

For all assistance / enquiries:
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June 2005

Welcome to our new publication which is to be produced on a Monthly Basis. This guide will both inform and remind you of what needs to be done each administrative calendar month, along with all the relevant instructions and website addresses that you could possibly need!

We take this opportunity to request that you get in touch with any *feedback* at all that you think would be useful: Our contact details are shown at the top of this page, please do get in touch, we value your input.

We hope that you find 'Help Lines' a useful addition to your monthly routines.

Helpline Team



Spring/ Summer Upgrade Sims .Net Version 7.40

You should have all received an email / letter with respect to your latest Sims upgrade. If you have not, please can you contact the ICT Helpline as soon as possible.

PLEASE NOTE: Following the Upgrade, the icons which appear on your initial log in screen appear in a much smaller format than was there previously, and the **System Manager** Icon shortens its name to **System**. This change is beyond our control, there is *nothing* we are able to do to amend this.

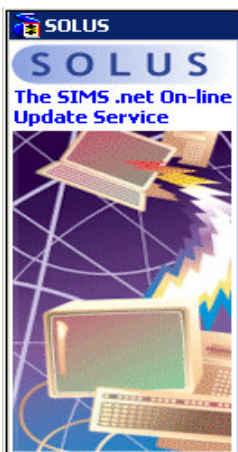
Why are we using SOLUS?

SOLUS stands for the "SIMS On-Line Update Service" and means that schools can upgrade SIMS using the internet rather than a CD.

Why is this a good idea?

The main benefit is that you get your upgrades quicker and if there are changes needed urgently or unexpectedly then these can be issued the same day saving you having to wait for a CD or downloading several files from the schools portal.

All upgrades will in future be provided by SOLUS, including FMS and this should make upgrades of FMS easier as well.



UPGRADES & SOLUS



We are getting an increasing number of calls from schools who are running the SOLUS upgrade WITHOUT carrying out a back up first.

It is essential to carry out a full back up of your Sims Data prior to running your Upgrade. All schools should have received a laminated sheet containing in depth back up instructions. If for some reason you have not received this sheet or have any questions with respect to Sims back ups, and upgrades—please contact us.

Backups

We are getting an increasing number of calls from schools who have carried out their final conversion, but have not updated or considered their current school **backup** situation.

Please check out the link on the portal. On the front page **Search** please type in **Backup** (There is no need to log on). This will take you to the **Backup Guidance for Schools** link.

We strongly recommend that you download this documentation as a matter of urgency for reference.

Year End 2005

The **Primary Year End** notes will be available to download from the portal from w/c 06/06/05. There will be 2 versions available: **SQL Year End** for schools still using **Launcher** and **Core Integrator**, and **SIMS .Net Year End** for those of you who have completed their final conversion.

Secondary Year End notes are not yet available. Please do NOT attempt to carry out your year end before we have received the necessary instructions from Sims.



... Tip of the Month.



For those of you who have entered your Pre-admission groups in Sims. Net and would like to print out reports relating to these students; you will need to use the following routine:

Reports—Run—+Focus—Applicant

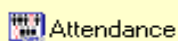
On the right hand side of the screen you will see several reports which can be produced with respect to your pre admission group.

Spring Upgrade Disk—Is to be sent out to **FMS Bank Account** schools **only** during the Summer Half Term Holiday 05.

This disk is **additional** to the SOLUS Upgrade and contains *essential* updates to the FMS module.

If you haven't received this please contact the Helpline.

DfES Attendance Return



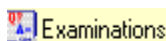
If you haven't already submitted your DfES Absence return, this now needs to be done urgently. This should have been sent in by the 25th May 05.

If you are using Windows Attendance, you can produce this return by using the following route:

Reports—Group Analysis Reports—DfES Absence Return

Prior to submitting this return, you will need to check that all your data has been entered up until that date, and that your pupils absence has been recorded correctly.

Important Secondary Information Exams Organiser



Seating Plans

Following the SOLUS Spring Upgrade, the seating plans are compressed when printed. However, if the component seating plan goes on to more than one page, the following pages are displayed incorrectly.

To resolve this, it is necessary to print the other pages individually.

Assessment Manager 6

We are still getting calls from schools using AM5, please be aware that we will **not** be supporting this module this year, as there is no upgrade to Key Stage Manager.

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.

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

June 05

From the **7th June 05**, Schools should be starting to return the Key Stage Wizard Results Files. Foundation Stage Profiles need to be submitted to s2s by **4th July 05**.

For all relevant information with respect to this, please go to: <http://www.cceducation.net/>. There is no need to log on. Using the **Search** (situated on the right hand side) type in: **SIRT**:Go to: *School Improvement Resource Team homepage, Statutory Returns*. Within this link is all the information that you could possibly need.

All Schools will then be able to run off their internal and parental reports from the Key Stage Wizard. If you experience any difficulties with this, please do not hesitate to contact us.



Assessment Manager

FMS6 SLA

This year we have introduced an extra option in the SLA for financial help as we have a number of schools moving over to Bank Account. This SLA can be taken up by any school if they feel that they will need extra support. I have explained the terms below:

The extra FMS support option on the SLA (£650) is aimed at schools needing significant financial support, probably those in the first or second year of Bank Account. For example this can include detailed work on the CFR. Note that a finance visit is included with this option.

More experienced schools may opt to stay with normal FMS support which is included in the 'Core Service'. This gives support for FMS6 software problems but would not cover any detailed investigations.

Those schools who have only taken out the 'Core Service' can still obtain extra support on a Pay As You Go basis, providing a safety net for unexpected problems. If the problem can be solved by Remote Support or sending the data into the Helpline, there would be a charge for detailed work at the MIS rate of £50 per hour. If an onsite visit is required then the cost would be at the normal MIS technical support rate of £75 for first hour and £50 each subsequent hour.

For schools who are on FAMIS but still use FMS6 then the support can only be for core support i.e., 'I am getting an error when trying to open up FMS'. If you want financial support then the extra option within the SLA for FMS will apply.

I hope this makes the support options for FMS clear.



FMS and FAMIS

At this stage for the FAMIS rollout, all schools should either be online with FAMIS or be operating FMS Bank Account.

If you are a FAMIS school and you are continuing to use FMS6, please *email* the Helpline so that we can update our records accordingly; thus ensuring we can provide you with the best service possible.

Thank you

June 05

Must Do's....

- Complete DfES Absence Return.
- Ensure you have completed your 7.40 Upgrade.
- Ensure that Teacher Assessment and End of Key Stage Data is input ready for SIRT.
- Enter Preadmission Groups.

Latest Update

The Number of Primary Schools now Finally Converted to Sims .net is well in excess of 70, and rising by the day.

Well Done!

