

Date	Course	Details	Cost
Thursday 22nd April 2021 10.00 - 12.00	SIMS New User	A starter course looking at setting up the homepage and all about pupil details	SCAS Schools £75 Non SCAS schools £90
Wednesday 28th April 2021 10.00 - 12.00	SIMS Reporting	The course will demonstrate how to create student lists for the whole school and individual classes, including filtering and sorting	SCAS Schools £75 Non SCAS schools £90
Thursday 6th May 2021 2.00 - 3.00	Pupil Census	A presentation on the preparation and process of completing the Pupil Census (20th May)	SCAS Schools £40 Non SCAS schools £50
Thursday 13th May 2021 10.00 - 11.00	Pupil Census	A presentation on the preparation and process of completing the Pupil Census (20th May)	SCAS Schools £40 Non SCAS schools £50
Wednesday 26th May 2021 10.00 - 12.00	HHHSSS - Hugely Helpful Hints for Savvy SIMS Staff	An interactive course to show quick ways of completing regular tasks. Users will learn some new tricks!	SCAS Schools £75 Non SCAS schools £90

Half Term: Monday 31st May - Friday 4th June

Thursday 10th June 2021 10.00 - 12.00	Setting up the New Academic Year	The course will demonstrate how to set up the calendar and pastoral structure, and how to 'promote' pupils	SCAS Schools £75 Non SCAS schools £90
Monday 14th June 2021 2.00 - 4.00	Setting up the New Academic Year	The course will demonstrate how to set up the calendar and pastoral structure, and how to 'promote' pupils	SCAS Schools £75 Non SCAS schools £90
Tuesday 29th June 2021 10.00 - 12.00	HHHSSS - Hugely Helpful Hints for Savvy SIMS Staff	An interactive course to show quick ways of completing regular tasks. Users will learn some new tricks!	SCAS Schools £75 Non SCAS schools £90
Monday 5th July 2021 10.00 - 12.00	SIMS Advanced Reporting	How to set up and use mailmerge letters, create labels and filtering on multiple fields when designing reports	SCAS Schools £75 Non SCAS schools £90
Wednesday 14th July 2021 10.00 - 12.00	SIMS New User	A starter course looking at setting up the homepage and all about pupil details	SCAS Schools £75 Non SCAS schools £90

All prices are subject to VAT

Courses will be delivered via Microsoft Teams in small groups. To book a place on any of the training courses, please email training@scasteam.co.uk

Cancellation Policy: We reserve the right to charge the full course fee where cancellation is notified less than 48 hours before the course start date.