

ICT NEWSLETTER

ICT Services Newsletter

Autumn 2016

Office Master PCs

Is your Office Master PC over 3 years old?

With the evolution of SIMS in schools (SOLUS3, AM7, SIMS in the classroom etc.) and the increased strain this places on the Office Master PCs, it has been identified that any models purchased prior to October 2013 will be due for replacement - this follows advice from Capita on the age of SIMS hardware:

"We believe that schools should budget to replace hardware on a three year cycle". – Capita (March 2016).

Herts for Learning will shortly be contacting all schools which we believe have an Office Master PC over 3 years old, or one that is below the minimum recommended specifications set by Capita - <http://tinyurl.com/CapitaSpec>.

In the meantime, if you would like to discuss any of the above in more detail or would like to know whether you have a PC that falls into this category, please contact our ICT Service Desk; either by email - sitss.technical@lea.herts.sch.uk, or by phone - 01438 844777 opt 1, opt 3

In This Issue

- Office Master PCs
- SIMS Behaviour Management
- HICS Update
- SIMS Courses
- LARA
- SIMS Accreditation
- G Suite for Education
- Free Network Health Check

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ICT Services

THE BUSINESS OF EDUCATION



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SIMS Behaviour Management

All schools who are currently using the SIMS Behaviour and Achievement module should be aware that modifications may be required to the module to accommodate its duties under the Equality Act 2010, the Prevent duty 2015 and the requirements of Ofsted.

Karin Hutchinson (Herts for Learning Anti Bullying Adviser) has provided ICT Services with the following recommendations to support schools from 1st September 2016.

New categories have been added in 2016 to respond to heightened concerns from the Home Office and DfE about the levels of anti-Muslim, anti-Semitic, racist, homophobic/bi-phobic/transphobic, sexualised and other bullying in our schools. When reporting to governors anti-Muslim and anti-Semitic categories can also be combined into 'racist' or 'religious' categories, but should be recognised as relevant separate categories to the Prevent duty in their own right.

These changes can be reflected in SIMS by updating the Behaviour Types and Types of Bullying..

Tools > Setups > Behaviour Types
<u>Behaviour Type</u>
Homophobic Incident
Bi-phobic Incident
Transphobic Incident
Sexist Incident
SEND Incident
Racist Incident
Islamophobia/anti-Muslim
Anti-Semitism/anti-Jewish
Religious Incident
Bullying
Other vulnerable characteristic Incident
Cyberbullying

Tools > Lookups > Maintain
<u>Type of Bullying</u>
Intimidation
Physical
Emotional
Name Calling
Teasing
Threat
Written Derogatory Comments/Graffiti
Electronic, e.g. text, Facebook, Twitter
Other

If you require any further guidance on the above recommendations please contact Karin Hutchinson at: karin.hutchinson@hertsforlearning.co.uk.

SEN code N but Pupil never on the SEN List

Some schools inadvertently have assigned the SEN code N to pupils who have never been on the SEN List. The N code should only ever be used for pupils who have been removed from the SEN List.

Patches 22133 and 21841 are now available via SOLUS3 which will correct this error. Please call the ICT Service Desk if you would like this patch releasing to your school.

HICS Procurement Update

The new Hertfordshire Internet Connectivity Service is nearly here!

Background - In 2010, the HICS network was built enabling schools and academies to receive a broadband connection and a secure network that meets their specific educational connectivity requirements. Six years ago, with ICT Partnership Working Group (ICT PWG) approval, Udata were awarded this contract which is due to end on September 30th 2017. Currently 535 Hertfordshire schools purchase the HICS with only four schools seeking alternative provision.

Status Update - On Monday 12th September, HfL commenced the procurement process to identify a new provider of the network from 2017 onwards (this could be Udata or someone else). Schools, quite rightly, do not want to commit to a service without further details specifically around costs and service levels etc.

With this in mind, the forthcoming HICS contract will be a framework agreement and will be sold to schools as a 3 year + 3 year contract (up to six years in total).

If more schools participate we will be able to secure a more cost effective solution for schools. Once we are able to confirm the chosen supplier, costs and service levels etc. HfL will be looking for schools to commit to HICS for the initial three year period by signing an End User Agreement (a legally binding contract). We anticipate that we will be able to share this detailed information with schools by the Spring Term 2017 in readiness for school budget planning.

HfL would like to thank all the people who have contributed towards the details in the procurement documentation, particularly ICT PWG as well as the input from the Network Managers groups/meetings.

HfL will ask providers to detail costs on the following:

- 100-200 schools – price band A
- 201-300 schools – price band B
- 301-400 schools – price band C
- 401- 500 schools – price band D
- 501-600 schools – price band E
- 601+ - price band F



Key next steps and timetable

October 17th – bid submission deadline

October and November – evaluation of the bids

December – full communications with ICT PWG will take place

January – communicate with school community about costs, next steps etc.

