

| <i>Date</i> | <i>Course</i> | <i>Details</i> | <i>Venue</i> | <i>Cost</i> |
|-------------------------------------|---|---|--|--|
| Thursday 23rd April 9.30 - 1.30 | SIMS New User | The course is an entry level one aimed at a new user of SIMS | Ormiston Six Villages Academy Lime Avenue, Chichester PO20 3UE | SLA Schools £125 Non SLA schools £150 |
| Wednesday 29th April 9.30 - 1.30 | SIMS Reporting | A starter course on running, creating and designing reports in SIMS | Rustington Primary North Lane, Littlehampton BN16 3PW | SLA Schools £125 Non SLA schools £150 |
| Monday 4th May 10.00 - 12.00 | Hugely Helpful Hints for Savvy SIMS Staff | An interactive course to show quick ways of completing regular tasks. Users will learn some new tricks! | St. Mary's CE Primary Link Lane, Pulborough RH20 2AN | SLA Schools £65 Non SLA schools £80 |
| Tuesday 5th May 10.00 - 12.00 | Pupil Census Presentation | A presentation on the preparation and process of completing the Pupil Census (21st May) | Maidenbower Junior Harvest Road, Maidenbower RH10 7RA | SLA Schools £55 Non SLA schools £70 |
| Wednesday 6th May 10.00 - 12.00 | 3BM Attendance Analysis | How to analyse attendance data for key pastoral groups and show evidence of impact | Rudgwick Primary Tates Way, Rudgwick, Nr. Horsham RH12 3HW | SLA Schools £65 Non SLA schools £80 |
| Thursday 14th May 2.00 - 4.00 | Pupil Census Presentation | A presentation on the preparation and process of completing the Pupil Census (21st May) | Rustington Primary North Lane, Littlehampton BN16 3PW | SLA Schools £55 Non SLA schools £70 |

Half Term: Monday 25th - Friday 29th May

| <i>Date</i> | <i>Course</i> | <i>Details</i> | <i>Venue</i> | <i>Cost</i> |
|------------------------------------|--------------------------------|--|--|--|
| Tuesday 2nd June 10.00 - 12.00 | SIMS Assessment Wizards | The course will cover importing and completing the 'wizards' for statutory assessment | Vale Primary Vale Avenue, Worthing BN14 0DB | SLA Schools £65 Non SLA schools £80 |
| Tuesday 9th June 10.00 - 12.00 | Setting up the New School Year | The course will demonstrate how to set up the calendar and pastoral structure, and how to 'promote' pupils | Maidenbower Junior Harvest Road, Maidenbower RH10 7RA | SLA Schools £65 Non SLA schools £80 |
| Wednesday 17th June 2.00 - 4.00 | Setting up the New School Year | The course will demonstrate how to set up the calendar and pastoral structure, and how to 'promote' pupils | Barnham Primary Elm Grove, Barnham PO22 0HW | SLA Schools £65 Non SLA schools £80 |
| Monday 29th June 10.00 - 12.00 | SIMS Housekeeping | The course will cover how to keep your school database up to date and relevant to your school's needs | Midhurst Primary Ashfield Road, Midhurst GU29 9JX | SLA Schools £65 Non SLA schools £80 |
| Wednesday 1st July 9.30 - 1.30 | SIMS Advanced Reporting | How to set up and use mailmerge letters, create labels and filtering on multiple fields when designing reports | Rudgwick Primary Tates Way, Rudgwick, Nr. Horsham RH12 3HW | SLA Schools £125 Non SLA schools £150 |
| Wednesday 8th July 9.30 - 1.30 | SIMS New User | The course is an entry level one aimed at a new user of SIMS | Barnham Primary Elm Grove, Barnham PO22 0HW | SLA Schools £125 Non SLA schools £150 |
| Tuesday 14th July 9.30 - 1.30 | SIMS Reporting | A starter course on running, creating and designing reports in SIMS | Ormiston Six Villages Academy Lime Avenue, Chichester PO20 3UE | SLA Schools £125 Non SLA schools £150 |

All prices are subject to VAT

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

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