

CBICT Enhanced Services Flyer (Sept 2022-Aug 2023)

Dear Colleagues,

Please find below details of CBICT's **Enhanced Services** packages for the academic year 2022/2023.

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 2022** so that we can ensure you have access to all the resources you subscribe to by the start of the 2022 academic year.

Enhanced Support Packages for Integris

The Essentials (covering School Census) and the SWF Census packages provide additional important background information to the census returns affecting schools' funding. This enhanced support alerts users to changes in data requirements for each statutory return and provides advice on best practice to ensure a smooth and efficient process saving administrative time.

1. Essentials - £210 annual

- **Advice and guidance on latest statutory changes** to data requirements for submission for 22/23 (this will include amendments to the census requirements from Autumn 2022 for each of the termly census returns)
- **Advice on best practice** and supplementary materials to support pupil data administration and data protection requirements
- **Attendance** – advice and support on management of attendance; use of attendance reports and their application for EWO, analysis and reports to parents
- **School Census** – support and advice on data checking (Census specific DataClean Checklists) and statutory data requirements; user guide to run the census; Advice on dealing with validation queries and errors
- **Year End procedures** (summer 2023) – advice and instruction on preparing the Integris admin system for the new academic year 23/24 (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.

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2. SWF Census - £100 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
- Advice on dealing with validation queries and errors

3. Integris Assessment - Objectives markbooks Annual Licence & Support - £475

- KPI Objectives Markbooks for Reading, Writing & Maths for Yrs 1-6
- Set up instructions for new year
- Advice and support in using the markbooks
- Release of additional composite markbooks for easier analysis
- Development/Enhancement of markbooks agreed by AwoL Governance group
- Also included **Summer assessment returns 2023** resources (additional Y4 return and Y4/6 Transfer markbooks) including pupil reports and, analysis and performance reports – *see point 6 overleaf for more details*)
- Covers initial basic training on using markbooks and markbook analysis; Overview and management of assessment for Integris Administrators; Using interactive analysis tools to report on school performance and determine school development targets

4. 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
- Additional composite markbooks for analysis (i.e. Progress from Entry)
- Ongoing development/enhancement of markbooks
- GLD Measures markbook to identify GLD/ non-GLD pupils

5. Phonics Tracking – Annual Licence & Support - £50

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

6. Summer Assessment 2023 - £150 annual

*(this is included in the Integris Assessments package for 22/23)
Schools who have purchased EYF Assessment, the cost will be £75)*

This package covers the ENTIRE process of recording, submitting and reporting EYFS, Phonics, KS1 and KS2 data into Integris markbooks specifically for summer 2023 statutory assessments. Recording assessment data (or importing this data from an external source) in Integris allows for quick and easy reports for parents and analysis reports and continued access to end of key stage data via the Student Profile.

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This package also includes a Year 4 Return markbook for CBC schools and a Year 4/6 data transfer markbook for sending leavers' assessment data (matched KS1/Y4/KS2) to destination schools.

- Help sheets and instructions for setting up and use of Integris statutory assessment markbooks
- End of Key Stage assessment returns and transfers (instructions; creation and publication of Y4 return markbook and additional Y4 & Y6 transfer markbooks)
- Performance reports for analysis and reporting to SLT/staff/Governors
- Additional supporting documents to assist with the process of data recording, quality assurance and making returns within deadlines including import and analysis of KS2 test results

7. Reporting to Parents

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. 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
- 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.

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. We will endeavour to keep schools abreast of any regulatory changes or developments.

In addition, we offer specific GDPR support as follows:

- **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.
- **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**

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

Training on GDPR - £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

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 2022 to August 2023

No:	Support Package:	Cost:	Required? Please ✓
Integris			
1	Essentials	£210	
2	SWF Census	£100	
3	Assessment– Annual licence and support <i>(includes Summer Assessment Returns 2023)</i>	£475	
4	EYF Tracking & Progress – Annual licence and support	£200	
5	Phonics Tracking – Annual Licence & Support	£50	
6	Summer Assessment Returns 2023	£150 <i>(or £75)</i>	
7	Reporting to Parents		
GDPR			
	GDPR Advice & Guidance (annual)	£100	
	Total		
We would like a GDPR Advisory Visit (date tbc)		Yes	No
We would like a GDPR Audit Visit (date tbc)		Yes	No
Bespoke training		£50 ph	

School Unify/Integris Main Contact 22/23

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