

School output specification

School-specific annex SS5: ICT equipment summary

[Insert full name of school, URN code and project code]

December 2023

Contents

[Summary 5](#_Toc153789427)

[Who is this publication for? 5](#_Toc153789428)

[Uniclass codes? 5](#_Toc153789429)

[Revision history 6](#_Toc153789430)

[1 Introduction 7](#_Toc153789431)

[1.2 Instructions 7](#_Toc153789432)

[1.3 Precedence of documentation 7](#_Toc153789433)

[2 Site details 8](#_Toc153789434)

[2.1 School details 8](#_Toc153789435)

[2.2 Strategic ICT contact 8](#_Toc153789436)

[2.3 Technical ICT contact 9](#_Toc153789437)

[2.4 DfE block diagram 9](#_Toc153789438)

[2.5 Server Rooms and Hub Rooms - physical locations 10](#_Toc153789439)

[3 External telecommunications 11](#_Toc153789440)

[3.1 Internet connectivity 11](#_Toc153789441)

[3.2 Telephony connectivity 12](#_Toc153789442)

[3.3 Telecommunications - physical connection routes 12](#_Toc153789443)

[4 Servers, storage and appliances 14](#_Toc153789444)

[4.1 Physical equipment details and location 14](#_Toc153789445)

[4.1.2 Servers and storage 14](#_Toc153789446)

[4.1.3 Other central appliances 15](#_Toc153789447)

[4.2 Uninterruptible power supplies (UPS) 16](#_Toc153789448)

[4.3 Backup strategy 17](#_Toc153789449)

[5 Passive network equipment 18](#_Toc153789450)

[5.1 Data cabling connections between blocks 18](#_Toc153789451)

[5.2 Data cabling within blocks 19](#_Toc153789452)

[6 Active network equipment 20](#_Toc153789453)

[6.1 Switches - equipment details and location 20](#_Toc153789454)

[6.2 Switch configuration and management 21](#_Toc153789455)

[6.3 Wireless networking - equipment details and location 22](#_Toc153789456)

[6.4 Wireless network configuration and management 23](#_Toc153789457)

[7 Audio visual and display technology 24](#_Toc153789458)

[7.1 Classroom AV 24](#_Toc153789459)

[7.1.1 General requirements 24](#_Toc153789460)

[7.1.2 LED screens 24](#_Toc153789461)

[7.1.3 Projectors 24](#_Toc153789462)

[7.1.4 Projection surface 24](#_Toc153789463)

[7.1.5 Audio 24](#_Toc153789464)

[7.2 Hall and large space AV 25](#_Toc153789465)

[7.2.1 General requirements 25](#_Toc153789466)

[7.2.2 LED Screens 25](#_Toc153789467)

[7.2.3 Projectors 25](#_Toc153789468)

[7.2.4 Projection surface 25](#_Toc153789469)

[7.2.5 Audio 25](#_Toc153789470)

[7.3 Non classroom spaces and circulation space AV 26](#_Toc153789471)

[7.3.1 General requirements 26](#_Toc153789472)

[7.3.2 LED screens 26](#_Toc153789473)

[7.3.3 Projectors 26](#_Toc153789474)

[7.3.4 Projection surface 26](#_Toc153789475)

[7.3.5 Audio 26](#_Toc153789476)

[7.4 Digital signage configuration 27](#_Toc153789477)

[7.4.2 Digital signage player 27](#_Toc153789478)

[7.4.3 Connection method 27](#_Toc153789479)

[7.4.4 How is the content stored and managed? 27](#_Toc153789480)

[8 End-user devices 28](#_Toc153789481)

[8.1 Computer devices 28](#_Toc153789482)

[8.2 Peripheral devices 28](#_Toc153789483)

[8.3 Print management strategy and solution 29](#_Toc153789484)

[8.3.2 Print management solution types 29](#_Toc153789485)

[8.3.3 Print release method 29](#_Toc153789486)

[9 Telephony 30](#_Toc153789487)

[9.1 Telephony strategy and solution 30](#_Toc153789488)

[9.1.2 Telephony strategy types 30](#_Toc153789489)

[9.2 Telephony handset types and location 30](#_Toc153789490)

[10 Building systems 31](#_Toc153789491)

[10.1 CCTV strategy and solution 31](#_Toc153789492)

