



Diocese of
Leicester
Board of Education

Schools
Partnership
Agreement
2011 - 2012



Background

The Diocesan Board of Education works alongside schools and churches as they work within rapidly changing contexts. We seek to encourage churches and schools to work collaboratively and promote opportunities for development, growth and mission, recognising that our schools are at the very heart of the church's mission to the nation.

Anyone involved in education and schools will know of the constant demand to provide a first class service which responds strategically to the needs of children in our society and within our local communities. This task is set within the context of every child does matter seeking to ensure that children's services are delivered in a way that ensures the safety, development and well-being of all children. There is a great need to pay particular attention to the wider needs of society, focusing on social cohesion as we seek to build an integrated society in which all can flourish.

All schools have implicit or explicit values which underpin their work; Church of England schools are called to be inclusive and distinctively Christian as they promote Christian values such as humility, forgiveness, service, justice and peace. A long heritage of providing education within the context of these enduring Christian values means that Church of England schools are well placed to address issues surrounding social cohesion as a part of their on-going commitment to the children of our nation. This is best done in partnership with the local church, which itself faces a variety of challenges and opportunities.

There is a need for churches to explore new ways of engaging with their local communities, recognising that society in Britain has changed dramatically in recent years.

In the past, churches have sometimes seen schools solely as a good mission field from which to draw newcomers into the life of the church; or else they have regarded them simply as a useful building in which the church or small group can function, without necessarily engaging the school community in an imaginative way. As we seek to develop the Church's mission, whilst encouraging schools to continue to play their part in building a vibrant and cohesive community in which every child matters, we would like to encourage the further development of worshipping communities within our schools that seriously engage with and grow from the organic life and Christian values of the school.

Christian principles underpin our services to all schools, based on the belief of helping those in greatest need. Our services are deliberately designed to be supportive. The Board of Education is a very small outfit with 4 staff serving 97 schools across 2 authorities. But we are distinctive from local authorities, and tiny in comparative size, so we concentrate on those issues distinct to Church of England Schools.

These are:

- Support for schools which are opening, closing or changing
- Support for schools causing concern
- Support for leadership and management
- Support for Governors
- Support for church/school links
- Support for RE curriculum and Collective Worship
- Support for improvement through inspection
- Support for school estates

The following pages outline some of the developments that are taking place within the diocese. They are not intended to act as a template for your own specific context, but our hope is that they will stimulate thought and prayer.

I therefore commend this initiative to you and ask that Head Teachers, Incumbents, Parochial Church Councils and Governing Bodies all work together to enable churches and schools to continue to collaborate in our mission to the nation, to the glory of God and for the good of the children and communities we serve.

Mary Lawson

Canon Mary Lawson
Diocesan Director of Education

The Statutory Basis for Partnership

The Diocesan Board of Education (DBE) Measure of 1991 described the statutory functions of the Board as being:

1. To promote or assist in the promotion of education in the diocese, being education which is consistent with the faith and practice of the Church of England;
2. To promote or assist in the promotion of religious education and religious worship of schools in the diocese;
3. To promote or assist in the promotion of church schools in the diocese and to advise the governors of such schools and trustees of church educational endowments and any other body or persons concerned on any matters affecting church schools in the diocese;
4. To promote co-operation between the Board and bodies or persons concerned in any respect with education in the diocese;
5. Other specific functions assigned to the Board by the Measure; and
6. Such other functions not contrary to the Measure as are assigned to the Board by the Diocesan Synod, other than functions related to Church Schools or Church Educational Endowments.

