

MIS Support Service



North
Tyneside
Council

NEWSLETTER – SPRING 2025

Welcome to the first MIS Support Service newsletter of 2025. This term, as part of our continuous service improvement, we're offering more MIS workshops, webinars, support guidance and media to help your school achieve more from your MIS system.

MIS Support Webpage

New webpage

Important updates and information will be published on our webpage, providing schools with up-to-date information at their fingertips.

The webpage can be accessed [here](#).

MIS Wiki

The Wiki has moved

The MIS Wiki is now located on the [Education Services Online](#) portal.

You can find all MIS Support guidance here under the Resources menu. This guidance is reviewed and updated regularly.

MIS Support Newsletter

Termly published newsletter

The new termly newsletters will highlight important dates for the coming term, any updates to MIS systems and relevant top tips.

As ever, we welcome your feedback and suggestions.

MIS Team
2024

WHAT WE HAVE ACHIEVED IN 2024

We have successfully migrated schools from SIMS to Arbor, schools from FMS to Arbor Finance, supported schools in 6 statutory returns, delivered 89 training, workshop and webinar sessions and answered 1956 helpdesk calls. Moreover, the team won the best Arbor newcomers award for 2024!



Accredited Partner

MIS Support Team Update

We're delighted to announce that your MIS Support Team is now a Fully Accredited Support Partner for **Arbor MIS** and **Arbor Finance**.

We've been very busy this year making sure that we have the tools and knowledge to support you to get the most out of Arbor.

Spring Term Training and Workshops

This term we are offering a wider schedule of training courses and workshops to help you consolidate and further develop your knowledge and confidence in your MIS, this will help you get the most out of your MIS (Management Information System).

Booking is now open please visit: [Education Services Online](#)

Spring Term 2025

January		
Thu 9	AM	Arbor Managing Pupil Profiles Essentials Workshop
Fri 10	AM	School Census Dry Run Workshop for Arbor Schools (Optional)
Tue 14	AM/PM	
Thu 16	AM	School Census Workshop for SIMS Schools
Fri 17	AM	Arbor Finance Essentials Workshop 1
Tue 21	AM/PM	School Census Workshop for Arbor Schools
Wed 22	AM/PM	
Thu 23	AM	
Fri 24	AM	Arbor Attendance for Admin Users Essentials Workshop
Thu 30	AM	Arbor Personnel Essentials Workshop
Fri 31	AM	Upload Census to Collect – Arbor & SIMS Schools
February		
Tue 4	AM	Upload Census to Collect – Arbor & SIMS Schools
Thu 6	AM	Arbor Finance Essentials Workshop 2
Thu 13	AM	Arbor Attendance Reporting and Analysis Workshop
Wed 19	AM	Arbor Custom Report Writer Workshop
March		
Thu 6	AM	Arbor Housekeeping and Data Checking Workshop

Webinars

This term we're planning to deliver a range of 15/30 minute FREE MIS/Finance webinars to help you get the most from your systems. The webinars will be delivered online via Teams, making it easy for you to attend. Recordings will also be made available on the MIS Wiki.

Please keep an eye on our [webpage](#) and [Education Services Online](#) for further webinars.

As ever, we strive to adapt and develop our support around schools' needs. If you have any suggestions for future webinars, please email MIS.Support@northtyneside.gov.uk. The first two webinars for Spring 2025 are shown below. You can book as place on these sessions via [Education Services Online](#) and a Microsoft Teams invite will be sent to you.

Title	Date/Time
Using Arbor to record Attendance in the Classroom	Thursday 9 January 13:30 (via Teams Meeting)
Overview of the Arbor Parent Portal and Parent App	Friday 7 February 13:30 (via Teams Meeting)

DATES FOR YOUR DIARY

School Census Day

Thursday 16 January 2025

Online and classroom-based workshops will be available to support you in completing and uploading these returns.

Please check our [webpage](#) or [Education Services Online](#) for further details closer to the time

ARE YOU READY FOR SPRING TERM 2025?

SCHOOL CENSUS - WHAT'S NEW?



Early Years Information

- Expanded hours have been extended to record up to 15 hours for children from 9 months old with working parents.
- Early Years Pupil Premium Receipt and Early Years Pupil Premium Basis for Funding information have both been extended to include children from 9 months old.
- Disability Access Funding has been extended to include children from 9 months old.

