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Welcome to the SIMS Primary Pilot Roadmap for 2017 – 2018

SIMS Primary is the new MIS from Capita SIMS. Our aim remains to continue to improve SIMS Primary with each release. That means making sure that it is easy to use, easy to set-up and easy to get access to the information you need, when you need it, for everyone in the school community, from classroom teachers to administrators, parents and governors. It is easy to make effective use of the information held in SIMS Primary, to support decision making that improves outcomes for individual pupils and the school generally.

The pilot release provides a sub-set of the features available within SIMS .net (SIMS 7) and is intended for use by primary schools in England and Wales. This roadmap is an update to the version published in February 2017 and lists the features and processes that are provided for primary schools within this initial pilot phase. Subsequent upgrades will provide additional features as well as enhancements from customer requests. The roadmap is subject to change.

Supported Internet Browsers

Current Browser Support

SIMS Primary is designed to run in an Internet browser. For the initial release, the recommended browsers are Internet Explorer version 11 or later, and the latest versions of Chrome and Firefox.

Summary of Available Scope: October 2017

Architecture

Single Tenant Shared Architecture, HTML-based User Interface, Regional Base data.

General Features

User identification via SIMS ID, including self-service password recovery, task search, lookups, document management, address management, web address validation, system notifications. The following features are available using browser capabilities: date editor, page expansion and zoom, print page, word count and spell checker.

Admissions

The ability for schools to create and edit school intake and admission groups, to maintain application records and to admit applicants individually or using Bulk Update. Admissions Settings enable the setting of Last Admission Numbers and provide options to display Application Reference Number and appeals information.

Assessment

The ability to manage aspects, enter historical results, import results from spreadsheet, manage curriculum schemes, topics and statements, access predefined Programmes of Study and End of Key Stage marksheets (England and Wales 2017), maintain result types and set up marksheets.

Attendance

The ability to apply mark over a date range, attendance dashboard, attendance pattern, attendance settings, attendance reports, deal with specific marks (unexplained absences, missing marks and other codes), early years session pattern, edit marks/take register, and exceptional circumstances (school closure days).

Communications

The ability to maintain agents, agencies, medical practices, view system messages, manage notices, manage notifications, visitors book.

Pupil Conduct

Includes achievement events, behaviour events, conduct configuration, conduct dashboard, conduct reports, conduct summary, pupil exclusions.

Migration

The most recent version of SIMS Primary includes the transfer of SIMS .net historic data from the SIMS 7 start date, and includes linked documents. Data migration includes all fields available in this version. Migration does not include user-defined reports, marksheet templates and any fields not yet provided.

Pupils

Includes B2B Open export, Bulk Update, class log, CTF Export and settings, CTF Import, deletion of pupil and pupil contacts, import of pupil premium, manage leavers, pupil contacts, pupil log (new pupil teacher view), pupil premium, pupil records, pupil reports, SEN records (excludes SEN events & IEP Writer).

Reporting

The ability to maintain the Attendance Dashboard, Conduct Dashboard, design a new report, run My Reports, run My School Reports, run SIMS Reports, maintain the SLT Dashboard and the Teacher Summary Dashboard.

School Groups

The ability to allocate future pupils, allocate pupils to groups, houses and teaching groups, curriculum structure, manage class houses, teaching groups, user-defined groups and year groups, promote pupils, school group reports.

School Management

The ability to maintain academic years, day and period times, Key Performance Indicators, manage calendars, manage My School, manage Other School and room details and maintain the School Calendar.

Staff

The ability to maintain staff allowances, annual increments, delete a staff contact, delete a staff record, specify pay spines, salary ranges, service terms, staff records, staff reports, superannuation schemes and training courses.

Statutory Return

Manage Statutory Returns and Statutory Returns Settings.

System Manager

Manage users, queued items.

Admissions: Available now

Admissions Reports

- Application list
- Application summary by intake group
- Data collection sheet for applications
- Family links application.

