Schools' IT Newsletter

FEBRUARY 2024

Included in this month's issue:

- **SIMS – Housekeeping & Data Cleaning**

- **Spring Census Reports for Academies & Free Schools**

- **MIS Procurement update**

- **Move from B2B to API**

- **2024-2025 LA Schools IT Services Statements**

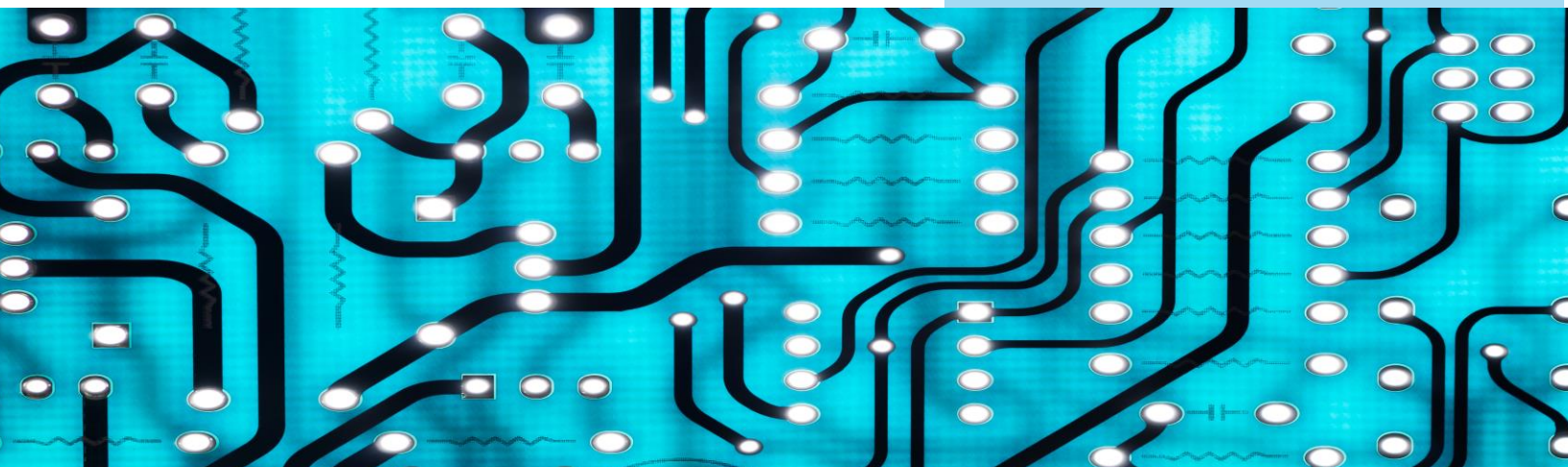- **Cyber Security in Schools**

- **Contact Details**

SIMS – HOUSEKEEPING / DATA CLEANING

GDPR Housekeeping:

Housekeeping the sims database can generate improvements in read/write access. This also aids in migrations as the database is as lean as possible with the school only holding data it is required to do so. It should also be part of the schools GDPR policy to carry out these tasks and to not hold data they no longer need or have a right to hold.

Prior to housekeeping, do ensure you have a current backup point that you can restore to, should mistakes be made in the bulk delete process. Please check with your local ICT support.

Bulk deletion of student data in Sims .Net can be carried outin sims.

- Bulk Student Deletion
    - Routines | Student | Bulk Delete Student Data
    - Select the academic year to delete from.
    - Select the type of data to delete by selecting the check box as per the school policy of retention.
    - Search.
    - Double check what is selected to be deleted, either uncheck or check what your procedures indicate to delete.
    - Start Delete.

Some data types may have shorter periods of retention than others, again, refer to the school policy which should be adhered to.

https://www.gov.uk/data-protection

https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

When bulk deletion starts it deletes one record at a time but can be stopped. However, if stopped, it will continue to complete that entire pupil record before stopping. Thus, not leaving any partial data behind to cause issues later.

ESS has provided instructional material on Youtube for this:

**https://www.youtube.com/watch?v=GLi2G7iMETI**

GDPR additionally covers other electronic formats and written formats, for instance:

- CTF
- ATF
- CENSUS
- Etc

Do ensure that the files you have imported are not retained beyond their purpose and/or GDPR compliance.

These files are not encrypted and can be read in notepad or any other word type application.

