

## Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 13<sup>th</sup> April 2018

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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.

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

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**Title:** [SIMS Circular 016/2018 Setting up SIMS to receive the new intake for schools with a Reception year \(includes guidance to create a Pre-Admission group and instructions to import the ATF\)](#)

**Audience:** For all Schools, Academies with a Reception Year

**Summary:** Instructions to schools with a Reception year to set up SIMS to receive the new September intake

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

**Access:** Restricted to ELIM Subscribers

**Title:** [Circular 014/2018 Core User Group Meetings](#)

**Audience:** For all Schools and Academies (including PRUs)

**Summary:** Information regarding the next round of SIMS Core User Group meetings

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

**Access:** Restricted to ELIM Subscribers

**Title:** [New SIMS Parent icon and menu route](#)

**Audience:** All Schools and Academies

**Summary:** Guidance concerning the SIMS Parent app icon which may appear on the toolbar and in a menu route following the Spring SIMS upgrade.

**Contact:** Education MIS team 01823 355090 or [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)

**Access:** restricted to ELIM Purchasers

**Title:** [Post Office will now only accept full coin bags](#)

**Audience:** Public, iPost All School Staff, iPost School Admin, iPost SCC Staff, iPost SWO Staff

**Summary:** Income deposited at Post offices

We have recently been made aware that as of the 3<sup>rd</sup> of April the Post office will now only accept full coin bags in the following denominations (no mixed bags):

£10 in 50p

£10 in 20p

£5 in 10p

£5 in 5p

£1 in 2p

£1 in 1p

Unfortunately this information only came to light when a school who uses the post office was told about this and was allowed to take a picture of the notification provided to the post office.

We have spoken to the Client Services Manager at NatWest who has escalated our concerns, however this will not change the imposed changes at the Post office at present.

This may mean for some of you that not all of the income you receive will be banked straight away. If you have any concerns regarding this or any Cash handling queries please do not hesitate to contact me to discuss this further.

**Contact:** Kerry Hepple, Exchequer Team Lead – Cashiers and Control, 01823 355244

**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. IPOSTID-2-6363 (Blue Sheet Vacancy Bulletin) and IPOSTID-2-6364 (Teaching Vacancy Bulletin) will return next week.

### **[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.