SIMS Courses

SIMS Courses at a school near you

The ICT Services team are happy to now be able to offer SIMS training around the county using a Virtual Training Environment (VTE). Initially these will be lite-bite sessions, approximately two hours in duration, to up skill all SIMS Users in using SIMS efficiently. This may be beneficial to new staff or staff to who have been in post for many years and just 'don't know' about enhanced functionality which is brought in with the termly SIMS upgrades. As well as offering a range of courses in the future we also hope to use this method of training to respond to requests for training from groups of schools or even a MAT, putting together a training plan to suit your specific requirements on an ad-hoc basis.

The first Virtual Training Environment Courses (VTE Courses) will be launched in the second half of the Autumn 2016 term. The benefits are easy to see: less travelling, working with a local group, lite-bite specific training is easier to retain; a range of programmes with delegates opting to attend just one or many sessions.

Spring 2016

- We will provide a link to **SIMS VTE Courses** on our website so that you can easily see what is being offered, where and when.

Login Anywhere Remote Access (LARA)

Remote Access solution

Do you want to be able to access SIMS or your files from home? Or do you want to be able to access these on any device (tablet, iPads, Chromebook, smart phone)?

Using the Login Anywhere Remote Access solution you will be able to do the above and more.

What can your school expect?

- Secure Remote Desktop Access to the school from any device¹, anywhere in the world
 - ◇ staff can use their own PCs/iPads etc., so may not need a dedicated staff laptop
 - ◇ access to your school's server from iPads, Chromebooks in the classroom
- Access to SIMS, files and folders from home
- Access to school curriculum titles without the need to install these on the end user device²
- Fully integrates with the schools current curriculum server - maintaining current user security permissions and access rights
- Multiple concurrent user logins

¹Device must be connected to the internet and be compatible with the latest version of Microsoft Remote Desktop

²Some graphics heavy applications may not be compatible e.g., video streaming & Photoshop

For a demo or to discuss more about how this solution works and to review the technical requirements please contact the ICT Service Desk on 01438 844777 or your ICT Services account manager.

Capita SIMS Accreditation—we need your help!!

The Capita SIMS Accreditation process recognises those SIMS support teams providing high quality support to schools. Accreditation takes place every 2 years. The ICT Services team has been accredited for many years, and as part of our continuing commitment to ensuring that we provide the best possible service to our schools, we are currently going through the process for re-accreditation this term. The Accreditation Service aims to:

- assist SIMS support teams to deliver a high level of service to schools
- identify good practice and development areas for the SIMS team to address
- assure schools of the quality of service and support they receive with the knowledge that this will be monitored on a regular basis
- ensure SIMS support is focused on the perceptions and needs of schools
- provide a development plan to aid teams with further improving their offering

A key factor in the process is the completion of a survey by schools supported by the team in order to seek their views. Minimum response levels are defined for this survey which must be reached in order for a support team to achieve their accreditation. Back in 2014 when we were last accredited, we only just reached the minimum response levels, so this time we would very much appreciate it if as many schools as possible could respond!

The survey opens on 28th November and will be available for 2 weeks. All schools will be sent an email (to the admin account) with an individual link to the survey around that date. The survey should take no more than 15 minutes to complete, but you may find it easier to fill it in on paper first before opening the electronic version, as the broad range of questions means that you may need to consult with colleagues for some of the answers. We will make this paper version available on the website nearer the time.

Thank you in advance! And as an extra incentive, all schools who complete the survey before the closing date will be automatically entered into a draw for which the prize is a 7” tablet.

SIMS VTE Training Venues

We have identified a small number of potential training venues, and are keen to build on this. If you have an ICT suite that is not fully utilised you might be able to host some sessions. We would require a closed off training room, internet access, adult sized seating, workstations for 10 or more delegates, parking for 10 or more delegates either on site or easy parking nearby. Please get in touch if you would like to find out more about becoming a SIMS VTE training venue. Contact: sitss.mis@lea.herts.sch.uk and someone will get back to you to discuss further.

If you have any suggestions or feedback for this newsletter please contact:
sitss.admin@lea.herts.sch.uk

“Tell us what you think!”



Primary Schools

Herts for Learning PA+ Assessment Subscription Resources

Schools who have subscribed to the HfL PA+ resources should by now have received an email advising them that updated SIMS reports are available to download. This email will go to whichever email address was given at the time of subscribing. If this is the admin email account, please ensure that your head and/or assessment coordinator is aware of the updates.

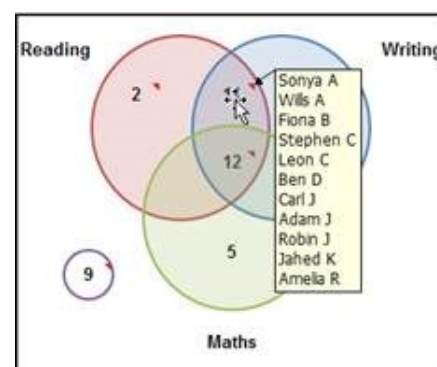
If you missed seeing the email, you can find the SIMS resources at any time by logging into the HfL website, and then clicking on 'My Resources' at the top right of the page. Then click the link for 'PA Plus' followed by the link for 'Assessment (including SIMS) resources' - all the SIMS downloads will be found at the bottom of this page.

