

## 2017-18 Information Management Team Traded Service Agreement

City of Bradford MDC, **Department of Children’s Services, Information Management Team**  
Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN  
Tel: 01274 439646  
Email : [IMT-Traded@bradford.gov.uk](mailto:IMT-Traded@bradford.gov.uk)

**Please complete, sign and return this agreement to us** by scanning and emailing the form to [IMT-Traded@bradford.gov.uk](mailto:IMT-Traded@bradford.gov.uk) or post this form back to the address above.

*The charge for Information Management Team Data Analysis Services will be as follows:  
(Please use the information included on the letter you received or contact us for this information)*

**School phase/organisation type:**

	NOR	Unit Cost	Total Cost
Fixed Cost			
Pupil Cost			
<b>Total Cost</b>			

*All charges above are subject to VAT where applicable.*

**Purchase Order Number:**

<p><b>Your school name/organisation:</b></p> <p><b>Contact name:</b></p> <p><b>Job title:</b></p> <p><b>Tel:</b></p> <p><b>Email:</b></p>	<p><b>Address (for the invoice):</b></p>     
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**I agree to purchase the Information Management Team Traded Data and Analysis Service starting 1 June 2017.**

**Signature..... Date.....**

**Internal Use Only**

**Date invoiced:**



## School Responsibilities

Schools must ensure that all statutory returns to the Local Authority are accurate and submitted on time in accordance with the appropriate specification. The LA will work with schools to recommend any data quality improvements associated with data transferred to the central MIS and will look to the school to accommodate these where required.

In order to verify the accuracy of the process and also provide timely reports, the Information Management Team expects:

- KS2 Teacher Assessments to be submitted on time to the NCA Tools website
- EYFSP, Phonics and KS1 Teacher Assessments are submitted on time to the IMT Data Team
- Headline results from Secondary schools on Key Stage 4 and Key Stage 5 results day to be submitted to the Information Management Team on time

Enter into an information sharing agreement for services to support the necessary exchange of data between schools and the Local Authority to enable the continued delivery of services to improve outcomes across Bradford, which are equitable, cohesive and meets the needs of pupils and young people.

Schools must not share or provide access to the information provided by Bradford Metropolitan District Council as part of this agreement to any individuals or organisations for commercial use.

External charges relating to Fischer Family Trust subscription are not included in these charges and Secondary Schools and Academies will be invoiced separately if they have notified the Information Management Team of their wish to subscribe.

Failure to adhere to these dependencies may result in a delayed, reduced or deficient service.

