

# Schools' IT Newsletter

OCTOBER 2022

## Included in this month's issue:

- [Schools Census Autumn 2022](#)
- [SIMS customer webinar series](#)
- [Workforce census training](#)
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### *School Census Autumn 2022*

*The date for the Autumn Census is 6<sup>th</sup> October 2022.*

*The Census Helpline will be open during this week.*

*The helpline is available to all LA Maintained Schools & academies that buy into an SCC SIMS service only.*

*Opening times are:*

*Mon – Thurs 08.30 to 17.00*

*Fri – 8.30 to 12.00*

*TEL: 01473 260666*





## School Census October 2022

### The October 2022 Census is due on the 6<sup>th</sup> of October 2022

To have access to the Autumn 2022 census, you will have to be on the latest upgrade. Sims .Net version 7.206, the summer 2022 release. You can identify which version you have on your workstation when you login, the start-up screen indicates the version. If you have logged in, click on the menu option **Help** then **About Sims**; click into the top right-hand corner to close the box.

The most up to date version of the fileset is 2203 which can be downloaded via Anycomms. This will download as a zip file so you will need to extract it first before trying to import the fileset into Sims. This can be done by going to **Tools>Setups>Import Fileset**. In both the Census and Import Fileset, it will mention the version of fileset you have imported at the top.

The expectation is that the census file will be uploaded and submitted on the government COLLECT website within a week to allow checks and amendments to be made, ensuring that school funding is not reduced by enrolment status clashes.

The Census Helpline will be open during Census week, but welcome enquiries prior to that by logging a call in the normal way through the IT Service Desk on 01473 265555 or via email:

[ITServiceDesk@Suffolk.Gov.UK](mailto:ITServiceDesk@Suffolk.Gov.UK)

**The SIMS Census Helpline contact number:**

**01473 260666**

**Open 3<sup>rd</sup> October 2022 to 7<sup>th</sup> October 2022**

**8.30 – 17.00 Monday – Thursday and 8.30 – 12.30 Friday**

Call queues will be longer over lunchtime periods and again on census day itself, Thursday. We apologise for the inconvenience but advise calls to take the opportunity to perform a dry run at your earliest convenience.

Guidance on the census can be found from the SIMS FAQs which can be obtained [HERE](#).

Please note, if you are an Academy who does not purchase our support, you will need to contact your own MIS support team regarding the School Census.

For further guidance on preparing post 16 data can be found [HERE](#).

# SIMS Customer Success webinar series



Join the SIMS Customer Success team as we explore a range of SIMS and education related topics. These webinars will give you the opportunity to learn more about SIMS and take part in a live Q&A.

SIMS Personnel insights for new school personnel staff – 4<sup>th</sup> October 2022

How SIMS can support schools in self-evaluation against all four Ofsted judgements  
– 11<sup>th</sup> October 2022

MAT Power BI hints and tips - 19<sup>th</sup> October 2022

To register for upcoming webinars visit

[SIMS Customer Success webinar series | ESS SIMS \(ess-sims.co.uk\)](https://www.ess-sims.co.uk)





# Workforce Census Training

**We are holding a Workforce Census Training Session on  
Thursday 19<sup>th</sup> October from 1.pm-4pm.**

**The school workforce Census is an annual statutory  
requirement which takes place each autumn.**

**Census day is 3<sup>rd</sup> November2022**

**If you would like further information or be added to this  
Workforce Census training please contact  
[catherine.hudson@suffolk.gov.uk](mailto:catherine.hudson@suffolk.gov.uk) for further information.**

# CONTACTING THE IT SERVICE DESK!

Please note that the Schools IT Services mailbox is for sales enquiries only and is monitored periodically. Therefore, if you have a query with regards to a new service, please send an email to [schoolsitservices@suffolk.gov.uk](mailto: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](mailto:itservicedesk@suffolk.gov.uk) otherwise this will result in any responses being delayed.

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

