

Schools' IT Newsletter

MARCH 2024

Included in this month's issue:

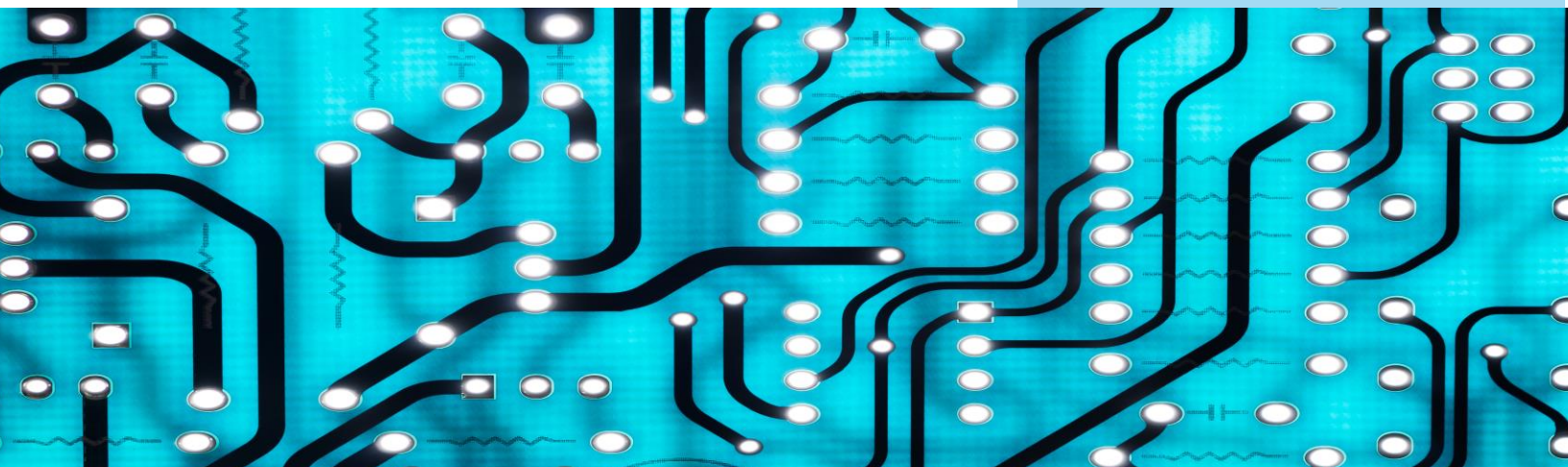
- **SIMS Customer Success Webinar Series 2020-24**
- **SIMS Housekeeping/Data Cleaning**
- **Changes to the Summer Census**
- **MIS Procurement Update**
- **Roll out of new Team client for O365 users**
- **Deletion of School O365 Mailboxes**
- **Contact Details**

LA SCHOOLS' YEARLY STATEMENTS

We have been sending out the yearly statements for the LA Schools' IT Services.

If you have not received one for your school, please be assured that you will receive it shortly.

Please ensure that you check the statement thoroughly and if you have any queries send them to schoolsITservices@suffolk.gov.uk



SIMS Customer Success Webinar Series 2023-24

For School Administrators, School Business Managers &
Headteachers



6 March 2024

SIMS Reporting Basics: Creating Impactful Reports - 10:00-10:45

In this session, suitable for new SIMS Users, we will share some key reports to aid you in your day-to-day use of SIMS, whilst exploring how you can create your own reports or edit existing reports. We Will Cover:

- General Student List Reports
 - Existing reports to help monitor and track pupils/students.
 - Editing existing Reports
 - Creating Reports
 - The reporting catalogue
- *Please note: This session is pre-recorded, but a Customer Success Manager is live on the webinar ready to answer any questions you may have throughout.

13 March 2024

How SIMS Supports with Ofsted's Inspection Framework - 16:00-16:45

Join Steve Long (Customer Success Adviser) as he considers how SIMS can be used before and during an inspection to satisfy requests from inspectors and to inform leaders and teachers in their analysis and evaluation of current and historic performance. This will include:

- What evidence Ofsted will ask to be provided and how SIMS can help.
- How SIMS can be used to evaluate against the Quality of Education judgement
- How SIMS can be used to evaluate against the Behaviour and Attitudes judgement
- How data can be captured and tracked for Personal Development
- How SIMS can be used to support leadership and management, including using data to check that safeguarding is effective.

