

Training Brochure 2011 – 2012

For School Office Staff, Teaching Staff and Management

January 2012

J111	How to get the best from the very powerful reporting facilities which are available in your software	Members of the School Office
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown reports from Pupil Admin, School Workforce, Finance and School Web Services.	<ul style="list-style-type: none"> To use reports that help senior management complete sections of the self-evaluation form Reports on Mobility Creating groups so that particular groups can be tracked in different areas Tracking Behaviour User Specific Reports And many more 	No: J111 Date: 26 th January 2012 Time: 10:00 – 12:00 Venue: WS Provider: Moira Dunn Cost: £115

J112*	External Data Returns	Members of the School Office
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn how to use WS to produce the returns requested by the Local Authority (School Census and SWF), and other parties i.e. Ofsted section B, Mobility Returns, Fronter XML updates and User Specified exports.	<ul style="list-style-type: none"> To learn the areas that need regular maintenance and updating To look at how to produce the returns To look at common errors How to return the information To produce other reports needed by LA, other parties and school 	No: J112 Date: 26 th January 2012 Time: 13:30 – 15:30 Venue: WS Provider: Moira Dunn Cost: £115

* change to originally published brochure.

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

February 2012

J113	Finance – End of Year	School Business Managers, SAO's and School Bursars	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
To learn or refresh the processes for End of Year.	To know what reports to check before the end of year process <ul style="list-style-type: none"> • Funding Details • Standard Funds • Outstanding Commitments • Accruals 	No: J113 Date: 2 nd February 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £130	

J114	Finance – End of Year	School Business Managers, SAO's and School Bursars	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
To learn or refresh the processes for End of Year.	To know what reports to check before the end of year process <ul style="list-style-type: none"> • Funding Details • Standard Funds • Outstanding Commitments • Accruals 	No: J114 Date: 2 nd February 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £130	

J115	Finance – Forward Planning	School Business Managers, SAO's and School Bursars	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
To learn or refresh the processes of and how to use Finance to forward plan.	<ul style="list-style-type: none"> • To generate next year's budget • To generate three year budgets • Show and maintain budgets for next and future years • Project Employee costing for future years • Better understanding and plan for the school budget • Show Year on Year report requested by the LA 	No: J115 Date: 9 th February 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £130	

How to book:

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Email: courses@wautonsamuel.co.uk Fax: 020 8318 1700 Post: Wauton Samuel, St Agnes House, Cresswell Park, Blackheath, SE3 9RD

J116	Finance – Forward Planning	School Business Managers, SAO's and School Bursars
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh the processes of and how to use Finance to forward plan.	<ul style="list-style-type: none"> To generate next year's budget To generate three year budgets Show and maintain budgets for next and future years Project Employee costing for future years Better understanding and plan for the school budget Show Year on Year report requested by the LA 	No: J116 Date: 9 th February 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £130

J117*	SEN – What can the system do for you	SEN inclusion managers
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To Learn how to use the SEN section of PASAPP.	<ul style="list-style-type: none"> To maintain needs and descriptions of needs To maintain pupil information To enter and update IEP's To enter and update annual reviews To enter pupil and staff support time Reporting 	No: J117 Date: 23 rd February 2011 Time: 10:30 – 12:00 Venue: WS Provider: Moira Dunn Cost: £89

* change to originally published brochure.

J118	Assessment Analysis using WS School Web Services	Assessment Coordinators, Admin Staff whom support Assessment Coordinators
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh using SWS to analyse assessment results - Using own data - Can bring results to load then be analysed.	<ul style="list-style-type: none"> To set up and load termly assessments To use tracking grids to indicate pupils achievement and progress To use tracking grids to identify groups of pupils Use progress reports to show positive or negative progress for classes and year groups 	No: J118 Date: 23 rd February 2011 Time: 13:30 – 16:00 Venue: WS Provider: Moira Dunn Cost: £115

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March 2012

J119	Finance – End of Year	School Business Managers, SAO's and School Bursars
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh the processes for End of Year.	To know what reports to check before the end of year process <ul style="list-style-type: none"> • Funding Details • Standard Funds • Outstanding Commitments • Accruals 	No: J119 Date: 1 st March 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £130

