

Schools' IT Newsletter

JULY 2023

Included in this month's issue:

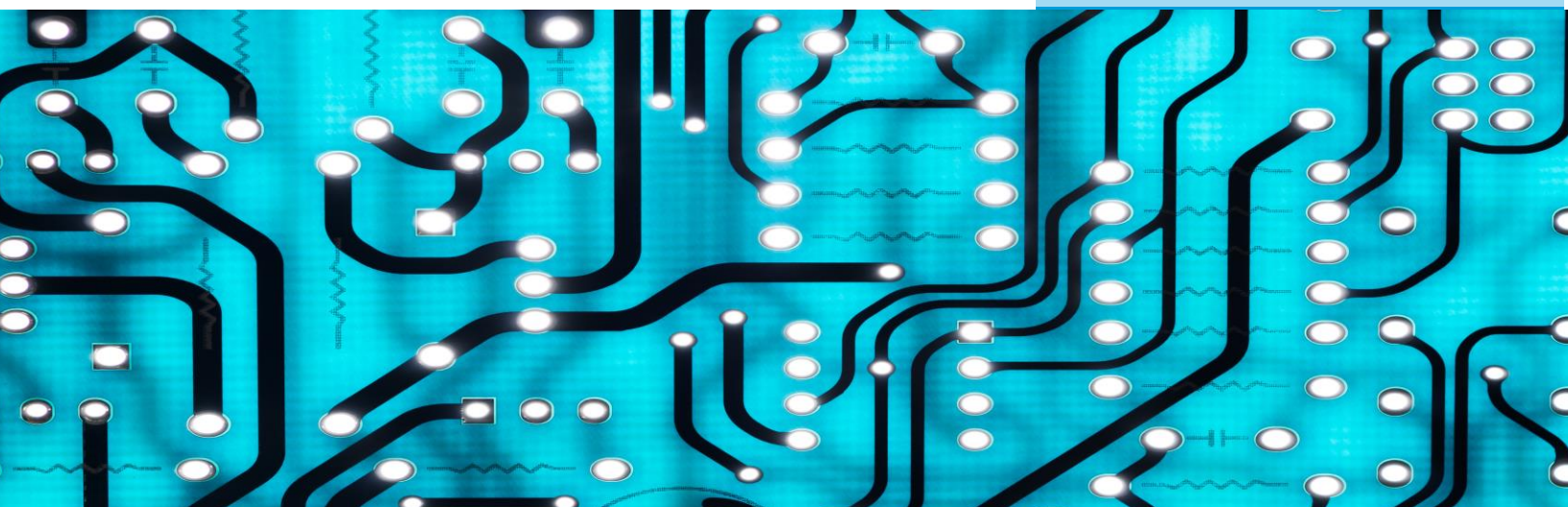
- **Helpful Guidance for the SIMS End of Year Procedures**
- **Autumn Census 2023**
- **Autumn Census Training**
- **UPN Allocations**
- **Cyber Security – Backing up your data**
- **Contact Details**

Academy IT Renewal Quotes:

We would like to take this opportunity to thank those academies who have already returned the signed quotes and to remind those that have not done so, the deadline for returns is Friday 18th August 2023.

If you are not intending to work after the schools finish for the summer holiday we would appreciate it if the signed quotes are returned by 21st July.

Thank you for your continued custom and we hope you have an enjoyable holiday.





Helpful Guidance for the SIMS End of Year Procedures

(For Schools and Academies using SIMS.net)

To find guidance documentation for the End of Year Procedure in SIMS.net please click on this [LINK](#).

Please note that several of the procedures must be carried out **BEFORE the end of this current academic year.**



School Census Autumn 2023

The date for the school Autumn Census is Thursday 5th October 2023.

As usual we will be opening our Census Helpline during the week of the Autumn Census and dates and times will be published in the September Newsletter.

Please note this helpline is available to all LA maintained schools, and academies that buy into an SCC SIMS service only. If you are an academy and do not buy into our SIMS services, we cannot help you, you must contact your own SIMS Support Unit for assistance.

Guidance Documentation can be found via the links on your Census screen within SIMS.net. Go to Routines | Statutory Returns | School Census and to the right of the Census folder you will see a box headed Census Communications, this has links to the ESS Census Handbooks, DfE Guidance, Errors and Resolutions spreadsheet, and the Newsfeed with up-to-date information regarding the current Census.

Further Guidance Documentation · Where Can I Get Help? · How to find Census Guidance on your SIMS Documentation Centre Guidance documentation and Census news will be published in the following link to [SIMS FAQs](#)

Autumn Census Training available to book now on CPD on line.

