

# The Costed Provision Map

## A Guide

February 2007

## **Information**

The costed provision map was devised by representatives of the finance departments of Darlington Borough Council and Stockton-on-Tees Borough Council working with a member of the SEN Monitoring and Evaluation Service. It was trialed by 14 schools in Stockton and 7 in Darlington during the autumn term 2006 with feedback on its use and suggestions for improvement being provided at evaluation meetings held in December.

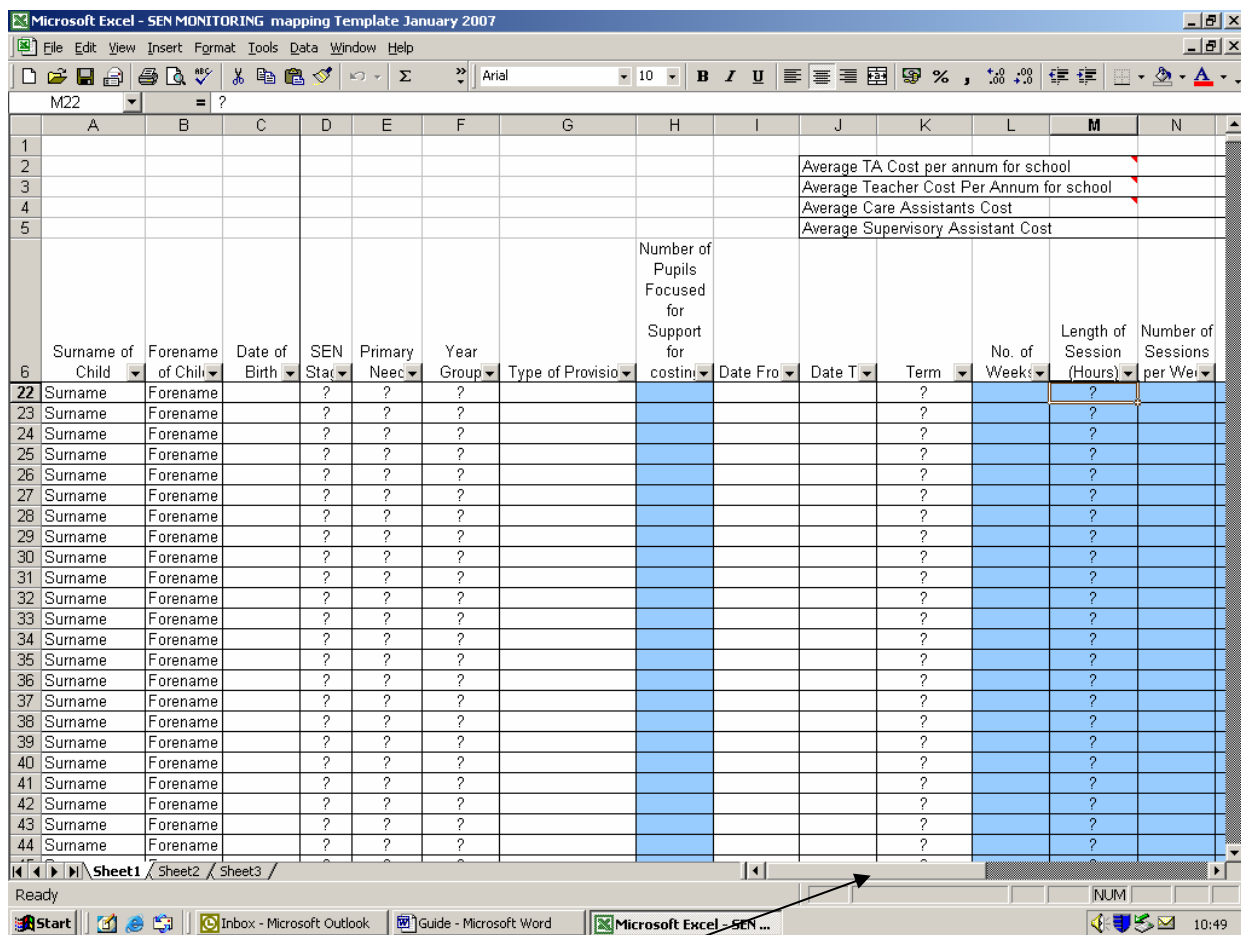
During the Summer Term 2007 the program was shared with other local authorities at a regional provision management meeting hosted by Oldham Local Authority.

The costed provision map is designed to assist schools with planning to meet the needs of pupils with SEN. It is a budget planning tool and the basis for evaluation of the impact of provision for these pupils. It is also a tool that can assist you to demonstrate the value for money of this provision to parents or for the purposes of external scrutiny.