Admissions Settings

Record last admission number, for which the application will add new admission numbers sequentially. Select whether to record application reference number and appeals information to determine whether these fields will be visible in the application record.

Applications

Maintain details of applicants, including application status and status log, admission group, school intake, current school, other schools applied to, and, if enabled in Admission Settings, the application reference number (ARN) for later population via the Statutory Admission Files, and appeal details.

Bulk Update

Update in bulk the application status, admission groups and parental salutation and address details for an intake or an admission group.

School Intake and Admissions Groups

This combines admission and school intake groups in one screen. Schools can update the details of the admission groups associated with each admission year or term and copy an existing admission group to create new ones.

Admissions Lookups

These include the ability to configure and manage the Admission Terms and Application Statuses including sub-categories.

Admissions: In Development – Autumn 2017

- User Defined Fields for Application records
- Own Admission Authority Admissions Policies & Criteria
- Ranking Applications to allow the management of offers
- Delete Applications
- Bulk Allocate UPNs.

Admissions: 2018 Roadmap

Available Spring 2018

- Import Admissions Transfer File (ATF)
- Admissions Communications.

Available Autumn 2018

- Export Admissions Transfer List (ASL)
- Import Admissions Data Transfer (ADT)
- Admissions Settings & Defaults Enhancements.

Assessment: Available Now

Aspects

Manage aspect details including subject, measured as actual, target or prediction, and the associated result types. (Age, Comment, Grade or Marks, with Marks-Integer and Marks-Decimal now combined). Aspects can also be created during marksheet creation.

Enter Historical Results

Can be used to record results from previous academic years.

Import Results from Spreadsheet

A step-through process to import results into a marksheet.

Manage curriculum schemes

Schools can create new or modify existing schemes by adding or customising subjects, strands or statements, including adding statements from different schemes. Schools can choose to use a customised statement in Topic posters and reports.

Manage curriculum topics

Used to define which curriculum statements will be covered within selected year groups and terms.

Manage statements

Enables schools to define school expectations by selecting the threshold grade for one or more Curriculum Statements. This defines the achieved standard or goal for achievement.

Marksheets

For recording and analysing Assessment results.

Features include: record results using keyboard, grade picker or flood fill, Analysis or Spreadsheet view, Pupil Information Columns, Column Details, Copy Column Results, Export to Excel, Sort and Filter columns, Grade Distribution, Narrow/Widen Columns, Edit Note or Result History, Add columns on the fly. Marksheet features also include Search filters including My Marksheets, Filter Columns by Assessment Period or Subject.

Programme of Study

For recording and analysing Assessment results.

Features include: record results using keyboard, grade picker or flood fill, Analysis or Spreadsheet view, Pupil Information Columns, Column Details, Copy Column Results, Export to Excel, Sort and Filter columns, Grade Distribution, Narrow/Widen Columns, Edit Note or Result History, Add columns on the fly. Programme of Study features also include Search filters, Show Me Summary, Overall, Next and Last Year's Statements.

Result Types

Used to add and define allowable values for Age, Grade and Marks Aspects. This includes defining local grades mapped to Capita aspects.

Set up marksheetworks

Marksheetworks can be created from any combination of summative, curriculum, ad-hoc, formula and pupil information columns. Set up marksheetworks enables users to:

- Create marksheetworks – select groups to associate with a marksheet template
- Create new blank templates from scratch
- Create new templates from existing templates
- Modify existing templates.

Predefined Programme of Study Marksheetworks, with the following predefined schemes: England

- DfE National Curriculum
- Early Years Foundation Stage.

Predefined Programme of Study Marksheetworks, with the following predefined schemes: Wales

- Literacy and Numeracy Framework (including ABC Steps)
- Digital Competency Framework
- Compact and Full Foundation Phase Profile.

Predefined Statutory Marksheet Templates England 2017

- Phonics screening Year 1
- Phonics screening Year 2
- KS1 A Teacher Assessment
- KS1 B P Scale Data Entry
- KS1 C Test Outcomes
- KS1 D Broadsheet (Review)
- KS2 A Teacher Assessment
- KS2 B P Scale Data Entry
- KS2 C Test Outcomes

- KS2 D Broadsheet (Review).

