

# HIAS charge sheet (blueys) guidance

2011/2012



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# General guidance notes

- A Hampshire Inspection and Advisory Service (HIAS) charge sheet (bluey) should be completed for all **chargeable** work. This includes:
  - Management Partnership work
  - non-Management Partnership work in Hampshire-funded schools
  - core budget work
  - Hampshire Teaching and Leadership College (HTLC) courses
  - Governor Services
  - Standards Fund (until August 2011)
  - external customers
  - HIAS internal customers
  - other Hampshire County Council (HCC) departments
  - non-chargeable
  - cluster work.
- A HIAS charge sheet (bluey) is **not** required for:
  - time spent on activities such as team meetings
  - Education and Inclusion Branch/HIAS days
  - personal and service development.
- The HIAS charge sheet (bluey) is carbonised and contains three coloured copies:
  - white (left with the client)
  - blue (passed to your support officer)
  - yellow (file copy).
- The charge to customer is the amount of time to be charged for the particular job. It is vital that this is agreed in advance with the customer. **The minimum time you should charge is three hours for any one visit**, as specified in our service level agreement (SLA) with schools and in any contracts for external work. Work should be expressed in hours, unless an unbroken day is worked. A half-day should be expressed as 3.5 hours. **(There is no such quantity as *half a day*.)**

- All sold work should be confirmed in writing using either e-mail or the confirmation form shown in Appendix 13. The HIAS job sheet can then be written out and signed by both yourself and the customer when the visit is completed. Preparation and follow-up time should be agreed beforehand and charged.
- For Portsmouth schools with whom we have an SLA arrangement (the list of schools will be updated from time to time by e-mail to you), you should treat these schools as if they were HCC schools in their requests for work.
- External customers are schools, colleges or higher education institutions outside Hampshire, or are non-Hampshire funded schools, independent schools, colleges or higher education institutions in Hampshire. When responding to a request to work, the following procedure has to be followed and agreement should be sought before commitment:
  - HIAS support is only available if you have any space in your diary and Hampshire schools who have subscribed to management partnership will not be disadvantaged if you undertake the work. With the move towards schools becoming academies there is an expectation that inspectors will be able to service this work.
  - if a school wishes to use our services and you have availability, the school or institution should put the request in writing which you should then forward to your line manager for approval, copying in Lesley Hilditch, HIAS, giving the following information:
    - name of the inspector requested
    - time requested, in hours
    - confirmation of the rate per hour to be charged, eg: for 2011/2012 the minimum is £108 per hour, for a minimum of three hours, and they must indicate that they are willing to pay the rate at the time support is requested
    - date on which the support is requested
  - the authorising line manager will respond to the individual inspector and copy in Lesley Hilditch for information, to enable final arrangements to be made. Provided the details above are given and you have the time, then the request will be agreed. A contract for the work with the relevant establishment

will need to be sent and this will be dealt with at the County Office. You will need to complete a job sheet as per the instructions given in this guide

- prior agreement from both parties is essential. If there is any disagreement over costs after work is completed it can prove very difficult to recover. If HIAS cannot recover the cost of your work, then your earnings for the work will be adjusted to reflect what can be recovered and may not represent the time you have committed.
- **All charge sheets (blueys) should be completed and returned to your local office as soon as possible after the work has been completed and, in any case, by Monday of the following week. It is vital to the HIAS Business Unit, and also in your own interest, to keep charge sheets up to date to facilitate collection of income and to validate earnings against targets.**

# Work types for HIAS bookings

## ***Management Partnership work***

### **– example in Appendix 1**

This charge sheet denotes work done for a school (HCC funded or Portsmouth City Council funded with an SLA). Portsmouth schools with an SLA will be notified to you in due course.

## ***Non-Management Partnership work (schools)***

### **– example in Appendix 2**

This denotes work done for Hampshire-funded schools that is paid from somewhere other than their SLA, eg: their school budget where they have received additional Standards Funds for specific work.

## ***Core budget work***

### **– example in Appendix 3**

This denotes work done on the core budget. Please see the list below of the very few codes that need a job sheet:

- support/develop education centres as centres of excellence (3-02)
- support for headteacher appointments (6-01) – to be signed by area director or district manager who has agreed this work
- non-HIAS days costs (8-11) assessments.

