

Educational Services



Trust our knowledge and expertise

The Octavo Partnership is unique in that we are a mutual trading company co-owned by headteachers. This means that headteachers get to directly shape our services, ensuring our offer is responsive and value-for-money. We are committed to operating on a not-for-profit basis whereby any profits are reinvested into developing our services or into educational outcomes and research to benefit the learning community.

Our highly experienced school improvement professionals comprise headteachers, senior leaders and subject specialists who are passionate about supporting and challenging schools and academies and in doing so enabling them to achieve outstanding performance.

Open communication and trust is key to our success. We would be delighted to discuss with you how we can best meet your needs and partner with you in achieving inspiring outcomes for the pupils at your school.

Sylvia McNamara

Sylvia McNamara
CEO

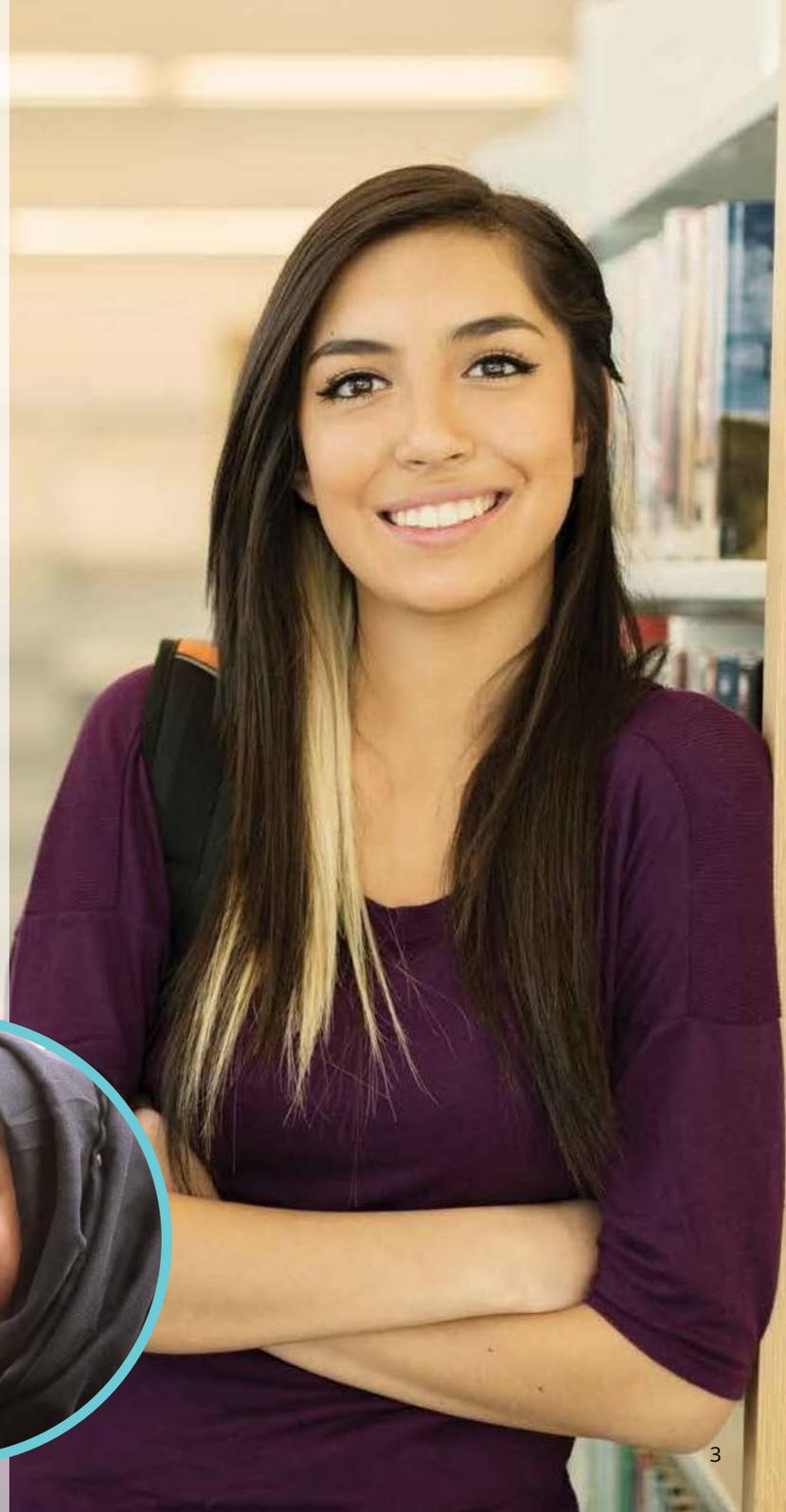


Our vision:

“Leaders in the provision of innovative and creative solutions to educational settings and the communities they serve.”

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School Improvement



Introduction

Continuous improvement is every school leader's ultimate aim and, at Octavo, we take your trust in us seriously. We understand the challenges that schools and academies face and are able to offer you the expertise to enable your students to thrive and achieve.

Whether you need leadership support, subject specific guidance or support for your vulnerable pupils we can cater for your requirements. Drawing from our range of experience including headship, OFSTED inspection, specialist subject support and expertise in supporting vulnerable pupils, we can offer CPD and packages of support and longer term

partnership to improve standards in your school or multi academy trust.

Open communication and trust is key to our success. We would be delighted to talk to you to discuss how we can best meet your needs.

Benefits

- An experienced, responsive team with a powerful reputation which is recognised by our schools and by Ofsted
- Our packages of support can provide the framework for your school development planning and makes budgeting for the year easy to plan and cost effective
- Our CPD programme provides a range of practical and innovative support to leaders at all levels. We deliver these at central locations or adapt them for your INSET requirements
- Our support will skill your team to become more efficient and independent in their roles

