



For all assistance / enquiries: Telephone: 08 450 450 973  
Email: [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk)



Hi there all and welcome to your February 06 edition of *Helplines*. As you are all too aware we are now 'post' PLASC and School Census. As a team we were incredibly impressed with all the hard work that *many* of you had put in with respect to preparing your data; we are aware that many of you successfully completed 'dummy' returns, thus making authorising and uploading your return on the 19th January 06 that much more straight forward. The main lesson to be learnt from this year's census is that advance preparation pays real dividends. Some schools were struggling on the day setting up access rights and doing some basic setup tasks (even including upgrades) that could have been done beforehand at a less stressful time. We took over 300 calls on the day which is nearly four times our usual volumes so every bit of preparation that reduces calls on the day helps all users of the service.

We take this opportunity to advise that early indication from the School Improvement Team appears to be extremely favourable. By the end of the day on Monday 23rd January 06, there was a relatively small number of Schools who had not submitted their returns.

We welcome your feedback too on all services offered by the ICT Teams based here at Godmanchester. Please take the opportunity to complete the simple survey form that has recently been introduced on the Portal. Visit [ict.ccceducation.net](http://ict.ccceducation.net) and click on the "more" button for the Online Customer Survey. We look forward to hearing from you very soon.



Wishing you all a good and well deserved Half Term Break.

Best Wishes, *Helpline Team*

**Dinner Money**



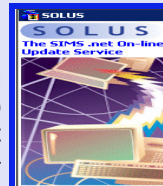
Dinner Money

If you run Dinner Money you should by now have received your upgrade disk to version **1.40**. Information on the new improvements to Dinner Money can be found on the installation disk – insert the Dinner Money **1.40** CD-Rom and then click on **Documents** and then **Release Notes**. Please don't forget to Update Pupil Details after upgrading to **1.40** to refresh fsm entitlements and pupil balances.

Are you sure you are backing up your Dinner Money? When you exit Dinner Money it will prompt you to back up. If you select the **NO** button you will **NOT** create a backup file. If you select **YES** it will create a backup file in a location determined by your settings in **System Menu | Settings Menu | System Defaults | Backup**. If the **Fixed Media** option is selected you must select a backup path. This path will then appear in the full *path line* underneath. Please check that a backup of Dinner Money is being made – don't assume!

**SIMS Upgrades / Updates - Please read this item carefully!**  
**The current version of SIMS .NET is 7.66 and Build 3.61.226**

As we're sure some of you are already aware, the January update for SIMS .Net has recently been released. We are recommending that this is **NOT** compulsory for Nurseries / Primaries and Special Schools. However, for Secondary Schools and those of you who completed the 7.64 upgrade (December Main Release), this version appears to have resolved many software issues / conflicts, that we know some of you encountered: There is also the introduction of some new reports, which may be useful. For those of you wishing to carry out this update, please contact us for details of the latest url.



**If you are on version 7.62, and not experiencing any difficulties, and not requiring any additional reports, please do NOT worry about this update!**

The next more significant update, is due to be released early February, for which we will send details of the 'url' via email to ALL Schools.

**Year End in FMS 6 Bank Account**

Training for Year End in FMS 6 Bank Account will take place here in Godmanchester on **Wednesday March 1st** and **Thursday March 2nd 2006**. If your School transferred onto Bank Account ready for April 2005, please ensure that you book yourselves on this as soon as possible to avoid disappointment. Year End training notes will be available from the SIMS Home Page (Finance Planet), from the **7th March 2006**.



**Primary User Groups**

The dates and venues for these **free** seminars are detailed below. We think it important for as many of you to attend as possible; booking needs to be done in the normal way.

This year's seminars will explore the range of capabilities of the new software so that schools can make the most of SIMS at little or no additional cost.

**February 2006 - Key Dates...**

- 9th February 2006, AM6 for Operators - Godmanchester
- 13th—17th February 2006 - Half Term
- 24th February 2006, SIMS .Net Advanced Reporting - Godmanchester
- 28th February 2006, SENCO - Godmanchester

**March 2006 - Key Primary Dates to put in your Diary...**

- 21st March 2006, Primary User Group - Buckden Community Centre
- 23rd March 2006, Primary User Group - Oliver Cromwell Hotel, March
- 27th March 2006, Primary User Group - CPDC Trumpington

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

Email: [ict.courses@cambridgeshire.gov.uk](mailto: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!



## Pre-Admission Pupil / Students

We are aware that many of you are now creating Pre-Admission Groups for the forthcoming year. To do this you will need to be a member of the *Admissions Officer* User Group in System Manager to run this function. In order to manage the annual admissions to your school, it is essential that you set up pre-admission groups for the forthcoming academic year. It is also possible to set up groups for future academic years. Please be aware that new pupils can be manually added to SIMS .Net at any time during the academic year without adding them to preadmission groups. Once set up, you can then add pupil / students to the preadmission group or import them via a CTF. Once added to a pre-admission group, you can change the application status of each child (or a group of children) according to the stage of admission, i.e. **Offered, Accepted and Admitted**.



