvement advice and support to schools, this could be support for leadership and management, governance, EAL, SEND, curriculum, development, or assistance with improving teaching and learning.

Contact: email: schooleffectiveness@ealing.gov.uk, 020 8825 5400

School workforce development support egfl.org.uk/workforce

Schools forum supported service (Ealing maintained schools) providing information and advice on school workforce development issues as identified and agreed by the school improvement strategy group.

Contact: Alison Bennett, abennett@ealing.gov.uk 020 8825 6689 / 07545 412205

Willow Tree school sport partnership egfl.org.uk/willow-tree

Willow Tree SSP is a not for profit educational organisation firmly committed to providing pupils with opportunities to develop lifelong participation and lead an active, healthy lifestyle; realise their full potential and be the best they can be and develop holistic life and learning skills which can be transferred to everything they do.

Contact: Mark Needham, mneedham4.307@lgflmail.org, 07786 175053

Ealing services at a glance

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Services for children

Access to resources egfl.org.uk/access

Our team sources placements for looked after children, care leavers, boarding school and independent sector day education, for children with special educational needs. The service works on behalf of Ealing Council. We are not able to provide this service on behalf of schools.

Contact: Wendy Williams, WilliamsW@ealing.gov.uk, 020 8825 5284

Admissions egfl.org.uk/admissions-service

Management of the annual school admissions process.

Contact: 020 8825 5511 (primary) 5522 (high) (9am to 12 noon)

Admission appeals and exclusion review service egfl.org.uk/appeals

Organise, administer and provide clerking services to independent panels to hear school admission appeals and exclusion reviews.

Contact: Somya Rastogi, rastogis@ealing.gov.uk, 020 8825 8292

Admissions distance measurement egfl.org.uk/distance

Accurate and consistent distance measurement for schools that administer their own admissions.

Contact: Joanne Bradley, jbradley@ealing.gov.uk, 020 8825 9662

Admissions in-year and children missing education egfl.org.uk/in-year

Placing children (reception to year 11), in vacancies at schools outside the annual main round admission process and children missing education.

Contact: 020 8825 6339 (Monday to Friday, 9am to 12 noon), in-yearadmissions@ealing.gov.uk

Behaviour and inclusion service egfl.org.uk/BIS

The service is closely aligned with Ealing secondary schools and provides interventions aimed at supporting the improvements of pupils behaviour, in developing their social and emotional awareness and by building on the inclusive practices used by school staff. We focus on assisting schools to reduce fixed-term and permanent exclusions.

Contact: Kristof Toth, tothkr@ealing.gov.uk, 020 8825 9262

Child and adolescent mental health services (CAMHS) egfl.org.uk/CAMHS

Clinic-based services for children and young people where assessment and treatment interventions are provided by multi-disciplinary teams of mental health professionals. Take a look at the [Ealing CAMHS](http://egfl.org.uk/CAMHS) website.

Referral and contact detailst: 020 8354 8160

Children educated at home egfl.org.uk/home-education

We provide advice and guidance to parents and coordinate the monitoring of the suitability of provision for children educated at home.

Contact: Debby Legg, dlegg@ealing.gov.uk, 020 8825 5070

Clinical psychology in schools egfl.org.uk/clinical-psychology

Clinical psychologists are directly commissioned by schools to improve the emotional health and wellbeing of children and their families. Situated in the school one day a week, the clinical psychologist provides an early intervention service consisting of mental health focussed assessment, evidence based intervention and consultation to children and their families.

Contact: Jon Hicks, jhicks@primarybehaviourservice.co.uk, 020 8575 6067

Commissioning of health, preventative and educational services egfl.org.uk/commissioning

Commissioning services for children and young people, works on behalf of Ealing Council and Ealing clinical commissioning group. It is not able to provide this service on behalf of schools.

Contact: Wendy Williams, WilliamsW@ealing.gov.uk, 020 8825 5284

Ealing alternative provision (EAP) egfl.org.uk/EAP

Ealing alternative provision provides education for young people who are unable to follow their education in the mainstream setting. Website: www.ealingalternativeprovision.org.

Contact: admin@eap.ealing.sch.uk, 020 8991 8570

Ealing children's integrated response service (ECIRS) egfl.org.uk/ECIRS

ECIRS is the single point of entry for all referrals where there is a need for support, or where there are specific concerns about the welfare of a child or young person.

Contact: 020 8825 8000 (24 hours for emergency calls)

Ealing safeguarding children board (ESCB) egfl.org.uk/ESCB

We coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of that work.

