

MOVE TO CITY HALL

Trading with Schools has almost finished our move to City Hall. The last few Teams will leave Parkview during half term and from 19th February all our Teams will be based at City Hall.


Most of our training courses will be held in a new TwS training room at City Hall but we will be using other venues for larger courses.

ANNUAL ORDERS

The TwS catalogue for 2018/19 is now on TwS Online and can be found at <http://tradingwithschools.org/Article/16705>

Copies will be posted shortly to all schools.

This year school visits are being undertaken by April Pye and Tracey Thomas and they are ringing schools this week to make appointments to meet and agree your annual order.



SCHOOLS FINANCE

FINANCE HOUSEKEEPING

Procurement Card statements must be processed on E1 within 4 weeks of receiving the statement.

Please ensure paying in slips are posted within at least 2 days of banking/cash collection.

Following new procedures for cash collection issued by the bank, all cash and cheques received should be detailed on separate paying in slips.

Therefore, for NON- INVOICED receipts (e.g. trips, dinner money) there will be a paying in slip for cash received and a paying in slip for cheques received. You will also need two separate E1 nominal ledger transactions.

For INVOICED receipts (eg breakfast club, day care fees) a paying in slip for cash received and a paying in slip for cheques received, will be needed and also 2 separate E1 sales ledger receipts.

HELPDESK

Helpdesk – We have a new helpdesk procedure for dealing with unanswered calls.

If you call the helpdesk and can't get through please try again later, or alternatively you can email the Helpdesk on TwSSchoolsFinance@bristol.gov.uk, subject line: Helpdesk.

Emailed queries will be responded to within 5 working days. Messages left on the answerphone are not being monitored.

SFVS AND SCHOOL FUND CERTIFICATES

Janet Siejok (janet.siejok@bristol.gov.uk) is now responsible for SFVS and School Fund Certificates. All SFVS certificates should be sent to Janet by the end of February.

A reminder that the whole completed document, along with the signature page needs to be returned by the end of February.

EMAILS

TwSSchoolsFinance@bristol.gov.uk is the main email account for all your TwS related correspondence. In the subject line put one of the following key words to allow us to deal efficiently and promptly with your query.

REMITTANCE

SUPPLIER

CUSTOMER

HELPDESK

GENERAL

A new, centralised email address has been set up for statutory budget and outturn returns - LAFinanceReturns@bristol.gov.uk

ONLINE RECEIPTS

Due to insufficient information on the bank transaction all online receipts will be posted to 99994. This will need to be cleared to the relevant income code.

SALES INVOICES

Please can you ensure that the correct income code is entered on Tab B of the sales invoice. If a code is not entered the income will default to 99999 and will not be recorded in your actual results. Please check 99999 and recode as appropriate.

Please check your purchase ledger payment forecast for unrecovered purchase ledger credit notes, if you have these it would suggest that the supplier owes you money.

If you are regularly using the supplier then no further payments will be made until the credit has been recovered.

If you are no longer trading please contact the supplier to arrange that the funds are returned to the schools general bank account.

YEAR END PROCESSING

Procedures and schedules have been sent out to schools - if you have not received one, please contact TwS Schools Finance

HUMAN RESOURCES

Submission of Starters/Changes/Transfers/Leavers

With the increased demands on submitting accurate and timely data to Avon Pension Fund and Teachers Pensions, can we please request that you send in any starters/changes/transfers/leavers e forms or email forms, as soon as you possibly can. This will assist HR Operations team with the processing of these instructions. For email forms, it would be also be appreciated if you could submit only one email per employee. Please do not submit multiple employee changes on the same pdf document as each Starters/Changes/Transfers/Leavers form is held on the individual personnel record.

Starter Changes Forms for Support and Teaching Staff

These forms are used to enable us to process contracts and contractual changes to pay. There are two forms available one for Teaching/Leadership Staff and the other for Support Staff. The old forms are now obsolete so please use the two templates - for [support staff](#) and for [teachers](#).

For those Schools who buy back our Contracts/Statement of Particulars Service, the information you provide on the Starter Changes Form is also used for the purpose of TwS issuing contracts for your employees.

Leaver Form for Support and Teaching Staff

This form has also been updated. The old form is now obsolete as some of the reasons for leaving are out of date. In future please use the [Leaver Form template](#).

Acting Ups/ Secondments/Fixed Term Contracts

The reason for the Acting Up, Secondment or FTC needs to be clear on the form. This enables a quick response in providing your employees with a contractual letter or Statement of Particulars.

When setting up an Acting Up, Secondment or FTC it is a requirement that the reason for the temporary arrangement is contained in the contractual letter. The reason has to be suitably exact to allow the arrangement to terminate on its end date.

Below are some examples of reasons:

- If the post has temporary funding or

If you know that you are going to have to undertake a review of the centre's staffing structure.

LGPS Responsibility and Procedure

An LGPS responsibility and procedure document produced by Avon Pension Fund for schools opting to use external service providers is available at this link: <http://bit.ly/2BDKil0>

EDUCATION WELFARE SERVICE

A city-wide attendance strategy – how you can help

The EWS is currently developing an attendance strategy with the aim of supporting schools to improve attendance, and will be working closely with schools and other colleagues over the coming weeks.

