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Education & Skills  
Funding Agency

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## 1. Action: school workforce census

The school workforce census remains open but must close soon.,If you expect any delay in making your return(s) please contact the [helpdesk](#).

Actions remain to be taken by some schools and local authorities who have made a return(s) in COLLECT. Please check and ensure that:

- your return(s) status in COLLECT is approved or authorised, if you have made any amendments to your data and the current status is 'loaded and validated' or 'Amended by Source' you must press submit
- you have checked your errors by clicking on the 'all errors' button, if you have any errors or queries remaining that are correct these must be covered by return level notes
- if you have used matching and reconciliation to merge multiple files in COLLECT that the process has been completed and your return(s) show only one source (open return, click on 'view all' hyperlink)
- staff contracts all have hours recorded, each contract must have the hours worked per week, the full-time equivalent hours per week and weeks per year included
- the base pay for part-time staff is the actual annual salary and not the full-time equivalent

The school workforce census is a statutory data collection. You have a legal obligation to submit a return. You can see what you [must provide](#) by law.

## 2. Action: Condition Improvement Fund 2018 to 2019 survey

If you have applied or were eligible for the Condition Improvement Fund (CIF) 2018 to 2019 round, we would like to hear from you. Please tell us about your experience of the process and using the CIF portal.

Our [user survey](#) will take around 5 minutes to complete and will help us to improve the process and guidance for future CIF rounds.

The [survey](#) closes at 5pm on 9 February so please take the opportunity to share your views.

## 3. Information: update on school services provided by Carillion Plc

The Education and Skills Funding Agency has been engaging with schools with services provided by Carillion to ensure services are operating normally.

We are working with local authorities and academy trusts to make sure they have contingency plans in place and that these are being actioned, where required.

We will continue to track developments and provide support where needed to help minimise any disruption.

If you have a Carillion related query you can contact: [ESFA.contingencyplanning@education.gov.uk](mailto:ESFA.contingencyplanning@education.gov.uk).

## 4. Information: academies accounts return thank you

We would like to thank all trusts that submitted their accounts return by last Friday's deadline. We are very pleased to have received more than 90% of returns submitted on time.

Trusts that have not yet submitted their accounts return should do so as soon as possible.

If you are experiencing any difficulties submitting your return, please contact us using our [online enquiry form](#).

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