Certain other requirements relating to the partnership between schools and their DBE are laid down in law;

7. Voluntary Aided Schools are required by law to invite the Diocesan Director of Education or his/her representative, to offer advice on the appointment of Head teachers and Deputy Head Teachers. In the Diocese of Leicester Voluntary Controlled Schools are strongly advised to follow the same procedure.
8. All Church Schools are required to have Collective Worship and, in Voluntary Aided Schools, RE, inspected under Section 48 of the 2005 Education Act.
9. Governors of Voluntary Aided Schools are required by the 1991 DBE Measure to obtain the permission of the Board of Education before carrying out any work on the school building.
10. Governors of all Church Schools are required to obtain permission from the Board of Education for any change of status.

1. Introduction

This prospectus sets out our partnership agreement with schools. As part of our continued commitment to all, we have reduced the costs to a fairer and more manageable level.

Payment to be made by 31st March 2011

The Basic Partnership Level Agreement is for all Church of England Schools within the Diocese of Leicester, and supports your distinctiveness and Christian ethos within the school, the delivery of the RE syllabus, and in dealing with the regulatory and inspection requirements, including pre and post inspection support. Elements of this Basic agreement are also offered to schools which are not Church Schools but still wish to benefit from the partnerships we offer to support a broadly Christian ethos.

These Agreements do not reflect the actual costs incurred by the Diocese in providing these partnerships to schools, but represent a contribution and commitment to the support provided to the family of schools in the Diocese.

This agreement is for 12 months from 1st April 2011 to 31st March 2012.

Please direct any enquiries to:

The Diocesan Board of Education
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

TEL: 0116 2615350

FAX: 0116 2615351

2. Partnership Charter

Schools which subscribe to our Partnership Agreement described in this prospectus are entitled to expect the Schools Team to:

- Provide professional and expert information, advice and assistance in the area listed
- Deliver the services listed upon request to a high professional standard
- Respond promptly and courteously to requests for assistance
- Act with discretion and safeguard confidentiality
- Be responsive to individual schools and their distinctive ethos;
- Act with integrity and in accordance with Christian beliefs and values
- Promote at all times the Church of England and Christian ethos of the school
- Represent the interests of the Church Schools with partner bodies including Local Authorities, DfE and the National Society
- Direct all subscription income from the Agreement to the support and development of the Diocesan Schools Partnership
- Deal promptly and courteously with any complaints about the level of Partnership provided in accordance with the Diocesan Board of Education's procedure.

Why Subscribe?

Subscription to the Diocesan Board of Education Partnership Agreement enables the school to make the best use of all the services offered by the Diocesan Board of Education without the need for monitoring extra spending or for responding to invoices for individual events. It also means the school can book places on to courses, or ask for officer time or for any other matter without having to forward a payment prior to this happening. As it is the non-statutory areas of work by the Board of Education that will be charged for, it can be considerably cheaper to subscribe than not.

How your subscription works

Each year in January an invoice with a covering letter will be sent to the school. If the school wishes to subscribe for the following financial year [April to April] then all they need do is to send a cheque back with the letter to the Diocesan Board of Education who will do all the rest. After this has been received the school is able to call upon the Board's staff as much or as little as they need. Schools who decide not to subscribe to the Partnership Agreement are asked to return the form indicating this to the Board of Education. When subsequently the school asks for anything that is chargeable, then the Board will send them an invoice prior to the delivery of the service.

3. Basic Partnership Level Agreement for all Diocese of Leicester Schools

Basic Partnership Level Agreement Charges

Size of School	Band A Church Schools	Band B Community/Foundation /Trust Schools
Up to 50 Pupils	£150	£130
51-100	£180	£160
101-150	£240	£220
151-250	£300	£280
251-350	£360	£340
351 or more pupils	£420	£400
Secondary School	£480	£460
Samworth Academy – includes both Primary and Secondary pupils	£580	N/A

