

# Schools' IT Newsletter

MARCH 2022

## Included in this month's issue:

- **Course Manager & Post-16 Learning Aims – ESS Course**
- **Attendance Code Guidance for School Closures on Friday 12-02-22**

### LA Maintained Schools Renewal Quotes

*We are now in the process of sending out the quotes for the financial year 2022 to 2023. Those that have already been sent have gone to the email addresses previously provided by the school. Please do not worry if you have not yet received your quote as this will be with you very shortly.*

*If the contact details for the school have changed during the last 12 months, please let us know as soon as possible by sending an email to [SchoolsITService@suffolk.gov.uk](mailto:SchoolsITService@suffolk.gov.uk). In order that we can ensure the quotes are directed to that mailbox.*





# ESS

Education  
Software  
Solutions



**SIMS**

## Course Manager & Post-16 Learning Aims – ESS course

### Save the date

Academic administrators, exam officers and staff responsible for the Post 16 Learning Aims return. Basic knowledge of SIMS and census would be ideal

This training is normally done face to face over a whole day, due to ongoing uncertainties we have provisionally booked Ralph from ESS to deliver this training over two morning sessions. This training is exclusively for Suffolk LA maintained schools and academies.

#### Course overview;

This course explores how the Course Manager functionality of SIMS links areas such as Nova-T, academic management and Examinations Organiser, including procedures for supporting the maintenance of post-16 learning aims to ensure the appropriate funding for the school. This course is not suitable for delegates from an independent school.

When : Thursday 14<sup>th</sup> July & Tuesday 19<sup>th</sup> July, 9am-12pm

Where : Both sessions will be held online, you will receive an invite prior to the training

Cost : TBC

We will provide further details and how to book when this course becomes available on CPD online.

# Attendance Code guidance for School closures on Friday 18<sup>th</sup> February due to Storm Eunice

The SIMS logo is presented in a white square with a thin black border. The letters 'SIMS' are in a bold, black, sans-serif font, centered within the square.

**SIMS**

For any school that closed on Friday 18<sup>th</sup> February due to Storm Eunice disruption

If your School closed due to Storm Eunice disruption on Friday 18<sup>th</sup> February, you will need to record a Y code for all pupils. For instructions on how to add a Y code in SIMS.net, please follow this guide:

[Exceptional Circumstances](#)

# 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)

