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| --- | --- |
| Our ref:  Your ref: | **School Funding Team**  Future House, Bolling Road  Bradford BD4 7EB  **Telephone** 01274 385702  **Fax** 01274 385695  **Website**: [www.bradford.gov.uk](http://www.bradford.gov.uk)  **Email:** [**andrew.redding@bradford.gov.uk**](mailto:andrew.redding@bradford.gov.uk) |
| Headteachers and School Finance Managers,  Bradford Schools |

20 April 2015

Dear Colleagues,

**SCHOOL FUNDING TEAM NEW CONTACT DETAILS FROM 5 MAY 2015**

School Funding Team is moving offices on 5 May 2015. Schools will need to adjust how they contact us and submit information from this date. This letter gives the details.

*How the monthly ledger reports (the ‘TABS’) are sent to school is also changing, with the current Anycomms / Egress system being replaced by Bradford Schools Online. A separate letter explaining this will be published shortly.*

**Main Office Location**

School Funding Team’s new main office base from 5 May is Britannia House in Bradford City Centre:

School Funding Team

Department of Finance

5th Floor North

Britannia House

Hall Ings

Bradford

BD1 1HX

This is the address to use for sending anything by GPO post.

Please be aware that School Funding Team will operate flexible working. Members of the Team will therefore, work flexibly from different locations and will also work from home.

**Phone Numbers, Fax Number**

**Phone numbers and our fax number will change from 5 May**.

The new contact details for School Funding Team are listed in the table at the end of this letter. We ask schools to:

* **Use these new contact details, especially the new fax number, straight away from 5 May 2015**. Although phone calls to our old phone numbers will be transferred for a period of time, this will not be the case for faxes. This is because we currently share a fax machine. Please **do not** send faxes after 5 May to the Future House number (01274 385695).
* Submit information electronically (scan and email) whenever possible. This is especially encouraged for the submission of monthly VAT returns and bank statements.

We will adjust the phone numbers that appear in our pages on Bradford Schools Online and will also change those within our reporting templates, though the latter will take a little time.

**Email Addresses**

Email addresses are unaffected by this move.

**Caretaker (Internal) Post:**

This is unaffected by this move. Schools can continue to send information to School Funding Team through the caretaker post. We will also continue to send information to schools using this.

**Monthly Ledger Reports (the ‘TABs’)**

Guidance will very shortly be published explaining our move to using Bradford Schools Online, rather than Anycomms / Egress, to send to schools monthly ledger information (the ‘TABs’). This change delivers a significant improvement in the way this information is made available for schools. Bradford Schools Online also includes a facility whereby schools can submit information to the Authority and we are currently exploring the options for using this, rather than email, to collect regular returns. Please watch out for further communications from us on this.

Please do not hesitate to contact me or a member of School Funding Team if you have any queries on the content this letter.

Yours sincerely,



Andrew Redding

School Funding Team

**School Funding Team**

**Contact Details from 5 May 2015**

**FAX NUMBER: 01274 435054**

**PHONE NUMBERS AND EMAIL ADDRESSES:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email Address** | **Phone Number** |
| Ali Mir | ali.mir@bradford.gov.uk | 01274 437029 |
| Andrew Redding | andrew.redding@bradford.gov.uk | 01274 432678 |
| Dawn Haigh | dawn.haigh@bradford.gov.uk | 01274 433775 |
| Helen Sullivan | helen.sullivan@bradford.gov.uk | 01274 437605 |
| Raj Badan | raj.badan@bradford.gov.uk | 01274 437042 |
| Sarah North | sarah.north@bradford.gov.uk | 01274 434173 |
| Sattar Rahman | sattar.rahman@bradford.gov.uk | 01274 437061 |
| Shirley Broadbent | shirley.broadbent@bradford.gov.uk | 01274 434914 |

**LOCATION FOR GPO POST:**

School Funding Team

Department of Finance

5th Floor North

Britannia House

Hall Ings

Bradford

BD1 1HX