Partnerships offered under the Basic Agreement

Partnership	Subscribing school: Church Schools Charge: Band "A"	Subscribing school: Community/ Foundation/ Trust Schools Charge: Band "B"	Non-subscribing school Charges: As detailed
Access to the statutory functions of the Diocesan Board of Education	Yes	Yes	Yes
Telephone link and advice	Free	Free	Free
Guidance for Head Teachers and Governors on the writing of Statutory School Policies	Free	Free	Free
Collective Worship Themes	Free	Free	Free
RE & Collective Worship Network Meetings (per school)	£15 per school including 1 copy of training materials	£15 per school including 1 copy of training materials	£50 per school including 1 copy of training materials
Attendance at Head Teacher & Deputy Head Teacher Interviews	Free	On request	Free
Church School Governor Induction Training Events	Free	N/A	£55 per governor attendance
Church School Governor training events (per governor) (Open to all Govs in Church Schools)	£15	£15	£55 per governor attendance
Governing Body attendance	On request: Free (one per annum)	On request: Free (one per annum)	£150
SIAS Administration	Free	N/A	Free
Joint Head Teacher Induction Event with Leicestershire LA	Free	Free	Free
Termly Head Teacher or School Representative Meetings	Free	Free	Free

Partnership	Subscribing school: Church Schools Charge: Band "A"	Subscribing school: Community/ Foundation/ Trust Schools Charge: Band "B"	Non-subscribing school Charges: As detailed
Cathedral Education	10% discount	10% discount	See example of charges
Children's Worker	See details	See details	See details
Launde Abbey school visits	10% discount	10% discount	See details
Access to the work of St Philip's Centre, Leicester: for study and engagement in multi faith society	See details	See details	See details
Schools' Conference	£50	£50	£100
Beaumanor Partnership RE Conference	£100	£100	£120
INSET as arranged	£25 per staff meetings	£25 per staff meetings	£150 per half day
<i>(Discounts offered for groups of schools - by arrangement)</i>	£40 per whole day	£40 per whole day	£225 whole day
Borrowing from Diocesan Resources Centre (see list)	£5 per loan	£5 per loan	£10 per loan
In-house printed RE support materials	First copy £5 – further copies £20	First copy £5 – further copies £20	£20
Production and revision of Diocesan RE Syllabus	Free	N/A at present	N/A at present
Consultancy and health checks: <ul style="list-style-type: none"> RE Advisor Collective Worship Ethos Distinctiveness Church Schools Issues Wellbeing HT Visits 	Free One free per annum, thereafter £25 per hour attendance time (£50 minimum) Free on request	Free One free per annum, thereafter £25 per hour attendance time (£50 minimum) Not Available	£50 per hour (minimum £150 per visit) Limited Availability - £50 per hour
Pre and post SIAS Inspection support	Initial visit free – subsequent assistance from £20	N/A at present	£50 per hour (minimum £150 per visit)
Support for Church Schools causing concern: <ul style="list-style-type: none"> Support meetings with Head teacher Pastoral Support for Head teachers and staff Head teacher/mentor provided Good practice links to schools across the Diocese Representation at LA, OfSTED and HMI feedback meetings Support for Governors 	FREE		Agreed by negotiation
Visits from Diocesan Director	Free	Free	Free
Website access and online resources	Free	Free	Free
School listing on Diocesan Website/links to school website	Free	Free	£20

Partnership	Subscribing school: Church Schools Charge: Band "A"	Subscribing school: Community/ Foundation/ Trust Schools Charge: Band "B"	Non-subscribing school Charges: As detailed
Guidance on Admissions for Church Aided schools and the appeals process	Free	N/A	Free
Inclusion in Diocesan Prayer Calendar	Free	Free	Free
Termly Newsletter to all schools	Free	Free	Free
Access via Director to Legal Advice	Up to one legal advice per issue (discretionary)	No	No
Guidance by the DBE on Building Projects for Church Schools YMD Boon will invoice for their services separately – these are not covered under this agreement	Free	N/A	Free

Charges for schools electing not to pay the subscription:

