AUTUMN TERM 2018 TRAINING SCHEDULE

training@scasteam.co.uk

DATE		COURSE/Presentation	Cost per delegate
SEPTEMBER			
Monday	3rd	**AUTUMN TERM BEGINS**	
Thursday	6th	**SIMS for Beginners - New User - 9:30 - 13:30** *White Meadows Primary Academy, Whitelea Road, Littlehampton, BN17 7JL* The course is an entry level one aimed at a new user of SIMS.	SLA Schools £115 Non SLA £135
Wednesday	12th	**3BM Attendance Analysis - 14:00 - 16:00** *White Meadows Primary Academy, Whitelea Road, Littlehampton, BN17 7JL* This course, for anyone involved in attendance analysis, shows how to use the 3BM attendance tool package to monitor and analyse attendance data for all the key pastoral groups in school. We will demonstrate how to create clear reports on attendance for Leadership Teams and Governors, how to use the custom column to track the impact of attendance initiatives and how to answer those difficult questions about attendance data.	SLA Schools £60 Non SLA £70
Thursday	13th	**SIMS Reporting - 9:30 - 13:30** *Rustington Community Primary School, North Lane, Rustington, Littlehampton, BN16 3PWf* A starter course on the reporting engine in SIMS and how to run and design basic reports.	SLA Schools £115 Non SLA £135
Wednesday	19th	**Pupil Census Presentation - 14:00 - 16:00** *Barnham Primary School, Elm Grove, Barnham, PO22 0HW* A presentation on the preparation and process of completing the pupil census (4th Oct).	SLA Schools £50 Non SLA £60
Thursday	20th	**Attendance in the Classroom - 10:00 - 12:00** *St Marys C of E (Aided) Primary School, Link Lane, Pulborough, RH20 2AN* Are you still using paper registers for your attendance? This course explains how to enable teachers to take the register directly from within SIMS, from the classroom.	SLA Schools £60 Non SLA £70
Monday	24th	**Pupil Census Presentation - 10:00 - 12:00** *Maidenbower Junior School, Harvest Road, Maidenbower, Crawley, RH10 7RA* A presentation on the preparation and process of completing the pupil census (4th Oct).	SLA Schools £50 Non SLA £60
Thursday	27th	**Clubs in SIMS - 10:00 - 12:00** *Vale School, Vale Avenue, Worthing, West Sussex, BN14 0DB* This course will cover how to create manual paper-based registers for school clubs etc., within SIMS .net. If you have a number of clubs running, there is a way to use SIMS .net to produce registers. Reports can be created which provide contact details for staff running clubs.	SLA Schools £60 Non SLA £70

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OCTOBER			
Thursday	4th	**PUPIL CENSUS DAY**	
Wednesday	10th	**SIMS for SLT - 14:00 - 16:00** *Midhurst Primary School, Ashfield Road, Midhurst GU29 9JX* This course, for Leadership Teams, demonstrates how to use SIMS .net to monitor and report on attendance, manage and record achievements and incidents of behaviour, finding information quickly, creating class lists easily and efficient use of the home page as a management tool.	**SLA Schools £60** **Non SLA £70**
Thursday	18th	**School Workforce Census Presentation - 10:00 - 12:00** *Rudgwick Primary School, Tates Way, Rudgwick, nr. Horsham, RH12 3HW* *A Presentation on the SWC (8th Nov) for admin staff users.*	**SLA Schools £50** **Non SLA £60**
		HALF TERM 22nd – 26th October	
Tuesday	30th	**3BM Attendance Analysis - 10:00 - 12:00** *Rudgwick Primary School, Tates Way, Rudgwick, nr. Horsham, RH12 3HW* This course, for anyone involved in attendance analysis, shows how to use the 3BM attendance tool package to monitor and analyse attendance data for all the key pastoral groups in school. We will demonstrate how to create clear reports on attendance for Leadership Teams and Governors, how to use the custom column to track the impact of attendance initiatives and how to answer those difficult questions about attendance data.	**SLA Schools £60** **Non SLA £70**
NOVEMBER			
Thursday	1st	**School Workforce Census Presentation - 10.00 - 12.00** *St Marys C of E (Aided) Primary School, Link Lane, Pulborough, RH20 2AN* *A Presentation on the SWC (8th Nov) for admin staff users.*	**SLA Schools £50** **Non SLA £60**
Thursday	8th	**SCHOOL WORKFORCE CENSUS DAY**	
Thursday	15th	**Managing Achievements & Behaviour - 14:00 - 16:00** *Midhurst Primary School, Ashfield Road, Midhurst GU29 9JX* How to set up SIMS to record behaviour, and then track the occurrences on a daily basis. Useful for achievements too!	**SLA Schools £60** **Non SLA £70**
Wednesday	21st	**Hugely Helpful Hints for Savvy SIMS Staff - 10:00 - 12:00** *Rudgwick Primary School, Tates Way, Rudgwick, nr. Horsham, RH12 3HW* An interactive course to demonstrate some quick ways of doing regular tasks in SIMS .net. Experienced users will learn some new tricks here…	**SLA Schools £60** **Non SLA £70**
Monday	26th	**Reporting from Personnel - 10:00 - 12:00** *Georgian Gardens, 1 Guildford Road, Rustington, Littlehampton, BN16 3JJ* A demonstration of the bespoke reports that come with the Personnel Module plus a few pointers to designing your own staff based ones. Aimed at SBM's, Bursars and Personnel Officers.	**SLA Schools £60** **Non SLA £70**
Thursday	29th	**Advance Reporting including Mail Merge - 9:30 - 13:30** *Rustington Community Primary School, North Lane, Rustington, Littlehampton, BN16 3PW* Advanced: How to set up and use mailmerge letters from SIMS .net including trip letters, welcome letters to new pupils, book labels etc.	**SLA Schools £115** **Non SLA £135**

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DECEMBER			
Wednesday	5th	**SIMS Reporting - 9:30 - 13:30** *White Meadows Primary Academy, Whitelea Road, Littlehampton, BN17 7JL* A starter course on the reporting engine in SIMS and how to run and design basic reports.	**SLA Schools £115** **Non SLA £135**
Wednesday	12th	**SIMS for Beginners - New User - 9:30 - 13:30** *Barnham Primary School, Elm Grove, Barnham, PO22 0HW* The course is an entry level one aimed at a new user of SIMS.	**SLA Schools £115** **Non SLA £135**
Wednesday	19th	**LAST DAY OF TERM**	

To book a place on any of the training courses please email training@scasteam.co.uk

All prices are subject to V.A.T

Our cancellation policy is as follows: "Please note that if you book and subsequently wish to cancel your booking we reserve the right to charge the full course fee where the cancellation is notified less than 48 hours before the course start date".