



## SPRING TERM 2019 TRAINING SCHEDULE

[training@scasteam.co.uk](mailto:training@scasteam.co.uk)

DATE		COURSE	Cost per delegate
<b>JANUARY</b>			
Thursday	3 <sup>th</sup>	<b>SPRING TERM BEGINS</b>	
Tuesday	8 <sup>th</sup>	<b>SIMS for Beginners - New User - 9:30 – 13:30</b> <i>White Meadows Primary Academy, Whitelea Road, Littlehampton, BN17 7JL</i> The course is an entry level one aimed at the new user in SIMS.	SLA Schools £115 Non SLA £135
Thursday	10 <sup>th</sup>	<b>Pupil Census Presentation - 10:00 – 12:00</b> <i>Barnham Primary School, Elm Grove, Barnham, PO22 0HW</i> A presentation on the Pupil Census (17 <sup>th</sup> Jan) for admin staff users.	SLA Schools £50 Non SLA £60
Friday	11 <sup>th</sup>	<b>Pupil Census Presentation - 10:00 – 12:00</b> <i>Maidenbower Juniors, Harvest Road, Maidenbower, Crawley, RH10 7RA</i> A presentation on the Pupil Census (17 <sup>th</sup> Jan) for admin staff users.	SLA Schools £50 Non SLA £60
Thursday	17 <sup>th</sup>	<b>CENSUS DAY</b>	
Wednesday	23 <sup>rd</sup>	<b>SIMS Reporting- 9:30 – 13:30</b> <i>Rustington Community Primary School, North Lane, Rustington, Littlehampton, BN16 3PW</i> A starter course on the reporting engine in SMS and how to Run and Design basic reports.	SLA Schools £115 Non SLA £135
Monday	28 <sup>th</sup>	<b>3BM Attendance Analysis - 10:00 – 12:00</b> <i>Maidenbower Juniors, Harvest Road, Maidenbower, Crawley, RH10 7RA</i> 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 which are often asked by external parties!	SLA Schools £60 Non SLA £70
<b>FEBRUARY</b>			
Tuesday	5 <sup>th</sup>	<b>Attendance in the Classroom - 14:00 – 16:00</b> <i>Midhurst Primary School, Ashfield Road, Midhurst GU29 9JX</i> 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

DATE		COURSE	Cost per delegate
Wednesday	13 <sup>th</sup>	<b>SIMS for SLT - 14:00 – 16:00</b> <i>Rustington Community Primary School, North Lane, Rustington, Littlehampton, BN16 3PW</i> 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
<b>HALF TERM 18<sup>th</sup> to 22<sup>nd</sup> February</b>			
Tuesday	26 <sup>th</sup>	<b>Hugely Helpful Hints for Savvy SIMS Staff 10:00 – 12:00</b> <i>White Meadows Primary Academy, Whitelea Road, Littlehampton, BN17 7JL</i> 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
<b>MARCH</b>			
Thursday	7 <sup>th</sup>	<b>3BM Attendance Analysis - 14:00 – 16:00</b> <i>St Marys C of E (Aided) Primary School, Link Lane, Pulborough, RH20 2AN</i> 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 which are often asked by external parties!	SLA Schools £60 Non SLA £70
Tuesday	12 <sup>th</sup>	<b>Managing Achievements &amp; Behaviour - 14:00 - 16:00</b> <i>The Vale School, Vale Avenue, Worthing, West Sussex, BN14 0DB</i> 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
Thursday	21 <sup>st</sup>	<b>Advance Reporting incl. Mail Merge - 9:30 – 13:30</b> <i>Barnham Primary School, Elm Grove, Barnham, PO22 0HW</i> Advanced: How to set up and use mailmerge letters from SIMS incl. Trip Letters, Welcome Letters to new pupils etc.	SLA Schools £115 Non SLA £135
Wednesday	27 <sup>th</sup>	<b>Housekeeping Routines - 10:00 – 12:00</b> <i>Rudgwick Primary School, Tates Way, Rudgwick, nr. Horsham, RH12 3HW</i> A presentation on how to keep your SIMS .net data up to date and relevant. Find out how to tidy up address details, delete reports designed by staff leavers and update salutations.	SLA Schools £60 Non SLA £70
<b>APRIL</b>			
Tuesday	2 <sup>nd</sup>	<b>SIMS for Beginners - New User - 9:30 – 13:30</b> <i>Maidenbower Juniors, Harvest Road, Maidenbower, Crawley, RH10 7RA</i> The course is an entry level one aimed at the new user in SIMS.	SLA Schools £115 Non SLA £135
Friday	5 <sup>th</sup>	<b>LAST DAY OF TERM</b>	

To book a place on any of the training courses please email [training@scasteam.co.uk](mailto: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".