

**SIMS .net Customer Services Managers**

**SUPPORTING OUR SCHOOLS**

**January (1) 2010**

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**ALL SCHOOLS**

**School Census**

The Spring School Census is due to take place on 21 January 2010. To carry out the census you must have upgraded to at least SIMS.net v 7.124 (the SIMS Autumn Release 2009). The guidance notes available from your SIMS.net Homepage/Documentation/Statutory Returns /Producing the School Census Spring 2010 Return have been updated. The amended versions for Nursery, Primary, Secondary and Special Schools are also available from SupportNet/Documentation, as well as a live School Census News Feed on the SupportNet homepage which is updated regularly.

**PowerPoint Presentation/Demonstration of School Census**

A PowerPoint presentation/demonstration of preparation for School Census Spring 2010 using Waters Edge (Primary School) data is now available from SupportNet Resource No.16299.

The Pros and Cons of Changing from Enrolment Status of “Subsidiary – Dual Registration” to “Guest pupil” (Added 23/12/2009):

## Pros

1. School Census needs very little information for a Guest pupil. In fact the only information School Census collects for Guest pupils is in the Spring Census where the number of Guest pupils per class is collected for the reference date and specified period.
2. One implication of the above is that the school can discharge its duty of care via lesson registration rather than session registration.

## Cons

1. Can give the impression that the school has less duty of care for the pupil, which is not the case. The school will still need to store enough information about the pupil to discharge its duty of care.
2. Previous session attendance information stored for the pupil will no longer be available.
3. Where lesson registration software is not in use the school may have to consider manual registration to discharge its duty of care.

## **School Workforce Census**

A SWC Tick List is now available to download from SupportNet Resource No. 16352 (via Documentation). This tick list can be used to ensure that all information needed for the SWC has been entered into Personnel 7.

**Teacher Assistant** has been introduced as a defined SWC Post category for the January Workforce Census. To ensure that your Teaching Assistants are mapped to this category you need to use the route SIMS.net/Tools/Pay Related. Open the relevant service term and go to hyperlink 4 Posts. The 4<sup>th</sup> column SWC Posts should read Teacher Assistant for TAS. If this is not the case, open the appropriate post and reselect the Post category. Make sure you save any changes

## **Catholic Education Service for England and Wales Census 2010**

Please note that version 1.1 of a PowerPoint presentation illustrating how SIMS can be used for the CESEW Census 2010 in England is now available to download from SupportNet Resource No's.16044 to 16047.

## **SIMS Autumn Update Version 7.126**

The SIMS Autumn Update which is in addition to the November Upgrade is due for release shortly. This update will contain enhancements to:

- Lesson Monitor: The ability to right click on the register and record low level behaviour or Achievement. If added via this route, then lesson information is also now included in the behaviour/achievement record
- System Manager: The ability to filter by Roles when viewing/assigning users to permission groups.
- Late enhancements to support the Spring Pupil Census and School Workforce Census as well as resolution of some issues.

It will also contain fixes to issues within Assessment, Attendance, Dinner Money and Exams

**This is a compulsory update for schools who use B2B Student**, but other customers may chose to upgrade if there are fixes/functionality relevant to your school. The Release Scope can be found on SupportNet Resource No.16258

## **Absence due to Exceptional Circumstances**

A reminder that when a school closes to all or some pupils due to an unexpected event, such as the bad weather we are currently experiencing, a Y code is to be used for the pupil absence. As this cannot be keyed

directly into the Edit Marks area of Attendance 7 we have produced some guidance notes to help you enter this absence code into SIMS. The notes are attached for your information or they can be accessed via our website [www.capitaess.co.uk](http://www.capitaess.co.uk) – please note you'll need to scroll down to 03/02/09 to locate them. If you have any questions or need assistance, please contact the Help Desk on 0844 8938000.

### **SQL Server 2008 and Backup Exec 12.0**

There is a potential issue with Symantec Backup Exec 12.0 on a machine running Microsoft SQL Server 2008. After installing Microsoft SQL Server 2008, Symantec Backup Exec 12.0 will stop running scheduled backup jobs and you will receive an error when trying to create a new backup job or modify an existing backup job. Further details and advice on this can be found on SupportNet Resource No.: 16307.

### **VAT Changes in FMS**

A reminder to all schools that they will need to amend VAT from 15% to 17.5% within FMS as of 1 January 2010. Further guidance on this will be posted on to [www.capitaess.co.uk](http://www.capitaess.co.uk) website shortly.

### **Salary Files and Service Terms for North Somerset, Essex, Southend and Thurrock**

A reminder to all schools in the above areas that updated salary files and service terms are available on the [www.capitaess.co.uk](http://www.capitaess.co.uk) website. For North Somerset and Southend On Sea schools, please scroll down to 02/09/08 Service Term Import Files and select the appropriate LA. For Essex and Thurrock schools, please scroll down to 02/09/08 Updated Salary Files and select the appropriate LA.

### **Free CSM Support Session – Spring 2010**

We are planning to run the following free support session during February 2009 in your area:

*How Well Do You Know Your Students?*

Using the following areas within SIMS:

- Pupil Record
- Student Teacher View
- Assessment Manager marksheets
- Tracking Grids
- Reports
- Linked documents
- Communication between staff

*The session is aimed at teaching staff and learning support assistants who use or intend to use SIMS, but is open to all SIMS users within the school environment. The session is expected to last approximately 1.5 hours and, as always, the sessions are dependent on schools hosting free of charge in local areas. If you are interested in hosting a session please email [ess.enquiries@capita.co.uk](mailto:ess.enquiries@capita.co.uk).*

## **PRIMARY SCHOOLS**

### **VAT Changes in Dinner Money 1.40 and 7**

With VAT reverting back from 15% to 17.5% as of 1 January 2010, schools using Dinner Money 1.40 and Dinner Money 7 will need to ensure that they amend their VAT for Staff Meals. Schools will also need to increase the Staff Meal charges to reflect the increase too as the meal charges are inclusive of VAT. Those schools who have not increased the VAT within the Staff Meal charges can simply add a new meal type and meal charge from 1 January with the correct meal charge / price and amend the staff register.

## **PUPIL REFERRAL UNITS**

### **School Census - Support Staff Type**

Unfortunately, the Support Staff panel in School Census is only listing Higher Level Teaching Assistants when it should be showing multiple types of Support Staff. This has been traced to missing types of Support Staff in Personnel when used by PRUs. Unfortunately, it has not been possible to deal with this issue via a patch, but a solution has been included as part of the SIMS Autumn Update Release which is due for release imminently.

## **CAPITA SUPPORT CONTRACTS**

MIS Support and Managed Services contract renewal packs are currently been sent to customers, so do look out for yours. If you have any queries about your support agreement do contact your Customer Services Manager or email [ess.contractenquiries@capita.co.uk](mailto:ess.contractenquiries@capita.co.uk)

**We trust that you all enjoyed the seasonal break and look forward to speaking to you in the New Year.**