

Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 12th October 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.

Title: [Academy Finance Circular A10.2018 - Financial Report Template](#)

Audience: iPost EFS Academy Purchasers

Summary: Guidance on using the 'Academy Financial Report as at DDMMYY' template. This can be used to monitor your 2018-19 budget.

Contact: Education Financial Services, 01823 359984 option 4

Access: Restricted

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Title: [Academy Financial Report as at DDMMYY](#)

Audience: iPost EFS Academy Purchasers

Summary: Guidance for completing your Academy Financial report.

Contact: Education Financial Services, 01823 359984 option 4

Access: Restricted

Title: [EFS Model Cash Flow Forecast](#)

Audience: iPost EFS Academy Purchasers

Summary: Model Cash Flow Forecast for monitoring levels of cash balances throughout the financial year.

Contact: Education Financial Services, 01823 359984 option 4

Access: Restricted

Title: [Peters Exclusive Showroom Offer](#)

Audience: 'Public', 'iPost All School Staff'

Summary: Resources for Learning is offering a visit to the showroom at UK's leading book supplier, Peters, on Monday 5th November 2018.

Contact: Karen Horsfield – KAHorsfield@somerset.gov.uk

Access: Public

Title: [Early Years Communities update](#)

Audience: 'Public'

Summary: The Early Years Community Model proposal have had a number of applications through for lead positions in the 10 communities and they will be contacted within the next few days. There are still several vacant positions, so if there are any interested parties please get in touch.

Contact: Sarah Love - SPLove@somerset.gov.uk or Alison Jeffery - Ajeffery@somerset.gov.uk

Access: Public

Title: [SIMS Circular 046/2018 Admissions Phase Transfer](#)

Audience: Staff in schools responsible for pupil data in SIMS

Summary: Instructions for extracting and sending data to the Admissions and Entitlements Team to enable reminders to be sent as part of the process of applying for a school place for those pupils due to transfer to the next phase school in September 2019.

Contact: SIMS Support Service 01823 355090 or ICTHelpdesk@educ.somerset.gov.uk

Access: Restricted to ELIM Purchasers

Title: [Configuring maximum message recipients in email@school](#)

Audience: 'Public', 'iPost All School Staff'

Summary: If you use eLIM's free **email@school** system in conjunction with Microsoft Office 365 to communicate with parents, you should make the following simple configuration change to email@school. This is necessary because of tighter restrictions imposed by Microsoft on users of Office 365.

Contact: ICT Helpdesk – ICTHelpdesk@educ.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. This week's iPost ID numbers are IPOSTID-2-6644 (Blue Sheet Vacancy Bulletin) and IPOSTID-2-6645 (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

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.