



School ICT 2019 / 2020 SIMS TRAINING COURSE SCHEDULE

Start to get more from your MIS 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
Setting Up and Maintaining Course Manager	09/09/19	Full Day	Secondary
Post 16 Census	10/09/19	Full Day	Post 16 Schools
SIMS New Office User	11/09/19	Full Day	Primary
Cover	13/09/19	Full Day	Secondary
Attendance	16/09/19	Full Day	Any
Management of Behaviour and Achievement	17/09/19	Full Day	Any
FMS (Basic)	18/09/19	Full Day	Any
SIMS New Office User	19/09/19	Full Day	Secondary
Personnel User	20/09/19	Full Day	Any
SEN User	24/09/19	Half Day - AM	Any
Autumn Census (Beginner)	25/09/19	Half Day - AM	Primary
System Manager	25/09/19	Half Day - PM	Any
An Administrators Guide to Maintaining the Timetable	26/09/19	Half Day - AM	Secondary
Autumn Census Refresher	27/09/19	Half Day - AM	Primary
Autumn Census	30/09/19	Half Day - AM	Secondary

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Post 16 Census	01/10/19	Full Day	Secondary
Dinner Money 7	04/10/19	Full Day	Primary
Standard Reporting	09/10/19	Full Day	Any
Assessing Without Levels	10/10/19	Full Day	Primary
Word 2016	11/10/19	Full Day	Any
Assessment Essential Skills - Day 1	14/10/19	Two Days	Secondary
Assessment Essential Skills - Day 2	15/10/19	Two Days	Secondary
Extended Reporting	16/10/19	Full Day	Any
School Workforce Census	17/10/19	Half Day - AM	Any
Excel 2016	18/10/19	Full Day	Any
Monitoring Attendance	21/10/19	Half Day - AM	Secondary
Advanced Reporting with Excel Analysis	23/10/19	Full Day	Any
Reporting to Parents with Profiles	24/10/19	Full Day	Secondary
Monitoring Attendance	25/10/19	Half Day - AM	Primary

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
SIMS New Office User	04/11/19	Full Day	Secondary
School Fund	08/11/19	Half Day - AM	Leeds Schools
Options Online	12/11/19	Full Day	Secondary
Attendance	14/11/19	Full Day	Any
SIMS New Office User	19/11/19	Full Day	Primary
Exams Organiser - Day 1	20/11/19	Two Days	Secondary
Exams Organiser - Day 2	21/11/19	Two Days	Secondary
Analysing Assessment Data at Key Stage 3 and 4 - Day 1	25/11/19	Two Days	Secondary
Analysing Assessment Data at Key Stage 3 and 4 - Day 2	26/11/19	Two Days	Secondary
Equipment Register	29/11/19	Half Day - AM	FMS Users Only

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Nova T6 Day 1 (Timetabling)	05/12/19	Four Days	Secondary
Nova T6 Day 2 (Timetabling)	06/12/19	Four Days	Secondary
Nova T6 Day 3 (Timetabling)	12/12/19	Four Days	Secondary
Nova T6 Day 4 (Timetabling)	13/12/19	Four Days	Secondary

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Spring Census (Beginner)	07/01/20	Half Day - AM	Primary
SIMS New Office User	08/01/20	Full Day	Secondary
Spring Census	09/01/20	Half Day - AM	Secondary
Spring Census (Refresher)	13/01/20	Full Day	Primary
Options Online	14/01/20	Full Day	Secondary
Dinner Money 7	17/01/20	Full Day	Primary
Attendance	20/01/20	Full Day	Any
SIMS New Office User	21/01/20	Full Day	Primary
Standard Reporting	22/01/20	Full Day	Any
Personnel User	23/01/20	Full Day	Any
Management of Behaviour and Achievement	28/01/20	Full Day	Any
System Manager	29/01/20	Half Day - AM	Any
Assessing Without Levels	30/01/20	Full Day	Primary
FMS Year End	31/01/20	Half Day - AM	Any