[10.1.2 CCTV strategy types 31](#_Toc153789493)

[10.2 CCTV camera types and location 31](#_Toc153789494)

[10.3 Access control strategy and solution 32](#_Toc153789495)

[10.3.2 Access Control strategy types 32](#_Toc153789496)

[10.4 Access control equipment locations 32](#_Toc153789497)

[10.5 Visitor management strategy and solution 33](#_Toc153789498)

[10.5.2 Visitor management strategy type 33](#_Toc153789499)

[10.6 Visitor management equipment locations 33](#_Toc153789500)

[10.7 Cashless payment strategy and solution 34](#_Toc153789501)

[10.7.2 Cashless payment strategy type 34](#_Toc153789502)

[10.8 Cashless payment equipment locations 34](#_Toc153789503)

[10.9 Library management system locations 35](#_Toc153789504)

[11 Support 36](#_Toc153789505)

[12 Strategy and development 37](#_Toc153789506)

[12.1 User device strategy 37](#_Toc153789507)

[12.2 ICT for teaching and learning 37](#_Toc153789508)

[12.3 Special educational needs and disability (SEND) 38](#_Toc153789509)

[12.4 ICT for management and administration 38](#_Toc153789510)

[12.5 Cloud services 38](#_Toc153789511)

[12.6 Other network services 39](#_Toc153789512)

[12.7 Planned development 39](#_Toc153789513)

[12.8 Cyber essentials 40](#_Toc153789514)

[Appendices 41](#_Toc153789515)

[Appendix 1 - Existing site plan 41](#_Toc153789516)

[Appendix 2 - Network diagram 42](#_Toc153789517)

[Appendix 3 - Existing broadband and telephony service entry points - utilities survey 43](#_Toc153789518)

# Summary

This document is one of a number of Annexes to the School-specific Brief (SSB).

## Who is this publication for?

This document is for technical professionals involved in the design and construction of school premises, as part of the Employer’s Requirements of the DfE Construction Frameworks (the DfE Construction Framework 2021 and the Offsite Schools Framework (incorporating Modular and MMC delivery) (MMC)). It may also be used as the basis of similar documentation for other procurement routes using the Output Specification.

## Uniclass codes?

This document captures Uniclass codes for the management of exchange of information. To access all codes and associated titles reference should be made to [Uniclass 2015 | NBS (thenbs.com)](https://www.thenbs.com/our-tools/uniclass-2015).

**This is not a warranted survey.** The ICT Contractor may wish to undertake its own inspection and enquiries in relation to the information provided in this document. The DfE and its advisers accept no liability whatsoever for any expense, liability, loss, claim or proceedings arising from reliance placed upon this ICT Requirements document.

## Revision history

This table lists the key changes in each update.

**Template**

|  |  |  |  |
| --- | --- | --- | --- |
| ISO revision code | ISO status code | Date  | Amendment |
| P01-P05 | S2 | 2017-05 | Initial working towards OS 2017 |
| P07 | S2 | 2019-05-11 | Revised to incorporate end user feedback, evidence collected and updates to applicable standards |
| P10 | S2 | 2021-10-27 | CF21 and MMC consultation. Document Control page added  |
| C01 | A | 2023-12-18 | Revised to incorporate end user feedback, evidence collected and updated applicable standards |

**Project-specific**

|  |  |  |  |
| --- | --- | --- | --- |
| ISO revision code | ISO status code | Date  | Amendment |
| Cnn | An | YYYY-MM-DD | Employer's Representative to add amendments made to document here and rename file to make project specific |

# 1 Introduction

1.1 This document will be used to detail the ICT, along with the School’s approach and the equipment and services used, to inform the DfE’s work during project feasibility.

## 1.2 Instructions

1.2.1 The DfE ICT Advisor will work with the School and Trust to document the requested information.

## 1.3 Precedence of documentation

1.3.1 This document is one of the School-specific Annexes that forms part of the School-specific Brief (SSB). [PM\_10\_20]

1.3.2 The definitions listed in the GDB shall apply to this School-specific Annex and all other parts of the Output Specification. [PM\_10\_20]

1.3.3 This document shall be read in conjunction with the SSB and all other School-specific Annexes as well as the GDB (including all Technical Annexes). [PM\_10\_20]

