Cheshire East Council
ICT Services
Secondary Schools Seminar Summer 2019
Cheshire East Council
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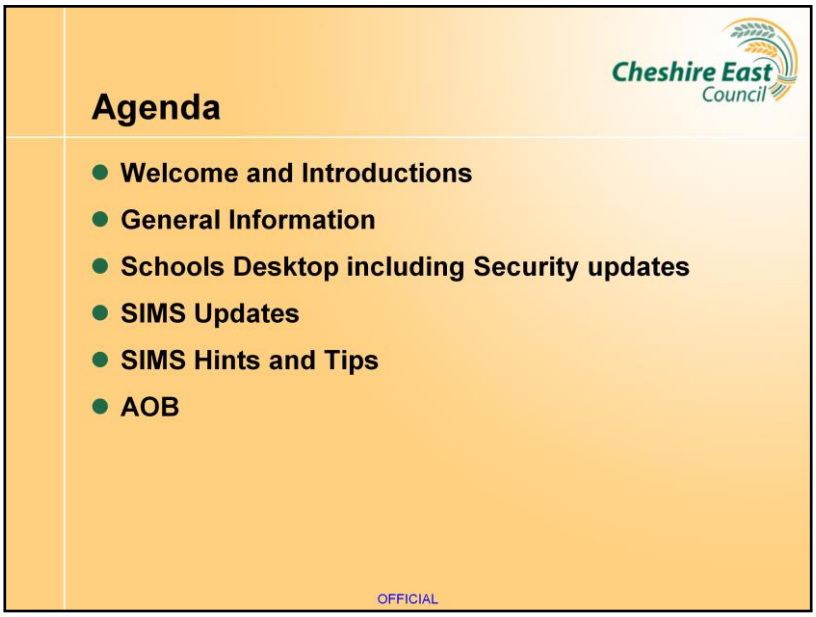
Agenda
Cheshire East Council
Welcome and Introductions
General Information
Schools Desktop including Security updates
SIMS Updates
SIMS Hints and Tips
AOB
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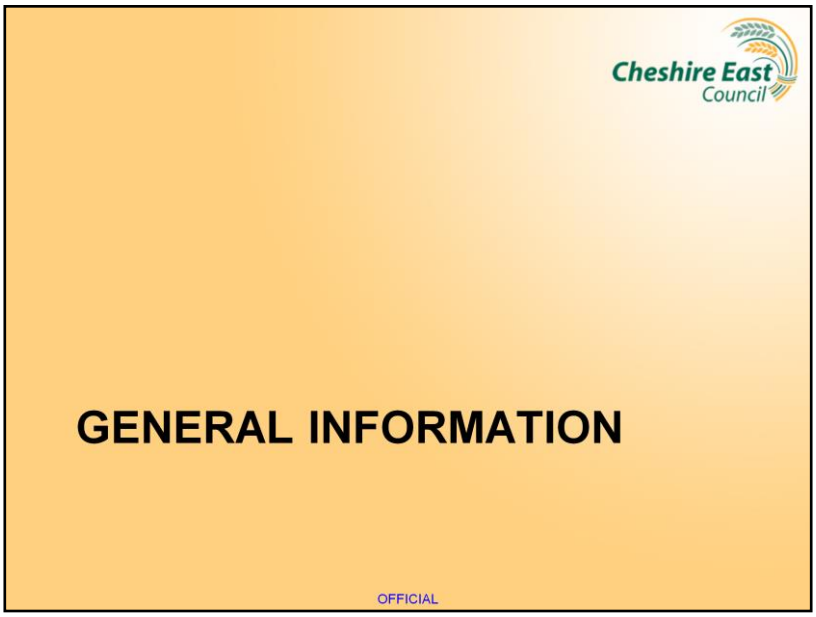

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Staff Changes

- 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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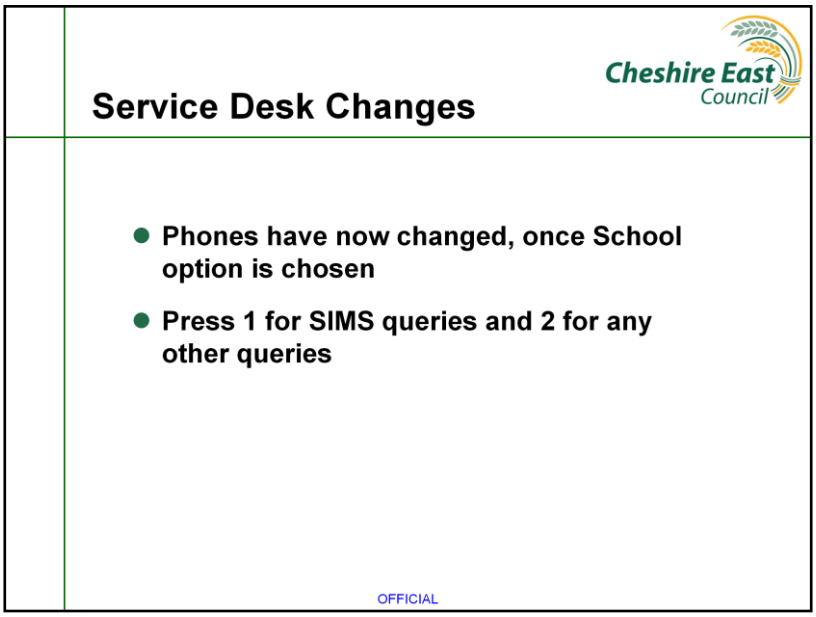

- When dialing the schools service desk there are now extra options after selecting 2 for schools:
  - 1 for SIMS calls
  - 2 for all other issues
- If the required desks are busy then the call may be answered by one of the other desks.

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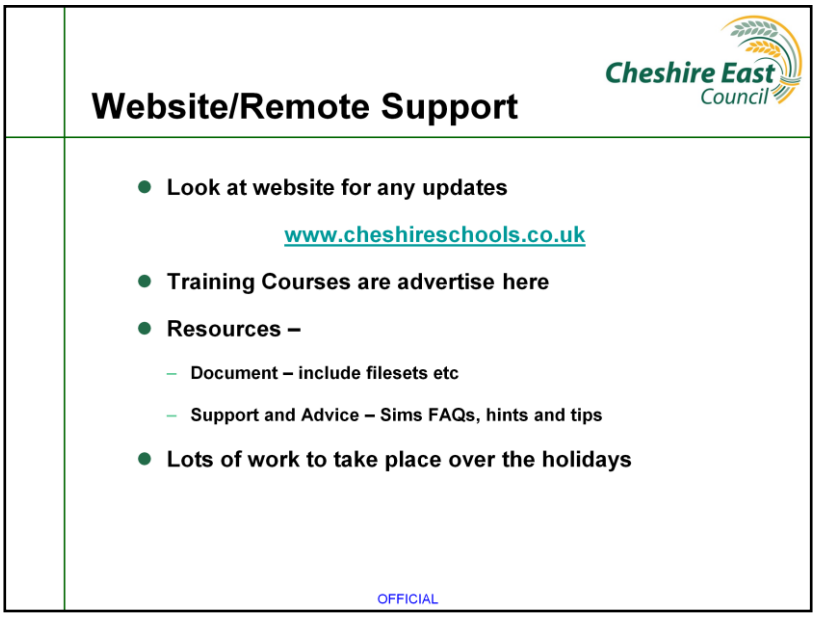

New look website. www.cheshireschools.co.uk – same address as before.

What other links would you like and user guides etc.?

At the moment we realise that some areas are not exactly intuitive so we plan to work on this over the Summer holidays.

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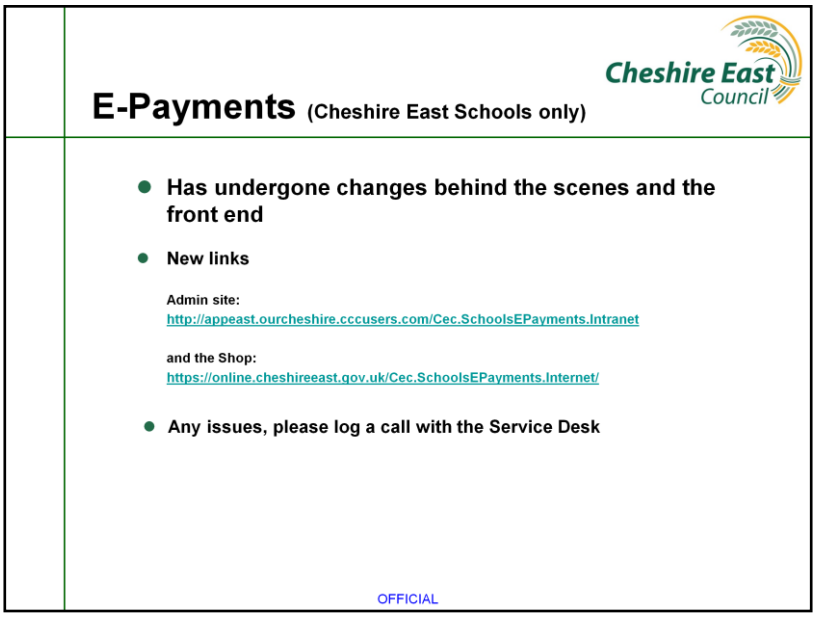

Has undergone changes over the last few weeks. It went Live Friday 21st June. There are new links . The old links will work as they will be redirected for a short time.

You will notice some differences to the admin side.

