

HELP LINES



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

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

Happy New Year to you all, we hope you all enjoyed the Christmas Holidays and are returning refreshed and ready to take on the new challenges that 2009 will bring.

Please make sure that copies of this newsletter are passed to all the people in your school who perform the functions mentioned above, we are frequently told that people do not get to see a copy and are therefore unaware of the important information these newsletters contain.

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

School Spring Census - Thursday 15th January 2009

 Helpline notes for running the School Spring Census are available for download from the SIMS Home Page on the Portal, as are the DCSF Guidance notes which should be used for all three Censuses in 2009 and give detailed advice on what data will be collected in each. The DCSF notes explain what extended services, staff etc. to include and are a vital point of reference for all schools.



If you are not Centrally Hosted, please ensure the files sent out by e-mail on 19th December, have been copied into the SIMS .net folder on the machine that will run the Census. These files update the DCSF validation file and should remove a number of Census Errors and correct some omissions in the Census Summary.

Please do ensure all Extended Services provided by your school are recorded in School Details, these are being greatly under-reported. Any school that does not have any Extended Services will receive error 1340 which will have to be ignored if your school does not provide any extended services.

Do ensure that the figures on the Census Summary are checked very carefully, these figures are used as a basis for the budget your school will receive, areas to pay particular attention to are Part-Time pupils, EAL, First Language, Ethnicity, SEN and Modes of Travel. Pass the summary to the relevant members of staff such as the SENCO and the Attendance operator for checking.

Check what time to use for recording Class Activities, please note if there is not a qualified teacher in a class at your given time, this should be recorded as such, please be aware that this will generate error 1070

Use the Detailed Reports in the Census itself, these can be extremely helpful for locating inaccurate data, such as pupils showing as part-time who should not be. The Pupil/Student Contact Details report is particularly good for identifying missing or incorrect data.

Once the Census is complete, the Headteacher should sign the summary as a true record of your school on Census Day. The Census should then be authorised, which will change the file to an xml format which will need uploading to the Collect website. The URL for Collect is:

<https://data.dcsf.gov.uk/collectportallive/login.aspx>

This website only goes live on Census day. There is a familiarisation website where dummy files can be uploaded for testing prior to 15th January. Guidance notes on using the Collect Website can be downloaded from the ISSIS Homepage on the Portal

Reporting on Staff Absences

Since the November SIMS upgrade, reporting on Staff Absences has not been working. This applies to both user defined and predefined reports. There is a patch that can be released to schools that require it. This will be fixed in the next upgrade.

Also since this upgrade, when a leaving date is added in Student Details, the record changes will not save until an end date has been entered for Meal Pattern on the new Dietary Needs Panel. This problem does not occur when leaving dates are assigned using Routines | Student | Leavers. This should be fixed in a future SIMS release.



Schools Workforce Census

Thank you to all schools who attended the recent seminars on Schools Workforce Return (SWR). For those who are not aware, all schools are required to submit a SWR in January 2010, with a pilot of all schools in September 2009. Cambridgeshire is aiming to submit the SWR centrally on behalf of our schools. Currently we are working with EPM and HR at CCC to enable all contract information held by them to be uploaded into ONE. This will provide the basis for the SWR to be generated from within ONE. However, there is some data that only schools can provide, particularly information on staff absences. In preparation for this we need schools to be using the same lookup codes and service terms. To this end, we will be sending an e-mail to all schools with all the necessary files attached. Please import all the attachments as per the instructions, this needs to be performed while your school is running the November version of SIMS i.e. version 7.112. Once these files have been imported please start recording staff absences in SIMS, as the Return in January 2010 will collect all absences for 2009. There are guidance notes on how to record absences in SIMS available for download from the Portal on resource 4465.

In preparation for the SWR please ensure basic details; name, date of birth and national insurance number, of all members of staff are entered into SIMS. Please take care not to create duplicates, previous records may not be visible in the "Current Staff" view. Staff absences should be recorded in SIMS from the beginning of the year, once all the lookups mentioned above have been imported.

We will be issuing regular bulletins and newsletters to keep schools up date with progress and guidance on any actions that may be required, please do look out for these.



End of Support - Attendance 6

Capita support for Attendance 6 ended in December 2008. Please note you **SHOULD NOT** be accessing attendance from the link on the SIMS shortcuts. Attendance should now be accessed from Focus. There is a patch available to disable the old link to Attendance 6 which will be made available on request.

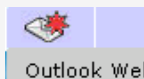
There are courses on using the new Attendance 7. See below for dates or contact ICT Service Courses Admin team on 01480 376670

SIMS Shortcuts



E-mail Exchange Migration

The Email Exchange project is progressing as planned and is still on target to be delivered by the end of March 2009. The Project is migrating an average of 15 schools a week over onto the new email system. If you have any questions about the migration, the new system or are experiencing any problems, please contact the Helpline directly. In response to feedback from schools, we will be offering regular drop-in sessions from January until the end of the project, which will provide Exchange users with the opportunity to learn how to use it's features more effectively. Further details about these sessions will be sent out in the New Year. Many thanks to those schools we have already worked with for their co-operation in 2008. Any queries please contact the Helpline on 08 450 450 973.



Central Hosting

We currently have 109 schools on Centrally Hosted MIS - of which 4 are Secondary Schools. The SLA is still available pro-rata for schools who wish to migrate.

Scheduled downtimes for 2009 will be posted on the Central Hosting Homepage at the beginning of January.



Did you know? Central Hosting can be access from any machine in school with internet access.

Nova T-6

When submitting your timetable to SQL for the first time following the November Sims .net upgrade you may get an error message. The error reads - *one or more critical errors have been detected but the submission cannot continue. Some existing class memberships last beyond the last academic year.* Should you experience this error there is a patch that can be downloaded from the Secondary Planet on the Portal. Alternatively contact the Helpline to request the patch.



Key Dates....

- ♦ SCHOOL SPRING CENSUS - THURSDAY 15TH JANUARY
- ♦ 28th Jan WB, 3rd Feb WB, 4th Feb G, 10th Feb G - Attendance 7
- ♦ 29th Jan - RAISEonline Data Management
- ♦ 5th, 12th Feb WB - ToPP Spring Marksheet & Analysis
- ♦ 10th Feb WB - RAISEonline
- ♦ 24th Feb G - Fischer Family Trust (Secondary)
- ♦ 4th, 5th Mar WB - FMS6 Year End Primary
- ♦ 3rd Mar WB - FMS6 Year End Secondary

For booking and availability of *all* courses listed:
Telephone: (01480) 376670
Email: ict.courses@cambridgeshire.gov.uk



G = Godmanchester. WB = Waterbeach
OV = Over Commity 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.

