

# Schools' IT Newsletter

OCTOBER 2024

## Included in this month's issue:

- **Fileset 2803 for the Autumn 2024 Census**
- **Schools' MIS & Finance Migration to Arbor Education**
- **Free Cyber Security Training for School Staff**
- **Schools' Broadband**
- **Office 365 Mailboxes**
- **Contact details**

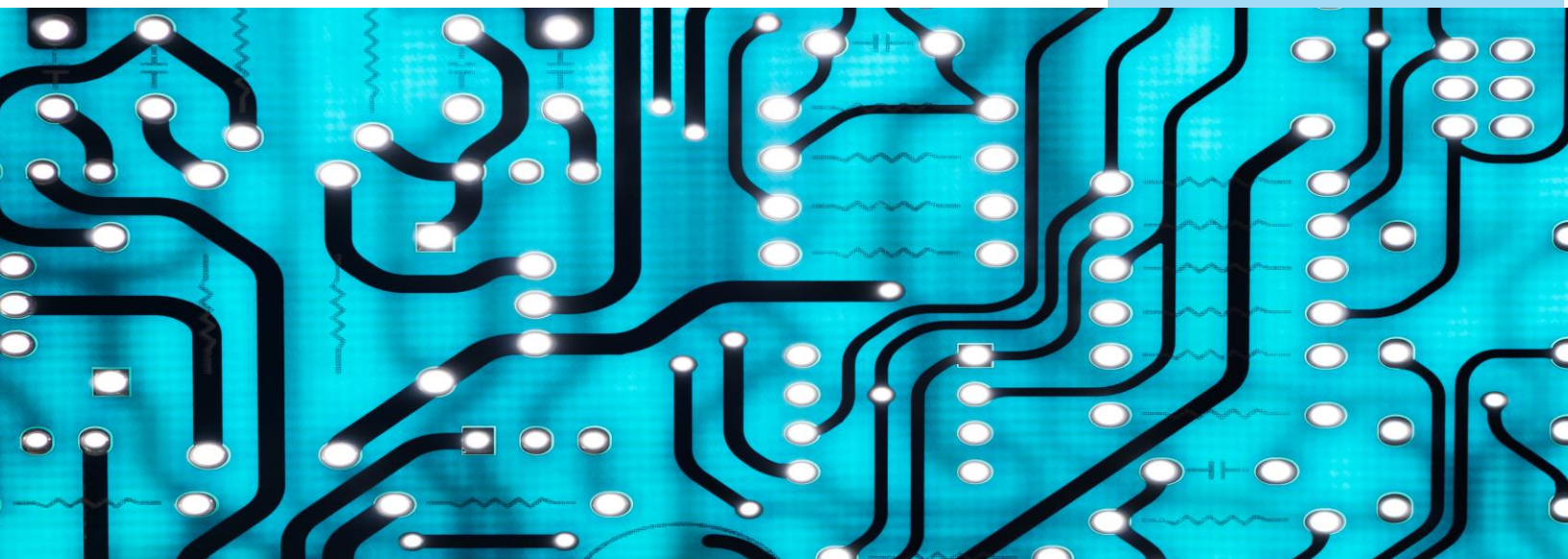
### *Autumn Census 2024*

*Just a reminder that the census is on Thursday 3<sup>rd</sup> October 2024.*

*Please ensure that you have completed what needs to be done in preparation for that date.*

*Please contact the census helpline with any queries you may have:*

*Tel: 01473 260666*



# Fileset 2803 for the Autumn 2024 Census

Fileset 2803 has been made available and sent to all schools via Anycomms, the file can be found in S:\\Other\\In\\Misc