Some schools are still contacting Gwyn Arrowsmith, he does not have anything to do with it. Please do not email him but log a call with the service desk as it is now the schools team that pick this up.

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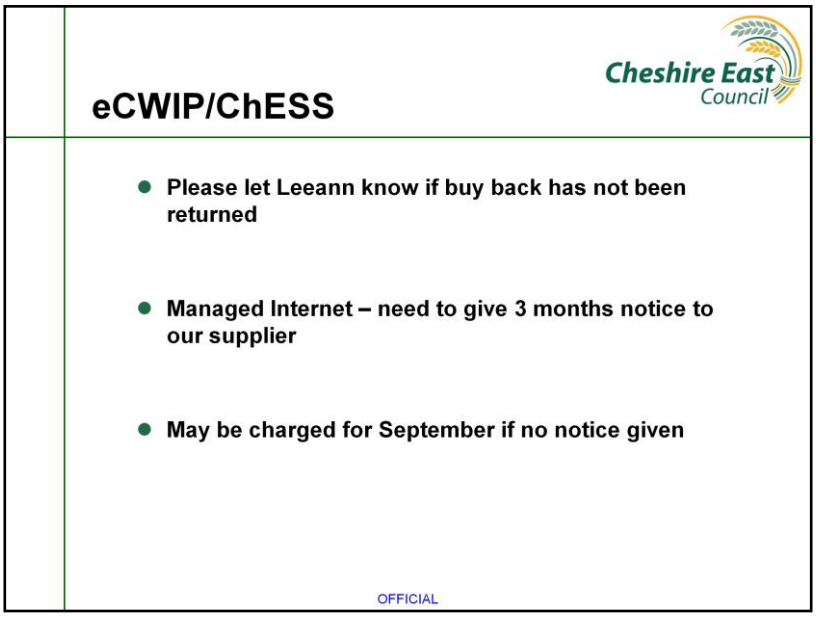

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What other links would you like and userguides etc?

Just a reminder of the service desk contact details.

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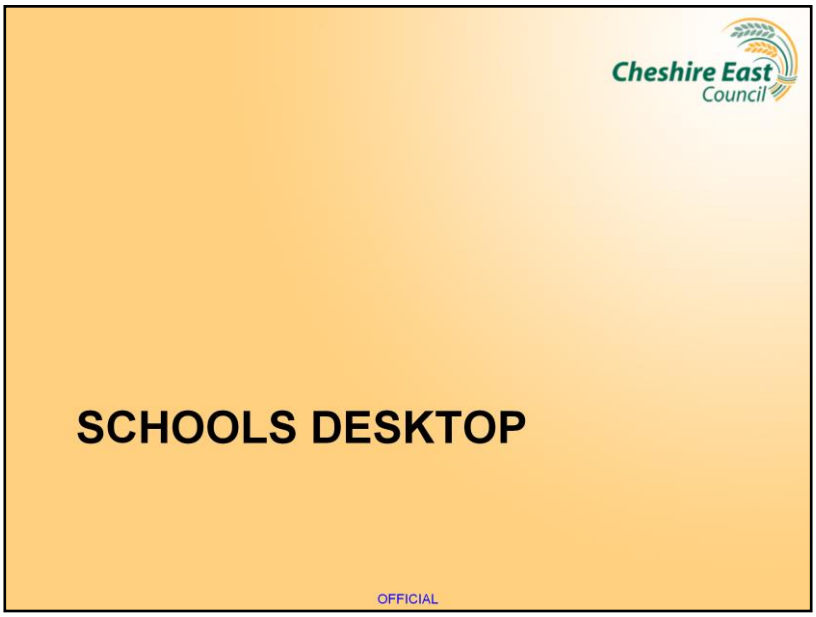

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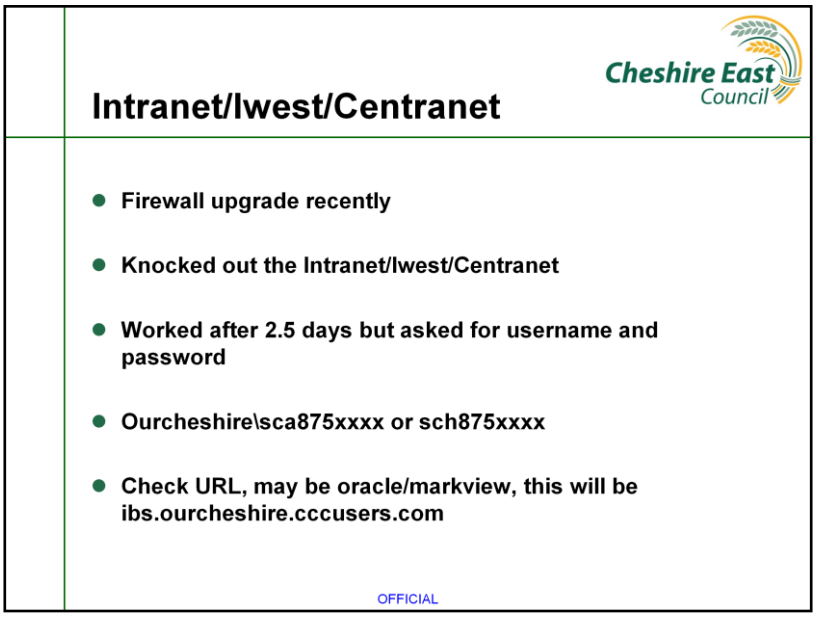

Display Trusted message

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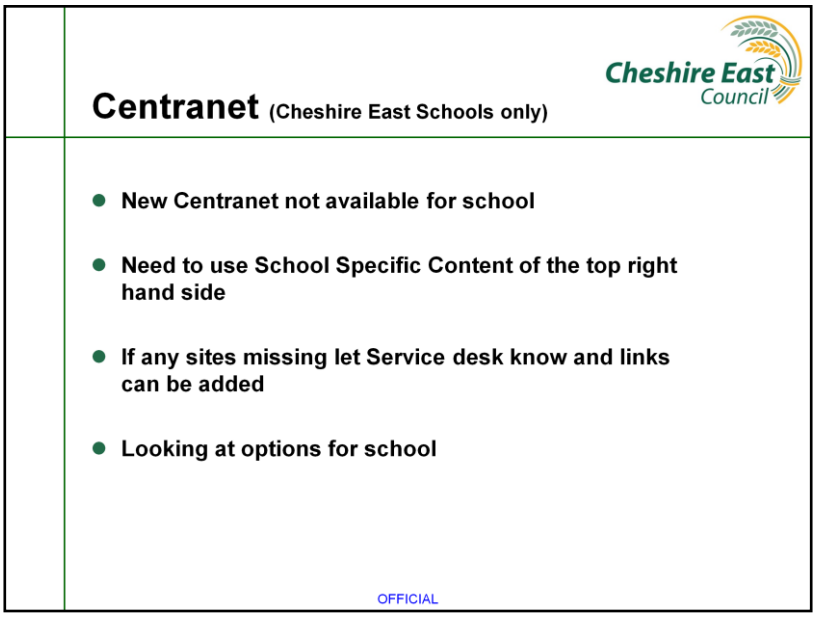

Display Trusted message

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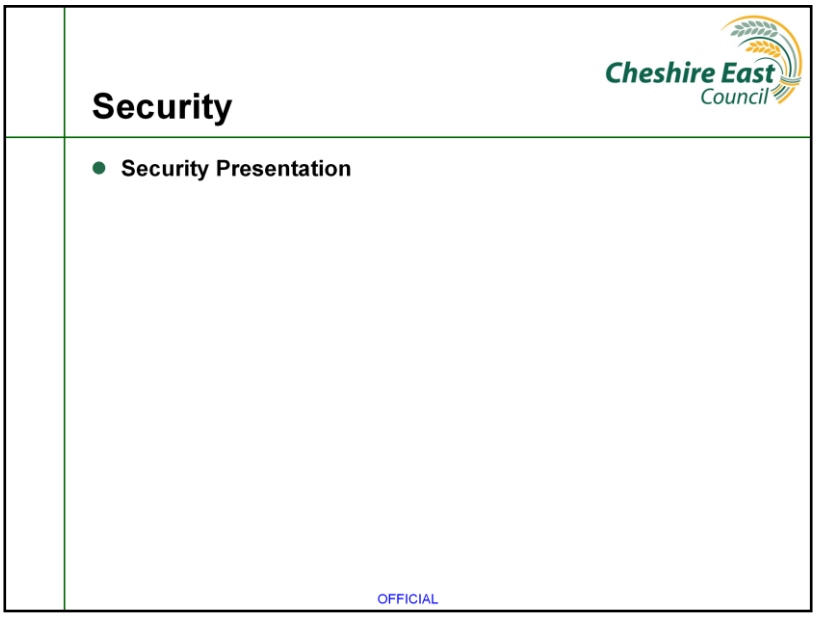

