



# SIMS PRIMARY YEAR END SET UP SERVICE 2024

## WHAT IS IT?



The SIMS Primary Year End Setup Service is a remote consultation where we will complete all the necessary year end processes in SIMS, in preparation for the start of the new academic year.

## WHAT'S INCLUDED?



- Check the existing Pastoral Structure for errors
- Record changes to teaching staff
- Creation of the new academic year
- Update next year's Pastoral structure with staff changes, removal/addition of new classes and changes in pastoral structure
- Import CTFs/ATFs for new pupils (if required)
- Record Leavers and Export CTFs
- Promote the pupils ready for the next academic year
- Allocate pre-admission pupils to classes\*
- Print Class lists for the new academic year
- Print Attendance Registration sheets for the first week of term

## WHY DO I NEED IT?



- To ensure a smooth transition in SIMS from one academic year to the next
- This process is a yearly procedure, many schools find it time consuming and complicated at a very busy time in the academic year
- To ensure SIMS is set up correctly for the new academic year and all pre new academic procedures have been completed

## SERVICE BENEFITS



- Your SIMS year end procedure will be carried out by a SIMS Consultant
- Time and administrative cost savings
- Timely completion of the SIMS year end procedures
- If you are new to school you can be confident the correct procedures are being followed

## WHEN IS IT?



This service will be available from Monday 24 June 2024 to Friday 2 August 2024.

To book this consultancy, please email [educationdigitalservices@lancashire.gov.uk](mailto:educationdigitalservices@lancashire.gov.uk)

## CONTACT US NOW FOR MORE INFORMATION

[educationdigitalservices@lancashire.gov.uk](mailto:educationdigitalservices@lancashire.gov.uk) | 0300 123 6797 (Option 2)

<https://educationdigitalservices.lancashire.gov.uk>



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## WHAT DOES IT COST?



This will be conducted on a remote basis. This consultancy will cost:

- £65.00 per hour (ex. VAT)

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## WHAT IS EXCLUDED?



- Following sign-off of the service, no further amendments or support for the end of year procedures are included
- Further issues or queries should be logged with the ICT Service Centre on 0300 123 6797

## ADDITIONAL INFORMATION



The following information will need to be made available, in Excel format, for your SIMS consultant to view on the machine they will be working on:

- Changes to classes, i.e. additional classes, removal of existing classes
- Changes to the Pastoral structure
- Details of leavers and the destination schools
- Term dates including INSET days
- Class lists
- Staff changes/details

\*Pre-admission pupil records must have been entered into SIMS prior to the consultation if you require them assigning to classes.



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