*Please note: This session is pre-recorded, but a Customer Success Manager is live on the webinar ready to answer any questions you may have throughout.

Register for both webinars via [Personal Information - SIMS Customer Success Webinar Series 2023-24 \(cvent.com\)](https://cvent.com)

SIMS Housekeeping/Data Cleaning

For Administrative Staff, Headteachers & Technical Staff

Spring Upgrade

With the Spring upgrade will come some extra functionality, version 7.16 for sims.

There will be a means to bulk delete admission files, these are files created from ATF files that were imported. Data in pupil details is a separate list in the Sims database. Should the child in the ATF be admitted, they are copied over from the admissions location to the pupil detail's location, but the information exists in both locations. The pupil details taking priority over the admissions location while on roll.

When the child leaves then the pupil detail's location goes off roll and the admissions version sometimes become visible in reports.

Once admissions have been admitted and all challenges to admissions dealt with, the admissions serve no further purpose and can be purged from Sims.

From the Spring release, the admissions files can be bulk deleted by using the instructions below:

Tools > Housekeeping > Delete Admission Applications

You can search/filter for a specific year, intake, etc.

However, if you just click on search, it will show all your admissions that need to be dealt with. You can organise this by admission year or any other column heading by clicking on it.

Deleting multiple Admission Applications may be time-consuming. You may wish to run this routine outside school hours.

Number of Applications available: 1039 Number of Applications selected: 0

<input type="checkbox"/>	Name	Date of Birth	Current Age	Sex	Application Status	Intake Group	Admission Year	/	Pupil Admitted
<input type="checkbox"/>	Aaron, Chris	01/09/2005	18	Male	Admitted	2009/2010 - Autumn Year N2	2009/2010		Yes
<input type="checkbox"/>	Aaron, Liz	01/09/2005	18	Female	Admitted	2009/2010 - Autumn Year N2	2009/2010		Yes
<input type="checkbox"/>	Aaron, Sophie	01/09/2005	18	Female	Admitted	2009/2010 - Autumn Year N2	2009/2010		Yes
<input type="checkbox"/>	Aaron, ...	01/09/2005	18	Male	Admitted	2009/2010 - Autumn Year N2	2009/2010		Yes

Selecting the check box on the left makes the delete function visible and selectable. Selecting delete function will delete the checked pupils in the admission files.

Housekeeping webinar covered in previous newsletters:

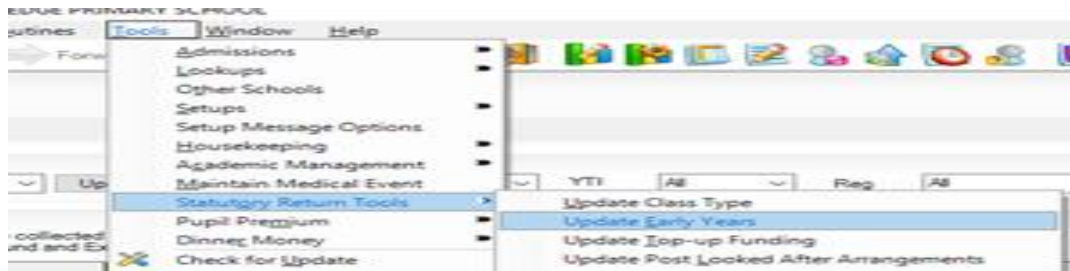
[Housekeeping Webinar ESS](#)

Log a call via the usual means if further assistance is required.

Changes to the Summer Census

The functionality to add statutory returns data into sims prior to the census has been available for some time now. However, there has been a change made for the sims summer census to include two-year-olds to aid parents to return to work.

Tools > Statutory Return Tools > Update Early Years



Two plus year olds will all qualify for the universal funded fifteen hours entitlement per week.