GO PHISH Presentation

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Egress

- 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

- 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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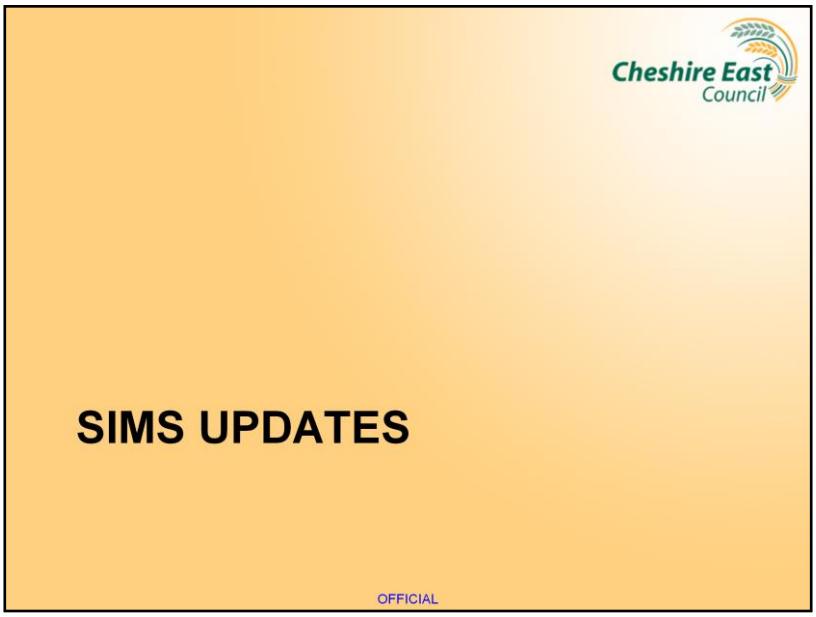

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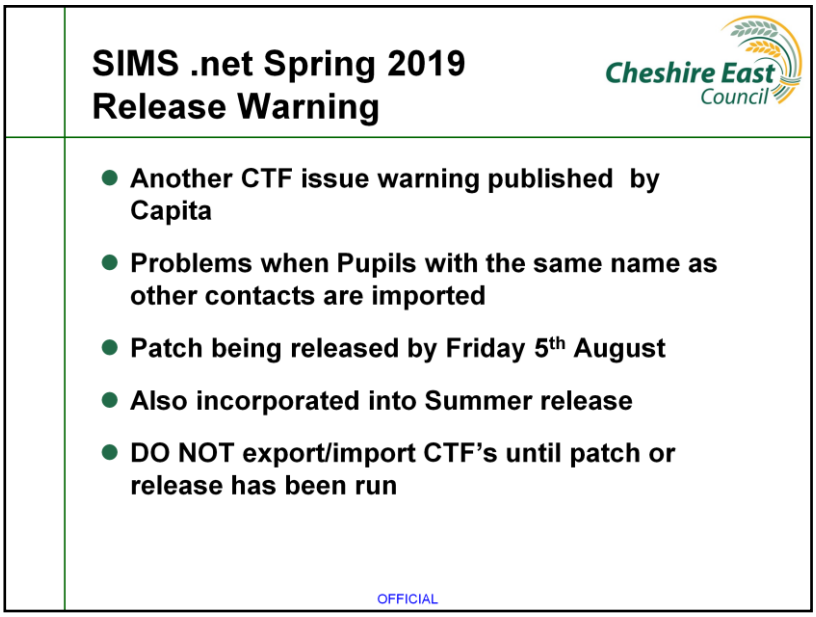

- Emails Have been sent to schools explaining this.

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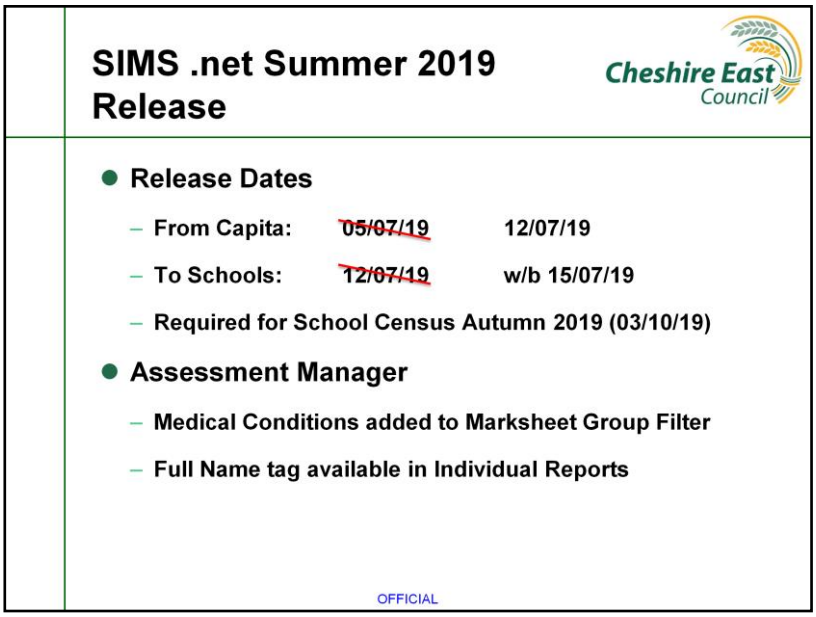

The SIMS .net Summer 2019 release.

- Was expected from Capita on 5th July, now due 12th July.

- After downloading the release and creating the installation guides we were going to make the release available to schools around 12th July but now during week beginning 15th July.

- Needs to be installed in time to do the School Census Autumn 2019 which is on 3rd October 2019.

Assessment Manager

- **Provision of Medical Conditions as an Additional Student Column and a Group Filter**
  - *Focus | Assessment | Marksheet Entry Focus | Assessment | Template*
  - It is now possible to display Medical Conditions as an additional student information column and when applying a group filter to a marksheet.
- **Inserting the Full Name Tag into Individual Reports**
  - *Focus | Assessment | Individual Report*
  - The Full Name tag can now be inserted into Assessment individual reports from the Student Details menu.

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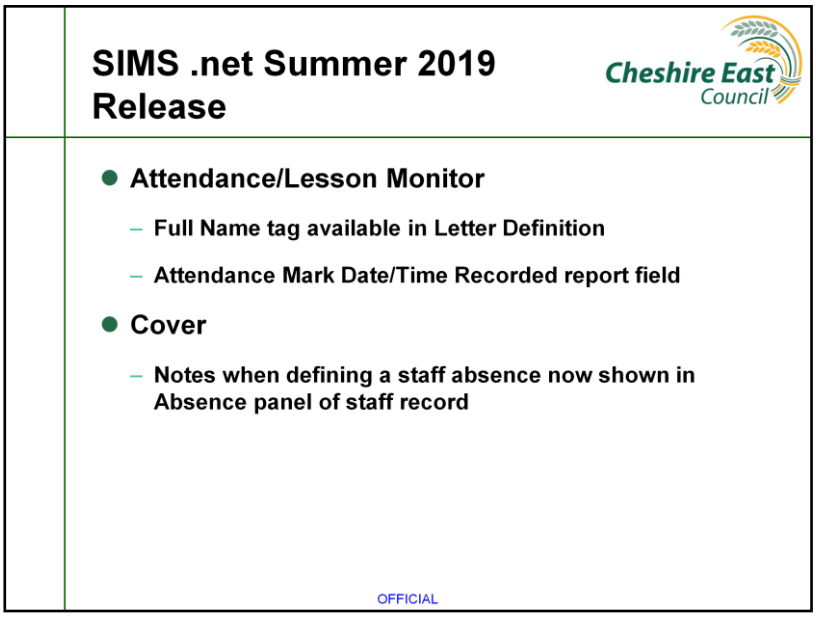

Attendance/Lesson Monitor

- **Full Name Option Added to Attendance Letter Definition**
  - *Tools | Setups | Attendance Setup | Letter Definition*
  - When defining an attendance letter, the new full_name option is available from the Insert Merge Field list. If selected, the pupil/student's full name is displayed as chosen forename, middle name and legal surname. If the chosen forename is not available, the legal forename is displayed instead.
- **Addition of the Attendance Mark Date/Time Recorded Field in the Reporting Dictionary**
  - *Reports | Design Reports - Student*
  - The date and time that an attendance mark was recorded can now be displayed in a report.

Cover

- **Recording Cover Notes for Absence**
  - *Focus | School | Arrange Cover*
  - Any notes that are recorded when defining a staff absence are now displayed in the **Absence** panel of their staff record.

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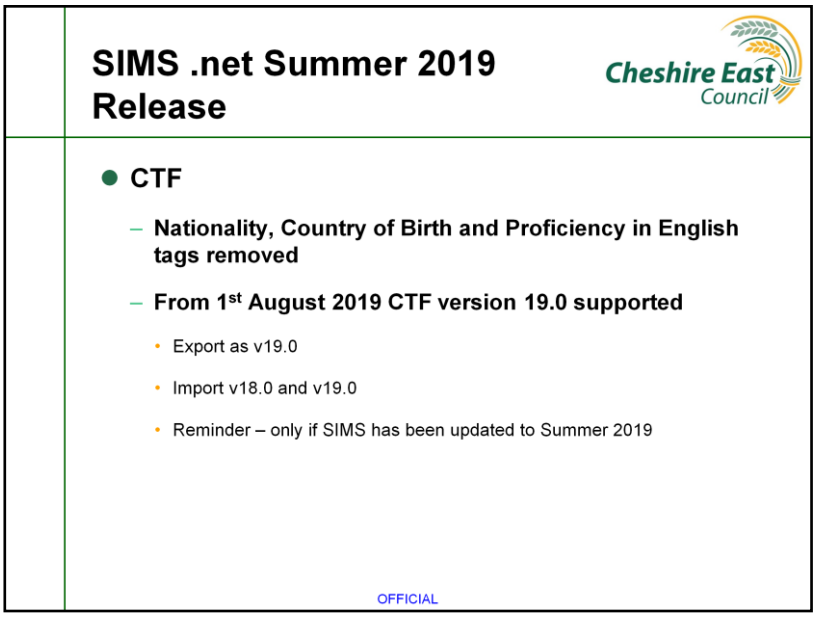

CTF

- **Changes to the Data Collected in CTF**
  - *Routines | Data Out | CTF | Export CTF Routines | Data In | CTF | Import CTF*
  - The tags for Nationality, Country of Birth and Proficiency in English have been removed as this information is no longer required to be held.