1.3.4 This document sets out the School-specific requirements for the approach to ICT. [PM\_10\_20]

1.3.5 The information exchange required at each stage of the design, build and completion process is detailed in DfE’s Exchange Information Requirements. [PM\_10\_20\_28]

1.3.6 Where a section of the **School-specific Annex SS5: ICT Equipment Summary** is blank, the building design SHALL accommodate a new solution. [PM\_40\_20\_43]

# 2 Site details

## 2.1 School details

2.1.1 Provide baseline information about the School and/or Trust.

|  |  |
| --- | --- |
| Name of School |  |
| Name of Trust |  |
| Number of pupil places |  |
| Type / phase (delete as appropriate) | Primary / Secondary / All-through / UTC / Studio School / Post-16 / Alternative Provision / Special |
| Age Range |  |
| Link to further details e.g., school website |  |

## 2.2 Strategic ICT contact

2.2.1 Contact details for the person with overall ICT responsibility/oversight in the establishment or Trust.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Telephone |  |
| Email |  |

## 2.3 Technical ICT contact

2.3.1 Contact details for the person to whom any technical queries should be addressed. This should be the person/company with the technical knowledge of the establishment’s infrastructure.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Telephone |  |
| Email |  |

## 2.4 DfE block diagram

2.4.1 Insert the existing site layout drawing, which includes the DfE Block reference.

## 2.5 Server Rooms and Hub Rooms - physical locations

2.5.1 Provide the quantity of Server Rooms and Hub Rooms in each block. Where network equipment is accommodated outside of dedicated Server/Hub Rooms, please provide the quantity of separate locations where wall mounted or floor standing cabinets are installed, which are connected to form the Local Area Network (LAN).

| DfE Block Reference | School Block NameInsert the common name the school use to refer to each block. | Server Room | Hub Room | Separate WallMounted CabinetNot in a Server or Hub Room | Separate Floor Standing CabinetNot in a Server or Hub Room | Other |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

# 3 External telecommunications

## 3.1 Internet connectivity

| Internet Connectivity Questions | Main Internet Connection | Backup Internet Connection |
| --- | --- | --- |
| Do you have main and backup internet connections? | Yes/No | Yes/No |
| Connection Type - ADSL | Yes/No | Yes/No |
| FTTC | Yes/No | Yes/No |
| Fibre - FTTP | Yes/No | Yes/No |
| Fibre - Leased Line | Yes/No | Yes/No |
| Other - Please specify |  |  |
| Connection Bandwidth |  |  |
| Line Bandwidth (bearer) |  |  |
| Service Provider (ISP) |  |  |
| Infrastructure Provider |  |  |
| Router  |  |  |
| Firewall solution |  |  |
| Filtering solution |  |  |
| Is the connection shared with any other school?If yes, please provide details. |  |  |

## 3.2 Telephony connectivity

|  |  |
| --- | --- |
| Connection Type - Analogue  | Yes/No |
| ISDN2 | Yes/No |
| ISDN30 | Yes/No |
| SIP - via dedicated connection (FTTC) | Yes/No |
| SIP - via main broadband | Yes/No |
| Other |  |
| Service Provider |  |
| Infrastructure Provider |  |

## 3.3 Telecommunications - physical connection routes

3.3.1 Provide details of any relevant telecommunication connections, to clarify the route the connection takes from the site boundary to its final termination point. It is important to identify the connection route to determine whether it will be impacted by any proposed building works.

| Telecommunications Questions | Main Internet Connection | Backup Internet Connection | Telephony Connection |
| --- | --- | --- | --- |
| Where does the connection enter the school site? (Use road names & directions) |  |  |  |
| In which block does the connection first enter the school buildings? (Use DfE block names) |  |  |  |
| In which block is the connection finally terminated?(Use DfE block names) |  |  |  |
| Which blocks does the connection pass through between entering the building and final termination?(Use DfE block names) |  |  |  |

# 4 Servers, storage and appliances

## 4.1 Physical equipment details and location

4.1.1 Provide details of any on-premises physical servers and their associated storage and backup equipment. Also include any other physical appliances, such as firewalls, filtering devices, and CCTV Recorders which are also accommodated in a server room environment. Insert rows for additional Blocks and/or different makes/models, as required.