Our support is flexible to your needs

Support Packages include:

Leadership development programmes for new senior leadership teams, teams that are seeking to achieve or maintain outstanding and middle leadership.

Health checks for key aspects of your work including teaching and learning, pupil premium, joint HR and School Improvement reviews looking for best value.

Primary Assessment – a complete range of support for FFT, RAISEonline, assessment and a data health check.

English, maths, EYFS, SEND and behaviour, EAL, Minority Ethnic Achievement, traveller support including audits, support and attendance of network meetings.

Termly update meetings include:

Assessment Leaders termly update – our popular network provides support and guidance on latest statutory updates, **English** and **Mathematics** networks, **SENCO** briefings, **nurture** networks and safeguarding training

Looking for a school improvement solution for your MAT or cluster of schools? Call us to discuss your requirements.

Get in touch

e schoolimprovement@octavopartnership.org
t 0208 241 5466

Our packages are available to view and download at www.octavopartnership.org/service/School-Improvement/ and our comprehensive course offer is published at sla.octavopartnership.org/courses

“As a new headteacher, the service Octavo School Improvement provided meant that my transition was seamless. I was well informed and supported; was able to arrange bespoke sessions and reviews to fit my staff’s needs and took advantage of the wide range of CPD opportunities available for staff at every level. I know I can call on them at any time for advice or support.”

Headteacher, Junior School

“Your advice has again been invaluable, helping us to focus on the most important things for our school. Throughout the process you have added value at every stage.”

Chair of Governors, Primary School





Literacy Service



Introduction

The Literacy Service helps schools accelerate pupil progress and address gaps in literacy for those with specific learning difficulties, dyslexia and associated needs.

We have a proven track record of success with a focus on phonics, reading, comprehension and spelling. Our intensive programme of support helps overcome barriers to learning and assists greater inclusion in the mainstream curriculum.

The Literacy Service can offer a 'new beginning' for pupils struggling with literacy, sometimes due to specific learning difficulties or other barriers

to learning. A peripatetic service is being developed.

