Dear Colleagues,

Please find below details of CBICT’s **Enhanced Services** packages for the academic year 2023/2024.
The Enhanced Services packages are offered to **supplement** the 1st line helpdesk support for Integris.

An order form can be found on the last page for your use.

Please submit the form to admin@cbict.org.uk **by 31st August 2023** so that we can ensure you have access to all the resources you subscribe to by the start of the 2023/24 academic year.

 **Enhanced Support Packages for Integris**

**1. Essentials - £210 annual**

* **School Census** – support and advice on running the termly school census returns (includes specific DataClean Checklists, information on statutory data requirements and changes; user guide to running the census and dealing with validation queries and errors)
* **Advice on best practice** and supplementary materials to support pupil data administration and data protection requirements
* **Attendance –** advice and support on management and monitoring of attendance; use of attendance reports and their application for EWO, analysis and reports to parents
* **Year End procedures** (summer 2024) – advice and instruction on preparing the Integris admin system for the next academic year 24/25 (new pupils; proposed new classes and class lists; transfers etc) and moving the Integris system into the new academic year
* **Support for Unify** – advice on management of the Unify platform (and user account management), use of Parent Portal and the Integris Training Academy
* **Virtual (via Zoom) Training Sessions –** requested bespoke training on Unify/Integris and specific areas relating to data management (e.g. Pupil premium). We also provide Integris (and related) training for new administrators (up to 3 separate sessions) free of charge.

**2. SWF Census - £75 annual**

* Advice and guidance on annual changes and statutory data requirements
* Guidance and support materials covering data checking and data entry (Annual SWF DataClean Checklist)
* Instructions for running the census and advice on dealing with validation queries and errors

**3. Summer Assessments 2024 - £150 annual**

* Covers the ENTIRE process of recording (or importing from an external source), submitting and reporting statutory end of key stage assessments for EYFS, Phonics, KS1 and KS2
* Quick and easy reporting for parents
* Analysis reports and additional markbooks for intervention planning
* Also includes Y4 Data Transfer markbook for transferring assessment data to destination schools

***(\* included in the Integris Assessments package for 23/24 – for schools who have purchased EYF Assessment, the cost will be £75)***

In-year assessment:

**4. Integris Assessment - Objectives markbooks (Y1-Y6) Annual Licence & Support - £475**

* KPI Objectives Markbooks for Reading, Writing & Maths for Yrs 1-6 and additional composite markbooks for easier interrogation, analysis and intervention planning
* Advice and support in using the markbooks
* Covers initial basic training on using markbooks and markbook analysis tools to report on school performance and determine school development targets

**5. EYF Assessment Annual Licence & Support - £200**

* Prime & Specific markbooks for Yrs N1 – YR
* Termly Progress and Tracking markbooks (to view data in different ways to suit use)
* Good Level of Development (GLD) Monitoring markbook

**6. Phonics Tracking – Annual Licence & Support - £50**

* In-year tracking of phonics outcomes
* Phonics tracking markbooks for Yrs 1 & 2
* Advice and support

**7. Data Protection (GDPR) support**

We offer generic free support to schools in terms of advice and guidance for compliance with the process requirements for GDPR through our Data Governance Framework and Resources pages on our website [www.cbict.org.uk](http://www.cbict.org.uk). We will endeavour to keep schools abreast of any regulatory changes or developments.

In addition, we offer specific GDPR support as follows:

**7a - GDPR Advice and Guidance** – Annual £100
This covers specific advice and guidance (by phone or email) relating to issues arising or any aspects of the compliance process.

**7b - GDPR – on site Advisory Visit and/or Audit**
**Advisory Visit** - Provide an external validation check of your school’s processes and documentary evidence for compliance £150

**Audit Visit** - £250

You can arrange for an Advisory Visit or an Audit Visit by contacting admin@cbict.org.uk

**7c - Training on GDPR** (on request) **-** £75 Per session

Training can be provided on site or virtually.

* **GDPR Briefing session for HT/SLTs** – how to manage the process
* **GDPR Briefing session for school staff** - raising awareness of responsibilities
* **GDPR Briefing for Governors** – raising awareness, compliance and monitoring

Training can be arranged at any time during the year by contacting admin@cbict.org.uk

**8. Reporting to Parents (via Parent Portal)**

**Initial set-up charge dependent on school need at £50 per hour
£100 annual support after set-up if required**This module enables schools to establish a regular reporting cycle (termly and/or end of year) which brings together assessment and attendance data into a single report for parents.
Reports are automatically shared with parents securely through the Parent Portal module if used by school.
Schools have control over the workflow from choosing a pre-defined report format through to teacher completion, review, approval and producing reports. The package consists of:

* Initial definition of reporting requirements and creation of bespoke markbooks where necessary (for either import or recording of assessment data)
* Guidance and instructions for Integris administrators to set up the reporting cycle and audit the process
* Help sheets for teachers/head teacher entering comments for reports
* Initial training for teachers

*Schools can start using this module at any time during the year to develop familiarisation with the module and may opt to produce termly reports for specific year groups through to producing reports for all pupils at the end of the year.*

**Bespoke training and/or consultancy - £50 per hour per school regardless of the number of delegates**

Our preference is to provide bespoke training to the school on request so that we can target training to the needs of the individual and their role and responsibilities within the school. Training content can cover a mixture of essential training for new users alongside refresher training for more experienced users.

**CBICT Enhanced Services Order Form**

**Services from September 2023 to August 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **No:** | **Support Package:** | **Cost:** | **Required?****Please ✓** |
| **Integris** |
| **1** | **Essentials**  | £210 |  |
| **2** | **SWF Census** | £75 |  |
| **3** | **Summer Assessment Returns 2024** | £150 *(or £75)* |  |
| **4** | **Integris Assessment– Annual licence and support *(includes Summer Assessment Returns 2024)*** | £475 |  |
| **5** | **EYF Assessment – Annual licence and support** | £200 |  |
| **6** | **Phonics Tracking – Annual Licence & Support** | £50 |  |
| **GDPR** |
| **7a** | **GDPR Advice & Guidance**  | £100 |  |
| **We would like a**  |  |  |
| **7b** | **GDPR Advisory visit** | £150 |  |
|  | **GDPR Audit Visit (date tbc)** | £250 |  |
| **8** | **Reporting to Parents (Via Parent Portal)** |  |  |
|  |  | **Total** |  |
|  |
|  |  |  |

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| --- |
| School Main Contact  |
|  |
|  |

|  |  |
| --- | --- |
| School Name  |  |
| Head teacher name |  |

I agree for my school to be invoiced for the services selected above.

Head teacher’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to:

Neil Turner

CBICT Ltd

14 Dukes Ride,

Leighton Buzzard

Beds LU7 3JS