### 4.1.2 Servers and storage

| Block | LocationState: Room and Cabinet | Make and Model | Form FactorState: Rack or Tower State ‘U’ | NICState: Quantity and type of Network Interface Card | FunctionState: Function e.g., Host, DC, App, SAN | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |

### 4.1.3 Other central appliances

| Block | LocationState: Room and Cabinet | Make and Model | Form FactorState: Rack or Tower State ‘U’ | NICState: Quantity and type of Network Interface Card | FunctionState: Function e.g., Host, DC, App, SAN | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |

## 4.2 Uninterruptible power supplies (UPS)

4.2.1 Provide details of any Uninterruptible Power Supplies (UPS) and associated equipment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Block** | **Location**State: Room and Cabinet | **Make and Model** | **Form Factor**State: Rack or Tower State ‘U’ | **Power Rating**State: VA rating  | **Function**State: Equipment which is protected by UPS | **Purchase Date** | **Qty** |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |

## 4.3 Backup strategy

4.3.1 Provide details of the approach to backing up data, including details of any service providers and/or software that is used, and any additional relevant information about the scope and configuration of the backup solution.

|  |  |  |
| --- | --- | --- |
| Backup Solution | Response | Additional details and configuration(Include details of software and licencing) |
| Disk to Disk | Yes/No |  |
| Tape | Yes/No |  |
| Cloud | Yes/No |  |
| Remote Site / Location | Yes/No |  |
| Other | Yes/No |  |

# 5 Passive network equipment

## 5.1 Data cabling connections between blocks

5.1.1 Provide details of any data cables that pass between blocks.

| From Block | To Block | Cabling TypeState: Copper or Fibre | Cable CategoryState: Cat5/5e/6/6A or OM1,2,3,4 | Cabling RouteState: ‘Direct’ or list which other blocks the cable passes through | Containment State: ‘Underground’, ‘Overhead’ or ‘Through/Attached to building’ or combination of the above. | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

## 5.2 Data cabling within blocks

5.2.1 Provide details of the type of data cables in each block and approximate quantities of each.

| Block | Category 5 | Category 5e | Category 6 | Category 6A  |
| --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |

# 6 Active network equipment

## 6.1 Switches - equipment details and location

6.1.1 Provide details of the network switches. Where possible, group items of similar equipment by block, location and model, as appropriate, rather than an individual entry for each. Insert rows for additional blocks and/or different makes/models, as required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Block | LocationState: Room and /or Cabinet | TypeState: Core, Edge, PoE Edge, PoE mGig Edge | Make | Model | Purchase Date | Qty |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

## 6.2 Switch configuration and management

6.2.1 Provide additional information about how the network infrastructure is configured and managed, including any relevant details about VLANs and network management software.

|  |  |  |
| --- | --- | --- |
| Switch configuration and management | Response | Additional details and configuration(Include details of software and licencing) |
| Is network management software used to configure, manage and monitor the network switches? | Yes/No |  |
| Is the physical network (LAN) configured in to multiple VLANs? If yes, please list them | Yes/No |  |

## 6.3 Wireless networking - equipment details and location

6.3.1 Provide details of the wireless networking equipment. Where possible, group items of similar equipment by block and make/model, rather than an individual entry for each item. Insert rows for additional blocks and/or different makes/models, as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Block | TypeState: Internal AP or External AP | Make | Model | Purchase Date | Qty |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

## 6.4 Wireless network configuration and management

6.4.1 Provide additional information about how the wireless network infrastructure is configured and managed, including details of any relevant network management software.

|  |  |  |
| --- | --- | --- |
| Wireless Network Management | Response | Additional details and configuration(Include details of software and licencing) |
| WLAN Controller (physical controller) | Yes/No |  |
| Virtual Controller (controller-less) | Yes/No |  |
| Cloud Managed | Yes/No |  |
| Unmanaged | Yes/No |  |
| Other | Yes/No |  |

# 7 Audio visual and display technology

## 7.1 Classroom AV

### 7.1.1 General requirements

7.1.1.1 Provide details of any the audio-visual solutions used in classrooms. Where possible, itemise the components of the Classroom AV solution separately e.g., list the projector, interactive whiteboard, and speakers separately. Insert rows for additional blocks and/or different makes/models, as required.

### 7.1.2 LED screens

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.1.3 Projectors

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

### 7.1.4 Projection surface

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.1.5 Audio

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

## 7.2 Hall and large space AV

### 7.2.1 General requirements

7.2.1.1 Provide details of any audio-visual solutions used in larger spaces, such as the Main Hall, Activity Studio etc. Where possible, itemise the components of the large-space AV solution separately e.g., list the projector, projection surface, and speakers separately. Insert rows for additional blocks and/or different makes/models of equipment, as required.

