



SIMS

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SIMS Primary School Yearbook

2015/2016

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Disclaimer: The SIMS Yearbook provides a list of suggested tasks that can be carried out during the course of the academic year. Please note that the tasks and their timings are likely to vary according to the specific requirements of each school. The dates contained in this document are defined by the applicable educational body and are subject to change.



September 2015

STAR	<p>Admit new pupils when they arrive at the school.</p> <p>Allocate UPNs to new pupils.</p> <p>Use Data Collection Sheets to ensure all data is up to date.</p>
Statutory Returns	<p>Ensure all pupil data is up to date using bulk update, in readiness for the returns.</p> <p>Ensure that all staff records are up to date, ready for School Workforce Census.</p> <p>Continue dry runs of the DENI Return (NI schools only).</p> <p>Use SIMS to produce the Attendance Collection (Primary Schools in Wales only). 18 September 2015 is the deadline for submission.</p>
Attendance	<p>Print the Official Register for last month.</p>
Lesson Monitor	<p>Check memberships of registration groups/lessons for the start of term.</p> <p>Set up patterns of registration to periods via Tools Setups Lesson Monitor Options Lesson Monitor Setup.</p>
Assessment	<p>Review staff permissions and prepare marksheets.</p>
Profiles	<p>Review the previous year's reporting sessions.</p> <p>Edit and enter new comments into comment banks.</p> <p>Set up new sessions for each year group throughout the year.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Personnel	<p>Maintain staff records.</p>
Dinner Money	<p>If your catering year begins in September, check that a new catering year has been created in Tools Dinner Money Setup.</p> <p>Ensure that Dinner Money meal definitions have been updated with any price changes before recording meals. Meal definition changes can be backdated using Tools Dinner Money Backdate Meal Processing.</p> <p>Review default meal pattern for all pupils.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>



October 2015

STAR	Create intake/admission groups for the following academic year. Own Admission Authority schools should import ADT files.
Statutory Returns	Use SIMS to produce the School Census Autumn Return – 1 October 2015. Use SIMS to produce the DENI Return (NI schools only) – 10 October 2015.
Attendance	Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	First instalment of the Autumn Package published (DfE).
Profiles	No specific tasks for this month.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Reforecast budget, if required.
Personnel	Maintain staff records.
Dinner Money	Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



November 2015

STAR	Own Admission Authority schools should enter data for an ASL file.
Statutory Returns	Use SIMS to produce the School Workforce Census 2015 – 5 November 2015. Ensure all pupil data is up to date using bulk update and carry out dry runs of the School Census Spring Return and PLASC Returns, as applicable.
Attendance	Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Work on the Autumn Package.
Profiles	No specific tasks for this month.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Prepare reports for Governors. Reforecast budget, if required.
Personnel	Maintain staff records.
Dinner Money	Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



December 2015

STAR	Own Admission Authority schools should export an ASL file to their Local Authority (LA). Prepare for next year's new intake – create admission groups.
Statutory Returns	Ensure all pupil data is up to date using bulk update and carry out dry runs of the School Census Spring Return, and PLASC Return, as applicable.
Attendance	Complete a Registration Certificate for pupils. Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Autumn Package AMPARK available from the AMPARK website (https://myaccount.capita-cs.co.uk/search/all?q=RESOURCEID-1-2801). Analyse your data against national data in SIMS Assessment and SIMS Analysis.
Profiles	Complete a reporting session for each year group and send reports home.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Reforecast budget, if required.
Personnel	Add new members of staff for the Spring term. Maintain staff records.
Dinner Money	If your Catering Year starts in January, create a new Catering Year for 2016 in Dinner Money. Ensure that Dinner Money meal definitions have been updated with any price changes, before recording meals. Meal definition changes can be backdated using Tools Dinner Money Backdate Meal Processing . Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



January 2016

STAR	Create the new academic year for the following September.
Statutory Returns	Use SIMS to produce the School Census Spring Return (21 January 2015), CES Census (date to be confirmed) PLASC (12 January 2015), as applicable.
Attendance	School Census – run the Student Analysis by Attendance Category report to check the return figures. Print a Registration Certificate for pupils. Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	Complete a reporting session for each year group and send reports home.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Update Pay Scales and National Insurance contributions in Personnel.
Personnel	Maintain staff records.
Dinner Money	Review default meal pattern for all pupils. Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



February 2016

STAR	No specific tasks for this month.
Statutory Returns	No specific tasks for this month.
Attendance	Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	No specific tasks for this month.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Prepare reports for Governors. Review next year's budget scenarios.
Personnel	Enter New Pay Awards for Service Terms and the National Insurance Table. Review contracts for staff and award appropriate increments. Maintain staff records.
Dinner Money	Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