## Getting Started

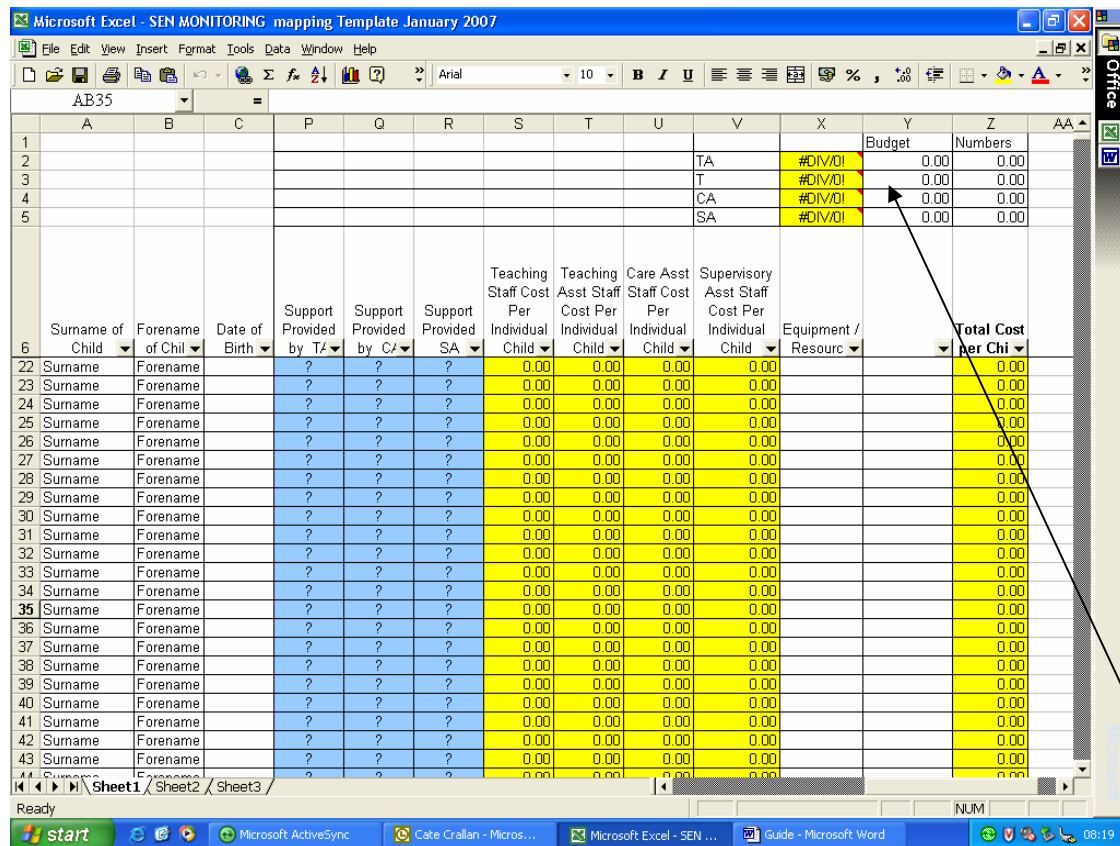
The map, which is in Excel format, can be downloaded from the Wigan Schoolsonline website (<http://www.wiganschoolsonline.net/sen/resources/index.htm>)

The screen will look like this:



Use the scroll bar at the bottom of the screen to move the spreadsheet so that you can see the right hand part of it. To do this, use your left hand mouse button to drag the scroll bar to the right.

The screen will now look like this:



To input the financial information required, look at the top of the screen, at the right, at columns V, X, Y and Z and rows 2 – 4.

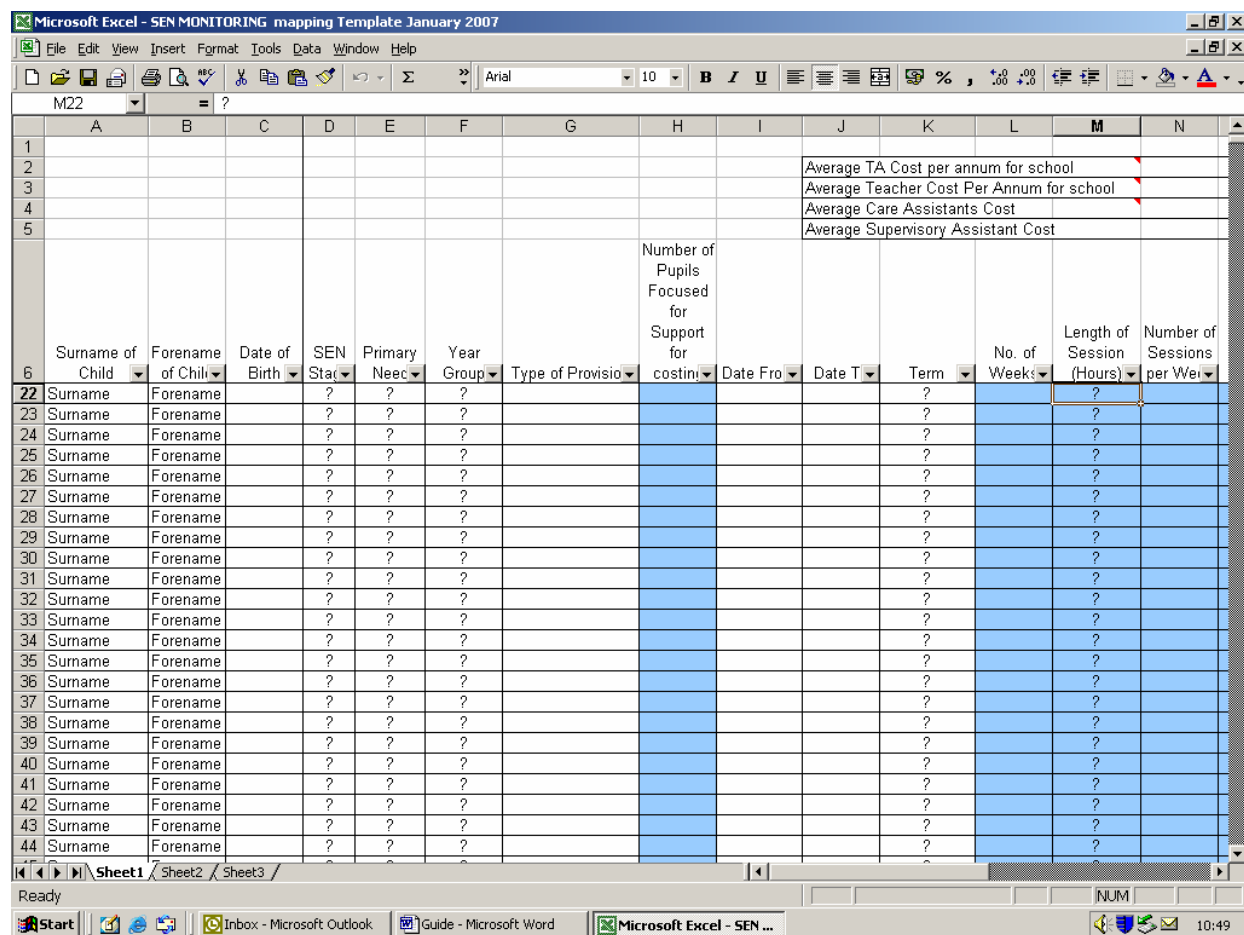
In column Y, Budget, enter the budget information for Teaching Assistants in cell Y2, for Teachers in cell Y3, and, if you are a Stockton school, the budget figure for Care Assistants in cell Y4 and for Lunchtime Support Assistants in Y5. **If you are in a Darlington school, please ignore Y4 and Y5.** Your Consultant will provide the Budget information.