We are aware that there is a wealth of good practice within Bristol schools working with pupils and parents on a daily basis, and hope that this can be shared across the city. The EWS is keen to hear about schools' good practice, and to take this into consideration when developing the city's school attendance strategy. The EWS is particularly keen to hear about good practice which has led to a school's increased attendance levels, or which may have been highlighted by Ofsted. If any schools are able to share their expertise, and/or copies of documents such as attendance flowcharts, attendance policies, school letters or meeting templates, they can be emailed to <http://bit.ly/2BDKi0>

Fiona is also keen to speak to attendance leads from schools, and she can be contacted on 07464 983526.

GENDER MATTERS CPD

Date: 28th February (Primary), 1st March (Secondary) 9:30am - 3:30pm

Cost: Free (bring your own lunch)

Location: TwS Training Room, City Hall

An increasing number of schools are now supporting trans or gender questioning students and their families. Ensuring all pupils feel safe and supported to be themselves is vital for learning and there are steps that schools can take to ensure environments are supportive of pupils of all genders.

This course is for school leaders, teachers and support staff looking to improve their understanding of gender and gender identity. Participants will explore the theory and concepts which underpin trans-inclusion and how this supports a whole school approach to gender equality, including preventing transphobic and gender-based bullying. There will be a focus on terminology and developing the confidence to use key terms in the classroom.

The course is practical and interactive, with opportunities to trial resources, practice techniques and learn from colleagues.

To book online, go to

<http://learnequality.eventbrite.com>.



CONTACT INFORMATION

Please note that all the Trading with Schools helplines will be open between Christmas and New Year, but with reduced hours and staff

Helpline	Number	Hours: Mon-Thurs	Hours: Friday	Email
TwS Main Helpline	0117 922 2444	08:30 - 16:30	08:30 - 16:00	tradingwithschools@bristol.gov.uk
TwS ICT Helpline	0117 903 7999	08:00 - 16:30	08:00 - 16:00	schools.it.helpdesk@bristol.gov.uk sims.helpdesk@bristol.gov.uk
TwS HR Operations & Advice	0117 353 6644	08:30 - 16:30	08:30 - 16:00	tw.s.hradmin@bristol.gov.uk tw.s.hrpayandbenefits@bristol.gov.uk tw.s.hremployeerelations@bristol.gov.uk tw.s.hrmaps@bristol.gov.uk
GDS Helpline	0117 903 6900	09:00 - 17:00	09:00 - 16:30	gds@bristol.gov.uk
TwS Finance Helpline	0117 903 7866	09:30 - 16:00	09:30 - 16:00*	tw.s.schoolsfinance@bristol.gov.uk schools.absclaim@bristol.gov.uk
School Admissions	0117 903 7694	09:00 - 17:00	09:00 - 16:30	schooladmissions@bristol.gov.uk
Education Welfare	0117 352 1438	08:30 - 16:30	08:30 - 16:00	education.welfare@bristol.gov.uk

If you need a response outside these times please contact a Client Manager:

Becky Wilkins Tel: 07584581255/0117 9223690
Billy Forsythe Tel: 07584581265/0117 9223947
April Pye Tel: 07585909025/0117 9224980
Tracey Thomas email: tracey.thomas@bristol.gov.uk

Or email tradingwithschools@bristol.gov.uk

**(09:30-12:30 on last Fri of the month or term)*

**TRADING
WITH
SCHOOLS**

Upcoming Events




Title	Date	Service	Venue
SIMS Programme of study for the new primary curriculum assessment	20 Feb 18	SIMS	City Hall
SIMS - Standard Reporting	22 Feb 18	SIMS	City Hall
Using Acceptance and Commitment Therapy/ Training (ACT) in Schools	26 Feb 18	Inclusion	Pavilion
A to Z Early Literacy Intervention	27 Feb 18	ECaR	Parkview
The Role of the Designated Safeguarding Lead (DSL)	07 Mar 18 12 Mar 18	Safeguarding	The Pavilion
Mathematics Subject Leader Briefing	07 Mar 18	School Improvement	City Hall
School Attendance Matters - Legal Training for Academies	08 Mar 18	Education Welfare	City Hall
SIMS - SEN User	09 Mar 18	SIMS	City Hall
Relationships and Sex Education in Primary School	13 Mar 18	External Trainer	City Hall
Safer Recruitment	13 Mar 18	HR Advice	City Hall
NQTs - Prevent and Equalities	13 Mar 18	NQT	City Hall
Annual Bristol LA SENCO Conference 2018	14 Mar 18	Inclusion	BAWA





Title	Date	Service	Venue
Relationships and Sex Education in Secondary School	14 Mar 18	External Trainer	City Hall
Penalty Notice Training for Schools	14 Mar 18	Education Welfare	City Hall
English Subject Leader Briefing	16 Mar 18	School Improvement	City Hall
SENCo Briefing	19 Mar 18	Inclusion	City Hall
The role of the Designated Safeguarding Lead (DSL) - Refresher	20 Mar 18	Safeguarding in Education	Pavilion
SIMS Dinner Money	22 Mar 18	SIMS	City Hall

To book any of our courses
please use one of these options:

-  tradingwithschools.org
-  tradingwithschools@bristol.gov.uk
-  0117 922 2444