

The Training & Support Team bring you 'The Snippet'; *snippets* of information, top-tips and links.

Welcome

All our guidance for RM Integris can be found on the S4S site;
<http://www.services.derbyshire.gov.uk/>

This Snippet will be available on [our Schools Net page](#). All our guidance documents are available on [S4S](#). Where a document is linked in this edition of The Snippet you will need to be logged into [S4S](#) to open the link.

Summer Census Day is Thursday 17th May 2018

Log on to GIAS Before the Next Census



It is a good idea to log on to 'Get Information About Schools' (Part of the Secure Access site) and check/update your school details. Do not run the risk of being locked out of COLLECT during the stress of Census.

Census – Using the Login Messages

NB: Where *and if* there are known issues at peak Census times we are going to utilise the message panel that appears as you login to RM Integris. If you want to revisit a message just click

on the message envelope;  at the top of the screen. If there is a new message this will be highlighted with a red dot. ●

Census Guidance

The latest guidance from the team for Summer 2018 Census is available. If you cannot see the guidance it might be because you have not checked out the Licence and Support packages. See the March & April Snippets for more information.

Health Check Option Removed

The functionality of the Health Check option; **Modules | Census | School Census** has now been removed.

Calling All RM Integris System Administrators



Are your accounts due to expire?

Look in **Modules | System Management | User Management**.

Don't get locked out, check now.

Articles 'User Management' in the March edition and 'Changing the Expiry Date for More than One User' in April provide more information if needed.

Importing Pupil Premium Files from [KeystoSuccess](#)

There appears to be a small quirk in the system at the moment. The following work around will help until the DfE officially advise suppliers to amend their spec.

The file name is likely to be in the format, pp1718_830xxxx_1.csv or pp1718_830xxxx_2.csv where the first number is the financial year and xxxx is your DfE number. If the file you download ends in a '3', then **rename the file to end instead with a '2'**.

Remember **do not open the file before importing** into RM Integris

A new file for the latest financial year is expected towards the end of the Summer term.

Statutory Assessments

Guidance for the Primary Statutory Assessment returns are all available on [S4S](#). Dates to note are:

KS2	** Headteacher Declaration Deadline	Friday 25th May
KS1	Raw Score to Scaled Score Tables	Friday 1st June
Phonics	Threshold Mark Published	Monday 25th June
Phonics	Headteacher Declaration Deadline	Thursday 28th June
KS1	Headteacher Declaration Deadline	
KS2	Final date to upload Teacher Assessment data	Friday 29th June
EYFS	Final date to upload to the LA (via Perspective Lite)	
Phonics	Final date to upload to the LA (via Perspective Lite)	
KS1	Final date to upload to the LA (via Perspective Lite)	

** KS2 Note '*Failure to complete the HDF by the deadline may result in a maladministration investigation*', taken from p30 of the DfE ARA guide.

Year End

We are currently updating the Year End guidance. We will publish in sections and will let you know via the Schoolsnet e-bulletin when these are available.

GDPR

The new data protection laws come into effect on **Friday 25th May 2018**. We have been inundated with questions from schools, many of which we have had to pass to colleagues with more expertise and some we have been happy to talk through with schools.

Remember to keep checking the FAQs on the [GDPR page on Schoolsnet](#) for updates.

The DfE have recently published a document to help schools; **Data Protection: a toolkit for schools – beta version (April 2018)**

Audit have recently published an [article](#) with a link to the document on S4S. It looks to be a really useful, user-friendly document.



Have you booked to attend one of the **Insights Meetups**?

If you wish to attend, click on the link on the Admin landing page or [book here](#).
Dates in our area are:

- 6th June – The Stuart Hotel (Best Western), Derby City
- 7th June – New Bath Hotel, Matlock Bath
- 3rd July – Palace Hotel, Buxton
- 4th July – Casa Hotel, Chesterfield



Training

There is just one more Reporting1 course this academic year on the 12th June. If you are interested please book a place on the S4S site. If there are no more places on any of our courses please add yourself to the Waiting list. Where possible we will endeavour to respond to demand.

And finally...

Please Help Us to Help You

Help us to reach others we could help. We support over 350 schools and our '*Snippet*' seems to reach approximately a third of you. We are well aware that schools get an innumerable amount of communications and it is not obligatory that you read this. However, if you find the Snippet useful do mention it to colleagues and colleagues in other schools. Thank you.

