

# Ealing services for schools buyers' guide 2017/18

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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:

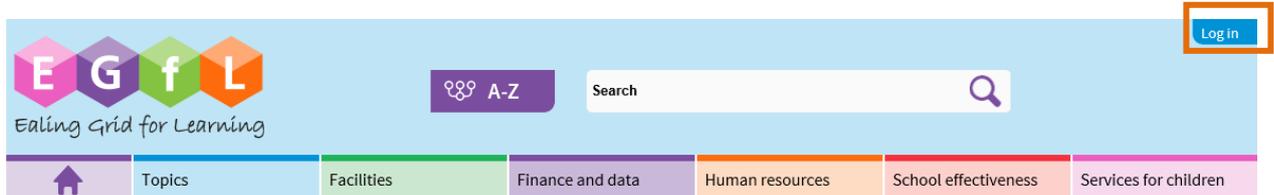
**Auto log out:** Headteachers and nominated staff, who have access to update the online order form, please note you will be **logged out** automatically after four hours of no activity. Please ensure you **save** your work regularly.

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

Deadline to submit the buyback order form is **31 March 2017**.

## Step 1 Log in to the site

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



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

Home » User account

### User account

Log in Request new password

Username or e-mail address \*

E-mail new password

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**.

Home account Log out

Home

View Edit School annual buyback School Order History

## Jack Jones

Job Title: **Headteacher**

E-mail address: **Head@purpleprimary.sch.uk**

Group: Purple Primary School

## 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.

Home » Jack Jones

Jack Jones

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

School name	Year(s)	Cost	Status	Updated	Op
<a href="#">Purple Primary School</a>	Academic year 2015/16, Financial year 2015/16	£36,304.04	Finalised	2016-07-14 09:54am	<a href="#">View</a>
<a href="#">Purple Primary School</a>	Academic year 2016/17, Financial year 2016/17	£33,794.96	Finalised	2016-07-14 09:57am	<a href="#">View</a>

Your order history will display:

Home

Purple Primary School - Primary schools - Academic year 2016/17, Financial year 2016/17

Items

Service	Required	Purchase option	Type	Multiple	Cost per item	Total cost
Refuse and recycling collection 2016/17	Yes	Recycling	Fixed cost		£1,647.36	£1,647.36
Refuse and recycling collection 2016/17	Yes	Refuse	Fixed		£2,069.60	£2,069.60

## Step 3 Access your school's annual buyback form

You must log in to view the School's annual buyback form for 2017/18. Then select the **School annual buyback** tab

Jack Jones

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

**Welcome and thank you for using the Ealing services for schools interactive order form to tell us which services you wish to purchase for 2017-18.** The form lists all the services and prices relevant to your school. Please **save** your decisions, using the save button at the bottom of the form, as you work through it so that none of your data is lost when you exit or are logged out. You can edit and re-save the order as many times as you need to up until you **submit it by 31 March** at the latest. Once submitted, you will no

## 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 **31 March 2017**.

Home » Jack Jones

**Jack Jones**

View Edit School annual buyback School Order History

**EGL**  
Ealing Grid for Learning

**S4S**  
SERVICES FOR SCHOOLS

Welcome and thank you for using the Ealing services for schools interactive order form to tell us which services you wish to purchase for 2017-18. The form lists all the services and prices relevant to your school. Please save your decisions, using the save button at the bottom of the form, as you work through it so that none of your data is lost when you exit or are logged out. You can edit and re-save the order as many times as you need to up until you submit it by 31 March at the latest. Once submitted, you will no longer be able to change the form. After you submit the order you will receive an emailed copy of it to your registered email address.

Please note that where prices are marked price on application (POA) an LA officer will contact you to confirm the price before you finally commit to that particular purchase. You will receive final confirmation details before you are invoiced in the summer term.

**You have 4 days left to submit your services for schools annual buyback order.**

**School buyback form for Purple Primary School (Primary schools, Maintained)**

Service	Options	Cost
<b>Facilities</b>		
Corporate health and safety SLA 2017/18 <sup>SP</sup>	<input type="radio"/> Not required <input type="radio"/> Required <input type="radio"/> Annual health and safety management audit and SLA £1000.00 (fixed cost) <input type="checkbox"/> Design technology health and safety £300.00 (fixed cost) <input type="checkbox"/> Science facilities health and safety audit £300.00 (fixed cost) <input type="checkbox"/> Radiation protection compliance audit £225.00 (fixed cost)	£ 0.00
Property services support surveyor 2017/18 <sup>SP</sup>	<input type="radio"/> Not required <input type="radio"/> Required <input type="radio"/> 1 year £1200.00 (fixed cost)	£ 0.00
Refuse and recycling collection 2017/18 <sup>SP</sup>	<input type="radio"/> Not required <input type="radio"/> Required <input type="checkbox"/> Recycling £1647.38 (fixed cost) <input type="checkbox"/> Refuse £2069.60 (fixed cost)	£ 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:

- Facilities
- Finance and data
- Human resources
- School effectiveness
- 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.

