

Schools' IT Newsletter

SEPTEMBER 2023

Included in this month's issue:

- **Meeting the DfE Standards for Schools and Colleges**
- **SIMS Customer Success Webinar**
- **Autumn Census 2023**
- **Autumn Census 2023 Training**
- **Provision of O365 Mailboxes**
- **Contact Details**

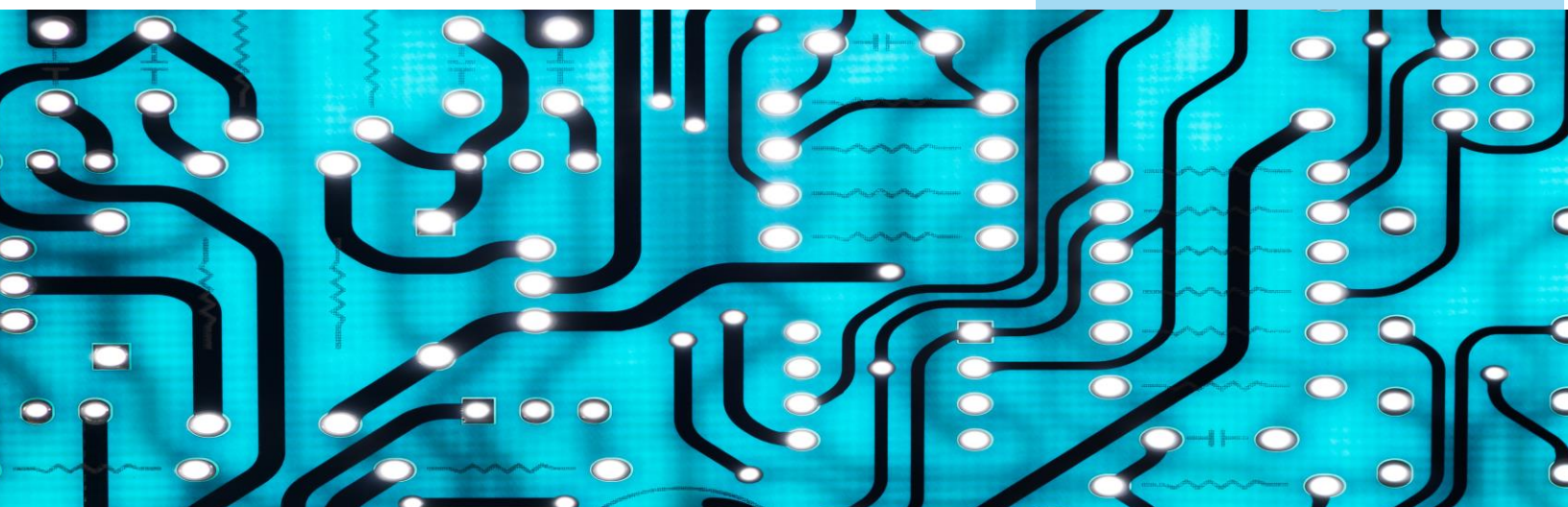
NEW SCHOOL YEAR

Suffolk County Council would like to welcome all staff back to school and hope you all had a relaxing summer break.

We hope that you have continued to find the newsletter useful and informative.

Please do let us know if you have any suggestions or feedback you might have for future issues by sending any comments to:

schoolsitservices@suffolk.gov.uk



MEETING THE DEPARTMENT FOR EDUCATION (DfE) DIGITAL & TECHNOLOGY STANDARDS FOR SCHOOLS AND COLLEGES

This information is aimed at those schools that purchase the broadband service with filtering through Suffolk County Council

In March 2022 the DfE released guidance on meeting digital and technology standards in schools and colleges.

In 2023 this guidance was further updated to include Filtering and Monitoring Standards for Keeping Children Safe in Education (KCSIE).

Smoothwall have provided detailed documentation on how they meet those standards, which you will find on our website using the following link under the FAQ section:

<https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies/smoothwall-web-filtering-services>

Should you require further information on the filtering service and what this is blocking for your school, please raise a ticket by contacting our Service Desk via email:

ITServiceDesk@suffolk.gov.uk

Or by telephone on:

01473 265555

If the school does not currently purchase the Broadband service including Smoothwall Filtering and Monitoring through Suffolk County Council and you would like further information, you can find details on the website:

[IT services for schools and academies - Suffolk County Council](#) or send an email to

Schoolsitservices@suffolk.gov.uk

SIMS Customer Success Webinar Series 2023-24



For Administrators, Senior Leaders, SEN Co-Ordinators

ESS have started the webinar series for the 2023-24 academic year. Here is a list of the upcoming webinars available.

