

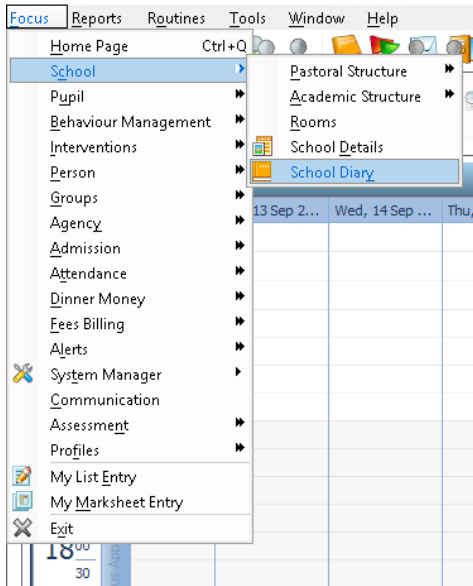


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SERVICES & SOLUTIONS

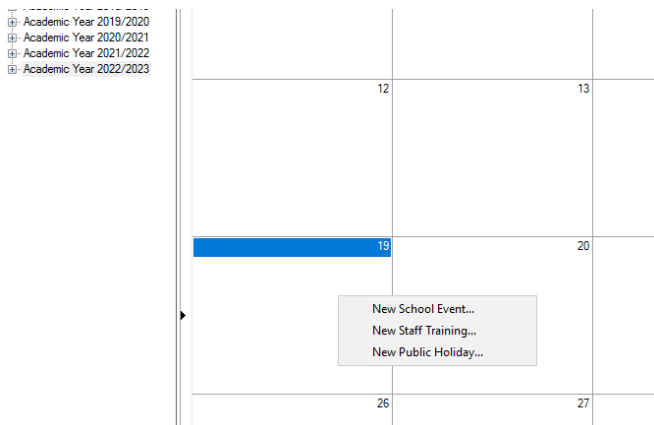
SIMS Guidance: Adding a PD Day or Bank Holiday

01 | Adding a Bank Holiday/PD Day in SIMS

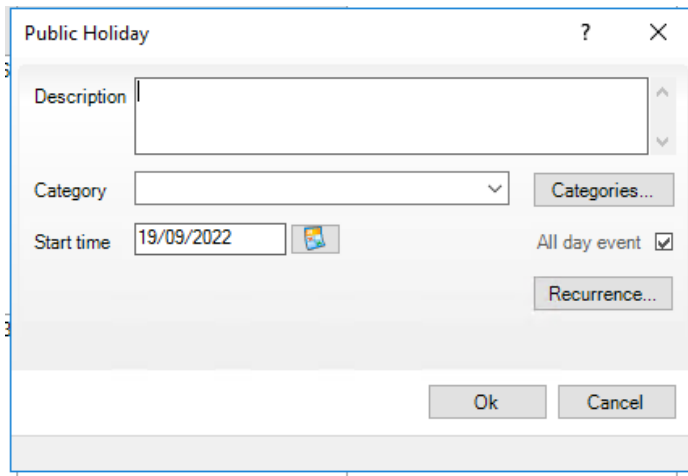
1. Log into SIMS
2. From the Home Page select:
3. **Focus| School| School Diary**



4. School Diary will open
5. Select correct Academic Year from left hand side
6. Scroll down until you find the required date
7. **Right click** on the required date and select one of the options:
New Public Holiday is for Bank Holiday
New Staff Training is for a PD Day



8. In this case we are adding a Bank Holiday so click: New Public Holiday
9. The below screen will appear:



Public Holiday

Description

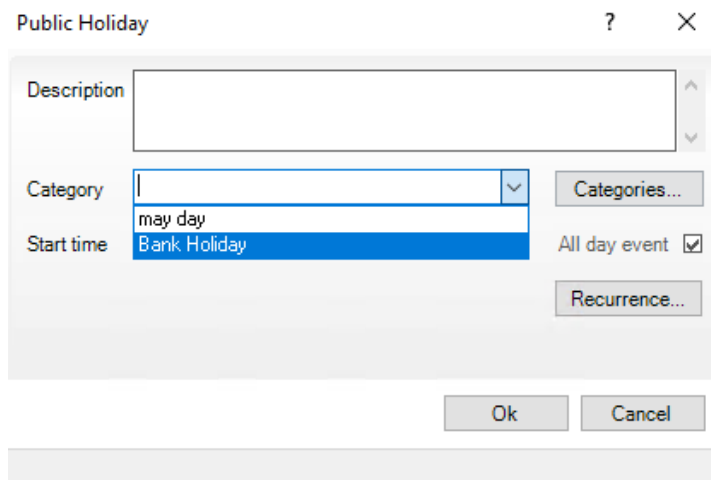
Category

Start time 19/09/2022

All day event

Ok Cancel

10. Enter in a brief description
11. From the Category drop down select: **Bank Holiday** (you may have a few other options other than this)
12. Ensure the tick is in for **All Day Event**



Public Holiday

Description

Category

Start time

All day event

Ok Cancel

13. Click: **OK**
14. This will then appear in the school calendar as stated in the **Brief Description**
15. **To check attendance: Focus| Attendance| Edit marks – select a reg or year group and check attendance code for selected date shows '#' marks (attendance not required).**