

# **SIMS**

# **Information and Courses**

  

# **Summer 2017**





Dear Colleague

We are pleased to announce our MIS course brochure for the coming Summer Term. As part of your SLA, your School receives 2 free places on all of our MIS courses.

You can reserve your place on any MIS course by phoning the Schools Service Desk on 01922 653000.

Where possible we would appreciate it if you could book your places at least 24 hours in advance of the start of the course.

### Important Notices

All our training remains in **A3** at the **EDC, Pelsall Lane, Rushall, Walsall** for your convenience.

#### ***NEW for the Summer Term – SIMS WORKSHOP SESSION***

*Having a problem in SIMS and can't sort it, then come along on **Thursday 15<sup>th</sup> June 2017 between 9.30 am and 12.00 noon** when your SIMS Team will be more than happy to help.*

*Booking is necessary.*

*For example:*

*Trying to set up a new user in SIMS then pop along and we'll show you how.*

*Have your teachers seen the pupil/teacher view in SIMS, we can show you.*

*Want to see how to do a Quick report, then pop along.*

## **SIMS User Group Meetings**

These meetings are to share good practice and show up and coming changes in SIMS. They will last for about 2 hours and tea, coffee and biscuits will be available.

### **Primary, Special and PRU's**

23<sup>rd</sup> May 2017 at 9.30 am

### **Nursery**

23<sup>rd</sup> May 2017 at 1.00 pm

## **SIMS Upgrades**

We will email all schools the week before your Summer Upgrade will take place. You do not need to be on-site for these upgrades as they run automatically during the evening.

SIMS upgrades happen three times a year (one a term usually). If you experience any problems after an Upgrade or at any time please do not hesitate to contact us on 01922 653000.

## **New Courses**

### **Interventions**

SIMS Interventions enables schools to enrol pupils, who are not achieving as expected, on a course of intervention measures. It is possible to allocate additional resources, monitor the use of these resources and gauge how these resources affect Key Performance Indicators, as well as record the cost of the resources. This enables schools to track the cost of intervention measures against overall effectiveness and the resulting pupil outcomes.

## Important Dates for Summer Term 2017

Date	Submission
28 <sup>th</sup> April	Little SID Spring Collection
28 <sup>th</sup> April	Big SID Spring Collection
11 <sup>th</sup> May	School Census Dry Run Day Not to be submitted to Walsall LA
18 <sup>th</sup> May	School Census Day
22 <sup>nd</sup> May	School Census Deadline
16 <sup>th</sup> June	Early Years Foundation Stage Deadline
23 <sup>rd</sup> June	Year 1/Year 2 Phonics Deadline
29 <sup>th</sup> June	Key Stage One TA Return Deadline
29 <sup>th</sup> June	Key Stage 2 TA Return Deadline to NCA
21 <sup>st</sup> July	Little SID Summer Collection
21 <sup>st</sup> July	Big SID Summer Collection
July	CTF files including KS results should be created and uploaded to S2S for all pupils leaving your school

# Attendance

## **This course is intended for:**

Senior and administrative staff involved in the day to day maintenance of student attendance information through the use of SIMS.

## **The aim of the course is:**

To provide training in the use of the Attendance module and advice on its implementation.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Set up the Attendance module
- Enter Attendance codes for pupils
- Run Attendance reports
- Set up and use Attendance Letters

## **Booking Details**

Date	Venue / Room	Time	Tutor
2 <sup>nd</sup> May 2017	EDC – A3	1:00 – 3:30	Dawn Lloyd

# Behaviour Management

## **This course is intended for:**

Users of SIMS who want to start using the Behaviour Management area of SIMS.

## **The aim of the course is:**

To provide training in the use of Behaviour Management in SIMS.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Setup behaviour and achievement definitions within SIMS
- Add behaviour and achievement incidents to individual students
- Add behaviour and achievement to multiple students
- Use SIMS reports to extract behaviour and achievement information

## **Booking Details**

Date	Venue / Room	Time	Tutor
25 <sup>th</sup> May 2017	EDC – A3	1:00 – 3:30	Dawn Lloyd

# Early Years Foundation Stage, Y1 Phonics, Key Stage 1 and Key Stage 2 Statutory Returns

## **This course is intended for:**

Senior, administrative staff and school staff involved in entering Teacher Assessment data into SIMS.

## **The aim of the course is:**

To demonstrate how to input EYFS, Y1 Phonics, KS1 and KS2 Teacher Assessment Data into appropriate Marksheets within Assessment Manager.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Enter data into the appropriate Marksheets
- Print and upload Individual reports

## **Booking Details**

<b>Date</b>	<b>Venue / Room</b>	<b>Time</b>	<b>Tutor</b>
9 <sup>th</sup> May 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
9 <sup>th</sup> May 2017	EDC – A3	1:00 – 3:30	Jane Brandrick
11 <sup>th</sup> May 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
11 <sup>th</sup> May 2017	EDC – A3	1:00 – 3:30	Jane Brandrick



# End of Year Routines

## This course is intended for:

Senior and administrative staff involved in setting up the new Academic Year and Promoting pupils into their new Year Group.

## The aim of the course is:

To provide the knowledge to move SIMS into the new Academic Year.

***Important Information:*** We will be using remote access so that you can log onto your school SIMS and complete the End of Year Routines while in the training room. Please make sure that you bring the relevant information with you on the day, this will be emailed to you before the course.

