Schools' IT Newsletter

Included in this month's issue:

- **Schools Workforce Census 2023**
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- **MIS Procurement**
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WORKFORCE CENSUS 2023

The date for the Workforce Census is Thursday 2nd November 2023.

The Census Helpline is available to LA Maintained Schools & Academies that buy into an SCC SIMS Service only.
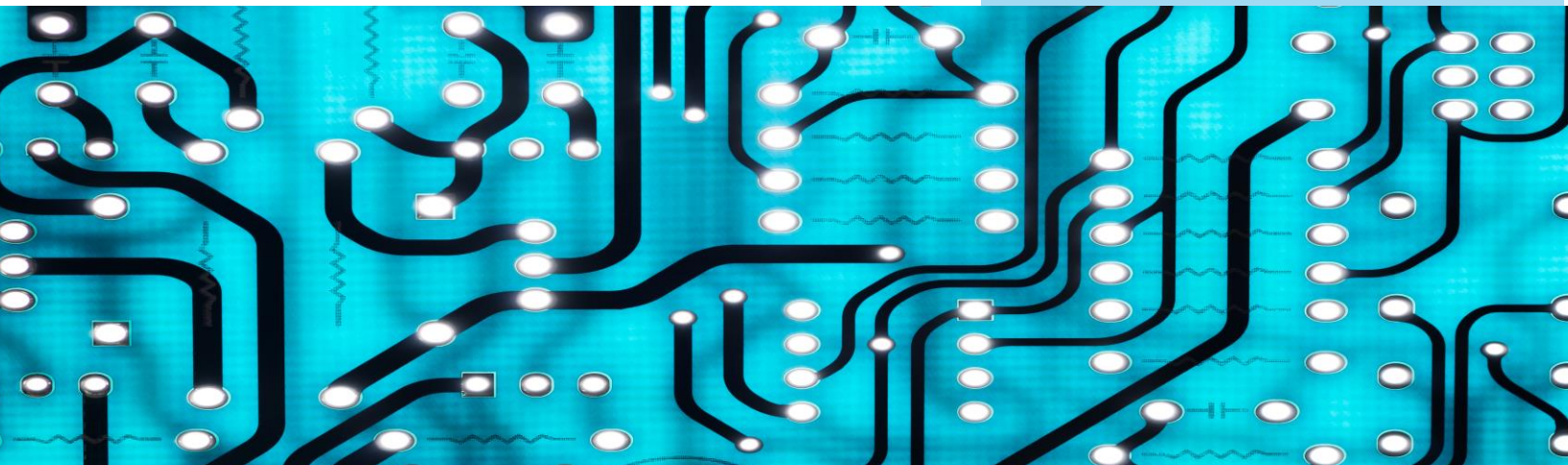
Opening times are: -

Tues – Thurs 08.30 to 17.00

Fri – 08.30 to 12.00

TEL: 01473 260666

Please note that there will be limited support available for all SIMS-related queries on Monday 30th October.

SCHOOLS' WORKFORCE CENSUS 2023

2nd of November will be workforce census day. The fileset for this will be 2506, this has now been released from ESS and is available via anycomms. This is also available via the link below:

http://sims.eadidom.com/Downloads/Fileset/Fileset_2506.zip

If your browser experiences problems with this link, then copying and pasting into the address bar will allow you to download the link.

There is a known error 4990 where a member of the staff has taken less than 0.5 days off. If you are getting this error message in your census. Please be aware that you will require the latest **fileset** and **consolidation patch 4** to resolve this issue.

The consolidation patch has been released to all schools on Solus 3.

If you require this patch to resolve this error, are bought into service and would like us to apply the patch then please log a call to request this. We would require access to the server as administrator.

The census line will be made available from Tuesday 31/10/2023 to Thursday the 02/11/2023 from 08:30 to 17:00 each day. Then again on Friday the 03/11/2023 from 08:30 to 12:00.

Census Line: 01473 260666

CYBER SECURITY IN SCHOOLS

What is Cyber Security and why it matters to Schools?

It is about protecting all the devices that are used and services that are accessed online from theft or damage.

The National Cyber Security Centre (NCSC) have published a booklet offering practical tips for everybody working in education. You can download a copy via the following link Resources for schools - NCSC.GOV.UK.

There is also a lot of useful information and questions for governors and trustees, the NCSC have listed the 8 most important questions under two headings:

    a. Information Sharing

    b. Awareness

You can access this information using the link below:

School cyber security questions for governors - undefined.GOV.UK (ncsc.gov.uk)

The Cyber Security Team within SCCs IT department has also issued the following advice regarding SharePoint Permissions:

Please ensure when setting up SharePoint sites that only intended members should have access to the SharePoint. Schools should undertake regular reviews of access permissions to SharePoint to prevent unauthorised access, remove members off staff who may have left the organisation and review those who have access are intended to have that access.

CYBER SECURITY THEMED AUDIT –
School Assets Inventory Register

What is School Asset Inventory?

A School Asset Inventory is a document that records the purchase/sale/scrapping of any/all assets acquired by a school.

Following on from a Local Authority Cyber Themed Audit, findings have shown that most school registers have only recorded basic hardware devices such as laptops and iPads.

Registers did not include firewall, routers, software/firmware, or operating systems. Other information missing from the registers included schools' internet and website providers.

If schools purchase the O365 Mail Service, it would be advisable to record email addresses that have been purchased at the beginning and throughout the school/academy year.

Inventory Asset Registers should record this information for ease of decision making, future planning for end-of-life products and for business continuity purposes.

If your school does not already have one, there is a downloadable excel spreadsheet that you can access via the following link:

[Download School Assets Inventory and Issuance Register Excel Template - ExcelDataPro](#)

It is a simple, easy to use spreadsheet with predefined formulas and formatting. There are also detailed instructions on how to complete the spreadsheet accurately. It contains an Inventory Issuance Register, which records the name, ID and other information relating to any borrower of an asset. This helps to manage the inventory properly and protects the school from unnecessary loss by damage or theft of the equipment.

MIS PROCUREMENT

The current contract for our schools MIS (SIMS) and financial software (FMS) comes to an end on 31st March 2025. We understand from feedback over the last few years that SIMS no longer fully meets the needs of our schools so have therefore started a full procurement project to look at a new MIS and finance system for our LA maintained schools.

As you can imagine, this exercise won't be an easy task and will involve many stakeholders across the business, as well as users within our 101 LA maintained schools across Suffolk.

We have started the process by advertising our requirements for a new system for Suffolk LA maintained schools. During w/c 6th November, we have some demos scheduled with suppliers who responded to our notice.

The CYP team have contacted schools via the Head Teachers forum and asked who would like to attend these demos online.

We will also be recording these sessions and making them available to all LA maintained schools to give everyone the opportunity to be part of the decision-making process. We will be in touch when the recordings are available advising how and where you can access the demos and feedback forms.

We will keep you up to date along the way with progression and next steps, so you can be as involved as you wish with regards to the choice the new system.

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