Octavo's Literacy Service offers pupils the opportunity to:

- Mix with others who have similar difficulties
- Be supported by experienced specialist teachers
- Access specialist resources
- A highly structured and individualised programme
- Multi-sensory techniques
- A nurturing environment

Benefits

Pupils gain:

- Increased confidence and self-esteem
- Improved literacy skills
- New strategies for learning
- Greater independence
- A changed attitude to learning

Schools gain:

- Pupils who are more engaged in learning and believe they can succeed
- In-depth analysis and reporting regarding pupils' needs
- Access to specialist colleagues who offer advice and support
- Focussed targets and strategies for classroom support

Our services include:

Teaching Package

Specialist tuition in a group of up to three pupils, for 90 minutes per session. Tuition is specifically tailored to the pupil's needs following detailed diagnostic assessment at the beginning of the programme and takes place at the school.

- **Gold:** Attendance twice weekly for three terms
- **Silver:** Attendance twice weekly for two terms

Professional Development Opportunities for KS1-KS4

- **Whole Staff Inset** - Dyslexia, Barriers to Literacy, Developing Reading, Phonics, Visual Stress, Assessment and Identifying needs, ASD and Literacy.
- **TA Training** - Practical workshops. One-off or a series of sessions.
- **Bound for Success** - Our own tried and tested methods made accessible for the non-specialist. Two hour sessions each week for 10-12 weeks. Learn to use and analyse assessment materials, plan and deliver a structured programme.
- **Assessment** - Learn how to use assessment tools and interpret data to ensure appropriate referrals are made to the Centre and/or other agencies.

Assessment

A range of assessment packages with follow-up consultation are available including:

- Access arrangements for GCSEs
- Screening for Dyslexia; a range of diagnostic and screening options available
- Advice and guidance on a range of assessment tools to help with identification of children's barriers to literacy

Get in touch

✉ enquiries@octavopartnership.org
☎ 020 8241 5460

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.




"My time at the Literacy Centre has been great so far. Before I came to the centre I had no chance in year 7. I am not perfect at reading but am better now than I was. I'm a great speller now my teachers have helped me through it. I've not got long to go now till I go to secondary school. But I am confident that I will be ready for whatever they throw at me."

Year 6 pupil



Educational Psychology



Introduction

Octavo's Educational Psychology team is a large, diverse and highly regarded group of qualified psychologists, who are registered with the Health and Care Professions Council and hold Enhanced DBS checks. Our aim is to apply psychology to help meet the needs and to improve the outcomes for vulnerable children, young people and their families.

Our team offers a full psychological service to a range of settings in response to presenting needs including:

- Consultative advice and support to parents and staff
- Pupil assessment and intervention including examination access
- Multidisciplinary liaison and referral to other agencies
- Educational Psychology advice for EHC plan applications
- Therapeutic interventions including family therapy
- In- service training, bespoke or via published packages such as ELSA
- Supervision for school leaders
- Group work with pupils, bespoke or via published packages such as FRIENDS
- Work with parents, including drop-ins, workshops and Video Interaction Guidance
- Nurture Group support for set-up and supervision of staff
- Critical incident support, including a CI insurance policy
- Research

Benefits

- An excellent reputation and ongoing positive feedback from staff and families means we are a service you can trust
- We can offer continuity of service and a flexible approach in response to need
- Working in partnership, we identify priorities in order to meet all agreed timescales
- We can draw on a depth of experience, knowledge and skills when offering advice and support
- Strong links with University College London enable us to innovate and model good practice in our field



"Exceptional, delivering an outstanding service in a very sensitive, skilful, thorough and efficient manner. Our Educational Psychologist has gone above and beyond and provided both the school, parents and other agencies with intelligent and prompt advice that has already made a positive difference to the lives of the children."

Kenley Primary School

Get in touch

e edpsychology@octavopartnership.org

t 0208 241 5468

Alternatively, please visit **www.octavopartnership.org** where you can find details on our service and the entire Octavo Team.

"Upon request, bespoke and immediate support has been offered [by the Educational Psychology Service] during a critical period in the life of a young child. This type of expert support is invaluable."

