

## Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 11<sup>th</sup> May 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.

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.

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**Title:** [SIMS Circular 019/2018 School Census May 2018 Completing the School Census](#)

**Audience:** For all Schools, Academies and PRUs

**Summary:** School Census – instructions for schools to assist in completion of the May 2018 School Census.

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

**Access:** Restricted to ELIM Subscribers

**Title:** [Vendor Numbers for Schools - May 2018](#)

**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](mailto:RHCapon@somerset.gov.uk)

**Access:** Public

**Title:** [SIMS Circular 020/2018 Key Stage 2 Process 2018](#)

**Audience:** Staff in Primary Phase Schools responsible for the Key Stage 2 Process

**Summary:** Guidance for school staff on completing the Key Stage 2 process

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

**Access:** restricted to ELIM Purchasers

**For Action:** 28 June 2018

**Additional information:** Statutory

**Title:** [SIMS Circular 021/2018 Key Stage 1 Process 2018](#)**Audience:** Staff in Primary Phase Schools responsible for the Key Stage 1 Process**Summary:** Guidance for school staff on completing the Key Stage 1 process**Contact:** SIMS Support Service 01823 355090 or [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)**Access:** restricted to ELIM Purchasers**For Action:** 28 June 2018**Additional information:** Statutory**Title:** [SIMS Circular 022/2018 Early Years Foundation Stage Process 2018](#)**Audience:** Staff in Primary Phase Schools responsible for the Early Years Foundation Stage Process**Summary:** Guidance for school staff on completing the Early Years Foundation Stage process**Contact:** SIMS Support Service 01823 355090 or [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)**Access:** restricted to ELIM Purchasers**For Action:** 28 June 2018**Additional information:** Statutory**Title:** [SIMS Circular 023/2018 Phonics Screening 2018](#)**Audience:** Staff in Primary Phase Schools responsible for the Phonics Screening Process**Summary:** Guidance for school staff on completing the Phonics Screening Process**Contact:** SIMS Support Service 01823 355090 or [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)**Access:** restricted to ELIM Purchasers**For Action:** 22 June 2018**Additional information:** Statutory**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- 6404 (Blue Sheet Vacancy Bulletin) and IPOSTID-2-6405 (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.