

# Schools' IT Newsletter

JANUARY 2024

## Included in this month's issue:

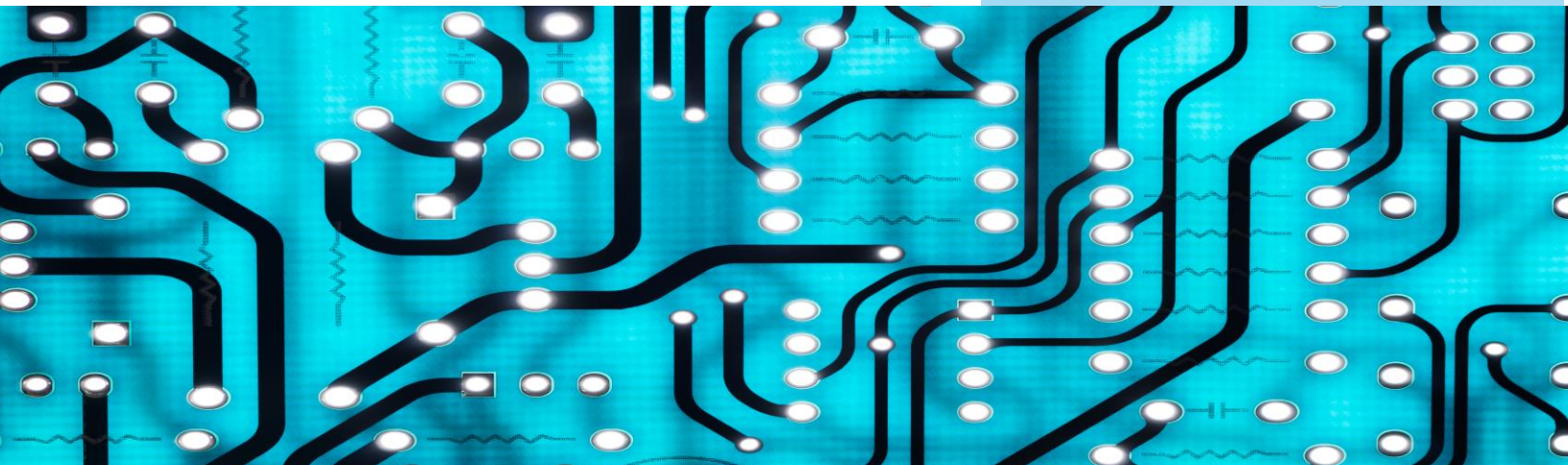
- Spring Census 2024
- SIMS Housekeeping/Data Cleaning
- Free Cyber Security Risk Assessment
- Contact Details

***Happy New Year!***

***The Schools' IT Team would like to welcome you back after what we hope was a restful festive break and we wish you all a very happy New Year.***

***We look forward to continuing to offer support with your IT services for 2024.***

***If you have any queries relating to any of your IT Services, please see our contact details at the end of the newsletter.***





# SPRING CENSUS 2024

18<sup>th</sup> January 2024, will be Spring Census day, so almost immediately on return from Christmas Break.

The Spring Census will require data on a specific period on census day which is guided by the last digit of the school DfE number.

Fileset so far is 2605 but there may be further ones as issues may be found. This fileset is available via Anycomms and via the link below:

[http://sims.eadidom.com/Downloads/Fileset/Fileset\\_2605.zip](http://sims.eadidom.com/Downloads/Fileset/Fileset_2605.zip)

If the link does not work my clicking on it, then copy and paste into your browser instead.

SCC FAQ's have been updated with the link information below:

<https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies/schools-information-management-system/sims-faqs>

Useful links:

- [ESS Handbooks](#)
- [DfE Guidance](#)
- [Census Newsfeeds](#)
- [Errors & Resolutions](#)
- [Link to DfE Class Information.](#)
- [Link to DfE Class Code.](#)

Other ways of obtaining useful information on any area in sims is to press the F1 key to retrieve the help info for that area.

The census line, (01473 260666), will be made available from:

Monday 15/01/2024 to Thursday the 18/01/2024 from 08:30 to 17:00 each day.

Then again on Friday the 19/01/2024 from 08:30 to 12:00.

# House Keeping/Data Cleaning

For admin staff/Headteachers/technical staff



House keeping the sims database can generate improvements in read/write access. This also aids in migrations as the database is as lean as possible with the school only holding data it is required to do so. It should also be part of the schools GDPR policy to carry out these tasks and to not hold data they no longer need or have a right to hold.

Policy guidance on GDPR:

- <https://www.gov.uk/data-protection>
- <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

There is an attached crib sheet for the housekeeping but in essence, housekeeping in Sims .Net can be carried out over various tasks in sims:


- Delete Unwanted Persons
  - Tools | Housekeeping | Delete Unwanted Persons.
  - These are orphaned persons that have lost links to past records so can all be deleted.
- Delete Unwanted Contacts
  - Tools | Housekeeping | Delete Unwanted Contacts.
  - These are orphaned contacts that have lost links to past records so can all be deleted.
- Delete Admissions Applications
  - Tools | Housekeeping | Delete Admissions Applications.
  - These are admissions only that are being deleted, if you wish to delete the admitted record then this would have to be undertaken in bulk student deletion.

These tasks remove data from Sims .net; the other tasks retain the data but merge or highlight potential issues with the data.

Primary contacts can highlight missing data from the student details collectively.

The merge tasks, merge elements that may have been duplicated inadvertently in sims while maintaining any links entries.

Some of these processes are time consuming so the best practice is leaving the process to run



when sims is not required.

- Once there have been large numbers of changes to the sims database such as housekeeping, admissions, data collection, assessment, etc. It is worth running validate membership to resolve any issues with broken links with the data. This reduces the number of errors you can experience later accessing the data you have imported/changed in sims.

If further assistance is required, please log a call with the IT Service desk via the usual means, contact details can be found at the end of this newsletter.



# FREE CYBER SECURITY RISK ASSESSMENT

As cybercrime is on the rise in the UK it is important to ensure that schools minimise the risk of cyber threats.

Probrand for Business are offering Free Risk Assessments to ensure that potential areas of risk are identified. Following the assessment, you will be provided with a report detailing the findings and suggestions on how best to fix any issues.

You can find further information on how to claim the free assessment online using the following link:

**[Probrand Marketplace – Digital Marketplace for Hassle-free IT Procurement](#)**

There is also find a lot of useful advice and resources for schools and students on the National Cyber Security Centre website **[Schools - NCSC.GOV.UK](#)**.



## 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](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