St Cyprian's Greek Orthodox Primary Academy





Education Welfare



Introduction

Octavo's Education Welfare Service (EWS) comprises of substantial experience and professional knowledge in the area of Attendance and Welfare matters across all types of schools and settings. We believe in the value of a personalised service offer in improving outcomes for children and young people across all educational establishments. Our team is committed to delivering an effective, consistent and highly professional service and our ongoing positive feedback from schools shows our customers are experiencing this commitment first hand.

Our EWS strives to promote attendance, punctuality and welfare by offering effective, attendance-focused

interventions: through strategies that support the whole establishment; targeted support; thorough pupil/family casework; partnership working with relevant local agencies and a swift response to the changing needs of the institution.

Our Service is responsive to local needs and to changes in relevant legislation and guidance. Our popular termly Attendance Coordinators Network meetings support different groups of attendance professionals, across administration and senior leadership, covering a range of relevant topic areas.

Benefits

- A responsive service which develops innovatively in order to meet the needs of customers
- We cater for all, with extensive knowledge and expertise in attendance and welfare matters across all types of educational establishments
- Our experience in dealing with complex individual cases means you don't have to be the expert
- You benefit from the strength of our relationships with other agencies
- School staff are empowered to take ownership but to work in partnership with those best placed to offer support.

Our services include:

Annual packages of support

The frequency and length of visits as well as choice of interventions can be tailored to the needs of your school

Punctuality package

A short term intervention which aims to raise the profile of punctuality amongst pupils, school staff and parents in practical and creative ways

Sickness Absence Package

A short term intervention designed to support schools in monitoring and managing such absences in a sensitive manner, valuing their relationship with the parent/guardian

Supervision Support Service

To enable individuals with attendance responsibilities to fulfil their role with confidence and up-to-date knowledge of current practices

Attendance Coordinators Network meetings

Two meetings each term, one for Senior Attendance Leads within educational provisions and the other for Attendance/ Admin Officers

Get in touch

e educationwelfare@octavopartnership.org

t 0208 241 5468

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.

"As a thriving school we would like to recommend Octavo's Education Welfare Service. Professional, supportive and most importantly knowledgeable when dealing with complicated and often difficult situations regarding attendance at our school. Our consultant's positive manner and confident disposition has enabled and empowered our school to deal with and move forward on ongoing attendance problems."

Ark Oval Primary Academy

"Very thorough in regards to professional accountability, equally supportive in the climate of demands for data."

Moving On PRU (Part of the Saffron Valley Federation)





Education Business Partnership



Introduction

We passionately believe young people raise their aspirations by learning about work through practical experiences and meeting employers in a variety of contexts. Our structured mock interview programme builds pupil confidence and helps pupils to ensure they have the best chance possible when meeting employers and being interviewed. Our highly experienced and professional team supports pupils in secondary schools, academies and colleges by acting as a primary link between education and business.

We offer employability initiatives such as Mock Interviews.

Benefits

- A proven track record of delivering a high quality mock interviews programmes, with a demonstrable impact on outcomes achieved by young people
- Our significant experience, professional knowledge and expertise will ensure our service to you is fit for purpose and value for money
- Mock Interviews programme that is supported by longstanding and  positive relationships with employers across a wide range of business and industry sectors
- A commitment to supporting the curriculum and the development of your young people

Our services include:

Mock interviews

This service provides a mock interview programme for students aged between 14 and 19 (years 10-13). Students receive 1:1 interviews with a business volunteer based on CVs submitted by students. The interviews last for approx for 30 minutes including verbal feedback on the the interview and CV.

Get in touch

e ebp@octavopartnership.org
t 0208 241 5477 

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.



"Nerves and excitement were all part of the day when our Year 10 students embarked on the fantastic opportunity of gaining the experience of a mock interview at Allianz in East Croydon. Students not only dressed to impress but also showed true professionalism in their approach on the day. A wonderful and rewarding day was had by all."

Oasis Academy Shirley Park



"A wonderful opportunity for our students to practice their interview skills in preparation for Sixth Form, College, Apprenticeship and Job interviews. Students were able to take away ideas and feedback for improvement. I look forward to providing our current Year 9's with the same experience next year."

