

Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 29th September 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

Title: [SIMS Circular 044/2017 - October 2017 School Census: Frequently Asked Questions](#)

Audience: For all Schools, Academies and PRUs

Summary: School Census – Frequently Asked Questions about completing the return

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 045/2017 – Getting Ready for the October 2017 School Census](#)

Audience: For all Schools, Academies and PRUs

Summary: School Census – Getting ready for the School Census Return in SIMS

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 046/2017 – Completing the October 2017 School Census](#)

Audience: For all Schools, Academies and PRUs

Summary: School Census - Completing the School Census Return in SIMS

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 048 2017 SIMS Personnel Update to Absence Sickness Codes](#)

Audience: For all Schools and Academies

Summary: This guidance explains how to add an additional AA Sickness Code to the staff absence area of SIMS.

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

Access: Restricted to ELIM Subscribers

Title: [SIMS Circular 049 2017 Teacher Individual Pay Progression September 2017](#)

Audience: For all Schools and Academies

Summary: This guidance explains how to check and update pay points in SIMS Personnel and how to advise HR Admin & Payroll of all teachers' updated pay points with a single report.

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

Access: Restricted to ELIM Subscribers

Information

[Change to Contact Details in the Event of a Request for Educational Psychology Support following a Critical Incident](#)

During working hours:

Educational Settings still need to contact:

- Holway Base: 01823 334475 (For Taunton Sedgemoor and West Somerset)
- Mendip Base: 01749 822800 (For South Somerset and Mendip)

Should you wish to contact one of the Senior Educational Psychologist direct their details are below – however these are only available during office hours.

Julia Severn: 07766602534

Kate Lee: 07979 706881

Guy Clayton: 07811 307321

Kayleigh Partt: 07811311182

Outside of working hours:

Currently this service is unavailable but we are working with the SCC Civil Contingency Unit to enable us to implement a similar service in the future.

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.

[IPOSTID-2-5971](#) (Blue Sheet Vacancy Bulletin) [IPOSTID-2-5972](#) (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](#)

[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.