

LEAMIS Newsletter

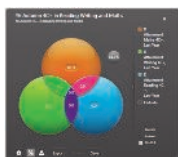
Stoke Edition



SIMS Discover

Are you struggling with analysing your early years data and need an easier way to present your information?

Sims Discover has the answers



LEAMIS are running the following courses for Stoke schools at The Bridge Centre, Birches Head Road Stoke on Trent

SIMS Discover

(without Assessment) ½ day Discover

5th May at 10.00 am

SIMS Discover

(with Assessment) ½ day

5th May at 1.00 pm.

Primary Assessment - Essential Skills

full day course - 28th April at 10.00 am

Sims Primary Assessment Analysing Data

full day course - 12th May 10.00 am

If you are interested in any of the above courses or the SIMS Agora Demonstration please contact a member of the

LEAMIS Service Desk Team



0116 231 1280 or email
servicedesk@leamis.org.uk



SIMS Software Demonstration SIMS Agora



LEAMIS are offering school staff the opportunity to attend a SIMS Demonstration of SIMS Agora on 17th March (PM) at Weston Heights Infants School in the Community Room.

The demonstration is free of charge and there will be refreshments available on arrival. The session will be from 1.30 pm until 3.00 pm. Parking is available at the venue.



For more information about Agora see [page 4](#).



2015/2016 Service Level Agreement

Thank you to all customers who have renewed with us for 2015/2016. If you have not returned your statement of requirements can you please return this as soon as possible.



Summer Census 2015

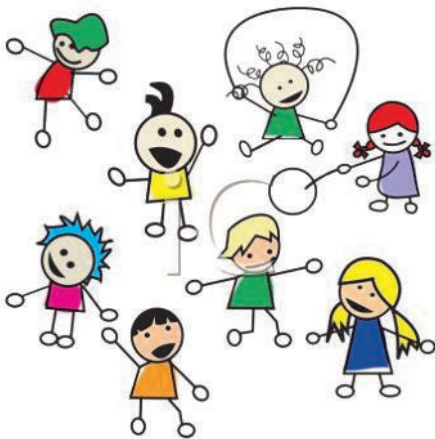


Just to remind all schools that the date for the summer census is **Thursday 21st May 2015**. All schools will need to have upgraded their SIMS system to the spring release when available.

Primary Schools - Census Remote Session cost £80

During this busy time of year, LEAMIS are offering a service to assist primary schools to complete the census by booking a remote session. This service is also suitable for new members of staff that have not previously produced a Census.

To book the Census Remote session please contact LEAMIS Service Desk by email servicedesk@leamis.org.uk quoting **primary schools – census remote session**.



Primary schools end of year service remote session cost £80

Would you like SIMS.net End of Year Procedures completed by LEAMIS?

Leamis are able to offer a remote session where a dedicated Specialist will be allocated to your school and work with you to complete your End of Year procedures remotely at a time that is convenient to you.

You will need to do some preparation work, for example have the new class lists available and make sure that a backup has been completed immediately before the remote session begins. As this service is completed remotely there must be somebody at school to log on and answer any queries that may arise. To register your request either telephone 0116 231 1280 or email servicedesk@leamis.org.uk quoting **Primary Schools - End of Year Service**.

Once we receive the completed request we will contact you to arrange a date and time.



Dinner Money

LEAMIS have become aware that following the SIMS upgrade to autumn 2, dinner money schools have been presented with a pop up error of pupils with missing Year information when accessing the dinner money module.

This is caused by entries being present in the dinner register for leavers, after their date of leaving. Please ensure you clear any future entries in the dinner register before entering a retrospective Leaving date for pupils to ensure you do not have this problem.

If you do receive this error when accessing dinner money, in SIMS go onto the students record, select hyperlink **11 School History** and remove the date of leaving. You can now go into **Focus/ Dinner Money/ Edit Pupil Meals** and remove the entries in the dinner register that are after the date of leaving. Please ensure the date of leaving is re-entered for the pupil after this process.



Early Years Assessment Resources

Following workshops held by LEAMIS a bulletin has been published for schools to ensure they have the latest Early Years Assessment resources to enable collection of data throughout the year from a baseline assessment to half termly if required.

Are you making the most of your SIMS system?

LEAMIS is aware that schools are looking more and more to the finances they are spending and whether or not they are getting full use of their system. Where schools are already using packages outside of SIMS for things such as Assessment, we are keen to ensure that schools are aware of the functionality available to them within their existing SIMS package.

A LEAMIS software specialist made a visit to a Primary School recently to look at their use of SIMS Assessment and the school gave the following comment:

“We had no idea of the range of resources available in SIMS Assessment, for both Life with and without levels and indeed the analysis that is possible. Seems I may have some of my weekend time back”

Should you be interested in either our Assessment training courses or a consultation with one of our specialists please contact the LEAMIS Service Desk servicedesk@leamis.org.uk or telephone 0116 231 1280.



