

Schools' IT Newsletter

DECEMBER 2022

Included in this month's issue:

- [SIMS & FMS 2022 autumn release](#)
- [Preparation for Spring Census](#)
- [Office 365 mail service requests](#)
- [SCC contact details](#)

Spring Census 2023:

The Spring Census is due on 19th January 2023.

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





SIMS and FMS 2022 AUTUMN RELEASE

We are pleased to inform you that the Autumn 2022 upgrade for SIMS. net and FMS have been released on **21/11/22**. This will be downloaded and applied via SOLUS3.

SIMS and FMS release notes

Please find the SIMS and FMS release notes that include details of any new features:

SIMS

http://sims.eadidom.com/Downloads/Documentation/SIMS_Autumn_2022_Release.pdf

FMS

http://sims.eadidom.com/Downloads/Documentation/FMS_Autumn_2022_Release.pdf

This will upgrade SIMS. net to version 7.208 and FMS to 6.208.

Please be aware they are **no** new base lookups in the release.

Guidance on how to upgrade your system can be found:

ing http://sims.eadidom.com/Downloads/Documentation/Deploying_an_Update_or_Patch.pdf

Enhanced SIMS schools

We will contact any school who buy into Enhanced SIMS to discuss the release. This will be scheduled in SOLUS3 to be applied out of school hours or be carried out by a member of the SIMS support team during school hours.

Remote Support Academies

We will contact any academy who buy into Remote Support to discuss the release. This will be scheduled in SOLUS3 to be applied out of school hours or be carried out by a member of the SIMS support team during school hours.

If you have any questions or problems with your upgrade, please contact the IT Helpdesk on 01473 265555 or email ithelpdesk@suffolk.gov.uk

Preparation for Spring Census

You may have read the release notes for the Autumn upgrade that brings Sims .Net to version 7.208; a link to this can be obtained from the [Useful Information section](#).

The Spring census is due on the 19th of January 2023. Please ensure that you prep for this and perform a dry run before census date to remedy as many queries and errors as possible. Prep documentation can be obtained from the Returns Manager link in [Useful Information section](#).

School Census Spring 2023 Key Dates

- Census day 19/01/2023
- Attendance collected from 01/09/2022 to 31/12/2022
- Exclusions collected from 18/04/2022 to 31/12/2022
- Alternative Provision Placements collected from 06/10/2022 to 19/01/2023
- Funding and Monitoring collected from 01/08/2022 to 19/01/2023
- Free School Meal Eligibility collected from 07/10/2022 to 19/01/2023.

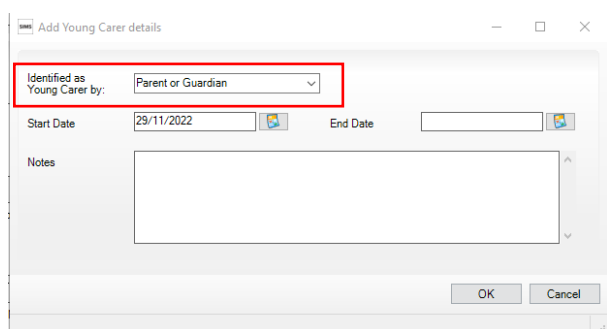
Please remember that free school meals do not have an end date, if a pupil has qualified then they do not need to re-apply until at least the Summer of 2023.

“Transitional protections ensure that any pupil in receipt of free school meals on 31 March 2018 or after, should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least summer 2023 and applies even if their circumstances change and they would no longer meet the eligibility criteria.”

[DFE Site Data Items 2022 to 2023](#) (Accessed: 29th November 2022)

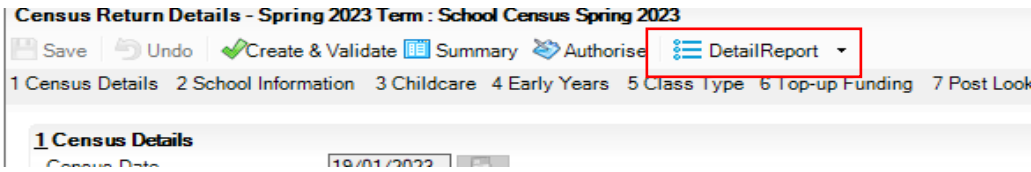
Changes to the Spring Census

1. Pupil sessions missed due to Coronavirus will no longer be collected and the column in the census has been removed.
2. For schools whose pupils have an alternative provision allocation you will need to include the [company house number](#) and the postcode for that alternative provider.
3. A new data type has been added to Sims .Net and a new column has been added to the Spring Census detailed report to identify young carers. The data type can be identified by either the parent/guardian or by the school.



The screenshot shows a dialog box titled "Add Young Carer details". It contains a dropdown menu labeled "Identified as Young Carer by:" with "Parent or Guardian" selected. Below this are fields for "Start Date" (29/11/2022) and "End Date". There is a "Notes" text area and "OK" and "Cancel" buttons at the bottom.

The new column can be located on the DetailReport:



On the report “On Roll Basic Data”.

4. School Time, this is a new data type that has been added to the School Details. Please ensure, as part of your census prep, that the school details are correct. This data type is to identify in the census the compulsory time a pupil spends at the school in a typical five-day week.

There will be three new newsfeeds in ESS

- SIMS Newsfeed - School Census Spring 2023
- SIMS Newsfeed - DfE CBDS 2022/23
- SIMS Newsfeed - Series 2300 Filesets for SIMS 7 Autumn Release 2022.

Filesets

As and when filesets become available, we will endeavour to release these via Anycomms as soon as feasible possible. Notifications will be disseminated via email as the same sender as this Newsletter to the same mailbox as this newsletter. Please ensure that someone checks this mailbox for updates.

DFE Site

Please ensure that you can login to the DFE collect site as you may find that there is a significant delay in DFE response on census week.

Census Line Open Times (16th to 20th January)

- Monday to Thursday 0830hrs to 1700hrs
- Friday 0830hrs to 1200hrs

Useful Information:

[DFE Census Dates](#)

[DFE Site data items 2022 to 2023](#)

[Autumn Release Notes from ESS](#)

[Returns Manager Page ESS](#)

[Get information about a company](#)



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. You do not need to use a separate form for each user. 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

