


CLASS CHANGES AND TRANSFERS

This process can be carried out now and class lists can be obtained for the new classes as of September 2011


1. Find out if there are going to be any new Teachers starting in September?
2. If so add the new Employee information into the Employee Section – Click '**Employees**' then '**Employees (New)**'
3. Find out if there are going to be any new class names from September?
 - If so add the new classes into the Classes Section in Housekeeping – Click '**Housekeeping**' then '**Classes**'. When you get the message 'do you want to work with current classes only' click 'NO' and set up your new classes. Do not alter classes that already exist.
 - It is not possible to have one or more classes with the same name. If necessary, use the old class entry and change the 'Current Class' option to 'Yes'.
 - Do not use this screen to change the class teacher's name. This can be done later (see Step 6).
4. Now go to '**Pupils**' – '**Class changes and transfers**'
Depending on how the school rearranges their classes choose either '**Move Whole Class**' or '**Multiple Class Change (fwd)**'

 NOTE:	<p>Before transferring classes through the 'Move Whole Class' function – start with off rolling your Year 6 or Year 2 pupils – if you know where they are moving to (see section5)</p> <p>This will allow you to move Year 5 to Year 6, then Year 4 to Year 5 etc.. If you do not do it like this you will be left with the whole school in Year 6 (or Year 2)</p>
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Move Whole Class

- Select Current Class
- Select Year Group (for school who have mixed year group classes – this enables you to select only the children of a particular year group)
- Select New Class
- Effective from – Type in the first date of the first day of the Autumn Term

If a school doesn't wish to move all of the children in a current class into the same new class (i.e. a couple of children are going into different class) carry out the above first and then move those children individually by going into Multiple Class Change (fwd)

 NOTE:	<p>If you have already manually loaded your new intake of pupils in Reception or Year 3 please remember to use the year group option as well as the class.</p>
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Multiple Class Change (fwd)

- Click on Find and either type in child's name or go to the drop down arrow and chose the child from the list – if you have used the move whole class function the pupils names will already be listed.
- Change/Enter the class to be the class that child will be moving into
- Change/Enter the date for the class change


5. For Children moving from a Nursery Class into a Reception Class

- Most Nursery classes have both 3 and 4 year olds in them and therefore not all of the children will be moving into the Reception class
- You would need to select those children individually in **Nursery Multiple Class Change (fwd)**

Nursery Multiple Class Change (fwd)

- Click on FIND and either type in child's name or go to the drop down arrow and chose the child from the list
- Change the class to be the class that child will be moving into
- Enter/change the date for the class change

6. Transferring Year 6 Pupils or if you are an Infant school Transferring Year 2

 NOTE:	First check that the school has all of the relevant Secondary Schools entered.
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- If not – go to **Housekeeping – Schools** and **Add new school**. Each school has to have a number in the School ID box (this is the school's DFEE number) – if they do not know what it is and are unable to find out they need contact us as we can supply these. The school does need to load each Secondary School that children are transferring to.

There are certain schools you need to have set up:

Abroad - LEA = would be your LEA school ID = 9999 - Type = Secondary
Other UK - LEA = would be your LEA school ID = 9999 - Type = Secondary
New - LEA = would be your LEA school ID = 9999 - Type = Secondary
Educated at Home - LEA = would be your LEA school ID = 9999 - Type = Secondary

To transfer the Year 6 children out of school – go to **Multiple Transfer**

- Enter the range of dates of birth for Year 6 Earliest **1/9/1999** – Latest **31/8/2000**
For year 2 pupils use the dates of birth **1/9/2003** – **31/8/2004**.
- Type in the Transfer Date
- Click on Proceed

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- All of the children in the Current Year 2 or 6 will appear in alphabetical order.
- Select their new school by either typing in the school name or go to the drop down arrow and chose the relevant school from the list

N.B On the day your Year 2 or 6 are to be transferred out of school, i.e. 23/07/2011, you will get a message asking you if you want to transfer these pupils out of school. DO NOT TRANSFER THEM OUT UNTILL YOU ARE SURE THAT YOU DINNER INFORMATION IS CORRECT AND THE END OF WEEK PROCESS HAS BEEN COMPLETED.