**Updated 25 Sep 19:40 Fileset 2803 En Wa - Available (id #fs2803)**

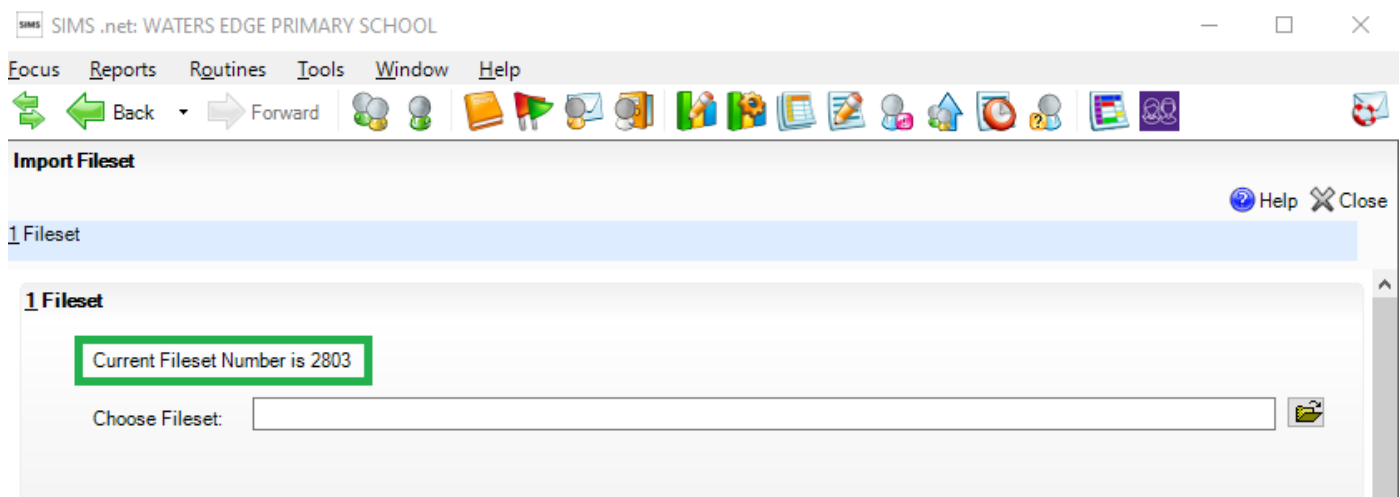
## Notes

This Fileset is the same as Fileset 2802 except that it includes the following improvements.

- Provides the first baseline version of the DfE validation and summary report files for School Census Autumn 2024.
- Provides the second baseline version of the DfE validation and summary report files for School Workforce Census 2024.

## Fileset 2803 Identification

### Tools | Setups | Import Fileset



Also identified at the top of the screen for Statutory Returns applications, e.g. **Routines | Statutory Returns | School Census** and **Routines | Statutory Returns | SWAC**.

The census line will be open from 08:30 on Monday 30<sup>th</sup> September until 12:00 on Friday 4<sup>th</sup> October, please call 01473 260666.

If you require assistance outside of these times, please log a call with the IT Service Desk on 01473 265555.

# Schools MIS and Finance Migration to Arbor Education

## FAO LA Maintained Schools

Following our award of contract to Arbor Education to replace our current ESS SIMS & FMS products from next April, we have had an excellent response with all LA Maintained Primaries now confirmed as migrating.

MIS migration is being undertaken in Four Waves, Wave 1 is now in progress with the first 13 Schools undertaking training prior to going live on 23<sup>rd</sup> October. 14 Schools are confirmed for Wave 2 (Go-Live 4<sup>th</sup> December) and communications have been issued to those Schools.

Wave 3 (Go-Live 11<sup>th</sup> December) & Wave 4 (Go-Live 12<sup>th</sup> February) are in the planning stage and you will be contacted shortly to confirm which wave you are aligned to.

Finance migration is also being planned in waves as follows, (this will be assigned when you receive the notification for which MIS wave you are aligned to).


- Wave 1: Month End October      Go-Live 18<sup>th</sup> - 20<sup>th</sup> November
- Wave 2: Month End November      Go-Live 9<sup>th</sup> - 11<sup>th</sup> December
- Wave 3: Month End December      Go-Live 20<sup>th</sup> – 22<sup>nd</sup> January
  
- Wave 4: Month End January      Go-Live 10<sup>th</sup> – 12<sup>th</sup> February
- Wave 5: Month End February      Go-Live 10<sup>th</sup> – 12<sup>th</sup> March

The SCC support team have now been through the Arbor MIS accreditation training and Schools Choice have been through the Arbor Finance accreditation training.

We have contracted for the Arbor Perform product which includes many features where you may currently be using other applications. We expect Schools will have questions around how to maximise the capability of Arbor and achieve savings through terminating other products at the appropriate time. There is a wealth of information on the Arbor website with some relevant links below.

- [Get started with your new Arbor MIS – Arbor Help Centre \(arbor-education.com\)](http://arbor-education.com)
- [Migrating from SIMS - Primary Onboarding – Arbor Help Centre \(arbor-education.com\)](http://arbor-education.com)
- [Primary Onboarding - when will my site be ready? – Arbor Help Centre \(arbor-education.com\)](http://arbor-education.com)



- 
- [Migration Help – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com)
  - [SIMS migration information - Google Slides](#)
  - [When should I complete my onboarding training - Primary Onboarding – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com)
  - [Customer Education Programme 24/25 \(hubspotusercontent-na1.net\)](https://hubspotusercontent-na1.net)
  - [Arbor's Third-Party API Integrations – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com)
  - [Setting up and managing third-party API integrations in Arbor – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com)

Please review this material and contact the LA support team if you have any further questions.

