

School/College Name

Document Overview

The purpose of this document is to provide you with a short summary of the information contained in the data sharing and service level agreements which your school/college has signed for 2026/27. We hope that this will be a useful guide for our processes around data collection, finance and delivery of the programme.

Inspiring Choices Team

Inspiring Choices is a team of 8 people. The team have an office at York St John University and work across York and North Yorkshire. Your main Inspiring Choices contact is **XXXX**.

Occasionally other members of the team might also contact you with requests for data or to share opportunities and information. This includes requesting activity registers, sharing surveys and programme newsletters.

You can find all contact details for the team on our [website](#).

What Data Do We Collect?

Because we are funded by the government, we are required to collect certain data to show who is participating in our programme, and if we are providing value for money. We really appreciate your support in providing this data.

The data that we will ask for is listed below:

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| 1. the names of students at school/college ; | 8. their attainment data (such as predicted and final grades); |
| 2. their postcode; | 9. whether they are eligible for Free School Meals; |
| 3. their date of birth; | 10. their ethnicity; |
| 4. their sex; | 11. their disabilities and long-term health issues; |
| 5. their status as a military service child; | 12. and their pupil premium status. |
| 6. their status as a young carer; | |
| 7. their status as a care experienced young person or care leaver; | |

Data Collection Process

Inspiring Choices will request the following data as follows:

Start of the academic year:

- Name, postcode, date of birth and sex of all pupils enrolled Yr9-Yr13 (or equivalent)
- the pupils status as a military service child, young carer, care leaver, care experienced young person, disabilities and long-term health issues, whether they are eligible for Free School Meals and, pupil premium status.

For each activity:

- A register of attendance detailing their name and date of birth

After an activity:

- In some instances, predicted and actual grades for the specific subject.

All information will be shared via a secure method. The information will be shared via email with a password protected Excel document, the password for the documents will be shared in a separate email.

Finance Process

As our funding is public money, all expenditure must demonstrate value for money. Costs such as catering and transport are booked and paid for in advance, meaning the full cost is incurred regardless of whether all registered pupils attend the activity.

To ensure funding can be claimed and allocated appropriately, schools must submit reimbursement requests within the relevant academic year. As the Office for Students does not allow access to funding once the academic year has ended, reimbursement claims received after this date cannot be processed.

Where we have agreed to reimburse you, the process is as follows:

- You will provide us with the full amount being claimed.
- Inspiring Choices will issue a Purchase Order (PO) number.
- You must include the PO number on your invoice.

The invoice should be submitted to Inspiring Choices as soon as possible to enable payment to be processed within the academic year. We can't guarantee that we can reimburse you if you do not submit invoices within this time.

Complaints Procedure

If you ever have any issues, this should be reported to the Outreach and Partnerships Manager, Penny Garner, initially, with the potential for escalation to the Advisory Board if necessary.

Delivery Support Expectations

Inspiring Choices will request two main points of contact at **school/college** - one person who sits on the School Leadership Team and one person who will be the operational lead to assist with the delivery of the programme. If the latter is part of the SLT, then we only need this contact.

We ask our main contact to support us with the following:

- Identify and access appropriate learners to participate in activity
- Provide student data to Inspiring Choices, or direct data queries to a colleague
- Supervise pupils during activity, ensuring appropriate protocols are followed
- Ensure that an appropriate member of school/college staff is present at all times
- Help us to access appropriate space to deliver activities when on your site
- To involve the SLT member when appropriate to gain SLT agreement when required