In column Z, Numbers, enter the number of Teaching Assistants in your school in cell Z 2, of Teachers in cell Z 3, of Care Assistants in Z 4 and of Lunchtime Supervisory Assistants in cell Z 5. Your Consultant will provide these numbers.

**\* Please do not attempt to put figures into cells X2 to X5, which are highlighted in yellow. These cells contain the formulae to enable the calculation of the hourly rates.**

Entry of these figures in columns Y and Z will lead to figures appearing in column X. These figures represent the average hourly cost of a Teaching Assistant, Teacher, Care Assistant or Lunchtime Supervisory Assistant in your school. They will enable the costs of the provision in place for pupils with SEN to be calculated automatically.

To enter information about pupils, use the scrollbar at the bottom of the screen to return to the left. The screen will look like this:

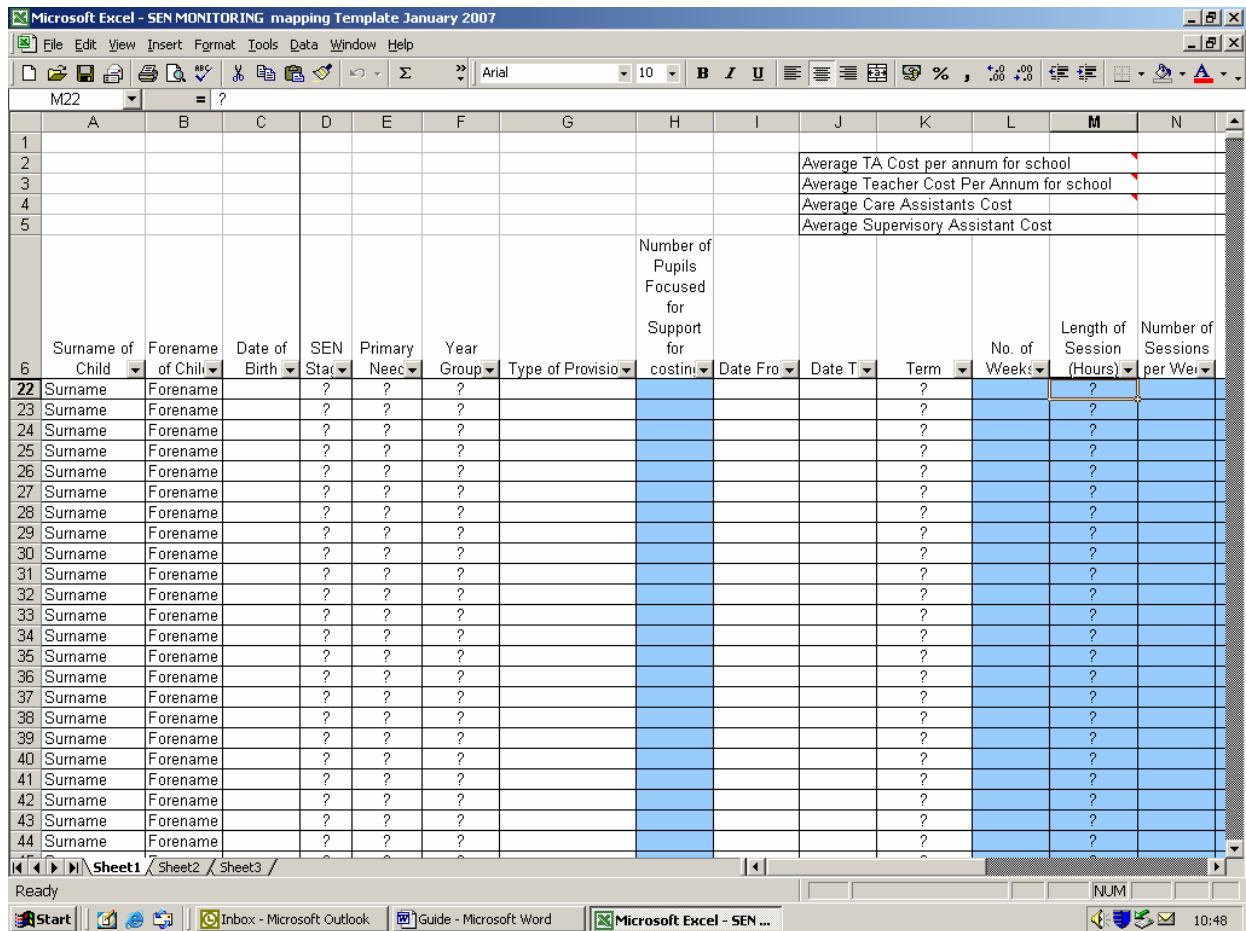


**You will require a separate row for each provision in place for a pupil.**

- To begin, enter the surname, forename and date of birth of the first child into cells A 22, B 22 and C 22.
- You will see that Column D, SEN Stage, has question marks in it. In cell D 22, right button click with your mouse and a menu will appear. Select 'Pick from List' from this menu and a further list of SEN stages will appear; left button click on the stage appropriate for the child and it will appear in the cell.
- Column E, Primary Need, also has question marks. In cell E22, right button click, select 'Pick from List' and the list of PLASC categories of Primary Need will appear. Select the appropriate category by clicking your left mouse button.
- In column F, Year Group, either enter the year group of the child manually, or right button click, select 'Pick from List' and then select the correct year for this pupil.
- The next column, G, has the heading 'Type of Provision'. In this column you need to type in the first of the provisions that you are making for this pupil. We have not provided a list for you to choose from because there are so many different interventions/types of provision in place in schools, and they may be

given different names whilst referring to the same provision, and as a result the list would be far too long to be useful.

- You will see that Column H, Number of Pupils Focused for Support for Costing is highlighted in blue; this denotes a cell that must be completed in order to calculate the cost of a provision. In cell H22, you need to enter the number of pupils in the group for this provision. If the provision is 1:1, then enter 1, if there are three pupils in the group, enter the number 3, and so on. If the provision is being made in the classroom you should enter the number of pupils that are being focused upon by whoever is providing that support.

