

# HELP LINES



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

**April 2008**  
**Issue 31**

**Please ensure the following members of staff receive a copy of this newsletter:-**

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 15th May

Notes are available for download from the Portal

**Overview of the Summer School Census** - Capita Notes giving brief guidance on the data to be collected and procedures involved.

**School Census for Primary/Secondary/Nursery/Special schools Preparation and Guidance for 2008** - DCSF Notes

**School Census Summer Return 2008 - Preparing the Learning Aims information** - Guidance for Secondary Schools.

**Collect Guidance Notes 2008** can be downloaded from the ISSIS Home Page.

The Collect Familiarisation Website is available to upload dummy census returns and investigate the site, generate reports etc.

The Web address for this site is <https://datauat.dfes.gov.uk/SchoolCensusFamiliarisation/MainPage.aspx/>

The "Live" Collect site will become available on 15th May <http://www.teachernet.gov.uk/management/ims/datacollections/sc2008>

### Tips

- \* Attendance is collected for the Spring Term 2008, Exclusions for the Autumn Term 2007 - ensure this information is up-to-date and accurate.
- \* Please ensure you click on the **Calculate all Details button** - it is possible to Create and Validate the Census without having calculated but your census file will not contain any attendance data etc. If you copy a census, you will need to recalculate on the attendance panel for the attendance figures to be picked up in the census.
- \* Always check the Summary thoroughly to ensure the figures are accurate.
- \* **Secondary Schools with post 16 students** ensure student course memberships are up-to-date and accurate. Please ensure that Patch ID 11678 has been applied to your data through SOLUS as soon as possible. This will prevent Year 11 student Learning Aims from being included in the School Census in error.

## RAISEonline Data Entry.

A reminder to schools that the ICT Service is offering a service to input data from SATs tests and optional SATs at question level into RAISEonline. If you would like further information please contact our Admin Section on 01480 376670. The cost of this service will be dependant on the size of the school and the number of schools that sign up this year. Please register your interest as soon as possible to enable us to prepare for the appropriate number of schools.

## End of Key Stage

Don't leave it until the last minute. The End of Key Stage Wizards were a part of the March Sims Upgrade. If your Sims is version 7.102 or above, the Key Stage 1, 2 and 3 Wizards (Plus the new Foundation Stage Profile Wizard) are now present in the AMPA7 folder ready for import. Last year a number of schools did not import the Wizards until the day they wanted to start inputting their data, when the import failed due to problems with data already on their systems, pressure upon the school was unnecessarily increased as there was insufficient time to obtain a fix for their data problems.

Training for End of Key Stage - Importing and using the Wizards - using the reporting options - creating and uploading the results - has been arranged for 13th, 19th and 20th May at Godmanchester. Please book your places as soon as possible.



## New Intake September 2008

ATF files to enable Secondary Schools to import Student details for their September intake have now been made available by the ISSIS Team. The files can be downloaded from the S2S website, as a Generic File download. Guidance Notes for importing this file into Sims .net are available from the Secondary Planet on the portal. It is important the correct procedures are followed to avoid the creation of duplicate students etc.. For the first time this year there is also a csv file which contains Fischer Family Trust predictions both in Grades and Levels, these can be imported into AM7.

ATF files are not automatically created for Primary Schools, many preferring to enter their own information. Any schools that would like to receive an ATF file should contact the ISSIS Team.

### Attention Secondary Schools

**Academic Management** - Following the Sims .net March release class teachers as well as the supervisors in Course Manager appear in brackets in the column headings of the Academic Schemes; this should only show the class teachers. Capita are currently investigating the problem.

**Course Manager - Post 16 Learning Aims** - It is recommended that when putting in a leaving date in Sims .net for your Post 16 students, that schools use Routines | Student | Leavers where one or more students can be selected and assigned the leaving information. The Routines method will place a Completion Status of Withdrawn in Course Manager whereas the Student Details method will not.

**Exams Organiser** - AQA BASEDATA ONLY. If you are using Series 6A08\_70 AQA GCE to import units into Award 8510, you will receive an error message that the Level code and qualification code does not match. Issue x02 of AQA's 6A08\_70 basedata contains a new level, GCE AAS and Capita have received no notice of its introduction from the exam board and are currently seeking clarification from AQA regarding this. As soon as Capita receive sufficient information from AQA, they will deploy a data upgrade to permit the import and management in Exams Organiser.

**Behaviour** - are you interested in making better use of Behaviour Management in SIMS? If so, please contact the Helpline, as we are hoping to get a group of schools together to work on this.



### CTF Files for Lost Pupils

To assist with the tracking of lost pupils, the ISSIS Team have requested that schools carry out the following procedure. As soon as a student leaves your school and their destination is unknown, enter the leaving date as the last day they attended your school, enter Other/Unknown as reason for leaving with a destination of Unknown. Create a CTF to the Destination for Lost and Overseas which is the XXXXXXXX code, making a note of the file name. Upload the CTF to S2S. Edit the Student details once more and replace the Destination of Unknown with the CTF file name. When the next B2B data exchange is sent through to the ISSIS team this will assist in matching the pupil to the CTF in the lost pupils' database.



### Personnel 7 Service Terms - Have you Imported these yet?

A new Service Terms file compatible with the March Sims .net release (7.102) is now available for download from the Portal. These files are school type (primary/secondary) and SIMS version specific. Service Terms are necessary to enable you to enter contract information for your staff and use the reporting features such as for staff absences.



### Problems with the BCR?

Will all bank account schools please note that any questions relating to the BCR need to be put to the Corporate Team. Queries on the operation of the FMS should be logged with the Helpline, but any questions relating to codes or financial management should also be raised with your financial advisor.



### Dinner Money in Sims .net

We have received advice from CAPITA that the development for the initial set-up and core functions of Dinner Money 7 (Dinnermoney .net) is well underway. Cambridgeshire have agreed to assist CAPITA by trialling and user testing this latest module.



Would you like to be involved? A meeting has been arranged between Capita and Helpline representatives on the morning of Wednesday 9th July, if your school is interested in participating, we would like to hear from you. Please either email or telephone the Helpline to register your interest.

### Key Dates....

- \*\*\* THURSDAY 15TH MAY - SCHOOL SUMMER CENSUS \*\*\*
- ♦ RAISEOnline - 14th May
  - ♦ E-Profiles Reporting - 21st May
  - ♦ SIMS .net Year End Procedures - 3rd, 4th, 10th Jul
  - ♦ Assessment & Creating Pupil Profiles - 4th Jun
  - ♦ Pupil Response Systems 11th Jun
  - ♦ Sims SENCO - 18th Jun
  - ♦ AM7 End of Key Stage Data Collection - 13th, 19th, 20th May



For booking and availability of all courses listed:

Telephone: (01480) 376670

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

(Unless otherwise stated, all courses are in Godmanchester).



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.