Support for Church School causing concern (VA and VC schools) <ul style="list-style-type: none"> Support meetings with Head Teachers and/or governors 	£215 per session up to half a day or evening
RE/Worship/Inspection (VA and VC Schools) <ul style="list-style-type: none"> Consultancy/advice/training on ethos, worship, inspection 	£215 per session up to half a day or evening
Governors' Support (VA and VC Schools) <ul style="list-style-type: none"> Consultancy/advice/training on governor matters and personnel issues Advice on admissions policies, appeal processes, exclusions 	£215 per session up to half a day or evening £215 per session up to half a day or evening

Note 1

There is a legal requirement for the Diocesan Board of Education to approve any work on VA school buildings and must be involved in any bids for LCVAP or other capital bids.

Note 2

VA schools are required by law to invite a representative of the Diocesan Board of Education to give advice, support and attend meetings for the appointment of head teachers and deputy head teachers. It is strongly recommended that Controlled schools follow this advice.

Head Teacher Recruitment (Church Schools)

The Diocesan Director of Education or delegated professional should be involved in the recruitment of all Head Teachers of church schools.

Outgoing Head Teachers are asked to indicate their intention to the Diocesan Director of Education, and Chairs of Governors are asked to liaise with him/her to set a date and time to discuss the recruitment process. Following these initial contacts, arrangements for recruitment will be made in partnership with Local Authority.

The Diocesan Director of Education and Schools Support Officer will be available to offer guidance and advice to the selection panel

- legally sound wording and placement of advertisements
- the job description and person specification
- selection methods and interview techniques
- bespoke governor training, if required, or as part of CPD programme
- attendance at short listing meetings and interviews (first & subsequent advertisements of post)
- provision of professional debriefing for candidates on behalf of the Governing Body, if requested

All newly-appointed Head Teachers will have an initial visit by the Diocesan Director of Education to conclude this process.

Voluntary Aided Schools only: Buildings

The DBE has a statutory duty to ensure that Voluntary Aided schools are managing their Devolved Formula Capital (DFC) money wisely, obtaining best value for it. The DBE manages a pool of DFC funds on behalf of most of the VA schools in the Diocese to this effect, without charge (most other dioceses do charge for this).

In conjunction with YMD Boon Ltd, the DBE provides a fully comprehensive service in respect of buildings-related issues. What follows are details of the considerable areas of support and particular services which are fundamental to a VA school's ability to provide the physical resources for excellent educational opportunities. The cost to access this is free to schools who adopt the Partnership Agreement but will be charged at an appropriate rate [other than an initial enquiry] for schools not in the Partnership Agreement.

Service	Provided by
Management of DFC monies	DBE Finance Team, YMD Boon Ltd & DDE
Access to legal advice on church school properties, including on site ownership, trust deeds and trustees' duties	DBE, Diocesan Registrar & National Society Lawyers
Control and use of school buildings	DBE supported by Diocesan Registrar and Solicitors
Assistance with statutory proposals and strategic responses to local school provision, e.g. liaison with the LA to increase size of a school or protect provision of church school places	DBE & YMD Boon Ltd
Identification and scheduling of building requirements in the context of development plans, post-OfSTED action plans and in relation to LA Asset Management Plans	
Advice on national spending initiatives	
Representation at DfE, LA and other meetings to secure funding for Voluntary Aided Schools' Capital work and funding streams	
Complete administrative support for bids for capital grants and invoicing in respect of all work carried out on a project	YMD Boon Ltd

Direct responsibility for the quality of service provided by YMD Boon Ltd rests with the Diocesan Director of Education and the Diocesan Board of Education.

YMD Boon Ltd's scale of fees applies in respect of projects undertaken, and will be agreed between the school and YMD Boon Ltd before any work is carried out.



Education@LeicesterCathedral

For schools we offer a wide range of learning experiences for Primary and Secondary pupils, these include guided visits, a series of guided pilgrimages, special events and activities. Our aim is to support teachers in nurturing the spiritual, moral, cultural and artistic development of their pupils and enhance curriculum opportunities.