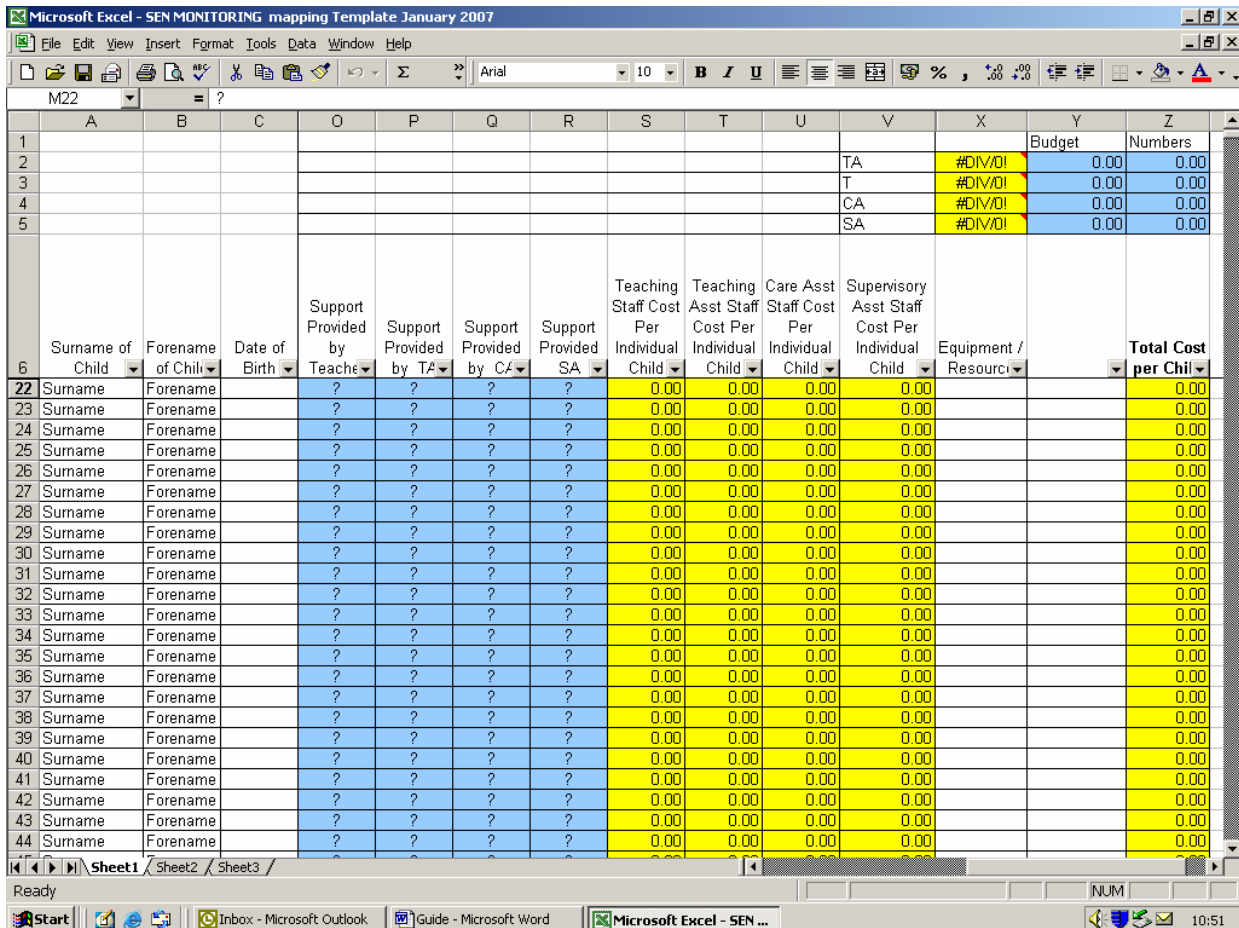


- In Columns I and J, Date From and Date To, you may enter the start and end date of the provision, if you wish. This may be useful if the provision is not lasting for a whole term, but perhaps just for half a term. However, if the provision is in place for the whole term, leave these cells blank.
- The next column, K, has the heading Term. You will notice that once again this column has question marks, which denotes that you may select from a 'Pick from List'. Select the appropriate term for the provision. We suggest that the map be updated termly.
- Column L, Number of Weeks, is blue and must be filled in to enable a calculation of cost. In cell L 22 enter the number of weeks that the provision is in place for.
- Column M, Length of Session is also blue, and has question marks. Use the 'Pick from List' function to select the length of the session for this provision. The

session lengths are offered in quarter hours, expressed as decimals, please select the time that is nearest to the session length being provided.

- In column N, Number of sessions per week, please enter the number of times this provision happens each week. This column is blue and its information will be used to calculate cost.

You will now need to use the scroll bar to move to the right of the spreadsheet and your screen will look like this:



To complete the entry for this pupil you need to be able to view the spreadsheet from columns O to Z.

Columns O to R are coloured blue, and provide information for costing. However, for each provision in place for a child you will only need to fill in **one** of these columns.

- If a Teacher is delivering the provision, you will need to right button click in column O, select 'Pick from List' as before and select 'T'. Alternatively, you could just type a capital T in the cell.
- If a Teaching Assistant is delivering the provision you will need to enter this in column P, support provided by TA. You can do this by using the 'Pick from List' function, or by entering capital 'TA' into the cell.

- If a Care Assistant is delivering the provision, you will need to enter this in column Q. Once again, you could use the 'Pick from List' function, or enter capital 'CA' in the cell.
- Finally, if it is the provision being made by a Lunchtime Supervisory Assistant that you are entering, either use the 'Pick from List' function, or enter capital 'SA' into the cell.

\* If by chance you make a mistake when entering the person delivering the provision and wish to change your entry, ensure that after you have deleted the incorrect entry you replace the question mark in the cell. This will enable the calculation of total cost to appear in column Z.

	A	B	C	O	P	Q	R	S	T	U	V	X	Y	Z
1													Budget	Numbers
2											TA	#DIV/0!	0.00	0.00
3											T	#DIV/0!	0.00	0.00
4											CA	#DIV/0!	0.00	0.00
5											SA	#DIV/0!	0.00	0.00
6	Surname of Child	Forename of Child	Date of Birth	Support Provided by Teach	Support Provided by TA	Support Provided by CA	Support Provided by SA	Teaching Staff Cost Per Individual Child	Teaching Asst Staff Cost Per Individual Child	Care Asst Staff Cost Per Individual Child	Supervisory Asst Staff Cost Per Individual Child	Equipment / Resource		Total Cost per Child
22	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
23	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
24	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
25	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
26	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
27	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
28	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
29	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
30	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
31	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
32	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
33	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
34	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
35	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
36	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
37	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
38	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
39	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
40	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
41	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
42	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
43	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00
44	Surname	Forename		?	?	?	?	0.00	0.00	0.00	0.00			0.00

You have now completed all the entries that need to be made in order to calculate the cost of this provision for the named child. In order to see how much this provision is costing, click in cell Y 22. The cost of the provision will appear in one of columns S, T, U or V, depending on who is delivering the provision, it will also appear in column Z, Total Cost per Child.