Contact details – [ITServiceDesk@suffolk.gov.uk](mailto:ITServiceDesk@suffolk.gov.uk) or tel: 01473 265555

# FREE CYBER SECURITY TRAINING FOR SCHOOL STAFF

The National Cyber Security Centre have produced a cyber security training package for School Staff. It is becoming increasingly more important to improve resilience and awareness against cyber threats facing schools.

This is free training that can be found on their website and is available in two formats – a scripted presentation pack and a self-learn video on YouTube.

You can find details of the training using the link below:-

[Cyber security training for school staff - NCSC.GOV.UK](https://www.ncsc.gov.uk/cyber-security-training-for-school-staff)

There are also a lot of downloadable resources on the website for everyone working with schools to include governing boards and senior leaders.

Given that Cyber Security is about safeguarding the privacy and security of pupils and staff as an attack can expose personal information leading to identity theft and other harmful consequences. There is also a very useful Board Toolkit that would help your organisation in using a methodical and proactive approach to cyber security. This outlines basic safeguards that can greatly reduce the likelihood and impact of a cyber-attack.



## SCHOOLS' BROADBAND

MLL is the Suffolk Cloud Partnership's main contractor for the delivery of connectivity and security services to over 300 public sector sites including schools. With a contract extension until 2029, MLL is investing time and resources in improving the offer for Suffolk schools.

MLL has access to all the major network service providers and will always seek out the best connectivity option on a site-by-site basis. Wherever possible we will use dark fibre already in place through City Fibre or available through the Government's Gigabit rollout scheme. MLL provides various backup services to deliver resilience and peace of mind.

With regards to safeguarding, MLL puts keeping students safe as its highest priority. Whilst we want students and teachers to have access to the wealth of knowledge the internet provides, it needs to be risk-free. MLL delivers robust filtering, rock-solid security, and blazing-fast connectivity empowering students to learn without boundaries or risks.

MLL has recruited a school's network specialist, Emma Marsden, to specifically support the Suffolk County Council Schools team in providing a more proactive service. Emma will help with any questions you have and can advise on your current service and suggest improvements to ensure you are operating according to DFE guidelines and are getting the best possible value for money.



Emma Marsden

Please contact the schools' team either by email at [schoolsitservices@suffolk.gov.uk](mailto:schoolsitservices@suffolk.gov.uk) or by telephone on 01473 265555.



# OFFICE 365 MAIL SERVICE FOR SCHOOLS & ACADEMIES

A reminder that O365 mailboxes **must** be requested for new starters via our website using the following link [\*\*IT services for schools and academies | Suffolk County Council\*\*](#). This is so that all security checks can be carried out and to ensure that there is no delay in setting up new mailboxes. All sections must be completed and ensure that the school's 3-digit code is included, the payroll number (if applicable) and the date of birth for the new user. All sections must be completed and ensure that the school's 3-digit code is included, the payroll number (if applicable) and the date of birth for the new user.

This form may be used for all members of staff including governors and agency staff (*payroll number and date of birth is not required for governors or agency staff*). You do not need to use a separate form for each user and it **must** be sent to the [ITServiceDesk@suffolk.gov.uk](mailto:ITServiceDesk@suffolk.gov.uk) in order for your request to be actioned. Once the form has been received it can take up to 3 working days for the request to be processed. ***Please note that if the request is sent to any other mailbox this will result in delays with any action being taken.***

***N.B. All requests must be sent from either the Headteacher or the Business Manager/Bursar (or equivalent) at the school/academy). New mailboxes cannot be requested by the new user.***

***Similarly, password resets for those users without payroll numbers must also be requested by means of the online form completed by the person/s listed above.***

We would also like to emphasise the importance of letting us know about any members of staff that will be leaving their post in order that we can delete their mailbox in a timely manner and to ensure that the school is not charged for these mailboxes at renewal time. Please note that any requests for deletions must come from the person managing the email service within the school/academy. Again these request forms are available on our website and can be accessed using the following link [\*\*IT services for schools and academies | Suffolk County Council\*\*](#).

## 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](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

