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**July 2005 Issue 2**

**Welcome** to our July 05 publication. As we're sure you are all too well aware, this is the last month of the academic year and for all schools is an extremely busy period; we also anticipate that September we will all be 'rushed off our feet' too.

All calls and emails will be answered as promptly as is possible. All we ask is that when you contact us, you ensure you leave as much information with respect to your enquiry as possible: Full details of who you are and which establishment you are from are also extremely useful!

We thank you in anticipation for your patience at this hectic time.

*Helpline Team*



## SIMS Spring Enhancement Release 3 is now available!

For those of you who have **not yet** carried out your Spring 05 Upgrade, please be aware that you can upgrade direct to this latest release. **Please ensure that you carry out a Full SIMS Back Up first!**

### July 05

#### Must Do's....

- 1st July onwards—debtors and creditors letters to be sent out. (Please refer to section on Sims Dinner Money)
- 1st July onwards—all schools should have downloaded their year end notes, and have started tidying their data (Secondary School EoY notes should be available shortly)
- 4th July —FSP's to be completed and returned
- 8th July —All schools must have entered their results in their Key Stage Wizards and returned their file to the LEA
- 18th July—Optional Test Results must be returned to the LEA
- 22nd July—Deadline for *all* schools to administer reports to parents
- 22nd July— All back ups should be up to date—most especially on the last day; a copy should remain 'off-site'
- 22nd July— All money should be removed from the premises and banked as necessary
- 31st July—Deadline for LEA to send results to DfES
- Check B2B (Data Exchange) is working by looking in Routines | Data Exchange | Task Log

22/07/05—01/09/05—Have a Good Holiday!

### Sims Dinner Money



#### Year End Debtors and Creditors

In preparation for the 05 closedown period, it is a good time to run off your debtors and creditors list which are to be found under **Pupils** and **Balance**. Ideally all pupils will have a zero balance on the last day of term.

With this in mind your effort should be made to reduce any outstanding debts, particularly those belonging to pupils in your top year. Similarly, cash refunds should be given to those pupils who have large credit balances, bearing in mind that you need to leave sufficient money to cover their remaining meals. It is unwise to leave all your refunds till the last week as you may have insufficient cash in hand to refund all you need. Once again priority should be given to your top year pupils. Any closing balances can be imported into your new academic year as opening balances.

We hope these instructions are useful, however, if you are at all unsure, please do not hesitate to contact the Helpline team.

***There should be an upgrade for this module released in July.***



### Important Note

**Secondary Schools—Year End Notes—** SIMS have not yet released the notes for this, as soon as we have them we will post them on the Portal.

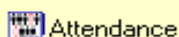
**Please ensure all email request for support etc., are sent to:**  
**[ICT.Helpline@cambridgeshire.gov.uk](mailto:ICT.Helpline@cambridgeshire.gov.uk)**

If an email is sent to a team member's personal email address and they are absent this will delay your solution as their email is not accessible by anyone else.

**SIMS**

Accredited  
Support

## SIMS Attendance



We have recently been working with the Education Welfare Service and they have suggested that we ask all administrators to check their attendance data for missing marks and unauthorised absences at least weekly. (Legally it should be daily - maintaining an accurate and up-to-date attendance register is a legal requirement).

If you are at all unsure about the usage of attendance marks, please can you contact the Helpline for more information.

### Not Able to send your CTF to the LEA via Data Manager?

Instructions were sent out via Teachernet to set up a destination school as NAA/LLLL; unfortunately these details are not compatible with Data Manager 6.05 (and all previous versions).

The NAA have agreed to accept 001/LLLL for all Common Transfer Files. You will need to ensure this is set up as a destination within the Data Manager Module. This format has been agreed with the NAA and the S2S site has been set up to accept this.

If you require any clarification with respect to this, please contact either the Helpline or the IMPULSE Team.



### Exams Organiser—Preparing for Results Day

In preparation for analysing students' exam results, it is necessary to ensure that all Courses are attached to Awards. To check this, go to **School Setup / Exam Award**. Select **Award** and at the bottom of the screen the appropriate **Course** should be assigned.

To make sure that all subjects show in the **Results Broad-sheet** the QCA codes must appear in the Element properties. Go to **Focus / Base data** and open the relevant series file. At each Award, navigate down to the Element, right click and choose **Properties**. Check that the QCA code has been assigned and if not click on the magnifying glass and select as appropriate.

## Assessment Manager 6

Please don't forget that you must be on version 6.55 of Assessment Manager in order to be able to use the Key Stage Wizards for all your statutory data entry. This data will need to be sent to the LEA shortly (dates stipulated on the front page of this newsletter).

In order to enter your statutory data for 05, you must make sure that you are using the following path to import your KS1/KS2 and KS3 Wizards:

**C:\Program Files\  
SIMS\SIMS .net\AMPA\Assessment Manager  
\Wizard\England\En Key Stage 1 Wizard 2005.xml.  
(Or obviously select En Key Stage 2 Wizard or En  
Key Stage 3 Wizard as required).**

Failure to follow this route will result in your using the incorrect set of templates for entering your results.

Included within the latest upgrade are the 05 templates to enter your QCA (Optional Sats for years 3,4,5,7 and 8).

Please be aware that there is no facility to enter standardised scores this year.

To find out more information on this, please contact the QCA website <http://www.qca.org.uk/> or consult your School's QCA 05 literature.

### IMPORTANT SECONDARY INFORMATION

For Secondary Schools entering results for Key Stages 2 and 3, you will most definitely need to set up *User Defined Assessment Groups* as there are quite likely to be students who have taken the relevant tests but who are not in Years 7 or 9. There are excellent notes for this on the portal; on the front page go to Search, type in SIRT, then go to the Statutory Data Collection Link.



Assessment  
Manager

***If you are at all unsure, please contact  
the Helpline.***



### FMS6

If you are using FMS 6 Bank Account, please ensure that you have carried out your latest finance upgrade before you attempt to do your CFR report. If you are still on version 6.75, you will need to locate your Autumn 2004 CD and upgrade to 6.76 before you do the 6.78 upgrade. This was sent out following the Holidays on a CD: If you have not received such information, can you please let us know as soon as possible.

For all additional information / guidance relating to Finance, please look out for the monthly newsletter produced by the LMS Team

### ... Tip of the Month.

Have you got duplicate preadmission pupils?



Don't worry this is a Sims feature and requires a patch—reference number 4794. Please remember that prior to applying a Patch a full Sims Backup must be taken.

### Latest Update

**The Number of Primary Schools now Finally Converted to Sims .net is well in excess of 90, and rising by the day.**

**Well Done!**

