Schools' IT Newsletter

NOVEMBER 2022

Suffolk County Council

Included in this month's issue:

- **Workforce Census**
- **Office 365 Mail Service**
- **How to contact us**

School Workforce Census 2022

The date for the Workforce Census is 3rd November 2022.

The Census Helpline will be open during this week.

The helpline is available to all LA Maintained Schools & Academies that buy into an SCC SIMS service only.

Opening times are:

Mon – Thurs 08.30 to 17.00

Fri – 8.30 to 12.00

TEL: 01473 260666

SCHOOLS' WORKFORCE CENSUS 2022

The Schools' Workforce Census is on Thursday 3rd November 2022.

Absence collected 01/09/2021 to 31/08/2022

Continuous contract collection from 01/09/2021 to 03/11/2022

Changes from the previous Workforce Census:
Graduate Teacher Programme, (GTPR), is no longer used and has been set to inactive in Sims .Net (Maintain Lookups > Staff > QTS Route)

To have access to the Workforce Census:
You will have to be on the latest upgrade. Sims .Net version 7.206, the Summer 2022 release. You can identify which version you have on your workstation when you login, the start-up screen indicates the version. If you have logged in, click on the menu option **Help** then **About Sims**; click into the top right-hand corner to close the box.

The most up to date version of the fileset is 2205 which can be downloaded via Anycomms. This will download as a zip file so you will need to extract it first before trying to import the fileset into Sims. This can be done by going to **Tools**>**Setups**>**Import Fileset**. In both the Census and Import Fileset, it will mention the version of fileset you have imported at the top.

The expectation is that the census file will be uploaded and submitted on the government COLLECT website within a week to allow checks and amendments to be made.

The Census Helpline
During Census week The SIMS Census Helpline contact number: 01473 260666

Open 31st October 2022 to 4th November 2022

8.30 – 17.00 Monday – Thursday and 8.30 – 12.00 Friday

Call queues will be longer over lunchtime periods and again on census day itself, Thursday. We advise to take the opportunity to perform a dry run at your earliest convenience.

Guidance on the census can be found from the SIMS FAQs which can be obtained **Here.**

Please note, if you are an Academy who does not purchase our support, you will need to contact your own MIS support team regarding the School Workforce Census.

For further guidance from the ESS website: **Return Manager Link**

DFE guidance on submitting data can be found from the **DFE Website Link**

We currently have no advice on errors and resolutions, we will provide this as and when it becomes available.

The DfE have not yet published the acceptable notes and we will pass these on when they become available.

OFFICE 365 MAIL SERVICE FOR SCHOOLS & ACADEMIES

A reminder that O365 mailboxes need to 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. This form can be used for all members of staff including governors. Once the form has been received it can take up to 3 working days for the request to be processed.

Please note that the email service is no longer connected to staff members contracts and if you do not complete the online form a mailbox will not be set up automatically.

Once the mailbox has been provisioned a notification email with an initial password link is sent to the secure mailbox that we have on record for the school/academy. We would suggest that this is a generic mailbox e.g. admin@ or office@ rather than a named person in the school, as this can lead to delays if the named person is unavailable for any reason. Please ensure that the new user will be available to access the initial link on the date the mailbox is provisioned, as the links are time limited and will expire.

All requests for permissions to access other mailboxes can be added to the request form and will be actioned once the new mailbox has been provisioned.

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.

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 only and is 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