Remember, compliance is a school's responsibility as they are the data owners. Should someone look up old pupil data for a teacher or head who has returned as an adult, this would be a data breach.
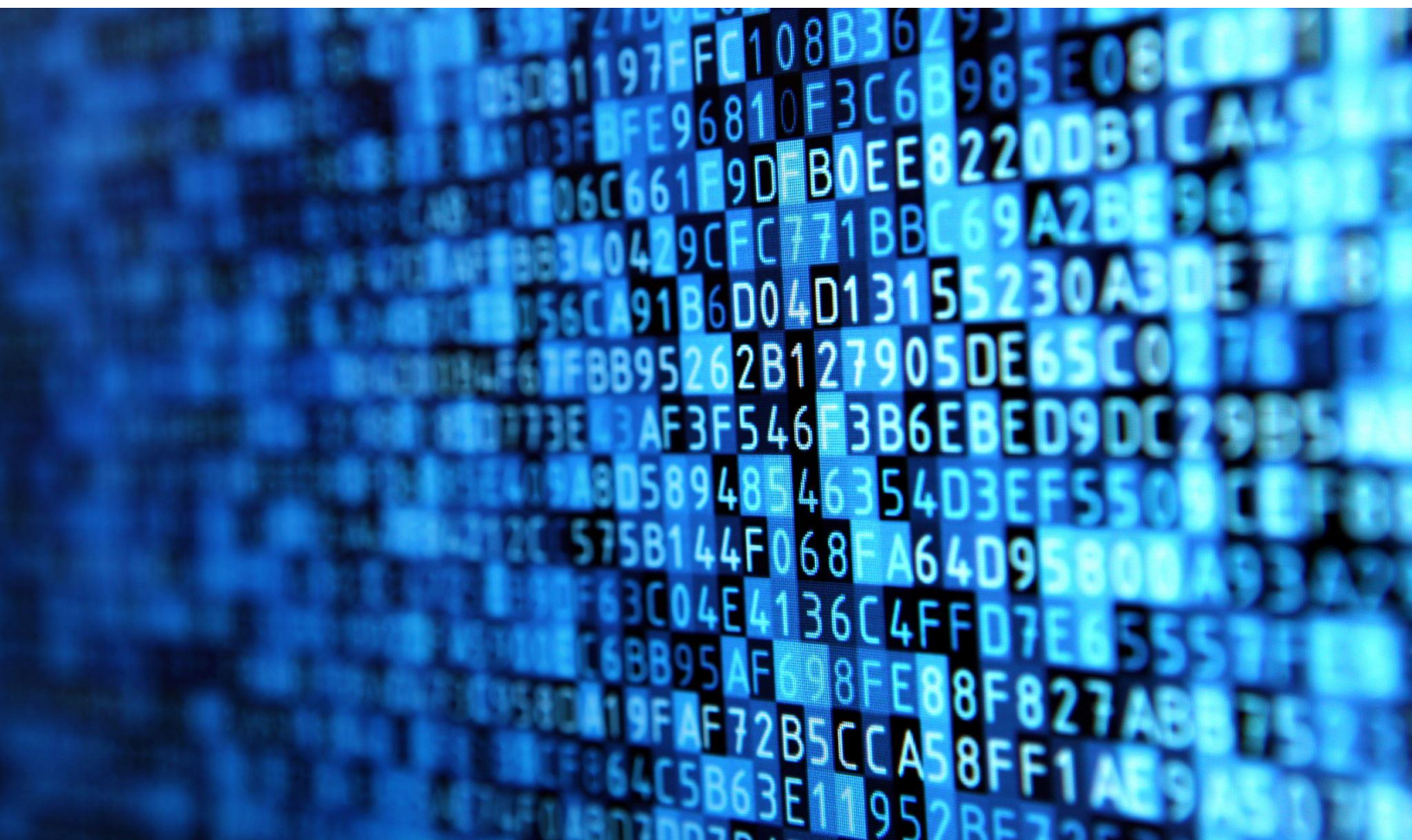
Spring Census Reports for Academies and Free Schools

It is important that you check the accuracy of your schools' returns before you submit them.
There are a number of reports in COLLECT which you should use to check your data.
You can access your reports using the 'launch reports' button on the school 'source page' of COLLECT.
Some reports only get updated overnight.

Pupil number report
Provides a headcount of your pupils by NC year group, headcount of your pupils minus subsidiary registrations and the number of pupils that will be used in numerous funding streams and therefore will account for funded and extended hours and unresolved duplicate UPNs.

Duplicate unique pupil number (UPN) and duplicate pupil report
The duplicate UPN report shows any pupils appearing on your census and that of another school where there is an invalid combination of enrolment statuses. Your funding may be affected if these remain unresolved at database closure.
The duplicate pupil report identifies pupils whose personal details are the same but the UPN differs.

