

HELP LINES



For all assistance / enquiries: Telephone: 08 450 450 973
Email: ict.helpline@cambridgeshire.gov.uk

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Issue 30

Please ensure the following members of staff receive a copy of this newsletter:-

School Secretary/Administrator ICT Technician Headteacher Exams Officer Bursar / Finance Officer Attendance Operator

Dinner Money Operator SENCO Timetabler Assessment Co-ordinator Please e-mail any requests for items to be included in the April edition of *Helplines* to: ict.helpline@cambridgeshire.gov.uk

Dinner Money—Catering Return Start Date



A reminder to Dinner Money Users. **After you have run off your final CAT form for the Spring Term i.e. week ending 21st March** the Catering Return Start Date for the new financial year needs to be set. Use route Systems Menu | Settings Menu | System Defaults and click on the Catering Returns Tab. The new Start Date should be 31/03/2008.



FMS Migration to SQL2005

Over 80% of all schools have now completed this process. It is vitally important that all schools using FMS6 have migrated to 6.91 BEFORE they close the Financial year!

For those schools that have completed the migration - well done! For those who haven't this is now becoming urgent. This is not simply an upgrade! It involves knowing your finance well enough to run off reports and check the figures and sufficient technical knowledge to install the new database system.

Guidance Notes have been posted to the Portal. All patch technicians have been trained and are able to carry out the technical side of this process for you but they will need advanced warning of your requirement. Alternatively the Helpline can provide assistance with the technical side of the upgrade for a fee of £50.00 but again, this needs to be pre-booked.



Backing up Schools' Data

Please ensure you check each day that your backup has completed successfully. There have been a number of occasions recently where schools have needed to restore data from backup and then discovered that their backups had not been working correctly. **Please would any schools that are still using Backup My PC speak to the Helpline as a matter of urgency.** (N.B. Centrally Hosted schools MIS data is backed up for them.)

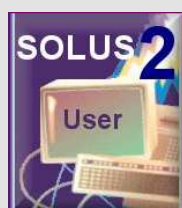


March Release Solus Upgrade

The March upgrade for SIMS will be released to all schools in the next couple of weeks (N.B. Central Hosted schools will have been upgraded over the Easter holidays). It is essential that schools perform this upgrade as soon as possible. As well as a number of fixes and improvements, it contains the software required to enable schools to run the May Schools Census. It also contains the End of Key Stage Wizards necessary for recording end of key stage results and generating the results files for upload to the NAA and the LA. The procedures for importing and using the End of Key Stage Wizards may have changed this year, visit the SIMS Home Page on the Portal regularly, as we will post guidance notes on the Assessment Planet as soon as we know what changes to procedures have occurred. As usual, there will be Training courses available for End of Key Stage.

This upgrade also brings in Academic Management for primary schools. This can be a very useful tool, enabling schools to set up subject classes, these classes can then be used for SIMS .net reporting, attendance and profiles reporting and more.

Full details of all the fixes and improvements can be found by reading the Release Notes on the Solus Planet of the Portal. Please be aware that this upgrade will also bring in all the changes that were contained in December and February upgrades, as well as the March upgrade. We did not release these upgrades to most schools, as we were aware schools were under a great deal of pressure with the Spring Census etc. It is therefore essential that ALL schools perform this upgrade as a matter of urgency.



Schools Summer Census - Thursday 15th May 2008

department for
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COLLECT Portal

It's not too soon to start thinking about the next school Census. Once your school has performed the March upgrade the software will become available in SIMS .net to run the Summer Census. We have posted various Capita notes on to the Portal to assist with this return. The DCSF Notes are the same as for the Spring Return. The Capita "Overview of the Summer School Census 2008" is a very useful document. Experienced Primary School users may find these sufficient guidance. Secondary Schools will have to report on Post 16 Learning Aims, as this is the first time this information has been collected as a part of the Summer Return, we would strongly recommend that Schools download the detailed notes on the summer census and start preparing in good time.