Those that qualify for disabled access fund can receive a further fifteen hours. Though, previously three- and four-year-olds' parents could purchase/receive a further fifteen hours from either the local authority or state. If they are in receipt of a further fifteen hours, then they will be in possession of an eligibility code that would have to be included in the return. The extra fifteen hours would be recorded in the extended funded hours column.

Due to the inclusion of the two-year-olds, they will also be recorded in early years but as expanded hours. If they are in receipt of further fifteen hours, they will also have an eligibility code that would need to be entered into sims.

Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
30	15		9999999999	15	
30	15		9999999999		15
15	15				
15	15				

Annotations: An orange arrow points to the first two rows with the label '3 or 4 Year Old'. A blue arrow points to the second row with the label '2 Year Old'.

All the statutory tool's data entered is pulled into the census when the button "Calculate All Details" is clicked on.

- [ESS Guidance on early years funding](#)
- [DfE Guidance on early years funding](#)
- [SCC Guidance on early years funding](#)

Log a call via the usual means if further assistance is required.



MIS PROCUREMENT UPDATE

FAO School Business Managers & IT Staff

Following on from the articles in the November and December 2023 newsletters, we have another update on the MIS Procurement update for you.

The requirements capture interviews with Primary & Secondary schools have now been completed and captured in a master requirements matrix. This is now going through final review before being issued to potential suppliers. Feedback has also been collated from those schools that requested copies of the supplier presentations held in November and provided feedback. We will shortly be proceeding into the procurement phase and supplier selection.

If you have any questions or require any further information you can send an email to:

Andrew Brown

Senior IT Project Manager

andrew.brown2@suffolk.gov.uk

We will of course keep you updated on progression with regards to the new system along the way.

ROLL OUT OF NEW TEAM CLIENT FOR O365 USERS




This is an updated timeline for the rollout of the new Teams to Commercial and Education customers. The new Teams is available for all customers today and is being enabled in stages as defined below. Teams Admin Centre policy controls will remain available until end of March 2024, at which point they will only apply to your VDI users if applicable. We have heard your feedback; if we are unable to update to new Teams by the end of March, users will be allowed to remain on classic Teams until classic Teams is no longer available. More updates on the end of availability will come in the next few weeks. We recommend updating your organization to the latest version of the new Teams at your earliest convenience as all new feature development will only be available in new Teams. Comprehensive documentation is available here: End of availability for classic Teams client - Microsoft Teams | Microsoft Learn (<https://learn.microsoft.com/microsoftteams/teams-classic-client-end-of-availability>)

To help you execute and monitor your transition to new Teams, we have released a new usage report in Teams Admin Centre that will show you usage of classic Teams vs new Teams within your tenant. Documentation is available here: Usage report for new Teams client - Microsoft Teams | Microsoft Learn (<https://learn.microsoft.com/MicrosoftTeams/new-teams-usage-report>) Microsoft-controlled rollout. If your policy is set to Microsoft-controlled (default state), Microsoft will continue rolling out new Teams on your behalf. There is one final stage remaining for this rollout option:

New Teams Only: Beginning early April 2024, all remaining classic Teams users will be updated to new Teams and the toggle switch will be removed. If we are unable to update to new Teams, users will be allowed to remain on classic Teams until classic Teams is no longer available. See End of Availability section below for more information. After this completes, Microsoft will attempt to uninstall classic Teams just once on your behalf after a small delay of 14 days. If this uninstall is blocked for any reasons (e.g. by machine configuration, etc.) the uninstall will not be attempted again and you will need to remove classic Teams (<https://learn.microsoft.com/microsoftteams/msi-deployment#uninstallation>) yourself if you want.

Admin-managed rollout. Admins may choose to control their new Teams rollout by setting the Teams update policy for their users (as described in: Upgrade to the new Teams client using policies - Microsoft Teams | Microsoft Learn (<https://learn.microsoft.com/microsoftteams/new-teams-deploy-using-policies?tabs=teams-admin-center>)). Admins may control the Teams update policy until end of March 2024.