- **Update to the CTF Version Number**
  - *Routines | Data Out | CTF | Export CTF*
    - Before 1 August 2019, CTF version 18.0 is used for the export of CTF.
    - From 1 August 2019 onwards, CTF version 19.0 will be used for the export of CTF.
  - *Routines | Data In | CTF | Import CTF*
    - Before 1 August 2019, CTF version 17.0 or 18.0 can be used for the import of CTF.
    - From 1 August 2019 onwards, CTF version 18.0 or 19.0 can be used for the import of CTF.
  - But only if SIMS has been updated to the Summer 2019 release.

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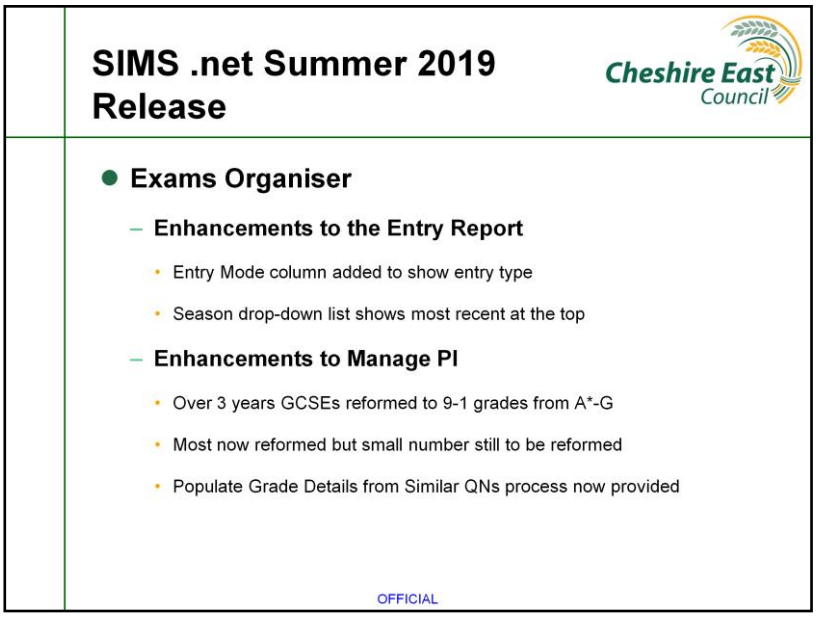

Exams Organiser

- **Enhancements to the Entry Report**
  - *Tools | Examination | Entry Report*
  - The Entry Mode column has been added to the Entry Report output. This column displays the type of entry for each qualification, e.g. private entries (P), centre entries (C), etc.
  - When defining the report parameters, the Season drop-down list now displays the most recent season at the top of the list.
- **Enhancements to Manage Performance Indicator**
  - *Tools | Examinations | Manage Performance Indicator*
  - Over the last 3 years, GCSEs in England have been reformed to use a new grade set of 9-1 instead of the legacy grades of A*-G. However, not all reformed GCSEs were introduced at the same time. English and Maths results were first achieved in 2017. Most of the remaining GCSEs achieved their first reformed results in 2018. In 2019, the remaining GCSEs will be graded at 9-1. There may be a small number to be updated in 2020 but for 2019, almost all GCSEs are on the 9-1 grade set.
  - To minimise the need for schools to input points and values manually for additional 9-1 GCSEs from Summer 2019 onwards, the Populate Grade Details from Similar QNs process has been provided.
  - Details of existing qualifications with the same qualification type and grade set that are already present in SIMS are displayed for selection, so that the existing points and values can be copied and applied to any new qualifications that share the same qualification type and grade set. It is also possible to apply existing points and values via the Add Existing QN button.

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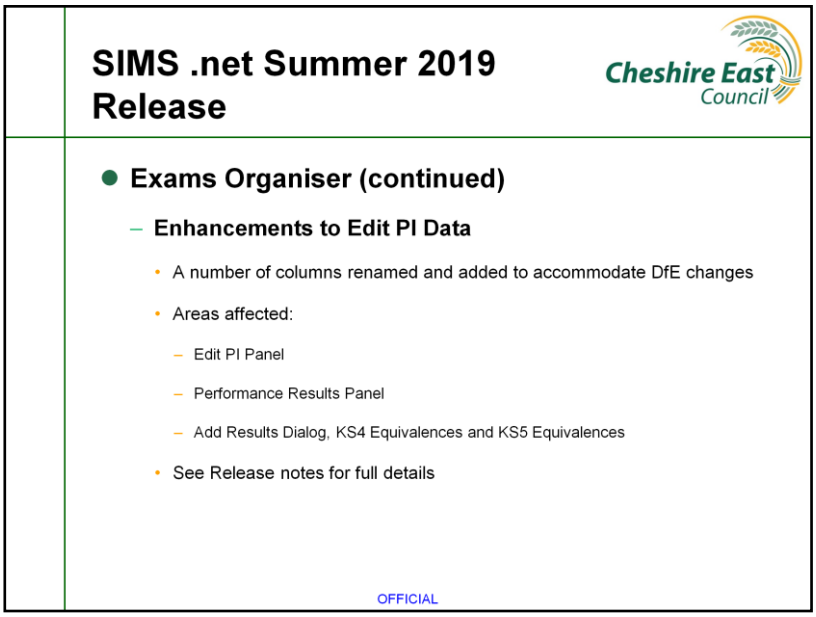

Exams Organiser (continued)

- **Enhancements to Edit PI Data**
  - *Tools | Examinations | Edit PI Data*
  - A number of enhancements have been made to Edit PI Data to accommodate DfE changes for 2019.
  - Edit PI panel
    - A*-C column renamed to KS4 9-4, A*-G column renamed to KS4 9-1
    - L3 Pts column renamed to KS5 Pts, L3 Ave column renamed to KS5 Avg
    - KS4 Ave column renamed to KS4 Avg.
  - Performance Results panel
    - KS4 A*-C column renamed to KS4 9-4, KS4 A*-G column renamed to KS4 9-1.
    - The following columns have been added to display the correct points counted for a qualification result (e.g. Advanced Subsidiary (AS) Levels) when taken at either KS4 or at KS5:
      - KS4 Points, KS5 Points.
  - Add Results dialog
    - In the KS4 Equivalences section:
      - A*-C renamed to 9-4, A*-G renamed to 9-1.
    - In the KS5 Equivalences section:
      - Level 3 Equivalence renamed to Key Stage 5 Equivalence.

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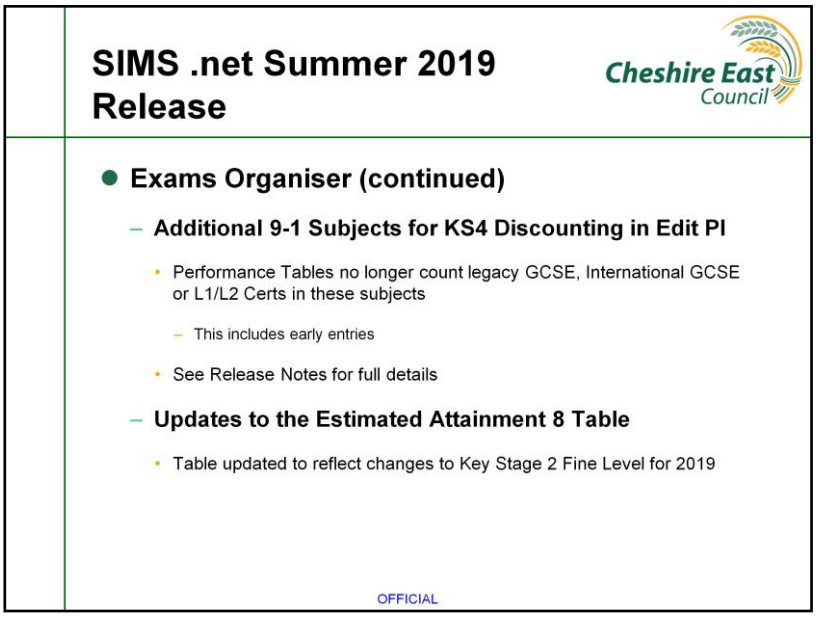

Exams Organiser (continued)

- **Additional 9-1 Subjects for KS4 Qualification Discounting**
  - *Tools | Examinations | Edit PI Data*
  - Additional subjects for the GCSE 9-1 qualification have now been incorporated into the Edit PI Data discounting calculations.
  - Once new reformed GCSEs (9-1) are introduced for a subject, the old-style legacy GCSEs (A*to G), International GCSEs or Level 1/Level 2 Certificates in the same subject are no longer counted in the performance tables. This includes early entries for legacy qualifications prior to 2017 and 2018. From 2019, the only GCSEs counted are the new reformed GCSEs graded 9 – 1 subjects listed in the Release Notes. This includes EBacc Subjects.

Updates to the Estimated Attainment 8 Table

Focus | Assessment | Marksheet Entry

The Estimated Attainment 8 Table has been updated to reflect changes to the Key Stage 2 Fine Level for 2019.

