

Mother Tongue & Supplementary Schools Commissioning Criteria

1. Background

This paper outlines the Ethnic Minority Achievement Service commissioning process for Mother Tongue & Supplementary Schools provision. The aim of the commissioning process is to ensure that Community provision in the borough is inclusive and takes into account the establishment of community need, local authority priorities and demography of the borough.

The Ethnic Minority Achievement Service (EMAS) is seeking to commission Mother Tongue & Supplementary Schools services aimed at raising the self esteem, confidence and educational attainment of children and young people. Applications for the provision of services are sought from voluntary and community organisations with a valid track record of delivering quality educational projects and partnership working with mainstream schools.

Vision:

To provide high quality educational provision that increases the achievement of young people. More specifically in the next year to achieve this vision we will concentrate on the following objectives:

1. Ensure the five outcomes of Every Child Matters.
2. Improve the quality of Supplementary School provision
3. Maximise effectiveness of Community provision through working in partnership, particularly with mainstream schools

2. Commissioning Specification

2.1 Funding priorities

Applications are invited from providers who can meet the following criteria:

- A. Provision that supports the achievement of children and young people in Islington, in relation to statutory education.*
- B. Provision that supports the development of Literacy and Numeracy attainment in mainstream education. (Provision that supports Black and Ethnic Minority Communities in educational achievement.)*
- C. Provision which can demonstrate effective partnership working with the statutory and voluntary sector i.e. local primary and secondary schools, other local support groups i.e. Mother Tongue & Supplementary Schools Partnership*

2.2 Funding eligibility

At the organisational level we expect the application to demonstrate the following.

- i. A constitution and management committee structure to support the organisations aims;
- ii. A staff and volunteers structure to support delivery ;
- iii. Appropriate policies and procedures for:
 - Health and Safety
 - Children Safeguarding
 - Equal opportunities
 - Discipline
 - Evaluating young people’s progress and review of provision
 - Financial accountability
 - Appropriate policies related to service delivery
- iv. Commitment to Child Protection legislation
- v. Acceptable annual audited accounts or statement of accounts.
- vi. Previous experience of delivering high quality provision to meet the needs of Islington students.

2.3 Funding Guidelines

The maximum amount awarded is **£10,000**

Ethnic Minority Achievement Service (EMAS) is seeking to fund provision that meets the following guidelines:

Tutor Hourly Rate:	£25 per hour for QTS
Community teachers	up to £20 per hour
Refreshment for children	no more than £1 per child per day
Management and Admin cost:	10% of total cost of project
Premises rent	no more than 25% of total cost

These are suggested costs, however if you cost your project higher than the above, you must provide an explanation as to why these costs are higher as well as explain the added value of this cost.

Please note this commissioning process will not support religious education.

D. Application Process

Please refer to the enclosed timetable.

The Deadline for submissions is 5.00pm on Monday 21st February 2011.
No applications will be accepted after this date. Please return all completed applications* to:

**Abed Moftizadeh
EMAS
Laycock Street, London N1 1TH**

**Or e-mail your application to:
Abed.moftizadeh.camb-ed@islington.gov.uk**

** You do not need to send any supportive documents at this stage. If your application is successful, you will be asked to provide them.*

F. Decision Making Process

This commissioning round is subject to the decision making process of the Ethnic Minority Achievement Service as outlined below:

Mother Tongue & Supplementary Schools Commissioning Panel

A panel made up of representatives from EMAS, Learning Plus, Cripplegate Foundation and MTSSP will meet to assess all the applications on a pointing basis and provide decision of funding allocations.

Each recommendation will be considered against the following criteria:

Record of previous quality service delivery

Qualification of your teachers (qualification and/or experience of teaching)
Number of projects (in or out of Islington)
Number of beneficiaries (KS1, KS2 KS3 and KS4)
Ratio of Islington beneficiaries
Location of provision (Health & Safety regulation to be considered)
Possession of any recognised Quality Mark for your services

Record of partnership working with mainstream schools

Name and number of the school partner/s
Nature of partnership working
Any concrete outcome affecting partners' capacity
(Details of any joint activity with the aim of raising mutual awareness)
Duration of partnership
Providing school partner recommendation letter
Membership of any umbrella organisation, e.g. MTSSP, VAI, NRC etc...

Records of concrete outcome for beneficiaries

Educational achievement*
Behavioural improvement*
Raising self-esteem and social inclusion*
Tackling truancy & improving attendance*

Organisation infrastructure & the quality of the application

Date of establishment
Number of paid staff / volunteer/s
Track record in Islington
Membership of umbrella organisations
Contribution in promoting partnership working
Clarity in answering the questions
Providing supporting documents

E. Monitoring Arrangements

Please be aware that should you be successful in receiving funding you will be required to adhere to strict monitoring arrangements including:

- At least one observation of teaching and learning.
- A minimum rate of 75% of Islington residents/school children attending provision
- Attendance at appropriate training events as devised by EMAS
- Termly data collection which includes, gender, ethnicity, date of birth and mainstream school for each child attending your project within the timescale outlined in your contract.

