

Learning Services ICT



NOTE:

PLASC documentation is available at www.hullictlea.com
Access the information via IMS, PLASC

The Helpdesk is also available for any queries. (Tel:613972)

IMPORTANT NEWS
REGARDING SIMS + SIMS.net
SOFTWARE FOR PLASC 2005.

Further to the item in the last newsletter, Capita released another Enhancement Release, number 3, on the afternoon of 10th January to deal with further problems discovered in SIMS .net, this will only affect Secondary schools, Special schools and Nurseries. All Secondary schools have been sent the necessary information to complete the installation of ER3, Special schools and Nurseries will be visited by a representative of Learning Services IT to complete the installation of the fixes.

Hopefully these will be the last 'enhancements' required to complete a PLASC return.

HELPDESK
ARRANGEMENTS

Helpdesk: 613972.

On **PLASC day (and any other day)** all calls should be made to the Helpdesk number **613972 only.**

Calls will be logged and you should be issued with a call log reference number. This will allow for calls to be dealt with in order. If you need to call back to update an existing call you will need the call reference number. It is also possible to log calls via the Hull ICT LEA website (www.hullictlea.com).

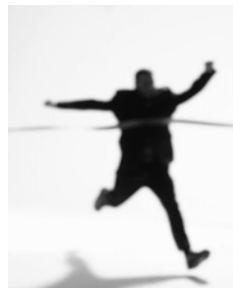
Please note:

Please ring **613972 only**, for all PLASC queries and Helpdesk calls (not individual extension numbers)

This advice holds for non-PLASC days also.

Inside this issue:

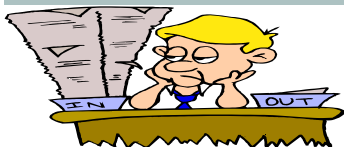
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PLASC 2005

20th January 2005

Only 5 School Days To Go.



Higher Level Teacher Assistant Staff Head Count

ALL NON SECONDARY SCHOOLS

This year BOTH the number of Higher Level Teaching Assistants (HLTA) AND the Total hours worked by HLTA's are required.

Remember that the following must be added onto your Summary Report recorded in the following format:

Headcount of Full Time HLTA Staff = x

Headcount of Part Time HLTA Staff = x

Total number of cumulative hours worked by Full + Part time HLTA = $\{tot\ hrs\}$

where x = no. of appropriate support staff

Only those who have been awarded HLTA status by the Teacher Training Agency (TTA) should be recorded in this category

Please record this information as = **ZERO** for those that are not applicable. After completion please ensure the Headteacher signs the report and then fax it to **613290**.

SECONDARY SCHOOLS ONLY

This year BOTH the number of Higher Level Teaching Assistants (HLTA) AND the Total hours worked by HLTA's are required

Only those who have been awarded HLTA status by the Teacher Training Agency (TTA) should be recorded in this category

This is included in the **SIMS .net** PLASC return in the **Non Teacher** details. However it is advisable to collate this information prior to PLASC day as this information and the number of hours worked by the HLTA is not recorded in **Personnel** and therefore will not transfer across into the PLASC return.

Who are Higher Level Teaching Assistants?

Higher Level Teaching Assistant is a status and not a qualification. It could be possible that someone may be using HLTA as a job title even though the person concerned has not been awarded the HLTA status by the Teacher Training Agency on behalf of the Secretary of State. Only those who have been awarded the HLTA status need be recorded in this category.

Selected time to complete the return

Details are required of all **classes running at the “selected time” on Census day.**

Your school’s selected time is based on the **last digit of your DfES number:**

- 0, 1, 5:** one hour/period before the end of morning school.
- 2, 3, 6:** one hour/period after the start of afternoon school
- 4, 7, 8, 9:** one hour/period after the start of morning school

However, if this selected time is not appropriate to your school timetable, you should choose an hour/period which reflects a normal class situation.



Working out Nursery Numbers

Use the tables below as an aid to calculating the figures required for Nursery numbers. Note: if your AM+PM pupils have the same class name then there will be no class to delete, the figures below will give the numbers required.

Please remember nursery numbers are not the same as nursery places, unless every nursery pupil is part time.

Pupils who are:	Full time	Part time
Number of pupils who Attend in AM	A	B
Number of pupils who Attend in PM	C	D

Then using values entered above:

Selected time for census	Morning	Afternoon
Pupils (on roll) for class	A+B	C+D
Part-time pupils not at school	D	B
Delete from Class details (if shown)	Afternoon class	Morning Class

Teaching Staff in SIMS .net

Current teaching staff details should already be entered into **Personnel** in the ‘old’ SIMS. This information links into **Staff Details** in **STAR**. It is in **STAR**, where teachers need be marked as either a **QT (Qualified Teacher)**, **NQ (Teacher Not Qualified)**, or **LQ (Teacher on a Scheme Leading to Qualification)**.

Once all teachers have appropriate codes, close **STAR** and open **Personnel** and then exit the module, this will launch “**persync.exe**”, a facility to synchronise **Personnel** with **SIMS.Net** i.e. transfer this information across.



ICT Provision:

Additional questions this year:

Number of computers available in school for use in teaching and learning.

Number of teachers with personal access to a computer.

Number of interactive whiteboards in school.

See the Pre PLASC Exercise Document on www.hullitlea.com for more detailed information concerning these questions.