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Assessment Essential Skills - Day 1	03/02/20	Two Days	Secondary
Assessment Essential Skills - Day 2	04/02/20	Two Days	Secondary
Extended Reporting	05/02/20	Full Day	Any
Cover	06/02/20	Full Day	Secondary
SIMS SEN Users	11/02/20	Half Day - AM	Any
Advanced Reporting with Excel Analysis	12/02/20	Full Day	Any
An Administrators Guide to Maintaining the Timetable	13/02/20	Half Day - AM	Secondary
FMS Year End	14/02/20	Half Day - AM	Any
Monitoring Attendance	27/02/20	Half Day - AM	Primary

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
SIMS New Office User	02/03/20	Full Day	Secondary
Monitoring Attendance	04/03/20	Half Day - AM	Secondary
Attendance	05/03/20	Full Day	Any
FMS Year End	06/03/20	Half Day - AM	Any
SIMS New Office User	10/03/20	Full Day	Primary
Pre Admissions and CTF	17/03/20	Half Day - AM	Primary
Nova T6 - Day 1 (Timetabling)	19/03/20	Four Days	Secondary
Nova T6 - Day 2 (Timetabling)	20/03/20	Four Days	Secondary
Analysing Assessment Data - Day 1	23/03/20	Two Days	Secondary
Analysing Assessment Data - Day 2	24/03/20	Two Days	Secondary
Nova T6 - Day 3 (Timetabling)	26/03/20	Four Days	Secondary
Nova T6 - Day 4 (Timetabling)	27/03/20	Four Days	Secondary

April

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Personnel User	21/04/20	Full Day	Any
Standard Reporting	22/04/20	Full Day	Any
Management of Behaviour and Achievement	23/04/20	Full Day	Any
School Fund	24/04/20	Half Day - AM	Leeds Schools
Key Stage Entry Explained	27/04/20	Half Day - AM	Primary
Key Stage Entry Explained	27/04/20	Half Day - PM	Primary
Preparing for a New School Year	28/04/20	Full Day	Secondary
Extended Reporting	29/04/20	Full Day	Any
Attendance	30/04/20	Full Day	Any

May

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Summer Census (Beginner)	01/05/20	Half Day - AM	Primary
SIMS New Office User	04/05/20	Full Day	Secondary
Key Stage Entry Explained	05/05/20	Half Day - AM	Primary
Key Stage Entry Explained	05/05/20	Half Day - PM	Primary
Advanced Reporting with Excel Analysis	06/05/20	Full Day	Any
Summer Census	07/05/20	Half Day - AM	Secondary
Summer Census (Refresher)	11/05/20	Half Day - AM	Primary
Equipment Register	15/05/20	Half Day - AM	FMS Users Only
System Manager	18/05/20	Half Day - AM	Any
An Administrators Guide to Maintaining The Timetable	19/05/20	Half Day - AM	Secondary
Preparing for a New School Year (Refresher)	20/05/20	Half Day - AM	Primary
SIMS New Office User	21/05/20	Full Day	Primary
FMS	22/05/20	Full Day	Any

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Preparing for a New School Year	02/06/20	Full Day	Secondary
Maintaining Student Classes and Timetables	03/06/20	Full Day	Secondary
Monitoring Attendance	04/06/20	Half Day - AM	Primary
Monitoring Attendance	09/06/20	Half Day - AM	Secondary
Setting Up and Maintaining Course Manager	10/06/20	Full Day	Secondary
Cover	11/06/20	Full Day	Secondary
Preparing For A New School Year (Refresher)	17/06/20	Half Day	Primary
Dinner Money 7	19/06/20	Full Day	Primary
Assessment Essential Skills - Day 1	22/06/20	Two Days	Secondary
Assessment Essential Skills - Day 2	23/06/20	Two Days	Secondary
Preparing For A New School Year (Beginner)	24/06/20	Full Day	Primary
SIMS SEN Users	30/06/20	Half Day - AM	Any

