

Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 15th February 2019

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Below are some of the documents uploaded to Somerset iPost this week that may be required by, or of interest to, schools.

Document ID numbers are no longer included in this update. The 'Title' is hyperlinked to the News item/document. If the link does not work try the following alternatives:

- Download the [PDF version](#) of the Weekly Update and click on the title link from there.
- Search for keywords in the title.
- Right-click on the link > Copy Shortcut > paste into your browser bar > Go.

If the document does not download, click [here](#) for advice.

If you still have difficulties accessing the document please follow up with the 'contact' for that item.

Title: [SIMS Circular 002 2019 Using an XLS \(Excel\) file to communicate with Parents using Mail Merge](#)

Audience: For all Schools, Academies and PRUs

Summary: Guidance to schools to create a mail merged letter in Word to parents of September 2019 intake

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "002 2019".

Contact: SIMS Support Helpline (01823) 355090 or email ICTHelpdesk@educ.somerset.gov.uk

Access: SSE Website (Restricted to SIMS Support Subscribers)

Title: [SIMS Circular 003 2019 Exporting CTFs for pupils transferring in 2019](#)

Audience: For all Schools, Academies and PRUs

Summary: Guidance to schools to export student data in SIMS to destination schools for pupils transferring in 2019

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "003 2019".

Contact: SIMS Support Helpline (01823) 355090 or email ICTHelpdesk@educ.somerset.gov.uk

Access: SSE Website (Restricted to SIMS Support Subscribers)

Title: [SIMS Circular 004 2019 Importing CTFs for pupils transferring in 2019](#)

Audience: For all Schools, Academies and PRUs

Summary: Guidance to schools to import student data in SIMS for pupils transferring in 2019 (including guidance to create the September Intake group for 2019)

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "004 2019".

Contact: SIMS Support Helpline (01823) 355090 or email ICTHelpdesk@educ.somerset.gov.uk

Access: SSE Website (Restricted to SIMS Support Subscribers)

Title: [005 2019 Admission procedures in SIMS](#)**Audience:** For all Schools, Academies and PRUs**Summary:** Guidance to schools to outline the process where pupil/student data is provided to Somerset schools

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for “005 2019”.

Contact: SIMS Support Helpline (01823) 355090 or email ICTHelpdesk@educ.somerset.gov.uk**Access:** SSE Website (Restricted to SIMS Support Subscribers)**Title:** [SIMS Circular 006 2019 Re-enabling the default Import and Export of Student Contact Data following CTF Import Incident](#)**Audience:** For all Schools, Academies and PRUs**Summary:** Guidance to schools to re-enable the default import/export of contact data following remedial action carried out to resolve the CTF issue

This document can be found within the **Core** Section. Alternatively use Ctrl + F and search for “006 2019”.

Contact: SIMS Support Helpline (01823) 355090 or email ICTHelpdesk@educ.somerset.gov.uk**Access:** SSE Website (Restricted to SIMS Support Subscribers)**Title:** [The Role of the Early Years SENCO](#)**Audience:** Public**Summary:** An essential training course for both EY Practitioners new to the SENCo role and experienced EY SENCos wishing to update their knowledge and skills.**Contact:** SSE.SEN@somerset.gov.uk or 01823 334475**Access:** SSE Website (need to login)**Title:** [Somerset Local Agreements for KS1 and KS2 Moderation in 2019](#)**Audience:** All Primary Schools**Summary:** Local Agreement – please return to Eilidh McCulloch by 1st April 2019**Contact:** Eilidh McCulloch - EMcCulloch@somerset.gov.uk or 01823 355075**Access:** SSE Website (you will need to login)**[Blue sheet and Teaching Vacancies](#)**

The Blue sheets and Teaching bulletin are distributed on a Friday each week. The deadlines for these bulletins are – Monday at 12 noon for the Blue sheets and Thursday at 11am for the Teaching bulletin. Adverts received after these times will not be included in that week’s bulletin. This week’s iPost ID numbers are IPOSTID-1583429547-1443 (Blue Sheet Vacancy Bulletin) and IPOSTID-1583429547-1444 (Teaching Vacancy Bulletin).

[Our Somerset](#)

[Our Somerset](#) is a key internal communications tool for all staff and members. This website contains the latest news and events for staff and members, a regularly updated collection of signposts to useful corporate information and a question and answer page.

[Some key sites on SLP](#)

[Support Services for Education \(SSE\)](#)

Support Services for Education (SSE) is a traded unit within Somerset County Council that offers a wide variety of support services to all education providers. Our website provides you with easy access to services, information, training and events that will support you in delivering the best possible education provision to the children and young people of Somerset.

[Somerset eLIM](#)

Courses – courses/training for Education MIS, Education Technology and SLP

Education MIS – current activities, latest developments, advice and guidance

Education Technology – ideas and support for creative ICT across the curriculum, e-safety advice, filtering, online learning, ICT advocates, blogs etc

SLP Support – Training, parental access, FAQ's, videos, SLP mobile etc

Infrastructure Advice – advice on ICT infrastructure planning and technical resources etc.