

SIMS

CONSULTANCY
PACKAGES



eis

IT SERVICES FOR SCHOOLS

We're Here!

EIS are pleased to be able to offer schools a wide range of SIMS Consultancy Packages, designed to ensure that schools get best value from their investment and can effectively support school improvement.

Our experienced and knowledgeable SIMS Consultants, many of whom have worked in schools, can offer a vast range of knowledge and expertise to support schools in the use of SIMS.

These packages have been designed to deliver:

- Regular advice and expert guidance to ensure schools get the best from SIMS at all times
- Informed decision making to support the introduction of the SIMS modules
- Guidance on effective monitoring and data analysis in order to track pupils and evidence success
- Knowledge to inform the development of robust strategies for effective use of SIMS to reduce administration time

In addition to one-off consultancy services, EIS can also offer Annual Consultancy Packages, providing schools with regular expert advice and guidance.

Annual Consultancy Packages

SIMS Annual Consultancy Package – Annual Contract

3 Whole Days / 6 Half Days - £1,200

This package allows the school to ensure their use of SIMS is as effective as possible, with regular visits from our team of SIMS Consultants. Visit dates will be pre-arranged in advance throughout the year covering topics of your choice. This could be:

- Assessment & Performance Analysis
- Academic / Curriculum Management
- Pupil Administration
- Personnel
- Or any other topic of your choice

EIS are also pleased to offer schools a **FREE Half-Day SIMS Consultancy to explore how the school can make more of SIMS.**

SIMS Healthcheck

Half day - FREE

A SIMS Consultant will visit to explore how the school currently uses SIMS and make recommendations for future development. A strategy report will be provided to assist the school to get best value from their investment in the software, make efficient use of staff time and use data more effectively.



Behaviour & Attendance

Behaviour Management

Half Day - £300

The SIMS Behaviour & Achievement module allows schools to effectively track and monitor pupil conduct. The functionality also lends itself to the recording of concerns in areas such as pupil welfare and to support the PREVENT strategy.

This package takes the form of an on-site visit where a SIMS Consultant will meet with the appropriate school staff to discuss the functionality and setup requirements of the SIMS Behaviour & Achievement module.

Benefits

Informed decision making to support the introduction of the SIMS Behaviour Management module.

SIMS Discover & Attendance

1 Hour Remote Session - £120

Benefit from the experience of our SIMS Consultants, working with attendance data and the sophisticated SIMS Discover data analysis tool. The session includes the use of attendance graphs and Discover Dynamic Groups, as well as understanding the impacts of vulnerable groups on attendance statistics.

Benefits

Informed decision making and introduction of best practice when tracking attendance and monitoring trends.

Attendance Monitoring

Half Day - £300

A SIMS Consultant will provide advice and guidance in the configuration of SIMS to ensure effective attendance monitoring in school. The visit will include assistance in the definition of attendance letters and identification of useful reporting tools.

Benefits

Informed decision making and introduction of best practice when tracking attendance and monitoring trends.

Behaviour Management – Strategic Planning and Implementation

2 Half Days - £520

The SIMS Behaviour & Achievement module allows schools to effectively track and monitor pupil conduct. The functionality also lends itself to the recording of concerns in areas such as pupil welfare and to support the PREVENT strategy.

A SIMS Consultant will initially meet with key staff in school to aid in the development of an appropriate strategy and implementation plan. A follow up session will then focus on the recording of such data as well as monitoring and analysis.

Benefits

Informed decision making and support for strategic planning in order to ensure best practice for the implementation of the SIMS Behaviour Management module.

Guidance on effective monitoring and data analysis in order to track pupils and evidence success.

Technical Management

SIMS Management for IT Technicians

Half Day - £300

Providing school technical staff with information to manage SIMS, the SIMS Consultant will cover user management, database upgrade and administration, as well as diagnostic and SIMS server management tools. Technical guides will be provided to ensure the SIMS database and server are managed to best advantage.

Benefits

Provides school technical staff with the information they need to effectively manage the SIMS database and ensure appropriate configuration within the school network.

