

## ICT Schools Team Training Schedule – Autumn Term 2025

**Training will be a mix of online and face to face learning (Training Room) Please check the details when booking**  
[Buckinghamshire Council ICT Schools Team Training Courses](#)

<b>MIS Schedule:</b>					
<b>Introductory Webinars – Perfect for new staff or to refresh skills</b>	<b>Time</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Starting the Academic Year in your MIS for Administrators ( <b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> )	See booking information	3			
Spotlight on how to monitor, manage & analyse staff absence, pay & performance ( <b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> )	10.00-11.00	22			
Spotlight on how best to use pupil dashboards including key demographics, Ofsted expectations & DFE regulations ( <b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> )	10.00-11.00			24	
<b>Arbor</b> – Introduction to Attendance	10.00-11.00	15			
<b>Arbor</b> – Introduction to Arbor Lesson Dashboard	15.30-16.30	15			
<b>Bromcom</b> – Introduction to SEN	10.00-11.00	29			
<b>SIMS</b> – Introduction to Analysing Staff Absence	10.00-11.00			3	
<b>SIMS</b> - Introduction to SIMS in the Classroom	15.30-16.30	15			
<b>SIMS</b> – Overview of SIMS Next Gen for Administrators	10.00-11.00		13		
<b>SIMS</b> – Overview of SIMS Next Gen for Teachers	15.30-16.30			10	



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Training Courses (Face to Face unless specified otherwise)	Time	Sept	Oct	Nov	Dec
<b>Arbor</b> – For Your Role (Online)  <i>Personalised training and workshop. Delivered by an experienced trainer, combined with a hands-on workshop, tailored to your role.</i>  <i>Suitable for new users and those looking to enhance skills.</i>	See booking information		16	12	2
		Modules may include, but not restricted to: HR Admin/Personnel, Pupil/Student Data, Behaviour & Achievement, Attendance, Custom Report Writer, Communications, Parental Engagement			
<b>Arbor</b> – Reporting Module & Workshop	09.30-12.30		9		
<b>Arbor</b> – Pupil Profile Data & Workshop	09.30-12.30			13	
<b>Bromcom</b> – For Your Role (Online)  <i>Personalised training and workshop. Delivered by an experienced trainer, combined with a hands-on workshop, tailored to your role.</i>  <i>Suitable for new users and those looking to enhance skills.</i>	See booking information		7	7, 20	
		Modules may include, but not restricted to: HR Admin/Personnel, Pupil/Student Data, Behaviour & Achievement, Attendance, Custom Report Writer, Communications, Parental Engagement			
<b>Bromcom</b> – Reporting Module & Workshop	09.30-12.30		15		
<b>Bromcom</b> – Pupil Profile Data & Workshop	09.30-12.30			3	
<b>SIMS</b> – Exams Organiser for New Users Webinar	09.30-12.00	Session 1 - 15	Session 2 - 23		
<b>SIMS</b> – Managing Attendance & Lesson Monitor	09.30-15.30			27	
<b>SIMS</b> – New User Personnel Data	09.30-15.30		7		
<b>SIMS</b> – Managing SEN in SIMS	09.30-12.30		14		
<b>SIMS</b> - New User Pupil Data	09.30-15.30	10			
<b>SIMS</b> – Nova T6 (4 day course)	09.30-15.30			Day 1-19 Day 2-26	Day 3 – 3 Day 4 - 10
<b>SIMS</b> - Pupil Reporting in SIMS – Essentials with optional workshop	09.30-15.30			5	