July

Leeds

Training venue: -

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

Course Name	Date	Duration	School Type
Preparing For A New School Year (Beginner)	01/07/20	Full Day	Primary
Assessing Without Levels	02/07/20	Full Day	Primary
FMS	03/07/20	Full Day	Any
Analysing Assessment Data - Day 1	06/07/20	Two Days	Secondary
Analysing Assessment Data - Day 2	07/07/20	Two Days	Secondary
Managing Results Day	08/07/20	Full Day	Secondary
Analysing Exam Results Using SIMS	09/07/20	Full Day	Secondary
An Administrators Guide to Maintaining the Timetable	10/07/20	Half Day - AM	Secondary
Housekeeping Top Tips and Techniques	14/07/20	Half Day - AM	Any
SIMS New Office User	16/07/20	Full Day	Primary

Essex

Training venues for Essex may vary,
please visit our website for the latest information:
www.schoolicts.co.uk/training-courses

Course Name	Date	Duration	School Type
Setting up and Maintaining Course Manager	17/09/19	Full Day	Secondary
Post 16 Census	18/09/19	Full Day	Secondary (Must attend Setting up and Maintaining Course Manager as a pre-requisite)
Standard Reporting	25/09/19	Full Day	Any
SIMS New Office User	09/10/19	Full Day	Any
Top Tips, Techniques and Housekeeping	11/10/19	Half Day - AM	Any
Exams Organiser - Day 1	19/11/19	Two Days	Secondary
Exams Organiser - Day 2	20/11/19	Two Days	Secondary
SIMS New Office User	29/01/20	Full Day	Any
Standard Reporting	26/02/20	Full Day	Any
Managing Results Day	07/07/20	Full Day	Secondary
Analysing Exam Results Using SIMS	10/07/20	Full Day	Secondary

Nottingham

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

Course Name	Date	Duration	School Type
SIMS New Office User	17/09/19	Full Day	Primary
Autumn Census Beginner	24/09/19	Half Day - AM	Primary
School Workforce Census	17/10/19	Half Day - AM	Any
SIMS SEN User	12/11/19	Half Day - AM	Any
School Census (Refresher)	07/01/20	Half Day - AM	Primary
SIMS New Office User	23/01/20	Full Day	Primary
Key Stage Entry Explained	23/04/20	Half Day - AM	Primary
Preparing for a New School Year	18/06/20	Half Day - AM	Primary

Stockport

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

Course Name	Date	Duration	School Type
Course Manager and Post 16 Learning Aims	12/09/19	Full Day	Secondary
Exams Organiser Day 1	13/11/19	Two Days	Secondary
Exams Organiser Day 2	14/11/19	Two Days	Secondary
SIMS Discover Standard Analysis	18/11/19	Full Day	Secondary
NOVA T6 Day 1 (Timetabling)	27/11/19	Four Days	Secondary
NOVA T6 Day 2 (Timetabling)	28/11/19	Four Days	Secondary
Analysing Assessment Data at KS3 & KS4 - Day 1	04/12/19	Two Days	Secondary
Analysing Assessment Data at KS3 & KS4 - Day 2	05/12/19	Two Days	Secondary
NOVA T6 Day 3 (Timetabling)	11/12/19	Four Days	Secondary
NOVA T6 Day 4 (Timetabling)	12/12/19	Four Days	Secondary
Assessment Essential Skills - Day 1	29/01/20	Two Days	Secondary
Assessment Essential Skills - Day 2	30/01/20	Two Days	Secondary
NOVA T6 Refresher	13/02/20	Full Day	Secondary
Advanced Reporting with Excel Analysis	27/02/20	Full Day	Any
Managing Results Day	06/07/20	Full Day	Secondary
Analysing Exam Results	10/07/20	Full Day	Secondary