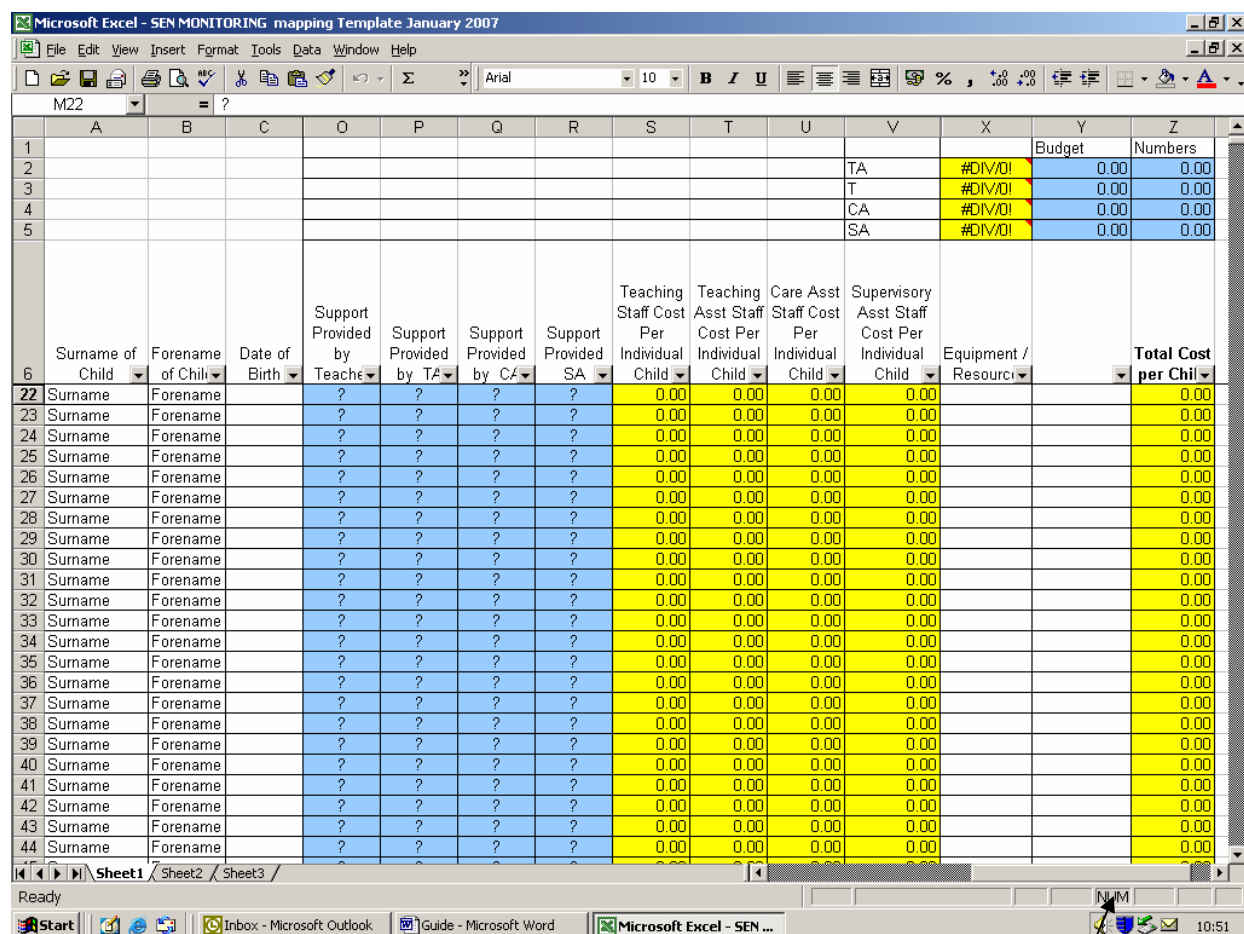
\* Please do not attempt to put figures into columns S, T, U, V or Z, which are highlighted in yellow. These columns contain the formulae to enable the calculation of the cost of the provision for a particular child.

To enter additional provisions for a particular pupil, you will need to return to the beginning of the spreadsheet, using the scroll bar.

- Highlight the child's details in columns A to F and use the Copy and Paste function to populate the number of rows required to be able to record all the provisions that are in place for that child. Then complete the details of each provision as before.

To record the details of any particular resource that you have purchased for a particular pupil, enter the name of the resource in column G, Type of Provision, and then go to column X, Equipment/Resource and enter the cost of this resource in the appropriate cell. If you then click on a cell in column Y, the cost of the resource will appear in column Z, Total Cost per Child.

To calculate the total cost of all the provisions for a particular pupil, please use the scroll bar so that you can view column Z.



- At the bottom right of the screen, right button click on the letters 'NUM'. From the list provided select 'Sum'.
- Now, in column Z select all the Total Cost Per Child cells for the particular pupil. The total cost of all these provisions will appear at the bottom of the screen to the left of 'NUM' as 'SUM='.

## Using the Filter Function

The spreadsheet has been designed to enable you to display only the details and provision being made for a single pupil, should you so wish. This may be useful if you wish to print off information for parents, or for submission to Moderating Group (Stockton)/Moderation Panel (Darlington), or to accompany Annual Review paperwork.

