Schools' IT Newsletter

**MAY 2023**

Included in this month's issue:

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SCHOOL SUMMER CENSUS

A reminder for the School Summer Census on Thursday 18th May 2023.

Please see the article below for full details
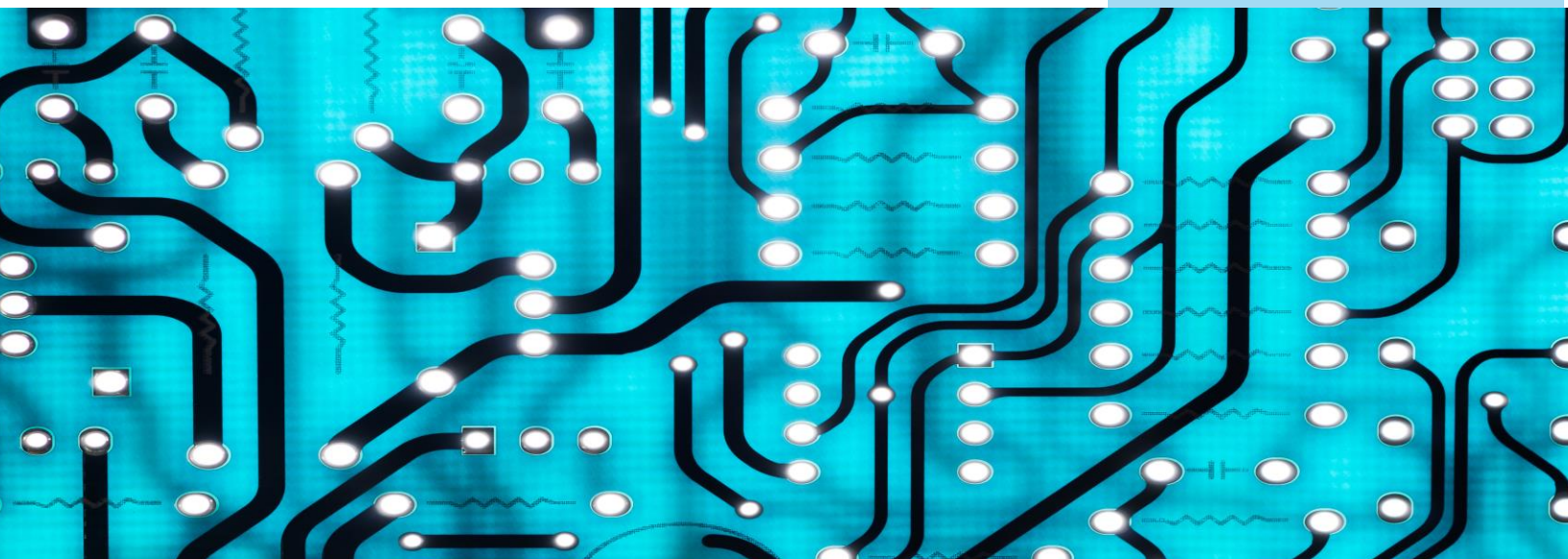
SCHOOL SUMMER CENSUS UPDATE

The Summer Census takes places on Thursday 18th May. This census will collect.

Attendance Data from 01/01/23 – 09/04/2023

Suspension and Permanent Exclusions from 01/08/2022-09/04/2023

Alternative Provision Placements from 19/01/2023 -18/05/2033

Funding and Monitoring 01/08/2022 -18/05/2023

Learner Support from 01/08/2022 – 18/05/2023

Eligibility for Free school Meals 20/01/2023 – 18/05/2023

ESS guidance for Summer Census can be found at

[SIMS - SIMS 7 Documentation Centre - Handbooks page (support-ess.com)](support-ess.com)

A new file set will be due out prior to Summer Census. We will update you when this becomes available.

Sims Census desk opening hours will be Monday 15th May - Thursday – 08.30 - 5.00pm and Friday 08.30 – 12:00

Sims Census Hotline 01473 260666

Please Log any calls outside the Hotline opening hours with the IT service Desk on 01473 265555. Email : itservicedesk@suffolk.gov.uk

In order to complete the summer 2023 census you must upgrade to v7.210

The upgrade can be deployed via Solus3 on the sim's server, you need to be logged in with administrative privileges; this can be scheduled or deployed immediately.

Those that buy into either Enhanced SIMS or Remote SIMS services with Suffolk County Council will be contacted in due course to undertake the upgrade.

There is a consolidation patch to resolve a staff cover functionality issue, this needs to be deployed after the Sims upgrade.

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

Course Manager & Post-16 Learning Aims
there are still a few places available.

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 data to ensure the appropriate funding for the school.

This course is not suitable for delegates from independent schools.

When: Wednesday 12th July & Thursday 13th July 9.30am-12pm

Where: Both sessions will be held online and can be booked using the following link (if you experience any issues in booking the course please contact Catherine Hudson on Catherine.hudson@suffolk.gov.uk) :

Online Booking Search

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.

Who is it for?

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

Also Consider:
- Options Online for SIMS
- Curriculum Management Using Nova-T

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How do I request an update to the price of a school meal?

This is aimed at LA maintained schools whose parent's use the Suffolk County Council website to pay for school meals.

For schools who use the following website for parents to make online school meal payments.

Prepayment of Primary and Middle School Meals - Suffolk County Council

If the price of a school meal changes, please log a call via email to the IT Service Desk and include the below information:

- School name (as it appears on the website)
- 3-digit code for the school
- New price of school meal
- Effective date

Alternatively, please call on 01473 265555 with the above information. Please allow 5 working days for the changes to be made.

Cyber-crime and cyber security: a guide for education providers

This is aimed at the IT Technician, Head Teacher and staff responsible for cyber security within the education setting

The following guidance, provided by the GOV.UK aims to help raise education provider's awareness of cyber-crime and cyber security.

Academy trusts, colleges, and independent training providers (ITPs) retain responsibility to be aware of the risk of fraud, theft and irregularity and address it by putting in place proportionate controls.

Please visit Cyber crime and cyber security: a guide for education providers - GOV.UK (www.gov.uk) for the full article details.

For further information - Schools IT Team – contact us via the IT Service Desk on 01473 265555 or email itservicedesk@suffolk.gov.uk

OFFICE 365 MAIL SERVICE FOR SCHOOLS & ACADEMIES

A reminder that O365 mailboxes **must** 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. 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 may be used for all members of staff including governors (*payroll number and date of birth is not required for governors*). You do not need to use a separate form for each user and it **must** be sent to the ITServicedesk@suffolk.gov.uk in order for your request to be actioned. Once the form has been received it can take up to 3 working days for the request to be processed. ***Please note that if the request is sent to any other mailbox this will result in delays with any action being taken.***

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.

Similarly, password resets for those users without payroll numbers must also be requested by means of the online form completed by the person/s listed above.

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 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.

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