J120	Finance – End of Year	School Business Managers, SAO's and School Bursars
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh the processes for End of Year.	To know what reports to check before the end of year process <ul style="list-style-type: none"> • Funding Details • Standard Funds • Outstanding Commitments • Accruals 	No: J120 Date: 1 st March 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £130

J121	Finance – Forward Planning	School Business Managers, SAO's and School Bursars
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh the processes of and how to use Finance to forward plan.	<ul style="list-style-type: none"> • To generate next year's budget • To generate three year budgets • Show and maintain budgets for next and future years • Project Employee costing for future years • Better understanding and plan for the school budget • Show Year on Year report requested by the LA 	No: J121 Date: 8 th March 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £130

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J122	Finance – Forward Planning	School Business Managers, SAO's and School Bursars
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh the processes of and how to use Finance to forward plan.	<ul style="list-style-type: none"> To generate next year's budget To generate three year budgets Show and maintain budgets for next and future years Project Employee costing for future years Better understanding and plan for the school budget Show Year on Year report requested by the LA 	No: J122 Date: 8 th March 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £130

J123	Using the system to automate the administration of clubs	Anyone involved in the administration of clubs
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be trained in creating and maintain schools clubs.	<ul style="list-style-type: none"> To set up and maintain clubs To record monies taken for clubs To produce reports and letters for overdrawn accounts To record and monitor club attendance and late collections Ability to use text messaging to inform of changes to clubs 	No: J123 Date: 15 th March 2012 Time: 10:00 – 12:00 Venue: WS Provider: Chris Brown Cost: £89

J124	Using the system to automate the administration of clubs	Anyone involved in the administration of clubs
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be trained in creating and maintain schools clubs.	<ul style="list-style-type: none"> To set up and maintain clubs To record monies taken for clubs To produce reports and letters for overdrawn accounts To record and monitor club attendance and late collections Ability to use text messaging to inform of changes to clubs 	No: J124 Date: 15 th March 2012 Time: 13:30 – 15:30 Venue: WS Provider: Chris Brown Cost: £89

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J125*	Using the data in your system as a source for mail merge functions to save time and effort when communicating with parents and carers	Members of the School Office
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
Using Pupil Admin system to produce different types of merge to stop manually typing and writing pupil details.	<ul style="list-style-type: none"> To use and maintain standard mail merge letters from Pupil Admin system To create additional mail merge letters and attach them to pupils/employee data To create mail merge labels To create mail merge for user specified groups of pupils/employees 	No: J125 Date: 22 nd March 2012 Time: 10:30 – 12:00 Venue: WS Provider: Jasmine Heather Cost: £89

* change to originally published brochure.

J126	Attendance and Lateness Reporting	School Office Staff, Attendance Welfare Officer
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
Attendance Fast Track and Lateness Follow-up Scheme.	<ul style="list-style-type: none"> To identify pupils who fall into the criteria of the schemes To monitor attendance and lateness To produce mail merge letters to send home To produce relevant reports 	No: J126 Date: 22 nd March 2012 Time: 13:30 – 15:30 Venue: WS Provider: Jasmine Heather Cost: £89

April 2012

J127	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J127 Date: 19 th April 2012 Time: 10:30 – 12:00 Venue: WS Provider: Moira Dunn Cost: £89

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J128	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J128 Date: 19 th April 2012 Time: 13:30 – 15:30 Venue: WS Provider: Moira Dunn Cost: £89	

J129	Using the data in your system as a source for mail merge functions to save time and effort when communicating with parents and carers	Members of the School Office	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
Using Pupil Admin system to produce different types of merge to stop manually typing and writing pupil details.	<ul style="list-style-type: none"> To use and maintain standard mail merge letters from Pupil Admin system To create additional mail merge letters and attach them to pupils/employee data To create mail merge labels To create mail merge for user specified groups of pupils/employees 	No: J129 Date: 26 th April 2012 Time: 10:30 – 12:00 Venue: WS Provider: Jasmine Heather Cost: £89	