March 2016

STAR	Import any ATF file sent by your LA.
Statutory Returns	Prepare for End of Key Stage Returns. Carry out Key Stage Registration (NI schools only). Carry out dry runs of the School Census Summer Return.
Attendance	Print a Registration Certificate for pupil. Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Collate/aggregate school based assessment.
Profiles	Complete a Reporting Session for each year group and send reports home.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Agree budget with Governors and submit to the Local Authority (LA). Open new financial year. Prepare to close the old financial year.
Personnel	Add new members of staff for Summer term. Maintain staff records.
Dinner Money	If your Catering Year starts in April, create a new Catering Year for 2016/2017 in Dinner Money Setup. Ensure that Dinner Money meal definitions have been updated with any price changes before recording meals. Meal definition changes can be backdated using Tools Dinner Money Backdate Meal Processing . Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



April 2016

STAR	Update data on applicants during the Summer term. Allocate applicants to admission groups.
Statutory Returns	Ensure all pupil data is up to date for returns using bulk update. Carry out dry runs of the School Census Summer Return.
Attendance	Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Import Key Stage Wizards and any other updated materials from AMPARK. Pupil tracking reviews via marksheets, analysis and interim individual reports sent home.
Profiles	No specific tasks for this month.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Prepare to complete the Consistent Financial Reporting Return (CFR).
Personnel	Maintain staff records.
Dinner Money	Review default meal pattern for all pupils. Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.



May 2016

STAR	<p>Begin your end of year procedures (<i>End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>).</p> <p>Accept applicants as details are received.</p>
Statutory Returns	<p>Enter TAs into the relevant Key Stage wizard.</p> <p>Ensure all pupil data is up to date using bulk update in readiness for the returns.</p> <p>Ensure that all staff records are up to date ready for School Workforce Census.</p> <p>Use SIMS to produce the School Census Summer Return – 19 May 2016.</p> <p>Carry out dry runs of the DENI Return (NI schools only).</p> <p>Export KS TAs (NI schools only in May).</p>
Attendance	<p>Print a Registration Certificate for pupils.</p> <p>Print the Official Register for last month.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>Enter TAs into relevant Key Stage wizard.</p> <p>Enter QCA Optional test results into QCA Test Templates.</p> <p>Enter result of KS1 tests into wizard (optional).</p>
Profiles	<p>Complete a Reporting Session for each year group and send reports home.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reconcile old year accounts with external bodies (bank and LA).</p> <p>Prepare to complete the CFR Return.</p>
Personnel	<p>Maintain staff records.</p>
Dinner Money	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>



June 2016

STAR	<p>Record leavers.</p> <p>Run promotion routines and check results (<i>End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>).</p> <p>Allocate applicants to registration groups for the new academic year.</p>
Statutory Returns	<p>Ensure all pupil data is up to date using bulk update.</p>
Attendance	<p>Allocate applicants to registration groups for the new academic year.</p> <p>Print the Official Register for last month.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>Enter Key Stage test results into SIMS Assessment.</p> <p>Marked KS2 scripts returned.</p>
Profiles	<p>No specific tasks for this month.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Close the old financial year.</p> <p>Complete and submit the CFR Return in line with LA CFR submission date.</p> <p>Prepare reports for Governors.</p>
Personnel	<p>Maintain staff records.</p>
Dinner Money	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>



July 2016

STAR	<p>Import CTF files from feeder schools.</p> <p>Create CTF files for leavers.</p> <p>Print registration group lists for the new term.</p>
Statutory Returns	<p>Carry out dry runs of the DENI Return (NI schools only), Attendance Collection Return (Welsh schools only), School Census Autumn Return and School Workforce Census.</p> <p>Export KS TAs to NAA (England) or WJEC (Wales).</p>
Attendance	<p>Print a Registration Certificate for pupils.</p> <p>Print the Official Register for last month.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>Report KS results to parents.</p> <p>Pupil tracking reviews, analysis and interim individual reports sent home.</p>
Profiles	<p>Complete a Reporting Session for each year group and send reports home.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p>
Personnel	<p>Maintain staff records.</p>
Dinner Money	<p>If your Catering Year starts in September, create a new Catering Year for 2016/2017 in Dinner Money Setup.</p> <p>Update meal definitions if notified of any price changes for September 2016.</p> <p>Reconcile pupil balances.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p> <p>Retrieve outstanding debts for staff and pupils, in particular any leaving the school.</p> <p>Repay any outstanding refunds.</p>



