The ContinU Plus Academy

2021

SIMS - Tracking System & Data Handling Policy

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Data Handling Policy**

At the heart of the SIMS solution is the Core Pupils and Staff database which contains a very comprehensive set of information and reporting facilities, including over 200 standard reports.

Module Key Functionality
Below is an overview of the key functionality for each proposed module.

SIMS Core:
- Pupil Record - pastoral data, medical information, dietary requirements, contacts, SEN details;
- Linked Documents - link files to the pupil or staff records for a more complete picture and ease of access;
- Achievement & Behaviour - awards and behaviour incidents can be recorded and reported upon;
- Flexible Reporting - reporting wizard for easy creation of reports, comprehensive library of over 200 standard reports;
- Staff/Personnel Record - contact details, CRB checks, professional qualifications, references, training, staff absences record (can be linked to the cover module within timetabling), linked files;
- Returns - all the pupil returns and the Staff Central Register return can be completed automatically;
- Basic Admissions - track and record admissions by individuals or intake groups; to allow the production of timetables in advance, including future intake.

SIMS Assessment Manager (part of Assessment Suite Pro):
- Record marks, grades and other scores to meet locally defined assessment needs and International Baccalaureate (IB);
- Analyse trends in pupil performance using local or national benchmarks - including MIDYIS (Middle Years Information System), YELLIS (**Ye**ar **11 I**nformation **S**ystem) and DfE Autumn package;
- Import the Early Years assessment pack;
- Provide teachers with the information needed to help and support their decision making and intervention strategies;
- Comment columns within the mark-sheets for increased flexibility;
- Mark-sheet formula can generate grades, averages, rankings, comments, highlight performance;
- Easily change the format of the mark-sheet templates - extra columns can be added for collecting and displaying new information as more assessments are made;
- Teachers have access to their own mark-sheets - can include data displayed for information only;

- Produce high quality, fully customisable reports, including graphics, progress charts and textual comments in a WORD template without duplication.

SIMS Discover (part of Assessment Suite Pro):
- Powerful, easy analysis tool to interrogate the data held in SIMS;
- Drag pre-defined analysis onto the canvas; needs no SIMS knowledge;
- Displays data in a variety of graphs from bar charts to Venn diagrams;
- "Drag" results sets together to produce further analysis;
- Drill down into analysis to identify individual pupils;
- Support IB;
- Create dynamic groups from the analysis results that can be set up to notify key staff of any changes directly to their SIMS Homepage e.g. a group of A* mathematics pupils in Year 10, a pupil falls out of the group based on set assessment criteria, the system will notify the relevant members of staff.

SIMS Profiles (part of the Assessment Suite Pro):
- Produce pupil reports in the schools preferred format, using WORD templates, without duplication of data or effort;
- From just one screen, teachers can get an overview of each pupil, enter report text and if using a pre-defined set of comments, simply select the appropriate comments to be inserted directly into the report;
- Up-to-date attendance, achievement and behaviour information can be included;
- An automatic word count tool helps teachers keep track of the length of the report easily;
- Reports can also be reviewed and amended before printing;
- Senior management can review the progress of report production at any time;
- Using the SIMS portal staff can create reports at any time, from any location, for convenience.

SIMS Examinations Organiser (part of the Assessment Suite Pro):
- Enter candidates for examinations utilising the data held in SIMS;
- Check for potential examination clashes for pupils;
- Produce seating plans;
- Produce the examination timetable;
- Send forecast grades and coursework marks to the examination boards;
- Upload entries and download results to save time;
- Supports the nationally agreed EDI (electronic data interchange) format used by the examining boards;
- Using 'In Touch' timetables can be sent out by email or SMS (short message service) to save printing costs;
- Using 'In Touch' examination reminders can be sent out;
- Using 'In Touch' to send out eagerly awaited results.

SIMS Curriculum Management (including NOVA T6):
- Manage teacher, room and pupil timetables;
- Produce a school curriculum in less time;

- Complex timetables can be produced for the school and for pupils based on subject choice;
- Modify timetables manually or automatically to meet individual needs;
- Calculate pupil numbers and optimise class sizes;
- Create several curriculum plans and analyse the impact on staffing, resources and costs;
- Deal with complex restrictions; restrict scheduling certain blocks to certain periods;
- Organise and monitor staff cover lesson by lesson;
- Record supply staff bookings;
- Organise Year 9 option choices;
- Using 'In Touch' email timetables.

SIMS Attendance (part of Registration Suite):
- Allows quick input of attendance marks by teachers;
- Automatically highlights incomplete registers to staff for follow up;
- Highlights unexplained absence for prompt action;
- Using 'In Touch' contact parents/carers and receive replies;
- Allows the identification of missed curriculum and summarises attendance by group;
- Data can be used to highlight any potential correlation between attendance and performance for investigation;
- Includes numerous management reports to monitor attendance on an individual and group basis including absence patterns and lateness.

SIMS Lesson Monitor (part of Registration Suite):
- Includes numerous management reports to monitor lesson attendance on an individual and group basis:
  ~ Monitors individual lesson attendance and missed curriculum time;
  ~ Pupil's photos available for cover teachers.
- From this single screen within SIMS teachers can:
  ~ Look at information regarding previous classes in a day;
  ~ Record and monitor lateness;
  ~ Record other useful information such as independent study submissions;
  ~ Capture achievements;
  ~ Capture any behaviour matters, such as a detention;
  ~ Enter marks/grades for work.

A copy of the SIMS Tracking System and Data Handling policy is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created: **June 2021**

Member of Staff Responsible: **Mark Venross (Deputy Headteacher)**

Review Date: **June 2023**

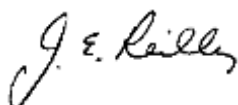Signed: (Staff member responsible)

Signed:

(Headteacher)

Signed:

(Chair of Governors)