J130	Using the data in your system as a source for mail merge functions to save time and effort when communicating with parents and carers	Members of the School Office	
<u>Description</u>	<u>Objectives</u>	<u>Details</u>	
Using Pupil Admin system to produce different types of merge to stop manually typing and writing pupil details.	<ul style="list-style-type: none"> To use and maintain standard mail merge letters from Pupil Admin system To create additional mail merge letters and attach them to pupils/employee data To create mail merge labels To create mail merge for user specified groups of pupils/employees 	No: J130 Date: 26 th April 2012 Time: 13:30 – 15:00 Venue: WS Provider: Jasmine Heather Cost: £89	

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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May 2012

J131	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J131 Date: 3 rd May 2012 Time: 10:45 – 12:15 Venue: WS Provider: Jasmine Heather Cost: £89

J132	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J132 Date: 3 rd May 2012 Time: 13:45 – 15:15 Venue: WS Provider: Jasmine Heather Cost: £89

J133	Assessment Analysis using WS School Web Services	Assessment Coordinators, Admin Staff whom support Assessment Coordinators
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh using SWS to analyse assessment results - Using own data - Can bring results to load then be analysed.	<ul style="list-style-type: none"> To set up and load termly assessments To use tracking grids to indicate pupils achievement and progress To use tracking grids to identify groups of pupils Use progress reports to show positive or negative progress for classes and year groups 	No: J133 Date: 10 th May 2012 Time: 09:30 – 12:00 Venue: WS Provider: Moira Dunn Cost: £115

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J134	Attendance and Lateness Reporting	School Office Staff, Attendance Welfare Officer
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
Attendance Fast Track and Lateness Follow-up Scheme.	<ul style="list-style-type: none"> To identify pupils who fall into the criteria of the schemes To monitor attendance and lateness To produce mail merge letters to send home To produce relevant reports 	No: J134 Date: 10 th May 2012 Time: 13:30 – 15:00 Venue: WS Provider: Moira Dunn Cost: £89

J137	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J135 Date: 24 th May 2012 Time: 10:00 – 12:00 Venue: WS Provider: Jasmine Heather Cost: £86

J138	Foundation Stage, KS1, KS2 and KS3 Assessments Returns	Reception, KS1/2/3 teachers, Assessment Coordinators and School Office Staff – who produces the returns
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be shown how to enter and validate assessments.	<ul style="list-style-type: none"> To input FSP, KS1, KS2 and KS3 assessment results To validate the above assessments and correct any errors How to return the data 	No: J136 Date: 24 th May 2012 Time: 13:30 – 15:30 Venue: WS Provider: Jasmine Heather Cost: £86

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J139	Using the system to automate the administration of clubs	Anyone involved in the administration of clubs
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be trained in creating and maintain schools clubs.	<ul style="list-style-type: none"> To set up and maintain clubs To record monies taken for clubs To produce reports and letters for overdrawn accounts To record and monitor club attendance and late collections Ability to use text messaging to inform of changes to clubs 	No: J139 Date: 31 st May 2012 Time: 10:00 – 12:00 Venue: WS Provider: Chris Brown Cost: £89

J140	Using the system to automate the administration of clubs	Anyone involved in the administration of clubs
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To be trained in creating and maintain schools clubs.	<ul style="list-style-type: none"> To set up and maintain clubs To record monies taken for clubs To produce reports and letters for overdrawn accounts To record and monitor club attendance and late collections Ability to use text messaging to inform of changes to clubs 	No: J140 Date: 31 st May 2012 Time: 13:30 – 15:30 Venue: WS Provider: Chris Brown Cost: £89

June 2012

J141	Class Changes and Transfers	School Office Staff
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To show how to move pupils into next year's classes.	<ul style="list-style-type: none"> To add new pupils and employees To set up new classes To move whole classes and year groups into new classes To move individual pupils into new classes To create and upload CTF files for leavers Which reports can be produced 	No: J141 Date: 14 th June 2012 Time: 10:00 – 12:00 Venue: WS Provider: Chris Brown Cost: £89