Assessment & Performance Analysis

The SIMS Assessment Manager module caters for all types of assessment where data needs to be recorded, calculated and analysed. This could include academic performance, student well-being / SEMH, learning styles, as well as any other assessments the school wishes to carry out.

Benefits of our Assessment & Performance Analysis packages:

- Development of a robust assessment strategy within SIMS, which can be used year on year and cover a wide range of pupil assessments.
- Provides schools with the ability to carry out detailed analysis and compare current data with tools such as Raise Online / Ofsted Data Dashboards and identify strength / weaknesses.

Assessment Strategy Development

2 days - £940

A SIMS Consultant will meet with key staff in school to understand school requirements and scope out an Assessment Strategy to include data recorded, how often, target setting, benchmarking, reporting and analysis. This will lead to the development of detailed documentation of the Assessment Strategy and the provision of a model for the data recording and analysis resources the school will develop and implement.

Bespoke Assessment Resources

(Price / Timescale on application)

A SIMS Consultant will meet with key staff in school to understand school requirements and scope out an Assessment Strategy to include data recorded, how often, target settings, benchmarking, reporting and analysis. The Consultant will then develop an Assessment Strategy document and a model for the data recording and analysis resources the school will implement.

A follow up meeting will be held to clarify / refine the strategy, which will lead to EIS creating the resources on a copy of the school's own dataset, which can be managed by the school themselves if they wish at a later date.



Supporting Teaching Staff

SIMS in the Classroom

1-2 Hours - £120

This session supports the implementation of SIMS more fully in the classroom setting, allowing teachers to take registers and access pupil information to inform teaching and learning.

A SIMS Consultant will work with the school to ensure best practice when recording attendance, including formalising fire evacuation procedures. A demonstration for teaching / school staff will be provided, with the opportunity for staff to obtain some hands-on experience.

Benefits

Schools are able to reduce administration time and ensure that attendance data is always up to date.

Classroom staff are well-informed and able to access pupil data in a timely manner, supporting school improvement.

Academic & Curriculum Management

Primary Curriculum

Half Day - £240

Offered as a remote consultancy service, this package provides advice on the use of the Primary Curriculum module to support the management of Academic Sets / Intervention groups and clubs. Guidance is provided in the use of the groups for data analysis and reporting. The session includes assistance in setting up such groups on the school's own data, as well as provision of support documentation.

Benefits

Primary Schools are able to manage pupil membership of bespoke teaching groups effectively in SIMS.

Supports effective data analysis in order to understand trends / impacts and evidence to Ofsted.



School & Pupil Administration

Census Preparation & Data Check

Remote Consultancy – 2 hours - £200

This package supports schools in the generation of the statutory School Census return. A SIMS Consultant will work with school staff to generate a census and ensure that SIMS is set up correctly. An explanation of the functionality and census reports will be provided along with discussion / assistance in the correction of issues.

Benefits

Schools are prepared to fulfil statutory reporting requirements, staff understand processes required and are able to check / correct data, thereby ensuring accuracy and compliance with data protection obligations.

Post-16 Data Check

Half Day - £300

The Autumn School Census collects data that informs sixth-form funding for schools. It is, therefore, vital that schools ensure this data is accurate.

A SIMS Consultant will carry out a check of post-16 data and identify potential issues. Advice and assistance on how to correct the data will be given, along with the opportunity to explore updates in functionality / census specification.

Benefits

School staff supported in checking a wide range of data to ensure compliance with complex policy in order to maximise funding.

InTouch Implementation

Half day - £300

SIMS InTouch provides a comprehensive communications function within SIMS, using SMS or email to communicate with pupils, parents and staff. A wide range of SIMS data and reports can be included, along with the ability to manage first day absence effectively.

A SIMS consultant will visit the school to support the set up of InTouch and go through the required procedures, including templates for text and email messaging. The session includes provision of data checking reports to support use of the software.

Schools must already have purchased and installed SIMS InTouch prior to the consultancy visit.

Benefits

School supported in set-up and use of SIMS InTouch to ensure they are able to get the best from functionality.