Contact: Stephen Bourne, bournes@ealing.gov.uk, 020 8825 9618

Ealing school nursing service egfl.org.uk/schoolnursing

Specialist advice and support to school-aged children and young people. The team comprises of school, staff nurses, and nursery nurses and administrators. The team covers all the primary and high schools in Ealing excluding private schools and special schools.

Contact: Shabnam Sharma shabnam.sharma@nhs.net

Ealing service for children with additional needs (ESCAN) egfl.org.uk/ESCAN

A joint initiative, between Ealing Hospital Trust community services and Ealing Council, which joins up services for children and young people with additional needs and disabilities within health, education and children's services.

Contact: headofcwg@ealing.gov.uk, 020 8825 8700

Educational psychology service egfl.org.uk/psychology

The service helps schools, early year's providers, colleges and parents and carers to meet the needs of children with additional needs.

Contact: John Miller, jmiller@ealing.gov.uk, 020 8825 9091

Exclusions team egfl.org.uk/exclusions

Advice and guidance on the exclusion process to headteachers, school staff, governors and parents/carers.

Contact: Debby Legg, dlegg@ealing.gov.uk, 020 8825 5070

Family information service (FIS) egfl.org.uk/FIS

We provide information, advice and assistance for children, young people and families. FIS handles over 2000 enquiries a month.

Contact: children@ealing.gov.uk, 020 8825 5588

Free school meal eligibility checking egfl.org.uk/eligibility

Checking eligibility of parents' entitlement for their children to receive a free school meal.

Contact: Lynda Daly ldaly@ealing.gov.uk, 020 8825 6477

Looked after children (LAC) egfl.org.uk/LAC

The team aims to improve the life chances of Ealing's LAC and care leavers by promoting and supporting them throughout their education. Services are provided to those people who work with young people in care, such as school staff, social workers, carers and any other professionals involved with LAC.

Contact: Bridie McDonagh bmcdonagh@ealing.gov.uk, 020 8825 6648

Parenting service egfl.org.uk/parenting

The service provides support for parents who are experiencing difficulties with their children. These problems may be to do with school, family relationships or anything else that is making things hard to cope with.

Contact: Barbara Borghetto, BorghettoB@ealing.gov.uk, 020 8825 8447

Primary behaviour service egfl.org.uk/PBS

Multi-agency service provides advice, strategies, support and interventions to primary schools, teachers and families, working alongside other agencies, to improve outcomes for vulnerable children identified with social, emotional and mental health needs (SEMH).

Contact: Julie Irving, Jirving@primarybehaviourservice.co.uk, 020 8575 6067

Safeguarding training for schools overview egfl.org.uk/safeguarding-training

We offer training for designated safeguarding and child protection leads, other relevant staff and governors, and whole school staff training to guide and assist schools in understanding and applying best practice and procedures in the field, as laid down within the statutory provision.

SAFE (supportive action for families in Ealing) egfl.org.uk/safe

Multi agency service based on a partnership between Ealing Council, the West London Mental Health Trust and Ealing Primary Care Trust. We work with children, young people and families with targeted needs that require a professional response beyond that which can be delivered by a single agency or school.

Contact: Al Fox, FoxA@ealing.gov.uk, 020 8825 6724

School attendance service egfl.org.uk/attendance

Helping schools improve attendance so pupils can receive the benefit of an education.

Contact: Frank Jenkinson, fjenkinson@ealing.gov.uk tel: 020 8825 5973 or service line: 020 8825 5040

School travel plans egfl.org.uk/school-travel

Transport strategy that encourages schools within Ealing to participate in the school travel plan initiative, which includes road safety education.

Contact: Nicky Batkin, BatkinN@ealing.gov.uk, 020 8825 9648

Special educational needs (SEN) assessment service egfl.org.uk/SEN-assessment

Management of the statutory assessment and education health and social care (EHC) plan process, placement of children and young people in an appropriate education setting and ongoing review of these placements.

Contact: Fabiola Peacock, peacockf@ealing.gov.uk, 020 8825 5313

Special educational needs (SEN) transport egfl.org.uk/SEN-transport

Transportation of children and young people with special educational needs from home to their place of learning and back.

Contact: Mac Magon, magonm@ealing.gov.uk, 020 8825 5648

Youth offending service egfl.org.uk/YOS

The youth offending service (YOS) is a multi-agency organisation made up of professionals from the police, social services, health, education, probation and youth and connexions. The YOS supervise young people in the community on community sentences imposed by the courts and deliver court reports to assist magistrates with sentencing decisions.

Contact: Ian Jenkins, jenkinsi@ealing.gov.uk, 020 8825 8602

Youth service egfl.org.uk/young-ealing

Services for younger people in the community.

Contact: Ian Jenkins, jenkinsi@ealing.gov.uk, 020 8825 8602