**Note:** The school improvement partner (SIP) programme is being replaced with a differentiated leadership and learning partners (LLP) model. Therefore, primary phase inspectors and other inspectors carrying out work will need to complete a bluey identifying which school it related to. This work is classified as HIAS internal and should be coded to cost centre: 9632E.

## ***HTLC courses***

### **– example in Appendix 4**

This denotes work done for the Hampshire Teaching and Leadership College (HTLC).

## ***Governor Services***

### **– example in Appendix 5**

This should only be used if the Governor Training Unit is to be charged, and not if a school is funding the work.

## ***Standards Fund (until August 2011)***

### **– example in Appendix 6**

This is for work done for the Standards Fund activities, where the funds are held at Children's Services headquarters (HQ) as follows.

#### **Activities covered (but be aware of in-year changes)**

- **School Intervention Grant**  
– managed through area directors and coded to 8403G.
- **Primary Standards Fund**  
– intervention which is allocated to schools (devolved). Log as non-management partnership work. You will need to have the bluey signed by the school, as they will be recharged for the work.
- **Network groups**  
– see Appendix 11.
- **Support groups**  
– see Appendix 11.

## ***External customers***

### **– example in Appendix 7**

Please refer to *General guidance notes* on pages 1 – 3.

**Before work can commence a written agreement or a contract must have been received and authorised by the customer's authorising manager and a copy must be sent to Lesley Hilditch, HIAS.**

In the brief description section on the bluey form, it should state the duration and agreed rates (which should not be less than three hours and £108.00 per hour respectively). All other chargeable costs, ie: travel, and a full description, as space permits, of the work done should be included to enable us to establish the correct VAT treatment.

The full address and postcode of the customer needs to be shown to enable an invoice to be raised.

**NB: VAT legislation requires the customer be invoiced by the 21<sup>st</sup> of the following month. So please ensure that these job sheets are processed promptly.**

## ***HIAS internal customers***

### **– example in Appendix 8**

For work done for designated HIAS cost centres.

## ***Other HCC departments***

### **– example in Appendix 9**

This is for work done for other Hampshire County Council departments. The work covered is typically commissioned through:

- ICT in Schools (formerly EdICT)
- Services for Young Children (SfYC), formerly Early Education and Childcare Unit (EECU)
- Education Personnel Services (EPS)
- Providing Approaches to Autism for Teachers (PAATHS) work
- Educational Psychology Service
- Hampshire Learning Centre.

## ***Non-chargeable***

### **– example in Appendix 10**

This charge sheet should only be completed when work has been undertaken for which there is no clear *chargeable client*. It must **not** be used for time spent on professional development, service development, or preparation time and report writing that should be charged against other clients.

It can only be used for work that has been agreed by prior arrangement with a senior manager. There is no budget for this work. All earnings claimed under this heading will be regularly scrutinised for compliance.