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J142	Class Changes and Transfers	School Office Staff
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To show how to move pupils into next year's classes.	<ul style="list-style-type: none"> To add new pupils and employees To set up new classes To move whole classes and year groups into new classes To move individual pupils into new classes To create and upload CTF files for leavers Which reports can be produced 	No: J142 Date: 14 th June 2012 Time: 13:30 – 15:30 Venue: WS Provider: Chris Brown Cost: £89

J143	Assessment Analysis using WS School Web Services	Assessment Coordinators, Admin Staff whom support Assessment Coordinators
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh using SWS to analyse assessment results - Using own data - Can bring results to load then be analysed.	<ul style="list-style-type: none"> To set up and load termly assessments To use tracking grids to indicate pupils achievement and progress To use tracking grids to identify groups of pupils Use progress reports to show positive or negative progress for classes and year groups 	No: J143 Date: 21 st June 2012 Time: 09:30 – 12:00 Venue: WS Provider: Moira Dunn Cost: £115

J144	Assessment Analysis using WS School Web Services	Assessment Coordinators, Admin Staff whom support Assessment Coordinators
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn or refresh using SWS to analyse assessment results - Using own data - Can bring results to load then be analysed.	<ul style="list-style-type: none"> To set up and load termly assessments To use tracking grids to indicate pupils achievement and progress To use tracking grids to identify groups of pupils Use progress reports to show positive or negative progress for classes and year groups 	No: J144 Date: 21 st June 2012 Time: 13:30 – 16:00 Venue: WS Provider: Moira Dunn Cost: £115

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J145	Class Changes and Transfers	School Office Staff
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To show how to move pupils into next year's classes.	<ul style="list-style-type: none"> To add new pupils and employees To set up new classes To move whole classes and year groups into new classes To move individual pupils into new classes To create and upload CTF files for leavers Which reports can be produced 	No: J145 Date: 28 th June 2012 Time: 10:00 – 12:00 Venue: WS Provider: Chris Brown Cost: £89

J146	Class Changes and Transfers	School Office Staff
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To show how to move pupils into next year's classes.	<ul style="list-style-type: none"> To add new pupils and employees To set up new classes To move whole classes and year groups into new classes To move individual pupils into new classes To create and upload CTF files for leavers Which reports can be produced 	No: J146 Date: 28 th June 2012 Time: 13:30 – 15:30 Venue: WS Provider: Chris Brown Cost: £89

July 2012

J147	Introduction to Pupil Admin and other WS products	New members of Office Staff dealing with general pupil and employee data
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn the basic skills in using and recording pupil and employee data. To learn what is available for the school office use. To learn how the dinners and attendance process work.	<ul style="list-style-type: none"> To maintain and add new pupils and employees To report on pupils and employees To use software to help in daily office duties To input dinner information (includes e-reg) To input and update attendance and produce relevant reports Basic Mail Merge in Dinners and Attendance 	No: J147 Date: 5 th July 2012 Time: 10:00 – 12:30 Venue: WS Provider: Moira Dunn Cost: £105

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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J148	Introduction to Pupil Admin and other WS products	New members of Office Staff dealing with general pupil and employee data
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn the basic skills in using and recording pupil and employee data. To learn what is available for the school office use. To learn how the dinners and attendance process work.	<ul style="list-style-type: none"> To maintain and add new pupils and employees To report on pupils and employees To use software to help in daily office duties To input dinner information (includes e-reg) To input and update attendance and produce relevant reports Basic Mail Merge in Dinners and Attendance 	No: J148 Date: 5 th July 2012 Time: 13:30 – 16:00 Venue: WS Provider: Moira Dunn Cost: £105

J149	Introduction to Finance and SWF	New members to School Office dealing with Finance and Personnel
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To introduce a new member of office staff Finance and School Workforce.	<ul style="list-style-type: none"> Loading and updating general employee information Loading of salary costs Projecting employee budgets Monitoring employee budgets 	No: J149 Date: 12 th July 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £105