Free school meals (FSM) report
Allows schools to check the FSM eligibility data submitted in their census return. This report only refers to FSM eligibility reported in the current census and not the FSM ever measure used to allocate the pupil premium.

Universal infant free school meals
Provides a breakdown of the infant pupils that we will use in the universal infant free school meals funding calculation.

Zero funded hours
Highlights the number of early years pupils who have 'zero' funded hours recorded on the school census return. We use funded hours to calculate the early years block of the dedicated school's grant.

Pupil premium
Allows schools to check and verify the data in their spring school census, which will feed into the deprivation, service child and post looked after children report elements of the pupil premium allocation.

Early years pupil premium
Allows schools to check and verify the data in their spring school census, which we use for the early year's pupil premium allocations.
Suffolk LA do not have visibility of census returns submitted by Academies and Free Schools, therefore we will only be able to contact you regarding any clashes if a pupil at your establishment clashes with a pupil within a Suffolk LA maintained school.

The Census blade closes on the 16th February, please ensure all necessary amendments are made prior to closure date.

If you are an academy or free school who buy into the Remote SIMS Service please feel free to contact us if you'd like assistance running the reports and advice on correcting the data.

MIS PROCURMENT UPDATE

Detailed requirements capture for a new Schools MIS and Finance supplier contract continues, the majority of interview sessions with Primary & Secondary schools have now been completed along with input from internal SCC Stakeholders.

Following December's Newsletter update a number of Schools requested recordings of the supplier presentation sessions held in November, feedback from these viewings is currently being collated and included in the requirements capture process. We are targeting to have requirements ready for review and sign-off by the end of February, if you would like a copy of these then please contact the project team.

Once we have completed the requirements phase of the project, we will be proceeding into the procurement phase and supplier selection.

Andrew Brown - Senior IT Project Manager

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MOVE FROM B2B TO API
FAO Schools' IT Technician/School Business Managers

We are currently running a project to move all schools from sending data to the LA via B2B to API's via the Wonde integration service. This project is currently in the pilot phase. We will be in touch directly with your school when we have all the necessary Data Sharing Agreements in place and are ready to move you over.

For information - ESS/SIMS has released a patch (28650) to schools to decommission B2B in preparation for when schools have successfully transitioned to supplying their Local Authority with data via the Wonde Integration service.

ESS has recommended that schools do not run the patch until schools have moved to Wonde and been advised that this has been successful by their LA.

If you have any questions, please log a call via the IT Service Desk on 01473 265555 or send an email to **itservicedesk@suffolk.gov.uk**.

2024 TO 2025 - LOCAL AUTHORITY SCHOOLS' IT SERVICES STATEMENTS

We are currently working with our partners to ensure that we obtain the best prices for your IT services, for the forthcoming financial year.

We aim to get the statements to all LA schools by the end of February and these will be sent to the email address that we currently have on record.

Please do contact us if there have been any changes to email addresses within the school so that we can update our records. You can do this by sending the new details to the schoolsITservices@suffolk.gov.uk mailbox.

Details of all our IT Services can be found on our website via the following link https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies.

CYBER SECURITY IN SCHOOLS

Following on from the Cyber Security Audit carried out in schools it was found that 8 out of 9 schools did not monitor failed login attempts for the school's network and 5 out of 9 schools were able to monitor failed login attempts for email accounts.

Below we have provided guidance on how failed logins can be monitored.

Once this is set up a regular report can be run and with regular email notifications, little maintenance is needed.

1. Open browser and sign-in to : https://security.microsoft.com/
2. From the Left hand menu select incidents.
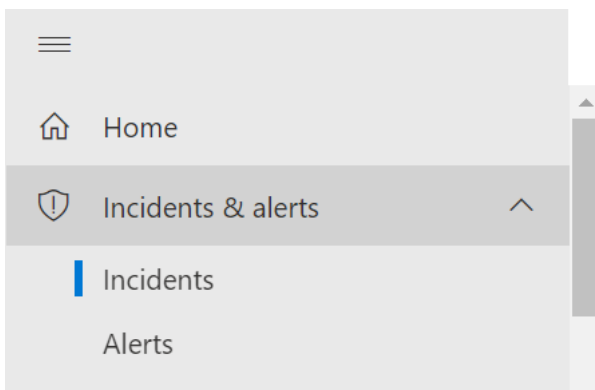
3. Here you can find all incidents and alerts relating to your office 365 tenant, including failed login attempts and password spraying amongst other alerts for phishing, impossible travel and account takeover.

4. Investigate and remediate alert.
5. Close incident in the tenant.

If you have any queries with regards to any of the above information please contact the IT Service Desk, details of which you will find at the end of this newsletter.

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