



Data
NAVIGATOR

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The Data Navigator Manual Question Entry Booklet

This document is designed to give those completing the Survey element of the Data Navigator the opportunity to manually record inputs prior to loading them into the online Survey. We have implemented this following feedback from those that have completed the process.

Whilst each question has a short explanation of that is required, the full guidance document found here [Data Navigator for Schools - Guides for the Survey \(barnett-waddingham.co.uk\)](https://www.barnett-waddingham.co.uk/DataNavigatorforSchools-GuidesfortheSurvey) details every question that is in the Data Navigator Survey, what information is being asked for and importantly, why the Data Navigator team are asking for it. The Data Navigator team understand that some sections will be more relevant to your needs than others and that there will be some questions that you have data that aligns directly to, and others where there will be a degree of judgement required. It is for these reasons that the team have developed the dashboard to be interactive so that once your data is presented back to you, you are able to select the items relevant to your needs ahead of other elements.

Each question is numbered and listed in the sections below. Beneath each question in this guide further information has been provided indicating the type of information that is required and why we are asking the question. In the survey itself, further information can be found by hovering over the ⓘ icon.

If you do not have answers for a question, please leave these blank or feel free to contact the help team as DataNavigator@barnett-waddingham.co.uk and you will be assisted in answering the question.

Below you will find each section and question numbered as it appears in the survey itself.

Section A- School

Introduction to the section

This section contains general questions regarding your school such as location, facilities, property and how the school is registered to conduct business.

Section A Questions

1. What would you like your school to be referred as in the Data Navigator dashboard?
 - a. This name will be used in the interactive dashboard that is produced following the data acquisition in the survey. This does not necessarily have to be the full name of the school and can be any abbreviation that the user desires.

2. What is your school's URN, DE or SEED?
 - a. This question is being asked purely to identify your individual school when your data is being analysed, this will not be displayed to other schools.
 - b. For schools in England and Wales please find your information via this link [Get Information about Schools - GOV.UK \(get-information-schools.service.gov.uk\)](https://schools.service.gov.uk).
 - c. For schools in Scotland please find your information via this link <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>
 - d. For schools in Northern Ireland please find your information via this link [Search Schools | Education Authority Northern Ireland \(eani.org.uk\)](http://eani.org.uk)

3. Where is your school located?

- a. This question is being asked to enable geographically-based comparison with other schools that the user wishes. The location filter has a hard cap of 25 schools meaning that the minimum location will be the distance that includes all 25; individual schools will not be identifiable.
- b. You are required to select from the pre-filled options available. If none of these are applicable, please select "other" and input your location in the field that appears.

Location	Selection
England	
Wales	
Northern Ireland	
Scotland	
Jersey	
Guernsey	
Isle of Man	
Other	

If Applicable If other, where?

- a. Please input the location of your school outside of the pre selectable options.

4. Is your school part of a group?

- a. This question is being asked to ascertain if your school is part of a wider collective of schools, for example in a foundation.
- b. Please answer either yes or no in the pre-selected options.

Answer Option	Answer
Yes	
No	

If Applicable What is the name of the group?

- c. The Data Navigator Team are developing the ability to compare schools on a collective group level and will use this name to group together the individual survey entries for each school. The team is aiming for this functionality to be available in the 2024 release of the Data Navigator.
- d. Please enter the name of the group

Name of Group	Tick applicable
Group UID	
Group ID	

5. What is the postcode of the main school premises?

- a. This question is being asked to enable geographically-based comparison with other schools that the user wishes. The location filter has a hard cap of 25 schools meaning that the minimum location will be the distance that includes all 25; individual schools will not be identifiable.
- b. Please enter the postcode of the building that is considered the main premises including a space between the first and second sections of the postcode.

6. Is the main school premises Freehold or Leasehold?

- a. This question is being asked to enable comparison of the makeup of premises with other schools and enable the graphical visualisation and reporting of cost to the school if this is applicable.
- b. With reference to the building that is considered the main premises, is the building Freehold, the school owns both the property and land that it is built on, or Leasehold, the school runs the building (subject to terms) for the length of your lease agreement with the freeholder?
- c. If the building is freehold, mortgage payments due are included in section 5 "Expenditure".