Wiltshire

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

Course Name	Date	Duration	School Type
SIMS New Office User	11/09/19	Full Day	Primary
Autumn Census	25/09/19	Half Day - AM	Primary
Standard Reporting	16/10/19	Full Day	Any
Attendance	13/11/19	Full Day	Any
Further Skills, Top Tips and Techniques	04/12/19	Half Day - AM	Any
Spring Census	08/01/20	Half Day - AM	Primary
SIMS New Office User	22/01/20	Full Day	Primary
Standard Reporting	12/02/20	Full Day	Any
Pre-Admissions and CTF	25/03/20	Half Day - AM	Primary
System Manager	25/03/20	Half Day - PM	Any
SIMS New Office User	22/04/20	Full Day	Primary
Spring Census	07/05/20	Half Day - AM	Primary
Key Stage Entry Explained	20/05/20	Half Day - AM	Primary
System Manager	20/05/20	Half Day - PM	Any
Preparing for a New School Year - Refresher	03/06/20	Half Day - AM	Primary
Preparing for a New School Year - Beginner	24/06/20	Full Day	Primary
Standard Reporting	15/07/20	Full Day	Any

Meet our SIMS Team:



Ali Goodchild



Alison Hobbins



Andy Sykes



Helen Coneyworth



Jason Brown



Jenny Metcalfe



Kay Vickers



Kellie Tillery



Mark Blackwood



Nicky Gaughan



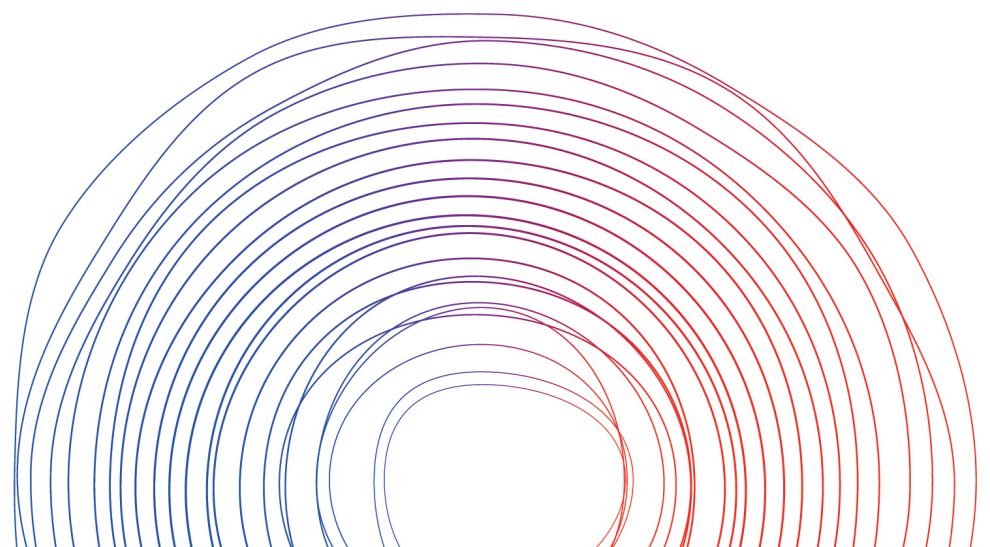
Sabrina Powell



Sarah Horton



Sarah O'Neill



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), 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**

Additional Course Options

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.

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 five working days notice will incur a £20 cancellation fee.
- ⦿ Courses cancelled with less than two working days notice will incur a charge of 50% of the course cost.
- ⦿ If no notice is given, a full charge will be made.

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**.

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**

Pricing*:

For the 2019/20 academic year, the costs for scheduled training courses are: -

Course Duration	Cost (SLA School)	Cost (Non SLA School)
Half Day	£70	£85
Full Day	£115	£145

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

How to book:

Complete the course booking form online at: 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

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 with you.

Did you know...

In addition to SIMS Support and training, School ICT also offer the following services: -

- **Best Practice in SIMS seminars:** - Complimentary events to keep you up to date on the latest news, tips and updates from Capita SIMS
- **On-site consultancy and project services:** - A bespoke service tailored to specific customer requirements
- **Technical Support:** - Pro-active maintenance and reactive support
- **InVentry Sign in Systems:** - Electronic visitor management designed for education
- **Hardware:** - Invite us to quote for you and we'll work with our suppliers to source you the best available prices

Please contact us, or visit the School ICT website to find out how our additional services may be of benefit to you.

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