The following is a small selection from our wide range of visit programmes which last between 1½ - 4 hrs and cost between £1 – £2:50 per pupil

Primary Programmes

Sensory Visit – explore the cathedral and precincts using the 5 senses

Stories from the Bible - re-telling of stories using Cathedral artefacts and resources

Mega structures and Maths – measure, make and wonder about the big space

Pilgrimage 'Moving On' – Transition Year

Cathedral Unwrapped – can't get out to the Cathedral? Then we'll bring it to school!

Secondary Programmes

Worship – Generic

Journey Together – a walk from the Mandir to the Gurdwara and on to the Cathedral to learn about each place of worship

Breathe@Cathedral - Explore an interactive resource and reflect on the themes of belief, journey and values.

To find the full list of programmes visit
www.cathedral.leicester.anglican.org



www.stphilipscentre.co.uk

RELIGION & BELIEF EDUCATIONAL PACKAGES FOR SCHOOLS

1. **Meet the Faith!**

Up to 30 minutes talk on a particular faith (Baha'i, Buddhism, Christianity, Hinduism, Judaism, Islam, Sikhism)

Cost: £100 plus travel expenses.

2. **Overview of faith diversity in Leicester and Leicestershire'**

90 minute pupil workshop on understanding different faiths and the history of faith diversity in Leicester and Leicestershire.

Cost: £150 plus travel expenses.

3. **Individual Faith Workshops**

Four x 30 minute workshops delivered by two experienced Faith Practitioners to groups of students to give them information about their faith and a better understanding of it.

Cost: £200 plus travel expenses.

4. **Overview of one faith (of your choice) and visit to their place of worship with a de-brief and Q&A session (maximum of 40 pupils per session)**

Arrivals (11.30) – Welcome and introduction to the basics of the chosen faith – 1 hour

Refreshment Break – (12.30 – 1pm)

Visit to place of worship – 30 minutes

De-brief on visit and Q&A session – 30 minutes (depart at 2pm)

Cost: £9 per pupil

5. Extended visit to places of worship – draft programme (maximum of 40 pupils per session)

- Arrival 10.30am
- Overview of day and welcome (drinks, tea and coffee, biscuits & fruit on arrival)
- Guided visit of a Hindu Mandir
- Travel to Sikh Gurdwara
- Guided visit of a Gurdwara
- Lunch Break (food will be provided)
- Mosque visit to witness lunchtime prayers
- De-brief on Mosque visit Q&A session & closing remarks
- Depart 2pm – 2.30pm

The schedule above is only for example. Schools may choose to visit other places of worship including a Buddhist Temple, Church, Synagogue or smaller faith venues. Please contact St Philip's Centre to discuss school needs and options.

Cost: £12 per student.

To visit 4 places of worship = £16 per student.

6. Facilitation of a 'Religions Roadshow' at the school

This exciting and high impact event involves Faith Practitioners from the Baha'i, Buddhist, Christian, Hindu, Jewish, Muslim and Sikh faiths with stalls and props from the different religions.

Cost: £625 (under 500 pupils), £950 (500-1000), £1275 (over 1000), £1,600 (over 2000), private schools £2,000.

7. Inter Faith Week Celebration Activities

St Philip's Centre can assist your school to prepare activities and celebrations as part of annual National Inter Faith Week which takes place every November.

8. Tailor-made education packages

St Philip's Centre can help you to design an education package of your own choice. Please call the Centre to discuss options and prices.

Notes on costs:

1. There is a further 5% discount for schools based within the Leicester city boundary to reflect shorter travel times and costs.
2. Costs include teaching preparation and delivery. Where applicable it also covers travel time, travel costs, donations to places of worship, refreshments and literature.