Childcare Information

School Childcare now collects the following:

- If a childcare place is available for every parent who wants one
- If the before school childcare provision is open from 8am or earlier
- If the after school childcare provision is open to at least 6pm
- If any holiday and under 5s childcare provision offers childcare covering 8am to 6pm

SCHOOL CENSUS - DRY RUN

The census dry run will be available in Arbor two weeks before census day, 16 January 2025. If you would like to start your census return early with support, Arbor schools can come along to one of the optional Census Dry Run workshops in early January.

SIMS schools can also generate a dry run before census day, if you would like support with this please log a call in the usual way.

Full census guidance is now available on the MIS Wiki on [Education Services Online](#).

ARBOR FINANCE AND FMS - FINANCIAL YEAR END

As the end of the financial year approaches, it's essential that you carry out procedures to ensure the smooth transition of accounts from the current year into the new financial year. This will involve the processing of orders, invoices, income, petty cash, etc.

We recommend that you start reviewing your purchase orders and invoices, clearing commitments and contacting suppliers for invoices and outstanding supplies by the end of February. Please also check any end of year procedure deadlines that may be set by your Local Authority or Trust/Senior Management Team.

NORTH TYNESIDE ASSESSMENT TRACKER

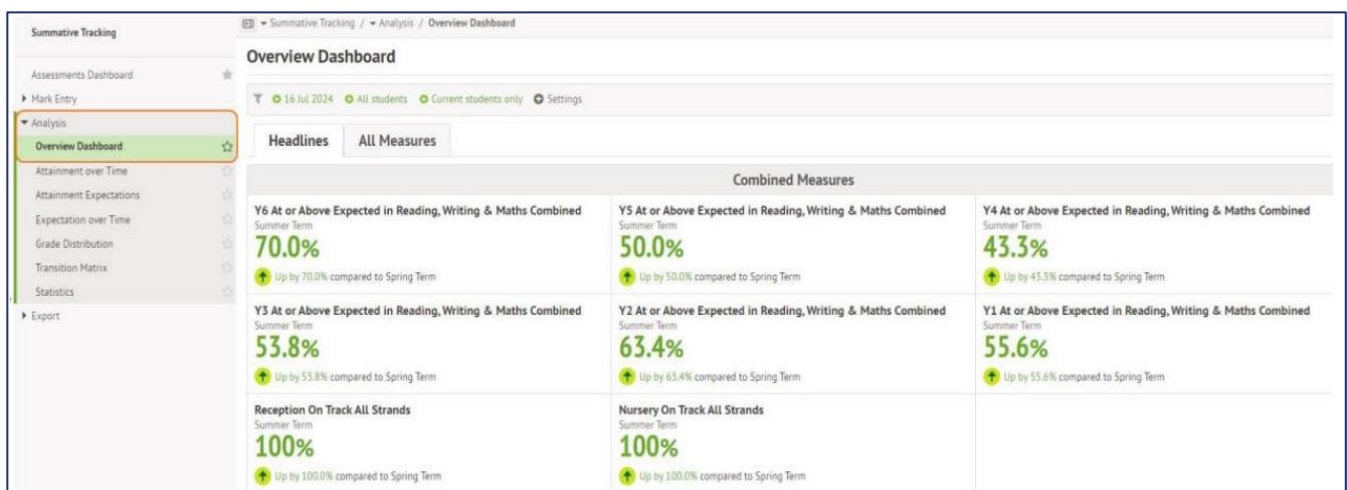
We expect that autumn term teacher assessments will now have been entered by all NT Tracker schools.

If you'd like support to analyse your data in Arbor, please log a call in the usual way.

Students	Executive avg.	Working at avg.	Progress from baseline	Target avg.	At or Above
All students	34.3	37.6	3.1 Level	37.5	95.67%
Female	35	38	3 Level	38	91.67%
Male	34.1	37.3	3.2 Level	37.1	100%
Compulsory School Age (5 - 15)	34.5	37.6	3.1 Level	37.5	96.55%
EAL	31	38	7 Level	34	100%
In Year Admission	31	38	7 Level	34	100%
Mobile (Y5 & Y6)	31	38	7 Level	34	100%
SEN	33.8	36.6	2.8 Level	36.8	80%
Disadvantaged	34.6	37.4	2.8 Level	37.5	90.91%
Ever 6 FSM	34.6	37.3	2.7 Level	37.4	50%
Ever 6 Service Child	35	35.8	2.8 Level	35.8	100%
FSM	34.6	37.3	2.7 Level	37.4	50%

TRACKER PROGRESS DASHBOARDS


Make sure you've entered your baselines and targets to get the most out of Arbor's assessment analysis tools.




