

Course times

All our courses start at 9.30am unless otherwise stated.

Half day courses run to 12.30pm, but there is often the opportunity to stay for longer, especially in the case of **Workspace** sessions.

All day courses usually finish by 3.30pm.

You are welcome to bring a packed lunch with you to eat in our lounge area. Alternatively, we have menus available from local cafés and sandwich bars and we will be happy to place an order for you during the coffee break. Tea and coffee are always available for delegates.

Workspace

Workspace is an ideal environment for you to work on your own data in peace and quiet, knowing that assistance is on hand if needed. **Workspace** sessions are am or pm. We have published some **Workspace** dates overleaf; however other dates are available on request.

Workspace will often be available in the School Holidays, during which time we will be happy to offer advice and training on all areas of school administration.

Please call us to book a space.

If you are bringing heavy paperwork with you, please feel free to drop it off at the office before you park your car.



Contact SIMS Support team ...

office: Turn IT On Ltd. Suite 7, The Malthouse, Malthouse Square, Princes Risborough, HP27 9AB

tel: 01844 390940 fax: 0845 671 0294

email: sims.support@turniton.co.uk **web:** www.turniton.co.uk

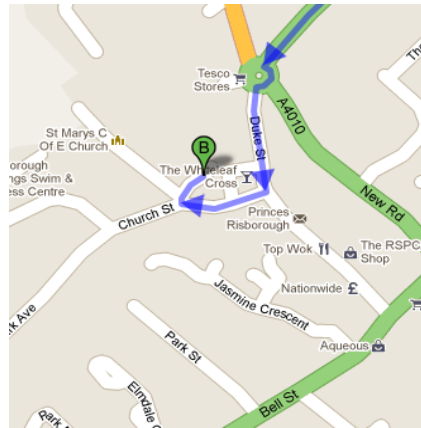
How to find us...

From Aylesbury:

Approaching Princes Risborough on A4010, take the second exit at the roundabout (opposite Tesco) into Duke Street. You have priority over oncoming traffic.

After a short distance turn right into Church Street, then turn right into Malthouse Square where you will find The Malthouse.

Continue to the public car park at the end of the road; it is then a short walk back to our office.



From High Wycombe:

Approaching Princes Risborough on the A4010, follow Bell Street until the first roundabout and take the first exit into New Road.

At the next roundabout, take the first exit into Duke Street, then turn right into Church Street and right again into Malthouse Square where you will find The Malthouse.

Continue to the public car park at the end of the road; it is then a short walk back to our office.

Car park charges:

Up to 4 hours costs £1. Up to 8 hours costs £2.

On arrival:

As you face the main Malthouse building, walk round the left hand side to the entrance. Please press our buzzer (number 2) and we will open the door for you.

We are on the second floor. You may use either the stairs or the lift.



Turn IT On!



SIMS/FMS training diary...

Autumn Term
2011



SIMS.net

Sims.net encompasses many modules. The database enables schools to record pupil data including personal information, attendance and special needs. This data can then be extracted via Sims.net Reporting and used to complete specific statutory returns. Staff records are also held in Sims.net.

Pupil Data	
SIMS.net for School Administrators—Day 1 This course is designed for new or existing staff who are responsible for maintaining the pupil database or need to have an understanding of the information recorded.	9 Sep All Day
SIMS.net for School Administrators—Day 2 Following on from the introductory day, links to other modules from pupil records will be explored including Admissions, Attendance, Gifted & Talented, SEN together with housekeeping and basic reporting.	29 Sep All Day
Reporting Basics Being able to access and interrogate pupil data via the sims.net reporting module is a useful tool. Our course will cover both pre-defined and custom reports.	3 Oct All Day
Reporting Intermediate This course follows on from the previous course and will give the chance to create more complex reports, including mail merge letters and labels. Copies of these reports may be taken back to school if desired.	11 Oct All Day
Attendance This is an introductory course for members of staff responsible for maintaining pupil attendance records in accordance with DfE regulations. Attendance reporting will be included.	16 Sep All Day
SEN A complete overview of the SEN area of Sims.net will be covered and attendees will learn how to record, monitor and manage their pupil records to comply with statutory returns. Follow this on your own data in a <i>Workspace</i> session.	10 Oct All Day
School Census Seminar Perfect for new staff who are responsible for producing the termly School Census.	30 Nov AM only
Workspace for School Census Work at your own pace and create your return ready for Head Teacher approval and submission.	28 Sep Autumn Return 1, 6, 7, 9 Dec Spring Return

Staff Data	
Personnel for New Staff Learn how to manage and maintain all aspects of staff records in relation to the Single Central Record, School Workforce Census and Personnel Links with the FMS module.	26 Sep All Day
Personnel Contracts Suitable for Bursars and other staff responsible for adding or amending staff contracts in Sims.net.	23 Nov AM Only
School Workforce Census Seminars Perfect for all staff who are responsible for producing the annual School Workforce Census, including statutory guidance and a demonstration of the process from start to finish.	18 Oct AM Only
Workspace for School Workforce Census An opportunity to tidy up your workforce data and complete the School Workforce Census in readiness for approval by the Head Teacher on 3rd November. Our staff will be on hand for help and support.	19, 21 Oct 1 Nov

Private Funds Manager (PFM)

Private Funds Manager provides a cost effective and easy way for your school to manage private funds associated with school trips, clubs and events.

PFM Demonstration This 'try before you buy', full day course offers a hands-on demonstration of the many processes available to record all your school fund activities.	7 Nov All Day
PFM Set Up Aimed at delegates who have already attended the PFM Demonstration, we will start with a dry run on test data and then help you set up your accounts ready to go for a new financial year. Although this is a half day course, you may stay on for the afternoon session to start inputting data at your own pace, with us on hand should you run into difficulty.	17 Nov AM / All Day
PFM End of Year Seminar For schools using the PFM software, this seminar will show you how to successfully close your old financial year and set up your new year ready to go.	19 Sep AM Only

SIMS Financial Management System (FMS)

This is a three day course designed for staff who are new to the Bursar role in schools and caters for both Non-Cheque Book and Cheque Book Schools.

A fourth day of training covering Year End procedures takes place in the Spring Term.

FMS 1 This is a full day session which offers an introduction to FMS, including the General Ledger setup, how to enter or update the budget and how to process orders.	12 Sep All Day
FMS 2 Following on from FMS 1, we will cover how to process invoices, income and petty cash.	15 Sep All Day
FMS 3 This completes the full cycle of day-to-day processes covering reconciliation and general housekeeping. This is a full day course for Non-Cheque Book Schools and a half day for Cheque Book Schools.	12 Oct All Day
FMS Journals and Period End for Cheque Book Schools Only This course covers journal processing, bank reconciliation and VAT returns.	20 Sep AM Only
FMS Equipment Register This module within FMS, which meets audit requirements, enables you to import, record and maintain equipment held by the school.	15 Nov AM Only
Workspace for Finance Come along and update your FMS, PFM or Personnel data in a calm and peaceful environment. Expert assistance will be on hand should you need it.	22 Sep 13 Oct 9 Nov 13 Dec

Tailored solutions

We appreciate that you can't always fit in with our timetables, which is why we also offer to deliver training on other dates.

We also acknowledge that sometimes our course content does not quite meet your specific needs. In this situation, please call us to discuss your individual requirements and we'll do our best to help.

All you have to do is ask!