End of Year 2023 01

Before You Start

For School Administrative Staff

Contents

Perform Spring Release 2023 Upgrade 2
Check the current academic year Pastoral Structure 2
Gather information for next year's classes 3
Backing up 4

Perform Spring Release 2023 Upgrade

It is important that you have performed the **SIMS Spring Release 2023** upgrade. The notes were sent to you earlier this term. To check that your system has been upgraded go to the **Help** menu and select **About SIMS.**

The version should be **Version 7.210** (or higher).

If your system is not at the latest version, please contact the Service Desk.

Check the current academic year Pastoral Structure

AT THIS STAGE YOU DO NOT NEED TO MAKE ANY CHANGES TO THE PASTORAL STRUCTURE. THIS PROCESS IS FOR INFORMATION ONLY TO CHECK THE PASTORAL STRUCTURE FOR THIS YEAR AND TO START CONSIDERING ANY CHANGES FOR NEXT YEAR.

YOU CANNOT MAKE CHANGES TO NEXT YEARS PASTORAL STRUCTURE UNTIL YOU HAVE CREATED THE NEW ACADEMIC YEAR.

Before creating the new academic year, it is important to check your current pastoral structure and make any required changes before proceeding. The new pastoral structure will be based on the existing one, so it is important that it is set up correctly before proceeding further.

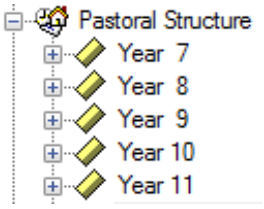
1. View your existing structure by selecting **Focus / School / Pastoral Structure / Current Structure** to display the **Current Academic Year Pastoral Structure** page.

2. The **Effective Date** defaults to today's date and does not need to be changed. Click the **Go** button to display the current pastoral structure.

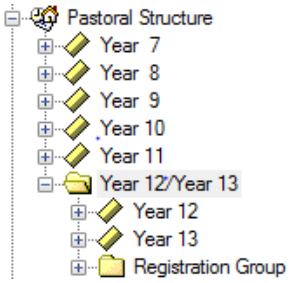
   Click the **+** button next to Pastoral Structure to expand the view.
   -

   3. Most schools are set up for registration groups where children are all in the same year group (horizontal setup) - as the example opposite shows.

      Please ensure that all the year groups within your school type are included.



   4. If you have any registration groups which have students from different years within them, then registration groups will have students from mixed year groups. The structure will look similar to this example.



   5. Click **Close**.

NOTE: At this stage this is for checking purposes only and you will not need to make any changes to your Pastoral Structure this early in the process. Changes cannot be made to the Pastoral Structure until you have created the new Academic Year.

Gather information for next year's classes

To help you prepare for the changes that a new academic year will bring about, you should take the opportunity to ensure that your current SIMS information is accurate and up to date.

We suggest you print current registration group lists for the whole school. From **SIMS** select:

1. **Reports / Run**.

2. Double click on **Focus / Student** and select and run the report **School List by Reg Group**.

3. Select the following parameters:

   On Roll pupils
   Accept All on **Year Group** and **Reg Group**.

Request the information as to which registration group each child will be in for the next academic year.

NOTE: It is highly recommended that you do not change the Pastoral Structure once an academic year has commenced. Therefore, we recommend that you use generic names for Registration Groups as opposed to ones containing teacher's initials.

Should a class teacher change part way through a year it is not advisable to change the class name.

Backing up

Please back up your SIMS database at this stage, before going any further with your End of Year Procedures.

This should not replace your usual backup schedule; it is an additional backup in case of any problems later. To do this you must create an SQL backup in SIMS using the following instructions.

1. In SIMS follow the route **Focus / System Manager / System Manager 6**.
2. Close the **Welcome screen**.
3. Go to the **Tools** menu
4. Select **Create Backup**.
5. Type a backup description. e.g., **EOY before promotion**. (The filename will be created for you).
6. The **Create** button will then become available.
7. Click **Create**
8. Click **Yes**.

   A screen will be displayed whilst the backup is created:

Note: There will be no message to advise you that the backup has completed. Once the status bar disappears the backup will be complete.

---

9. Click **OK** to finish.

NOTE: If you cannot access System Manager 6, then please contact the Service Desk for further assistance.