### 7.2.2 LED Screens

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.2.3 Projectors

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

### 7.2.4 Projection surface

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.2.5 Audio

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

## 7.3 Non classroom spaces and circulation space AV

### 7.3.1 General requirements

7.3.1.1 Provide details of any audio-visual solutions used in ancillary spaces, such as Conference Rooms, and in circulation spaces – e.g., for digital signage. Where possible, itemise the components of the AV solution separately e.g., list the projector, projection surface, and speakers separately. Insert rows for additional Blocks and/or different makes/models, as required.

### 7.3.2 LED screens

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.3.3 Projectors

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

### 7.3.4 Projection surface

| Block | Type | Make | Model | Size | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

### 7.3.5 Audio

| Block | Type | Make | Model | Purchase Date | Qty |
| --- | --- | --- | --- | --- | --- |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

## 7.4 Digital signage configuration

7.4.1 Provide details of any Digital Signage solution.

|  |  |
| --- | --- |
| Digital Signage solution | Additional details and configuration(Include details of software and licencing) |
| Digital Signage System Make/Model(If the school does not have a Digital Signage solution, state ‘None’) |  |

### 7.4.2 Digital signage player

|  |  |
| --- | --- |
| Digital Signage Player Type | Response |
| Embedded/Inbuilt within Display  | Yes/No |
| Separate ‘Set-top Box’ | Yes/No |
| Other | Yes/No |

### 7.4.3 Connection method

|  |  |
| --- | --- |
| Connection Type | Response |
| Network - Wired | Yes/No |
| Network - Wireless | Yes/No |
| Other | Yes/No |

### 7.4.4 How is the content stored and managed?

|  |  |
| --- | --- |
| Content Storage Type | Response |
| Cloud | Yes/No |
| Server (on site) | Yes/No |
| Dedicated Appliance | Yes/No |
| Other | Yes/No |

# 8 End-user devices

## 8.1 Computer devices

8.1.1 Provide the respective quantities of ICT equipment in each block.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Block | Desktop PC(Admin / Staff) | Laptop(Staff) | Desktop PC(Classroom / AV) | Desktop PC(Pupil) | Laptop(Pupil) | Tablet(Pupil) | Charging Trolley |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |

## 8.2 Peripheral devices

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Block | MFD | Desktop Printer | Visualiser | Scanner | Other | Other | Other |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |  |

Please include a copy of the ICT asset register to accompany this summary.

## 8.3 Print management strategy and solution

8.3.1 Provide details of any Print Management solution.

|  |  |
| --- | --- |
| Print Management solution | Additional details and configuration |
| Print Management System Make/Model(If the school does not have a Print Management solution, state ‘None’) |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |
| Qty of Lines |  |
| Qty of DDI Numbers (Direct Dial In) |  |

### 8.3.2 Print management solution types

|  |  |
| --- | --- |
| Telephony Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution - Cloud/Hosted Service | Yes/No |
| Central/MAT solution - On premises | Yes/No |
| Central/MAT solution - On remote site | Yes/No |
| Central/MAT solution - Cloud/Hosted Service | Yes/No |

### 8.3.3 Print release method

|  |  |
| --- | --- |
| Telephony Strategy Type | Response |
| PIN | Yes/No |
| Card (e.g., MIFARE) | Yes/No |
| Biometric (e.g., Fingerprint) | Yes/No |

# 9 Telephony

## 9.1 Telephony strategy and solution

9.1.1 Provide details of the Telephony solution and the quantities of equipment in each block.

|  |  |
| --- | --- |
| Telephony solution | Additional details and configuration |
| Telephony System Make/Model |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |
| Qty of Lines |  |
| Qty of DDI Numbers (Direct Dial In) |  |

### 9.1.2 Telephony strategy types

|  |  |
| --- | --- |
| Telephony Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution – Cloud/Hosted Service | Yes/No |
| Central/MAT solution – On premises | Yes/No |
| Central/MAT solution – On remote site | Yes/No |
| Central/MAT solution – Cloud/Hosted Service | Yes/No |