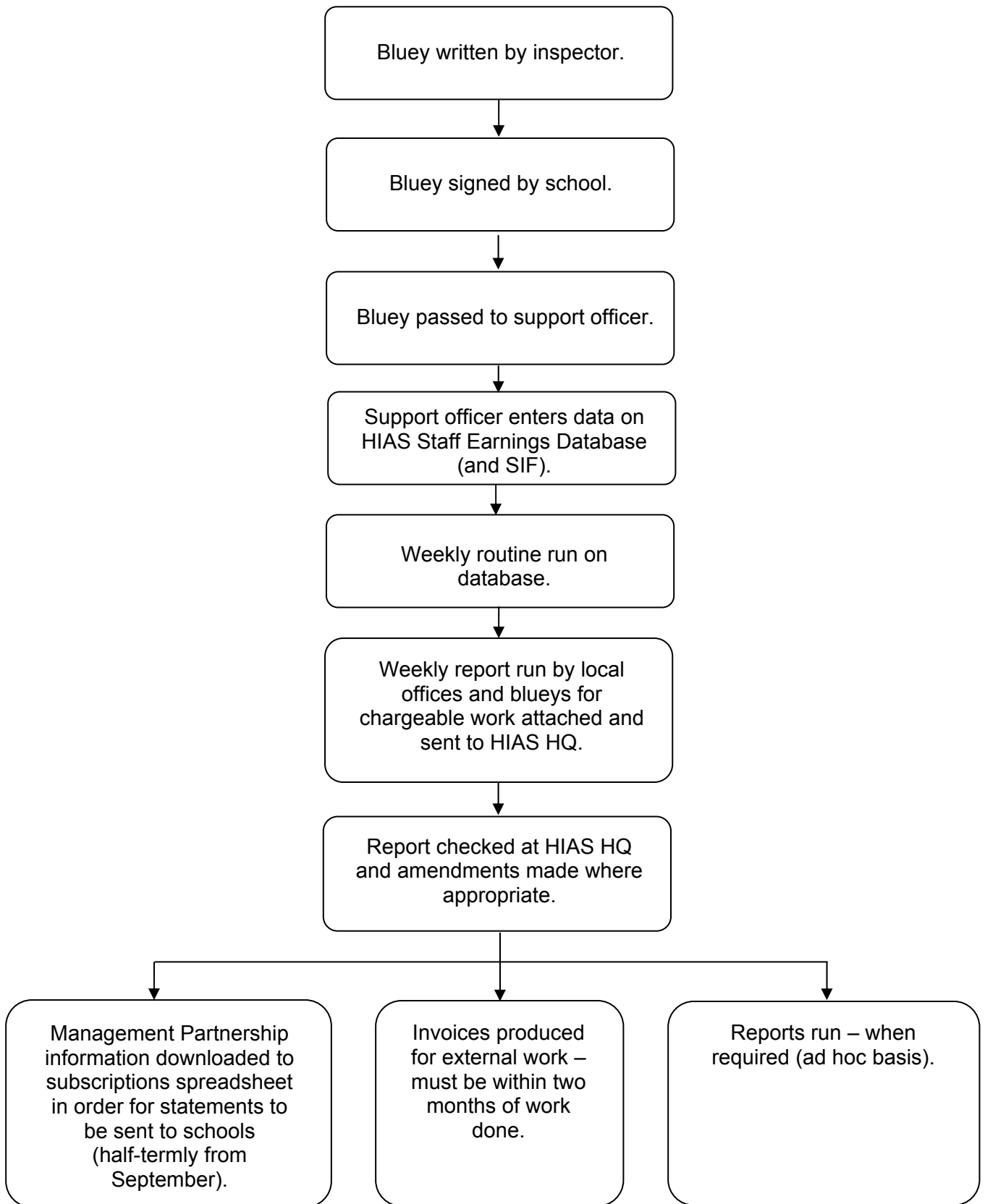
## ***Cluster work/support group***

### **– example in Appendix 11**

This is for work done with schools as part of a cluster or support group arrangement.

The budget holding school should be clearly identified on the bluey if applicable, or the names of all the schools if the charge is shared between them.

# HIAS charge sheet (bluey) process flowchart



# Sample bluey



## HIAS CHARGE SHEET

Job number

School or customer name: \_\_\_\_\_ DfE number: \_\_\_\_\_

Org unit/cost centre: \_\_\_\_\_ GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): \_\_\_\_\_ Hour(s): \_\_\_\_\_

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

The Hampshire Inspection and Advisory Service is committed to the constant development of its services to improve the quality of teaching and learning. If you have suggestions as to how our work with you could be improved, please contact your local District Manager or Area Director, or the HIAS Business Support Manager, HIAS Children's Services Department, Elizabeth II Court East, The Castle, Winchester, SO23 8UG.

# HIAS charge sheet (bluey) explained

The following boxes on the charge sheet should be completed with information as described below. For additional clarification, please also refer to the relevant sample blueys shown in Appendices 1 to 11.

- **School or customer name**

For work charged to schools use the school name. For other clients, please code as follows:

| Type of work           | Code/wording to be used  |
|------------------------|--|
| Core budget work       | EDP 6-01   |
| HTLC courses           | HTLC + course reference number   |
| Governor Services (GS) | GS code  |
| Standards Fund (SF)    | SF + Grant number  |
| External customers     | Name and address (including postcode). <b><i>This is vital to enable an invoice to be raised</i></b> |
| HIAS                   | Name of HIAS cost centre, ie: <i>Publications</i>  |
| Other HCC department   | Name of cost centre or project, ie: <i>EDICT</i> , and department                                    |
| Non-chargeable         | Non-chargeable   |
| Cluster work           | School name if budget holder, if not, name of cluster.   |

- **DfE number**

Use the four-digit code for the relevant school, if applicable.