REPORT CARDS

Did you know that you can pull assessment data into a report card, which can be easily emailed to parents?

If this is of interest to you, please log a call for further information.



Carole Walsh - Autumn Report 2024
Arbor New School



Year group Year 6	Form Form 6FA	House Colville
Head of Year Mr A Green	Form tutor Ms B Miller	

Attendance* 100.0%	Lates 4	Report date 02 Dec 2024
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Autumn Update

Dear Parent

We are sending you this data to update you on your child's attendance and attainment statistics for the Autumn Term

Assessment	Teacher	Teacher	Baseline	Year Target	Previous Mark	Current Mark	Comment
NT Maths	Mr T Robson	T R	55+	6M		6D	Great work this term!
NT Reading	Mr T Robson	T R	5D	6M		6D	Can do better
NT Science	Mr T Robson	T R	5M	6M		5S	Needs more effort
NT Writing	Ms L Armstrong	L A	55+	6M		6S	

* Attendance is for 02 Sep 2024 - 02 Dec 2024 Download by Arbor



ARBOR Updates and Top Tips

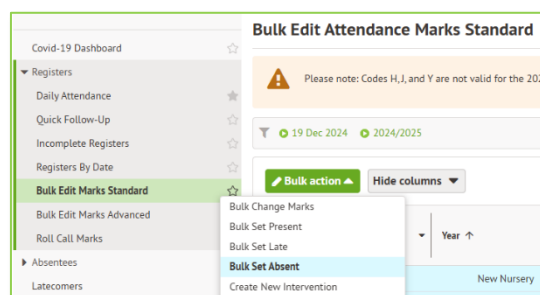


RECORDING AN UNPLANNED SCHOOL CLOSURE

To record an unplanned school closure in Arbor, for example snow days or boiler breakdowns, go to:

Students > Attendance > Registers > Bulk Edit Marks Standard

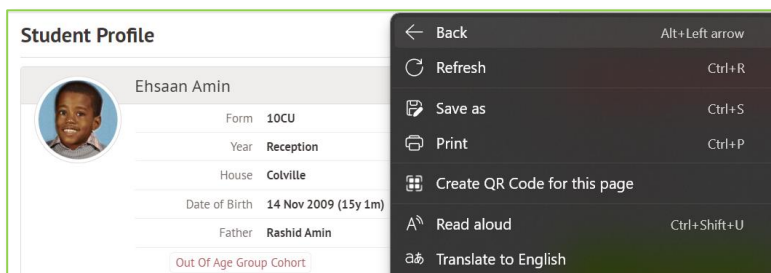
- Select the required day(s) and students, then use the **Bulk Action** function to **Bulk Set Absent**.
- Select attendance mark **Y4 (unexpected school closure)**
- Scroll down and review the dates
- If the whole school is closed, make sure to select **Yes** for **Overwrite all marks?** to overwrite any pre-existing marks.
- Remember to record an appropriate **Note** to explain the closure, for example 'snow day'.



NOTE: You can record the closure in this way on or after the date of closure.

SCREEN NAVIGATION

By right clicking on any screen in Arbor, you have the option to navigate back and forward, you can also refresh the page from this option too.



ATTENDANCE IN THE CLASSROOM



As Arbor is cloud-based, your MIS data can be accessed anytime, anywhere on any device with an internet connection/browser.

This allows your classroom-based staff to securely mark registers in real time, as well as being able to access information, for example contacts, medical and demographics, along with powerful data analysis tools for the children in their classes.

For more information about using Arbor in the classroom, please book onto this term's **Arbor Attendance in the Classroom** webinar.

Arbor Finance



The Schools Finance Team have requested that all schools check they have entered the correct VAT code against their VAT reimbursements in Arbor Finance.

Click here: [Arbor Finance Guidance](#) for further information.

PROCESSING ORDERS

You can receive multiple lines on an order in Arbor Finance.