Predefined Assessment Marksheet Templates Wales 2017

- Foundation Phase Outcome - BA (En)
- Foundation Phase Outcome - Compact Profile (En)
- Foundation Phase Outcome - Full Profile (En)
- Foundation Phase Outcome - BA (Cym)
- Foundation Phase Outcome - Compact Profile (Cym)
- Foundation Phase Outcome - Full Profile (Cym)
- P-scale Tracking (EN)
- P-scale Tracking (CYM)
- NNT Year 2 (En) and NNT Year 2 (Cym)
- NRT Year 2 (En) and NRT Year 2 (Cym)
- NNT Year 3 (En) and NNT Year 3 (Cym)
- NRT Year 3 (En) and NRT Year 3 (Cym)
- NNT Year 4 (En) and NNT Year 4 (Cym)
- NRT Year 4 (En) and NRT Year 4 (Cym)
- NNT Year 5 (En) and NNT Year 5 (Cym)
- NRT Year 5 (En) and NRT Year 5 (Cym)
- NNT Year 6 (En) and NNT Year 6 (Cym)
- NRT Year 6 (En) and NRT Year 6 (Cym)
- KS2 A All Core Subjects TA Wales (En)
- KS2 B Welsh 2nd Language (En)
- KS2 H Broadsheet Review (En)
- KS2 A All Core Subjects TA Wales (Cym)
- KS2 B Welsh 2nd Language (Cym)

- KS2 H Broadsheet Review (Cym).

Assessment: In Development – Autumn 2017

- Assessment Reports – see Reporting section below
- Assessment Upgrading Templates – enables schools to add attributes to marksheet templates migrated from SIMS 7 in order to make these visible in SIMS Primary
- Parental Reporting – see Communications
- NAHT Programme of Study scheme
- Assigning custom grade sets to schemes
- Setting school expectations using topics
- Setting Programme of Study expectations for user defined schemes
- Copy conditional formatting when creating marksheet templates
- Additional Pupil Information Columns – attendance % YTD, authorised absence count YTD, unauthorised absence YTD, number of possible sessions; NEWBES (Wales)
- Customising assessment period labels.

Assessment: 2018 Roadmap

Available Spring 2018

- Resource Sharing: Marksheets and Programme of Study Schemes
- Programme of Study Schemes for Rising Stars and Oxford University Press
- England: Facility to manage all statutory requirements for Phonics, KS1 and KS2
- Wales: Facility to manage all statutory requirements for Foundation Phase, KS2, P Scale Tracking, National Numeracy Tests and National Literacy Tests.

Attendance: Available Now

For Session Attendance:

Apply Mark Over Date Range

Apply specific marks to selected pupils.

Attendance Pattern

Create weekly patterns for selected pupils, e.g. part-time.

Attendance Reports

- Attendance analysis by category
- Attendance analysis by code
- Attendance analysis by key groups
- Continuous absence report
- Group weekly attendance
- History of change report
- Manual entry register
- Minutes late report
- Official register
- Percentage attendance
- Persistent absence summary report
- Registration certificate report
- Yearly attendance report.

Attendance Settings

Attendance Reporting Defaults (to exclude pupils outside of statutory school age from Attendance reports and analyses).

Deal with Specific Marks

Find selected marks for given groups and date ranges, in order to update. (Combines Deal with Missing Marks and Deal with Unexplained Absences).

Early Years Session Pattern

Indicates AM and PM attendance patterns for early years pupils.

Edit Marks and Take Register

Available features: Flood-fill, Day and Week view, Additional Columns, Record Comments and Minutes Late, Column Filters, Preserve/Overwrite, Codes Key, link to Pupil Information, Mark Selector.

Take Register provides option to complete any blank marks as N (No Reason Provided for Absence) when a session is saved.

