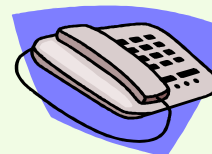




For all assistance / enquiries: Telephone: 01480 376650
Email: ict.helpline@cambridgeshire.gov.uk

**December 2005
Issue 6**

**The New Helpline number will be
launched on December 5th 2005:
0845 0450973**



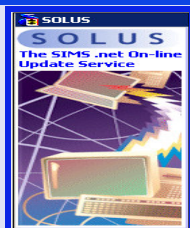
Welcome to our December 05 publication. We trust that this Newsletter finds you preparing for all the Annual Festivities, and looking forward to a *well deserved* Christmas / New Year break. Don't forget, if there are any of you needing to work over the Holidays, the Help line will be open up until midday on the 23rd December 05, and we shall be back on duty from 8.30 a.m. on the 28th December 05. We shall look forward to speaking with you!

The month of November has seen the number of Final Conversions remaining, significantly 'whittled' down to under 12. It looks very likely that we shall achieve our target of all Cambridgeshire Schools being converted by the end of November 05. A sincere thank you to you all for your hard work and cooperation.

We take this opportunity to reiterate our request for *your* views to include in this newsletter. Without *your* feedback, we will not have enough material to produce this publication on a monthly basis. All material should be emailed to ICT.Helpline@cambridgeshire.gov.uk by the 15th of the Month if at all possible.

That's it for now, so that just leaves us to wish you a very Merry Christmas and a Happy New Year.

Best Wishes - *Helpline Team*



SIMS Upgrades / Updates

The current version of SIMS .NET is 7.62 and Build 3.61.198

Please be aware that you **MUST** be on this Version and Build in order to carry out your PLASC (Nursery / Infant / Junior / Primary / Special) and your School Census (Secondary) return for January 2006.

If you haven't received any details with respect to this Upgrade, please contact the Helpline as a matter of urgency.

For those of you who have upgraded prior to the 15th November, please be aware that regrettably the Assessment Manager Templates, Aspects and Wizards were deployed to the incorrect folder. You will therefore need to run the SOLUS

Upgrade again (ensuring that a full SIMS back up is taken prior to this update). Apologies for the obvious inconvenience caused.

Following the Upgrade, please ensure that you import the 7.62 version of Reports. To do this, go to Reports—Import—click on Open; highlight Predefined_Reports_v762.RptDef click on Open (check all boxes are ticked), click on Import. These include the reports required for your PLASC / School Census Return.

Please ensure that you email successful completion notification to ICT.Helpline@cambridgeshire.gov.uk, enabling us to update our records accordingly. Thanking you in anticipation for your cooperation with this!



FMS6

Please note that there is a recently published document available for all FMS Bank Account Schools entitled "Amending the BCR—2005-6 format". Instructions and the corresponding file are now available for Download via the Finance Planet on the SIMS HOME PAGE.

However, please **DO NOT** attempt to open the BCR0506.srf file—Opening outside the FMS module will damage the file.

All Schools using FMS Bank Account should be on version 6.78 following the latest SOLUS Upgrade, there will no longer be disks for FMS Upgrades / Updates. If you are at all unsure, please contact the Help line.

December 2005 — Key Dates...

- 5th December 05 SIMS .Net Primary Training (Session Two)
- 6th December 05 SIMS .Net Primary Training (Session One)
- 9th December 05 SIMS .Net Primary Training (Session Two)
- 16th December 05 ICT Service Team Meeting - Help line will be closed from 10.00a.m.
- 21st December 05 End of Term for all CCC Educational Establishments
- January 06 PLASC Training, dates will be posted onto the SIMS Home Page in due course.

For booking and availability of all courses listed:
Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

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 Curricular Courses available throughout the Academic year. Maps are included too!

Important Secondary Information—Reminder:

We have received several calls with respect to this matter and therefore take this opportunity to remind you that your School MSDE takes only a maximum of 2GB of data—please ensure, therefore, that you check your Sims.mdf and Sims.lfd files. If you find that your school is close to this amount, and you don't have full SQL you'll need to purchase a full SQL license.



There is a Standard Charge of £300 for Upgrade and Installation, available from the OYCPS ICT Service. If your School is requiring this, please log a call with the Help line in the first instance in the normal way.



Secondary SIMS User Groups



Purpose: For Information

Audience: Secondary Schools

The documents and slides from these user groups are now published on the portal together with the answers to some of the questions asked at the meetings. Search on the portal for **SUGS**.

Dinner Money

SIMS Dinner Money

If your school is having a Christmas Meal, and many staff are attending who are having a meal for the first time this year, these can be entered in 'bulk' using the 'ad hoc' facility. For those members of staff already known to the system, meals and payments should be entered in the normal way.

Statutory Returns

With PLASC / School Census looming, we are amazed to see so many different locations for your Statutory Returns folder! It should be located as follows S:\Statutory Returns (The folder must be located on the same drive that your SIMS is situated): Within this folder should be folders CTFIN, CTFOUT and PLASC.

IF you are at all unsure, please contact us.



Changes to SIMS .Net for PLASC 2006

The main improvement for PLASC 2006 is the facility to copy and (as long as the return has not been authorised) returns can also be deleted. This allows users to carry out 'dry runs' if required.

An extra non teacher type, Higher Level Teaching Assistant (HL), has been added to the Non Teachers panel.

Latest Financial News.....

Want to see how your budget compares to other schools?

Want to know why the CFR is important?

If the answer is YES then take a walk through the DFES Benchmarking website.



The guide and link are now available via the Finance Planet on the SIMS Home Page.

Final Conversion

There are now less than 12 schools still left to convert to SIMS .Net. Please be aware that you MUST be converted and upgraded in order to complete PLASC 2006.

We are closely monitoring all those schools concerned, you know who you are!

Don't Forget....

For all up-to-date advice / tips and information, please ensure that you visit the SIMS Home Page. This site is updated daily and is a 'Planet Packed' Galaxy of information.

If you have not had a chance to visit this site, we would encourage you to do so as part of your daily routine!

For all School Census 06 information—After locating the SIMS Home Page, click on the Secondary Planet. Within this link you will find everything you need in order to successfully produce the Return.

There are also some extremely comprehensive User Specific Guides available.

For all PLASC 06 information—you will need to locate the SIMS Home Page, click on the SIMS.Net planet. Within this link you will find all your PLASC 2006—User Guides—for downloading; there is also literature on Preparing for PLASC 2006, an Overview of the Return, a Flow Chart for PLASC 2006, as well as the downloadable reports, all essential for producing your Return.

Excellent for those insomniacs amongst you !!