7. If there are any Teachers who will be taking a different class from September
 - Click on '**Pupils**' – '**Class Changes and Transfers**' – '**Staff Changes**'
 - Select the Class (or chose from the drop down list)
 - Type in the date of change – i.e. the first day of the Autumn Term
 - Type in the new Teacher's name (or chose from the drop down list)
 - If there is going to be a New Job Share – type in the new Teacher's name (or chose from the drop down list)
 - If there is going to be a New Nursery Nurse – type in the new Nursery Nurse's name (or chose from the drop down list)

8. New Children

The school can add any new Pupils who will be joining the school in September i.e. Nursery and Reception children. Click – '**Pupils**' then '**Add New Pupil**'

Once the above is done you can print off class list and dinner registers including all new pupils and excluding any pupils you have transferred out of school.

- **Dinner Registers** (Print Blank Registers or Overprint OMR Forms) – You have the option to include pupils enrolled before: DD, MM, YYYY and exclude pupils who leave before: DD, MM, YYYY.
- **Class Lists** – You have the option to change the AS AT date. You will notice that the year group is missing from the new class lists – this will appear on the first day of the new term.

9. Updating Year Groups

This is the last step that needs to be done – you need to **do this in September** or after school has your school has finished the summer term.

Click on – '**Housekeeping**' – '**Year Groups**' – click **Update**



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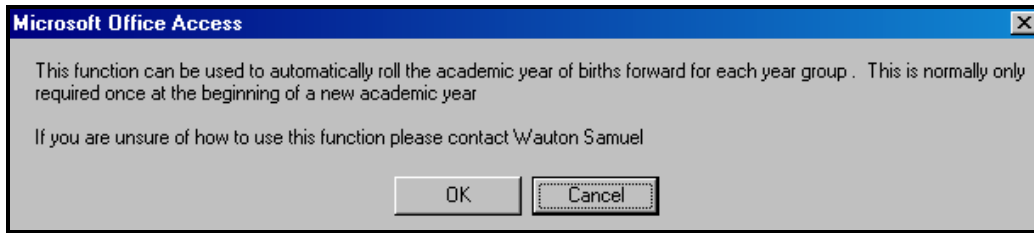


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Click 'OK' to the message, then enter 'F' to roll the year groups forward

Your year groups should now look as shown below for academic year 2011/2012

02-Dec-10	YEAR GROUPS		09:41
Year Group	N1	Academic Year of Birth:	2008/2009
Still in school?	Yes	Age at end of last academic year:	2
Year Group	N2	Academic Year of Birth:	2007/2008
Still in school?	Yes	Age at end of last academic year:	3
Year Group	R	Academic Year of Birth:	2006/2007
Still in school?	Yes	Age at end of last academic year:	4
Year Group	1	Academic Year of Birth:	2005/2006
Still in school?	Yes	Age at end of last academic year:	5
Year Group	2	Academic Year of Birth:	2004/2005
Still in school?	Yes	Age at end of last academic year:	6
Year Group	3	Academic Year of Birth:	2003/2004
Still in school?	Yes	Age at end of last academic year:	7
Year Group	4	Academic Year of Birth:	2002/2003
Still in school?	Yes	Age at end of last academic year:	8
Year Group	5	Academic Year of Birth:	2001/2002
Still in school?	Yes	Age at end of last academic year:	9
Year Group	6	Academic Year of Birth:	2000/2001
Still in school?	Yes	Age at end of last academic year:	10
Year Group	7	Academic Year of Birth:	1999/2000
Still in school?	Yes	Age at end of last academic year:	11
Year Group	8	Academic Year of Birth:	1998/1999
Still in school?	No	Age at end of last academic year:	12
Year Group	9	Academic Year of Birth:	1997/1998
Still in school?	No	Age at end of last academic year:	13
Year Group	10	Academic Year of Birth:	1996/1997
Still in school?	No	Age at end of last academic year:	14

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