

# Schools IT Newsletter

September 2021

## Included in this month's issue:

- [Schools' Census Training – Monday 6<sup>th</sup> September 2021](#)
- [Summer 2021 Release – SIMS 7.200 and FMS 6.200](#)
- [Schools' email service](#)

### NEW SCHOOL YEAR:

*We would like to take this opportunity to welcome you back to school after what we hope was a restful summer and with our new look newsletter.*

*We are continuing to send this out on a monthly basis and hope that you find it useful and informative. You will also find a copy of the newsletter on our website.*

*As usual we value your opinion and would welcome any feedback on our new format. You can do this by sending an email to: -*

[SchoolsITServices@suffolk.gov.uk](mailto:SchoolsITServices@suffolk.gov.uk)



# Schools' Census Training

## Monday 6<sup>th</sup> September 2021



*For School Business Managers and Administration staff responsible for the Autumn 2021 census*

The Suffolk County Council SIMS Support team are running training via Microsoft Teams for the Autumn School census. The aim of these courses is to demonstrate how you need to prepare your data to enable you to run the Autumn School Census as required by the Department for Education.

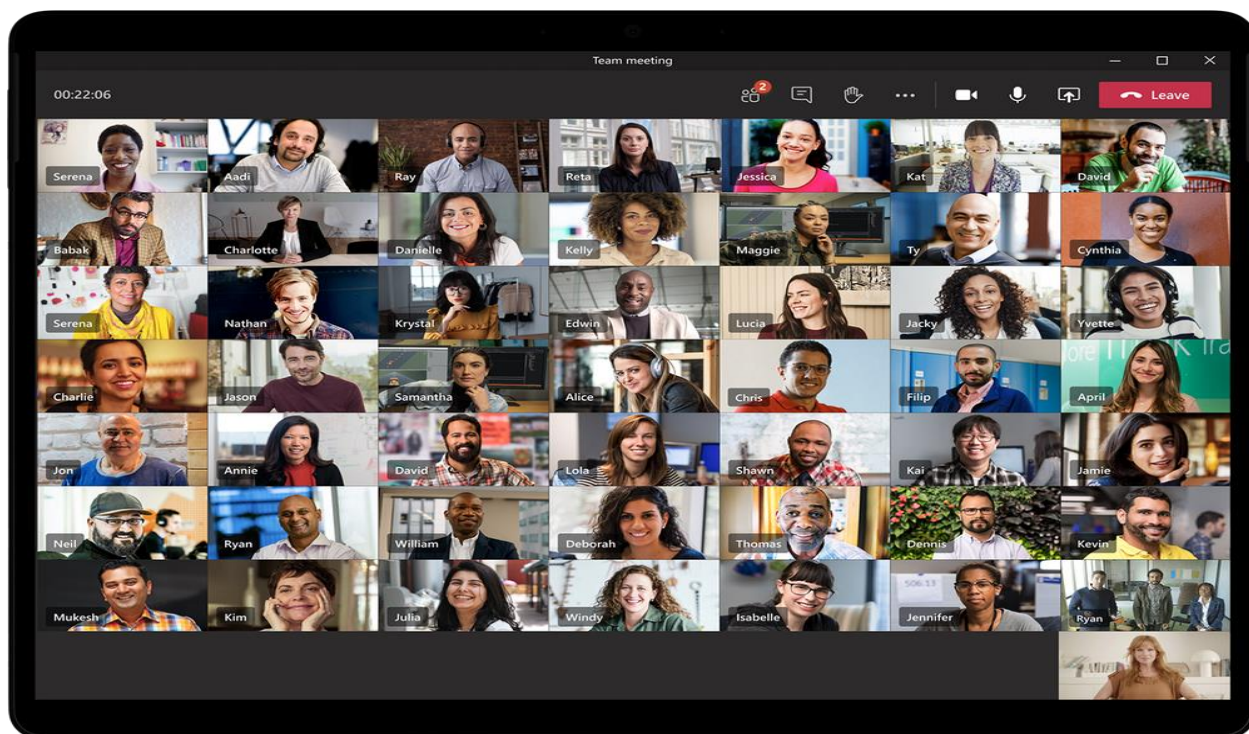
Primary School Autumn Census Update – Monday 6th September 2021 – 10:00 – 12:00 – Course Code SCIT/PSC1 21

Secondary Census Autumn Census Update – Monday 6th September 2021 – 13:00-16:00 – Course Code SCIT/SSC1 21

Bookings can be made via CPD online, using the above course codes to search for the appropriate course.

This training is free to all LA maintained schools and academies who buy into the Remote SIMS service. If you do not meet this criteria, please contact Catherine for a quote via [catherine.hudson@suffolk.gov.uk](mailto:catherine.hudson@suffolk.gov.uk).

**If you are unable to attend the above sessions, the presentation and guides will be uploaded to our website. Please visit <https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies/schools-information-management-system/#faq>**





# Summer 2021 Release – Sims 7.200 and FMS 6.200

*For Schools who have not yet undertaken the Summer 2021 Release Upgrade*



On the 02/07/21, ESS released the Summer 2021 Upgrade for Sims. Net and FMS. This upgrade is available through Solus3 and would bring the workstation version of sims to 7.200 and 6.200 respectively.

If you are unsure if the upgrade has been carried out, when you log into Sims or FMS, it should indicate the version number that you are using on the splash screen on start up. Alternatively, once logged into Sims/FMS, go to Help in the Menu and then about Sims for Sims or about FMS for FMS to obtain the version number. Click in the top right-hand corner to close the box.

This upgrade is required for the census on the 07/10/21, failure to upgrade will mean the autumn census is not available. Also, filesets required for this census will fail to import. If the upgrade has not been successfully carried you, you may experience issues with importing other files like CTF files etc.

If you are currently bought into the Enhanced SIMS package for LA maintained schools, or the Remote SIMS service for academies, SCC IT will be in contact to ensure the upgrade is carried out. If you are not in either of these services, you will need to ask you own IT Technicians to carry out the upgrade yourselves.

Please note most bought in schools and academies were contacted prior to the summer break to perform this upgrade.

To carry out the upgrade yourself, you need to have access to Solus3 on your admin server as administrator and schedule the upgrade in Solus3. You need to select the Summer Full Release version; this should upgrade the database and then the workstations in turn.


Once you have opened Solus3, it should open in the update library where all the downloaded upgrades are available. You can then select the Summer Full Release and then Deploy. At this point you can either schedule the upgrade or deploy it straight away, depending on your preference.

While the upgrade is underway, no one can be using sims. Please ensure that all Sims and FMS applications are closed as this can affect the upgrade adversely.

If you are experiencing issues, please contact the IT Service Desk on 01473 265555.



# SCHOOLS' EMAIL SERVICE



A reminder that O365 mailboxes need to be requested for new starters via our website using the following link <https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies/request-a-school-mailbox-account/> . 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. You must include the payroll number if this is applicable. This form can be used for all members of staff including governors.

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.

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. A new form is now available on our website and you can access this using the following link <https://www.suffolk.gov.uk/business/it-services-for-schools-and-academies/request-to-delete-an-o365-mailbox/> .



## HOW TO CONTACT US!

You should continue to raise all standard incidents and service requests via the IT Service Desk on 01473 265555 or via [itservicedesk@suffolk.gov.uk](mailto:itservicedesk@suffolk.gov.uk), our offices are open 08:30-17:00, Monday-Friday.

We have set up a mailbox for non-standard queries, e.g. enquiring about a new service, please email us at [Schoolsitservices@suffolk.gov.uk](mailto:Schoolsitservices@suffolk.gov.uk)