## The objectives of the course are:

By the end of the course participants should be able to:

- Create a new Academic Year
- Set up the Pastoral Structure for the new Academic Year
- Promote pupils into their new Year Groups
- Promote pupils into their new Classes
- Assign Class Teachers to their Classes
- Admit Applicants
- Set the Part Time Flags for Part Time pupils

## Booking Details

Phase	Date	Venue / Room	Time	Tutor
Nursery	13 <sup>th</sup> June 2017	EDC – A3	1:00 – 3:30	Jane Brandrick
Primary	27 <sup>th</sup> June 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
PRU and Special	27 <sup>th</sup> June 2017	EDC – A3	1:00 – 3:30	Jane Brandrick
Primary	29 <sup>th</sup> June 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
Primary	29 <sup>th</sup> June 2017	EDC – A3	1:00 – 3:30	Jane Brandrick
Primary	4 <sup>th</sup> July 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
Primary	4 <sup>th</sup> July 2017	EDC – A3	1:00 – 3:30	Jane Brandrick
Primary	6 <sup>th</sup> July 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
Primary	6 <sup>th</sup> July 2017	EDC – A3	1:00 – 3:30	Jane Brandrick

# Introduction to Discover

## **This course is intended for:**

Senior and administrative staff users of SIMS who wish to have an overview of Discover.

## **The aim of the course is:**

To provide training in the use of Discover.

## **The objectives of the course are:**

By the end of the course you will have an understanding of:

- The relationship between Discover and SIMS
- How to create and manipulate graphs using the Discover interface

## **Booking Details**

Date	Venue / Room	Time	Tutor
13 <sup>th</sup> June 2017	EDC – A3	9:30 – 12:00	Jane Brandrick

# **NEW**

## **Interventions**

### **This course is intended for:**

Senior and administrative staff users of SIMS who wish to have an understanding of Interventions.

### **The aim of the course is:**

To provide training in the use of Intervention.

### **The objectives of the course are:**

By the end of the course participants should be able to:

- Setup and Plan Interventions
- Record and manage Interventions for pupils
- Run Pupil Intervention Reports

### **Booking Details**

<b>Date</b>	<b>Venue / Room</b>	<b>Time</b>	<b>Tutor</b>
6 <sup>th</sup> June 2017	EDC – A3	9:30 – 12:00	MIS Team Member
6 <sup>th</sup> June 2017	EDC – A3	1:00 – 3:30	MIS Team Member

# Letters and Label Reporting

## **This course is intended for:**

Senior and administrative users of SIMS who wish to have an understanding of creating letters and label reports.

## **The aim of the course is:**

To provide training in the use of designing letter and label reports.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Design new letters and labels reports
- Edit existing reports
- Use report filters
- Output letter and label reports into Word
- Effectively use mail-merge in the use of letters and labels

## **Booking Details**

Date	Venue / Room	Time	Tutor
2 <sup>nd</sup> May 2017	EDC – A3	9:30 – 12:00	Jane Brandrick

# Pre-Admissions

## **This course is intended for:**

Senior and administrative staff involved in the day to day maintenance of student information through the use of SIMS.

## **The aim of the course is:**

To provide training in the use of Pre-Admissions and advice on its implementation.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Set up Admission Groups
- Add New Applicants as Pre-Admission Pupils
- Assign Applicants to Groups
- Admit Applicants as On-Roll Pupils

## **Booking Details**

Date	Venue / Room	Time	Tutor
25 <sup>th</sup> May 2017	EDC – A3	9:30 – 12:00	Jane Brandrick

# Reporting

## **This course is intended for:**

Senior and administrative users of SIMS who wish to have an understanding of designing and running reports.

## **The aim of the course is:**

To provide training in the use of the running and designing reports.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Run basic reporting routines
- Design new reports
- Edit existing reports
- Use report filters and sort orders
- Output reports into Word, Excel and Analysis
- Effectively use mail-merge in the use of labels and letters

## **Booking Details**

Lunch provided

Date	Venue / Room	Time	Tutor
16 <sup>th</sup> May 2017	EDC – A3	9:30 – 3:30	Dawn Lloyd

# SEN

## **This course is intended for:**

Administrative staff and SENCO to fully use all areas of SIMS SEN module.

## **The aim of the course is:**

To provide a detailed overview of the SIMS software for managing the SEN process in school.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Navigate through SIMS
- Manage and record details of reviews, events and provisions
- Manage students with Statements
- Produce the SEN reports provided in SIMS
- Edit look up tables
- Add linked Adults, Agents and Agencies
- Send, receive and view messages relating to SEN students
- Configure their SIMS Home Page to help monitor SEN processes

## **Booking Details**

Date	Venue / Room	Time	Tutor
15 <sup>th</sup> June 2017	EDC – A3	1:00 – 3:30	Dawn Lloyd

# SIMS – For the Office User

## **This course is intended for:**

Users who are new to SIMS and have had no previous training on the software.

## **The aim of the course is:**

To provide training and have a better understanding of SIMS.

## **The objectives of the course are:**

By the end of the course participants should be able to:

- Get started and navigate through SIMS
- Add new pupils/students
- Add contacts to the pupil/student record
- Record leavers
- Re-admit students
- Manage pre-admission students
- Export and import Common Transfer Tiles (CTF)
- Manage agencies and agents (e.g. Doctors)

## **Booking Details**

Date	Venue / Room	Time	Tutor
25 <sup>th</sup> April 2017	EDC – A3	1:00 – 3:30	Dawn Lloyd



# SIMS User Group Meetings

These meetings are to share good practice and show up and coming changes in SIMS. They will last for about 2 hours and tea, coffee and biscuits will be available.

If there is anything you would like adding to the agenda please feel free to email [mis@walsall.gov.uk](mailto:mis@walsall.gov.uk).

## Booking Details

Phase	Date	Venue / Room	Time	Tutor
Primary, Special and PRU	23 <sup>rd</sup> May 2017	EDC – A3	9:30 – 12:00	Jane Brandrick
Nursery	23 <sup>rd</sup> May 2017	EDC – A3	1:00 – 3:30	Jane Brandrick

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