Primary School Autumn Census training – **Tuesday 19th September 2023**

Secondary School Autumn Census Training – **Thursday 21 September 2023**

Should you have any issues with this process please contact **Catherine.Hudson@suffolk.gov.uk** or log a call for the SIMS Support team through the IT Service Desk on 01473 265555 or itservicedesk@suffolk.gov.uk



SIMS and FMS 2023 Summer Release

We are pleased to inform you that the Summer 2023 upgrade for SIMS. net and FMS will be released on 10/07/23. This will be downloaded and applied via SOLUS3.

If you would like the Summer Release before 10/07/23, please log a call with the SCC IT Helpdesk. We will authorise the SIMS and FMS Release to you early.

Please be aware that if your SOLUS3 is set to apply the release automatically, SIMS, FMS and Discover will upgrade at 18:00 on 10/07/23. Please make sure as many SIMS and FMS workstations are left on to be upgraded overnight.

SIMS and FMS release notes

Please find the SIMS and FMS release notes that include details of any new features:

SIMS http://sims.eadidom.com/Downloads/Documentation/SIMS_Summer_2023.pdf

FMS http://sims.eadidom.com/Downloads/Documentation/FMS_Summer_2023.pdf

This will upgrade SIMS. net to version 7.212 and FMS to 6.212.

Please be aware there are no new base lookups in the release.

Guidance on how to upgrade your system can be found:

http://sims.eadidom.com/Downloads/Documentation/Deploying_an_Update_or_Patch.pdf.

Enhanced SIMS schools

We will be contact any school who buy into Enhanced SIMS to discuss the release. This will be scheduled in SOLUS3 to be applied out of school hours or be carried out by a member of the SIMS support team during school hours.

Remote Support Academies

We will be contact any academy who buy into Remote Support to discuss the release. This will be scheduled in SOLUS3 to be applied out of school hours or be carried out by a member of the SIMS support team during school hours.

If you have any questions or problems with your upgrade, please contact the IT Helpdesk on 01473 265555 or email ithelpdesk@suffolk.gov.uk



UPN Allocations

We are starting to notice schools allocating new UPN to any pupil starting at their school, rather than checking to see if a UPN already exists.

A unique pupil number (UPN) identifies each pupil attending a state funded school in England. Allocated on first entry to a school, the UPN is generated using the nationally specified formula and is expected to remain with a pupil throughout their school career regardless of any change in school or local authority.

It is important, with schools starting to set their MIS up for the 2023/24 academic year that UPN's are allocated correctly.

Please ensure that a new permanent UPN is only allocated to a new pupil if this is their first entry to a state funded school.

Schools are responsible for ensuring that:

- all pupils are allocated a UPN.
- no two pupils are allocated the same UPN.
- a pupil does not have more than one current UPN.
- where a pupil has moved between schools, all relevant information, including the UPN of the pupil, is electronically transferred to the receiving school.
- UPNs are not printed or written on any reports or similar documents.
- UPNs are not disclosed to anyone without valid consent or legitimate reason.

The DfE guidance for schools and local authorities can be found at [Department for Education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The schools IT Team have access to pupil UPN's via the GIAP (Get Information About Pupil's) website and can easily advise you if a pupil has an existing UPN. In order to look this information up, please log a call via the IT Service Desk on 01473 265555 or via ITServiceDesk@suffolk.gov.uk

Do not provide any information about the pupil on the call or email, simply ask for a call back from the Schools IT Team about UPN's. If you have more than 5 or 6 to look up, please create a spreadsheet including forename, surname and DOB and place this file in your anycomms folder S:\Other\Out\Misc, and let the team know you have sent a spreadsheet for updating.

If you do not have access to anycomms, please still contact us and we will arrange a way to securely provide this information.

If you have converted to an academy and do not buy our services, we still want to help you ensure that you have the correct data for your pupils, so please do not hesitate to contact us.



CYBER SECURITY

Step 1 – Backing up your data

Is your school taking regular backups of your important data? Are you making sure that the backups are recent and restorable. There is a lot to consider when backing up your data.

The National Cyber Security Centre (NCSC) website has a lot of useful information on how to improve your cyber security. Please see the link below for 5 helpful tips to consider when backing up your data:

[Step 1 - Backing up your data - NCSC.GOV.UK](#)

If your school/academy do not currently purchase a backup service, Suffolk County Council work closely in partnership with Redstor RBUSS, this is an ESS-SIMS approved method for backing up school data including SIMS/FMS and Discover. A survey would need to be carried out to see how much the school are backing up in order to determine how much you would need to buy. RBUSS is purchased as a Whole School Bundle starting at 50GB and can be used across the whole school environment.

For full details of this service please see the link below to our Schools IT Services Website:

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

If you would like a quote please contact us by sending an email to 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