Option	Tick applicable
Freehold	
Leasehold	

If Applicable What are the annual charges for the leasehold?

- a) If the building that is considered the main premises is *leasehold* then please supply the annual charge levied as at 1 September 2022 in Great British pounds.

7. How many further premises do you use for educational purposes that are at different locations within the Great Britain?

- a. This question is being asked so that the school will easily be able to view the total cost of Leasehold property and if desired, compare this with other schools.
- b. A subset of inputs will appear where you will be able to input the premises' name, postcode, freehold or leasehold and if applicable, leasehold charges per annum.
- c. If applicable to your school, please input the number in a numerical format up to a maximum of 10. Please do not provide details of any premises that are based overseas outside of Great Britain

If Applicable Please provide data for all of these further premises?

- a) Please complete the selection table that has appeared in the survey. If the property is freehold, the costs will be accounted for in the expenditure section, please only input leasehold charges.

Premises Number	Name or Premises	Freehold?	Leasehold?	Leasehold charges per annum
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

8. What facilities does the school have? (Select all that apply)

- a. This question is being asked to enable the school to quickly and visually identify facilities that the school has in comparison to other schools. This is designed to aid governing boards in business case analysis for potential capital expenditure projects.

- b. Please select all the entries that apply to your school.

Facilities	Tick applicable
All Weather Athletics track	
Astroturf	
Concert hall / Theatre	
Dance Studio	
Rowing Facilities	
Sports Centre (Indoor)	
Sports Fields	
Squash Courts	
Swimming Pool	
Tennis Courts	

9. If applicable, please provide facilities that you wish to be included in the next release of the Data Navigator Survey

- a. There is no "other" option currently available however if you have a suggestion for other facilities that could be added to the survey, please input these into the input box found in this survey question.

The below questions have been included in the survey due to the potential changes that are on the horizon for changes in VAT for the Independent school Sector. We have split the questions for registered charity status and Not-For-Profit Organisations to enable a more granular level of detail and to commence discussion if a school is run as a Not-For-Profit (NPO) but not as a Charity and thus in receipt of the benefits that this can bring. If you do not have this information, please leave blank.

10. Is the school a registered company?

- a. Is your school registered with Companies House in England, Wales and Northern Ireland or The Registrar of Companies in Scotland?

Option	Tick applicable
Yes	
No	

11. Is the school a registered charity?

- a. Is your School registered with the Charity Commission?

Option	Tick applicable
Yes	
No	

12. Is the school a Not-For-Profit Organisation (NPO)?

a. Is your School set up as a NPO to invest funds earned or donated into the school's objectives rather than distributed to investors?

Option	Tick applicable
Yes	
No	

Section B- Pupils

Introduction to the section

13. Number of pupils by boarding type as at 31 August 2022

- This question is being asked to ascertain the split in the makeup of the school, please refer to the above table in the “key information for the section” to gain additional information on the split of each cohort.
- Please input in a numerical format the number of pupils relevant to each year group and boarding type as at the 31 August 2022. The “total” column will calculate automatically.

Boarding Type	Nursery	Reception (P1)	Year1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)	Year 7 (NA/Y8)	Year 8 (S1 / Y9)	Year 9 (S2/Y10)	Year 10 (S3/Y11)	Year 11 (S4/Y12)	Year 12 (S5/Y13)	Year 13 (S6/Y14)
Day Pupils															
Up to and including 3 days boarding (flexi)															
Over 3 days (Full / Weekly)															
Total															

14. Number of pupils by gender as at 31 August 2022

- a. This question is being asked to ascertain the split in the makeup of the school.
- b. Please input in a numerical format the split of genders in each year group. The total number must equate to the total number input in the boarding question as at 31 August 2022.

