

## Welcome to the Schools ICT October MIS Newsletter!

This is the first edition of our monthly newsletter. We hope you find them useful and would love to hear any feedback to help us refine the sort of information and content you find helpful.

### Autumn Census

Census Day is **Thursday 3 October 2024**. All schools have a statutory requirement to complete and submit a school census return via their MIS system.

It is therefore, strongly recommended that you complete a dry run of your school census, before census day, to ensure that your data is prepped and ready for the return.

### New to School?

Are you new to your role in school? There's a lot to learn! We can help you get to grips with your school MIS system, be it Arbor, Bromcom, ScholarPack or SIMS. We offer bespoke on-site or remote sessions based on your needs and focused on your school's data. Get in contact to find out more: [info@schoolsict.services](mailto:info@schoolsict.services)

### MIS Updates Page

We aim to ensure that we reduce our carbon footprint and one to achieve this is by sending fewer email attachments. Sending emails creates carbon emissions. These emissions come from the embodied carbon of the device it was sent on; smaller emissions come from the device's electricity use, and the networks and data centres which send and store these emails. Did you know that an email attachment can more than double the CO2 emissions of an email?

To try to reduce the number of attachments we send out, we will now be sending emails which include links to document storage areas of our new Schools ICT MIS Updates page. We will make sure that the documents stored here are relevant, accessible, and up to date.

Here's the link, why not add it to your browser's bookmarks?

<https://www.schoolsict.services/mis-updates/>

## Parents/Guardian Evenings

Now the Autumn term is fully in swing, thoughts inevitably turn to the organisation of Parent/Guardian evenings. Did you know that your MIS can be used to organise and book these? The functionality is either built in or can be added via a third-party app. We are running a course on using Arbor to organise these on the 10<sup>th</sup> October. If you would like us to help you with bespoke support around setting up your portal and organising Parents' Evening, drop us a line on [info@schoolsict.services](mailto:info@schoolsict.services)

## Pay Scale Updates

These will soon need to be set up on your MIS and can be a daunting task. Please get in contact as we are happy to help you with the setup.

## Training Schedule

We provide a broad selection of training courses to support the ongoing professional development of your school's teaching and support staff. These include courses in the use of your MIS as well as Digital Platform and Computing Curriculum courses.

We are pleased to be able to offer the following MIS-focused courses in October: Please go to the following link for more information and to book:

<https://www.schoolsict.services/booking/>

### Arbor

- Clubs and Trips (Overview and Basic Setup)
- Formative Assessment Analysis for Primary Schools (Refresher/Overview)
- Wraparound Clubs (Overview and Basic Setup)
- Staff Absence and Cover (Overview)
- Recording Professional Development, Training and Checks (Overview/Basic Setup)
- Behaviour (Overview and Basic Setup)
- Summative Assessment Analysis for Primary Schools (Refresher/Overview)
- Setting up Interventions (Overview and Basic Setup)
- Recording Medical Information and Reporting Medical Events (Overview and Basic Setup)
- Guardian Consultation/Parents' Evenings (Overview and Basic Setup)
- School Calendar and Events (Overview and Basic Setup)

- Maintaining the Timetable
- Attendance Reporting
- Standard Reporting
- Office User
- Extended Reporting
- Managing the School Population
- SEN User

### **ScholarPack**

- Reporting

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## **Tip of The Month**

Customise your homepage! The MIS systems all offer ways of setting up your start point with the information that is most useful for you. To varying degrees you can add favourites, hide information which isn't needed and so on. Have a look in your MIS help file for more info.