- **Cost centre**

Use the four or five-digit cost centre code where work is to be charged, if applicable. Add any specific GL code or SIO number if required.

- **Course code**

Enter the HTLC or GS course code, if applicable.

- **Activity reason**

Tick as appropriate bearing in mind the following:

HTLC courses            INSET

Governor Services    Choose between *Inspection and advice* or *INSET*

Standards Fund        Choose between *Inspection and advice* or *INSET*.  
(until August 2011)

- **Activity focus**

Please refer to the table in Appendix 12, and choose the most appropriate activity. If no suitable activity can be found, please enter *other*. Please **do not** make up your own activity.

- **Brief description**

Please write a brief description of the work done and **add additional information for the following:**

core budget work    –    include the name of the school and DfE number here, if applicable

Governor Services    –    include the name of the school and DfE number here, if applicable

cluster work            –    if costs are shared, list all schools here.

- **Report**

Specify whether a report is required or not.

- **Charge to school/customer**

Enter the number of days and hours to be charged. This should include preparation and associated time, as agreed with the client. For example, a half-day should be entered as 3.5 hours.

**Please note Governor Training Services has standard charges for centre-based and whole governing body sessions, these are:**

- centre-based            2    hours + 1.50 hours    =    3.5 hours
- centre-based            2.5 hours + 1.75 hours    =    4.25 hours
- whole governing body    2    hours + 1.25 hours    =    3.25 hours.

- **Date of visit**

Self-explanatory.

- ***Hantsnet ID***

Add last four digits of Hantsnet logon ID.

- ***Work completed by***

Self-explanatory. Please print.



- ***Signature of school/customer***

**Please ensure that the client has signed this before leaving the school, if it is not a school customer then leave blank. Please also print name.**

**For further guidance, or if you are unsure how to complete the HIAS charge sheet, please refer to your admin officer.**

# Appendix 1

## Example – Management Partnership work

|   |  |
|---|--|
|    |                                   |
| <b>HIAS CHARGE SHEET</b>  |  |
| <b>Pre printed</b> Job number   |  |
| School or customer name: <b>Hill St Junior</b>  | DfE number: <b>4444</b>  |
| Org unit/cost centre: _____   | GL code: _____ SIO (if applicable): _____  |
| Course code (if applicable): _____  |  |
| <hr/>   |  |
| <b>Activity reason:</b> INSET <input type="checkbox"/> Inspection and advice <input type="checkbox"/>   |  |
| <b>Tick as appropriate</b>  |  |
| <b>Activity focus:</b> _____  |  |
| eg: <i>English INSET</i>  |  |
| <b>Brief description:</b>   | <b>Observation of Year 5/6 classes.<br/>Feedback to staff.<br/>Feedback to headteacher.<br/>Bullet point report.</b> |
| <b>Report:</b> Yes / No <i>(please delete as appropriate)</i>   |  |
| <b>Charge to school/customer:</b> Day(s): <b>3</b> Hour(s): <b>5</b>  |  |
| <hr/>   |  |
| Confirmation that the work has been carried out.  |  |
| Date of visit: _____  |  |
| Signature of inspector/<br>adviser: _____   | Hantsnet ID: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>     |
| Work completed by: _____  | <i>(please print)</i>  |
| Signature of school/<br>customer: _____   | Print name: _____  |
| <hr/>   |  |
| The Hampshire Inspection and Advisory Service is committed to the constant development of its services to improve the quality of teaching and learning. If you have suggestions as to how our work with you could be improved, please contact your local District Manager or Area Director, or the HIAS Business Support Manager, HIAS Children's Services Department, Elizabeth II Court East, The Castle, Winchester, SO23 8UG. |  |

## Appendix 2

### Example – Non-Management Partnership in Hampshire-funded schools



## HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **School** DfE number: **4444**

Org unit/cost centre: **Charge code** GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Day closure – raising standards.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): **1** Hour(s): **3**

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 3

## Example – Core budget work



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **EDP 6-01** DfE number: \_\_\_\_\_