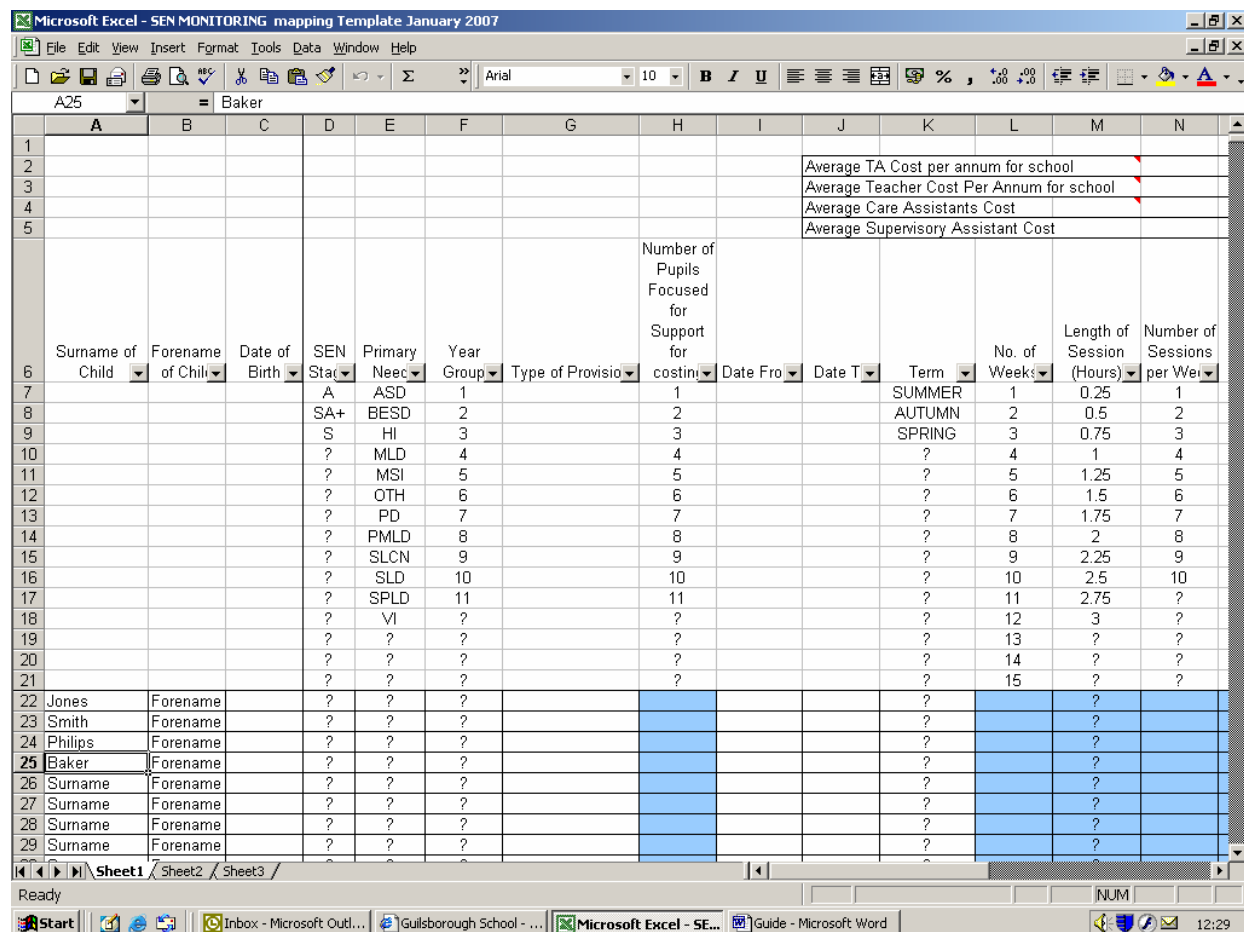
In order to filter by a pupil, you will need to be at the beginning of the spreadsheet.

- Look at row 6 of the spreadsheet. You will see that to the right of the heading of each column there is a small downward-pointing arrow in a small grey box. This enables the filter function.
- In column A, Surname of Child, left button click on this downward-pointing arrow. This will display a list of the surnames of all the pupils that you have entered. Left button click to select the pupil whose details you wish to display. Their details alone will appear on the screen. You may then print the full range of information for the child by selecting 'print' in the normal fashion. Alternatively, you may select the information that you wish to print, perhaps up to column R if you do not wish to show the actual cost details, and choose to print this selection.
- When you have finished viewing the particular pupil's details, to return to the full spreadsheet view, left button click on the downward-pointing arrow again and select the word '(All)' from the list displayed.

The screenshot shows a Microsoft Excel spreadsheet titled "SEN MONITORING mapping Template January 2007". The spreadsheet has columns A through N. Column A is "Surname of Child", B is "Forename of Child", C is "Date of Birth", D is "SEN", E is "Primary Need", F is "Year Group", G is "Type of Provision", H is "Number of Pupils Focused for Support", I is "Date From", J is "Date To", K is "Term", L is "No. of Weeks", M is "Length of Session (Hours)", and N is "Number of Sessions per Week". The filter function is applied to column A, showing a dropdown arrow next to the header "Surname of Child". The data rows (rows 22-44) show various pupils with question marks in the data cells. The status bar at the bottom shows "Ready" and "NUM".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														
5														
6	Surname of Child	Forename of Child	Date of Birth	SEN	Primary Need	Year Group	Type of Provision	Number of Pupils Focused for Support	Date From	Date To	Term	No. of Weeks	Length of Session (Hours)	Number of Sessions per Week
22	Surname	Forename	?	?	?						?		?	
23	Surname	Forename	?	?	?						?		?	
24	Surname	Forename	?	?	?						?		?	
25	Surname	Forename	?	?	?						?		?	
26	Surname	Forename	?	?	?						?		?	
27	Surname	Forename	?	?	?						?		?	
28	Surname	Forename	?	?	?						?		?	
29	Surname	Forename	?	?	?						?		?	
30	Surname	Forename	?	?	?						?		?	
31	Surname	Forename	?	?	?						?		?	
32	Surname	Forename	?	?	?						?		?	
33	Surname	Forename	?	?	?						?		?	
34	Surname	Forename	?	?	?						?		?	
35	Surname	Forename	?	?	?						?		?	
36	Surname	Forename	?	?	?						?		?	
37	Surname	Forename	?	?	?						?		?	
38	Surname	Forename	?	?	?						?		?	
39	Surname	Forename	?	?	?						?		?	
40	Surname	Forename	?	?	?						?		?	
41	Surname	Forename	?	?	?						?		?	
42	Surname	Forename	?	?	?						?		?	
43	Surname	Forename	?	?	?						?		?	
44	Surname	Forename	?	?	?						?		?	