In Edit Marks, classes, houses, teaching groups, user-defined groups, whole school or year groups are available for selection. In Take Register, classes, whole school and year group are available, pending development of Attendance within the Class Log.

Exceptional Circumstances

Record school closure days, which applies the relevant school closure code to the appropriate attendance registers.

Attendance: In Development – Autumn 2017

- Performance improvements for attendance processes, including Take Register, Edit Marks and Deal with Specific Code.

Attendance: 2018 Roadmap

Available from Spring 2018

- Home Page Missing Marks Widget – Improvements to make missing marks visible for dates prior to today.
- Class Log – introducing a new screen layout for Take Register, making it more user-friendly and consistent with the Class Log, with the ability to record attendance.
- Home Page – a teacher's timeline displays all events relevant to the teacher, with links to take registers for these events when applicable.
- Event attendance – the ability to take registers for various scheduled events, including lessons, detentions, and after-school clubs.

Communications: Available Now

Agencies

Manage agent details.

Agents

Manage agency details.

Manage Notices

Add and update Home Page notices displayed on Home Page; these provide information to staff such as might be written on Staff Room noticeboards.

Manage Notifications

View and delete system notifications, including status of generation of CTF or Statutory Return files.

Medical Practices

Maintain medical practice details, which are now maintained separately from other Agency records.

Visitors Book

This enables basic information about school visitors to be recorded for display on the Home Page, to inform members of staff.

Communications: In Development – Autumn 2017

- Parental Reporting – the means to manage parental reports, write comments and generate pupil progress reports for provision to parents.

Communications: 2018 Roadmap

Available from Spring 2018

- Create Message Templates – the ability to create and edit message templates for Attendance, Conduct and General Communications.
- Send Message – the ability to send email and text messages directly from SIMS Primary to pupil and applicant contacts. * Text message capability is subject to additional subscription charge. Additional charges will also apply for bundles of text messages.

Community / Resource Sharing

Available from Spring 2018

- The ability to generate communications in letter, email or SMS* format,
- Adoption History – displays details of packages adopted from other providers.
- Resource Catalogue – provides the means to find and adopt resources made available by other providers.
- Sharing History – displays any resources my organisation has created and shared.
- Sharing of assessment marksheet templates, local reports and staff service terms.
- Mail-merge reporting for labels and other reports.

Available from Summer 2018

- Resource Sharing: Parental Reports – the means to share parental report templates between organisations.

Dinner Money: 2018 Roadmap

Available from Spring 2018

The following Dinner Money features are subject to an additional subscription charge.

Dinner Money initial features

- Set up school meal menus.
- Teacher and School Administrator dinner registers within SIMS Primary.
- Ability for parents to pre-order meals.
- Catering reports to ensure the kitchen is prepared.
- Financial reports to keep track of school meal balances and payments received.
- Online payment for school meals, removing need for dinner money cash in schools. Payment types also include Pay Point, Post Office and cash or cheque.
- Automatic school meal low balance notifications, reminding parents to top up their child's account.

Migration: Available Now

Data Transfer Process

The migration process is managed by Capita Support teams via SFTP uploads, with Data Quality Reports provided to local support teams to review data concerns.

Migrated Data

Please refer to the SIMS Primary Migration Guide for specific details about migrated data and preparations for migration.

Migration: 2018 Roadmap

Available from Spring 2018

Upgrades to be handled directly from the school's SIMS data and monitored through the support unit portal. Data quality reports made available to schools.

Pupil Conduct: Available Now

Achievement Events

Enables users to add, view and update achievements, showing all pupils associated with a selected event. Points can be updated and associated documents uploaded, for example as a reminder of the achievement when sending reports home.

Behaviour Events

Provides access to details of all behaviour events, showing all associated pupils. Events can be added and follow-up actions recorded, to enable tracking of outcomes.

Conduct Configuration

Enables schools to define defaults for reporting period, labels and achievement and behaviour types. Also, to define the minimum and maximum points for each level of achievement and behaviour type and whether location is shown and required. These defaults are designed to make it quicker and easier to record achievement and behaviour events via the class log, pupil log or conduct summary.