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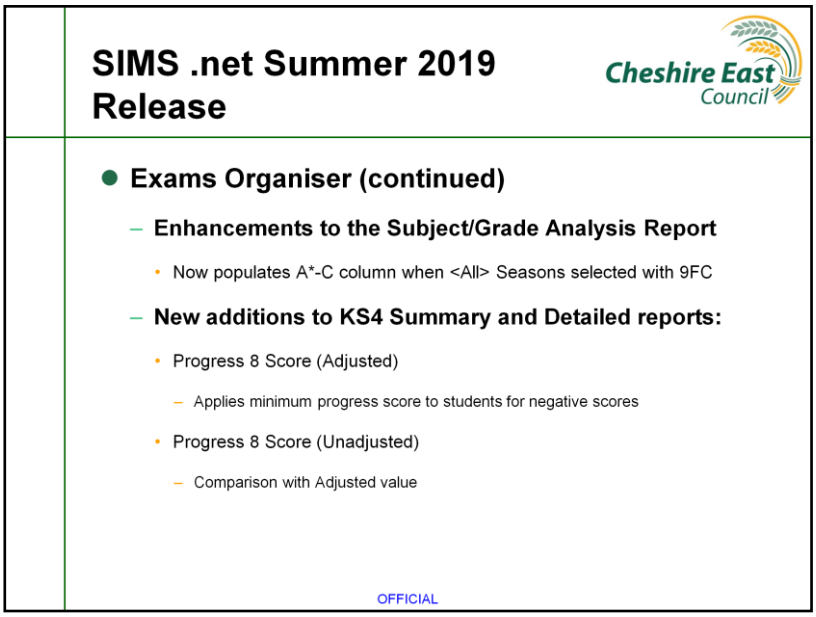

Exams Organiser (continued)

- **Enhancements to the Subject/Grade Analysis Report**
  - *Reports | Results | Subject/Grade Analysis*
  - The report now populates the A*-C column when <All> is selected from the Season drop-down list in conjunction with the Level of 9FC - GCSE (9-1) Full Course.
- **Enhancements to the Key Stage 4 Performance Indicator Reports**
  - *Tools | Examinations | PI Reports*
  - A number of enhancements have been made to the PI reports to reflect DfE requirements for 2019.
  - KS4 Summary Report Output, two rows have been added to the Progress 8 section of the summary report output:
    - Progress 8 Score (Adjusted), Progress 8 Score (Unadjusted). These rows display school-level information for the Progress 8 Measure.
    - The Progress 8 Score (Adjusted) row adjusts the individual student's Progress 8 value by applying a minimum progress score that can be assigned to students within Prior Attainment groups where negative scores are recorded. The Progress 8 Score (Unadjusted) row provides a comparison with the Progress 8 Score (Adjusted) row value. Adjustments are not applied to this row value or to an individual student's Progress 8 score.
  - KS4 Detailed Report Output, two columns have been added to the Progress 8 section of the detailed report output:
    - Prog. 8 Score (Adjusted), Prog. 8 Score (Unadjusted). These columns display values as detailed in the previous item.

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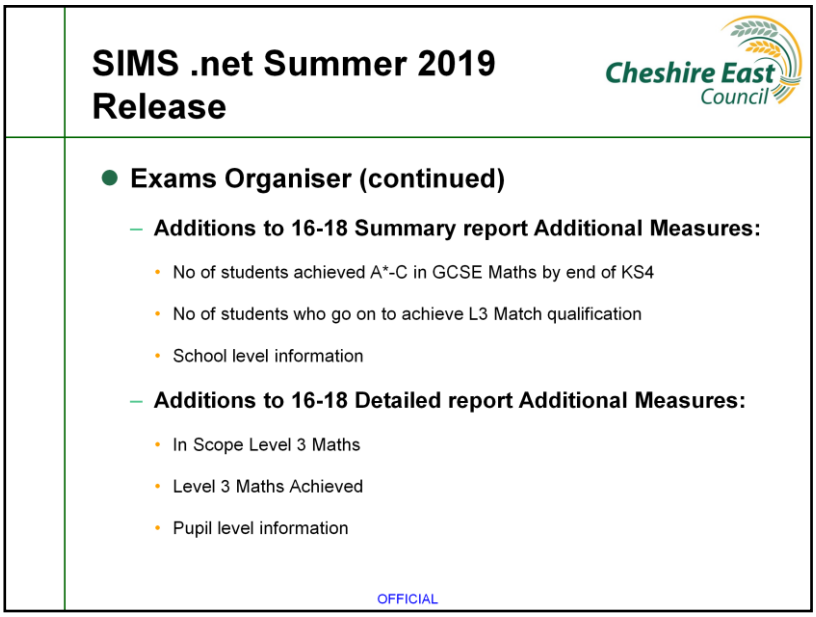

Exams Organiser (continued)

- **Enhancements to the Age 16-18 Performance Indicator Reports**
  - *Tools | Examinations | PI Reports*
  - A number of enhancements have been made to the PI Reports to reflect DfE requirements for 2019.
    - Age 16-18 Summary Report Output, two rows have been added to the Additional Measures section of the summary report output:
      - Number of students who achieved A*-C in GCSE Maths (or equivalent) by the end of Key Stage 4
      - Number of students who go on to achieve an approved Level 3 Maths qualification.
      - These rows provide school-level information relating to the Level 3 Additional Maths Measure.
    - Age 16-18 Detailed Report Output, two columns have been added to the Additional Measures section of the detailed report output:
      - In Scope Level 3 Maths
      - Level 3 Maths Achieved.
      - These columns provide pupil-level information relating to the Level 3 Additional Maths Measure.

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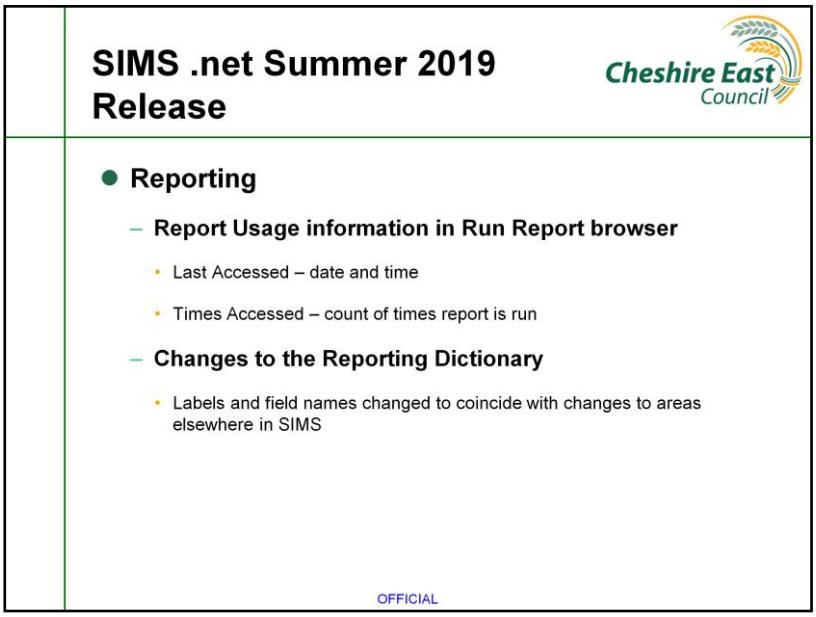

Reporting

- **Provision of Report Usage Information**
  - *Reports | Run Report*
  - The Report browser now displays the number of times a report has been run (Times Accessed) and the date on which the report was Last Accessed. These columns remain blank until the report is run.
- **Changes to the Reporting Dictionary**
  - *Report | Design Reports*
  - The following changes have been made to the Reporting Dictionary:
    - To coincide with the change of screen labels throughout SIMS, many of the fields and sub-reports in the Reporting Dictionary that previously referred to Gifted & Talented have been changed to More Able and Talented.
    - The date and time that an attendance mark was recorded can now be displayed in a report. The new Recorded On sub-report is available when Attendance Marks or Lesson Marks are included the report design.

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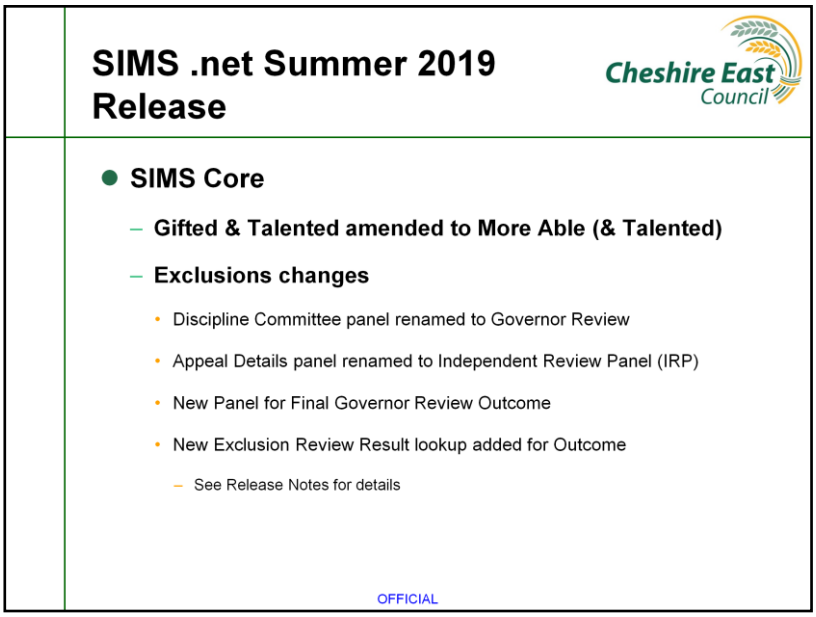

SIMS Core

- **References to Gifted and Talented Amended to More Able and Talented**
  - *Focus | Pupil (or Student) | Special Educational Needs*
  - Across the Special Educational Needs area in SIMS, and other pupil/student-related areas, some of the Gifted & Talented, Gifted and G&T screen labels have been changed to reflect More Able (and Talented).
- **Changes to Pupil/Student Exclusions**
  - *Focus | Pupil (or Student) | Exclusions*
  - The Discipline Committee and Appeal Details panels have been renamed to Governor Review and Independent Review Panel (IRP) respectively.
  - A new panel enables the recording of the Final Governor Review Outcome. A new lookup (Review Result) is also available. This information will be collected in the School Census return from Spring 2020.
- **Provision of the Exclusion Review Result Lookup**
  - *Tools | Lookups | Maintain*
  - To reflect the changes made to the pupil/student exclusions process, see the Release Notes for the new Exclusion Review Result lookup values.

