

Do you struggle to keep up to date with annual procedures?

Scomis WebTrain is a webinar-based training service for primary and secondary schools that provides a more flexible and convenient way of receiving updates and access to training that has traditionally been delivered in the classroom.

WebTrain sits alongside our range of classroom based training programmes to offer a more cost-effective and timely solution for critical updates throughout the year. The service is designed to help your school with those important administrative procedures that it is critical to get right but that can consume far too much time, cause a great deal of anxiety and, if errors occur, may even have implications for your funding.

Each year, office staff and administrators need to keep abreast of changes in the data to be collected, as well as any new requirements from the DfE and will need to grapple with any known issues.

If you sign up to this service, you can be confident that you will be updated with vital information in advance of each procedure. You will also be made aware of solutions to known issues and be provided with hints and tips that will enable you to carry out each task accurately and efficiently.

You can choose to join a live webinar session which gives you the opportunity to ask questions of our expert and interact with other delegates. You will also be able to listen to a recording of each session as many times as you like and at any time of your choosing.

The subscription is per school which means that once you have signed up, any member of staff will have access to the service. We even include a set of headphones in year one!

Each webinar is scheduled to take place well in advance of your deadlines for each procedure and will run for about an hour. Examples of topics covered include:

A School Census Webinar

- Join this webinar to find out about the latest updates for the school census. We will cover any changes to the data that is collected, notify of any new requirements made by the DfE and any known issues. We will also show you how to run a dummy census to check that your data is correct in advance of the census collection.

A School Workforce Census Webinar

- Join this webinar to find out the latest updates for the school workforce census in November. We will cover any changes to the data that is collected, advise you of any new requirements made by the DfE and any known issues. We will also show you how to run a dummy census to check that your data is correct in advance of the census collection.



New Admissions

- Get ready for your new intake. This webinar will take you through the Admissions area of SIMS. It will include setting up Admission Groups, adding pupils to the admissions area and, where appropriate, importing pupils via an Admissions Transfer File (ATF) or from a Common Transfer File (CTF).

End of Year Procedures

- Everything you need to know to get ready for the next school year. This webinar will cover creating the new school year, setting up the pastoral structure, recording leavers and running the promotion routine. It will also include the academic promotion for secondary schools.

Key Stage Wizards

- The Key Stage Wizard is a tool to simplify the process of entering the statutory end of Key Stage Assessments into SIMS. This webinar will cover everything you need to know to enter this information, to create reports and export results to either your LA and/or the National Assessment Agency.

Who is this service suitable for?

Any school using SIMS. Once subscribed, any number of staff in your school may join a live webinar or listen to a recording as many times as they choose.

We also provide a range of classroom based training courses, as well as remote training sessions or onsite days, both of which can be tailored to meet your needs. For more information please refer to our website below.

At the heart of everything we do is joined up thinking.

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