

HELP LINES



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

September 2007
Issue 24

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

School Secretary/Administrator ICT Technician Head teacher Exams Officer Bursar / Finance Officer

Attendance Operator Dinner Money Operator SENCO Timetabler Assessment Co-ordinator

Welcome back, we hope you all had an enjoyable summer and were able to relax and recharge your batteries before the start of the new academic year. There are a number of extremely important items contained in this month's newsletter. Please ensure that **ALL STAFF MENTIONED ABOVE** receive a copy of this edition.

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

School Census

Schools Autumn Census Thursday 4th October 2007



All schools must submit the Autumn Census on 4th October. This Census is very similar to the Summer Census for Primary Schools but for Secondary Schools with Sixth Forms, Post-16 Learning Aims are included for the first time.

Please ensure all statutory fields in Sims .net have been completed for your new intake i.e. UPN, Name, Gender, DOB, NC Year and Year Taught in, Ethnicity, 1st Language, SEN Status, FSM eligibility, Gifted and Talented, **Connexions Assent (Secondary Schools only)**, Home Address and Post Code.

Attendance data will be collected for the Summer Term (up to 25th May 2007) and also for the whole Attendance Year i.e. September 2006 up to 25th May 2007.

Exclusion data will be collected for the Spring Term 2007.

Secondary Schools only - Post-16 Learning Aims will be collected electronically as part of this School Census. Secondary Schools must ensure that courses have the correct QANS attached and that Students' membership of courses is up-to-date.

Do not leave it until 4th October to start working on your Census. The ISSIS team are happy to receive dummy returns.

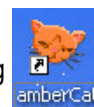
Guidance Notes are available for download from the Sims .net Planet (for Primary, Special and Nursery Schools) and from the Secondary Planet.

For users who performed the Spring and Summer Census Returns, the Capita "Overview Notes" may provide sufficient information. For users requiring more in-depth guidance the "Autumn Census Guidance Notes" are available. The DCSF "School Census Preparation and Guidance for 2007" are the same set that were used for the Spring and Summer returns. Separate notes are available for schools with Sixth Forms for guidance on the Post-16 Learning Aims Return.

Logging Calls with Helpline via amberCat email



Please note the address for logging calls automatically on amberCat (the ICT Service Call Logging Software) has changed to: helpdesk@ict.cambsed.net





Solus 2 - August Upgrade

All schools must perform this upgrade but NOT until they have upgraded the infrastructure on the file server and ALL workstations. It is necessary to run the Infrastructure CD to enable schools to carry out the database migration and August upgrade.

The August upgrade contains a large number of new features and fixes, please read the August Upgrade Release notes which are available on the Portal.

After carrying out the upgrade please import the latest version of Reports V7.96. There is also an updated version of CES_Base_Lookups file which needs to be imported to update the lookups in Personnel 7. Use the route Tools / Lookups / Import and locate the updated file in the Sims folder. Open and import.



SIMS Database Migration

The **Infrastructure CD** and notes are being sent out to all non secondary schools in this week's blue bag. Secondary schools have been asked to download the infrastructure files from the Secondary Planet on the Portal. This CD **MUST** be performed on **ALL** workstations on which Sims Applications are run (including FMS6 and Dinner Money). The August upgrade will only be released to Schools who confirm by e-mail that the Infrastructure upgrade has been completed.



New Year Procedures in Sims .net

Remember to actually admit your new admission pupils when they arrive - use the Route Routines / Admissions / Admit Applications. For Reception or Nursery age pupils UPNs can also be allocated on this screen by amending the 'Assign UPN' status BEFORE admitting.

Don't forget to set the New Academic Year for Attendance from the Tools menu in the Attendance Module.



E-Profiles - Primary Schools

Schools that use E-Profiles should create a CTF in Sims .net to enable names, UPNs and Post Codes to be imported into the E-Profiles software. Please ensure the **Address Box is Ticked** as well as the Basic Details box when selecting Data to be Exported on the CTF Export screen in Sims .net. If this is not done, post codes are not included in the export. These are then not imported into E-profiles. Post codes **MUST** be included in the results file that is submitted to the Local Authority at the end of the academic year. Entering the post codes manually into E-profiles can be a very time consuming process which can be avoided simply by ensuring your Reception children's addresses are complete in Sims .net and that the Address is included in the CTF file passed to your Foundation Stage Teacher.

Many users have been using E-profiles for a number of years now and are confident in its use and the reports that can be generated within the package. Did you know that Sims .net can be used as an alternative for inputting FSP data? Results can be input directly into AM7. This means end of year results CTF can be exported from Sims .net in the same way that KS1 and KS2 results are exported now. Also the FSP results do not need to be imported into AM7 for use in Target Setting and Tracking.



SIMS Home Page - New Look!

The SIMS Home Page has been given a makeover! It's still the same home page you have come to trust, and it is still packed with current information regarding SIMS products, important updates and training opportunities.

The overall look has been altered to match the existing Education ICT WebPages. There is now a Primary Planet which will contain information especially for Primary, Nursery and Special schools, an online request form which will let you log a call with us instantly and an archive page for each planet to store historical documents.

You can access the home page via the link you have always used, or you can get to it by typing "SIMS Home Page" into the search box on the Cambridgeshire Education Portal.

Key Dates

- ♦ AM7 for Admin — 26th Sept
- ♦ AM 7 for Secondary Schools 2 days - 24th Sept & 2nd Oct
- ♦ AM7 for Secondary Schools further techniques - 4th Oct
- ♦ Sims .net for new users 2 days - 5th & 10th Dec
- ♦ Sims .net Reporting - 17th Oct
- ♦ Personnel 7 - 27th, 28th Sept, 5th Oct, 7th, 8th Nov
- ♦ Sims SENCO - 18th Sept, 5th Nov
- ♦ Preparing for School Spring Census Primary - 15th, 16th, 23rd, 30th Nov
- ♦ Preparing for School Spring Census Secondary - 15th, 30th Nov

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!