SIMS School Report

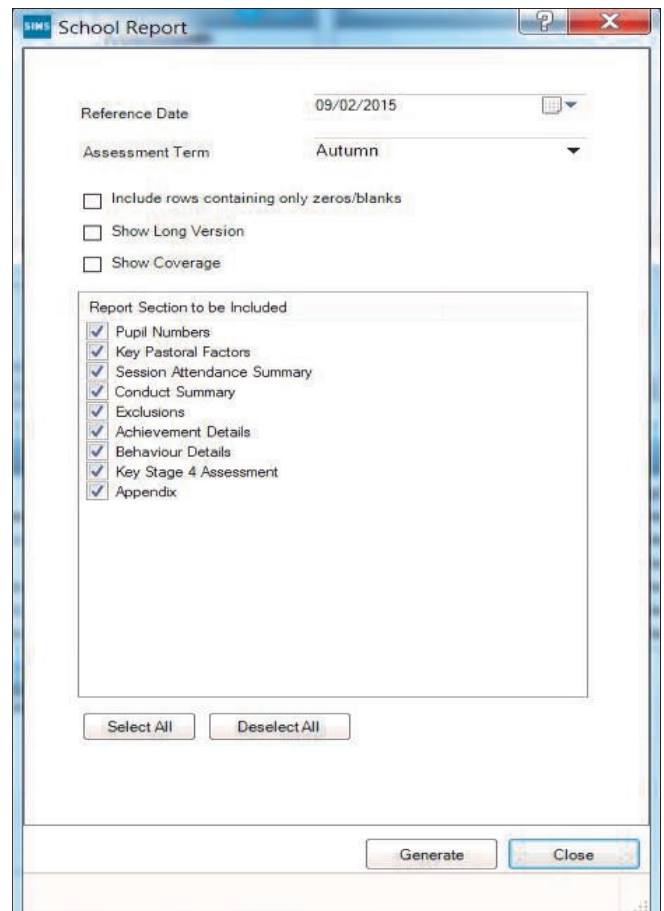


Is your school making use of the new SIMS School report?

Designed and introduced to give easy access to a range of SIMS data at the click of a button to include Pupil Numbers, Pastoral Factors, Attendance, Conduct and Assessment data. The report is an ideal analysis tool for School Leadership, Governors and Ofsted to see the overview / headline figures for the school.

Available for use via **Reports / School Report**

NOTE: Schools will need to have used the Assessment Mapping functionality or Capita resources to see details of Assessment data.



The screenshot shows the 'SIMS School Report' window. It features a 'Reference Date' field set to '09/02/2015' and an 'Assessment Term' dropdown menu set to 'Autumn'. Below these are three unchecked checkboxes: 'Include rows containing only zeros/blanks', 'Show Long Version', and 'Show Coverage'. A section titled 'Report Section to be Included' contains a list of report sections, all of which are checked: 'Pupil Numbers', 'Key Pastoral Factors', 'Session Attendance Summary', 'Conduct Summary', 'Exclusions', 'Achievement Details', 'Behaviour Details', 'Key Stage 4 Assessment', and 'Appendix'. At the bottom of this list are 'Select All' and 'Deselect All' buttons. The window also has a 'Generate' button and a 'Close' button.



SIMS Agora

For schools that need a secure, easy-to-use solution to collect parent payments and sell school items online, SIMS Agora provides a cost-efficient system to allow parents and guardians to make payments and purchase school items with greater convenience, security and certainty.

SIMS Agora supports schools with their drive to improve efficiency by reducing costs and streamlining payment collection administration. Parents are able to manage their school payments with the peace of mind that all transactions are processed safely directly to the school using the highest level of security, so no more cheques or missing money for those important school items, trips or school meals. SIMS Agora is the trusted online payments solution for the whole school community.

Key Benefits

Streamlined administration

As an integrated SIMS solution, Agora provides automatic links with SIMS - keeping all information together securely. It provides a range of dashboard, on-screen and interactive reports to support payment administration and reconciliation.

Where schools also use SIMS Dinner Money, SIMS Agora seamlessly integrates providing automatic balances and payment history for parents online. Parents can top up their account and receive free automatic payment reminders.

Real-time reporting

The school administrator dashboard displays monies received in real-time along with a range of useful reports for any combination of SIMS group, date, category or payment.

24/7 access for making payments

No unexpected surprises such as being asked for money at the last minute, or having to find the right change. Agora allows parents to make online payments whenever and wherever they like, 24 hours a day, 7 days a week - convenient and easy.

Multiple children across multiple schools

SIMS Agora has the flexibility to allow parents to easily merge their children's accounts into one single combined view, even from different schools that also use SIMS Agora for online payments. So parents can have one logon to pay for all of the different school items for their children – with the money paid directly to the relevant school automatically through Agora.