Org unit/cost centre: **Charge code** GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Assisting Board of Governors with headteacher selection.  
School name and DfE number.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): **2** Hour(s): \_\_\_\_\_

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 4

## Example – HTLC courses



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **HTLC** DfE number: \_\_\_\_\_

Org unit/cost centre: \_\_\_\_\_ GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): **MN 123**

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_

eg: English INSET

**Brief description:**

**Deliver course no:** **MN 123.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): **2** Hour(s): \_\_\_\_\_

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:



Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 5

## Example – Governor Services

|   |  |
|---|--|
|    |               |
| <b>HIAS CHARGE SHEET</b>  |  |
| <b>Pre printed</b> Job number   |  |
| School or customer name: <b>Governor Services</b>   | DfE number: _____  |
| Org unit/cost centre: _____   | GL code: _____ SIO (if applicable): _____  |
| Course code (if applicable): <b>GS code</b>   |  |
| <hr/>   |  |
| <b>Activity reason:</b> INSET <input type="checkbox"/> Inspection and advice <input type="checkbox"/>   |  |
| <b>Tick as appropriate</b>  |  |
| <b>Activity focus:</b> _____<br>eg: <i>English INSET</i>  |  |
| <b>Brief description:</b>   |  |
| <b>Whole Board of Governors training on self-evaluation.<br/>School name and DfE number.</b>  |  |
| <b>Report:</b> Yes / No <i>(please delete as appropriate)</i>   |  |
| <b>Charge to school/customer:</b> Day(s): _____ Hour(s): <b>3</b>   |  |
| <hr/>   |  |
| Confirmation that the work has been carried out.  |  |
| Date of visit: _____  |  |
| Signature of inspector/<br>adviser: _____   | Hantsnet ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Work completed by: _____  | <i>(please print)</i>  |
| Signature of school/<br>customer: _____   | Print name: _____  |
| <hr/>   |  |
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# Appendix 6

## Example – Standards Fund (HQ budget)



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **Standards Fund name and grant no** DfE number: \_\_\_\_\_

Org unit/cost centre: **9999A** GL code: **8888** SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Planning Key Stage 3 training.  
School name and DfE number.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): \_\_\_\_\_ Hour(s): **3**

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 7

## Example – External customers



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **School/establishment** DfE number: \_\_\_\_\_

Org unit/cost centre: \_\_\_\_\_ GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Deliver training to five schools: 2 days.**  
**Preparation: 1 day.**  
**Travel as agreed: 3.5 hours.**  
**Fao: Colin Bibby, Guernsey Education, States Hall,**  
**St Peter Port, Guernsey GY1 1XX.**

**Report:** Yes / No **(please delete as appropriate)**

**Charge to school/customer:** Day(s): **3** Hour(s): **3.5**

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/ adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/ customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 8

## Example – HIAS internal customers



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **HIAS project/cost centre** DfE number: \_\_\_\_\_

Org unit/cost centre: **9999A** GL code: **8888** SIO (if applicable): **12121212**

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Strategy meeting for school.**  
**School name and DfE number.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): **4** Hour(s): \_\_\_\_\_

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:



Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

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# Appendix 9

## Example – Other HCC departments

|   |  |
|---|--|
|    |                               |
| <b>HIAS CHARGE SHEET</b>  |  |
| <b>Pre printed</b> Job number   |  |
| School or customer name: <b>Name of department and project</b>  | DfE number: _____  |
| Org unit/cost centre: <b>2222A</b>  | GL code: <b>8888</b> SIO (if applicable): <b>232324</b>  |
| Course code (if applicable): _____  |  |
| <hr/>   |  |
| <b>Activity reason:</b> INSET <input type="checkbox"/> Inspection and advice <input type="checkbox"/>   |  |
| <b>Tick as appropriate</b>  |  |
| <b>Activity focus:</b> _____<br>eg: <i>English INSET</i>  |  |
| <b>Brief description:</b><br><b>Project work with EdICT.</b>  |  |
| <b>Report:</b> Yes / No <b>(please delete as appropriate)</b>   |  |
| <b>Charge to school/customer:</b> Day(s): <b>4</b> Hour(s): _____   |  |
| <hr/>   |  |
| Confirmation that the work has been carried out.  |  |
| Date of visit: _____  |  |
| Signature of inspector/<br>adviser: _____   | Hantsnet ID: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Work completed by: _____  | <i>(please print)</i>  |
| Signature of school/<br>customer: _____   | Print name: _____  |
| <hr/>   |  |
| The Hampshire Inspection and Advisory Service is committed to the constant development of its services to improve the quality of teaching and learning. If you have suggestions as to how our work with you could be improved, please contact your local District Manager or Area Director, or the HIAS Business Support Manager, HIAS Children's Services Department, Elizabeth II Court East, The Castle, Winchester, SO23 8UG. |  |

