Suffolk County Council

Schools' IT Newsletter

Included in this month's issue:

- **Course Manager & Post 16 Census and Learning Aims – Training Course**

- **Schools' Summer Census**

- **Schools' Office 365 Mail Service – Password Resets**

- **Contact Details**

LA MAINTAINED IT SERVICES STATEMENTS

Thank you to all schools that have now returned the signed statements for Schools' IT Services 2024 to 2025.

If you have not returned the statement and no notice has been given, the services will now rollover until 31st March 2025.

If you have any questions about any of the services, please contact us on the email address below:
schoolsitservices@suffolk.gov.uk

Course Manager and Post 16 Census & Learning aims – Training Course

Data Managers, Academic administrators, exam officers and staff responsible for the Post 16 Learning Aims return. Basic knowledge of SIMS and census would be ideal. Schools may wish to book two delegates incorporating different areas of responsibility within the school.

We are in the process of organising ESS to run the above training course for Suffolk LA maintained and academies who have post-16 students.

Course overview

THIS COURSE HAS BEEN REPLACED BY 2 x HALF DAY COURSES - Course Manager AND Post 16 Census & Learning Aims (England)

This course explores how the Course Manager functionality of SIMS links areas such as Nova-T, academic management, and Examinations Organiser, including procedures for supporting the maintenance of post-16 learning aims data to ensure the appropriate funding for the school.
This course is not suitable for delegates from an independent school.

Benefits of attending

To learn how SIMS Course Manager functionality links with other areas of SIMS to support maintenance of Post 16 Learning Aims data.

What you will learn

• Understand when a course is created.
• Understand the relationship between Course Manager and other areas of SIMS.
• Manage the student memberships of courses.
• Understand the link between examination awards and courses of study.
• Import and assign QWS QAN codes.
• Manage the post-16 learning aims processes.

We have provisionally booked our usual trainer Ralph to run this course on Tuesday 9th July, and Wednesday 10th July. Both sessions will be in the morning, from 09:15-11:45. The cost is £125.00 per person for the whole course, a saving of £95.00 per person.

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If you would like further information about this course, or to book a place please contact
catherine.hudson@suffolk.gov.uk

SCHOOLS' SUMMER CENSUS
FAO Admin Staff/Heads/Technical Staff

A reminder for all that there is a Summer Census due on the 16th of May.

You will need to upgrade to the Spring release which will be SIMS version 7.216. If you have not upgraded yet, please contact your ICT provider for assistance.

School time has appeared in the census on panel 2, this is the total compulsory time a child spends in school with minutes expressed as a decimal amount for the week. So, for 30 mins, this would be expressed as 0.5 in school time. This includes the total time each day from the official start of the compulsory school day (from the start of morning registration) to when the compulsory school day ends, (official home time). This is inclusive of breaks; the link below will explain further for school time:

DfE Data Items

You can access this area to edit in panel 2 by clicking on the "School Details" button.

ESS has not released the latest fileset yet:

ESS Fileset Newsfeed

Other ESS help:

ESS Sims England Newsfeed

ESS Pupil Premium Financial Workbook

If further assistance is required, please log a call with the IT Service Desk either by phone on 01473 265555 or by email at **ITServicedesk@suffolk.gov.uk** .

SCHOOLS' O365 MAIL SERVICE – PASSWORD RESETS

For all schools and academies that purchase the Office 365 Mail service via Suffolk County Council.

As of 1st of April 2023 the process for requesting password resets from SCC IT will change if you are unable to remember your Password Manager questions.

From this date we will only accept password reset requests from either the Headteacher, or the Business Manager/Bursar for your staff.

These requests are to be made via the new form that is available now, on the School's IT Service website - **IT services for schools and academies - Suffolk County Council.**

This form must be completed and sent from a named mailbox, as we will not accept them from a generic mailbox e.g. admin or head@.

We will no longer be accepting telephone calls to reset passwords, due to improved data protection/security.

It is expected that staff members will use Password Manager to reset their own passwords thereafter.

Any member of staff who has not yet registered with password manager must now do so.

For any enquiries, please contact the IT Service Desk on 01473 265555 or by email on ITServicedesk@suffolk.gov.uk.

CONTACT THE IT SERVICE DESK!

Please note that the Schools IT Services mailbox is for sales enquiries and is only monitored periodically. Therefore, if you have a query with regards to a new service, please send an email to schoolsitservices@suffolk.gov.uk.

All standard incidents and service requests **must** be raised via the IT Service Desk on 01473 265555 or via itservicedesk@suffolk.gov.uk otherwise this will result in any responses being delayed.

Our offices are open from 8.30am to 5pm Monday - Friday