Sims Standard Reporting or Extended

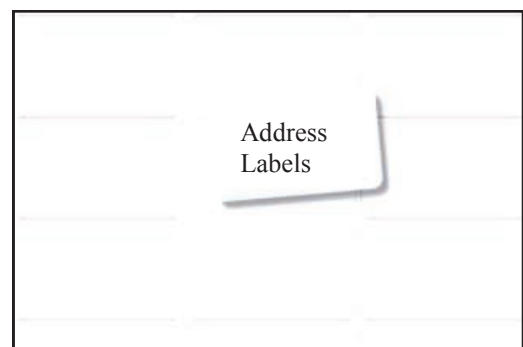
Are you struggling with designing reports in SIMS
and only have an hour to spare?

Why not book an online reporting session £80 per hour
or alternatively have you considered one of training courses?

Sims Standard Reporting

What will you learn?

- Produce lists of information
- Produce mail merged address labels
- Produce mail merged letters
- Use preview effectively
- Use filtering and sorting effectively
- Re-use and modify reports
- Choose an appropriate output format
- Report management



Reports created during training will be made available to participants to import into their own data.

Sims Standard Extended

If you have attended the standard report course by attending the extended reporting course you will be able to build on your knowledge by selecting our extended reporting course.

What will I learn?

- Build on knowledge learnt from the intermediate reporting course
- Create more complex reports
- Run reports to a user defined templates
- Rich text format
- Group focus reports
- Sub-reports
- Analysis reporting and report management
- Reports created during training will be made available to participants to import into their own data

If you are interested in either booking an online reporting session or would like to book a training course why not contact a member of the

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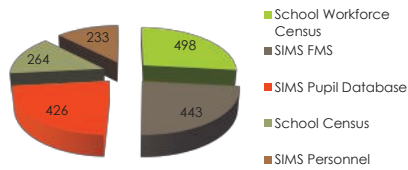


Service Desk Updates



Service Desk Performance

Top 5 SIMS Modules logged Sept - Dec



LEAMIS Service Desk Incidents Solved within SLA Sept to Dec



Top 5 modules logged Autumn Term

- The top 5 SIMS Modules indicates the type of calls schools logged with the LEAMIS Service Desk during the Autumn Term .
- A large proportion of calls over the autumn term are a result of schools carrying out the two statutory returns; School Census and School Workforce Census.
- EIS was updated almost on a daily basis to help keep customers informed of known issues, solutions and guidance notes.

LEAMIS Incidents solved within SLA Sept - Dec

- The total number of calls logged within the period was 4297.
- LEAMIS resolved 98.2% calls within the Key Performance Indicator (KPI) in the SLA, which is 95 % for Priority 3 calls.
- LEAMIS Service Desk are consistently performing above the published KPI.
- Performance is monitored on a weekly basis and discussed at team meetings.

Spring Term Tasks



- Budget Planning (*Local Authority*)
- Set up new Intake Groups for Next Academic Year
- End of Financial Year Procedures (*Local Authority FMS Users*)
- Export/Import CTFs
- Receive ATF File (*All Schools*)



Technical



REMINDER SQL UPGRADE

SIMS requires the back end database engine to SQL 2014 in time for Spring 2016 release.

We are currently running a project to get this work completed and are in the planning and testing stage. The work to be completed for this on the schools SIMS service is an additional charge and will incur a £65 charge. Further details will be released on EIS as we move onto the next stage of this project.

Email

Be sure you know where your mail is coming from especially, if that email has attachments.

There have been a few schools subject to malicious software over the past month. If you don't know the person, don't open it.

Be mindful of:-

- ❓ Sender's email address (Sender@hotmail.com will not come from Microsoft)
- ❓ Links in the email (if you hold your cursor over them you can see where they lead).
- ❓ Poor grammar and punctuation (informally worded emails).



SIMS In the Classroom

Enables teaching staff to access SIMS throughout the school and makes everyday classroom tasks, like taking the register, simple. There is also a cost benefit to schools which will result in administration staff's time being better utilised on other important tasks.

- This has the benefit of giving teachers real-time information.
- The facility to record registers directly into SIMS.
- Reduces the workloads for admin staff which in turn allows them to use their time more constructively rather than for example correcting and scanning attendance OMR Forms.

Installing Software

If you are installing software from a web browser; it is important to ensure that you are on the manufacturer's website. A few issues have arisen from people trying to install Flash or other plugins and simply searching for it. If you go through Adobe.com you will find yourself in the right place.

Please contact a member of the
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servicedesk@leamis.org.uk



Opening Hours

Monday to Thursday
8.30 am to 5.00 pm

Friday
8.30 am to 4.30 pm



Useful Links

www.education.gov.uk

<https://www.gov.uk/government/publications/lrs-organisation-portal>

www.sa.education.gov.uk/idp/uthnUserPassword

<https://www.keytosuccess.education.gov.uk>



Please ring **LEAMIS Service Desk**

 0116 231 1280 or email servicedesk@leamis.org.uk