Starting early April 2024, Teams update policies you have applied in the past or policies you apply going forward in Teams Admin Centre or with PowerShell will no longer be honored except for your VDI users, if applicable. When this change is complete, a Microsoft-controlled rollout will begin according to the following schedule.



New Teams becomes the default app: Beginning early April 2024, new Teams will become the default app for all Teams users. The toggle will still be available to users to switch back to classic Teams if needed.

New Teams Only: Beginning mid-May 2024, all remaining classic Teams users will be updated to new Teams and the toggle switch will be removed. If we are unable to update to new Teams, users will be allowed to remain on classic Teams until classic Teams is no longer available. See End of availability section below for more information. After this completes, Microsoft will attempt to uninstall classic Teams just once on your behalf after a small delay (currently 14 days, subject to change). If this uninstall is blocked for any reasons (e.g. by machine configuration, etc.) the uninstall will not be attempted again and you will need to remove classic Teams (<https://learn.microsoft.com/microsoftteams/msi-deployment#uninstallation>) yourself if you want.

End of availability: We will release more information in the next few weeks around the end of availability for classic Teams. Based on your feedback, we will not block classic Teams users who do not meet the new Teams prerequisites (<https://learn.microsoft.com/microsoftteams/new-teams-deploy-using-policies?tabs=teams-admin-center#prerequisites>) or who experience other install failures (<https://learn.microsoft.com/microsoftteams/new-teams-troubleshooting-installation>) until July 1, 2024, at the earliest to provide you more time to address these issues for your users and avoid disruption to your business.

(For more information on this update, see this document: Classic Teams users to be automatically updated to new Teams - Microsoft Teams | Microsoft Learn (<https://learn.microsoft.com/MicrosoftTeams/new-teams-automatic-upgrade-announced>))

[When this will happen:]

Standard Release (if applicable): The new Teams rollout is ongoing and will reach all users by July 2024, as detailed above.

[How this will affect your organization:]

Until end of March, administrators may control the rollout of new Teams within their tenant. We recommend that tenants plan to update their users to new Teams now to ensure that they receive all the latest improvements and enhancements to the product.

[What you need to do to prepare:]

Administrators can develop their plan for updating their tenants and control the rollout of updates using policy until March 31, 2024, as documented above:

Upgrade to new Teams using policies - Microsoft Teams | Microsoft Learn

(<https://learn.microsoft.com/microsoftteams/new-teams-deploy-using-policies?tabs=teams-admin-center>)

Bulk deploy the new Microsoft Teams desktop app - Microsoft Teams | Microsoft Learn

(<https://learn.microsoft.com/microsoftteams/new-teams-bulk-install-client>)

Overview of the new Microsoft Teams - Microsoft Teams | Microsoft Learn

(<https://learn.microsoft.com/microsoftteams/new-teams-desktop-admin>)



DELETION OF SCHOOLS O365 MAILBOXES

A reminder to all schools and academies that purchase the Schools' O365 Mail Service via Suffolk County Council, when a staff member is leaving their post, you must notify us of that date so that we can delete the mailbox in a timely manner.

Measures should be put in place prior to the user leaving the school, to ensure that either an automated message has been set, or a redirect has been set up so any further emails to that person will be delivered to another mailbox.

Other members of staff should not be accessing that mailbox with the user's login details and password, as the mailbox is personal to that user and this is a potential security issue for the school, which would infringe upon GDPR regulations.

Any requests for deletions must be made by either the School Business Manager, Headteacher or person managing the email service within the school/academy. A request form can be found on the Schools' IT website using the following link:

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

Please note that as the mailboxes are no longer connected to the staff members' contracts, it will not automatically be cancelled once the contract has ended, and the school will be charged in the next financial year for any mailboxes that have not been deleted.

A reminder also that O365 mailboxes for new starters must be requested using the form on our website using the following link [*request-form-for-a-new-school-mailbox.doc \(live.com\)*](#). This is so that all security checks can be carried out and to ensure that there is no delay in setting up new users. All sections must be completed and ensure that the school's 3-digit code is included. You must include the payroll number if this is applicable. This form can be used for all members of staff including governors.

Please be advised that you can add more than one user to either of these forms, you do not need to complete a separate form for each user.

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

