ICT Services

Primary Schools Seminar Summer 2019

Cheshire East Council

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Agenda

- **Welcome and Introductions**
- **General Information**
- **Schools Desktop including Security updates**
- **SIMS Updates**
- **SIMS Hints and Tips**
- **AOB**

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GENERAL INFORMATION

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Staff Changes

- **Joe Edwards – joined the desktop team in replacement of Stuart Lovatt**
- **Tom Wellings – joined the Sims team but has previous experience in the Desktop team**
- **Elaine Cavanagh – had a little boy called Jay**

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Service Desk Changes

- **Phones have now changed, once School option is chosen**
- **Press 1 for SIMS queries and 2 for any other queries**

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Website/Remote Support

- **Look at website for any updates**
  - **www.cheshireschools.co.uk**
- **Training Courses are advertise here**
- **Resources –**
  - Document – include filesets etc
  - Support and Advice – Sims FAQs, hints and tips
- **Lots of work to take place over the holidays**

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E-Payments

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- **Has undergone changes behind the scenes and the front end**

- **New links**

  Admin site:
  http://appeast.ourcheshire.cccusers.com/Cec.SchoolsEPayments.Intranet

  and the Shop:
  https://online.cheshireeast.gov.uk/Cec.SchoolsEPayments.Internet/

- **Any issues, please log a call with the Service Desk**

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eCWIP/ChESS

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- **Please let Leeann know if buy back has not been returned**

- **Managed Internet – need to give 3 months notice to our supplier**

- **May be charged for September if no notice given**

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Contacts

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ICT Service Desk

0300 123 5121

Schoolsictservicedesk@cheshireeast.gov.uk

http://cosodirect.ourcheshire.cccusers.com

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SCHOOLS DESKTOP

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Intranet/Iwest/Centranet

- Firewall upgrade recently

- Knocked out the Intranet/Iwest/Centranet

- Worked after 2.5 days but asked for username and password

- Ourcheshire\sca875xxxx or sch875xxxx

- Check URL, may be oracle/markview, this will be ibs.ourcheshire.cccusers.com

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Centranet

- New Centranet not available for school

- Need to use School Specific Content of the top right hand side

- If any sites missing let Service desk know and links can be added

- Looking at options for school

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Security

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- **Security Presentation**

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Egress

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- **Available from eCWIP/Chess**

- **If not purchased will change to limited author from September – can not send to free egress recipients**

- **Was missed off eCWIP for first week of buy back**

- **Will be sent an email over the summer with how many accounts the school have and have paid for**

- **Can also use Office 365 Encryption**

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Access Cheshire

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- **Access Cheshire Partner**

- **Cost if no longer on Cheshire Managed Internet**

- **If on Cheshire Managed Internet this is available at no cost**

- **Schools will lose access if not paid**

- **Cost is £100 per account per year, school will have the licence removed if not paid**

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Windows 7/Server 2008

- Ideally need 64bit and a much higher spec

- May need to budget for new equipment

- Have been upgrading and testing on individual pcs. Can sometime upgrade to solid state drives

- Carried out surveys in supported school and advised on ICT plans

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Windows 7/Server 2008

- Windows 7 and Server 2008 out of support on 14 January 2020

- Need to upgrade to Windows 10/Server 2016

- Min spec for windows 10 but can be slow (SIMS needs higher)

Processor:	**1 gigahertz (GHz)** or faster processor or System on a Chip **(SoC)**
RAM:	1 gigabyte (GB) for 32-bit or 2 GB for 64-bit
Hard drive space:	16 GB for 32-bit OS 32 GB for 64-bit OS
Graphics card:	DirectX 9 or later with WDDM 1.0 driver
Display:	800x600

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SIMS UPDATES

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SIMS .net Summer 2019 Release

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- **Release Dates**
  - **From Capita:** **05/07/19**
  - **To Schools:** **12/07/19**
  - **Required for School Census Autumn 2019 (03/10/19)**
  - **Plan to roll out to Gold/Silver Package schools during Summer holidays**
    - Please raise service desk call if required at a different time.
    - Note; this update is included in 2018/19 package.

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SIMS .net Summer 2019 Release

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- **Assessment Manager**
  - **Medical Conditions added to Marksheet Group Filter**
  - **Full Name tag available in Individual Reports**
- **Attendance**
  - **Full Name tag available in Letter Definition**
  - **Attendance Mark Date/Time Recorded report field**

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SIMS .net Summer 2019 Release

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- **CTF**
  - **Nationality, Country of Birth and Proficiency in English tags removed**
  - **From 1st August 2019 CTF version 19.0 supported**
    - Export as v19.0
    - Import v18.0 and v19.0
    - Reminder – only if SIMS has been updated to Summer 2019

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SIMS .net Summer 2019 Release

- **Reporting**
  - **Report Usage information in Run Report browser**
    - Last Accessed – date and time
    - Times Accessed – count of times report is run
  - **Changes to the Reporting Dictionary**
    - Labels and field names changed to coincide with changes to areas elsewhere in SIMS

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SIMS .net Summer 2019 Release