Contact details:

Sarah Martin email: sarah@stphilipscentre.co.uk Tel: 0116 2733459
Riaz Ravat email: riaz.ravat@stphilipscentre.co.uk Tel: 0116 2733459



Children's Worker

John Fryer (Primary Concern) can offer training on Bible story telling; using puppets; collective worship ideas; RE lesson ideas for aspects of Christianity.

Charges on request (dependent on timescales required and distances travelled)

16 years experience of working in primary schools
(Currently 28 in City and County)

website: www.scrappy.org.uk

email: john@scrappy.org.uk

phone: 07742578018



Launde Abbey

In peaceful country surroundings in the heart of the East Midlands of England, yet only 30 minutes drive from the centre of Leicester, Launde Abbey retreat centre is a place of prayer and of welcome.

It has a resident Anglican community and offers a varied programme of events which are open to all — whether they are of specific faith, or simply wanting to explore.

There are also conference facilities available for groups who wish to use the peaceful and beautiful surroundings for their own events.

Schools programme - there are opportunities for residential educational visits, day visits and events linked to the Christian calendar.

Please contact Nick Quinn, Business Manager for Launde Abbey.

Nick@launde.co.uk

Accountability

Diocesan Board of Education Officers, and Members of the Board of Education strive, at all times, to act according to the highest professional standards.

DBE Officers are accountable to the Diocesan Director of Education for both the quantity and quality of work carried out under the terms of the DBE Partnership Agreement. The DDE is accountable to the Chair of the Board of Education and to the Bishop of Leicester for the support and service provided to the family of church schools.

In a very real sense, DBE Officers and Consultants hold themselves accountable for the quantity and quality of the service provided to schools on a daily basis.

Qualitative evaluation

Each Head Teacher/Chair of Governors is asked to complete a qualitative evaluation once a year of the services received under the Partnership Agreement, this is scrutinised by the Diocesan Director of Education for service improvement and internal performance management purposes and an annual report will be issued to the Diocesan Board of Education.

Complaints procedure – specific complaints about any matter relating to the Partnership Agreement should be addressed in writing to the DDE.

Periodic external review - the quality of the support and services provided by the DBE as a whole is reviewed regularly by the National Society. Specific areas/aspects of the DBE's work e.g. "Value for Money" reviewed as required, using OfSTED's Best Value criteria.

ABBREVIATIONS

DBE	Diocesan Board of Education
DFC	Devolved Formula Capital
DfE	Department for Education
HMI	Her Majesty's Inspector
INSET	In Service Educational Training
LA	Local Authority
LCVAP	Local Authority Co-ordinated Voluntary Programme
OFSTED	Office for Standards in Education, Children's Services and Skills
RE	Religious Education
SACRE	Standing Advisory Council for Religious Education
SIAS	Statutory Inspection of Anglican Schools
VA	Voluntary Aided
VC	Voluntary Controlled



STAFF LIST

Director of Education

Canon Mary Lawson

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Mary.lawson@leccofe.org

Schools Support Officer

Kerry Miller

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Correspondence Address

The Diocesan Board of Education

St Martin's House

7 Peacock Lane

Leicester

LE1 5PZ

TEL: 0116 2615350

FAX: 0116 2615351

Please keep the first copy for yourself, but return the second copy of this page:

Leicester Diocesan Board of Education Partnership Agreement for Schools

Name of School

- We accept the terms of the Diocesan Board of Education Partnership Agreement for 2011/2012
- We do not wish to subscribe to the Partnership Agreement for the 2011/2012 academic year and understand that we will be invoiced for all chargeable services received from the Board of Education, and acknowledge that this may mean paying more than the subscription rate in the year.

Signed

Head Teacher

Chair of Governors

Date

Number on Roll

School's subscription amount 2011/2012 £

- Please invoice the school directly
- Cheque attached, payable to Leicester Diocesan Board of Education and returned to:

(School to retain this copy)

Leicester Diocesan Board of Education Partnership Agreement for Schools

Name of School

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Please send this copy to:
The Diocesan Board of Education,
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