As of the 31st March the Dummy Collect Site will become available. Schools are encouraged to make full use of this facility. ISSIS recommend that schools upload a dummy return and fully investigate the Collect site.



Central Hosting

A new option on this year's SLA was Central Hosting, which has been piloted by over 50 primary, secondary, nursery and special schools over the last year. Schools have described many benefits including flexible access (including remote access from home); time that would have been spent doing backups and upgrades being freed up to deal with other tasks; increasing access to a wider range of staff.

SIMS .net, Dinner Money, FMS and Common Folders such as Office Share can all be hosted on our County Servers and simply accessed from a web browser. What this means to schools is no more upgrades or backups to perform on any of the applications that are Centrally Hosted. Additional space will be released on your school's file server/master computer, which should extend its life. Schools wanting to widen access no longer need to worry if a particular computer is up to the job or how to get SIMS installed.

If you want to know more please contact the Helpline. Schools can join the scheme at any time and annual maintenance is pro-rata by the number of months remaining.



Foundation Stage Profiles - Wizards now Available in SIMS .net

On completion of the March upgrade, FSP results can be entered directly into SIMS .net for the first time this year. The new FSP Wizard can be imported into SIMS in the same way as the KS1 and KS2 Wizards. Results can then be entered directly, using the Wizards or AM7, thus removing the need to import these results into SIMS from E-profiles. Guidance notes can be found on the Assessment Planet from the Sims Home Page on the Portal.

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Service Level Agreement 2008/2009

Please can we ask all schools to complete and return their SLA sign-up form as soon as possible, if this has not already been done. The new Agreement takes effect on 1st April.

Support can only be provided to schools that have returned their Sign-up Form, thus indicating their commitment to continue using our services over the coming year and the level of support required. Any queries about the SLA should be addressed to our Customer Services Team telephone 01480 376655, or e-mail ict.service@cambridgeshire.gov.uk.

Have you noticed the additional Add-on Support available for the first time this year? Why not avoid all the time and hassle of carrying out your own MIS upgrades. For a fixed annual charge, the ICT Service will carry out all your MIS upgrades (SIMS, FMS6) remotely.

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Centrally Hosted Schools - Critical Incident Emergency Contact List

To cover the possibility of a critical incident occurring that prevented schools accessing their Centrally Hosted SIMS database, we would recommend that schools regularly run off a Critical Incident Emergency Contact List for all their students. This report can just be saved locally as a Word document on the main admin. machine (i.e. on the C: not on the office share), alternatively a paper copy could be printed off at intervals and kept where it could be located quickly, in the event of an emergency. We have uploaded a SIMS .net report to the Portal which schools may like to import into SIMS and use. Alternatively schools may wish to design their own report.

Key Dates....

- ♦ SIMS .net for new users 2 days - 15th & 22nd Apr
- ♦ MIS & SEF Workshop (Nur Pri) - 30th Apr
- ♦ MIS & SEF Workshop (Sec) - 25th Apr
- ♦ AM7 for Primaries - 29th Apr & 8th May
- ♦ AM7 further techniques Secondaries - 15th May
- ♦ School Summer Census - 15th May
- ♦ SIMS .net Year End Procedures - 13th June
- ♦ Sims SENCO - 18th Jun
- ♦ End of Key Stage Result Collection - 21st Apr (Buckden), 22nd Apr (March Library), 23rd Apr (CPDC) & 24th Apr (Over Community Centre)
- ♦ AM7 End of Key Stage Data Collection - 13th, 19th, 20th May

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

(Unless otherwise stated, all courses are in Godmanchester).

For details of ALL ICT Courses please check the [SIMS Home Page](#) and click on the *Training Planet*; this will allow you to view all of our Administrative and Curriculum Courses available throughout the Academic year.

There are maps available too!



SIMS Accredited Support