Gender	Nursery	Reception (P1)	Year1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)	Year 7 (NA/Y8)	Year 8 (S1 / Y9)	Year 9 (S2/Y10)	Year 10 (S3/Y11)	Year 11 (S4/Y12)	Year 12 (S5/Y13)	Year 13 (S6/Y14)
Girls															
Boys															

15. Number of pupils by boarding type as at 1 September 2022

- a. This question is being asked to ascertain the split in the makeup of the school in comparison to the previous year.
- b. Please input in a numerical format the number of pupils relevant to each year group and boarding type as at the 1 September 2022. The "total" column will calculate automatically.

Boarding Type	Nursery	Reception (P1)	Year1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)	Year 7 (NA/Y8)	Year 8 (S1 / Y9)	Year 9 (S2/Y10)	Year 10 (S3/Y11)	Year 11 (S4/Y12)	Year 12 (S5/Y13)	Year 13 (S6/Y14)
Day Pupils															
Up to and including 3 days boarding (flexi)															
Over 3 days (Full / Weekly)															
Total															

16. Number of pupils by gender as at 1 September 2022

- a. This question is being asked to ascertain the split in the makeup of the school in comparison to the previous year.
- b. Please input in a numerical format the split of genders in each year group. The total number must equate to the total number input in the boarding question as at 1 September 2022.

Gender	Nursery	Reception (P1)	Year1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)	Year 7 (NA/Y8)	Year 8 (S1 / Y9)	Year 9 (S2/Y10)	Year 10 (S3/Y11)	Year 11 (S4/Y12)	Year 12 (S5/Y13)	Year 13 (S6/Y14)
Girls															
Boys															

17. Are you a Prep school that teach Year 7 and 8 (Year 8-9 in NI) but not the other Senior years?

- a. This question is being asked as the Data Navigator team are aware that many Prep schools will teach year groups that cross over into both the Junior and Senior Categories but are indeed Junior schools. To make the Data Navigator survey as streamlined as possible for all types of school and not add in a multitude of option questions, this simple selection makes it clear to the analysis tool that an extra two years worth of data is being added to the "Junior" section.
- b. For later questions where we split out numbers by Nursery, Junior, Senior, and Sixth Form, we ask you to put all your numbers in Junior
- c. Please answer yes or no

Option	Tick applicable
Yes	
No	

18. Do you provide sixth form services but include reporting as part of the Senior school?

- a. This question is being asked as the Data Navigator team are aware that many schools will report sixth form equivalent year groups as part of the senior category. To make the Data Navigator survey as streamlined as possible for all types of school and not add in a multitude of option questions, this simple selection makes it clear to the analysis tool that an extra two years worth of data is being added to the "Junior" section.
- b. Answer 'yes' here if you provide sixth form education, or equivalent for Scotland / NI, and you are unable to report pupil capacity and income separately for Senior and Sixth form)

Option	Tick applicable
Yes	
No	

19. What is the total FTE pupil capacity for each age group as at 1 September 2022?

- a. This question is being asked to accurately calculate the Teacher to Pupil ratio.
- b. We understand that cohorts such as "Nursery" may have a higher number of pupils than teaching places and therefore, please input in a numerical format the maximum number of full-time equivalent pupils that the school can accommodate in each cohort.

Age group Category	Total FTE pupil capacity
Nursery	
Junior	
Senior	
Sixth Form	

20. Of all new pupils that have joined this year where have they moved from?

- a. This question is being asked to assist the school in identifying trends over time and to provide a visual representation of the different areas the new year intake is from. This will help the school with targeted marketing and pupil acquisition.
- b. Please input in a numerical format, if known, the number of pupils that have originated from each of the listed options that have joined the school as at the 1 September 2022.

Origin of pupil	Junior	Senior	Sixth Form	Total
Independent sector				
State Sector				
Nursery or no previous education				
Overseas				
Unknown				
Other				

21. If applicable, what is the destination of Senior leavers (pre sixth form equivalent education) for the school year ending 31 August 2022?
- This question is being asked to identify patterns of leavers at the end of compulsory education.
 - Please input in a numerical format the number of pupils aligned to each destination option.

