

# School ICT SIMS Training Courses

Course Name	Course Date	Course Time
Assessment Essential Skills	Tuesday 2nd May	Day 1 of 2 9.30am - 3.30pm
Assessment Essential Skills	Wednesday 3rd May	Day 2 of 2 9.30am - 3.30pm
Summer Census - Secondary	Thursday 4th May	9.30am - 12.30pm
Summer Census - Primary	Tuesday 9th May	9.30am - 12.30pm
Summer Census - Primary	Tuesday 9th May	1pm - 4pm
Attendance - Primary	Wednesday 10th May	1pm - 4pm
School Census - Secondary	Thursday 11th May	9.30am - 12.30pm
New Office User - Primary	Friday 12th May	9.30am - 3.30pm
Key Stage Entry Explained	Tuesday 23rd May	9.30am - 12.30pm
Preparing for a New School Year - Primary	Thursday 25th May	9.30am - 3.30pm
Preparing for a New School Year - Secondary	Friday 26th May	9.30am - 3.30pm
Personnel	Wednesday 7th June	9.30am - 12.30pm
Standard Reporting	Thursday 8th June	9.30am - 3.30pm
Managing Student Classes and Timetables	Friday 9th June	9.30am - 3.30pm
Preparing for a New School Year - Primary	Monday 12th June	9.30am - 3.30pm
Mail Merge and Data Collection Sheets	Wednesday 14th June	9.30am - 12.30pm

**To book any of the above online training courses, please visit:**

<https://www.schoolicts.co.uk/online-training/>

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Course Name	Course Date	Course Time
FMS Advanced	Friday 16th June	9.30am - 12.30pm
Extended Reporting	Thursday 22nd June	9.30am - 3.30pm
Administrators Guide to Maintaing the Timetable (Nova T6)	Friday 23rd June	9.30am - 12.30pm
SEN User	Thursday 6th July	9.30am - 12.30pm
FMS Basic	Friday 7th July	9.30am - 12.30pm
Managing Results Day	Wednesday 12th July	9.30am - 3.30pm
Analysing Exam Results	Thursday 13th July	9.30am - 3.30pm
Managing Results Day	Wednesday 19th July	9.30am - 3.30pm
Analysing Exam Results	Thursday 20th July	9.30am - 3.30pm

**To book any of the above online training courses, please visit:**  
<https://www.schoolicts.co.uk/online-training/> or for Distance Learning courses please visit: <https://learning.schoolicts.co.uk/>

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