

HELP LINES



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

September 2009
Issue 43

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

We would like to welcome you all back at the start of a new academic year. We hope you enjoyed your summer break and were able to recharge your batteries ready for the challenges the new year will bring. *The Helpline*

Admissions - Proof of Legal Names and Dates of Birth

Please ensure that Birth Certificates or Passports are seen for Students entering the education system for the first time, whether Foundation Stage entrants or from overseas or independent schools or out of county etc. It is extremely important that Legal Forenames and Surnames and Dates of Birth are entered in the relevant boxes in SIMS .net. Where students and/or parents wish the student to be known by other names, these can be entered into the preferred name boxes. There is a tick box on the Basic Details panel to confirm that legal proof has been seen.

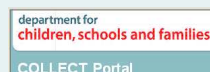
Phishing e-mails - Bank Account Schools

No bank or Government Department (eg. HM Revenue & Customs) will ever ask you to log onto a website to change or update details and, in this context, a bank is unlikely to suspend your account facilities because you haven't checked your details lately. Any e-mails requesting this are almost certainly a phishing scam aimed at gaining access to accounts. If the school has an account with the bank, then contact them in the usual way to verify that all is OK. They may require you to forward the e-mail to their security department. You might also like to forward it to Trading Standards as notification of the scam.

School Autumn Census - Thursday 1st October

The School Autumn Census this year is on **Thursday 1st October**. It is necessary to be on version 7.120 (June) of SIMS .net in order to generate this return. Please ensure all new admissions have been entered into SIMS .net. Run a dummy census as soon as possible and check all the reports thoroughly. Secondary Schools with post 16 students will be reporting on Learning aims as a part of this census.

The DCSF Preparation and Guidance notes for 2009 give detailed information on what information is required—these are the same set of notes that were used for the Spring and Summer Censuses.



The DCSF notes together with Capita Manuals and Helpline Notes are all available for download from the Portal.

Post 16 Learning Aims

For Secondary Schools with 6th Forms this part of the School Autumn Census is EXTREMELY important. The funding your school will receive is calculated using the Post 16 Learning Aims data from your School Census. It is ESSENTIAL that the detailed report on Learning Aims from within the School Census is checked by your Curriculum Manager/Timetabler.

School Workforce Census - Autumn Pilot - 1st October

All schools in Cambridgeshire will be participating in this pilot. The ONEVision Team will be submitting most of the data on behalf of schools in Cambridgeshire but some data can only come directly from Schools. Over 100 schools have now activated B2B Personnel. Notes for maintaining SIMS Personnel Details once B2B has been activated can be downloaded from the SIMS Home Page on the Portal.



Secondary Schools will have to run the Curriculum part of the School Workforce Census within SIMS .net. To this end the Licence activation patch was released to these schools along with the June upgrade. Instructions will be sent to Secondary Schools shortly on how to run this part of the SWR.

All Schools are also required to enter qualification data for some staff members. Please look out for the next SWR Briefing and Guidance Notes which should be arriving in schools by e-mail during the first week of the new term. Updated DCSF Guidance and reminders are available from the Portal - Resource ID 4465.

Staff Leavers

A reminder to remove accounts for all Staff leavers. Central Hosting and/or e-mail accounts should be removed by your nominated Account Administrator if you have one. If not, please e-mail the Helpline as soon as possible with a list of staff to be removed and added. SIMS .net, FMS and Local network accounts all need to be closed for staff leavers.

Attention Exams Officers - Basedata for 2009/10

Please do not download any basedata into the new Academic Year, until after the next upgrade (i.e. version 7.122) or above has been installed.

SIMS .net Primary Calendar

An updated version of the SIMS .net Primary Calendar has been uploaded to the SIMS Home Page on the Portal. Primary School Secretaries and Administrators may find this Calendar useful as it provides reminders of specific tasks that need to be carried out during particular months of the year. It also suggests monthly tasks that if followed can help ensure your data is accurate and up-to-date.

Central Hosting using Apple Mac

The Frequently Asked Questions (FAQs) document - available from the Central Hosting Home Page has been updated during the summer holidays.



Publishing Scam

A Cambridgeshire school was recently approached by an organisation called 'The Yellow Pages 24' who wanted to confirm an advertisement in their next directory at a cost of £499. Please approach with extreme caution and refer to Trading Standards. Schools, libraries and children centres may be at risk.

Sims June Upgrade - Version 7.120

The June SIMS .net Solus upgrade has been released to all Schools. (This upgrade has already been carried out for all Centrally Hosted Schools and schools that pay for the remote upgrade service).

This upgrade included a number of changes to permissions in SIMS. Particularly concerning access to Personnel Details new categories of access have been introduced - the latest Capita spreadsheet of System Manager Permissions is available for download from the Portal.

Any SIMS user with class teacher or similar permissions will by default see the Student Teacher View when they click on the Student Details Icon.

Exam Organiser is now able to access SIMS User Defined Groups for a number of reports.

To see full details of all the fixes and improvements, please see the June Release Notes which are available for download from the portal.



User IDs and Passwords

Do not allow anyone else use your ID and Password to log into Central Hosting, SIMS. net or FMS. Your ID will appear in the Audit Trail and should any irregularities ever come to light, it will be you in the frame and not the person you allowed to use it.

Key Dates....

- ♦ 8th & 17th Sept WB - FMS6 for New Users
- ♦ 16th Sept WB - FMS Refresher Workshop
- ♦ 17th Sept - RAISEonline—Question Level Analysis
- ♦ 10th WB, 22nd WB 29th G Sept - eyeProfile Getting Started
- ♦ 29th Sept & 1st Oct WB - ToPP Autumn Marksheets and Grids
- ♦ 15th WB Sept , 19th G Oct - ToPP and Target Setting using Primary Target Tracker
- ♦ 23rd Sept WB - FMS Equipment Register
- ♦ 1st Oct - FMS6 The Next Step
- ♦ 7th Oct - SENCO
- ♦ 5th & 9th Oct G Managing Student Data — Basic Sims
- ♦ 8th, 12th Oct G - RAISEonline Data Management
- ♦ 22nd Oct W - SIMS reporting (Primary Schools)
- ♦ 30th Sept, G 14th & 21st Oct W Budget Adjusting & Profiling
- ♦ 17th B, 18th OC, 25th C Nov Impulse Conferences



For booking and availability of all courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

G = Godmanchester. B = Buckden, WB = Waterbeach

OV = Over Community Centre. OC = Oliver Cromwell March, C = CPDC

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.