Origin of pupil	Number of Pupils
Stay in school for sixth form (if available)	
Sixth form in group school (for groups of schools)	
Sixth form in competitor school	
Sixth form in state sector	
Unknown/ other	
Total	

22. Does the school provide education for sixth form or equivalent?

- a. If your school has the facility to provide Sixth Form or equivalent education services e.g. Sixth Form, S6 or part of the Senior school teaching up to age 18, please select "yes" to this question and input your data in the question that appears.
- b. Please answer "yes" or "no" if your school has a 6th form or equivalent, if your school is in Scotland and you educate up to S6 or if you teach up to age 18 but this is part of the Senior school.

Option	Tick applicable
Yes	
No	

If applicable how many subjects are on offer for sixth form or equivalent education?

- c. Please input in a numerical format the number of subjects on offer to pupils in the pre higher education year groups e.g. Seniors, Sixth Form or S6.

Number of Subjects

If applicable what is the destination of leavers for the school year ending 31 August 2022?

d. Please input in a numerical format the number of pupils aligned to each destination option.

Destination	Number of pupils
Oxbridge	
Russell Group	
Other Higher Education	
Training or Apprenticeships	
Unknown	
Other	

For the series of questions below, please answer if you have the information readily available. We understand that this data may not be commonplace, but we are attempting to build a rounder picture of the Independent school sector to aid your assessment of your schools' position regarding the intake of pupils and give schools the ability to easily assess this if this is an area currently reported on, or a potential future benchmarking figure. **If you do not have this information, please leave blank.**

23. What is the total number of Non-British (including Northern Ireland) pupils in the school as at 1 September 2022?

a. If the data is available, please input in a numerical format the number of non-British pupils i.e. those that are not citizens of England, Wales, Scotland or Northern Ireland. Please leave blank if this information is unavailable.

Number of Non-British pupils

24. If applicable how many Non-British (including Northern Ireland) pupils have parents overseas as at 1 September 2022?

- a. If the data is available, please input in a numerical format the number of parents in this cohort i.e. those that are not citizens of England, Wales, Scotland or Northern Ireland. Please leave blank if this information is unavailable.

Number of Non-British pupils

Section C- Marketing and Attraction

25. Admissions information relating to places in the school year from 1 September 2022

- a. Please provide the number of pupils that participated in each part of the application process below, including those that were ultimately unsuccessful. All inputs that cannot be filled in can be left blank and if you do not have this information, please select the "I do not hold the information to answer the below question" button.

	Nursery	Junior	Senior	Sixth Form
Enquiries Received				
Visits (open days and others)				
Applications received				
Assessments booked				
Assessments attended				
Offers Extended				
Offers Accepted				
New Pupils started 1 September 2022				

26. Pupil figures from September 2022 to 31 August 2022

- a. This question is being asked so that the school will easily be able to see the attrition rate of pupils that commence the academic year but do not see it through. This data can then be used to launch further investigations into reasoning and budgetary conversations if a systemic issue can clearly be seen.
- b. Please input the number of pupils in a numerical format that started the academic year as of the 1 September 2022 and the number of pupils in a numerical format that completed the entire academic year as at 31 August 2023.

	Nursery	Junior	Senior	Sixth Form
Number of pupils started the last School year				
Number of pupils that completed the year				

Section D - Income

27. If your accounting year does not match with your academic year as at the 31 August 2022, please select your Accounting year end below

- This question is being asked so that the data will be presented for your school in the Data Navigator dashboard will be visually accurate for your reporting when the dashboard is exported, meaning that the user will not have to amend this date when a report is created.
- Please use the calendar entry to select the end of the schools last accounting year. Please note that the questions answers noting the 31 August 2022 will not change following this input and so please complete all questions marked as the 31 August 2022 with figures akin to your schools accounting year.

Accounting year end date

28. Fees - Current academic year as at 1 September 2022

- For this question a maximum and minimum amount is requested. This has been asked to allow multiple fees to be included in the data collection whilst maintaining a streamlined collection method.
- Please provide the minimum and maximum current school year's fees per annum to the nearest pound for this academic year i.e. from 1 September 2022 that relate to each cohort.
- If only one fee is charged per cohort, please input the same amount in both the minimum and maximum inputs.

