Learning Resources for Education
Your Schools Library Service  2019-2020

Service Description
Learning Resources for Education (LRE) is the county's Schools Library Service. We support curriculums from Foundation to Key Stage 3 by allowing schools to maximise their budgets through the provision of cost effective, quality learning resources. This is further enhanced by a regular exchange mechanism allowing schools to “future proof” their collections, ensuring they are always tailored to their pupils and curriculum requirements.

Our expertise and knowledge of resources allows us to support schools to develop whole school literacy strategies (maximising pupils reading for pleasure opportunities). This is enhanced by our advisory and consultancy delivery. Through regular consultation with users and non-users we revise our services to ensure that we continue to meet the needs of our schools.

Timescales and Deadlines
Learning Resources for Education will publish details of their services on the LRE website in January each year.


Schools are requested to submit the form for their subscription electronically or in hard copy to LRE by the 1st March 2019. If we have not been notified by the school of any changes to their subscription by this date we will take this as a continuation of services bought in to for 2018-19. Project resource boxes will be delivered to and collected from subscribing schools within 6 working days of the start and end of each term. Schools will be informed of these dates in advance.

What the Service Provider Will Do
We offer all primary, secondary, special, and EYFS phases (including partnership, independent and academies) access to a selection of services which provide value for money and the flexibility to tailor provision to specific requirements.

Our service provides:
- Book stock on long term lease to the school which can be exchanged on a regular basis.
- Schools will be able to arrange for up to a maximum of 150 titles to be collected from their school at a pre-arranged date and time and these will be replaced by a corresponding number of titles, selected by LRE staff. This exchange can be for information (non-fiction) titles or Reading for Pleasure resources or a combination of the two. Up to two exchanges will be offered during the financial year.
- Exchanges can also be made by schools arranging to visit our showroom, we welcome pupils accompanying school staff to make selections for their school.
Project collections on short-term loan to support individual curriculum areas. These include books, photo-packs, web-links, storytelling resources, artefacts and objects to stimulate learning, support the curriculum, literacy initiatives and reader development.

Advisory visits by a library professional focused on supporting the school’s literacy and library developmental priorities.

Regular network meetings for school library and literacy staff.

Access to discounts available from recognised library suppliers providing further opportunities to maximise budgets and receive advice and guidance on current quality education resources.

In addition, as part of the Council’s strategic role we will:

- Provide an online form for resource requests and a telephone, fax and email response for school library, reading and literacy queries, which will be open 5 days a week during normal office hours.
- Maintain a comprehensive Schools Library Service website which provides further detail about our services: [http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/curriculum-and-resources/learning-resources-for-education/Pages/default.aspx](http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/curriculum-and-resources/learning-resources-for-education/Pages/default.aspx)

To Deliver this Quality Service We Ask that Schools:

- Ensure administrative procedures are in place within the school to co-ordinate and monitor requests for projects and leased stock, submitting them to LRE by the dates requested, to ensure teaching staff and pupils have the maximum time to benefit from these resources. Delivery and collection of items can only be guaranteed during the periods already identified in the scheduled dates sent to schools, when request forms are submitted by the designated reply date.
- Co-ordinate the responsibility for leased resources to reduce loss or damage, minimising the need for the implementation of LRE’s Replacement Cost Policy.
- Liaise with the LRE team to arrange visits and advice.

Abilities and Experience

- This quality service is managed and organised by a team of professional, experienced and highly skilled staff with extensive knowledge of the changing education environment, curriculums, Ofsted recommendations and programmes to support children’s literacy development.

Price of the Service

- Our subscription packages are reviewed annually and these very competitive prices are achieved through economies of scale benefiting from being part of a wider library book purchasing consortium. Value statements indicate how cost effective the service is, particularly when compared with individual school spending or other local authority schools library services.
**Early Years Foundation Stage Service Level Agreement**

- 1 Themed Resource Collection comprising 25 items which may include games, photo packs activity sheets etc.
- 1 Fiction collection comprising 25 items which may include board books, wordless stories, sharing books and interactive books.
- 1 Story Sack which may include books, soft toy(s), game or activity, user notes etc.
- All collections on loan for 12 weeks (2 terms) delivered and collected by LRE during scheduled periods.

£160

**Private Voluntary and Independent Settings Service Level Agreement**

- 1 Book collection comprising 30 items which may include board books, wordless stories, sharing books and interactive books.
- 1 Story Sack which may include books, soft toy(s), game or activity, user notes etc.
- All collections on loan for 12 weeks (2 terms) delivered and collected by LRE during scheduled periods.

