

# HELP LINES



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

October 2008  
Issue 35

**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 November edition of *Helplines* to: [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk)



## Student Data in SIMS .net

### Ethnicity, First Language and English as an Additional Language



The CREDS Team have contacted the ICT Service to highlight the fact that schools in the county are under-reporting these data areas. Please note that these figures can affect your school's funding. Please ensure that the **First Language** field is completed. The Lookup list available in SIMS for First Language is extensive, most languages are available for selection (if you only have a very limited selection please contact the Helpline). Please also ensure that the EAL (English as an Additional Language) box is completed.

### Parental Responsibility

We are still coming across some schools where the Parental Responsibility box is not being used appropriately. It is **ESSENTIAL** that this box **IS TICKED** for contacts that **DO** have **Parental Responsibility** and **NOT TICKED** where **not appropriate** (e.g. for child minders and other contacts). Guidance on what constitutes Parental Responsibility can be found on the Teachernet and also the Parentline website, which is possibly more comprehensive. The link for Parentline is <http://www.parentlineplus.org.uk/index.php?id=481>. Extracts from these guidance notes have been posted on the Portal. This box in SIMS is particularly important as it will determine which contact details are picked up by the next School Spring Census in January 2009.

### Name Format in SIMS

A number of schools still record their student and contact surnames in capital letters, this is possibly a hangover from the old DOS days of SIMS. This name format has, on a number of occasions, caused problems to other schools. Schools have reported importing CTFs and duplicate students having been created solely because the surname at the new school is in title case while the surname in the CTF from the previous school was in capitals. This has occurred for whole new intake groups in the past. To help avoid this problem in the future please would all schools record all names in title case. A bulk update of name format can easily be carried out, simply use the route Tools | Housekeeping | General - select Students and ensure the spot is in the radio button for Title Case, then click Apply. Repeat for Contact, Staff and Agents

## Early Years Foundation Stage Profile - Autumn A Results Return

As you are probably aware, this year schools are being required to upload a CSV file to Collect with the Autumn A results for this year's Reception pupils. Guidance notes for this process have been uploaded to the Assessment Planet from the SIMS Home Page on the Portal. Please note that Version 2 of these notes, dated 29th September contains a number of important amendments from Version 1, specifically that a single CSV file is required for the whole cohort (not one per class as stated in the original notes) plus important changes to the naming of the results file.

Notes for **Target Tracker** schools are also available from this webpage.

### eProfile Version

All workstations within a school using eProfile must be on the same version. Any school wanting to install the version, 2.5, on new machines can download it from the following link [http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School\\_MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/](http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School_MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/). Alternatively, search for ToPP on the Portal.

A new Version 3 of eProfile (called eyeProfile) has been posted on the Suffolk CC download site. This upgrade has been tested and can be used if you would prefer. (all Workstations will need to have the upgrade applied).



## Impulse Conferences 2008

Wednesday 12th November — Buckden Millennium Centre 9.30 - 3.00

Thursday 13th November - Cambridge Professional Development Centre 9.30 - 3.00

Monday 17th November - Oliver Cromwell Hotel, March 9.30 - 3.00

There are two free places available for every school (additional places cost £65 each). We would strongly advise all schools to attend one of these conferences. These conferences are our opportunity to pass on advice on a range of topics that will affect all schools, The morning session by the MIS Team will deal with topics such as Real Time Reporting to Parents, Schools Workforce Census Assessment for Learning and Tracking of Pupil Progress. The afternoon session by the OneVision Team includes Information Sharing, Contact Point, Every Child Matters, Data Quality, School Census and much more.

Full details of the programme can be found on the Fliers being sent out to all schools and on the Portal [http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School\\_MIS%20team/MISteam/AMPA/documents/Impulse%20Conference%20Flyer%2008v1.doc](http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School_MIS%20team/MISteam/AMPA/documents/Impulse%20Conference%20Flyer%2008v1.doc)

### News for Centrally Hosted Schools

Save by joining mid-year. If schools join the scheme mid-year, the annual maintenance will be calculated pro-rata for the number of months, so a school joining in October would pay the full migration fee but half the annual maintenance. Normal fees would be due on renewal in 09/10.

**Scheduled Downtimes:-** 1st November 2008 13th December 2008



### Parental engagement - Audience: Secondary Heads, ICT co-ordinators, SIMS managers

In January the government announced a 2010 target for secondary schools to provide online access for parents. BECTA and SSAT are running free half-day seminars this term on the topic of parental engagement. Two are being held on December 5<sup>th</sup> at the Cambridge Belfry in Cambourne. For more details search for resource 4435 on the portal.

### Personnel 7

A new **Service Terms import file** has been posted on the Portal. Please would **ALL schools** download and import this file (including Centrally Hosted schools). Each Service Term import file is version specific and this new file is for the August release of SIMS i.e. version 7.108. If all schools import this file then we will have a consistent set across the county, which will be essential for the Schools Workforce Census which all schools will have to complete in January 2010, with a pilot group submitting a return this coming January 2009. It is necessary to have this file in place to allow Absences to be recorded for members of staff - a requirement of the Census. It is also necessary if you wish to record contract information. We are currently liaising with the OneVision Team, EPM and Cambridgeshire HR/Payroll Departments to try to minimise the additional work and duplication of data entry that making this return will involve. Further information on Schools Workforce Census will be given at the Impulse Conference

### Funding of the Cacheing and E-Mail System.

Further to our recent letter regarding Network switch upgrades, Protex Filtering and Cacheing and Email changes, we would like to clarify that the cost of the labour and equipment for the cacheing, switches and email system are being paid through the Central Harnessing Technology Grants received 2007/8 and 2008/9 and NOT the Harnessing Technology Grant funding that has been devolved to the schools.

### ToPP Update September 2008

New improved Templates are available for download from the ToPP webpage of the Portal. If you are using ToPP we recommend that you upgrade to September 2008 version of ToPP.

ToPP templates, **Tracking Grids (NEW!)**, Individual pupil reports and Analyses which can be used in Assessment Manager 7 are also available. We offer a consultancy service to set up marksheets for year groups and or class teachers and also further training and advice. If you are interested in a consultancy or need further advice, please phone the Helpline on 08450 450973, search for ToPP on the Portal or use the following link [http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School\\_MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/](http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School_MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/)

**Tracking Grids** - We have developed some **new tracking grids** which can be likened to electronic versions of the 'Yellow Brick Road' and 'Nottinghamshire Tracker Grids'. These have been set up to work alongside our ToPP Marksheets.

Target Setting and Tracking are one of the programmed items of the Impulse Conferences this November.

### Key Dates....

- ♦ 21st Oct (G)- RAISEonline, data Management
- ♦ 4th Nov (G) -- Recording Provision Mapping in SIMS
- ♦ 18th Nov (G) - RAISEonline
- ♦ 18th Nov (G) - SENCO
- ♦ 5th Nov (G)- FMS New Users
- ♦ 18th (W), 19th Nov (G) - Equipment Register
- ♦ 12th, 13th, 17th Nov - Impulse Conferences



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. WB + Waterbeach



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.

