



## DUNBAR SUMMER SCHOOL 2017

### Brief to SUMMER SCHOOL DIRECTOR

#### Background

East Lothian Council is committed to addressing inequalities in this county. As part of this plan, it has allocated £100k to each Area Partnership, said fund to be used to specifically address educational inequalities.

Dunbar and East Linton Area Partnership has an ambition that every school age child in our ward should have an equal opportunity to access summer learning opportunities that consolidate and enhance term time learning through activities that make the most of the very special place in which we live.

The Area Partnership has agreed to invest in the establishment and running costs of a **Summer School** for **4 weeks in July 2017**. If the project proves to be successful, it is hoped that this will become an annual provision within Dunbar and East Linton ward.

To this end, the Area Partnership is seeking to secure the services of a **SUMMER SCHOOL DIRECTOR** who will take sole charge of the design and delivery of the Summer School, working with a small, engaged group of volunteers from the Area Partnership working with the Area Manager, Stuart Gibb. Together they will be referred to as the Commissioning Team.

The offered **fee** for this service will be up to **£15k excl VAT** based on an assumption that work would commence no later than mid February 2017 and end with reporting no later than mid September 2017. The fee will be payable in instalments at completion of work stages, out of the total project fund.

## Summer School – Proposed Operational Framework

### Locations

The Area Partnership sees the Summer School operating from multiple sites in Dunbar and beyond, managed from a hub that is NOT in a school building. The design and location of the hub will be for the SUMMER SCHOOL DIRECTOR to determine but it is considered that a 'tented' base or similar may be appropriate. Costs for the hub will have to met from the total project fund.

Children will self-travel within Dunbar but transport will be provided from the fund for children coming from rural settlements. Transport to remote activity sites is generally to be included in the offer of service from contractors and arranged by them.

### Class size

The school will aim to reach 100 children each 5 day week, in 10 mixed classes of 10, and would target children aged 8 – 15 inclusive.

### School Day

The school day will start at 9.30am and end at 4.30pm. It will include breakfast, lunch and snacks and 2no. 'learning' modules each day, one of which would be a **sport/adventure** module.

The second module will vary each day to include:

- **food sourcing/prep,**
- **music,**
- **science/nature,**
- **drama/books**
- **art/craft**

Each child will do all modules and will generally not be offered options.

It is the ambition of the Area Partnership that modules will be based around the ward, making best use of the natural environment and the activity/service offers from local contractors. They will be challenging, stimulating and age appropriate and be geared to education through play. (See section on Course Providers, below).

### Period of Attendance

Students will attend for full weeks and may attend more than one week over the summer session. The Summer School Director will be responsible for designing and managing a system for registering children's

attendance. The school will operate Monday to Friday 9.30am to 4.30pm every day.

#### Access to Summer School

Work will be undertaken by schools within the ward prior to project launch to identify children who will most benefit from the Summer School, supporting them to close any attainment or skills gaps and priority will be offered to these candidates. Identification of these candidates will rely principally on the recommendation of school staff.

The summer school will aim to have a blend of ages and skillsets and children who do not live in Dunbar will be encouraged to participate and supported to access free transport if required.

#### Financial Commitment from Families

Participation will require financial input from all participants. Commercial summer school costs run at a charge in the range of £200 to £250 pw.

It is currently envisaged that summer school places will be charged at £150 pw. Of 100 places per week, up to 50 children per week will be offered a £135 scholarship resulting in a net contribution of £15pw. This will raise a minimum sum of £8,250 pw or £33,000 over the 4 week Summer School period and will form part of the project fund. Courses, food and transport costs will all be covered by summer school fees.

#### Course Providers

It is anticipated that all courses and project services will be provided by appointed contractors. Contractors will have their own insurances and first aid cover and be expected to organise collection/delivery of pupils as required for off site events/courses. A number of providers have already expressed an interest in providing staffed courses.

The Summer School Director will be responsible for approaching contractors and for agreeing arrangements under East Lothian Council's contract terms.

Contractors will be appointed by ELC and paid from the project budget.

#### Summer School Management/Pupil Support

The Summer School Director will have overall control of the design and delivery of the Summer School but will remain accountable to and report to the Commissioning Team.

It is envisaged that he/she will be supported in the delivery of the programme on site by 2no Assistants who will be senior aides. These will be 'volunteers' and offered notional remuneration for 6 weeks.

For the 4 week Summer School period, it is envisaged that there will be 20 Buddies who will be 'volunteers' offered a notional remuneration for the School period. It is anticipated that Buddies will be senior school pupils who will be responsible for supporting students to get to/from modules and generally be 'friends'.

It would be open to the Summer School Director to review the notional remuneration but only if the budget allowed for this.

#### Summer School Finances

The Summer School Director will be responsible for the financial operation of the project and must design and manage the project such that it does not incur any losses. A draft budget is attached which indicates how the finances have been considered for this project to date.

It is expected that the Summer School Director will develop budgets through the design period and regular business plan reports will be required by the Commissioning Team during the project.

#### Summer School Report

The Summer School Director will be responsible for all actions required to clear up and close the school following the 4 week period.

Within 8 weeks of the end of Summer School, the Summer School Director must submit a report to objectively assess the project in terms of, but not limited to:

- Operation
- Reach
- Costs/Profitability
- Recommendations for future
- Attainment and achievement outcomes

The report will be used to inform not only the potential provision of future Summer Schools in Dunbar and East Linton ward but in East Lothian as a whole.

Pippa Swan  
Chairperson  
Dunbar and East Linton Area Partnership  
7<sup>th</sup> December 2016 (3<sup>rd</sup> draft)







## Role of SUMMER SCHOOL DIRECTOR

### Responsibilities

The Dunbar Summer School SUMMER SCHOOL DIRECTOR will have sole charge of and responsibility for designing and delivering Dunbar Summer School 2017 ('the project') in line with the brief to the SUMMER SCHOOL DIRECTOR.

