



SCAS Training

We have taken the decision to cancel our normal training schedule held at local schools for the forthcoming Autumn Term.

However, we will still provide bespoke, on-site training at your school if you wish to do so. These sessions cost £80+VAT per hour for SCAS schools and £95+VAT per hour for non-SCAS schools (minimum two-hour session).

Alternatively, we are offering 1-1 training sessions, delivered by video conferencing, either via Centrastage or our UC One video conferencing software, for any SIMS topic that we usually offer. These sessions will be for a maximum of 2 hours. These sessions cost £120+VAT for SCAS schools and £140+VAT for non-SCAS schools.

Our topics include:

SIMS New User – Part 1:	Setting up the Home Page, Pupil details
SIMS New User – Part 2:	Attendance, CTFs, Introduction to student lists
SIMS Reporting – Part 1:	Student lists
SIMS Reporting – Part 2:	Running and designing reports
SIMS Housekeeping:	User defined fields and groups, Update salutations, Unlinked contacts
Hugely Helpful Hints for Savvy SIMS Staff:	Tips and tricks to save time with regular tasks
3BM Attendance Analysis:	Analysing attendance data with the 3BM attendance tool
SIMS for SLT:	Monitoring attendance and behaviour, reports for Governors
SIMS Advanced Reporting:	Filtering, Mail merge, Labels and Table reports
FMS:	Introduction to FMS
Setting up the New school Year:	Term dates, Pastoral structure, New admissions and Promoting pupils
Preparing for the Pupil Census:	Preparing the return, validating and clearing errors
Preparing for the School Workforce Census:	Preparing the return, validating and clearing errors

If you would like to book a 1-1 session for any of the above topics, please email training@scasteam.co.uk to organise a mutually convenient session.

