



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.

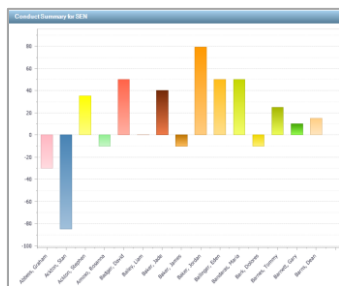
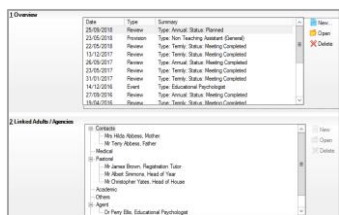
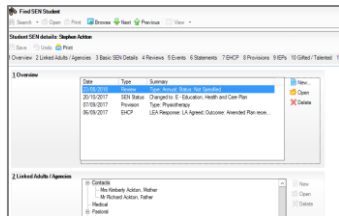
## SEN User

### Who is it for?

SEN Coordinators, Teaching Assistants and Administrative staff who support the SENCo. An understanding of SEN and how it is managed in school, or your school's ambitions in this area would be useful. This is a very practical course and will involve lots of discussion

### The course will cover:

- Navigating through SIMS and the SEN module
- Recording and editing information for students with additional education needs including:
  - reviews
  - events
  - provisions
- Producing the SEN reports provided in SIMS
- Editing lookup tables
- Adding linked adults, agents and agencies
- Sending, receiving and viewing messages relating to SEN pupils
- Configuring your SIMS Home Page to help monitor SEN processes



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](http://www.cornwall.gov.uk/ims)  
or call: 01872 323263

### IMS SIMS Support

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[www.cornwall.gov.uk/ims](http://www.cornwall.gov.uk/ims)