Applicants who, based on their written submission which should contain no more than 1000 words, and on the opinion of East Lothian Council, best meet the essential qualifications noted below will be invited to an interview that is expected to take place week commencing 23<sup>rd</sup> January 2017. The contract will subsequently be awarded to the applicant who best demonstrates to the interview panel that they can deliver this project.

### Essential Qualifications

#### Applicants must be:

- Registered with Public Contracts Scotland (it is free to register – go to [www.publiccontractscotland.gov.uk](http://www.publiccontractscotland.gov.uk))
- PVG cleared or willing to get PVG clearance before commencement of contract (at their own cost)
- Able to take up post on/before mid February 2017 and remain fully engaged for the period of the contract to October 2017

#### and must have

- Experience of design and set up of at least one successful training/education project

- Experience of senior management and delivery of at least one successful training/education project
- Demonstrable ability to develop and work to business finance plan
- Demonstrable ability to engage and manage contractors
- Demonstrable ability to engage and manage volunteers
- Willingness to work with and report to Commissioning Team
- Highly proficient IT skills (Word/Exel/PPT)

**Interviews are currently scheduled to take place week commencing 23<sup>rd</sup> January 2017 and applicants will be required to provide evidence that they meet the required criteria (above)**

### **Contract Term**

20<sup>th</sup> February 2017 until 30<sup>th</sup> September 2017 (completion of submission of reports)

### **Contract Basis**

Self-employed contractor engaged by East Lothian Council on behalf of Dunbar and East Linton Area Partnership

### **Insurances**

The SUMMER SCHOOL DIRECTOR will be required to provide their own Public Liability Insurance cover.

### **Remuneration to SUMMER SCHOOL DIRECTOR**

A total fee of £15,000 will be payable in instalments at completion of the following work stages:

Finalised design of Summer School operations	31 <sup>st</sup> March 2017	£2000
Finalised engagement of contractors/site set up	30 <sup>th</sup> April 2017	£4000
Summer School 'Launch Ready'	30 <sup>th</sup> June 2017	£4000
Summer School Complete	31 <sup>st</sup> July 2017	£4000
Submission of Completed Reports + Feedback	30 <sup>th</sup> September 2017	£1000

### **Remuneration to Contractors/Service Providers**

The SUMMER SCHOOL DIRECTOR will identify and negotiate contracts with contractors/service providers under existing East Lothian Council procurement rules to provide infrastructure, transport, catering, classes etc. Payment for same will be made directly by ELC to contractors.

### **Remuneration to Volunteers**

Any remuneration to volunteer Project Assistants and/or Buddies will be made directly to them by ELC on advice from the SUMMER SCHOOL DIRECTOR.

### **Contract Terms and Conditions**

This document 'Brief to – and Role of - Summer School Director' (8 pages) will be deemed to describe the service/role to be provided by the Summer School Director under the contract entered into with East Lothian Council and will apply in addition to East Lothian Council's standard terms of contract for external contractors (see separate ELC document).

### **Appendix 1 - Some questions answered:**

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#### **Who or what is Dunbar and East Linton Area Partnership?**

DELAP covers Ward 7 in East Lothian. Established by East Lothian Council in 2014/5, it is one of 6 Area Partnerships in the county, each one made up of elected representatives and community group representatives.

The Area Partnership has worked to develop an Area Plan that will influence the direction of ELC services and resources through the plan period to 2023.

The Area Partnership is currently managed by ELC staff member Stuart Gibb (Area Manager) and chaired by volunteer, Pippa Swan. Vice chairs are volunteers, Allison Cosgrove and Jacquie Bell.

#### **Who will employ me?**

You will be directly contracted to East Lothian Council and will be self-employed.

#### **Who will I report to?**

You will report to Stuart Gibb in the first instance. He will lead the Commissioning Team and will liaise directly with the Chairperson, Pippa Swan (the project proponent) and Allison Cosgrove (education lead in the Area Partnership). Meetings will generally be held with at least two members of the Commissioning Team.

#### **How will I be paid?**

You will be paid by BACS transfer within 30 days of receipt of an appropriately configured invoice, addressed to East Lothian Council, that reflects the satisfactory completion of a work stage. Invoices should be submitted in pdf form by email.

## Appendix 2 – Abstract from Area Plan

### DUNBAR SUMMER SCHOOL PROPOSAL – will meet the following Area Plan goals

CHILDREN AND YOUNG PEOPLE		
Ref	Goal/Aim <i>What do we want for our ward?</i>	What is needed?
YP12	<b>Young people will have improved social, sporting and recreational opportunities</b>	Improved local opportunities for active leisure for village primary school pupils
YP19	<b>Young people will have improved social, sporting and recreational opportunities</b>	Improved access to sports/activity classes/facilities in term time
YP13	<b>Young people will have improved social, sporting and recreational opportunities</b>	Improved access to sports/activity classes/facilities in term time
YP16	<b>Young people will have improved social, sporting and recreational opportunities</b>	More social spaces for young people to meet and relax
YP3	<b>All children in the ward will get the best start in life</b>	Improved family education on health (inc dental), healthy eating and exercise
YP5	<b>Young people will have improved post-school employment opportunities</b>	Improved assistance to prepare students for next steps (CV writing, interview technique, career open days etc)
YP17	<b>Young people will have improved social, sporting and recreational opportunities</b>	More social spaces for young people to meet and relax
YP6	<b>Young people will have improved post-school employment opportunities</b>	More opportunities to train and work in the ward
YP18	<b>Young people will have improved social, sporting and recreational opportunities</b>	Improved access to sports/activity classes/facilities in term time