



# SIMS TRAINING UPDATE

## Training Update - Summer term 2017

Please find attached our training diary for next term. Please feel free to share and distribute this document amongst colleagues and any other interested parties within your school or Academy.

If you are interested in a training course that's not currently on the published list or cannot find a convenient date or location, please feel free to contact us.

We would ask any school employing new staff to pay particular attention to this mailing to ensure they are appropriately trained for their new role.

Unless otherwise stated, all training courses are held at our new offices:  
**The Courtyard, Swillington Lane, Swillington, Leeds, LS26 8BZ.**

## Pricing

### Scheduled Training Courses: April – July 2017

School ICT is happy to accept course bookings from any school.

For the 2017 financial year, the costs for scheduled courses for schools are as follows;

*(Please note, occasionally we may need to charge slightly more for a course if we need to buy in expertise to deliver it).*

Course Duration	Cost (SLA School)	Cost (Non SLA School)
Half Day	£60	£75
Full Day	£105	£135

Course Name	Date	Duration	Location	School Type
Monitoring Attendance	18/4/2017	Morning	Leeds	Primary
SIMS Office User	19/4/2017	Full Day	Leeds	Primary
Cover 7	20/4/2017	Full Day	Leeds	Secondary
Behaviour Management	21/4/2017	Full Day	Leeds	All
Assessment Manager 7 - Day 1	24/4/2017	Full Day	Leeds	Secondary
Assessment Manager 7 - Day 2	25/4/2017	Full Day	Leeds	Secondary
Exams Organiser – Day 1	26/4/2017	Full Day	Leeds	Secondary
Exams Organiser – Day 2	27/4/2017	Full Day	Leeds	Secondary
Personnel User	28/4/2017	Full Day	Leeds	All
SEN User	2/5/2017	Full Day	Leeds	All
Summer Census (Beginner)	3/5/2017	Morning	Leeds	Primary
Monitoring Attendance	4/5/2017	Morning	Leeds	Secondary
Data Collection Sheets and Labels	4/5/2017	Afternoon	Leeds	All
Standard Reporting	5/5/2017	Full Day	Leeds	All
Summer Census (Refresher)	8/5/2017	Morning	Leeds	Primary
Pre-Admissions and CTFs	8/5/2017	Afternoon	Leeds	Primary
Attendance 7	9/5/2017	Full Day	Leeds	All
Summer Census (Beginner)	10/5/2017	Morning	Leeds	Secondary
Key Stage Entry - Explained	11/5/2017	Morning	Leeds	Primary
Key Stage Entry - Explained	11/5/2017	Afternoon	Leeds	Primary
Summer Census	11/5/2017	Morning	<b>Nottingham</b>	All
Dinner Money 7	12/5/2017	Full Day	Leeds	Primary
SIMS Office User	15/5/2017	Full Day	Leeds	Secondary
Excel Foundation 2010	16/5/2017	Full Day	Leeds	All
Summer Census (Refresher)	17/5/2017	Morning	Leeds	Secondary
Preparing for a New School Year (Refresher)	22/5/2017	Morning	Leeds	Primary
Assessment Manager Key Stage 4 Content	23/5/2017	Morning	Leeds	Secondary
Preparing for a New School Year (Beginner)	24/5/2017	Full Day	Leeds	Primary
Preparing for a New School Year	25/5/2017	Full Day	Leeds	Secondary
Key Stage Entry - Explained	25/5/2017	Morning	<b>Nottingham</b>	Primary

For further information on any of the above please contact our team, who will be happy to help, on:

