

# HELP LINES



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

**April / May 2009**  
**Issue 40**

School Secretary/Administrator   ICT Technician   Headteacher   Exams Officer   Bursar / Finance Officer   Attendance Operator  
Dinner Money Operator   SENCO   Timetabler   Assessment Co-ordinator

Please e-mail any requests for items to be included in the May edition of *Helplines* to: [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk)

## School Summer Census - Thursday 21st May

The School Summer Census this year will be on **Thursday 21st May**. This Census collects Student basic information, Contact details, Funded Hours (Foundation Stage Pupils), Attendance for the Spring Term 2009, Exclusion information for the Autumn Term 2008 and Learning Aims for Post 16 Schools.

Full details of what data will be collected can be found in the DCSF "School Census - Preparation and Guidance for 2009" specific to your school phase. If you are unable to locate your copy from the Spring Census, these have been uploaded to the SIMS Home Page on the Portal.

Other Guidance available to download from the Portal includes:-

Capita Notes on Producing the Summer Census - specific to each school phase

Powerpoint Guidance for Post 16 Learning Aims - please begin work on this area NOW,

It is necessary to be on the March release of SIMS .net, version 7.116, in order to have the software required for generating this return.

Please begin working on Census preparation as soon as possible, if all is checked and ready to go, all that will need to be done on Census Day itself, is to authorise and upload the return.



## Central Hosting - Dealing with Staff Leavers

It is ESSENTIAL that the ICT Service are notified IMMEDIATELY when staff with Central Hosting accounts leave your school. These accounts will then be deactivated to maintain the security of your schools data. If you have an Assigned Central Hosting Administrator in School, please notify them IMMEDIATELY and they will be able to deactivate these accounts.



## End of Key Stage - Key Dates

Please import your End of Key Stage Wizards for 2009 as soon as you have upgraded to the March version of SIMS .net (version 7.116)

15th and 22nd May, End of Key Stage Data Entry Training for Admin. Staff.

Deadline for **Foundation Stage Profile Results** to be Uploaded via **S2S** - **Tuesday 7th July**

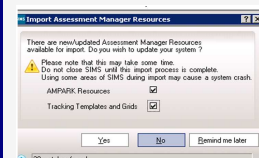
Deadline for **Key Stage 1 Teacher Assessments** to be Uploaded via **S2S** - **Tuesday 7th July**

Deadline for **Key Stage 2 & 3 Teacher Assessments** to be Uploaded via **QCA (NAA) Website**. - **Friday 10th July**

## Cover for Examinations

The March upgrade has introduced a new feature in Cover to deal with examinations. This new feature enables Cover Staff to manage room changes necessitated by Exams, and to allocate invigilators. Notes on this process "Dealing with Exams" are available on the Portal.

## Assessment Manager



Please be aware that after the March SIMS upgrade this box may pop up. We would strongly recommend that schools that use ToPPS **CLICK NO** and do not import these resources. Failure to do so will import a load of unnecessary Templates, Aspects, Gradesets and Resultsets into your SIMS .net system. This page may also appear when configuring your Homepage with Performance Analysis

information; again please select 'No'. If at all unsure, please contact Helpline.

### Question Level Data Entry

Due to the continued demand for this service, once again this year schools can subscribe to have their Question Level Data for Optional SATs (Y3, Y4 & Y5) input to RaiseOnline on their behalf. Please do sign up for this service as soon as possible, to enable us to plan for the number of schools that indicate their intention to subscribe.

To register interest please telephone 01480 376670 or email [ict.courses@cambridgeshire.gov.uk](mailto:ict.courses@cambridgeshire.gov.uk) before 20th May.

### Schools Workforce Census

The process of activating B2B Personnel in SIMS .net and importing Staff contracts has now begun in earnest. After contracts have been imported, staff absence data can then be sent electronically by B2B Personnel to ONE. You can help by checking for any duplicate staff entries in Personnel. Ensure the Status of ALL is selected. Where duplicates are identified, remove any NI and Teacher numbers from the version that is not required and place a couple of zzz in front of both the legal and preferred names. Also check the original name is not saved into the Previous Names Box.



At briefings in November, December and January, schools were informed that they needed to maintain a "Service Agreement" record for any staff employed by the Local Authority but working in the school. This could include peripatetic staff, ICT technicians and possibly catering staff. DCSF now advise that **these Service Agreement records will NOT be required**. Schools will also be contacted directly by DCSF about this. The requirement to provide a Service Agreement record for non-LA staff remains. The text of the DCSF statement appears on the School Workforce Census portal page (resource ID 4465).

### Year End Procedures in SIMS .net

It's not too early to begin your Year End Procedures in SIMS. The academic year 2009/10 can be added at any time although it may be prudent to do this at a time of the day when few users are in SIMS as it can take up a lot of processing capacity. Set up Pre-Admission Groups ready for September and start entering Student details. Secondary Schools should have received ATF files containing basic information on Students allocated to their school for September. Some Primary schools have also requested these, please do download and follow the guidance notes for importing ATF files that are available on the Portal. There are few changes to year end procedures for this year. Last year's guidance notes are available on the Portal. This year's notes will be posted as soon as they have been finalised.

SIMS

SIMS

### Dinner Money - Promotional Meals

Do not forget to claim back discounted meals from CCS. If the school does not claim back the difference between the price of the promotional meals and the normal meal charges, the school will pay the full cost.



### FMS - Inputting the 2009/10 Budget

Never input your budget into FMS6 before? Hate the yearly headache? Never sure where to find the right ledger code? Constant interruptions in the office?

Then why not book onto one of the Budget Input Workshops? Centrally Hosted Schools will be able to log onto their own school's FMS database and input their budget. Places are limited

Friday 15th May 13.30-15.00 G/M

Monday 18th May 9.30-12.00 W/B

Monday 18th May 13.30 - 15.00 W/B

Tuesday 19th May 9.30 - 12.00 G/M

Wednesday 20th May 9.30- 12.00 W/B

£40.00 per session

### Key Dates....

- 15th G, 22nd May WB - End of Key Stage Data Entry Admin
- 15th, 18th, 19th 20th May - Budget Input Sessions
- 14th May - EyeProfile Reporting
- SCHOOL SUMMER CENSUS - THURSDAY 21ST MAY
- 4th, 5th 11th June - ToPP Summer Marksheets and Analysis
- 9th June - Personnel 7
- 10th WB, 16th WB June - Equipment Register
- 11th June -- Fischer Family Trust - Secondary
- 16th June -- Fischer Family Trust - Primary
- 16th June - SENCO Training
- 18th WB June - FMS6 Refresher Workshop
- 23rd WB, 25th June - End of Year Analysis of Performance data using Primary Target Tracker
- 2nd, 9th WB, 16th WB - Managing Student Data 3 (Year End Procedures in SIMS .net)

sims  
.net

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For booking and availability of *all* courses listed:

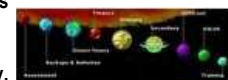
Telephone: (01480) 376670

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

G = Godmanchester. B = Buckden, WB = Water-beach

OV = Over Community Centre. OC = Oliver Cromwell March

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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