August 2016

STAR	Consider running various housekeeping routines, i.e. Address Validation, merging agents and agencies, merging addresses, merging contacts, deleting pupils, etc.
Statutory Returns	<p>Ensure all pupil data is up to date using bulk update in readiness for returns.</p> <p>Ensure that all staff records are up to date ready for School Workforce Census.</p> <p>Carry out dry runs of the DENI Return (NI schools only), Attendance Collection Return (Welsh schools only) and School Census Autumn Return.</p>
Attendance	<p>Print out the OMR forms for the beginning of the new academic year to ensure that they are ready for the first day. The promotion and admissions processes must have been performed before printing OMR forms to ensure that the pupils are in the correct registration groups.</p> <p>DENI Return - Run the Group Analysis by Category report to check the DENI Return figures (NI schools only).</p> <p>Print the Official Register for last month.</p>
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	No specific tasks for this month.
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p>
Personnel	<p>Add new members of staff for Autumn term.</p> <p>Maintain staff records.</p> <p>Review contracts for staff and award appropriate increments.</p>
Dinner Money	Ensure that Dinner Money meal definitions have been updated with any price change before recording meals.



STAR

Sept 15	Admit new pupils when they arrive at the school. Allocate UPNs to new pupils. Use Data Collection Sheets to ensure all data is up to date.
Oct 15	Create intake/admission groups for the following academic year. Own Admission Authority schools should import ADT files.
Nov 15	Own Admission Authority schools should enter data for an ASL file.
Dec 15	Own Admission Authority schools should export an ASL file to their Local Authority (LA). Prepare for next year's new intake – create admission groups.
Jan 16	Create the new academic year for the following September.
Feb 16	No specific tasks for this month.
Mar 16	Import any ATF file sent by your LA.
Apr 16	Update data on applicants during the Summer term. Allocate applicants to admission groups.
May 16	Begin your end of year procedures (<i>End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>). Accept applicants as details are received.
Jun 16	Record leavers. Run promotion routines and check results (<i>End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>). Allocate applicants to registration groups for the new academic year.
Jul 16	Import CTF files from feeder schools. Create CTF files for leavers. Print Registration group lists for the new term.
Aug 16	Consider running various housekeeping routines, i.e. Address Validation, merging agents and agencies, merging addresses, merging contacts, deleting pupils, etc.



Statutory Returns

Please refer to the Returns Manager section of the SIMS **Documentation Centre** for more information. The SIMS **Documentation Centre** is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Returns Manager** link, select the required handbook category then select the required handbook.

Sept 15	<p>Ensure all pupil data is up to date using bulk update, in readiness for the returns.</p> <p>Ensure that all staff records are up to date, ready for School Workforce Census.</p> <p>Continue dry runs of the DENI Return (NI schools only).</p> <p>Use SIMS to produce the Attendance Collection (Primary Schools in Wales only); 18 September 2015 is the deadline for submission.</p> <p>Schools taking part in the School Workforce Census should use Personnel to enter details of staff for whom data will be reported.</p>
Oct 15	<p>Use SIMS to produce the School Census Autumn Return – 1 October 2015.</p> <p>Use SIMS to produce the DENI Return (NI schools only) – 9 October 2015.</p>
Nov 15	<p>Use SIMS to produce the School Workforce Census 2015 – 5 November 2015.</p> <p>Ensure all pupil data is up to date using bulk update and carry out dry runs of the School Census Spring Return and PLASC Returns, as applicable.</p>
Dec 15	<p>Ensure all pupil data is up to date using bulk update and carry out dry runs of the School Census Spring Return and PLASC Return, as applicable.</p>
Jan 16	<p>Use SIMS to produce the School Census Spring Return (21 January 2016), CES Census (date to be confirmed) and PLASC (12 January 2016) Return, as applicable.</p>
Feb 16	<p>No specific tasks for this month.</p>
Mar 16	<p>Prepare for End of Key Stage returns.</p> <p>Carry out Key Stage Registration (NI schools only).</p> <p>Carry out dry runs of the School Census Summer Return.</p>
Apr 16	<p>Ensure all pupil data is up to date for returns using bulk update.</p> <p>Carry out dry runs of the School Census Summer Return.</p>
May 16	<p>Enter TAs into the relevant Key Stage Wizard.</p> <p>Ensure all pupil data is up to date using bulk update in readiness for the returns.</p> <p>Ensure that all staff records are up to date ready for School Workforce Census.</p> <p>Use SIMS to produce the School Census Summer Return – 19 May 2016.</p> <p>Carry out dry runs of the DENI Return (NI schools only).</p> <p>Export KS TAs (NI schools only in May).</p>
Jun 16	<p>Carry out dry runs of the DENI Return (NI schools only) and School Census Autumn Return.</p> <p>Export KS1 TAs (and P Scales) to Local Authority (England & Wales).</p> <p>Export FSP data to Local Authority (England only).</p> <p>Marked KS scripts returned. Enter results into SIMS Assessment.</p>



Statutory Returns

Please refer to the Returns Manager section of the SIMS **Documentation Centre** for more information. The SIMS **Documentation Centre** is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Returns Manager** link, select the required handbook category then select the required handbook.