Riddlesdown Collegiate



Governor Services



Introduction

In a constantly evolving educational landscape, we are an innovative, professional service providing high quality governance training, development, advice and support tailored to meet your individual leadership needs.

Strong governance is a crucial part of a successful school. Boards are being asked to tackle underperformance, challenge mediocrity, set the highest of expectations and refuse to accept second best for any child. Boards are being held to account by Ofsted and are being asked to demonstrate the impact of their work on increasing educational standards in their school or academy.

Governor Services work with Boards to empower you to provide strong strategic leadership and ensure that all your children receive the best possible education. We work together so that your evidence is clear, concise and relevant, demonstrating the impact of your hard work and commitment.

Benefits

A friendly, dynamic team whose services will:

- Ensure Boards receive a high quality, professional service, which is competitively priced and represents excellent value
- Provide current, extensive knowledge and experience of school and academy governance
- Prepare your Board with key skills, knowledge and understanding to help navigate the twists and turns of governance today
- Support governors to become more effective in their roles
- Equip governors to raise achievement through monitoring and evaluating performance
- Enable governors to provide clear strategic leadership and ensure accountability

Empowering your board to enhance school effectiveness through strong governance

Our Services School Governance

- Annual Single Academy and School Governance Contract
- Governance Services Trust Contract
- Standard Multi Academy Trust Contract
- Basic Multi Academy Trust Contract

Clerking

- Clerking Service
- Ad Hoc Clerking Service
- Clerk Mentoring

Additional

- Governance Review
- Board Minutes Review
- Mini Governance Review
- Two hours Facilitated Self Review
- Bespoke whole governing body training session
- Consultancy

Get in touch

✉ governorservices@octavopartnership.org

☎ 0208 241 5487

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.



"The training has heightened my awareness of data, interpreting data, asking challenging questions in relation to finance, data, progress and attainment and effectively monitoring and evaluating the school's performance."

School Feedback

"As a result of the bespoke training, governors are working more effectively as a team rather than doing their own thing. Meetings run more efficiently and are timely."

School Feedback



"The two-hour training session based on our governance review has enabled the development of a plan, clarification of roles and implementation of more effective meetings."

School Feedback





Human Resources



Introduction

Our approach to HR is based on the recognition that effective people management makes a fundamental contribution to school improvement. We recognise too that situations involving staff can sometimes be challenging – from individual issues that can arise, to the process of leading staff through whole school restructuring – and that in these times strong and supportive HR advice is crucial. With this in mind, we take a customer focussed approach, working with schools to achieve their outcomes in a way that reflects good practice and is compliant with the complexities of employment and education law.

We recognise the importance of ensuring that new entrants to the teaching profession have high quality support as they embark on their careers, and have an extensive programme for NQTs.

We support heads and governors as they lead and manage their staff, helping them to avoid potentially costly mistakes. Our aim is to provide practical and responsive solutions that enable schools to maintain their focus on teaching and learning.

Benefits

- Team of professionals offering support at each step of complex processes
- Differentiated support available according to your choices
- Chance to buy a comprehensive package as well as ad hoc services
- Discounts on additional services if purchasing an Employee Relations package
- Range of solutions to support NQTs in their crucial first year of teaching

By working with Octavo HR you can be assured of receiving independent HR advice from a team of experienced HR professionals with specialist schools' experience. We offer a range of HR packages and these are designed to let you choose the type of HR support you need.

"The professional relationship with our HR consultant is excellent... an extremely skilled and helpful practitioner."

Deputy
Headteacher, St
Mary's Catholic
Junior School

"Just to say thank you for all the advice at difficult times. We're very happy with the standard of the HR service."

Headteacher, The
Minster Nursery
and Infant School

"Nothing is too much trouble for our HR consultant, however large or small the problem. He replies in a timely manner and always follows up to check we are fully aware of the situation/outcome."

