

Schools' IT Newsletter

JANUARY 2023

Included in this month's issue:

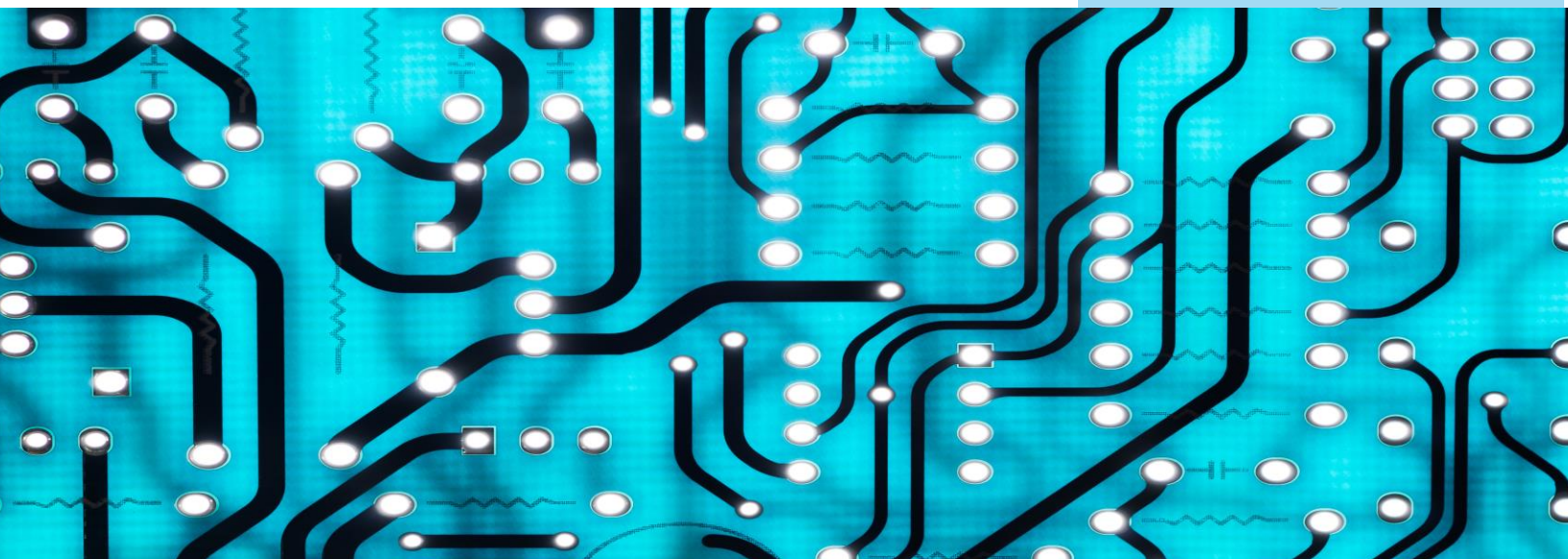
- [Preparation for Spring Census](#)
- [Office 365 mail service requests](#)
- [SCC contact details](#)

Welcome Back

The Schools' IT Team would like to welcome you back after what we hope was a pleasant festive break and we wish you all a very happy New Year.

We look forward to continuing to offer support with your IT services for 2023.

If you have any queries relating to any of your IT services please see our contact details at the end of the newsletter



Preparation for Spring Census

Census:

Reminder that the 19th of January is census day, please test logins for the DFE collect site as it can take a while for password to be reset. Also, please ensure that you have attempted the census dry run and worked through any potential issues.

Fileset:

Fileset 2302 is now available via Anycomms, if you are experiencing issues with Anycomms, the fileset can be downloaded via the link below:

http://sims.eadidom.com/Downloads/Fileset/Fileset_2302.zip.

This will be released via Anycomms as a zip file. You will have to unzip this file before importing into sims for the census.