Conduct Reports

- Achievement and behaviour summary
- Exclusions.

Conduct Summary

The conduct summary is an individual pupil dashboard showing accumulated achievement and behaviour points and events, plus a comparison between the pupil and the class and school average. It also displays a chronology of achievements, behaviours and exclusions, from which details such as follow-up actions can be updated, enabling the full history of each conduct record to be understood.

Pupil Exclusions

Exclusion records for a selected pupil can be added or updated, including associated meetings and documents, enabling evidence to be kept as history.

Pupil Conduct: In development – Autumn 2017

- Report cards.

Pupil Conduct: 2018 Roadmap

Available from Summer 2018

- Manage detentions.

Pupils (including Special Educational Needs): Available Now

B2B Open Export

Enables schools to generate an XML file in B2B Open format, for sharing pupil and attendance data with a given Local Authority.

Bulk Update

Enables update by year group or class of various personal, ethnic & cultural and other details, parental consents and parental salutation and addressee.

Class Log

Provides a photographic view of a class with facilities to simultaneously add pupil log notes or achievement and behaviour events for multiple pupils and to sort by percentage attendance, achievement or behaviour points as well as name or age.

CTF Export

Enables the generation of a full or partial CTF for upload to the regional governments' secure data exchange sites when pupils transfer to another school or for provision of pupil and attendance data to other third-party applications.

CTF Export Settings

Enables schools to define alternative destinations for use when generating CTF export files.

CTF Import

Provides the means to import a CTF and to match imported pupil data against existing records.

Delete Pupil

Provides the ability to delete a pupil record if added in error or after the statutory data retention periods are reached.

Import Pupil Premium

Provides the ability to import a pupil premium file detailing those pupils who are eligible for pupil premium.

Manage Leavers

Enables schools to update in bulk the date of leaving, reason for leaving, destination establishment and expected start date at new establishment for a selected class, year group or multiple pupils.

Pupil Contacts

Schools can add, delete, edit or view the details of contacts of past, current and future pupils.

Pupil Log

The most recent version of the pupil teacher view provides summary details about the pupil, their medical needs, parental contacts and siblings, plus latest attendance, conduct, assessment results and SEN needs. The pupil log aims to provide a holistic picture of events in the pupil's life that may impact their wellbeing or attainment, with a single chronological view of any general, assessment, attendance and SEN notes recorded, plus the facility to record conduct events. Comments added can then be used when preparing parental reports.

Pupil Premium

The pupil premium record displays any past or current pupil premium details for a selected pupil that have been imported from the pupil premium file.

Schools may also add eligibility for pupil premium funding, under the welfare section of the pupil record, where this has not been included in the pupil premium import.

Pupil Records

Maintain pupil details, including an automatic check for existing records when adding new pupils and the means to readmit former pupils. Pupil records also include Statutory SEN Details.

Pupil Reports

- Admission register
- Contact list with main telephone number
- Data collection sheet
- DfE FSM Ever 6 Spring Census
- Dietary need
- Disability details
- Family links (pupil)
- Free school meals – pupil eligibility
- In care details
- Key group list report

- Medical information sheet
- Medical information with contact details
- Migration report leavers and arrivals
- Parental ballot
- Parental consents
- Pupil analysis report
- Pupil photographs
- Pupils with missing UPN
- SEN pupil report
- SEN pupils – people involved
- SEN reviews.

SEN Records

Enables schools to record details of SEN Status, SEN Need, SEN Provisions, SEN Reviews, Education and Health Care Plans, SEN Statements and Most Able subjects.

Pupils: In development – Autumn 2017

- Pupil and pupil contact user defined fields
- New pupil funding section on the pupil record which will include Top-up Funding, Additional 15 Hours Funding and Disability Access Fund.

Pupils: 2018 Roadmap

Available Spring 2018

- SEN event details
- Pupil contact and SEN communications
- Pupil delete updates.

