

LEAMIS News Bulletin

Please Read Carefully

LEAMIS

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Subject/Title	Revised Course dates for Summer 2016
Date:	2 nd February 2016
Relevant to:	SIMS Users
Contents:	Nova Day 1 & Day 2 Course – dates changed SIMS Assessment Day 1 (Primary) – dates changed

If you require assistance please contact
LEAMIS Servicedesk **0116 231 1280** or Email: servicedesk@leamis.org.uk

Document Amendments

Issue	Amendment Detail	Author	Approved By	Date
V 1.0		LCope	MSharp	02/02

SIMS COURSES (Full Day) 9:00 - 16:00		Course Code	Date
Student Data			
SIMS Pupil Database		SPD	19/04/16
SIMS.net Reporting Standard		SREPS	25/04/16
SIMS.net Reporting Extended		SREPE	13/05/16
Assessment and Analysis			
Assessment Day 1 (Primary)	<i>(Revised date)</i>	SAESP	05/05/16
Assessment Day 1 (Secondary)		SAESS	26/04/16
Data Collection Service – Primary remote service		See Appendix B	
Timetable and Curriculum			
Nova T6 (Timetable) - Day 1 & 2	<i>(Revised dates)</i>	NT61 / NT62	14/04/16 & 21/04/16
Exams Organiser Day 1		SEO1	13/04/16
Exams Organiser Day 3 - Results & Analysis		SEO3	12/07/16
School Financials			
FMS Day 1 – LA Maintained Schools		FMSLA1	20/04/16
FMS Day 2 – LA Maintained Schools		FMSLA2	03/05/16
FMS Day 3 – LA Maintained Schools		FMSLA3	18/05/16
FMS Day 1 - Academy Schools		FMSA1	22/04/16
FMS Day 2 – Academy Schools		FMSA2	06/05/16
FMS Day 3 – Academy Schools		FMSA3	20/05/16
Staff Data			
Personnel New Staff		SPERN	10/05/16
Personnel Reporting		SPERR	17/05/16
Microsoft Excel			
Microsoft Excel – Basic		MEXB	25/05/16
Microsoft Excel - Intermediate		MEXI	21/06/16

SIMS COURSES (Half Day) 9:00 – 12:00 or 13:00 – 16:00		Course Code		Date
Monitoring Attendance				
SIMS Attendance		SAU	am	18/04/16
Student Data				
Summer School Census – Primary remote service		See Appendix B		
SIMS End of Year Service – Primary remote service		See Appendix B		
SIMS Discover Overview		SDOV	am	15/04/16
Assessment and Analysis				
SIMS Discover for Assessment Analysis - Primary		SDAAP	am	28/04/16
SIMS Discover for Assessment Analysis - Secondary		SDAAS	am	09/05/16
School Financials				
FMS Orders & Invoices		FMSOI	am	07/06/16
FMS Accounts Receivable		FMSAR	pm	07/06/16

FMS Equipment Register	FMSE	am	24/05/16
FMS Asset Management - Academy Schools	FMSAM	pm	24/05/16
**FMS End of Year Workshop - Academy Schools	FEOYA	am	28/06/16
Timetable and Curriculum			
Nova T6 Refresher	NT6R	am	11/05/16
Academic Management & Student Lists	SAMGT	am	12/05/16
Exams Organiser Day 2 - Seating & Importing Results	SEO2	am	27/04/16
Staff Data			
Personnel Single Central Record	SPSCR	pm	12/05/16

Additional dates will be made available should courses be filled.

To reserve a place on any of our training courses please complete the booking form available at the end of this book, or either call the LEAMIS Servicedesk on 0116 231 1280 or email servicedesk@leamis.org.uk

Key Dates for Summer Term		
School Census Return	19 th May 2016	Remote Service available for Primary schools
SIMS.net End of Year		Remote Service available for Primary schools