

Capita Property and Infrastructure  
Castleway House  
17 Preston New Road  
Blackburn  
BB2 1AU

30 May 2017

Dear Headteacher / Principal,

## Condition Data Collection Programme

We are working with the Education Funding Agency to collect data for the Condition Data Collection (CDC) programme, as detailed in the attached letter from the EFA. Your school has been selected for a site visit in the near future.

This letter:

- Provides details of your proposed site visit date and time
- Provides our contact details, and the names of the surveyors who will visit your site
- Explains the arrangements for the data collection activity and what we are asking you to do
- Provides instructions for setting up your access to the online CDC Portal (which will be used to collect, store and allow reporting of the CDC data)

### Site visit

Details of your proposed visit are as follows:

~~Date: 04/07/2017~~

~~Time: AM~~

~~Surveyor 1: Ian Rafati~~

~~Surveyor 2: Chris Wong~~

~~Contact number: 01254 273577~~

**INFORMATION ONLY**

You will need to confirm the above date and time with us (see below).

## The school visit and what you need to do

Your active involvement is vital to the success of the CDC programme, and so we are asking you to do five things to help the programme run smoothly:

What	How	When
<p>1. Set up <b>CDC Portal access</b> for your school</p>	<p>Email the name, job title and email address of your school's preferred CDC Portal user to <a href="mailto:cdcschools@capita.co.uk">cdcschools@capita.co.uk</a></p> <p>This person needs to be a member of your staff and familiar with your site and buildings, and the email address supplied must be a valid school email address.</p> <p>Your CDC portal user will then receive an invite link to the online CDC Portal via email. They will need to access this link and <b>confirm their account within 3 days, otherwise the invitation link will expire.</b></p>	<p>Now</p>
<p>2. Contact us to confirm <b>site visit date, health and safety and safeguarding details</b></p>	<p>You can contact us to confirm the required details by calling <del>01254 273577</del>.</p> <p>You will need to advise the visiting surveyors of any school specific health and safety issues or particular safeguarding policy requirements for their site visit.</p>	<p>Within ten days of receipt of this letter.</p>
<p>3. Complete CDC <b>School Questionnaire</b></p>	<p>The School Questionnaire is accessed through the CDC Portal and should take between 15 and 30 minutes to complete.</p> <p>It's an important part of the CDC process and asks you to provide some high level information about your site which the surveyors will use to help familiarise themselves before they visit you (this should reduce the amount of time they need to spend with you during the pre-data collection meeting).</p> <p>Guidance for completion of the School Questionnaire is available on gov.uk.</p>	<p>At least 2 weeks before your site visit</p>
<p>4. <b>Meet with</b> the CDC surveyors</p>	<p>This is called the 'pre-data collection meeting' in the CDC guidance and needs to take place <u>on the day of the site visit, before the surveyors begin their walk round of the site</u> to collect condition data. The meeting will take no longer than an hour.</p>	<p>Day of the site visit</p>
<p>5. <b>Access and review your</b></p>	<p>Your school's CDC data will usually be available for download from the CDC portal around 8 to 10 weeks</p>	<p>8-10 weeks+</p>

What	How	When
data	after your site visit, once it has been checked and cleared for release. This process may take longer during the early months of the programme.	after the date of your site visit

### Further guidance

Guidance for the programme and completion of the school questionnaire is available on the gov.uk website here:

<https://www.gov.uk/guidance/condition-data-collection-programme-information-and-guidance>

Please contact us using the details provided in this letter if you have any queries about the programme.

Thank you in advance for supporting this important programme. We ask that you take the time to undertake the actions requested in this letter so that your school visit can be arranged.

Yours sincerely,

Rebecca Noble  
School Engagement Coordinator