



# 2018 / 19 SIMS TRAINING SCHEDULE

Start to get more from SIMS today...

School ICT  
The Courtyard, Swillington Lane,  
Swillington, Leeds, LS26 8BZ.

# Leeds

## Training venue: -

**The Courtyard, Swillington Lane, Swillington, Leeds, LS26 8BZ.**

Course Name	Date	Duration	School Type
Analysing Assessment Data	19/03/19	Full Day	Secondary
Assessing Without Levels	26/03/19	Full Day	Primary
Attendance	30/04/19	Full Day	Any
Behaviour Management	28/03/19	Full Day	Any
Equipment Register	29/03/19	Half Day - AM	FMS Users Only
FMS Year End	15/03/19	Half Day - AM	Any
Monitoring Attendance	20/03/19	Half Day - AM	Primary
Monitoring Attendance	25/03/19	Half Day - AM	Secondary
Reporting Extended	27/03/19	Full Day	Any
School Fund	22/03/19	Half Day	Leeds FMS Schools
SIMS Office User	21/03/19	Full Day	Secondary

# Leeds

## Training venue: -

**The Courtyard, Swillington Lane, Swillington, Leeds, LS26 8BZ.**

Course Name	Date	Duration	School Type
Analysing Assessment Data	03/07/19	Full Day	Secondary
Analysing Exam Results	10/07/19	Full Day	Secondary
Assessing Without Levels	04/06/19	Full Day	Primary
Behaviour Management	13/06/19	Full Day	Any
Course Manager 7	24/04/19	Full Day	Secondary
Cover 7	07/06/19	Full Day	Secondary
Data Collection Sheets & Labels	09/05/19	Half Day - AM	Any
Dinner Money 7	03/05/19	Full Day	Primary
Equipment Register	24/06/19	Half Day - AM	Primary
FMS	17/05/19	Full Day	Any
FMS	05/07/19	Full Day	Any
Key Stage Data Processing	01/05/19	Half Day - AM	Primary
Maintaining The Timetable	11/07/19	Full Day	Secondary
Managing Results Day	08/07/19	Full Day	Secondary
Monitoring Attendance	06/06/19	Half Day - AM	Primary
Monitoring Attendance	10/06/19	Half Day - AM	Secondary
Personnel 7	02/05/19	Full Day	Any
Preparing For A New School Year	02/07/19	Full Day	Secondary
Preparing For A New School Year (Beginner)	01/07/19	Full Day	Primary
Preparing For A New School Year (Refresher)	21/05/19	Half Day - AM	Primary
Preparing For A New School Year (Refresher)	26/06/19	Half Day - AM	Primary

# Leeds

## Training venue: -

**The Courtyard, Swillington Lane, Swillington, Leeds, LS26 8BZ.**

Course Name	Date	Duration	School Type
Reporting Extended	26/06/19	Full Day	Any
Reporting Standard	08/05/19	Full Day	Any
School Fund	12/07/19	Half Day - AM	Leeds FMS Schools
SEN User	15/05/19	Half Day - AM	Any
SIMS Office User	14/05/19	Full Day	Primary
SIMS Office User	23/05/19	Full Day	Secondary
SIMS Office User	04/07/19	Full Day	Secondary
SIMS Office User	09/07/19	Full Day	Primary
Summer Census	10/05/19	Half Day - AM	Secondary
Summer Census (Beginner)	07/05/19	Half Day - AM	Primary
Summer Census (Refresher)	13/05/19	Half Day - AM	Primary
System Manager	05/06/19	Half Day - AM	Any

# Nottingham

Training venues for Nottingham may vary,  
please visit our website for the latest information:  
[www.schoolicts.co.uk/training-courses](http://www.schoolicts.co.uk/training-courses)

Course Name	Date	Duration	School Type
Preparing For A New School Year	11/07/19	Half Day - AM	Primary
SIMS Office User	04/07/19	Full Day	Primary

Additional courses may be added to the schedule throughout the year. Please visit our website for the latest information. If you have a training need that's not covered or can't find a convenient date or location, please give us a call and we can talk through some options.

# Stockport

Training venues for Stockport may vary,  
please visit our website for the latest information:  
[www.schoolicts.co.uk/training-courses](http://www.schoolicts.co.uk/training-courses)

Course Name	Date	Duration	School Type
Analysing Exam Results	12/07/19	Full Day	Secondary
Managing Results Day	11/07/19	Full Day	Secondary

Additional courses may be added to the schedule throughout the year. Please visit our website for the latest information. If you have a training need that's not covered or can't find a convenient date or location, please give us a call and we can talk through some options.

# Wiltshire

Training venues for Wiltshire may vary,  
please visit our website for the latest information:  
[www.schoolicts.co.uk/training-courses](http://www.schoolicts.co.uk/training-courses)

Course Name	Date	Duration	School Type
Preparing For A New School Year	02/07/19	Half Day - AM	Primary
SIMS Office User	29/04/19	Full Day	Primary
SIMS Office User	01/07/19	Full Day	Primary
Summer Census	30/04/19	Half Day - AM	Primary

Additional courses may be added to the schedule throughout the year. Please visit our website for the latest information. If you have a training need that's not covered or can't find a convenient date or location, please give us a call and we can talk through some options.

## Meet our SIMS Team:



**Mark**



**Sarah**



**Ali**



**Andy**



**Dan**



**Helen**



**Jason**



**Jenny**



**Kay**



## Meet our SIMS Team:



**Kellie**



**Nicky**



## Course Details

To receive the best value from our courses, please check the details on our website, or give us a call, to make sure the course you're interested in is the best match for your skills and experience.

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

From the School ICT website, ([www.schoolicts.co.uk](http://www.schoolicts.co.uk)), 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, please contact us on: **0345 222 6802 / [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)**

## SIMS Surgery

Did you know School ICT hold a free of charge, SIMS surgery drop in session, at our Leeds offices, 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're interested in attending, please e-mail the helpdesk and we will arrange a suitable date: **[helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)**.

**Webinars can be run for schools not local to Leeds, please call us for further information.**

## Cancellations

We appreciate things change, so if you need to cancel a place on one of our courses, please contact the helpdesk at your earliest convenience.

- ☉ **If you can give us at least five working days notice there is no charge.**
- ☉ **Courses cancelled with less than 5 working days notice will incur a £20 cancellation fee.**
- ☉ **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.

## On-Site Training

With our mobile training suite, we can deliver on-site training courses for up to 10 people which can be useful when: -

- ☉ A scheduled course is full or clashes with your diary
- ☉ You need a course tailored to specific staff needs
- ☉ 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 this may be of interest, please call or e-mail our help desk to discuss your needs: **0345 222 6802 / [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)**.

## Course Certificates

A certificate of attendance will be awarded to all attendees on completion of their course.

## School Holidays

We are happy to run courses in school holidays. If you would find this 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:

**0345 222 6802 or E-mail: [info@schoolicts.co.uk](mailto:info@schoolicts.co.uk)**

## Pricing\*:

For the 2018/19 financial year, the costs for scheduled courses are: -

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

## 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-courses](http://www.schoolicts.co.uk/training-courses)

\*(Please be aware that prices may be subject to increase from April 2019, current pricing will be honoured for any courses booked before this date. Please note, occasionally we may need to charge slightly more for a course if we need to buy in expertise to deliver it).



Start to get more from SIMS today; contact us on:  
**0345 222 6802** or E-mail: [info@schoolicts.co.uk](mailto:info@schoolicts.co.uk)