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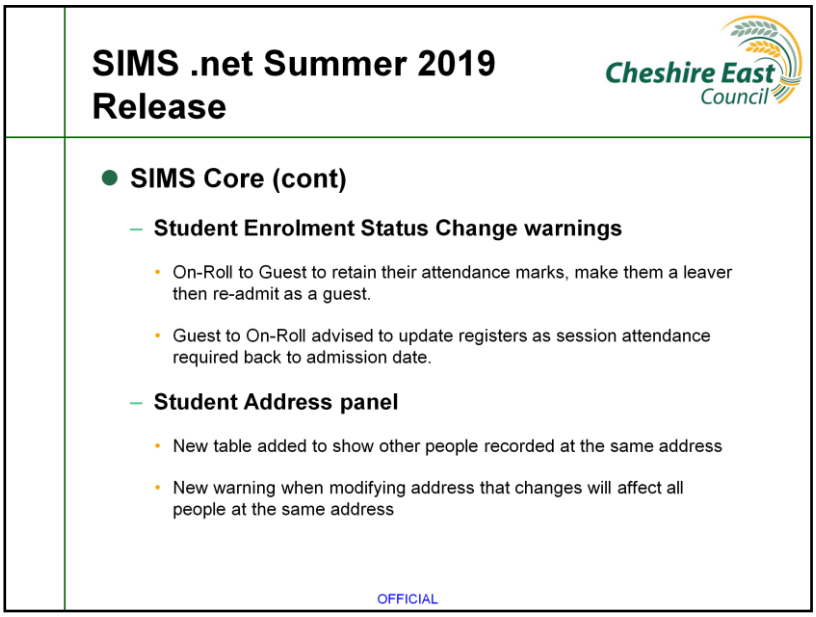

SIMS Core (continued)

- **Enhancements to Pupil/Student Enrolment Status Change**
  - *Routines | Pupil (or Student) | Change Enrolment Status*
  - When changing a pupil/student's enrolment status from On-Roll to Guest, the warning message now informs you that to retain the pupil/student's attendance marks, you must make them a leaver before re-admitting them as a Guest. If you proceed, all stored session attendance marks will be deleted from SIMS. **This process cannot be reversed**.
  - Additionally, when changing a pupil/student's enrolment status from Guest to On-Roll, the warning message now advises you to update registers because session attendance marks are required from the date of the pupil/student's admission as a Guest.
- **Enhancements to the Modifying a Pupil/Student's Address Process**
  - *Focus | Pupil (or Student) | Pupil (or Student) Details*
  - The Additional persons at this address table has been added to the Addresses panel on the pupil/student record. Any parents, applicants, staff or other contacts who share the same address as the pupil/student are displayed.
  - A warning message is now displayed when changing the pupil/student's current address, indicating that all other people registered at this address will be affected by the change.

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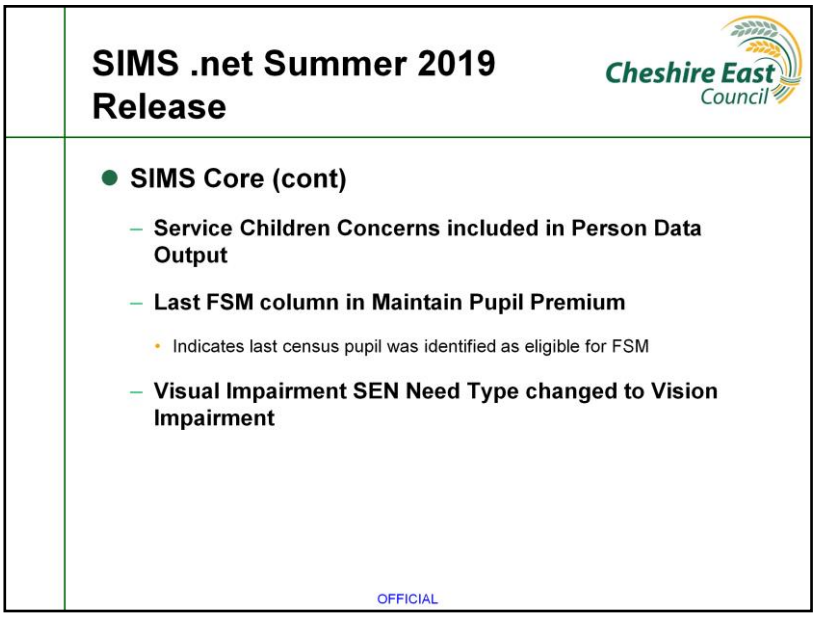

SIMS Core (continued)

- **Inclusion of Service Children Concerns in the Person Data Output Report**
  - *Routines | Data Out | Person Data Output*
  - The Service Children Concerns panel has been added to the Person Data Output report. This panel is displayed only when pupil/students have Service Children Concerns recorded in the Additional Information panel of the pupil/student record.
- **Provision of a New Column for Last FSM in Pupil Premium**
  - *Tools | Pupil Premium | Maintain*
  - The Last FSM column has been added to the file import, the Maintain Pupil Premium page and the Pupil Premium report. This column provides information regarding the last census in which a pupil/student was identified as being eligible for free school meals.
- **Change to the Visual Impairment SEN Need Type Lookup Value**
  - *Tools | Lookups | Maintain*
  - In line with current governance, the SEN Need Type lookup value description of Visual Impairment has changed to Vision Impairment. registered at this address will be affected by the change.

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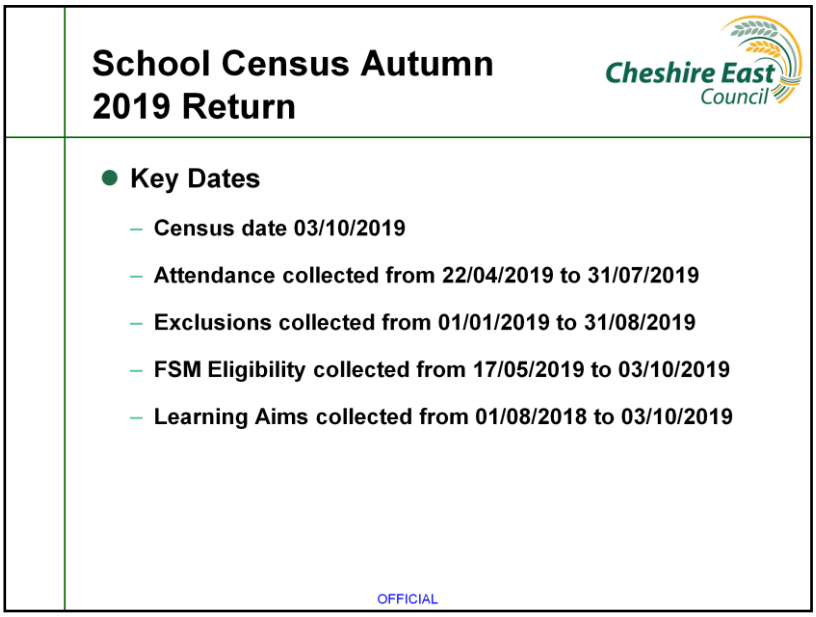

Key Dates for the School Census Autumn 2019 Return

Routines | Statutory Return | School Census

Census Date: 03/10/2019

Termly attendance collected from 22/04/2019 to 31/07/2019

Exclusions collected from 01/01/2019 to 31/08/2019

Free School Meals collected from 17/05/2019 to 03/10/2019

Learning Aims collected from 01/08/2018 to 03/10/2019

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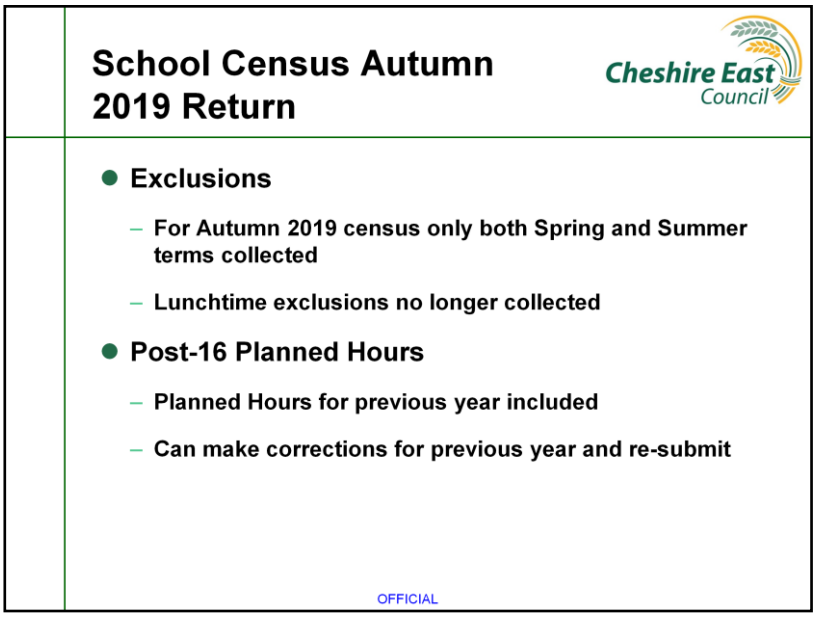

School Census Autumn 2019 Return

- **Exclusions**
  - The collection period for exclusions in the School Census Autumn 2019 Return only is for the Spring and Summer terms (01/01/2019 to 31/08/2019).
  - Lunchtime exclusions are no longer collected.
- **Post-16 Planned Hours**
  - *Tools | Academic Management | Course Manager | Post-16 Programmes of Study*
  - The Planned Hours for the previous year (2018/2019) are included in the Autumn School Census.
  - Schools can now make corrections to the planned hours for the previous academic year and re-submit in the Autumn Census.