Available from Summer 2018

- Adding staff as pupil contact
- Interventions

- Welsh SEN changes.

Reporting: Available Now

Attendance Dashboard

- Summarises attendance and persistent absence for selected and key groups.

Conduct Dashboard

- Provides a school or group overview of achievements and behaviour events for a given period, with drill down to pupil level information.

Design New Report

- Provides a drag and drop interface from which schools can design and run reports.

SIMS Reports

- SIMS Reports contains predefined and locally defined reports. See individual sections for details of admission, attendance, conduct, school group, staff and third-party reports.

SLT Dashboard

- Provides senior leaders with a high-level overview of pupil numbers, attendance and behaviour this year to date.

Teacher Summary Dashboard

- Provides teachers with an overview of their class's attendance and behaviour compared to other classes within the school.

Reporting: In Development – Autumn 2017

- The report search screen is being modified so that all reports (both pre-defined and user-defined) will appear in the same screen under 'SIMS reports'.

Predefined Assessment Reports

- (Early Years Foundation Stage) EYFS Attainment Summary
- EYFS Progress Summary
- EYFS Good Level of Development
- Foundation Phase report (Wales)
- (Programme of Study) PoS Summative Attainment

- PoS Summative Progress
- PoS Formative Attainment
- PoS Formative Progress
- Attainment Review
- Key Stage 1 - Statutory Analysis (England)
- Key Stage 2 - Statutory Analysis (England)
- Key Stage 2 - Statutory Analysis (Wales)
- National Reading Test & National Numeracy Test (Wales).

Reporting: 2018 Roadmap

Available Spring 2018

Further Assessment Reports

- Key Stage 1 National comparison
- Key Stage 2 National comparison
- (Foundation Phase Outcome) FPO National comparison
- Key Stage 2 National comparison.

Additional Predefined Reports

- Pupil Data Output report to support subject access requests.
- Staff, Contact and Agent Data Output Reports to support subject access requests
- Additional reports and reporting fields for attendance, assessment, conduct, pupil, group and staff data.

Resource Sharing

- The ability to create reports and share these reports between organisations.

Scheduled Reports

- The ability to schedule when a report will run and for which recipients.

School Groups: Available Now

Allocate Future Pupils

Enables future pupils to be allocated to groups for the next academic year.

Allocate Pupils to Groups

Enables schools to allocate a new year group or class to a group of current pupils, within the current academic year.

Allocate Pupils to Houses

Provides a tick grid by which schools can quickly allocate pupils, by year group, to a house and can view the total allocation by gender.

Allocate Pupils to Teaching Groups

Provides a tick grid for easy allocation of pupils to any teaching groups defined under curriculum structures.

Curriculum Structure

This enables the definition of a curriculum scheme, by which teaching groups can be defined. For example, if schools use teaching groups for Maths lessons by mixing pupils from Years 5 and 6, a scheme can be created for Y5 & 6 Maths, with the Y5 and Y6 classes as the source groups. The required teaching groups can then be created and pupils allocated to each group.

Manage Classes

Schools can add and maintain details of classes within a given academic year, including the class name, the group start and end dates, associated year group(s), class teacher and other staff details.

Manage Houses

Enables schools to add house details, including a house logo, colour and head of house.

Manage Teaching Groups

Schools can maintain or add details of teaching groups, and allocate pupils and supervisors to the teaching groups.

Manage User-Defined Groups

Schools can create user-defined groups and allocate supervisors, pupils and other members to the teaching groups.

Manage Year Groups

Schools can add and maintain details of classes in a given academic year, including the class name, the group start and end dates, associated year groups, class teacher and other staff details.

Promote Pupils

Schools can define year group and class promotion paths (usually from the current academic year to the next or alternatively, from the last academic year to the current one), and then promote pupils group by group.

School Group Reports

- Pastoral Group structure
- Staff associated with groups.

School Groups: In Development – Autumn 2017

- Promotion of academic (teaching) groups.

School Groups: 2018 Roadmap

Available spring 2018

- Pastoral structure and performance enhancements.