J150	Introduction to Finance and SWF	New members to School Office dealing with Finance and Personnel
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To introduce a new member of office staff Finance and School Workforce.	<ul style="list-style-type: none"> Loading and updating general employee information Loading of salary costs Projecting employee budgets Monitoring employee budgets 	No: J150 Date: 12 th July 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £105

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

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September 2012

J151	Introduction to Pupil Admin and other WS products	New members of Office Staff dealing with general pupil and employee data
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn the basic skills in using and recording pupil and employee data. To learn what is available for the school office use. To learn how the dinners and attendance process work.	<ul style="list-style-type: none"> To maintain and add new pupils and employees To report on pupils and employees To use software to help in daily office duties To input dinner information (includes e-reg) To input and update attendance and produce relevant reports Basic Mail Merge in Dinners and Attendance 	No: J151 Date: 6 th September 2012 Time: 10:00 – 12:30 Venue: WS Provider: Moira Dunn Cost: £105

J152	Introduction to Pupil Admin and other WS products	New members of Office Staff dealing with general pupil and employee data
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn the basic skills in using and recording pupil and employee data. To learn what is available for the school office use. To learn how the dinners and attendance process work.	<ul style="list-style-type: none"> To maintain and add new pupils and employees To report on pupils and employees To use software to help in daily office duties To input dinner information (includes e-reg) To input and update attendance and produce relevant reports Basic Mail Merge in Dinners and Attendance 	No: J152 Date: 6 th September 2012 Time: 13:30 – 16:00 Venue: WS Provider: Moira Dunn Cost: £105

J153	Introduction to Finance and SWF	New members to School Office dealing with Finance and Personnel
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To introduce a new member of office staff Finance and School Workforce.	<ul style="list-style-type: none"> Loading and updating general employee information Loading of salary costs Projecting employee budgets Monitoring employee budgets 	No: J153 Date: 13 th September 2012 Time: 10:00 – 12:30 Venue: WS Provider: Simeon Panda Cost: £105

How to book:

Make a note of the course name, course code and cost then complete a registration form and send it either by fax or post (Lewisham schools can use blue bag service) or email. Please allow enough time for your booking to reach us as the closing date for each course is one week before the actual course date.

J154	Introduction to Finance and SWF	New members to School Office dealing with Finance and Personnel
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To introduce a new member of office staff Finance and School Workforce.	<ul style="list-style-type: none"> • Loading and updating general employee information • Loading of salary costs • Projecting employee budgets • Monitoring employee budgets 	No: J154 Date: 13 th September 2012 Time: 13:30 – 16:00 Venue: WS Provider: Simeon Panda Cost: £105

J155	External Data Returns	Members of Office Staff producing data returns for external bodies eg LA or DfE
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn how to use WS to produce the returns requested by the Local Authority, and other parties i.e. Ofsted section B, Mobility Returns, Fronter XML updates and User Specified exports.	<ul style="list-style-type: none"> • To learn the areas that need regular maintenance and updating • To look at how to produce the returns • To look at common errors • How to return the information • To produce other reports needed by LA, other parties and school 	No: J155 Date: 20 th September 2012 Time: 09:30 – 12:00 Venue: WS Provider: Moira Dunn Cost: £115

J156	External Data Returns	Members of Office Staff producing data returns for external bodies eg LA or DfE
<u>Description</u>	<u>Objectives</u>	<u>Details</u>
To learn how to use WS to produce the returns requested by the Local Authority, and other parties i.e. Ofsted section B, Mobility Returns, Fronter XML updates and User Specified exports.	<ul style="list-style-type: none"> • To learn the areas that need regular maintenance and updating • To look at how to produce the returns • To look at common errors • How to return the information • To produce other reports needed by LA, other parties and school 	No: J156 Date: 20 th September 2012 Time: 13:30 – 16:00 Venue: WS Provider: Moira Dunn Cost: £115

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Email: courses@wautonsamuel.co.uk Fax: 020 8318 1700 Post: Wauton Samuel, St Agnes House, Cresswell Park, Blackheath, SE3 9RD