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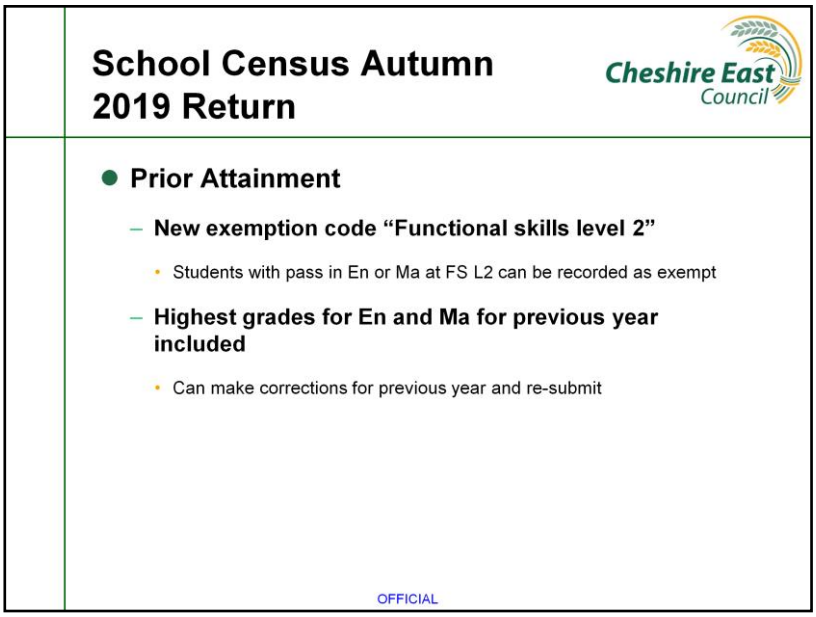

School Census Autumn 2019 Return

- **Prior Attainment**
  - *Tools | Statutory Return Tools | Update Prior Attainment*
  - A new exemption code is now available, i.e. Functional skills level 2.
    - Students with a pass grade in maths or English Functional skills level 2 can be recorded in the School Census Autumn 2019 onwards as an exemption (i.e. code F - Functional skills L2 in the Maths or English GCSE funding exemption).
  - The highest grades for maths and English for the previous year (2018/2019) are included in the Autumn census.
  - Schools can now make corrections to the highest grades for the previous academic year and re-submit in the Autumn census.

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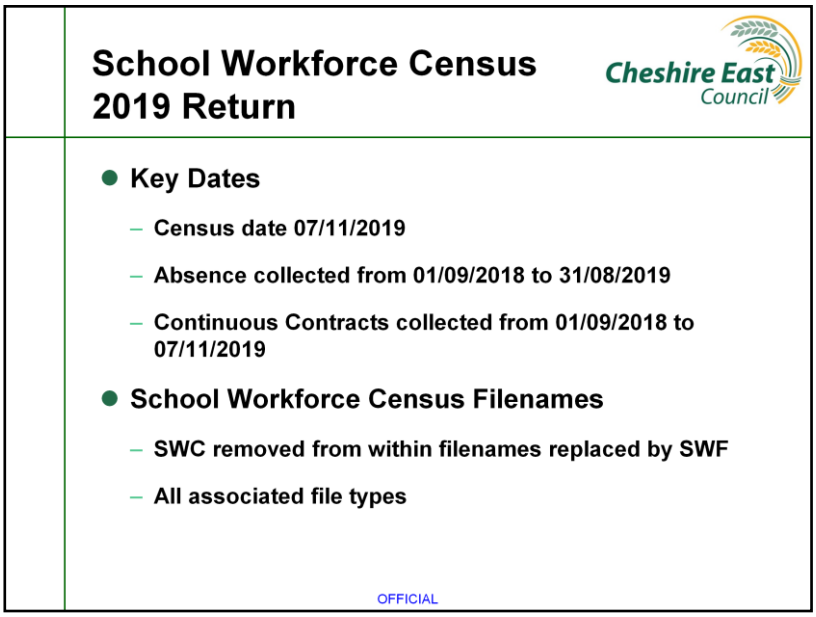

Key Dates for the School Workforce Census

Routines | Statutory Returns | School Workforce Census

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

To comply with the DfE requirements, SWC has been removed from the School Workforce Census filenames and replaced with SWF, e.g. 999XXXX_SWF_823LL19_001_Basic_Details.XML.

The filenames affected by this change are the .una, .xml and .int files, as well as all reports (including the validations error summary).

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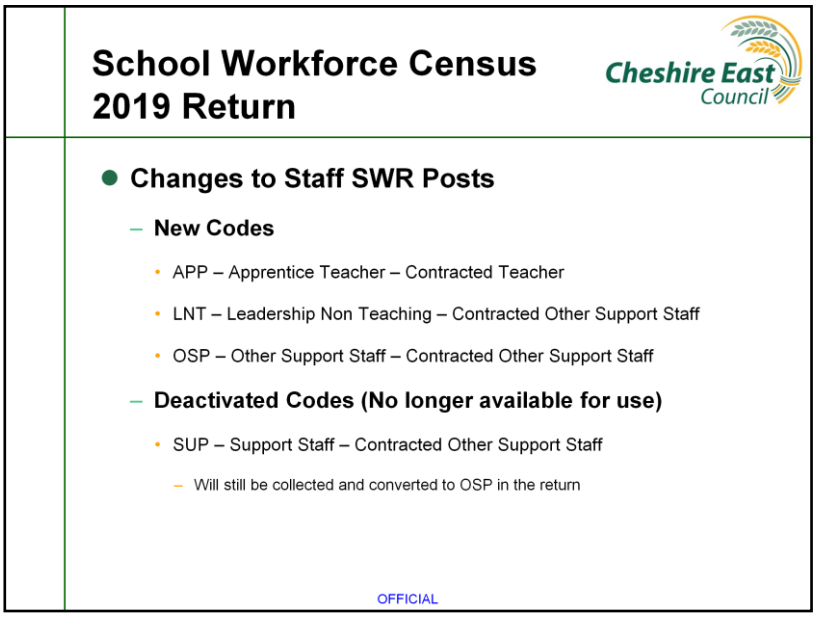

Changes to Staff SWR Posts

The following changes have been made to staff SWR posts.

Staff SWR Post – Code	Staff Category	Status
Apprentice Teacher (APP)	Contracted teacher	Active (New)
Leadership Non Teaching (LNT)	Contracted other support staff	Active (New)
Other Support Staff (OSP)	Contracted other support staff	Active (New)
Support Staff (SUP)	Contracted other support staff	Inactive

The Support Staff (SUP) code has been made inactive but will still be collected and then converted to Other Support Staff (OSP) in the return.

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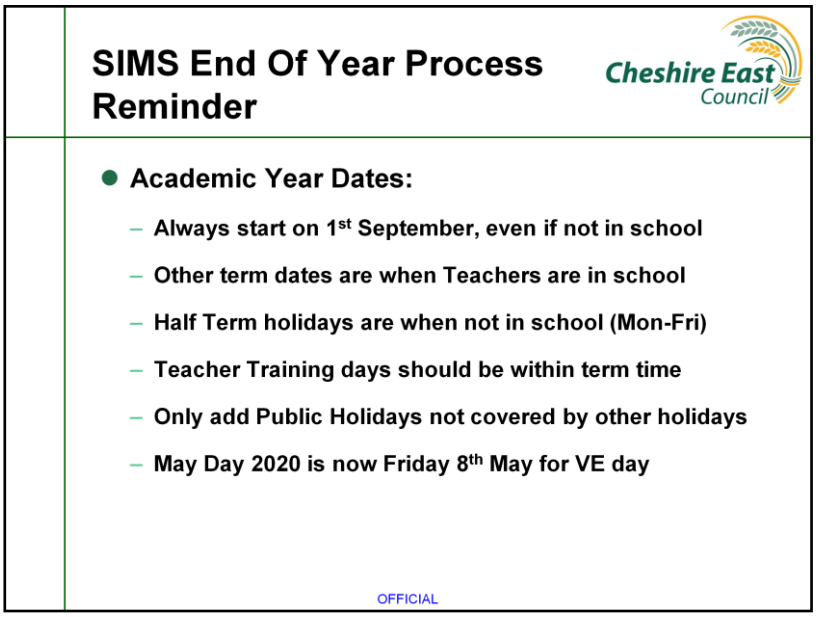

Academic Year Dates

- The academic year should start on 1st September even if no one is in school that day. # codes automatically put in for weekends and INSET days.
- The rest of the term dates should be when the teachers are expected in.
- Half Term Holidays should only include the days that you are off school (generally Monday to Friday), do not put in the dates that you break up and start back.
- Teacher Training (INSET) days should be during Term time not holidays.
- You only need to enter the dates of Public Holidays that do not occur during other holiday periods, most years this is just May Day.
- May Day public holiday for 2020 has been moved from the Monday to Friday 8th May to coincide with VE day celebrations.