School Management: Available Now

Academic Years

An academic year wizard enables input of term dates, named half-terms and half-term holidays, INSET days, public holidays and the school's working week, with the calculation of holidays between terms.

Day and Period Times

The facility to add the start and end times for the school day and add period names and times within each day. These can then be disseminated to all days of the week.

Key Performance Indicators

Attendance, Behaviour and Achievement KPIs – enables input of school target values which subsequently share data with reports and to dashboards.

Manage Calendars

Set up calendars for several types of event. Selected calendars can be published and made available for use in other applications that use an i-cal format. A calendar may also be added from the internet, for a layered view of external calendars within the school calendar.

My School Details

Enables schools to maintain their own details, including extended services, childcare provisions and curriculum provisions, as well as details about the school, its sites and buildings, address and contact details.

Other School Details

The ability to maintain details of other schools and to indicate whether these are feeder, destination and/or partnership schools.

Rooms

Manage room details including sites, buildings, users, group size and area.

School Calendar

The ability to view as layers, the calendars for My Events, Other Staff, Rooms, Classes and Teaching Groups, School Events, the school academic year and imported internet calendars. Additional events can be added as My Events, School Events or Lessons.

School Management: In Development – Autumn 2017

- Calendar and academic year performance enhancements including the ability to add meeting events and calendar events with an arbitrary collection of staff and rooms.

School Management: 2018 Roadmap

- Link to organisational directory service when adding schools.

Staff: Available Now

Allowances

Manage staff allowances lookup values with associated categories.

Annual Increment

Apply annual increment increases for selected service terms.

Delete Staff Contact

Enables staff next of kin and other contact records to be deleted.

Delete Staff Record

Provides the means to check and delete staff records, either when recorded in error or after data retention limits are reached.

National Insurance Rates

View the National Insurance rates and bands, managed centrally by Capita.

Pay Spines

Enables schools to maintain pay spine points and intervals, and generate associated scale awards.

Salary Ranges

Maintain salary range details including pay levels, regional weighting, and associated salary awards.

Service terms (decoupled from pay spines, post types, allowances)

Provides records of service term with associated pay patterns, pay awards, allowances, post types, superannuation schemes and financial subgroups. Pay spines, post types, and allowances can now be maintained separately, enabling them to be re-used across service terms.

Staff Records,

Maintain Personal Details, Staff Quick Note, Service Details, Addresses, Phone/Email, Contacts, Absences (with Certification and Return to Work Conditions), Medical, Ethnic/Cultural, Training/Qualifications, Experience, Linked Documents; Staff Leaver details, Previous Name History, Add New Staff automatically searches for matching records and enables former staff to be readmitted.

Staff Reports

- Absence analysis
- Individual absence
- Ofsted single central record
- Staff address list
- Staff contract analysis
- Staff contract and salary details
- Staff photographs
- Staff telephone numbers
- Staff training courses
- Staff vehicle list.

Superannuation Schemes

Maintains superannuation scheme values for given application dates.

Training Courses, including bulk training assignment

Training course events are maintained within umbrella training course records, so that core details do not have to be re-entered for each event. Multiple staff can be assigned together to training course events.

Staff: In Development – Autumn 2017

- SIMS Primary links with FMS 6, including details of salary ranges and spot awards.
- Staff user-defined fields

- New School Workforce Census requirements.

Staff: 2018 Roadmap

Available Spring 2018

- Resource sharing service terms
- Manage classroom staff.

Available from Summer 2018

- Allow API choice for address lookup service.
- Clone staff contracts.
- Staff performance CPD (Autumn 2018).

Statutory Returns: Available Now

Authorised Statutory Returns

Displays any statutory returns previously authorised within SIMS Primary.

Manage Statutory Returns

- Facility to validate, check and update the school census submission before the file is generated ready for upload to the DfE.
- Statutory Returns provide validation and summary data using the SIMS Primary Reporting Data Warehouse.
- Current Statutory Returns supported: School Census Autumn 2017 (England).