Data Analysis & Reporting (Non–assessment)

1-2 Days - £520 - £940

This package covers all types of SIMS data, excluding assessment data. A SIMS Consultant will meet with the school to understand the requirements and scope out a strategy, outlining the SIMS functions to be used, including SIMS Discover, the Home Page, Interventions, as well as standard reports. The school will be provided with a document outlining a detailed scope for all resources. In addition the consultant will support the definition of Discover Graphs and SIMS bespoke reports, dependent upon requirements.

Benefits

Supports school improvement planning and more effective use of data within school.

The provision of tailored report designs and bespoke SIMS Discover graphs will ensure the right information is always to hand.

FMS Academy Installation Service (Non-contract Customers)

Half day - £300

Following an initial discussion to understand the school's needs, a SIMS Consultant will visit to install the FMS database in preparation for setup. This will include ensuring access to appropriate functionality, as well as any historic FMS databases through SOLUS 3, providing advice to users on accessing the databases.

Benefits

New academies are able to ensure FMS is in place to support financial management obligations.

SIMS Management for School Administrators

Half Day - £300

A SIMS Consultant will visit and provide school administration staff with the information they need to effectively manage SIMS. This will include setting up users and defining bespoke permission groups, carrying out backups, as well as routine maintenance tasks. Customisation, housekeeping and diagnostic tools are also covered to ensure staff have all of the skills required to manage SIMS effectively.

Benefits

School administration staff are able to ensure that SIMS is managed effectively and the software is fully optimised.

Core Data Check

Half day - £300

A SIMS Consultant will visit to carry out a data check and undertake maintenance procedures in SIMS. The visit will include the checking of statutory data required for School Census and a Permissions Audit, as well as making recommendations for effective data management.

Benefits

Provides schools with the opportunity to ensure that the SIMS data is up to date across a range of areas.

Ensures that the access permissions to SIMS data are appropriate to meet both the needs of school and data protection responsibilities.

Dinner Money Implementation

Half Day - £300

SIMS Dinner Money provides an easy-to-use solution to report on and manage school meals efficiently. The module will record, monitor and share pupil meal choices and track the financial aspects automatically.

A SIMS consultant will arrange a half day visit with you, to apply the Dinner Money licence and set up the module with you so that the module is tailor made to your schools requirements. The onsite session will include demonstrating daily routines such as entering default meal patterns, adding payments, adding new meal types and dinner money financials.

Schools must already have purchased the Dinner Money activation licence prior to the consultancy visit.

Benefits

Schools are supported in the set up and use of SIMS Dinner Money to ensure they are able to get the best the functionality.

Bespoke Report Writing

SIMS captures an enormous amount of data covering a wide range of different areas. Every school has different reporting and analysis requirements, which are not always catered for within the standard SIMS tools. A SIMS Consultant will discuss the schools' requirements and will design bespoke reports to meet their needs.

Benefits

Schools are able to maximise the use of SIMS data and benefit from tailored report designs.

School Workforce Management

Personnel – Pay Awards

Half Day to Whole Day - £300 - £520
(dependent on size of school)

A SIMS Consultant will work on school data at pre-arranged times during April and / or September to carry out the annual pay awards. This work can be carried out as a visit or remotely, as preferred.

Benefits

Schools can ensure that staff pay records are accurate for the statutory School Workforce Census, as well as supporting financial management procedures.

Staff Performance Suite

Half Day - £300

SIMS Staff Performance Suite provides senior leadership teams with the tools to manage and monitor the performance of staff throughout the school. Integration with SIMS Personnel module allows school leaders to record staff performance alongside training, qualifications and employment details already held in SIMS - building a complete picture of every member of staff. The module allows you to log CPD experiences, track objectives, record observations and document staff reviews.

A SIMS Consultant will arrange a half day visit to the school to apply the Staff Performance Suite licence, set up the module with you and go through the usage of SPS. The session will include the setup of user permissions, customising lookups, recording and managing staff objectives, reviews and observations, and using the pre-defined reports.

Schools must already have purchased the Staff Performance Suite licence prior to the consultancy visit and have their structure, objectives and targets ready for our visit.

Benefits

Schools are supported in the set up of and use of the Staff Performance Suite to ensure they are able to get the most from the functionality.

Don't you
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when things
just work

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