

Schools' IT Newsletter

MAY 2022

Included in this month's issue:

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School Census Summer 2022!

A reminder for the Summer Census on Thursday 19th May 2022.

Please see the article below for full details.





SCHOOL CENSUS SUMMER 2022

The date for the Summer Census is Thursday 19th May 2022.

Our Census Helpline will be operating from Tuesday 17th May to Friday 20th May 2022.

You can contact the team directly during census week on 01473 260666 from 8.30am to 5pm, Tuesday to Thursday and 8.30am to Midday on Friday.

All other SIMS queries must be reported via the IT Service Desk on 01473 265555 or via ITServiceDesk@suffolk.gov.uk during that week.

Queries regarding the School Census can be directed to the IT Service Desk prior to 17th May, or after Midday on 20th May.

Please note this helpline is available to all LA maintained schools, and academies that buy into an SCC SIMS service only. If you are an academy and do not buy into our SIMS services, we cannot help you, you must contact your own SIMS Support Unit for assistance.

Guidance Documentation can be found via the links on your Census screen within SIMS.net. Go to **Routines | Statutory Returns | School Census** and to the right of the Census folder you will see a box headed Census Communications, this has links to the ESS Census Handbooks, DfE Guidance, Errors and Resolutions spreadsheet, and the Newsfeed with up to date information regarding the current Census.

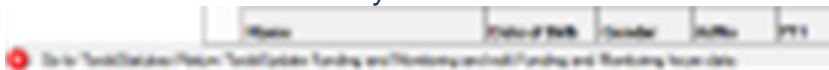
Further Guidance Documentation

- [School Census Notepad Entries 2021-22](#)
- [Where Can I Get Help?](#)
- [How to find Census Guidance on your SIMS Documentation Centre](#)

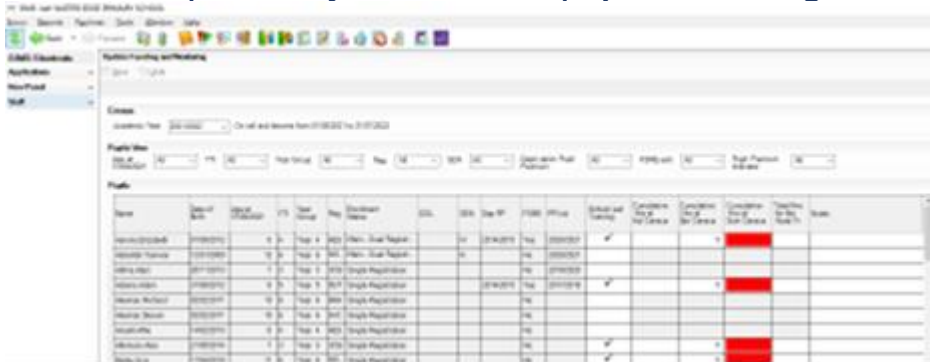
Should you have any issues regarding the above please log a call for the SIMS Support team through the IT Service Desk on 01473 265555 or itservicedesk@suffolk.gov.uk

CENSUS ISSUE WITH SAVING OR CALCULATING ALL DETAILS

When you start to prepare your Summer School Census 2022 you will find that you are unable Calculate All Details or save the return until you have updated the Funding and Monitoring screen, as indicated at the foot of your Census screen.



Go to **Tools | Statutory Return Tools | Update Funding and Monitoring.**



Once you have added the new cumulative hours in the column headed **Cumulative Hrs at Sum Census** and saved the changes you will be able to start work on the Summer School Census.

Should you have any issues regarding the above please log a call for the SIMS Support team through the IT Service Desk on 01473 265555 or itservicedesk@suffolk.gov.uk

Course Manager and Post 16 Learning Aims – ESS online course for Suffolk Schools and Academies only



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.

Benefits of attending

To learn how SIMS Course Manager functionality links with other areas of SIMS to support maintenance of Post 16 Learning Aims.

What you will learn

- understand when a course is created
- understand the relationship between Course Manager and other areas of SIMS
- manage the student memberships of courses
- understand the link between examination awards and courses of study
- import and assign QWS QAN codes
- manage the post-16 learning aims processes.

This course is an online course , which will run across 2 sessions on the 14th and 19th July 2022 from 09:30- 12:00.

We are offering this course for £125 per delegate

Who is it for?

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

Please apply for course via CPD online. Where it asks for Event Code type in SCIT/P16 22 Due to limited spaces, we advise that you book your space early to avoid disappointment. Please note - This content will not be covered during the free Suffolk County Council census training, so we advise all schools and academies with post-16 learning aims consider attending this training.

If you have any further questions regarding the course, please contact Catherine Hudson on the email below.

Catherine.hudson@suffolk.gov.uk



SCHOOLS' IT SERVICES MAILBOX

A reminder that the Schools IT Services mailbox (schoolsitservices@suffolk.gov.uk) is for queries relating to upgrades and/or new services only.

The mailbox is monitored periodically, and you may find that there is a delay in our team responding to your queries or your email may get missed altogether. Please ensure that any queries you have that are not related to either upgrades or new services are therefore directed to our Service Desk in the first instance, e.g. SIMS issues, incidents, and standard requests.

The details are contained on our '**How to Contact Us**' page below.



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, 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