School Census Spring 2023 Key Dates:

- Census day 19/01/2023
- Attendance collected from 01/09/2022 to 31/12/2022
- Exclusions collected from 18/04/2022 to 31/12/2022
- Alternative Provision Placements collected from 06/10/2022 to 19/01/2023
- Funding and Monitoring collected from 01/08/2022 to 19/01/2023
- Learner Support collected from 01/08/2022 to 19/01/2023
- Free School Meal Eligibility collected from 07/10/2022 to 19/01/2023

Changes For Spring Census:

- A student who is unable to attend due to Coronavirus, this data is no longer being collected. This panel has been removed from the attendance panel.
- Alternative Provision
 - Required:
 - Companies House Number.
 - Alternative Provision Postcode.
 - All open placements and those that ended between 2022-10-06 and 2023-01-18 (inclusive)
 - Definition of alternative provision:
 - local authorities, either directly or working with schools, for pupils who, because of illness, permanent exclusion or other reasons, would not otherwise receive suitable education
 - schools for pupils to improve their behaviour off-site, or during a suspension
 - <https://www.gov.uk/get-information-about-a-company>

- **Young Carer:**
 - Young Carer indicator is a new data item collected in the Spring census. If a child is identified as a young carer, two options are available for selection:
- **Identified by Parent or guardian.**
 - Identified by School.
 - **Path:**
 - In **Pupil Details** under section 10 - **Welfare**, Young Carer.
 - Open any that have been entered or create new and amend **Identified as Young Carer By**.
- **School Time:**
 - **Focus | School | School Details.**
 - Panel 6, **Childcare.**
 - Edit **Opening Time** and **Closing Times**.

Census Times:

Taken on census date at specific time.

- DFE number ending 4, 7, 8 or 9 - the selected time is one hour after the start of afternoon school.
- DFE number ending 0,1 or 5 - the selected time is one hour after the start of morning school.
- DFE number ending 2, 3 or 6 - the selected time is one hour before the end of morning school.

Year Books:

Don't forget to review your yearbook which is a guidance to help plan for a school year in SIMS .Net. A link has been in Useful links, there is a yearbook for primary and secondary schools which you can download from ESS.

Useful Sites for Information:

[ESS Returns Manager](#)

[DFE Data Items for Census 2022 - 2023](#)

[Gov.UK Get Information About Company House](#)

[ESS Year Books](#)

OFFICE 365 MAIL SERVICE FOR SCHOOLS & ACADEMIES

A reminder that O365 mailboxes need to be requested for new starters via our website using the following link [**IT services for schools and academies | Suffolk County Council**](#). This is so that all security checks can be carried out and to ensure that there is no delay in setting up new mailboxes. All sections must be completed and ensure that the school's 3-digit code is included, the payroll number (if applicable) and the date of birth for the new user. This form can be used for all members of staff including governors. You do not need to use a separate form for each user. Once the form has been received it can take up to 3 working days for the request to be processed.

Please note that the email service is no longer connected to staff members contracts and if you do not complete the online form a mailbox will not be set up automatically.

Once the mailbox has been provisioned a notification email with an initial password link is sent to the secure mailbox that we have on record for the school/academy. We would suggest that this is a generic mailbox e.g. admin@ or office@ rather than a named person in the school, as this can lead to delays if the named person is unavailable for any reason. Please ensure that the new user will be available to access the initial link on the date the mailbox is provisioned, as the links are time limited and will expire.

All requests for permissions to access other mailboxes can be added to the request form and will be actioned once the new mailbox has been provisioned.

N.B. All requests must be sent from either the Headteacher or the Business Manager/Bursar (or equivalent) at the school/academy). New mailboxes cannot be requested by the new user. Similarly password resets for those users without payroll numbers must also be requested by means of the online form completed by the person/s listed above.

We would also like to emphasise the importance of letting us know about any members of staff that will be leaving their post in order that we can delete their mailbox in a timely manner and to ensure that the school is not charged for these mailboxes at renewal time. Please note that any requests for deletions must come from the person managing the email service within the school/academy. Again these request forms are available on our website and can be accessed using the following link [**IT services for schools and academies | Suffolk County Council**](#)

CONTACTING 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