## 9.2 Telephony handset types and location

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Block | Analogue Handset | Digital Handset | VoIP Handset (Basic) | VoIP Handset (Advanced) | Receptionist Handset or Console | FAX Machine |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |
| EFXX |  |  |  |  |  |  |

# 10 Building systems

## 10.1 CCTV strategy and solution

10.1.1 Provide details of any CCTV solution and the quantities of equipment in each block.

|  |  |
| --- | --- |
| CCTV solution | Additional details and configuration |
| CCTV System Make/Model(If the school does not have a CCTV solution, state ‘None’) |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |

### 10.1.2 CCTV strategy types

|  |  |
| --- | --- |
| CCTV Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution – Cloud/Hosted Service | Yes/No |
| Central/MAT solution – On premises | Yes/No |
| Central/MAT solution – On remote site | Yes/No |
| Central/MAT solution – Cloud/Hosted Service | Yes/No |

## 10.2 CCTV camera types and location

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Block | Internal Analogue CCTV Camera | External Analogue CCTV Camera | Internal IP CCTV Camera | External IP CCTV Camera | CCTV Recording Unit (NVR) |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |
| EFXX |  |  |  |  |  |

## 10.3 Access control strategy and solution

10.3.1 Provide details of any Access Control solution and the quantities of equipment in each block.

|  |  |
| --- | --- |
| Access Control solution | Additional details and configuration |
| Access Control System Make/Model(If the school does not have an Access Control solution, state ‘None’) |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |

### 10.3.2 Access Control strategy types

|  |  |
| --- | --- |
| Access Control Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution – Cloud/Hosted Service | Yes/No |
| Central/MAT solution – On premises | Yes/No |
| Central/MAT solution – On remote site | Yes/No |
| Central/MAT solution – Cloud/Hosted Service | Yes/No |

## 10.4 Access control equipment locations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Block | Internal Door Access Control | External Door Access Control | Remote External Gate(s) | Access Control Head End PC |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |

## 10.5 Visitor management strategy and solution

10.5.1 Provide details of any Visitor Management solution and the quantities of equipment in each block.

|  |  |
| --- | --- |
| Visitor Management Solution | Additional details and configuration |
| Visitor Management System Make/Model(If the school does not have a Visitor Management solution, state ‘None’) |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |

### 10.5.2 Visitor management strategy type

|  |  |
| --- | --- |
| Visitor Management Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution – Cloud/Hosted Service | Yes/No |
| Central/MAT solution – On premises | Yes/No |
| Central/MAT solution – On remote site | Yes/No |
| Central/MAT solution – Cloud/Hosted Service | Yes/No |

## 10.6 Visitor management equipment locations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Block | Touch Screen Computer | Tablet-based Display | Label Printer | Additional Card Readers |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |

## 10.7 Cashless payment strategy and solution

10.7.1 Provide details of any cashless payment solution and the quantities of equipment in each block.

|  |  |
| --- | --- |
| Cashless Payment Solution | Additional details and configuration |
| Cashless Payment System Make/Model (If the school does not have a Cashless Payment solution, state ‘None’) |  |
| Owned or Leased |  |
| Maintenance and Support |  |
| Warranty Expiry |  |
| Associated Online Payment Systems |  |

### 10.7.2 Cashless payment strategy type

|  |  |
| --- | --- |
| Cashless Payment Strategy Type | Response |
| Single site solution - On premises | Yes/No |
| Single site solution – Cloud/Hosted Service | Yes/No |
| Central/MAT solution – On premises | Yes/No |
| Central/MAT solution – On remote site | Yes/No |
| Central/MAT solution – Cloud/Hosted Service | Yes/No |

## 10.8 Cashless payment equipment locations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Block | EPOS Touchscreen Till | Card Reader(For Till) | Biometric Reader (Fingerprint / For Till) | Revaluation Unit(Money Loader) |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |

## 10.9 Library management system locations

10.9.1 Provide details of any library management solution and the quantities of equipment in each block.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Block | Resource Issuing Library PC | Bar Code Reader | RFID Reader | Control Gates or Sensors |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |
| EFXX |  |  |  |  |

# 11 Support

11.1 Provide details of the current IT Support arrangements.

|  |  |
| --- | --- |
| Tier | Provider |
| Who provides ‘first line’ support for ‘incident’ support requests? |  |
| Who provides support and change management for Desktop, Laptops and Mobile Devices? |  |
| Who provides support and change management for Peripherals? |  |
| Who provides support and change management for Servers? |  |
| Who provides support and change management for the network Switches? |  |
| Who provides support and change management for the Wireless networking? |  |

