Schools' IT Newsletter

MAY 2024

Suffolk County Council
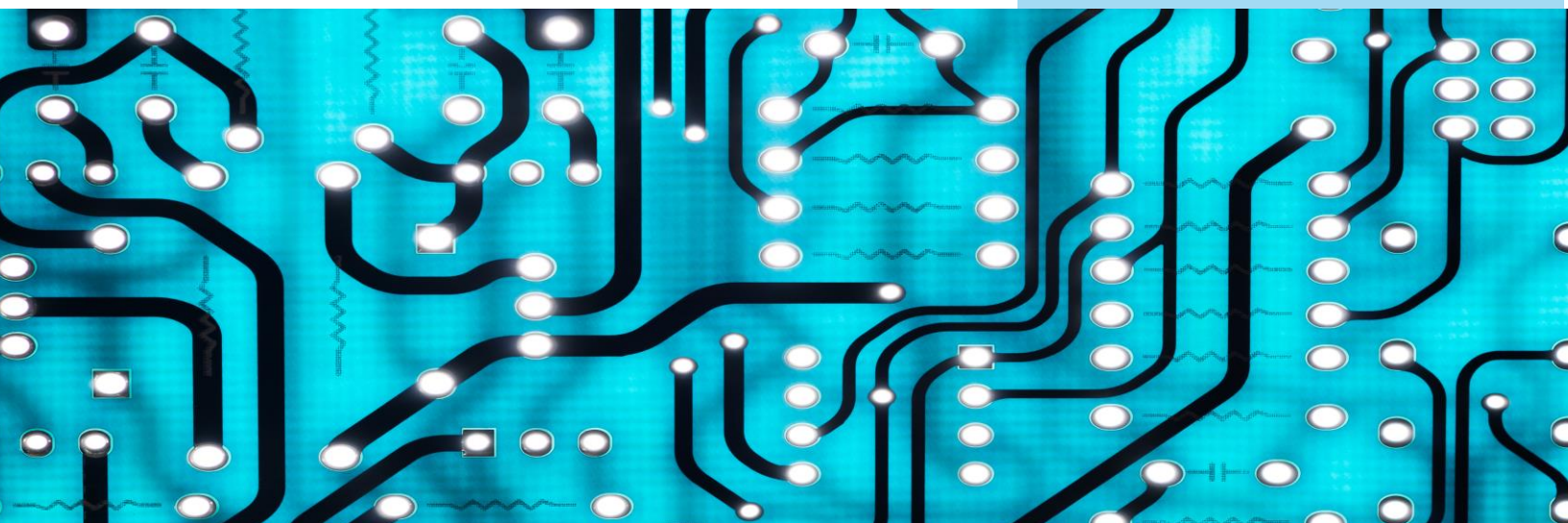
Included in this month's issue:

- **Schools' MIS Project Briefing**

- **Summer Census – May 2024**

- **Course Manager & Post 16 Learning Aims – Last few places**

- **SIMS Bitesize YouTube videos**

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Schools' MIS Project Briefing
FAO Headteachers, IT & Admin Staff

The current SIMS MIS product has now been in use for a number of years with our current contract expiring at the end of March 2025. Conscious that there are now several alternate cloud-based products in the marketplace Suffolk County Council have been running a project to review alternate options.

Colleagues have been working with Schools to capture requirements for a future system, Schools have provided valuable input which is much appreciated. These requirements have been incorporated into a detailed requirements matrix which has now been issued as part of the tender process. The results of the tender are expected in early July where we will be in a position to provide details of the new contract and provision of services to schools.

We are also seeking Schools who may wish to be early adopters of the new service, please make contact if you would like to be considered.

Please contact the project team if you would like further information or a copy of the requirements matrix.

Contact details: -

Andrew Brown – Andrew.Brown2@suffolk.gov.uk

SUMMER CENSUS – MAY 2024

The date for the summer census is 16th May and it is hoped that schools have made a dry run already.

This time is also a transitional period for census as parts that will be mandatory in Autumn appear in this census.

Schools time will be mandatory in the next Autumn Census, but can generate queries in this census. The school time is entered in school details, Focus | School | School Details. Time is entered in hours and decimal of hours for the time a child is in school per week. So 32hrs and 30mins is represented as 32.5 hours, 32hrs 15mins is 32.25 hours.

The time is from the start of the school day to the close of the school day including lunchtime.

2 year olds will now appear in primary school census and their extra hours are recorded in expanded funded hours. 3 and 4 year olds extra hours at setting are recorded in extended funded house. If there is a recorded in either of these then an eligibility code is required.

ESS guidance on hours at setting

ESS guidance on how to carry out statutory returns

There is guidance from the DfE on a number of areas, Census dates, Changes to census 2023 to 2024, etc.

DfE guidance on census topics

Fileset 2700 series has not been available as per the writing of this newsletter but when it is, we will make it available for download via Anycomms. If your census fileset ID indicates 2700 then the fileset has not been imported.

Census phone lines will open at 0830hrs and close at 1700hrs Monday to Thursday on census week, (13th to 17th of May). They will also be open on Friday for a shorter period of 0830hrs to 1200hrs.

Census Line: 01473 260666

Please do not wait to call at lunchtime as capacity is limited over this period and thus waiting times will be longer.

You will need to be on the latest version of Sims to perform the census, this is version 7.216. If you have not upgraded, please consult your ICT to carry out the upgrade as soon as possible.

If creating and validating the census you receive the Error 1 message, "*generated using DfE validation files from previous term – must not use as a basis for upload to Collect*", this would mean that you have not imported a fileset. You will need to import the latest fileset then create and validate again. This would give a true reflection of errors and queries with the census.

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

LAST FEW PLACES AVAILIABLE

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

Hurry we only have **3** spaces left!

SIMS Bitesize YouTube Videos

Did you know that ESS SIMS have their own YouTube channel?
These are useful bitesize videos helping you to make the most of your database.

You can access these videos by clicking on the link below:

ESS SIMS - YouTube

The latest videos include the SIMS Spring 2024 Enhancements.

REQUESTS FOR O365 MAILBOXES & PASSWORD RESETS

All requests for new Office 365 mailboxes must be submitted by completing the online form on the Schools' IT Services website, which you can find using the link below:
[IT services for schools and academies - Suffolk County Council](#)

Please ensure that you complete all the relevant sections and all details for the new users are included. If not, this will result in delays in your request being actioned. All requests must be sent to the following email address - **ITServicedesk@suffolk.gov.uk**

Once the request has been actioned, an automated email will be sent to the school's secure notification email that we have on record, this will contain a link to the user's password. Directly after they have retrieved the password, the user must register with Password Manager to set a password of their own choosing.

To do this they need to visit **https://myid-schools.suffolk.gov.uk/pmuser**. They can then use their username and new password to access their emails at **https://outlook.office365.com/**

As of 1st April 2024, we are no longer accepting telephone requests for password resets, due to improved data protection/security measures. It is expected that all users will have registered with Password Manager and should be able to reset their own passwords.

If any member of staff is unable to remember the answers to their security questions for Password Manager there is a request form on the Schools' IT Service website (see link above). This must be completed by either the Headteacher or School Business Manager/Bursar for the school and be sent from a named mailbox. Requests will not be accepted from a generic/shared mailbox.

For any queries relating to schools' email accounts, including issues with access, please contact the IT Service Desk on 01473 265555 or send an email to [ITServicedesk@suffolk.gov.uk](#).

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