



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.

SIMS New Office User

Who is it for?

Anyone new to working in an Admin role in school.

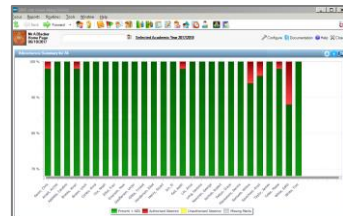
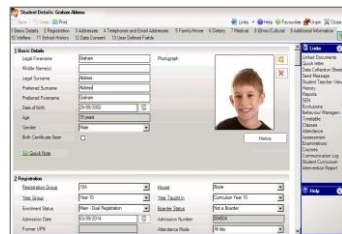
Anyone who wants to refresh/update their knowledge of SIMS or learn how to do some SIMS tasks more effectively.

It is a very practical course and will involve lots of discussion.

No previous knowledge of SIMS is required.

The course will cover:

- Finding your way around SIMS
- Looking up and making day-to-day adjustments to pupil/student details
- Managing extended / historical records and links
- Responding to information received about pupils/students and contacts
- Dealing with arrivals and leavers
- Recording exclusions
- Running basic reports from SIMS

This is a Full Day Basic Course:

SLA Members

£110 per person

Non SLA Members

£165 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

Cornwall Council | Room 2S, New County Hall, Treyew Road, Truro, TR1 3AY

TEL | 01872 323263

Email | ims@cornwall.gov.uk

www.cornwall.gov.uk/ims