	Nursery (Full Time)	Junior Min	Junior Mac	Senior Min	Senior Max	Sixth form
Day Pupils						
Flexi (up to and including 3 days boarding)						
Full / Weekly (Over 3 days boarding)						

29. Fees – Previous academic year to 31 August 2022

- a. For this question a maximum and minimum amount is requested. This had been asked to allow multiple fees to be included in the data collection whilst maintaining a streamlined collection method.
- b. Please provide the minimum and maximum school year's fees per annum to the nearest pound for last accounting year to the 31 August 2022 that relate to each cohort.
- c. If only one fee is charged per cohort, please input the same amount in both the minimum and maximum inputs.

	Nursery (Full Time)	Junior Min	Junior Mac	Senior Min	Senior Max	Sixth form
Day Pupils						
Flexi (up to and including 3 days boarding)						
Full / Weekly (Over 3 days boarding)						

30. Fees - Gross Income to 31 August 2022

- a. This question is being asked to ascertain the income level generated by fees for the school to then visually analyse, compare against other schools and in the future years of the Data Navigator, track.
- b. Please provide the total income relating to fees for the last accounting year to 31 August 2022.
- c. If your school does not record a split between 6th form and the senior school, please provide the full amount in the senior section.

	Nursery	Junior	Senior	Sixth Form
Day fee				
Up to and including 3 days boarding (Flexi)				
Over 3 days boarding (Full)				

31. Concessions for the last accounting year to 31 August 2022

- a. This question is being asked to ascertain the level of concessions the school has provided in the last accounting year. This question has been included in the income section as we note that common recording of this data is as a deduction from income, rather than an expense.
- b. Please provide both the number of concessions offered for the last accounting year to 31 August 2022, in a numerical format along with the monetary amount.

	Number offered	Total Amount in GBP
Bursaries		
Scholarships		
Staff discount		
Sibling discount		
Armed forces discount		
Other discount		
Total if you do not have a breakdown		

32. Other educational income

- a. This question is being asked to record alternative income that is received by the school that is not received from financial instruments. Please be as accurate as possible but we understand that the definitions used in this section will vary from school to school and as such estimates can be used. In addition, you are able to add any additional categories in the box below the question for review of possible inclusion into the next iteration of the Data Navigator.
- b. Please provide the other net income for the last accounting year to 31 August 2022.

	Total Net Amount in GBP
Bus services	
Shop sales and commission	
School meals	
Facilities	
Wrap around care	
Other	
Total if you do not have a breakdown	

33. Suggested items for the "Other educational income" section

- a. As noted above, the Data Navigator will grow with the needs of the schools that participate and as a result, the development team welcome suggestions that would benefit its users for incorporation into the next year's version.

Suggested items

34. Investment income for the last accounting year to 31 August 2022

- a. Please provide the net investment income for the last accounting year to 31 August 2022 in Great British Pounds, you do not need to add in symbols.

	Total Gross Amount in GBP
Bank Interest	
Dividends	
Other	

35. Other income for the last accounting year to 31 August 2022

- a. Please provide any other net income for the last accounting year to the 31 August 2022 to 31 August 2022 in Great British Pounds, you do not need to add in symbols.

Type	Total Net Amount in GBP
Fundraising and Donations	
Grants	
Registration fees	
Other trading income	

Section E- Expenditure

36. What are the total staff costs for employees on the Schools payroll, in the previous accounting year to 31 August 2022?

- a. This question is being asked so that the school will be able to see a clear graphical representation of their spending and give the ability to benchmark against other schools of their choosing. This will allow deeper analysis of spending sooner as differentiators will be visually noticeable.
- b. This question will also provide an accurate pupil to staff member cost when teamed with the answer to question 41 as the calculation of total spend divided by pupil numbers are used.
- c. Please provide the monetary amounts in Great British Pounds. Please do not include any commas or decimal places.

Staff Type	Salary	National Insurance	Pension	Benefits in Kind
Teaching Staff				
Teaching Support Staff				
Non-Teaching Staff				

37. What are the total agency staff costs in GBP for those not on the schools payroll in the previous accounting year to 31 August 2022?