- ◆ To add a pre-admission group select **Routines / Admission / Pre-Admission Groups** to display the **Pre-Admission Group** browser. Carry out a search to ensure that the pre-admission group does not already exist.
- ◆ Click the **New** button to display the **Pre-Admission Group Details** page. In the **Intake Group** panel, select the **Year Group** and the **Admission Season** to which the preadmission group relates from the respective drop-down lists.
- ◆ **NOTE:** The **Admission Season** enables you to select a specific term if required. It is possible to add more than one pre-admission group to an Intake Group if required (such as having a staggered intake).
- ◆ Select the **Admission Year** during which the pre-admission groups will be used. In the **Pre-Admission Group** panel, enter a **Description** for the new pre-admission group.
- ◆ Enter the **Date of Admission**. **Important Note** please ensure that the **Date of Admission is the pupils first day at school** (this is usually the first day of the new academic term or year) and not a fictitious date. Click the **Save** button on the toolbar to add the pre-admission group.
- ◆ The **Pre-Admission Pupils** (or **Students**) panel is then activated allowing you to move pupil / students from one preadmission group to another if required.

## Useful features included in the January 06 Update - *Helpline Guide*

**Star 7.66** - the following known faults have been corrected in this update

- ◆ A registration group membership can now be removed for the whole of an academic year through Historical Editing of Registration Details.
- ◆ A warning message is displayed if students added on-roll have a date of arrival in the future.
- ◆ Registration History start date now defaults to 'today's' date.
- ◆ Duplicate student telephone numbers are removed. Telephone numbers must be **exact** matches to fit the criteria for removal. For example, '1232' and '1232X2321' will be viewed as different telephone numbers and will not be removed.



All existing Assessment Manager 6 malfunctions appear to have been fixed in this release. Filter functionalities are now back as they should be.

**Reporting** - new reports and amendments that have been included in this update

- ◆ Quick letter now includes County and blank lines have been removed.
- ◆ Performance issues (particularly Secondary Schools) affecting some users when generating Quick letters and some student reports have been addressed. Typically these problems resulted in database timeout errors, or slow-running reports.
- ◆ A new template has been included in the address labels for parents.

**Lesson Monitor 6.51** - The following issues have been corrected to handle multiple users scenarios:

- ◆ **Earliest Marks** - The settings for writing earliest marks for AM and or PM sessions (**Tools / Setup / Earliest Mark**) were overwritten incorrectly under certain circumstances in a multi-user scenario. The settings were overwritten during synchronisation at start up. This issue has been corrected in this release.
- ◆ **Auto Update Session Setup** - The setting for updating a session mark to a late mark, if the mark for the linked lesson period is a present mark (**Tools / Setup / Options**), was overwritten incorrectly under certain circumstances in a multi-user scenario. The settings were overwritten during synchronisation at start up. This issue has been corrected in this release.

## Important Technical Note for your Headteacher and ICT Co-Ordinator / Manager

**Schools CCN Information and Guidance, the CCN bible for schools updated**

Please note sections to this documentation have been added to and updated. To download the document follow the link [www.ictid.cceducation.net](http://www.ictid.cceducation.net) > **Broadband/CCN Documents > Schools CCN Information and Guidance (PDF 225K)**.



**Terminal Services or Thin client in the school Environment**

Terminal Services / Thin client solutions certainly have their place but thin client is usually implemented in environments where there are limited and controlled number of applications in use, for example in a corporate environment (eg banking or business) environment where they have a particular database application in use. The school environment is not, and should not be so controlled; you have to be prepared for new and innovative software. Thin client technologies can restrict you in the number and types of applications being run and is not recommended by the Education ICT Service. For more information please follow the link [www.ictid.cceducation.net](http://www.ictid.cceducation.net) > **General Advice and Guidance Documents > Considerations regarding Thin-Client solutions for Cambridgeshire Schools (PDF 79 K)**.

## Tip of the Month!

### Report Management

**Why not tidy up your ever expanding list of reports?**

As you may be aware, many upgrades come with a new set of reports, which you need to import into your system. However, you may not use all of these reports, and you may wish to delete some of them!

To tidy up your data, you can go into **Reports—Design** click on **Open an existing report** click on the + next to focus, then select the required heading (eg **Student**) this will bring all your reports in a drop down alphabetical list on the right hand side of your screen. You can now right click on any reports in this list and select **Delete**.

**Why not think about categorising your reports?**

If you are wanting to categorise your reports, you will need to go to **Tools** select **Categories** click on **New**; you will be presented with a **Category name** box, you will need to type in your chosen category name in here - click on **OK**, and click on **OK** (again). To view this newly created folder, you will need to click on the + next to **Category**. You can introduce as many category folders in here as you require. In order to transfer reports from your report list; all you need to do is to highlight the required report and drag it into your **Category** folder / folders. If you are needing any help with this, please give us a call.



**Just to remind you...**

**Capita Accreditation Survey.**

The ICT Service is accredited by Capita for the quality of work we do, and many of you will have done the online survey in November 2003 which is a part of that process. Our accreditation is due for renewal and from **Monday 20th February until Friday 3rd March** you will have the chance to provide us with some useful feedback on how well we are doing. More details will be sent to you with respect to this nearer the time.



**SIMS** Accredited Support