

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



**September 2005
Issue 3**

Welcome to our September 05 publication. As we're sure you are all too well aware, this past few months has been an extremely busy time for all educational establishments. We take this opportunity to thank you for your patience and support through what has been a 'challenging' few months.

We hope that this newsletter finds you all suitably refreshed from your Summer Break and raring to go with the challenges that will face us all in this 05/06 Academic Year. Please be assured that that we will keep you as up-to-date and informed as we possibly can. Please keep your eye on the Portal for full guidance notes of all future events.

Don't forget, September is always an *extremely* busy month for the Helpline too. As always, telephone calls and emails will be answered as promptly as is possible: All we ask is that you ensure you leave as much information with respect to your enquiry as is possible; your name, contact number and where you are calling from are all too often omitted from your messages left on the answer machine.

Please don't forget that we would like to hear your views too; all contributions should be received by us prior to the 15th of the month if at all possible.

We look forward to hearing from you soon.

Helpline Team

SIMS Upgrades / Updates

Your current SIMS version should be 7.47 (build 3.61.173).

Despite several reminders, we are still receiving calls from schools with failed Updates with no backups to restore.

DO NOT RELY ON YOUR DAILY BACKUP FOR THIS PURPOSE.



We take this opportunity to reiterate that it is *essential* to carry out a full back up of your SIMS Data prior to running your Update / 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 Backups and Updates, please contact us.



Tip of the Month



If you have updated to version 7.46 of Sims .Net, you will need to go to **Reports - Import** - click on **Open**, highlight:



Click on **Open - Import**. There are some extremely useful reports included here! These will automatically update existing reports.

SIMS Dinner Money New Year 05/06



Dinner Money

All those schools using SIMS Dinner Money should be in a position to start their new 05/06 academic year.

Full notes and guidance are available on the Portal and can be downloaded by going to **Search** and typing **Dinner Money**. (There's no need to log in!)

It is important to note that the first time that you go to Pupil Meals, it will request that you enter a Start Date: You must ensure that you enter the Monday's date of the first week hot meals are served.

If you are at all unsure, please contact us before proceeding.

September 05

Key Dates

- 1st September 05 Cambridgeshire Academic Autumn Term Begins
- 12th September 05 onwards Sims .net training available
- 12th September 05 (w/c) Data Exchange
- 13th September 05 onwards SIRT training available.
(For all dates and venues refer to portal front page go to **Search** and type in **SIRT**)

Remote Access

With calls becoming more complex, more, now than ever, we are being requested to contact the school using our remote facility. Please be aware that if a decision is made to repair your data, there will be a charge of £50 per hour for which we will require a charge code or order number (non chargeable if you have taken admin support). If we need to observe your problem there will be no charge.

We shall require a completed signed faxed back form before we can proceed further.

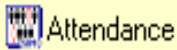
If you are needing to use this service; following a telephone discussion we shall fax you a form detailing what has been agreed and a mutually convenient time.



Important Reminder....

**Please ensure email requests for support etc., are sent to:
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. This will be the final reminder that we issue with respect to this.



SIMS Attendance

SIMS Date of Arrival of Pre Admission Students

Schools should ensure that the date of arrival falls into the new academic year.

For example if the first day of the new term (and of the academic year) is 5th September 2005 and the pre admission students have a date of arrival of 1st September 2005 the students will be admitted into this year 04/05 and then promoted forward a year on 5th September.

The date of arrival should always be on or after the first day of the new academic year. Pre admission students should not have a date of arrival of 1st September if the year does not start until say 5th.

Providing the pre admission students have not been accepted or admitted then changing the date of arrival on the Pre admission group will automatically update the individual records. If however the Pre admission students have been accepted or admitted records must be edited individually.

Page Under Construction



Currently under Construction...

There is soon to be a SIMS Site available on the Portal.

This Site will include *all* the Sims modules supported by the Helpline: There will also be SOLUS, Anti-Virus and Back-up information available too.

You will be able to locate: Useful Tips, Commonly asked Questions, Up-to-Date Information; everything you could possibly need to know jam packed into a User Friendly Link!

The link will be made available very soon.

Data Exchange w/c 12/09/2005

All Schools will be required to complete a Data Exchange on week commencing 12/09/2005. **This is only for those Schools who have NOT converted to SIMS .Net.** Instructions will be included in the IMPULSE Newsletter.

All B2B Schools will need to check that their Schedule is running. However, if you have switched your File Server off over the Summer Holiday, this will have erased the Scheduled settings.

If you are experiencing such problems, please log onto www.ccceducation.net, go to **Search** and type in **SIRT** (there is no need to log in). Click on **School Improvement Resource Team homepage**. Underneath the **STOP** menu, you will see a link titled **Checking to see why the B2B Scheduler is not running**.

If you are still having difficulties, please do not hesitate to contact us.

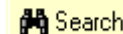


Exclusions On Line

Please note that with effect from 1st September 05, all Exclusions will need to be entered onto SIMS software.

For those schools using SIMS .Net, you will need to use route **Focus—Pupil—Exclusions**.

To include an additional 'Behaviour Type'; you will need to go to **Tools—Lookups—Maintain**, click on



Select **Behaviour Type**, and go to 

Please Note:

A separate letter is to be sent out by the School Improvement Team to all Headteachers shortly, explaining in more detail how Exclusion Data should be entered and how the LEA will receive it. There is also to be a section dedicated to this in the latest IMPULSE Newsletter.



FMS6

If schools have opted to take out the FMS Bank Account extended SLA, you will know that you are entitled to a 2 hour *on site* visit.

For those of you who are interested: Instead of this visit, The Helpline Team will shortly be offering a course (3 hour) entitled "Understanding the BCR"; which we consider will be much better value.

(Details of dates and availability for this course will be published as soon as is available on our new SIMS Site).

Assessment Manager 6

Following a meeting recently with the School Improvement Team, we are pleased to advise that all deadlines with respect to T/A's and Results were successfully met.

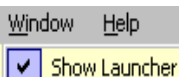


This was not the most straightforward of processes this year, and we would like to take this opportunity to thank you all for your patience and understanding at what was an extremely hectic time for all concerned.

Did you Know....

If when you log into SIMS .Net and you have lost your **Shortcuts** Panel from the left hand side.

You will need to go to **Window**— and ensure there is a tick in **Show Launcher**.



Final Conversion Update

The Number of Primary Schools now on SIMS .Net is well on it's way to 130. It looks as though we will definitely meet our target prior to PLASC 2006!

Well Done

(For those of you who have not yet Finally Converted; introductory Seminars will be held during the Autumn Term 05. More Details will be sent to you very soon).

