

HELP LINES



For all assistance / enquiries: Telephone: 08 450 450 973
Email: ict.helpline@cambridgeshire.gov.uk

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Issue 29

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 March edition of *Helplines* to: ict.helpline@cambridgeshire.gov.uk

Please note the items below concerning FMS6 Migration do not apply to Centrally Hosted Schools. These schools will be contacted individually prior to their migrations being performed with instructions on the preparations they need to perform. **Schools that moved to FMS6 in November 2007 have already been migrated and need take no further action.** Schools that still use Famis will **not** have to perform the migration at all.

FMS6 Migration



The FMS6 Migration Notes have just been loaded onto the Portal in the Finance Area. There is also a spreadsheet which should help with the obligatory data verification. Schools operating Finance Database Selector have their own, separate, set of notes. This Migration must be carried out before CFR submission so schools should be **aiming to have this done by the end of the Easter Holiday.**



Before you can proceed with this process you must be operating FMS6 version 6.85. The Migration process consists of three steps:

1. Preparation - at the end of which schools will need to request the Migration Licence from the Helpline.
2. The Migration proper - at the end of which schools will need to request an activation Patch from the Helpline
3. Normal working in the migrated datafile only. However, the 'old' one will stay on your machines for a couple of months after which Notes will be circulated covering the safe storage of the data and the removal of unnecessary software.

Effect on working practice

Capita are migrating FMS6 over to a new database system - SQL Server 2005, in line with the new SIMS .net database. If you use FMS on your network in the same way as SIMS, there will be no change to the way you work. However if you use FMS 6 standalone or are in the habit of copying data from one machine to another, you will need to change the way you work. Note that Capita do not support FMS upgrades if it is not connected to a network nor is the practice of copying data supported under any circumstances. The ICT Service policy document on the Finance planet on the portal makes this clear.



Since FMS6 and SIMS.net are expected to share a common installation of SQL Server it will be necessary to place FMS6 onto the network. This means that stand alone installations will be virtually impossible to maintain. In addition, the way the system operates also means that copying data to a detached workstation or laptop is highly likely to result in data corruption and is not supported. Where schools have worked this way they are advised to investigate moving onto the school network or the Centrally Hosted system currently being rolled out across the County, which will allow for out-of-school working.

Patch Technicians - FMS6 Migration

Schools with Patch Technicians will find they are ready to assist in this process but the school must be fully cognisant of the instructions contained in the Guidance Notes and must make arrangements for their Finance Secretary/Bursar to be available to carry out the financial elements of the migration. It may also require more than one patch visit to complete the process and this will need to be considered when scheduling other work for the visit.

Education ICT Service SLA

By the time this newsletter reaches you the SLA should be with you or on its way. We have restructured our services and there are also a number of new services on offer, including central hosting. To help schools get the best from the SLA we will be holding short question and answer sessions following the Impulse conferences. More details will be in the Impulse conference invitation when it arrives and the dates are on this newsletter. You can also contact the Customer Service Team (01480 376655 or email ict.service@cambridgeshire.gov.uk) if you have any queries about the SLA.

SEN Need Types in SIMS .net



The School Spring Census brought to light the fact that many schools are using a lot of SEN Need Types that do not have Statutory Codes and are therefore not picked up by the Census. We would strongly recommend that all schools check their SEN Need Type lookups and deactivate any non-statutory codes, to avoid these being selected. A table of the Statutory Pupil/Student SEN Type codes can be found on page 66 of the DCSF "School Census Preparation and Guidance for 2008" notes. Alternatively the Helpline have uploaded some notes called "Updating SEN Lookups" to the SIMS .net Planet on the Portal.



Spring School Census 2008

Congratulations to all our Schools, this Spring's Census was by far the smoothest yet. By mid-afternoon on Census Day, 145 Cambridgeshire Schools, out of a total of 243, had already uploaded their returns to the Collect Website. By mid-afternoon on Friday 18th January only 15 schools had yet to upload their return. On the Helpline we had our quietest Census day in memory only 145, calls compared to 243 for the Spring Census 2007.

department for
children, schools and families

COLLECT Portal

Making the most of the Portal



Did you know you can be notified by e-mail when any new resources are posted on the Portal? Simply Log in then click "Sign Up for New Resources" in the log-in box. Give your email address and your preferred topics and you'll receive a weekly bulletin of any new resources for your favourite topics. Why not use this facility to keep up to date with Sims?

Attendance 7



Don't forget the Attendance 6 module will be disappearing with the May upgrade of SIMS .net, which will bring all the reporting functionality of Attendance into SIMS .net. Please do start using Attendance 7 as soon as possible to enter marks. The Attendance 7 brings with it changes to procedures and functionality. Experienced and new users could all benefit from attending a Training session on the new module. The next session has been arranged for 27th February.

N.B. - Problems with Quickletter



Please take great care to close Word and all other Word documents before running Quickletter from Student Details in SIMS .net. There appears to be an issue at the moment where, if Word is already open, when a Quickletter is run it can be attached erroneously to the wrong student. This issue should be resolved by the next upgrade.

DATES FOR YOUR DIARY - Spring IMPULSE Conferences

Monday, 10/3/08	CPDC	1 - 4pm
Tuesday, 11/3/08	Buckden	9.30 - 12.30
Wednesday, 12/3/08	The Maltings, Ely	1 - 4 pm

At the end of the Conference there will be an opportunity to view the new ICT Service SLA options. This will be followed by a brief question and answer session which will enable you to raise any queries you may have. To book a place please contact the Education ICT Service Admin Team on 01480 376670.

Key Dates....

- SIMS .net for new users 2 days - 15th & 22nd Apr
- SIMS .net Reporting - 22nd Feb
- AM7 for Primaries - 28th Jan & 6th Feb, 29th Apr & 8th May
- Sims SENCO - 18th Jun
- Attendance 7 - 27th Feb
- Sims Personnel 7 - 19th Mar
- Maintaining the Timetable Secondaries - 20th Feb
- Analysing Assessment Data & Sims - 6th Mar
- End of Key Stage Result Collection - 21st Apr (Buckden), 22nd Apr (March Library), 23rd Apr (CPDC) & 24th Apr (Over Community Centre)

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: 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.

There are maps available too!