For details on the update, please see the document entitled 'Changes to the reports October 2016' (reference no. PA012).

Changes were also made to the templates in September 2016. If you have not already applied this update, or you are not sure if it has been applied, then please do so now. (As these changes were to do with the end of KS1, infant schools can ignore this.)

A number of documents to help schools with using the template and reports have also been updated/added, so we strongly recommend that you download all of these and make them available to all members of staff.

New sheet on the Distribution Summary report



Improved filtering on the Overview of the Key Stage report

		R	W	M		R	W	M
Filtered Group (14):	Attainment	C4/C5	C4/C5	C5	Steps from end Y2:	+ 12.5	+ 12.9	+ 12.9
Inverse Group (45):	Attainment	C4	C4	C4/C5	Steps from end Y2:	+ 12.3	+ 12.3	+ 12.5
Whole Cohort (59):	Attainment	C4	C4	C4/C5	Steps from end Y2:	+ 12.4	+ 12.4	+ 12.6

How to adjust the date and time format in Windows 10

On some rare occasions we have to manually change the Windows date and time format, as we know Sims requires a certain format to work correctly and sometimes windows will be setup or change to the wrong one. We have created a quick reference guide on how to make these changes. This document can be found by going to the following link: <http://bit.ly/2fGX3F0>

G Suite for Education

Herts for Learning is now offering G Suite for Education, created by Google. G Suite is designed with education in mind and is changing the learning experience in schools all around the world.

Google recognises the importance of collaboration and has built G Suite with functionality to do this and more. Students can access their accounts anywhere, anytime allowing a consistent approach, even when at home.

G Suite is a combination of online software tools, including:



Google Drive – share individual files or folders with other teachers and students with unlimited Cloud storage for all users



Google Docs, Sheets and Slides – Google's alternative to Microsoft Office



Google Classroom – a virtual learning environment that enables teachers to create and collect assignments, communicate to the whole class and organise resources

The benefits of a school using G Suite and Chromebooks:

- G Suite for Education is completely free for schools.*
- Easy collaboration - create, share and edit files in real-time. This means that everyone is on the same page and all files are stored automatically in the cloud.
- G Suite can be used on any tablet, phone or computer anywhere and anytime.
- Integrate with the Windows network so the log-in details are the same across both platforms.
- The cost of a Chromebook is a third of that of a laptop, with reduced setup times, ease of use and a long battery life.

*installation and support costs may apply

Interested? Herts for Learning will be running free taster sessions so that schools can find out more, see the G Suite demonstration and gain hands-on experience using the system.

Details of the sessions are as follows:

Thursday 24th November (4pm to 6pm) - St Peters Mill End School, WD3 8HD Course code: 16SIT/118A

Monday 28th November (4pm to 6pm) - Herts Development Centre, SG1 2FQ Course code: 16SIT/119A

Thursday 8th December (4pm to 6pm) - Peartree Spring Primary, SG2 9GG Course code: 16SIT/119A

Visit: <http://bit.ly/2eY57A4> and enter the course code to book your place.

ICT Services Spring Courses

Course Title	Phase	Date
SIMS Census preparation (on school data)	A	Wed 11/01/17
SIMS for New Users	A	Tue 24/01/17
SIMS Dinner Money for New Users	A	Fri 27/01/17
SIMS Attendance	A	Wed 01/02/17
SIMS Attendance Reporting	A	Wed 01/02/17
SIMS Reporting (Basic)	A	Thu 02/02/17
SIMS Personnel	A	Tue 07/02/17
SIMS Personnel Reporting	A	Tue 07/02/17
SIMS New Users	A	Mon 27/02/17
SIMS Staff Performance	A	Fri 03/03/17
SIMS Reporting (Advanced)	A	Tue 21/03/17
Using SIMS to manage SEN	A	Wed 22/03/17
SIMS Student List Reporting	P	Fri 24/02/17
SIMS Assessment Manager 7 Primary	P	Wed 01/03/17
SIMS AM7 Primary (analysis using school data)	P	Wed 01/03/17
SIMS Profiles	P	Tue 07/03/17
SIMS Discover	P	Fri 17/03/17
Nova T6 Unit 2 Curriculum Modelling	S	Mon 23/01/17
SIMS Exams Organiser	S	Wed 08/02/17
Nova T6 Unit 3 Preparing for Scheduling	S	Mon 20/02/17
SIMS Programmes of Study	S	Wed 08/03/17
KS4 Assessment Analysis in SIMS	S	Thu 23/03/17
Nova T6 Unit 4 Scheduling	S	Fri 24/03/17

For more information and to book online please go to:
www.thegrid.org.uk/info/traded/sitss/services/training

Free Network Health Check

Is the ICT at your school no longer able to support Teaching and Learning?

Have your staff lost faith in the ICT you have?

Do you want to have confidence that your ICT is fit for purpose now and in the future?

Why not get us to undertake a FREE network health check which will include a report and a meeting with one of our Account Management team to help you with immediate and future recommendations.

To discuss more about how this can help your school please contact the ICT Service Desk on 01438 844777, quoting 'Network Health Check'.