# Appendix 10

## Example – Non-chargeable



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **Non-chargeable** DfE number: \_\_\_\_\_

Org unit/cost centre: \_\_\_\_\_ GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: *English INSET*

**Brief description:**

**Preparation and delivery of HIAS day training as agreed with senior manager.**

**Report:** Yes / No *(please delete as appropriate)*

**Charge to school/customer:** Day(s): **1** Hour(s): **3**

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ *(please print)*

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

The Hampshire Inspection and Advisory Service is committed to the constant development of its services to improve the quality of teaching and learning. If you have suggestions as to how our work with you could be improved, please contact your local District Manager or Area Director, or the HIAS Business Support Manager, HIAS Children's Services Department, Elizabeth II Court East, The Castle, Winchester, SO23 8UG.

# Appendix 11

## Example – Cluster work



### HIAS CHARGE SHEET

**Pre printed** Job number

School or customer name: **School/charge code** DfE number: \_\_\_\_\_

Org unit/cost centre: \_\_\_\_\_ GL code: \_\_\_\_\_ SIO (if applicable): \_\_\_\_\_

Course code (if applicable): \_\_\_\_\_

**Activity reason:** INSET  Inspection and advice

**Tick as appropriate**

**Activity focus:** \_\_\_\_\_  
eg: English INSET

**Brief description:**

**Training for subject leaders.**  
**Names of other schools in cluster.**

**Report:** Yes / No (please delete as appropriate)

**Charge to school/customer:** Day(s): **2** Hour(s): \_\_\_\_\_

Confirmation that the work has been carried out.

Date of visit: \_\_\_\_\_

Signature of inspector/  
adviser: \_\_\_\_\_ Hantsnet ID:

Work completed by: \_\_\_\_\_ (please print)

Signature of school/  
customer: \_\_\_\_\_ Print name: \_\_\_\_\_

The Hampshire Inspection and Advisory Service is committed to the constant development of its services to improve the quality of teaching and learning. If you have suggestions as to how our work with you could be improved, please contact your local District Manager or Area Director, or the HIAS Business Support Manager, HIAS Children's Services Department, Elizabeth II Court East, The Castle, Winchester, SO23 8UG.

## Appendix 12

### SIF activity reasons and focus options

|                                   | Activity reason | INSET | Inspection & Advice |
|-----------------------------------|-----------------|-------|---------------------|
| <b>Activity focus</b>             |                 |       |                     |
| Accommodation                     |                 |       | ■                   |
| Able pupils                       |                 | ■     | ■                   |
| Act of worship                    |                 | ■     | ■                   |
| Admissions                        |                 |       |                     |
| Appeals                           |                 |       |                     |
| Art                               |                 | ■     | ■                   |
| Assessment                        |                 | ■     | ■                   |
| Attainment/achievement            |                 | ■     | ■                   |
| Attendance                        |                 | ■     | ■                   |
| Behaviour                         |                 | ■     | ■                   |
| Business links                    |                 | ■     | ■                   |
| Business studies                  |                 | ■     | ■                   |
| Careers & guidance                |                 | ■     | ■                   |
| Citizenship                       |                 | ■     | ■                   |
| Connexions                        |                 | ■     | ■                   |
| Community links                   |                 | ■     | ■                   |
| Curriculum planning               |                 | ■     | ■                   |
| Dance                             |                 | ■     | ■                   |
| Deputy/assistant headteacher      |                 |       | ■                   |
| Design & Technology               |                 | ■     | ■                   |
| Drama                             |                 | ■     | ■                   |
| Early Years                       |                 | ■     | ■                   |
| Emergency                         |                 |       |                     |
| English                           |                 | ■     | ■                   |
| Education Inclusion Service (EIS) |                 |       |                     |
| Ethnic minority attainment        |                 | ■     | ■                   |
| Extended schools                  |                 | ■     | ■                   |
| Federation                        |                 |       |                     |
| Financial planning                |                 | ■     | ■                   |
| Geography                         |                 | ■     | ■                   |
| Governance                        |                 | ■     | ■                   |
| Head external assessor            |                 |       |                     |
| Headteacher induction             |                 |       |                     |
| Headteacher selection             |                 |       | ■                   |
| Health & safety                   |                 | ■     | ■                   |
| Healthy Schools                   |                 | ■     | ■                   |
| History                           |                 | ■     | ■                   |