- a. As with the above question, this question is being asked so that the school will be able to see a clear graphical representation of their spending and give the ability to benchmark against other schools of their choosing. This will allow deeper analysis of spending sooner as differentiators will be visually noticeable.
- b. Please provide the monetary amounts in Great British Pounds. Please do not include any commas or decimal places.
- c. If you do not have a breakdown for each section, please enter the total that has been invoiced for the accounting year ending 31 August 2022 in the input box entitled, "total if breakdown is unknown".

Staff Type	Amount invoiced to 31 August
Teaching Staff	
Teaching Support Staff	
Non-Teaching Staff	
Total if breakdown is unknown	

38. What was the average number of full-time equivalent staff removing duplicates at the school over the previous accounting year to 31 August 2022?
- a. This question is being asked so that the school is able to view an accurate pupil to staff member ratio even when replacements have been brought in to fill a position.
 - b. Please enter the estimated number of FTE staff removing duplicates for staff members where agency staff have been brought in for events such as long-term sickness or maternity leave.

Staff Type	Amount invoiced to 31 August
Teaching Staff	
Teaching Support Staff	
Non-Teaching Staff	

39. Running costs: Utilities

- a. This question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact or estimated annual charges to the school.

Type	Annual Total
Electricity	
Gas and other fuels	
Internet and phone	
Water	
Waste	
Other	

40. Running costs: Catering

- a. This question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact, or estimated, annual charges to the school.
- c. **Do not include staffing costs in this section** as directly employed catering staff and agency catering staff will fall under non-teaching staff in their respective categories in the "Staff Cost" section.

Type	Annual Total
Food	
Outsourcing costs	
Other internal items relating to the provision of catering	

41. Running costs: Consumables, maintenance and welfare

- a. As with the other questions in the consumables section, this question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact or estimated annual charges to the school.
- c. Please make use of the "other" input box if you have costs that do not fit into the provided categories. The categories in the survey are noted below;

Type	Annual Total
Consumables for teaching including sports and extra curricular	
Premises ongoing maintenance	
Welfare	
Administration	
Other	

42. Running costs: Governance and Legal

- a. As with the other questions in the consumables section, this question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact or estimated annual charges to the school.
- c. Please make use of the "other" input box if you have costs that do not fit into the provided categories. The categories in the survey are noted below;

Type	Annual Total
Annual Audit	
Governance	
Governors Expenses	
Training costs	
Other	

43. Sales, Marketing and Fundraising costs

- a. This question is being asked to provide the school with a more detailed overview of marketing spending than the Data Navigator research team has currently found is recorded by some schools. Over time, this question will give the school the ability to track spending and aid in budgeting in relation to cost against reward analysis.
- b. The team understands that this detailed breakdown of information may not currently be recorded and as a result the “other” input box has been included for an overall figure.
- c. Please provide a breakdown in Great British Pounds if available of your school’s marketing for the last accounting period to the 31 August 2022, if not available please either skip or provide an estimated overall cost.

Type	Annual Total
Cost of fundraising	
Advice, design and other services	
Online website and webservices	
Production, printing, distribution	
Advertising	
Other	

Finance Costs

44. Capital Expenditure

- a. This question is being asked to assist the school with tracking and visualising capital expenditure (CAPEX) over a period of up to 7 years. The Data navigator team understand that recording of CAPEX is commonplace but the Data Navigator will give the school the ability to instantly view their own data, spot trends and benchmark against other schools using customisable filters.
- b. Please provide a breakdown for past, present and future capital expenditure if available.
- c. Please provide a planned or estimated figure in Great British Pounds rounded to the nearest hundred.

	Previous year to 31 August	Current year	Next year	In 2 years	In 3 years	In 4 years
Building						
IT						
Fixtures and fittings						
Motor vehicles						

45. Short Term Borrowing – repayable in 12 months or less

- a. Short term borrowing is defined as any amount repayable in 12 months or less that is a bank loan or lease including overdraft, finance leases and higher purchases. Not including fees in advance schemes or deposits held. Please provide the figure in Great British Pounds rounded to the nearest hundred.