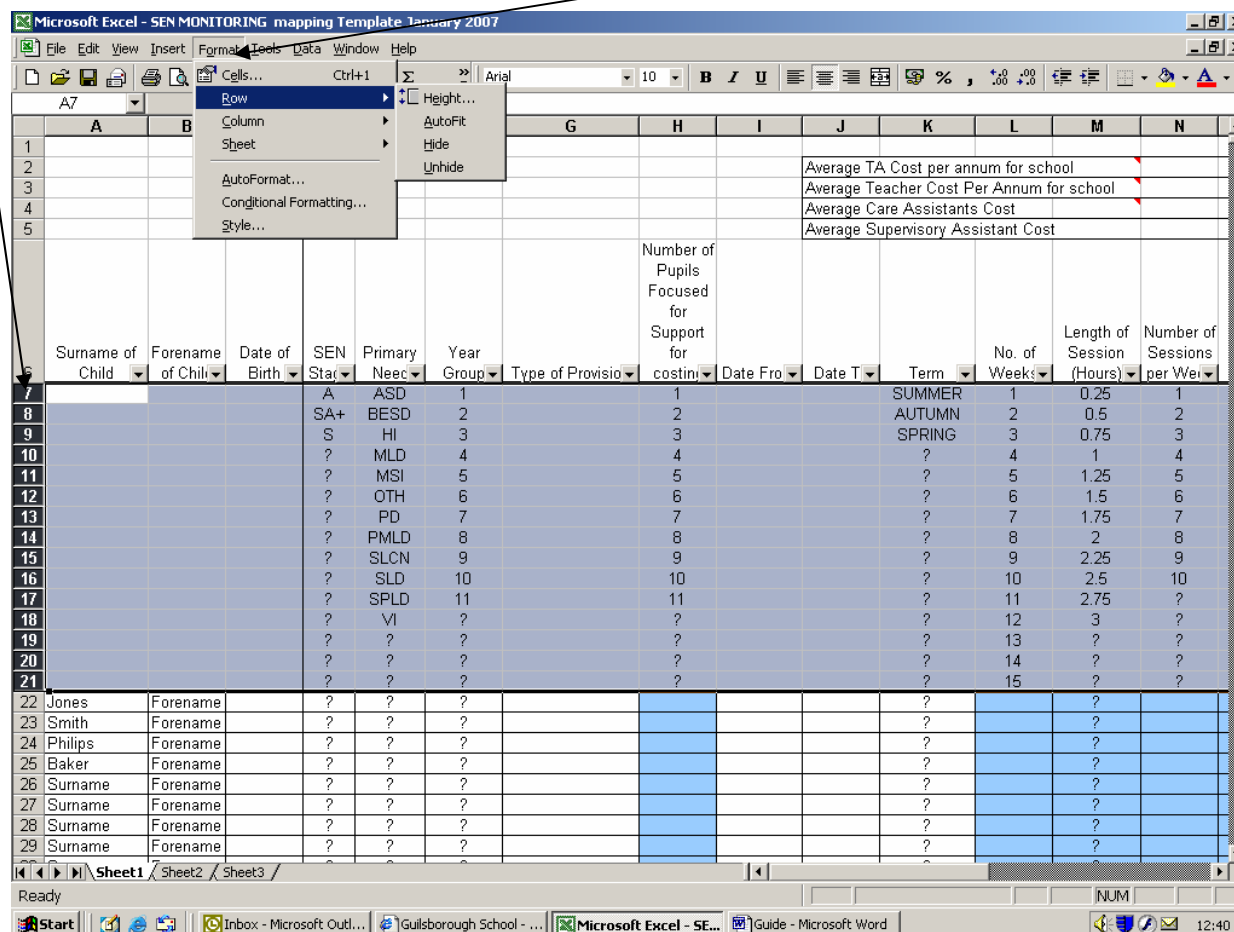
It is possible that, when you remove the filter by clicking on (All), rows 7 – 21 will become visible. These rows contain all the information for the 'pick from list' functions. Should this happen, the screen will look like this:



This does not affect the functions of the spreadsheet, but to hide the rows, follow the instructions on the next page.

To hide rows 7 – 21 once again, place your mouse pointer on the number 7 at the beginning of row 7, and holding your left button down, drag down to the number 21. This will highlight all the rows that you want to hide.

Move your mouse up to 'Format' at the top of the screen and left button click. From the list that appears select 'Row' and you will be offered another list. Now select 'Hide' and the rows selected will be hidden once more.



You may use the filter function to display the details of a particular SEN stage, Primary Need, Year Group, or Type of Provision. The total cost of any of those selected may be viewed by selecting the cells in column Z, Total Cost per Child, and viewing the sum displayed to the left of 'NUM' at the bottom of the screen, as before.

### Using the Costed Provision Map to record all the full range of provision, including that being delivered by outside professionals

The map may also be used to record the provision for a pupil that is being delivered by outside professionals such as the Educational Psychology Service, Learning Support Team, Behaviour Support Team, Speech and Language Therapist etc. To do this, enter the appropriate details in columns A to N, but do **not** enter details of the person providing the support in columns O to R. The provision will be recorded, but no cost attributed to it.

## **To Save the Spreadsheet**

In order to save the spreadsheet you will need to use the 'Save As' function and change the name of the spreadsheet, because the version of it on the CD Rom is read-only. Unless your PC has the ability to save to the CD Rom, you will need to save it to a file on your PC.

## **Some Points to Remember**

- Do not enter anything into the cells that are highlighted in yellow. These contain the formulae required to calculate the cost of provision.
- Cells highlighted in blue must be completed in order to calculate cost – with the exception of those in columns O, P, Q and R where only one cell per provision should be completed.
- Cells with a question mark in them have a 'Pick from List' function. To access this, right button click in the appropriate cell.
- If you enter incorrect information into a cell in columns O, P, Q or R, please ensure that after you have deleted the incorrect entry, you replace the question mark. This will ensure that the correct calculation is made and recorded in column Z.