Code: **CH0005**

Title: **Submission and Assessment of Phonics Data**

Description: This course covers the process of generating assessment data in SIMS.net at the end of EYFSP and Key Stage 1 and submitting them to the L.A. It includes the process for generating results for the Y1 Phonics screening check in SIMS.net (including re-checks) and time saving solutions to frequently occurring problems, reducing the chance of schools having to re-submit data. The course does NOT cover how to make the assessments themselves and so may not be appropriate for teaching staff.

Audience: School Business Managers and /or staff responsible for inputting and submitting data to the L.A

	Date:	**Time:**
Course 1:	15th May 2019	4.00pm – 6.00pm

Venue: Schools ICT, Smithills Deane Rd, Smithills Bolton BL1 6JT

Presenter: Kanta Samat

Objectives: By the end of this session you will:

- Be aware of deadlines for submission of EYFSP and KS1 data including Y1 Phonics screening
- Locate appropriate support document
- Import EYFSP, KS1,and Phonics Wizards into SIMS
- Add/edit assessment data marksheets in SIMS.net
- Use SIMS for reporting to parents
- Transfer assessment data to the L.A

Price: **£40.00**

Booking Info: To book a place please email tssc@bolton.gov.uk with the following information: course title, course date, your full name and your employers name

Cancellation: To cancel your place, please notify the Training Shared Service Centre on 01204 337600 or email tssc@bolton.gov.uk

You must cancel your place at least 2 weeks prior to the course date, otherwise the following charges will apply

2 weeks or more – No Charge 1-2 weeks prior - £25.00

The week of the training course –Full Cost Non-attendance – Full Cost

IMPORTANT -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £25.00

Bolton Council