Finance and data		
Long term sickness and maternity insurance scheme	<input checked="" type="radio"/> Not required <input type="radio"/> Required	£ 0.00
Human resources		
HR advice and consultancy	<input checked="" type="radio"/> Not required <input type="radio"/> Required	£ 0.00

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.

Finance and data		
Capita SIMS - licences 2017/18	<input type="radio"/> Not required <input checked="" type="radio"/> Required	£ 6,855.91
<input checked="" type="radio"/> Capita sims - licences £6855.91 (fixed cost)		

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

Human resources		
HR advice and consultancy	<input checked="" type="radio"/> Not required <input type="radio"/> Required	£ 0.00

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><b>Planned improvements:</b> Ongoing process of continued service improvement.</p> <p><b>Service directors:</b> Gary Redhead</p> <p><b>Related content:</b> <a href="#">Admissions</a></p> <p><b>Provider:</b> 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><b>Contact:</b></p> <p> <b>Joanne Bradley</b>, Admissions: <a href="mailto:jbradley@ealing.gov.uk">jbradley@ealing.gov.uk</a></p> <p> 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.

<a href="#">Occupational health service 2017/18</a>	<input type="radio"/> Not required <input checked="" type="radio"/> Required <input checked="" type="radio"/> OHU 1 year commitment (POA)	£ 0.00
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CPD/training SLA maximum price caps will be applied automatically for large primary schools £4750 and special schools £2250.

<a href="#">Continuing professional development (CPD) and training 2017/18</a>	<input type="radio"/> Not required <input checked="" type="radio"/> Required <input checked="" type="radio"/> CPD SLA £4,750.00 (£63.75 per staff member, capped)	£ 4,750.00
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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



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.

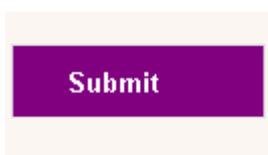


Home » Jack Jones

## Jack Jones

View Edit School annual buyback School Order History

School name	Year(s)	Cost	Status	Updated	Op
<a href="#">Purple Primary School</a>	Academic year 2015/16, Financial year 2015/16	£36,304.04	Finalised	2016-07-14 09:54am	<a href="#">View</a>
<a href="#">Purple Primary School</a>	Academic year 2016/17, Financial year 2016/17	£33,794.96	Finalised	2016-07-14 09:57am	<a href="#">View</a>
<a href="#">Purple Primary School</a>	Academic year 2017/18, Financial year 2017/18	£51,310.33	Draft	2017-02-14 05:30pm	<a href="#">View</a> <a href="#">Edit</a>



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

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 Ealing Grid for Learning website interface. At the top, there is a navigation bar with the EGL logo, a search bar, and links for 'My account' and 'Log out'. Below the navigation bar is a menu with categories: Home, Topics, Facilities, Finance and data, Human resources, School effectiveness, and Services for children. The main content area displays a 'Thank you for your order.' message. Below the message, it states: 'You will be able to log in and see your order at any time. Additionally a confirmation copy of your order has now been sent to your registered email address. For more information about Ealing services for schools including FAQs please visit our guide. [LINK]'

## Step 7 View submitted order form

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

	Topics	Facilities	Finance and data	Human resources	School effectiveness	Services for children
Home » Jack Jones						
<b>Jack Jones</b>						
<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="School annual buyback"/>	<input type="button" value="School Order History"/>			
School name	Year(s)	Cost	Status	Updated	Op	
Purple Primary School	Academic year 2015/16, Financial year 2015/16	£36,304.04	Finalised	2016-07-14 09:54am	<a href="#">View</a>	
Purple Primary School	Academic year 2016/17, Financial year 2016/17	£33,794.96	Finalised	2016-07-14 09:57am	<a href="#">View</a>	
Purple Primary School	Academic year 2017/18, Financial year 2017/18	£51,310.33	Approved	2017-02-14 05:57pm	<a href="#">View</a>	

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](http://www.egfl.org.uk/order-history)

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

	Topics	Facilities	Finance and data	Human resources	School effectiveness	Services for children
Home » Jack Jones						
<b>Jack Jones</b>						
<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="School annual buyback"/>	<input type="button" value="School Order History"/>			
School name	Year(s)	Cost	Status	Updated	Op	
Purple Primary School	Academic year 2015/16, Financial year 2015/16	£36,304.04	Finalised	2016-07-14 09:54am	<a href="#">View</a>	
Purple Primary School	Academic year 2016/17, Financial year 2016/17	£33,794.96	Finalised	2016-07-14 09:57am	<a href="#">View</a>	
Purple Primary School	Academic year 2017/18, Financial year 2017/18	£51,310.33	Finalised	2017-02-15 09:28am	<a href="#">View</a>	

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

- by email [servicesforschools@ealing.gov.uk](mailto:servicesforschools@ealing.gov.uk)
- by phone on 020 8825 8268 or 7796