

<i>Date</i>	<i>Course</i>	<i>Details</i>	<i>Venue</i>	<i>Cost</i>
Tuesday 7th January 9.30 - 1.30	SIMS New User	The course is an entry level one aimed at a new user of SIMS	Rustington Primary North Lane, Littlehampton BN16 3PW	SLA Schools £125 Non SLA schools £150
Thursday 9th January 2.00 - 4.00	Pupil Census Presentation	A presentation on the preparation and process of completing the pupil census (16th Jan)	Barnham Primary Elm Grove, Barnham PO22 0HW	SLA Schools £55 Non SLA schools £70
Monday 13th January 10.00 - 12.00	Pupil Census Presentation	A presentation on the preparation and process of completing the pupil census (16th Jan)	Maidenbower Junior Harvest Road, Maidenbower RH10 7RA	SLA Schools £55 Non SLA schools £70
Thursday 23rd January 9.30 - 1.30	SIMS Reporting	A starter course on running, creating and designing reports in SIMS	Ormiston Six Villages Secondary Lime Avenue, Chichester PO20 3UE	SLA Schools £125 Non SLA schools £150
Tuesday 28th January 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 6th February 10.00 - 12.00	SIMS Housekeeping Routines	How to keep your SIMS data up to date. Find out ways to check pupil data using quick routines	Barnham Primary Elm Grove, Barnham PO22 0HW	SLA Schools £65 Non SLA schools £80
Tuesday 11th February 10.00 - 12.00	SIMS for SLT	How to use SIMS to monitor attendance, achievements and behaviour, and create class lists	St. Mary's Primary, Pulborough Link Lane, Pulborough RH20 2AN	SLA Schools £65 Non SLA schools £80

Half Term: Monday 17th - Friday 21st February

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Tuesday 25th February 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!	Vale Primary Vale Avenue, Worthing BN14 0DB	SLA Schools £65 Non SLA schools £80
Thursday 5th March 10.00 - 12.00	SIMS Reporting from Personnel	A demonstration of the bespoke reports available within Personnel and how to create your own staff reports	Midhurst Primary Ashfield Road, Midhurst GU29 9JX	SLA Schools £65 Non SLA schools £80
Tuesday 10th March 9.30 - 1.30	SIMS Advanced Reporting	How to set up and use mail merge letters, trip letters and book labels	Rudgwick Primary Tates Way, Rudgwick, Nr. Horsham RH12 3HW	SLA Schools £125 Non SLA schools £150
Thursday 19th March 9.30 - 1.30	SIMS New User	The course is an entry level one aimed at a new user of SIMS	Ormiston Six Villages Secondary Lime Avenue, Chichester PO20 3UE	SLA Schools £125 Non SLA schools £150
Tuesday 24th March 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

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 the cancellation is notified less than 48 hours before the course start date".