

EDUCATION ICT SERVICE

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School Spring Census 2012

Well done everybody! By the day after census day (20th January) only 10 schools had not uploaded their Census to Collect. As of Tuesday 23rd, only 2 returns had yet to be submitted. These are truly impressive figures and we would like to thank everybody for all your efforts to making these Statutory Returns so promptly. Calls to the Helpline about the Census were also down greatly this year, many schools obviously heeded the advice to prepare their returns in advance of Census day, making Census day a much easier day for all concerned.

School Workforce Census and Privacy Notices

Cambridgeshire's schools are to be congratulated on the timeliness and quality of last term's Workforce Census return. The County Data Credibility report arrived this term showing **no significant errors**. Keep up the good work.

The One Vision team have recently updated guidance on the use of Privacy Notices on their portal page (Resource ID 3510, then click on School Workforce Census). There is also a template letter for you to use with new staff so that you comply with the Data Protection Act.

Census Files and Data Security

Please be aware that Census Files, School Workforce Census Files and associated Detailed Reports all contain confidential information. There can be times when schools may need to refer back to the data contained but the location of the Census Folders is not a secure location, as this folder can be accessed by all users with SIMS .net permissions. If your school wishes to retain electronic versions of these files, they should be moved to folders with very restricted access.

Student Leavers and Dinner Money

A reminder to schools that use Dinner Money in SIMS .net. When a student leaves your school, enter an end date for the default meal pattern **before** entering the leaving information for the student. If this is not done it can cause issues with Dinner Money.

School Service Contracts (SLAs)



To help with your planning for ICT support in 2012/13, we can confirm that the Education ICT Service annual charges for subscription and consultancy services next financial year will be held at 2011 levels. This applies both to local authority schools and academies. A letter confirming this has been sent to headteachers.

Once again we shall be asking nursery, primary and special schools to sign up using the online form. We have introduced further improvements this year, full information about the sign-up should already have been received by your school. It helps us to keep costs down and can save you a significant amount of time in completing the form.

Because the support arrangements for our secondary schools are so diverse, we have decided not to use an online form for them this year and we will be in touch at the appropriate time to discuss requirements for 2012/13.

In the meantime, if you would like any advice or guidance on which services your school may require next year, please contact our Customer Service Team on 01480 376655 or ict.servicedesk@ict.cambsed.net

N.B. Capita's Annual Maintenance will increase this year and is shown as a separate charge.

SIMS .net Spring Upgrade

The SIMS .net Spring upgrade is scheduled for release by Capita at the end of February. This upgrade will contain software necessary for the Summer Census and Assessment Wizards for the End of Key Stage Statutory Returns and will therefore need to be carried out by all schools.

We anticipate the upgrade being released to non-centrally hosted schools in mid March (unless individual schools require specific fixes in advance of this date).

The upgrade should be carried out for Centrally Hosted Schools during the scheduled downtime on 31st March.

Attention Target Tracker Schools

The latest version of Target Tracker uses cloud technology, which potentially poses a risk to sensitive personal data. The County Data Protection service have issued a Risk Assessment proforma and Essex have completed some of the responses, leaving the school to complete the remainder of the form and assess whether or not the risk is acceptable.

Once this has been done by the school, and assuming you are happy to go ahead, please contact the Helpline to register your request to have port 1433 opened for your school. Please note that such Firewall changes are only made on Wednesday evenings and several days notice is required for a change to the Firewall to be included on the list for that week.

CTF Matching Screens

As demonstrated at the Admin Forums, the activation patch for CTF Matching to be activated in SIMS .net was applied to Centrally Hosted Schools during the recent upgrade.

This patch has been released to all non-centrally hosted schools on Solus and can be applied at your convenience. Alternatively it can be applied alongside the Spring upgrade.

These matching screens should help prevent duplicate student records being created when importing a CTF file. Guidance notes are available for download from the portal.

FMS6 Year End

Schools should impose restricted ordering **Now**
Check for Outstanding Purchase Orders
Check for Unauthorised Invoices
Check for Aged Debtors - if over 90 days please contact ICT for guidance
Edit Suppliers Listing

Consider Editing Structure - Guidance notes on the Finance Planet (ID 6831)

Full FMS6 financial year end notes available on the Finance planet (ID 6971) and Closedown Guidelines are available from the Education Finance portal.

Central Hosting - Migration to V2

More than half of our Centrally Hosted schools have now been migrated to Version 2. Don't get left behind. Phone the Helpline today to arrange a date for your migration.

Internet Speed

Make Staff/Students aware of the impact of downloading or streaming audio or video.

In our experience many schools are not aware that, for example, two users running BBC iPlayer will completely use up all of the available bandwidth in a Primary school. The same goes for audio in that streaming audio content for a number of users can also impact on lessons and school operations, including Central Hosting.

Key Dates....		
N.B. Courses scheduled for Godmanchester could be subject to a change of venue		
ICT Staff Meeting - Helpline Closed 2-4 pm	24th Feb	
FMS Roadshows The Meadow Centre, Arbury Stanton Training and Conference Centre Kingsfield Primary, Chatteris	21st Feb	
	22nd Feb	
	23rd Feb	
FMS Year End	22nd Feb 6th Mar	G W
Attendance Reports & Analysis	27th Feb	G
User Defined FMS Reporting for Academies	1st Mar	G
Timetablers Workshop	8th Mar	G
SIMS .net Basic Reporting	13th Mar	G
SIMS .net New Users	17 Apr	G
ICT Staff Meeting - Helpline closed 2-4.30	20th Apr	
Managing SEN	24th Apr	G
SIMS .net Advanced Reporting	25th Apr	G
FMS6 New Users	26th April	W
Budget Input Workshops	8th May 9th	W G

Contact Details

Helpline

By phone:- **08 450 450 973**

By email:- ictservicesdesk@ict.cambsed.net

Courses

By phone:- **01480 376670**

By email:- ict.courses@cambridgeshire.gov.uk

Portal

www.ccceducation.net

Blogs

<http://helplines.blogspot.com>

<http://educationictservice.blogspot.com>

MONTHLY TASKS

Below is a suggested list of tasks to be carried out during the coming month. Helpline guidance notes for these tasks can be found on the SIMS Home Page of the Portal - the index offers an easy way of identifying the guidance you are looking for. Alternatively why not use the Documentation Link from the Home Page in SIMS .net.

- **Relocate Census files to a secure location.**
- **Consider School Contract Agreement - Contact ICT Service if further guidance is required.**
- **Advise school staff of impact of data streaming.**
- **Target Tracker Schools complete Risk Assessment.**
- **Download CTF Matching Guidance Notes ID 8782**
- **If required carry out structural changes in FMS**
- **Start FMS Year End Preparations.**