**0845 643 6802** or E-mail: [info@schoolicts.co.uk](mailto:info@schoolicts.co.uk)

Course Name	Date	Duration	Location	School Type
Equipment Register	26/5/2017	Morning	Leeds	Any FMS Schools
Standard Reporting	5/6/2017	Full Day	Leeds	All
Assessing without Levels	6/6/2017	Full Day	Leeds	Primary
Preparing for a New School Year (Beginner)	7/6/2017	Full Day	Leeds	Primary
Data Collection Sheets and Labels	8/6/2017	Morning	Leeds	All
Preparing for a New School Year	8/6/2017	Full Day	<b>Nottingham</b>	Primary
Preparing for a New School Year (Refresher)	12/6/2017	Morning	Leeds	Primary
Extended Reporting	13/6/2017	Full Day	Leeds	All
SIMS Office User	14/6/2017	Full Day	Leeds	Primary
Preparing for a New School Year	14/6/2017	Full Day	<b>Nottingham</b>	Secondary
FMS	16/6/2017	Full Day	Leeds	FMS Leeds Schools
Excel Intermediate 2010	20/6/2017	Full Day	Leeds	All
SIMS Office User	21/6/2017	Full Day	Leeds	Secondary
Preparing for a New School Year	22/6/2017	Full Day	Leeds	Secondary
Course Manager - Post 16	29/6/2017	Full Day	Leeds	Secondary (Post 16)
School Fund	30/6/2017	Morning	Leeds	FMS Leeds Schools
Preparing for a New School Year (Beginner)	5/7/2017	Full Day	Leeds	Primary
Exams Results Analysis	6/7/2017	Full Day	Leeds	Secondary
Personnel User	7/7/2017	Full Day	Leeds	All
Exams Results Analysis - Advanced	13/7/2017	Full Day	Leeds	Secondary

### How to book:

Complete the course booking form online at: [www.schoolicts.co.uk](http://www.schoolicts.co.uk).

Your course confirmation will be automatically generated on successful completion of the booking.

Location maps and directions can be found on the website at: [www.schoolicts.co.uk/training/venues](http://www.schoolicts.co.uk/training/venues).

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## Course Details

We want to ensure that you receive the best value from your training budget so before you book on a course we recommend you check the course details on our website, ([www.schoolicts.co.uk](http://www.schoolicts.co.uk)), to ensure you have the required amount of knowledge for the course.

### To check details for a course...

On the website, select the training tab and scroll down to see the available courses. Click on the course name for further details. If you require any further help selecting the right course for you, please contact our helpdesk for further information on: **0845 643 6802 / [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)**

## SIMS Surgery

Do you or your colleagues have any tricky reporting problems or have you ever wondered how to do something in SIMS but feel too silly to ask? School ICT Services hold a free of charge, SIMS surgery drop in session, at our Swillington offices between 3.30pm & 5.00pm one evening a month. The drop ins allow SLA customers to have their support problems dealt with face-to-face with members of the support team. If you are interested in attending, please e-mail the helpdesk and we will arrange a date: [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk).

## Cancellations

If you need to cancel a place on one of our courses please contact the helpdesk.

- ③ If you can give us at least five working days notice there is no charge.
- ③ Courses cancelled with less than 5 working days notice will incur a £20 cancellation fee.
- ③ Courses cancelled with less than 2 working days notice will incur a charge of 50% of the course cost.

## Standard Courses

We offer a full range of SIMS.net and FMS training courses every half term. These are particularly useful for new staff or staff who have changed roles, however, all school staff, from all roles, are welcome, regardless of role / length of time at school.

## On-Site Training

We have a mobile training suite that allows us to deliver on-site training courses for up to 10 people. Schools may wish to use this facility for many reasons such as:

- ③ A scheduled course at one of our training venues is full or clashes with your diary
- ③ You need a course tailored to your specific staff needs
- ③ You want large groups of staff trained on a training day (either as a single course or a shorter session delivered several times to smaller groups)

If you would like some on-site training, please call or e-mail our help desk to discuss your requirements: **0845 643 6802 / [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)**.

## Course Certificates

All attendees will receive a certificate of attendance on completion of their course.

## School Holidays

We are also able to run courses in school holidays. Schools may find this useful where it is difficult to release staff for training during term time. If you would find this service useful please contact us with your requirements.

For further information on any of the above please contact our team, who will be happy to help, on:

**0845 643 6802** or E-mail: [info@schoolicts.co.uk](mailto:info@schoolicts.co.uk)

## Meet our SIMS Team:



**Ali**



**Ben**



**Dan**



**Helen**



**Jason**



**Kay**



**Mark**



**Sarah**



**Kellie**

Start to get more from SIMS today; contact us on:

**0845 643 6802** or E-mail: [info@schoolicts.co.uk](mailto:info@schoolicts.co.uk)