

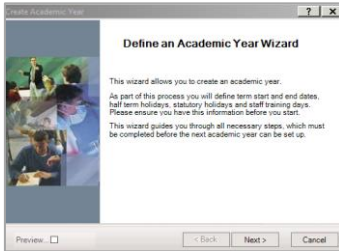


IMS Team



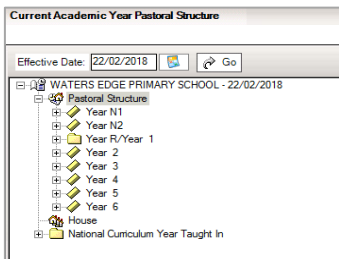
Cornwall Council IMS Accredited team offer a wide range Of **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.

Preparing for a New School Year - Primary

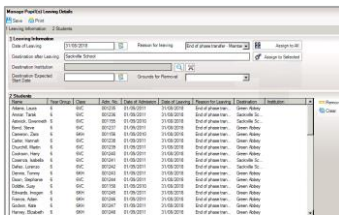


Who is it for?

Anyone with responsibility for setting up the new academic year for the first time, or as a refresher. An understanding of the school’s pastoral structures and procedures used in school and knowledge of the school’s pastoral policy would be helpful. This is a very practical course and will involve lots of discussion.



- Create a new academic year
- Make necessary changes to staff (new and leavers)
- make adjustments to the pastoral structure
- perform the pastoral promotion routine
- set up and maintain an admission group
- perform import routines including admissions transfer file (ATF) and common transfer file (CTF)
- process leavers
- perform general housekeeping routines



This is a Half Day Basic Course:

SLA Members

£55 per person

Non SLA Members

£82.50 per person

Numbers are limited to 10, so early booking is advised.

If the dates are not convenient we also offer bespoke courses that can be held at your school or academy and are tailored to your individual needs.

For further training events, please visit our website: www.cornwall.gov.uk/ims or call: 01872 323263

IMS SIMS Support

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