4 September 2023

SIMS Reporting: Unlocking the Potential for Senior Leaders

10:30-11:15

5 September 2023

SIMS: Top Tips for Maximum Efficiency

10:30-11:15

19 September 2023

How to use SIMS to support the 'Assess, Plan, Do, Review' cycle for SEND pupils

10:30-11:15

20 September 2023

SIMS Reporting Basics: Creating Impactful Reports

10:30-11:15

27 September 2023

How SIMS Supports with Ofsted's Inspection Framework

10:30-11:15

How SIMS Supports with Ofsted's Inspection Framework

16:30-17:15

4 October 2023

How tidy is your SIMS data? Housekeeping Best Practice Insights

10:30-11:15

You can register via the following link.

[Home - SIMS Customer Success Webinar Series 2023-24 \(cvent.com\)](https://cvent.com)

Scroll down to the bottom of the page and click on the Register Now button, complete the form, scroll down and select the sessions you wish to register for, click to agree to the Privacy Policy and then Submit.

If you are unable to attend the live webinar, you should be sent the details to watch on-demand.

AUTUMN CENSUS 2023

For Administrative Staff undertaking the
Autumn 2023 Census

Welcome back.

It is almost census time.

If you have access to this newsletter but do not produce the census, please pass this on to the relevant person.

Autumn census is on Thursday 5th October, so ensure that all data has been entered and is valid.

SIMS needs to be on version 7.212. If you are not on the correct version, please ask your ICT support to perform the upgrade asap.

For the latest advice from ESS, you can view this on their newsfeed:

[ESS Newsfeeds can be obtained from this link](#)

The latest fileset will be the 2500 series, ESS is working on fileset 2503. When this becomes available, it will be released via Anycomms as usual as a zip file. Once downloaded, you will have to extract the files in readiness to import them to sims.

To import into sims.


Tools | Setups | Import Fileset

From this location, you can identify the fileset sims has, if it states 2500 then no fileset has been imported yet. The fileset imported can also be found in the census itself.

Routines | Statutory Returns | School Census

Documentation on how to produce a census can be obtained from the following link:

[SIMS 7 Documentation Centre - Handbooks page](#)



The documents that begin “Preparing for the school census...” are a summary. The documents that begin “Producing the school census...” are a full detailed description of how to produce the census.

Please perform a dry run prior to census week and work through as many issues much as you can. Though some issues may disappear when the latest version of the fileset is imported.

Just a reminder when it comes to uploading your census on the day, your census should have no errors on it. You may have queries then you can write notes on the DfE collect site but there must not be any errors or the DfE will reject your return.

The Schools’ Team do run reports to check for anomalies, however, please ensure that if a child has left before census day that you put that leaving date in. If two schools claim a child on census day, it is the interest of both schools to resolve this or neither will get any funding.

Census line will be open from the Monday of census week until Friday of that week, (05/10/2023 census day):

Monday to Thursday: 08:30 to 17:00

Friday 08:30 to 12:00

The census line number is 01473 260666 if you subscribe to this service.

Lunch periods are particularly difficult, it is advised avoid the lunchtime period to avoid long wait times.

Outside of census week and for all other queries or problems, please contact your ICT.

For LA maintained and Academies within our service, please contact:

Tel: 01473 265555

Email: itservicedesk@suffolk.gov.uk



AUTUMN CENSUS TRAINING 2023

ALL LA MAINTAINED SCHOOLS AND ACADEMIES IN THE REMOTE SIMS SERVICE

A reminder that there is training for producing the autumn 2023 census. This can be booked via CPD Online.

Primary School Autumn Census Training – Tuesday 19th September 2023

Secondary School Autumn Census Training – Thursday 21st September 2023.

Should you have any issues with the process, please contact Catherine Hudson via email: Catherine.Hudson@suffolk.gov.uk

Alternatively, log a call via the IT Service Desk on 01473 265555 or itservicedesk@suffolk.gov.uk.

The training will be half a day on the production of the Autumn Census on Sims .Net version 7.212.



PROVISION OF OFFICE 365 MAILBOXES

Prior to the schools' summer break some of you may have requested new mailboxes to be set up. Unfortunately, due to a glitch in the system the notification emails containing the password links were not issued, and we apologise for any inconvenience this may have caused.

If you have not received the notification email and are still awaiting the initial link, please contact the IT Service Desk either by email on itservicedesk@suffolk.gov.uk or by telephone on 01473 265555 and we will reissue those links for you.

Our technicians have worked hard during the summer holiday in finding a solution to the issue and any further requests should now receive the correct notification emails. The email will have a slightly different appearance, but the process has remained unchanged.

Please be reminded that these links should be given to the new users for them to access their own mailboxes and at first login they will have received an email that prompts them to set up an account with Password Manager, where they will be able to change their own password such the need arise in the future. This will eliminate the need to contact the Service Desk, which can be extremely busy, and avoid any delays for the user.

If you would like further information about the O365 Mail Service, or any other IT Service you can find details on our website using the following link:

[IT services for schools and academies - Suffolk County Council](#)

Alternatively, you can send an email to the following mailbox:

Schoolsitservices@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