- **SIMS Core**
  - **Gifted & Talented amended to More Able (& Talented)**
  - **Exclusions changes**
    - Discipline Committee panel renamed to Governor Review
    - Appeal Details panel renamed to Independent Review Panel (IRP)
    - New Panel for Final Governor Review Outcome
    - New Exclusion Review Result lookup added for Outcome
      - See Release Notes for details

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SIMS .net Summer 2019 Release

- **SIMS Core (cont)**
  - **Pupil Enrolment Status Change warnings**
    - On-Roll to Guest to retain their attendance marks, make them a leaver then re-admit as a guest.
    - Guest to On-Roll advised to update registers as session attendance required back to admission date.
  - **Pupils Address panel**
    - New table added to show other people recorded at the same address
    - New warning when modifying address that changes will affect all people at the same address

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SIMS .net Summer 2019 Release

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- **SIMS Core (cont)**
  - **Service Children Concerns included in Person Data Output**
  - **Last FSM column in Maintain Pupil Premium**
    - Indicates last census pupil was identified as eligible for FSM
  - **Visual Impairment SEN Need Type changed to Vision Impairment**

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School Census Autumn 2019 Return

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- **Key Dates**
  - **Census date 03/10/2019**
  - **Attendance collected from 22/04/2019 to 31/07/2019**
  - **Exclusions collected from 01/01/2019 to 31/08/2019**
  - **FSM Eligibility collected from 17/05/2019 to 03/10/2019**
- **Exclusions**
  - **For Autumn 2019 census only both Spring and Summer terms collected**
  - **Lunchtime exclusions no longer collected**

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School Workforce Census 2019 Return

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- **Key Dates**
  - **Census date 07/11/2019**
  - **Absence collected from 01/09/2018 to 31/08/2019**
  - **Continuous Contracts collected from 01/09/2018 to 07/11/2019**
- **School Workforce Census Filenames**
  - **SWC removed from within filenames replaced by SWF**
  - **All associated file types**

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School Workforce Census 2019 Return

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- **Changes to Staff SWR Posts**
  - New Codes
    - APP – Apprentice Teacher – Contracted Teacher
    - LNT – Leadership Non Teaching – Contracted Other Support Staff
    - OSP – Other Support Staff – Contracted Other Support Staff
  - **Deactivated Codes (No longer available for use)**
    - SUP – Support Staff – Contracted Other Support Staff
      - Will still be collected and converted to OSP in the return

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SIMS End Of Year Process Reminder

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- **Academic Year Dates:**
  - **Always start on 1st September, even if not in school**
  - **Other term dates are when Teachers are in school**
  - **Half Term holidays are when not in school (Mon-Fri)**
  - **Teacher Training days should be within term time**
  - **Only add Public Holidays not covered by other holidays**
  - **May Day 2020 is now Friday 8th May for VE day**
- **Gold/Silver/Ad-Hoc Purchased:**
  - **Please ensure spreadsheet completed asap**

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SIMS TRAINING

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SIMS Training

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Is this you when asked to produce a report in Sims…..

If so, then don't **panic!!**
your *Cheshire schools team* is here to help…

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Courses Offered (Admin)

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Sims Office User
Sims Further Skills
Sims Reporting

End of Year
Census (3)

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Office User
(Onsite or Classroom)

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Half day course. Teaching basics of all sections below.

Contents: **Home page setup**
            Pupil details
            Links menu
            Adding new pupils
            Re-admitting pupils
            Leavers
            CTF – In/Out
            General reports
            Staff

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Further Skills
(Onsite or Classroom)

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Half day course. More in-depth of all sections below.

Contents: Home Page setup.
        Create group specific homepage.
        User defined fields.
        User defined groups.
        Bulk updates.
        Pupil Teacher view.
        Reporting features.

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Standard Reporting
(Onsite or Classroom)

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Half day course. Training of all sections below.

Contents: Running Existing reports
        Modifying reports
        Creating new reports
        Student Lists
        Mail Merge (Labels)

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Reporting Further Skills
(Onsite or Classroom)

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Half day course. Training of all sections below.

Contents: Using templates (School defined)
        Defining attendance Letters.
        Sub reports (one-to-many relationship)
        Rich text format (data collection, photos)
        Housekeeping
        Excel Analysis
            Countif, Sumif, Conditional formatting, Pivot table

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Courses / Consultancy

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SMT - SENCO

- **Sims Analysis**

- **Sims SEN**

- **Sims Discover**

- **Sims Interventions**

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Training Options

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Classroom

West:
Civic Way - Ellesmere Port
Wyvern House - Winsford
East:
Municipal building – Macclesfield
Crewe –

Cost -   £   (Half Day)

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Training Options

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On Site (Bespoke)

- **Options to train one or several users.**

- **Tailor training to schools requirements.**

- **Virtual Training Environment (VTE)**

- **Cost: £   (Half Day, 2 persons)**

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Training Options

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Training videos

    Short instruction videos.

Live Webinars

    Timely training on current topics.
    (CTF Issues, EOY)

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SIMS HINTS AND TIPS

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SIMS Hints and Tips

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- **Pupil Teacher view adding more details**

- **Pupil Premium in Sims**

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**THANK YOU AND HAVE A
SAFE JOURNEY**

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