Jul 16	<p>Carry out dry runs of the DENI Return (NI schools only), Attendance Collection Return (Welsh schools only) and School Census Autumn Return.</p> <p>Carry out dry runs of the School Workforce Census.</p> <p>Export KS TAs to NAA (England) or WJEC (Wales).</p>
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Aug 16	<p>Ensure all pupil data is up to date using bulk update in readiness for returns.</p> <p>Ensure that all staff records are up to date ready for School Workforce Census.</p> <p>Carry out dry runs of the DENI Return (NI schools only), Attendance Collection Return (Welsh schools only) and School Census Autumn Return.</p>
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Attendance

Please refer to the Attendance handbook for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	Print the Official Register for last month
Oct 15	Print the Official Register for last month.
Nov 15	Print the Official Register for last month.
Dec 15	Complete a Registration Certificate for pupils. Print the Official Register for last month.
Jan 16	School Census – run the Student Analysis by Attendance Category report to check the return figures. Print a Registration Certificate for pupils. Print the Official Register for last month.
Feb 16	Print the Official Register for last month.
Mar 16	Print a Registration Certificate for pupil. Print the Official Register for last month.
Apr 16	Print the Official Register for last month.
May 16	Print a Registration Certificate for pupils. Print the Official Register for last month.
Jun 16	Allocate applicants to registration groups for the new academic year. Print the Official Register for last month.
Jul 16	Print a Registration Certificate for pupils. Print the Official Register for last month.
Aug 16	Print out the OMR forms for the beginning of the new academic year to ensure that they are ready for the first day. The promotion and admissions processes must have been performed before printing OMR forms to ensure that the pupils are in the correct registration groups. DENI Return - Run the Group Analysis report by Category report to check the DENI Return figures (NI schools only). Print the Official Register for last month.



Lesson Monitor

Please refer to the Lesson Monitor handbook for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	Check memberships of registration group/lessons for start of term. Set up patterns of registration to periods via Tools Setups Lesson Monitor Options Lesson Monitor Setup .
Oct 15	No specific tasks for this month.
Nov 15	No specific tasks for this month.
Dec 15	No specific tasks for this month.
Jan 16	No specific tasks for this month.
Feb 16	No specific tasks for this month.
Mar 16	No specific tasks for this month.
Apr 16	No specific tasks for this month.
May 16	No specific tasks for this month.
Jun 16	No specific tasks for this month.
Jul 16	No specific tasks for this month.
Aug 16	No specific tasks for this month.



Assessment

Please refer to the SIMS Assessment handbooks for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	Review staff permissions and prepare marksheets.
Oct 15	First instalment of the Autumn Package published (DfE).
Nov 15	Work on the Autumn Package.
Dec 15	Autumn Package AMPARK available from the AMPARK website (https://myaccount.capita-cs.co.uk/search/all?q=RESOURCEID-1-2801). Analyse your data against national data in SIMS Assessment and SIMS Analysis. Pupil tracking reviews via marksheets, analysis and interim individual report sent home.
Jan 16	No specific tasks for this month.
Feb 16	No specific tasks for this month.
Mar 16	Collate/aggregate school based assessment.
Apr 16	Import Key Stage Wizards and any other updated materials from AMPARK. Pupil tracking reviews via marksheets, analysis and interim individual reports sent home.
May 16	Enter TAs into relevant Key Stage Wizard. Enter QCA Optional test results into QCA Test Templates. Enter result of KS1 tests into Wizard (optional).
Jun 16	Enter Key Stage test results into SIMS Assessment. Marked KS2 scripts returned.
Jul 16	Report KS results to parents. Pupil tracking reviews, analysis and interim individual reports sent home.
Aug 16	No specific tasks for this month.



