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School Secretary/Administrator ICT Technician Headteacher Exams Officer Bursar / Finance Officer Attendance Operator

Please e-mail any requests for items to be included in the September edition of *Helplines* to: ict.helpline@cambridgeshire.gov.



Centrally Hosted Schools and Backups



Some confusion seems to exist with some schools over the need for backups after migrating to Central Hosting. All data that is Centrally Hosted such as SIMS .net, FMS etc. is backed up centrally. However a lot of school data is still held on the File Server in the school, all the student folders, in some schools staff share has not been migrated, and much more. It is therefore ESSENTIAL that schools continue backing up their File Servers regularly, take the tapes home, rotate them properly, clean the tape drives and report failures.

SIMS .net and Swine Flu

Guidance from the DCSF can be found on the Teachernet Website. Key points for schools, group early-years and childcare settings are:

- Ensure parents' and carers' contact details are up to date
- Review infection control procedures
- Prepare plans for keeping children's learning going if the school or setting has to be closed for a period

Full guidance and Q & A from the Department can be accessed at the teachernet website.

SIMS 2009 June Main Release

The release of this upgrade has been delayed. We are hoping to be able to release it to schools before the end of Term. It is an important upgrade containing a number of fixes and enhancements, particularly in the areas of Assessment, Cover 7, Exams Organiser and Profiles. This release also contains the software for the School Autumn Census as well as the base software for Dinner Money 7 for Primary Schools, (this will not be visible until the licence is released to individual schools as they receive training for this new application).

Dinner Money . 1.40

Please remember pupils leaving your school in July will not appear in Dinner Money in September so any debits or credits for these pupils must be handled now. The Dinner Money year end notes are available on the Dinner Money Planet on the Portal. There are two sets of notes - one for schools who are centrally hosted and one for schools who are not. The actual closing down of Dinner Money takes only a few minutes and should be done before 31st August - ideally on the last day of term after you have completed all your transactions and created your cat form. You may also consider printing off statements for pupils who have a debt at the end of the year as these statements will be inaccessible after closedown. Also on the Dinner Money planet are two text files - one for the 2009/10 term dates and one for the new meal charges. Please do use these files when setting up your dinner money in September. Schools who do not import these files and type the information in by hand often subsequently encounter date-related errors.



Schools Workforce Census



The DCSF have just announced a change to the guidance on recording absence for census. In particular, the requirement to record **training absence** has been dropped. There are a number of other minor clarifications, summarised in section 1.2 of the guidance. Schools that have used this code can continue to do so but it will not be collected by DCSF. DCSF will also be contacting schools directly about this.

In October, the workforce census will collect qualification data. Detailed guidance can be found in the V6 DCSF document on the portal (resource 4465) but in summary:

For teachers: record qualifications at degree level or above that have been obtained since qualification, e.g. MTL, MEd, PhD, etc.

For TAs: record any qualifications in maths or science at degree level or above if those staff are involved in maths or science.

The full DCSF guidance notes are to be found in on the portal, resource 4465. Schools are advised to download these and read section 1.2, then other sections as relevant.

B2B Personnel

The project to activate B2B Personnel and import Staff Contracts into SIMS .net has now begun. All schools should have received an e-mail about this project from the ICT Helpline on 18th June. The Capita manual for using B2B has been posted on the SIMS Home Page on the Portal.

Secondary Schools Workforce Census Autumn Curriculum Census

All secondary schools will have to run a report from within the School Workforce Census in SIMS .net in October to provide information on Staff and Curriculum within the school. To this end, the patch necessary to activate the School Workforce Census will be released to secondary schools with the next SIMS upgrade



Members of the ICT Helpline appeared at the E2BN Conference at Wyboston Lakes on 23/24th June. During the course of the two days we were visited by staff from schools across the region who were interested to learn more about the services we provide.

Key Dates....

- ♦ 8th & 17th WB - FMS6 for New Users
- ♦ 29th Sept & 1st Oct WB - ToPP Autumn Marksheets and Grids
- ♦ 10th & 22nd WB September eyeProfile
- ♦ 15th Sept WB, 19th Oct G - ToPP and Target Setting using Primary Target Tracker
- ♦ 23rd Sept WB - FMS Equipment Register
- ♦ 5th & 9th Oct G Managing Student Data — Basic Sims
- ♦ 8th, 12th Oct G - RAISEonline Data Management
- ♦ 22nd Oct W - SIMS reporting (Primary Schools)
- ♦ 30th Sept, G 14th & 21st Oct W Budget Adjusting & Profiling
- ♦ 17th B, 18th OC, 25th C Nov Impulse Conferences

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

G = Godmanchester. B = Buckden, WB = Waterbeach
OV = Over Community Centre. OC = Oliver Cromwell March, C = CPDC

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 Curriculum Courses available throughout the Academic year.

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