

Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 06th October 2017

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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.

Statutory

Non-statutory - with deadline

Information

Title: [SIMS Circular 005/2016 Exclusion Letters V6](#)

Audience: For all Schools and Academies (but not PRUs)

Summary: Updated guidance and reports for dealing with Exclusions in SIMS

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 006/2016 Exclusion Letters PRU](#)

Audience: For all Pupil Referral Units

Summary: Updated guidance and reports for dealing with Exclusions in SIMS

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 056 2016 – Behaviour and Vulnerability Tool](#)

Audience: For all Primary age range Schools, Academies and PRU's

Summary: Updated guidance to support the extended new version of the Behaviour and Vulnerability Profile Tool (BVPT)

Contact: Education MIS team 01823 355090 or ICTHelpdesk@educ.somerset.gov.uk

Access: restricted to ELIM Purchasers

Title: [SIMS Circular 041 2017 - BVPT updates and additional resources](#)

Audience: For all Primary age range Schools, Academies and PRU's

Summary: To be used with the updated SIMS Circular 056/2016, this highlights the updates to the Behaviour and Vulnerability Profile Tool (BVPT) and the additional resources provided in SIMS.

Contact: Education MIS team 01823 355090 or ICTHelpdesk@educ.somerset.gov.uk

Access: restricted to ELIM Purchasers

Title: [SIMS Circular 050 2017 Teaching Staff Pay Award September 2017](#)

Audience: For all Schools and Academies

Summary: **This circular should be completed by all schools and academies who have implemented any pay award for September 2017.**

Contact: Education MIS Helpline (01823) 355090 or email

ICTHelpdesk@educ.somerset.gov.uk

Access: Restricted to ELIM Subscribers

Title: [Financial Guidance for Schools and Academies - Useful Salary Data](#)

Audience: iPost EFS Purchasers; iPost EFS Academy Purchasers

Summary: The latest Useful Salary Data information - September 2017. Page 15-19 Updated – Teacher Pay Award from September 2017 – The values are Option 1 as detailed in the Model Pay Policy.

Contact: Education Financial Services 01823 359984 option 4

Access: Restricted

Title: [Financial Report as at month N](#)

Audience: iPost EFS Purchasers

Summary: Financial Report Template to use with SIMS FMS for the completion of financial reports. This report has been updated ready for month six reports (2017/18) and includes a new dashboard worksheet.

Contact: Education Financial Services 01823 359984 option 4

Access: Restricted

Title: [Approval to Move Budget Allocations \(virements\)](#)

Audience: iPost EFS Purchasers

Summary: All budget movements (virements) should be recoded and authorised on this form prior to being actioned on SIMS FMS. Budget movements should then be reported to the Governing Body at the next available opportunity.

Contact: Education Financial Services 01823 359984 option 4

Access: Restricted

Title: [Finance Circular 20.2017 - Update to Financial Report as at Month N](#)

Audience: iPost EFS Purchasers

Summary: Guidance for using the updated Financial Report as at Month N.

Contact: Education Financial Services 01823 359984 option 4

Access: Restricted

Title: SIMS vendor number for 'Mathstopia Ltd' has changed to **30019914**

Audience: 'Public', 'iPost All School Staff', 'iPost School Admin', 'iPost SCC Staff'.

Summary: Please note that the Vendor number for the company 'Mathstopia' has changed to 30019914. Please use this new number for all future payments. Any items processed with the old Mathstopia vendor numbers will end up in the SAP 'error' account, causing significant delay to payment.

Contact: Rob Capon - RHCapon@somerset.gov.uk

Access: Public

Title: [Vendor Numbers for Schools - September 2017](#)

Audience: 'Public', 'iPost All School Staff', 'iPost School Admin', 'iPost SCC Staff', 'iPost SWO Staff'.

Summary: The new vendor list for schools is now available. Previously published lists will be removed from iPost.

Contact: Rob Capon – RHCapon@somerset.gov.uk

Access: Public

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. Teaching (IPOSTID-2-5981)/Blue Sheet (IPOSTID-2-5982)

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

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.

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.