



Top Up Information for panel chairs

May 2017



People Directorate

Top Up process notes for chairs

- **Step 1:** 10 minutes independent reading of the papers;
- **Step 2:** 5 minutes around the small panel discussing first impressions (yes agree with school position, no disagree with school position, needs more discussion);
- **Step 3:** 10 minutes open discussion and clarification (focus on Band, BUDS and provision map);
- **Step 4:** 5 minutes of discussion centred around completing the decision sheet.

Please note some cases may take more or less than 30 minutes.

The basic requirements ... (must be present)

A completed annual review with evidence of school evaluation and impact upon progress (graduated response). The annual review needs to have been held in the past 12 months;

Parental and pupil involvement included in the annual review (co-construction and voice of child);

Recent (within the past 12 months) supporting documents from outside agencies;

Individual costed provision plan (with element 1 (£4000) and 2 (£6000) deducted).



Key questions...does the story match..?

- **Is it clear what and why additional provision is being made ?**
- **Can you make a judgement regarding effectiveness?**
- **Does it match with advice from agencies ?**
- **Does the individual map reflect within the whole school mapping ? Can you understand them ?**
- **Can you see the cost? Is the additional provision costed reasonably?**
- **Is there an overlap of provision, are there too many interventions, are these double costed ?**
- **Does the banding requested match with the individual plan and costs being made ?**
- **Have you got all the evidence required? Is it realistic, sustainable, sensible, appropriate ?**



Top Up finance notes for chairs

- **Teaching assistants will be costed at BG7 (with on costs) £12.51 per hour or £14,230 annual. This is for 45.5 weeks per year and 25 hours per week.**
- **Lunchtime supervision will be costed at BG4 (with on costs) £10.65 per hour or £2, 422.87 annual. This is for 45.5 weeks per year and 5 hours per week.**



Band costs- Primary

Add the place value of £ 10,000 to each

- **Band 1 £ 0**
- **Band 2 £ 0-1,000**
- **Band 3 £ 1,001-5,000**
- **Band 4 £ 5,001-10,000**
- **Band 5 £ 10,001-13,500**
- **Band 6 Individually commissioned**
- **Band 7 Individually commissioned**



Band costs- Secondary

Add the place value of £ 10,000 to each

- **Band 1 £ 0**
- **Band 2 £ 0**
- **Band 3 £ 1,001-5,000**
- **Band 4 £ 5,001-10,000**
- **Band 5 £ 10,001-13,500**
- **Band 6 Individually commissioned**
- **Band 7 Individually commissioned**