School Bursar, Gilbert
Scott Primary

Our services include:

- **Employee Relations Contract**
Choose from a core or enhanced package of support and advice on all employee relations issues including conduct, child protection, grievance, unsatisfactory performance and restructuring. Both options include a telephone advice line, support with headteacher recruitment, a termly HR newsletter, a 20% discount on HR training courses and a 20% discount on our hourly rate for ad hoc additional support.
- **Ad hoc Employee Relations support** for schools who prefer to buy as a need arises, based on hourly rates
- **Training**, including safer recruitment and bespoke training for the whole staff group or your leadership team
- **Recruitment support**
- **Investigations**, where an independent investigator is needed
- **Termly HR Newsletter**, included in the Employee Relations contract or available separately, keeps you up to date with developments in employment law
- **Online Exit Surveys** with the option of Exit Interviews, to develop staff retention strategies
- **NQT Induction – Appropriate Body**: comprehensive information, advice, support and quality assurance in line with DfE statutory guidance. This includes statutory support for induction managers.
- **Primary NQT CPD programme and NQT managers programme**

Get in touch

e hrrservices@octavopartnership.org
t 0208 241 5483

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.





Finance Services



Introduction

We know that schools and academies are facing increasingly difficult financial challenges. In this environment it is more important than ever that financial information is accurate and reliable but also that it is presented in a way which enables management to quickly identify potential problems and to make strategic financial decisions.

Octavo Finance Services are run by experienced, qualified and friendly personnel. We are experts in academy, school and charity finance. This enables us to support you with the full range of finance activities, from daily financial input through to budget management, forward planning, and monthly and yearly accounts. We can also provide ad hoc support when

you need it, including guiding schools through the finance changes required on academy conversion.

We believe that school finance staff should take ownership of their accounts and budget, and as such should have a firm grasp on the figures that comprise them. A distinguishing feature of our service is that we not only ensure all financial tasks are carried out correctly but we also train your staff in best practice as part of the package.

Benefits

- We are qualified accountants and schools finance specialists
- Our standard suite of reports provides you with an accurate picture of your school's financial position, performance, cash movement and full year budget
- A focus on risk and decision making
- A collaborative approach
- A second pair of eyes on your finances
- Forward planning built in

Our annual packages cover monthly or quarterly visits and are charged based on the number of hours required (choose from Silver, Gold or Gold+ levels).

Annual Packages include:

- Budget Preparation
- Monthly or Quarterly Accounts including budget monitoring
- Year End Accounts preparation
- External Audit of your year-end accounts (through our partner firm of auditors)

Additional Services include:

- Financial Resilience (financial processes and role mapping)
- Compliance (formerly the Responsible Officer role)
- Bookkeeping Essentials (monthly input of essential data)
- Pensions Audit (EOYC for teachers' pensions)
- New Business Manager accounts package training/re-training
- New Academy Chart of Accounts design and setup
- Interview panel participation
- Temporary finance cover
- Guidance through the Academy Conversion process

Any of our services can also be bought on an ad hoc basis. We use the latest web-based budgeting software so there is greater flexibility in making remote changes between visits to schools.

Get in touch

e financeservices@octavopartnership.org

t 0208 241 5460

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.



"The best finance service our schools have ever had. Our consultant goes above and beyond, providing excellent advice and support. We would highly recommend this service to anyone."

**Executive Head Teacher,
Federation of Heavers
Farm and Selsdon
Primary Schools**

"I have found our consultant to be meticulous and thorough, taking the time to not only ensure accuracy but to ensure the school staff members that he works with have a clear understanding of the current position."

**Head Teacher, Wolsley
Infant and Nursery
School**



Information Systems



Introduction

Octavo Information Systems has more than a decade of experience supporting schools with technology and communications; helping children realise their potential through the power of IT. But the world of technology and communications is changing, and so are we. With the addition of new leadership and specialist technical staff, Octavo Information Systems is the natural choice for schools seeking a responsive, reliable, high quality IT service.

Our implementation of new, commercial standard systems is our commitment to respond to more schools' needs with even greater speed and efficiency. Through a more

proactive approach we are resolving more of our schools' issues at first point of contact, as well as dealing with your complex technical problems more efficiently.