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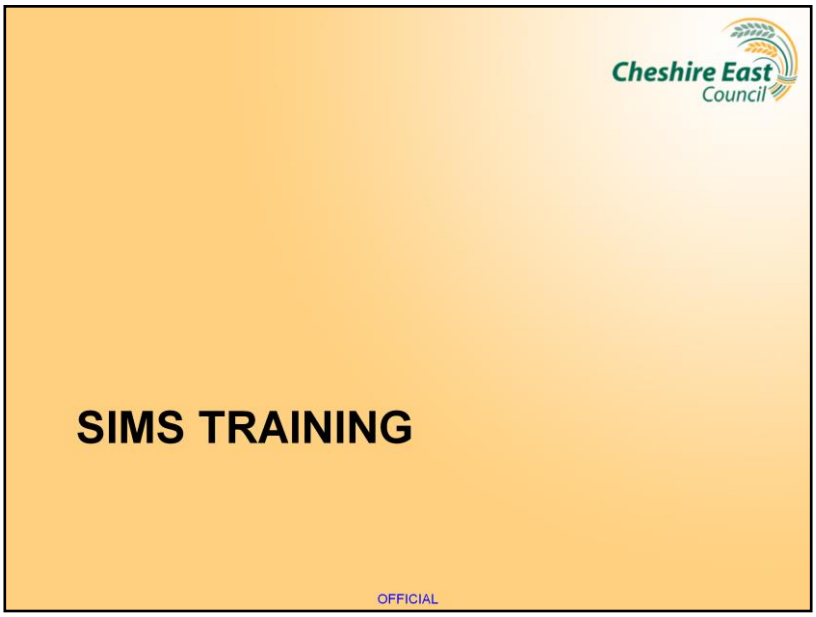

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SIMS Training

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)

Sims Office User
Sims Further Skills
Sims Reporting
Sims Attendance

End of Year
Census (3)

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Office User
(Onsite or Classroom)

Cheshire East Council

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)

Cheshire East Council

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)

Cheshire East Council

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)

Cheshire East Council

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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SimsAttendance (Onsite or Classroom)

Cheshire East Council

Half day course. Training of all sections below.

Contents:

- Setup module
- Edit marks
- Weekly Pattern
- Codes over date range
- Letter definitions
- School closures
- Reports

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Courses / Consultancy

SMT - SENCO

- **Sims Analysis**
- **Sims SEN**
- **Sims Discover**
- **Sims Interventions**

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Training Options

Cheshire East Council

Classroom

West:

Civic Way - Ellesmere Port

Wyvern House - Winsford

East:

Municipal building – Macclesfield

Municipal building - Crewe

Cost - £90 (Half Day)/person

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Training Options

On Site (Bespoke)

- Options to train one or several users.
- Tailor training to schools requirements.
- Virtual Training Environment (VTE)
- Cost: £ 175 (Half Day, 2 persons)

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Training Options

Training videos

Short instruction videos.

Live Webinars

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

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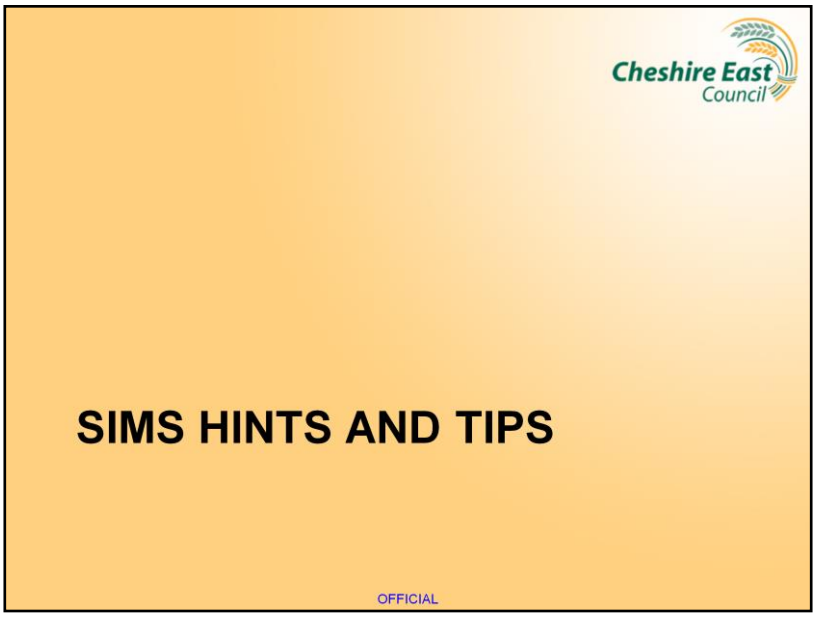

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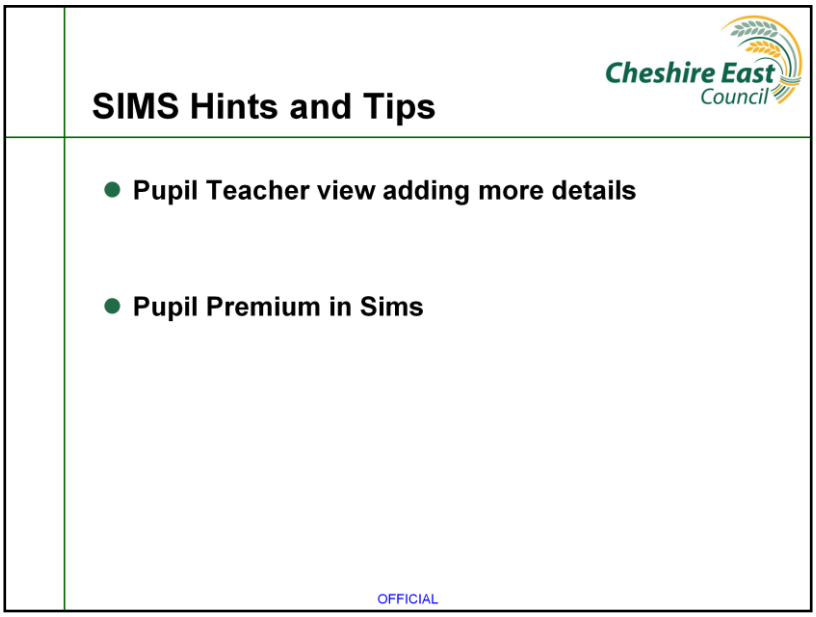

Hints and Tips on using the SIMS system were demonstrated at the User Group meetings.

Notes on these can be found on our website at
https://cheshireschools.co.uk/mdocuments-library/

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Steve Ayers:

This will be my last round of forums/user groups as I will be putting my retirement notice in soon and will not be part of the team for the next round of forums. I will not be fully retiring but will hopefully be moving to a part-time job outside of the council and IT so more like semi-retirement.

I would just like to say a big THANK YOU to everyone who has made my last 11 years interesting. One of the most enjoyable parts of the job has been attending the forums and meeting you all, but I feel that it is time for me to move on to new challenges and I'm looking to move back to my family trade of horticulturist/nurseryman.

I'm not leaving immediately but will only be around for another couple of months.

I wish you all the best and good luck for the future, thank you and goodbye.

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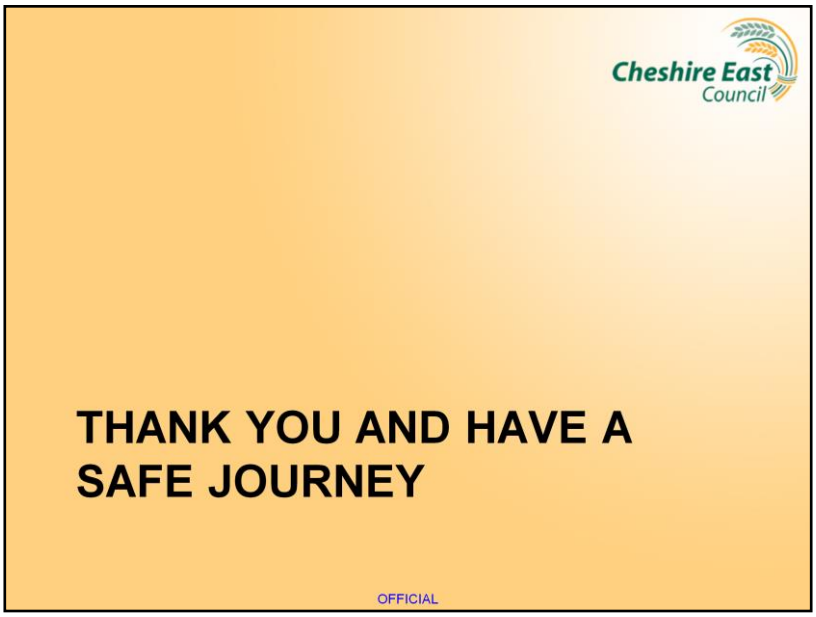
Cheshire East Council
THANK YOU AND HAVE A SAFE JOURNEY
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