# 12 Strategy and development

## 12.1 User device strategy

12.1.1 Please describe your strategic approach to using the following different user devices.

|  |  |
| --- | --- |
| Teacher - Mobile devices Including laptops and tablets |  |
| Teacher – Desktop devicesIncluding for Classroom AV |  |
| Pupil – Mobile devicesIncluding laptops and tablets |  |
| Pupil – Desktop devices  |  |
| BYOD DevicesBring Your Own Devices |  |
| Administration Devices |  |

## 12.2 ICT for teaching and learning

12.2.1 Please describe how the above devices and any other associated ICT solutions will be used in the following settings and scenarios, as applicable. Provide a high-level overview of typical group size, frequency of use and curriculum approaches and how teaching and learning models have an impact on the technology. Describe the technology typically available in these spaces for teachers and learners to use to support learning.

| General Teaching Spaces |  |
| --- | --- |
| Specialist Areas e.g., Music, Graphics, Science. |  |
| ICT Suites |  |
| Library / LRC |  |
| Audio Visual |  |
| End user devices |  |
| Other (please specify) |  |

| Halls & large spaces - including community use |  |
| --- | --- |
| Outdoor Learning |  |
| Collaborative Learning |  |
| Independent Study |  |
| Remote Study |  |

## 12.3 Special educational needs and disability (SEND)

|  |  |
| --- | --- |
| Strategies for supporting SEND learners with technology |  |

## 12.4 ICT for management and administration

12.4.1 Provide details of any business systems, services and contracts, including where they are hosted and how they are deployed and used.

|  |  |  |
| --- | --- | --- |
| Service | Details | Expiry Date |
| **MIS** |  |  |
| **Finance** |  |  |
| **User ID systems**(e.g., Card / PIN / Biometric) |  |  |

## 12.5 Cloud services

12.5.1 Provide details of services which are hosted in the cloud or off site.

| Service | Details | Expiry Date |
| --- | --- | --- |
| Email |  |  |
| Office/Productivity Applications |  |  |
| User Data Storage  |  |  |
| Curriculum Learning Platform  |  |  |

| Service | Details | Expiry Date |
| --- | --- | --- |
| Cashless Payment System |  |  |
| Safeguarding  |  |  |

## 12.6 Other network services

12.6.1 Provide details of ICT-related service contracts, lease agreements and support contracts, not covered elsewhere in this document.

|  |  |  |
| --- | --- | --- |
| Service | Details | Expiry Date |
|  |  |  |
|  |  |  |
|  |  |  |

## 12.7 Planned development

12.7.1 Please provide details of any planned ICT developments that have been committed to be delivered within the next two years.

|  |  |
| --- | --- |
| Area | Details |
| Servers |  |
| Switching |  |
| Wi-Fi |  |
| Telephony |  |
| Audio Visual |  |
| End user devices |  |
| Other (please specify) |  |

## 12.8 Cyber essentials

12.8.1 Please indicate your progress with NCSC Cyber Essentials. Please note that any certification should be current and not expired.

|  |  |
| --- | --- |
| Stage of Development | Response |
| None | Yes/No |
| Aware of Cyber Essentials, but not started | Yes/No |
| Working towards Cyber Essentials | Yes/No |
| Cyber Essentials certified | Yes/No |
| Working towards Cyber Essentials Plus | Yes/No |

# Appendices

## Appendix 1 - Existing site plan

Please provide a plan of the **existing site** showing:

* location of server room(s)
* location of hub room(s)
* other switch locations
* connection routes between server and hub locations
* types of each connection (copper/fibre), and
* broadband and telephony services entry point, termination point and route through site.

## Appendix 2 - Network diagram

## Appendix 3 - Existing broadband and telephony service entry points - utilities survey



© Crown copyright 2023

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3).

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

About this publication:

enquiries [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus)

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

|  Twitter logo | Follow us on Twitter: [@educationgovuk](http://twitter.com/educationgovuk) | Facebook logo | Like us on Facebook:[facebook.com/educationgovuk](http://www.facebook.com/educationgovuk) |
| --- | --- | --- | --- |