|  | Activity reason | INSET | Inspection & Advice |
|--|-----------------|-------|---------------------|
| <b>Activity focus</b>                          |                 |       |                     |
| Information and communication technology (ICT) |                 | ■     | ■                   |
| Inclusion                                      |                 | ■     | ■                   |
| Intercultural                                  |                 | ■     | ■                   |
| Leadership                                     |                 | ■     | ■                   |
| Literacy                                       |                 | ■     | ■                   |
| Mathematics                                    |                 | ■     | ■                   |
| Middle management                              |                 | ■     | ■                   |
| Moderation of school self-evaluation           |                 |       |                     |
| Modern languages                               |                 | ■     | ■                   |
| Music  |                 | ■     | ■                   |
| New headteachers review                        |                 |       |                     |
| Numeracy                                       |                 | ■     | ■                   |
| Other (see context)                            |                 | ■     | ■                   |
| Outdoor activities                             |                 | ■     | ■                   |
| Out-of-school hours learning                   |                 | ■     | ■                   |
| Parents and community                          |                 | ■     | ■                   |
| Pastoral care                                  |                 | ■     | ■                   |
| Physical education                             |                 | ■     | ■                   |
| Resources                                      |                 | ■     | ■                   |
| School improvement plan                        |                 | ■     | ■                   |
| School places                                  |                 |       |                     |
| School self-evaluation                         |                 | ■     | ■                   |
| Science  |                 | ■     | ■                   |
| SEN  |                 | ■     | ■                   |
| Specialist schools                             |                 |       | ■                   |
| Spiritual, moral, social and cultural (SMSC)   |                 | ■     | ■                   |
| Study support                                  |                 |       | ■                   |
| Target setting                                 |                 | ■     | ■                   |
| Teaching and learning                          |                 | ■     | ■                   |
| Transition FS/KS1                              |                 | ■     | ■                   |
| Transition KS2/KS3                             |                 | ■     | ■                   |
| Transition KS4/Post-16                         |                 | ■     | ■                   |
| Travellers education                           |                 |       | ■                   |
| Vocational education                           |                 | ■     | ■                   |
| Work experience                                |                 | ■     | ■                   |

# Appendix 13

## Confirmation of school visit



### HIAS service request booking form

#### Confirmation of school visit (under Service Level Agreement)

**Fao:** The Headteacher **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

This is to confirm the visit to your school recently agreed with:

\_\_\_\_\_  
*(name of inspector/adviser).*

If you have any queries about this visit or wish to make any amendments to the arrangements please contact:

\_\_\_\_\_  
*(name, telephone no, e-mail of admin officer).*

|                           |  |
|---------------------------|--|
| <b>Establishment:</b>     |  |
| <b>DfE number:</b>        |  |
| <b>Headteacher:</b>       |  |
| <b>Date(s):</b>           |  |
| <b>Activity/focus:</b>    |  |
| <b>Inspector/Adviser:</b> |  |

| <b>Time agreed:</b>                            | <b>Days</b> | <b>Hours</b> |
|--|-------------|--------------|
| <b>Preparation:</b>                            |             |              |
| <b>Visit:</b>                                  |             |              |
| <b>Follow-up:</b><br><i>(including report)</i> |             |              |
| <b>Total:</b>                                  |             |              |

#### Note

*The information on this form will be used as the basis for charging for the visit at the appropriate HIAS rate unless amendments have been agreed. Additional work undertaken at the time of the visit or subsequently, eg: production of a report not originally requested, will be charged accordingly.*