Type	Annual Total
Capital repayments	
Interest	
Other fees (including arrangement)	

46. Long Term Borrowing - Repayable in more than 12 months

- a. Long term borrowing is defined as any amount repayable in 13 months or more that is a bank loan or lease including overdraft, finance leases and higher purchases. Not including fees in advance schemes or deposits held. Please provide the figure in Great British Pounds rounded to the nearest hundred.

Type	Annual Total
Capital repayments	
Interest	
Other fees (including arrangement)	
If split is unknown, total	

47. Fee concessions for staff

- a. This question is being asked to provide the school with the opportunity to easily benchmark concession rates against other schools and track any change in a visual format.
- b. Please feel free to input your answer if required to 2 decimal places i.e. 10.55%
- c. Please provide as a percentage the concessions for educational fees for the differing cohorts of staff members. The staff cohorts used are the same throughout the survey and can be found detailed in the table below.

Type	Percentage
Fee concessions for teaching staff	
Fee concessions for teaching support staff	
Fee concessions for non-teaching staff	

48. Is the school a member of the TPS (Teachers' Pension Scheme) or equivalent for other UK regions as at 1 September 2022?

- a. With the growing costs associated with membership of the TPS and equivalent arrangements, this question is being asked so that the school will quickly be able to benchmark their position against the school types of their choosing without having to rely on other third-party reports or submit their own freedom of information request that can be time consuming.
- b. Please indicate with either yes or no, if yes is selected an additional question will appear.

Option	Tick applicable
Yes	
No	

If applicable, of existing and eligible staff, how many are enrolled in the TPS or equivalent as a percentage?

- c. This question will help the school benchmark against other school types and if items such as phased withdrawal is implemented by the school, allow a visual representation of take up.
- d. Please indicate the percentage of teaching staff that are enrolled in the TPS or equivalent as at 1 September 2022.

Percentage of staff enrolled in TPS (or equivalent)

If applicable as of 1 September 2022, (if available) do you currently operate a phased withdrawal from the TPS?

- e. Due to the increased numbers of schools opting to leave the TPS and the option of Phased Withdrawal being introduced to Scotland, this question is being asked so the school will be able to assess the take up amongst others if the option is being discussed without having to rely on other third party reports or submit their own freedom of information request that can be time consuming.
- f. Phased Withdrawal is defined as the practice of retaining membership in the Teachers pensions Scheme but closing the option to new joiners.

Option	Tick applicable
Yes	
No	

49. *If applicable, please provide the Employer and Employee default contribution of the Defined Contribution scheme in place for Teaching Staff*

- a. As more schools move to a Defined Contribution (DC) arrangement for pension provision, the percentage on offer will become a key area in staff acquisition and retention. This question is being asked to allow the school to easily benchmark default contribution levels for the DC arrangement for teachers if applicable.
- b. Please provide the default contribution options as part of your schools DC arrangement if applicable. You do not need to provide the % symbol in your answer.

Option	Percentage contribution
Employer Contribution	
Employee Contribution	

Section F- Surplus

50. What is your total net Statement of Financial Activities (SoFA)?

- a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

Net SOFA

51. What is your total depreciation?

- a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

Total depreciation

52. What are your surplus figures as defined below?

a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

Option	Percentage contribution
Fundraising income net of direct costs	
Trading income net of direct costs	
Finance income net of direct costs (including investments, fixed assets income, other financial income)	

53. What is the board's policy or budget on target surplus level as a percentage of net fees?

a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

b. Surplus is defined as SoFA less depreciation.

Percentage target surplus

54. What amount of the reserve is held in cash?

a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

Reserve held in Cash

Contact Information

If you have any questions whilst completing the survey or wish to provide feedback on your experience please email DataNavigator@barnett-waddingham.co.uk stating which school you are emailing on behalf of, a short explanation of your query and a contact telephone number and we will get in touch in line with your contact preferences.

In addition, please find additional assistance via <https://datanavigator.barnett-waddingham.co.uk/>