We understand that schools' budgets are under increasing pressure. A more flexible pricing structure will allow us to cater for every customer's needs and budget. This is just one of the ways in which we are ensuring a more customer focused approach to our service.

Benefits

- Multi Academy Trust Integration: multi-site sharing of resources between school sites to increase collaboration and joined up working, including SIMS, ICT network, telephones and Wi Fi
- An ICT Service Desk available online, via email or telephone Mon – Fri, 08:30 – 17:00, with agreed response times based on impact of school operations
- Unrivalled experience in supporting schools' ICT and MIS services
- We draw on close working relationships and expertise of our School Improvement, Governor, Education Welfare and Educational Psychology services to benefit your school

Annual Packages include:

- SIMS/Admin Services
- Onsite ICT Technician Services
- Break-Fix Technician Visits
- Cashless Catering
- Mobile Device Management
- MLE Support Package
- Remote Access Solution V2.0
- ICT Coordinators Network Meetings

Our ad hoc services include:

- Bespoke Installation
- Hardware and Software Procurement
- ICT Disposal
- Menu Management
- Onsite End of Year Support
- Project Management, Consultancy and Professional Services

Get in touch

e ICT@octavopartnership.org

t 0208 241 5475

Alternatively, please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.



"The schools within the Pegasus Academy Trust have always been very happy with the service Octavo Information Systems provide and their value for money. As a MAT with staff on different sites we worked with Octavo to set up our systems in such a way that staff could work at any computer, at any site in the Trust and could have easy access to what they need. Our set up is robust and fit for purpose and the Octavo staff are always helpful, resourceful and able to act on their own initiative. In addition, their response to the few critical incidents we have had has been exemplary and timely. We look forward to working with them for many years to come."

Executive Headteacher, Pegasus Academy Trust

"We would fully recommend the services of Octavo Technical Support. We have always been satisfied with the service we receive and have found them to be competitively priced in the market. The Octavo Team have supported the school's strategic ICT planning and their technical support is excellent!"

Headteacher, Downsview Primary & Nursery School

Contact us

Want more information, to place an order or discuss your school's requirements?

- [t 020 8241 5460](tel:02082415460)
- [e enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org)
- [w www.octavopartnership.org](http://www.octavopartnership.org)

Want to get in touch about a specific service?

School Improvement

- [e schoolimprovement@octavopartnership.org](mailto:schoolimprovement@octavopartnership.org)
- [t 0208 241 5466](tel:02082415466)

Literacy Centre

- [e enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org)
- [t 020 8241 5460](tel:02082415460)

Educational Psychology

- [e edpsychology@octavopartnership.org](mailto:edpsychology@octavopartnership.org)
- [t 0208 241 5468](tel:02082415468)

Education Welfare

- [e educationwelfare@octavopartnership.org](mailto:educationwelfare@octavopartnership.org)
- [t 0208 241 5468](tel:02082415468)

Education Business Partnership

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Governor Services

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- [t 0208 241 5487](tel:02082415487)

Human Resources

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Finance Services

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Information Systems

- [e ICT@octavopartnership.org](mailto:ICT@octavopartnership.org)
- [t 0208 241 5475](tel:02082415475)



Stay up to date with our work

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 [octavo-partnership](#)



"Our EWC's support and professionalism to Archbishop Tenison's has been invaluable. She is consistent and quick to respond and works empathetically with pupils and parents. The attendance systems are much more efficient as a result of her knowledge and understanding of attendance matters especially in matters of safeguarding; as a result, we have seen improvements in our whole school attendance and as a school, we are more confident to act. She is a great support."

Archbishop Tenison's High School



School Improvement



Education Welfare



Educational Psychology



Information Systems



Governor Services



Human Resources



Finance Services



Education Business
Partnership



Literacy Centre

Octavo Partnership, 4th Floor, Croydon Clocktower,
Katharine Street, Croydon, CR9 1ET

Trust our knowledge and expertise

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