Select **Transactions** > **Expenditure** > **Search/Process** > find the relevant order > **Action** > **Process** > click on the **Rec'd** column heading



Transactions Expenditure									
Expenditure New order Search / Process Credit notes Re-imburse staff Express order									
Purchase order									
Supplier	33 - Yorkshire Purchasing Organisation			User order no.			Order no.	26	
Description	Small Calculator			Date	10 DEC 2024				
FAO				Bank	Barclays - Current Bank Account				
Purchase order lines									
Catalogue no.	Detail	Qty	£ Nett	£ VAT	£ Gross	Rec'd	Paid	£ O/S	Status
800069	Dt210 Small Desktop Calculator	5	50.00	10.00	60.00	4.00	4.00	10.00	P
PP		1	5.00	0.00	5.00	1.00	1.00	0.00	C
£ Totals			55.00	10.00	65.00			10.00	



AMENDING VAT ON ORDERS

When processing orders, after you have marked the lines as received and click **Pay**, you can amend the VAT if the amount has been rounded up or down incorrectly.

Payments									
Payment details									
Date	17 DEC 2024			Supplier	33 - Yorkshire Purchasing Organisation				
Description	Payment for Order No. 27			Bank	Barclays - Current Bank Account £89667.02				
Alt. payee				Invoice no.					
Payment type	BACS Payment			Payment Ref	Ref Number				
Line details									
Catalogue no.	Description	To pay	Pay	£ Nett	VAT code	£ VAT	£ Gross	S16	
116486	Metallic Card Craft Chris...	3.00	<input type="checkbox"/>	0.00	1 - 0.00 % - Z	0.00	0.00		No
131295	Tex-Tough Frieze Roll Le ...	4.00	<input type="checkbox"/>	0.00	1 - 0.00 % - Z	0.00	0.00		No
135512	Pastel Poster Paper Ass ...	1.00	<input type="checkbox"/>	0.00	1 - 0.00 % - Z	0.00	0.00		No
109401	Colouring Christmas Ca ...	10.00	<input type="checkbox"/>	0.00	1 - 0.00 % - Z	0.00	0.00		No
£ Totals		19.00		0.00	0.00	0.00	0.00		0.00

SIMS Updates and Top Tips

ESS SIMS

BULK UPDATES - It's never too early to start checking your data.



You can check your data at any time in SIMS. A particularly useful area to do this is **Bulk Update**.

- Go to **Routines > Pupil (or Student) > Bulk Update**. Choose a **Group Type**, for example **Ethnicity**, and a **Data Item**, for example **Ethnicity**.

- Scroll all the way to the bottom of the **Group** list and select **<NONE>**.
- Click **Search** and a list of pupils with no ethnicity will be displayed. Simply tick the relevant box for the pupil concerned.

Name	Year Group	Assigned
	1	Any other ethnic group
	R	White - British
	1	White - British

- To make the columns narrower, right click on the column header and select **Narrow Columns**.

- Once all relevant items have been ticked, click **Save**. Repeat this for the **Group** item **<INVALID>** to check that there isn't any out of date information.
- Now click the **Browse** button.
- Change the **Group Type** and **Data Item** to **First Language** and repeat this exercise, again selecting the **Group** item as **<NONE>** and then **<INVALID>**.

You can also use this area for bulk updating lots of other information. Log a call for further information.



RECORDING AN UNPLANNED SCHOOL CLOSURE

To record an unplanned school closure in SIMS, for example snow days or boiler breakdown, you need to create an **Exceptional Circumstance**:

The screenshot shows the 'Create an Exceptional Circumstance' window. At the top, there are search, apply, and print buttons. Below that, the 'From' date is set to 24/12/2024 AM and the 'to' date is 24/12/2024 PM. The 'Group Type' is set to 'In/School'. There is a checkbox for 'Include accepted applicants' which is unchecked. Below this are 'Select All' and 'Deselect All' buttons. A 'Code' dropdown menu is open, showing a list of codes and their descriptions:

Code	Description
Y1	Unable to attend - normal transport not available
Y2	Unable to attend - widespread travel disruption
Y3	Unable to attend - unavoidable partial closure
Y4	Unable to attend - unavoidable full closure
Y5	Unable to attend - criminal justice detention
Y6	Unable to attend - public health Guidance/Law
Y7	Unable to attend - unavoidable other than Y1-Y6
#	Planned whole school closure

- Select **Focus** > **Lesson Monitor / Attendance** > **Exceptional Circumstances** > **New**
- Add the **Date** range, **Group Type** for example whole school or year groups if your school is only partially closed.
- Chose the relevant code, for example Y3 or Y4
- Add a **Description**, for example 'Adverse weather – snow' and click **Apply**.
- Check the pop-up screen/information before clicking **Yes**. Then click **Yes** to apply the attendance code.