

HELP LINES



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

June 2007
Issue 22

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

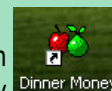
School Secretary/Administrator ♥ ICT Technician ♠ Headteacher H Exams Officer % Attendance Operator #
Bursar / Finance Officer £ Dinner Money Operator π SENCO % Timetabler @ Assessment Co-ordinator ?

Items in this issue have been colour coded as above such that readers should be able to see at a glance, those items that concern them according to their role in the school. Items are frequently applicable to more than one user group, in which look at the symbols at the end of each item.

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

Dinner Money Year End

In preparation for the Dinner Money closedown it is a good time now to run off your debtors and creditors lists which are found under Pupils and then Balance in Dinner Money. Ideally all pupils will have a zero balance on the last day of term. With this in mind effort should be made to reduce any outstanding debts, particularly those belonging to pupils who will be leaving at the end of the school year. Similarly, cash refunds should be given to those pupils who have large credit balances bearing in mind you need to leave sufficient money in their accounts to cover their remaining meals up until the end of term. It is unwise to leave all your refunds till the last week as you may have insufficient cash in hand to refund all you need. Once again if cash is in short supply priority should be given to the pupils who will be leaving the school at the end of July. Year end notes for Dinner Money are on the Dinner Money planet of the Sims Home Page.



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Sims .net - Data Quality Best Practice

The recent School Census submissions have highlighted inaccuracies in some schools' data. Over the next few months we, together with ISSIS, will be encouraging schools to **CLEAN UP THEIR DATA**. Data schools enter for their students is used by other parts of the LA (including Admissions and Transfer, Education Transport, Grants and Benefits plus various Education Support Groups) It is therefore **ESSENTIAL** that schools do everything they can to ensure their data is as **ACCURATE AND UP TO DATE** as possible. Areas of data to pay particular attention to:-

- ◆ Parental Responsibility Box in Contact Details **should ONLY be ticked for parents/carers with PARENTAL RESPONSIBILITY**. Child Minders do not have parental responsibility!
- ◆ Accurate Address Information. Ensure start and end dates are as accurate as possible when Students move house. Ensure addresses are as accurate as possible. (A new Web Validation Service will be introduced later this year which should help with this process, look out for details)
- ◆ Duplicate Contacts. Look through your Contacts list to identify two or more of the same name eg Mr J Bloggs and Mr Joe Bloggs and Mr . Bloggs and Mr J Blogs . These need to be examined to see if they refer to the same person. If so associated students should only be attached to one version of the contact and all duplicates removed using the Delete Unlinked Contacts Routine.
- ◆ Ensure Part-time Status and Free School Meal Status is correct. **Start and End Dates MUST** be present. This information **DIRECTLY AFFECTS THE SCHOOL'S BUDGET**. It also impacts on the school's Performance Analysis.
- ◆ Complete First Language and Ethnicity details - this can also impact on County Council Budgets.

The Helpline is happy to provide a Pay as you Use visit by a member of the Helpline Team who will use reporting in Sims .net to identify problem areas within your school's data and assist in correcting it.

Solus 2 - June 2007 Upgrade



The May Upgrade was not released to schools as there were some issues for Lesson Monitor Schools. Please look out for an e-mail from Schools Manager advising when the June Upgrade has been released to your school on Solus 2.



Nova T4 - The End of an Era!

Please note Capita support for Nova T4 will end in July 2008. Any Secondary Schools, that have not already done so, should move to Nova T6 during the next academic year.

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New Guidance Notes that have been Posted on the Portal

Draft Year End Notes for Primary Schools

Guidance Notes for importing Foundation Stage Profiles into Assessment Manager.

Year End Notes for Secondary Schools, plus a number of associated Guidance Notes.



Electronic Catalogues in FMS6

The only catalogue loaded as a matter of course into FMS6 is ESPO but that **does not mean** that is the only catalogue it will hold. However, you need to be aware that Catalogues can be a large, sometimes dead, burden on a system and that once loaded they cannot be deleted. Unless you use a supplier frequently and a wide range of their stock list don't consider loading a disc catalogue.

If you always use the same subset of the catalogue there is nothing to stop you creating a mini catalogue as you go.

Use **Focus | Accounts Payable | Suppliers** Click on the Catalogue tab. Click on the plus at the side and add a first item - if you know one use a real one if not put in a part number of **000** with a description of **starting item**, unit of each and amount of **0.00**. **Save**. Click the **catalogue in use** box that appears then close the screens. Thereafter, when you order an item fill in the part number description etc. and when you click **Save** or **Next Line** you will be asked if you wish to add it to the catalogue. If you say yes then this forms the beginning of your personal catalogue. This will be updated by any invoices paid for that item or you can edit from the catalogue card whenever a new catalogue is issued.

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School Autumn Census and Post 16 Learning Aims

Schools with Sixth Forms should note that the October Census will determine their Sixth Form funding

Timetablers, Academic Management Staff and Returns Officers **MUST ALL WORK TOGETHER** to ensure Courses are all set up correctly in Sims .net to enable Post 16 Learning Aims to be automatically and accurately included in the School Autumn Census. Timetablers must ensure course levels are set up correctly before the start of the next Academic Year and Academic Management Staff must ensure course memberships are up to date. To assist with this process we are organising two Seminars the first on 3rd July (second date to be confirmed) . A training session has also been set up on the use of Course Manager on 12th July. Places are limited so book early to avoid disappointment.

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Assessment Manager 7 - QCA Templates Fix

Some schools are getting errors when importing their QCA Templates for AM7 for 2007. The most common error message is: **"Aspect :QCA Y4 Reading Test - Reason (1): The following Results could not be imported as the result is not valid for the current grade set version."**

Guidance notes have been created to rectify this error and have been posted on the SIMS Homepage on the Assessment Planet. Should you require this process to be carried out by the Helpline there will be a charge for remote of £50 per hour.

End Support for Profiles 6

Any schools that are still using Profiles 6, please contact the Helpline as a matter of urgency. Capita support for Profiles 6 ends this August. All schools using Sims .net for reporting to parents should move to Profiles 7 before the first reporting period of the next Academic Year. ?

Make the most of your E-profiles Data

To allow your FSP data to be used for tracking and predicting pupils' progress, it needs to be imported into Assessment Manager. Guidance Notes and/or Hands on Training are available, visit the Assessment Planet on the Portal.

Key Dates....

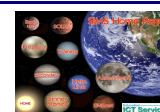
- ◆ Year End Procedures - 14, 19, 27 & 29th June (ML); 29th June (PL) 3rd July (ML) 4th & 11th July (WB) 13th July (PL)
- ◆ Introduction to Attendance 7 & Lesson Monitor 7 Seminars 26th June (ML) 13.00—14.30, 27th June (CPDC) 9.30—11.00
- ◆ FSP Conversion to AM7 (Half day) 11th July (ML)
- ◆ 4th July Deadline for return of FSP & KS1 TAs to LA
- ◆ 11th July Deadline for return of KS2 & KS3 TAs to NAA
- ◆ Sims Assessment Manager for New Users - 5th & 9th July
- ◆ Post 16 Learning Aims Seminars 3rd July (CPDC) 9.30-11.00,
- ◆ Course Manager Training 12th July 9.30—12.30

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!



ML - March Library CPDC - Cambridge Professional Development Centre
PL - Park Lane Primary WB - ICT Service Waterbeach