**Dear Colleagues,**

Please find below details of CBICT’s **Enhanced Services** packages for Integris and Arbor for the academic year **2025/2026.**
The Enhanced Services packages are offered to **supplement** the 1st line helpdesk support for Integris and Abor.

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

Please submit the form to admin@cbict.org.uk **preferably** **by 31st August 2025** so that we can ensure you have access to all the resources you subscribe to for September to start the 2025/26 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)
* **Autumn Census on Integris**
* **Autumn Census on Arbor**
* **Spring Census on Integris**
* **Spring Census on Arbor**
* **Summer census on Arbor**
* **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 2026) – advice and instruction on preparing the Integris admin system for the next academic year 26/27 (new pupils; proposed new classes and class lists; transfers etc) and moving the Integris system into the new academic year
* **Training/Briefings** – regular virtual sessions which keep administrators and users up-to-date with system and regulatory changes
* **Bespoke Training Sessions –** requested bespoke training on Integris or Arbor and specific areas relating to data management (e.g. Pupil premium). We also provide training for new administrators (up to 3 separate sessions) within the Essentials package.

**2. School Workforce Census (SWF) – November 2025 - £75 annual**

Includes SWF Census on Integris and SWF Census on Arbor
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 Assessment Returns 2026 - £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 to access % attainment
* Also includes Y4 Data Transfer markbook for transferring assessment data obligations to destination schools for those schools that need this

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

We offer generic free support to schools in terms of advice and guidance to help schools comply with the requirements for GDPR through our Essentials package. Our GDPR page on our website [www.cbict.org.uk](http://www.cbict.org.uk) provides information to keep schools abreast of any regulatory changes or developments.

However, in addition, we offer **specific** GDPR support as follows:

**4a - GDPR & Cyber Security Advice, resources 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 (queries relating to SARs, actions relating to data breaches etc.). Our Governance Framework page for GDPR gives access to our **policy templates and other resources** to help schools with compliance procedures when dealing with data protection and any changes to legislation.

**4b - GDPR and Cyber Security – Advisory Audit** **£150**This is a one-off audit providing an external validation check of your school’s processes and documentary evidence for compliance with GDPR and data protection legislation and standards

**4c – Whole School Training on GDPR** (on request) **-** **£75 Per session**

*The £75 session charge is based on delivery of online training.*

* **GDPR Briefing session for Data protection Lead/HT/SLT** – how to manage the process
* **GDPR Briefing session for school staff** - raising awareness of data protection responsibilities
* **GDPR Briefing for Governors** – raising awareness, compliance and monitoring of GDPR and data protection best practice

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

**5. Unify – Less than 500 pupils £945 – More than 500 pupils £1890**Support for Unify’s single-sign-on platform which includes training for Super administrators.  ***Please note: schools that have opted to continue with Unify will be invoiced separately.***

**6. Additional 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.

**7. HelloData**

We partner with HelloData which is a bolt-on visual analysis software of your assessment data which saves time and effort in getting to see your assessment outcomes for interrogation and intervention planning purposes. HelloData works with Arbor assessment and contextual data through Datashare so HelloData is constantly up-to-date with any data changes in Arbor.

HelloData can also work with other external assessment packages.
**Costs are £615+vat for the year plus a one off setup fee of either £165 or £265 depending on assessment data in use.**

If you are interested in exploring what HelloData can do, please arrange a demo of the product with us.

 **CBICT Enhanced Services Order Form**

**Services from September 2025 to August 2026**

|  |  |  |  |
| --- | --- | --- | --- |
| **No:** | **Support Package:** | **Cost:** | **Required?****Please ✓** |
| **Integris** |
| **1** | **Essentials (for either Integris and/or Arbor)** | £210 |  |
| **2** | **SWF Census (for either Integris and/or Arbor)** | £75 |  |
| **3** | **Summer Assessment Returns 2026 on Arbor** | £150 |  |
| **GDPR** |
| **4a** | **GDPR Advice & Guidance**  | £100 |  |
| **We would like to arrange:**  |  |  |
| **4b** | **GDPR Advisory Audit** | £150 |  |
| **4c** | **Training session on GDPR** | £75 |  |
| ***Other*** |
| **5** | **Unify single-sign platform** | £945/£1890 |  |
| **7** | **Hello Data assessment system**  | £615+VAT |  |
|  |  | **Total** |  |
| We would also like to discuss:  |
|  |  |  |

|  |
| --- |
| 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

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Leighton Buzzard

Beds LU7 3JS