Statutory Returns Settings

Enables the editing of the security message for each statutory return.

Statutory Returns: In Development – Autumn 2017

- School Workforce Census 2017
- School Census Spring 2018 (England).

Statutory Returns: 2018 Roadmap

Available Spring 2018

- CTF Welsh Assessment.
- Admissions Transfer File (ATF)
- Statutory Assessment Data Collection (Wales - All phases)
- School Census Summer 2018 Updates (England Primary)
- Pupil Premium 2018 Updates (England Primary)
- CTF End of Key Stage Returns 2018 Updates (England Primary)
- CTF Phonics Results Export 2018 Updates (England Primary).

Available Summer 2018

- CTF Version 18 updates (England and Wales - All phases)
- CTF 2018 Assessment (England and Wales - All phases)
- Attendance Collection 2018 (Wales Primary)
- School Census Autumn 2018 (Primary updates)
- SWC 2018 (England Primary updates).

Available Autumn 2018

- School Census Spring 2019 (England All Phases)
- PLASC 2019 Wales (Primary updates and other phases)
- Admissions School List File (ASL) for 2019/20 (England and Wales)
- Admissions Data Transfer File (ADT) for 2019/20 (England and Wales)
- Catholic Education Services Census 2019 (CES)
- Academy Formations - Reporting in Statutory Returns and CTF (England).

System Manager: Available Now

Manage Users

Ability to create new users and manage the permission groups they have access to. Includes secure invitation process via SIMS ID by which users are automatically sent login details.

Queued Items

For system administration, this displays the status of various background workflows, such as updating group memberships.

System Manager: In Development – Autumn 2017

- Manage User-Defined Fields – enables schools to maintain UDFs for use within application, enquiry, SEN, my school, other school, pupil contact, pupil and staff records. (UDFs for agents will be available early 2018).
- Manage User Permissions – ability to view the menu route and security domain permissions for each permission group. Security domain permissions govern the data each user group can view or update.
- Manage security groups.

System Manager: 2018 Roadmap

Available from Autumn 2018

- Updates to permissions, manage users and security groups.

General Features: Available now

Address Management

A service to find and manage addresses is provided by using Web Address Validation. The system locates other people living at the same address, with an option to update their address records simultaneously.

Document Management

Linked documents are maintained in association with agency, agent, application, medical practice, my school, other school, pupil contact, pupil, SEN needs, EHCP, statement and review records, and staff records.

Home Pages

Home Pages are designed to provide immediate information about current events, including notices, visitors and today's schedule. The Home Page widgets display simple numerical summaries with links to more detail or to process screens, e.g. Statutory Return details. Notifications display the status of processes such as Statutory Returns generation.

The link to My Account enables users to manage their own passwords and to switch between different views, where permitted.

Lookups

The ability to view and manage lookup lists, including those required for Admissions, Assessment, Attendance, Person, Pupil Conduct, Pupils, School and Staff records.

Navigation Features

The main menu launcher enables the user to search for any menu item which they have permission to access. The Quick Links at the top of each screen provide access to the most commonly used areas, whilst the Quick Search function provides immediate contact information for pupils, staff and contacts, with links to their full personal records.

Third Party APIs

Available for third-party applications to enable the extraction of data from SIMS Primary.

Third Party reports

- Communications report – enables extraction of pupil and contact data needed to populate external communications software.

General Features: In Development – Autumn 2017

- API Support
- Updates to organisational directory service
- Auto-search feature – record search button to be replaced with automatic searching once search strings or filters are selected.

General Features: 2018 Roadmap

Available from Spring 2018

- API Write-back
- Capability for SIMS Primary to work with Safari browser
- Provision for high usage screens such as Take Register, to be more touch-friendly improving ease of use on tablet devices.
- Manage confidential documents
- Audit reporting
- GDPR support
- Updated Quick Search function
- SIMS Primary site map indicating What's New.

Available from Autumn 2018

- Housekeeping tasks
- Cloning permission profiles.