£96

**Primary Phase Full Service Level Agreement includes:**

- Entitlement of 3 books per pupil or minimum collection of 600
- Ability to exchange 50% of stock during visits over the year to a maximum of 600 new books from LRE showroom.
- Opportunity of remote exchanges for Reading for Pleasure and Non-Fiction books, up to 2 per financial year. Items selected by LRE staff to school requirements and delivered/collected by LRE
- A maximum of 20 project resource boxes per term delivered/collection from the school
- 1 story sack per term (6 per year) delivered and collected with project loans.
- 6 Artefact loans per year, delivered and collected with project loans
- 30 logins to e-book platform
- 20% discount on LRE professional development training courses
- Membership of SLS Purchase Scheme providing discounts on any purchases from library supplier
- Telephone and email support for curricular resources, library and literacy development
- Access to ‘Track it Down’ Dewey Guide
- Access to Year 5-6 Pupil Librarian Programme
- Fiction Express online reading licence

£160 + £4.50 per pupil per year

**Primary Phase Basic Service Level Agreement includes:**

- Entitlement to 300 books on loan to the school
- Ability to exchange 150 books of stock during the year by school staff visiting the showroom
- Opportunity of remote exchanges for Reading for Pleasure and Non-Fiction books. 1 offer per year during the Autumn teaching period. Items selected by LRE staff to school requirements and delivered/collected with project loans.
- A maximum of 10 project resource boxes per term delivered/collection from the school.
- 6 story sacks per year delivered and collected with project loans.

£1,630
- Advisory visit upon request
- 20% discount on LRE professional development training courses
- Membership of SLS Purchase Scheme providing discounts on any purchases from library supplier
- Telephone and email support for curricular resources, library and literacy development
- 30 e-book logins

**Special Schools Phase Service Level Agreement**

- This is identical to the Primary Phase SLA with the addition of Bag Book loans. These sensory stimulating materials have been designed to bring the joy of participatory storytelling to children with special needs.

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 year subscription Core</td>
<td>£1630</td>
</tr>
<tr>
<td></td>
<td>£1680 + £4.50 per pupil per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 year subscription Core</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£1630 + £4.40 per pupil</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 year subscription Core</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£1580 + £4.35 per pupil</td>
<td></td>
</tr>
</tbody>
</table>

**Secondary School Phase Service Level Agreement**

- Entitlement of 3 books per KS3 & 4 pupil roll or minimum collection of 600
- Ability to exchange up to a quarter of stock (KS3 – 4) during visits over the year to a maximum of 750 new books from LRE showroom.
- 15 project resource boxes per term including reading group boxes
- 30 logins to e-book platform
- Fiction express online reading licence
- Advisory visit
- 3 School Librarian network meetings
- E Newsletter
- Membership of SLS Purchase Scheme providing discounts on any purchases from library supplier
- Telephone and email support for curricular resources, library and literacy development

<table>
<thead>
<tr>
<th></th>
<th>1 year subscription Core</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£3.10 per pupil year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 year subscription Core</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£2.70 per pupil per year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 year Subscription</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£2.40 per pupil per year.</td>
<td></td>
</tr>
</tbody>
</table>

**Individual Package**

- Buy into our services on a pay as you go basis
- Borrow 2 resource collections per term (items on loan for 6 weeks)
- Offer includes combination of:
- Story Sack loans from collections on our published list.
- Book box loans to a maximum of 25 items.

£30 per term for 2 collections
Collections to be self-selected from our showroom at Booth Meadow House and returned to us by the due date.

Or

Contract package of 2 items per term as above
Charge for one year subscription - 12 loans per year

Tailor Made Packages

To supplement the SLA’s listed above or design a range of services tailored to your school’s individual requirements please refer to the tailor made menu.

£150

Where to Find Out More

Full details of the Service Level Agreements and our terms and conditions, are available on our Learning Resources for Education website on ‘Our Service Offer’ page:


Method and Timing of Payments

- Subscribing schools will continue to receive an invoice after 1.10.19 for annual services selected at the start of the new financial year. For any additional services selected after this invoice date, a separate invoice will be raised within the same teaching period that the service was delivered.
- Subscribing academies will be invoiced twice to fit in with their financial year of September to August.
- Invoice 1 after May first for 5/12s of subscription
- Invoice 2 after October first for the remaining 7/12s

Length of Agreements and Notice Period

- These services are provided under an annual contract running from 1\textsuperscript{st} April to 31\textsuperscript{st} March. The reply date for schools for 2019 is 1\textsuperscript{st} March, if you have not notified us of a change of subscription the agreement from 2018-19 will be automatically renewed. Twelve weeks written notice is required to cancel any agreed packages up to 30\textsuperscript{th} September 2019 and is at the discretion of the Business Development Manager. Notification after this date will mean that the subscription will run to 31\textsuperscript{st} March 2020.
- Schools which have taken out a 2 or 3 Year Agreement are committed to the full term.
- Penalty Clauses may be implemented when a school requests an early termination of the agreement.
- All training courses require a 10 day cancellation period to avoid being charged the full cost.

Contact Information

For further information regarding any services provided by Learning Resources for Education please contact:

Caroline Mooney email: Caroline.Mooney@firstforwellbeing.co.uk
Business Development Manager
Learning Resources for Education
Booth Meadow House
Museum Way Riverside Park Northampton NN3 9HW 01604 362964