Profiles

Please refer to the Profiles handbook for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the Home Page in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	Review the previous year's reporting sessions. Edit and enter new comments into comment banks. Set up new sessions for each year group throughout the year.
Oct 15	First instalment of the Autumn Package published (DfE).
Nov 15	Work on the Autumn Package.
Dec 15	Complete a reporting session for each year group and send reports home.
Jan 16	Complete a reporting session for each year group and send reports home.
Feb 16	No specific tasks for this month.
Mar 16	Complete a Reporting Session for each year group and send reports home.
Apr 16	No specific tasks for this month.
May 16	Complete a Reporting Session for each year group and send reports home.
Jun 16	No specific tasks for this month.
Jul 16	Complete a Reporting Session for each year group and send reports home.
Aug 16	No specific tasks for this month.



FMS

For more information, refer to the applicable Finance handbook. All handbooks can be accessed from the FMS **Documentation Centre** which is launched from FMS by selecting **Help | FMS Documentation**. Once open, click the **Handbooks** link and select the required handbook.

Sept 15	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Oct 15	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Nov 15	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare reports for Governors.</p> <p>Reforecast budget, if required.</p>
Dec 15	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Jan 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Update Pay Scales and National Insurance contributions in Personnel.</p>
Feb 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare reports for Governors.</p> <p>Review next year's budget scenarios.</p>
Mar 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Agree budget with Governors and submit to the Local Authority (LA).</p> <p>Open new financial year.</p> <p>Prepare to close the old financial year.</p>



FMS

For more information, refer to the applicable Finance handbook. All handbooks can be accessed from the FMS **Documentation Centre** which is launched from FMS by selecting **Help | FMS Documentation**. Once open, click the **Handbooks** link and select the required handbook.

Apr 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare to complete the Consistent Financial Reporting Return (CFR).</p>
May 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reconcile old year accounts with external bodies (bank and LA).</p> <p>Prepare to complete the CFR Return.</p>
Jun 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Close the old financial year.</p> <p>Complete and submit the CFR Return in line with LA CFR submission date.</p> <p>Prepare reports for Governors.</p>
Jul 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p>
Aug 16	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p>



Personnel

Please refer to the Personnel handbook for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the Home Page in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	Maintain staff records.
Oct 15	Maintain staff records.
Nov 15	Maintain staff records.
Dec 15	Add new members of staff for the Spring term. Maintain staff records.
Jan 16	Maintain staff records.
Feb 16	Enter New Pay Awards for Service Terms and the National Insurance Table. Review contracts for staff and award appropriate increments. Maintain staff records.
Mar 16	Add new members of staff for Summer term. Maintain staff records.
Apr 16	Maintain staff records.
May 16	Maintain staff records.
Jun 16	Maintain staff records.
Jul 16	Maintain staff records.
Aug 16	Add new members of staff for Autumn term. Maintain staff records. Review contracts for staff and award appropriate increments.



Dinner Money

Please refer to the Dinner Money handbooks for more information. All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the Home Page in SIMS. Once open, click the **Handbooks** link, select the required handbook category then select the required handbook.

Sept 15	<p>If your catering year begins in September, check that a new catering year has been created in Tools Dinner Money Setup.</p> <p>Ensure that Dinner Money Meal Definitions have been updated with any price changes before recording meals. Meal Definition changes can be backdated using Tools Dinner Money Backdate Meal Processing.</p> <p>Review Default Meal Pattern for all pupils.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Oct 15	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Nov 15	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Dec 15	<p>If your Catering Year starts in January, create a new Catering Year for 2016 in Dinner Money.</p> <p>Ensure that Dinner Money Meal Definitions have been updated with any price changes, before recording meals. Meal Definition changes can be backdated using Tools Dinner Money Backdate Meal Processing.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Jan 16	<p>Review Default Meal Pattern for all pupils.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Feb 16	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Mar 16	<p>If your Catering Year starts in April, create a new Catering Year for 2016/2017 in Dinner Money Setup.</p> <p>Ensure that Dinner Money Meal Definitions have been updated with any price changes before recording meals. Meal Definition changes can be backdated using Tools Dinner Money Backdate Meal Processing.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Apr 16	<p>Review Default Meal Pattern for all pupils.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
May 16	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>



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Jun 16	Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.
Jul 16	If your Catering Year starts in September, create a new Catering Year for 2016/2017 in Dinner Money Setup. Update Meal Definitions if notified of any price changes for September 2016. Reconcile pupil balances. Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns. Retrieve outstanding debts for staff and pupils, in particular any leaving the school. Repay any outstanding refunds.
Aug 16	Ensure that Dinner Money Meal Definitions have been updated with any price change before recording meals. Meal Definition changes can be backdated using Tools Dinner Money Backdate Meal Processing .