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Statutory Webinars		Sept	Oct	Nov	Dec
<b>Arbor</b> – School Census & Post 16 Return Webinar – Autumn 25	09.30 –11.00	19			
<b>Arbor</b> – School Workforce Return Webinar	09.30-11.00		21		
<b>Bromcom</b> – School Census & Post 16 Return Webinar – Autumn 25	09.30-11.00	18			
<b>Bromcom</b> – School Workforce Return Webinar	09.30-11.00		20		
Statutory Seminars		Sept	Oct	Nov	Dec
<b>SIMS</b> - School Census Seminar – Autumn 2025	13.00-16.00	16			
<b>SIMS</b> - School Census Post 16 Census Return Seminar – Autumn 2025	13.00-15.30	17			
<b>SIMS</b> - School Workforce Return Seminar	09.30-12.00		17		
<b>SIMS</b> - School Census Seminar –Spring 2026	09.30-12.00				4
Workshops	Time	Sept	Oct	Nov	Dec
<b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> - Post 16 School Census Workshops – Autumn 2025 (Online)	See booking information	26	3, 10		
<b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> - School Census Workshops – Autumn 2025 (Online)	See booking information	18, 19			
<b>Arbor</b> / <b>Bromcom</b> / <b>SIMS</b> - School Census Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00	30	1		
<b>Arbor</b> - School Census Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00	24			
<b>Arbor</b> - School Census Workshops – Autumn 2025 (Online)	See booking information	29			
<b>Arbor</b> - School Workforce Return Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00		22		
<b>Arbor</b> - School Workforce Return Workshops – Autumn 2025 (Online)	See booking information			4	
<b>Bromcom</b> - School Census Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00	23			
<b>Bromcom</b> - School Census Workshops – Autumn 2025 (Online)	See booking information	29			
<b>Bromcom</b> - School Workforce Return Workshops – Autumn 2025 (Online)	See booking information		23	7	
<b>SIMS</b> - School Census Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00	25			
<b>SIMS</b> - School Census Workshops – Autumn 2025 (Online)	See booking information	29			
<b>SIMS</b> - School Workforce Return Workshops – Autumn 2025 (Face to Face)	09.30 – 12.30 13.30 – 16.00		21, 24		
<b>SIMS</b> - School Workforce Return Workshops – Autumn 2025 (Online)	See booking information			3	

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<b>SIMS</b> Housekeeping workshop: Pupil Data (Face to Face)	09.30 – 12.30 13.30 – 16.00			25	9
<b>SIMS</b> Housekeeping workshop: Pupil Data (Online)	See booking information			14, 18	
<b>Financial Systems Schedule:</b>					
<b>Financial Systems Training Courses</b>	<b>Time</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Arbor Finance</b> – New User - Non Chq Book (Online)	09.30-11.00	Session 1-30	Session 2-1		
<b>Arbor Finance</b> – New User - Chq Book (Online)	09.30-11.00		Session 1-13 Session 2-14		
<b>Bromcom Finance</b> – New User - Non Chq Book (Online)	09.30-11.00		Session 1-2 Session 2-3		
<b>Bromcom Finance</b> – New User - Chq Book (Online)	09.30-11.00		Session 1-15 Session 2-16		
<b>FMS</b> - New User - Day 1 - Non Chq Book (Face to Face)	09.30 - 15.30	8			
<b>FMS</b> - New User – Day 1a - Cheque Book (Face to Face)	09.30 - 15.30	22			
<b>FMS</b> - New User - Day 2 - Non Chq Book (Face to Face)	09.30 – 12.30	12			
<b>FMS</b> - New User - Day 2a - Cheque Book (Face to Face)	09.30 - 15.30	26			
<b>FMS</b> – Equipment Register	09.30 – 12.30			10	
<b>PFM</b> - New User	09.30 - 15.30			18	
<b>Financial Systems Workshops &amp; Webinars</b>	<b>Time</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Arbor Finance</b> and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00	Session 3 - 16		Session 4 - 4	
<b>Arbor Finance</b> MOT Guided Workshop (Online)	See booking information			25	2
<b>Bromcom Finance</b> and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00	Session 3 - 18		Session 4 - 6	
<b>Bromcom Finance</b> MOT Guided Workshop (Online)	See booking information			27	4
<b>FMS</b> MOT Guided Workshop (Online)	See booking information			24	1
<b>FMS</b> and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00	Session 3 - 15		Session 4 - 3	

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If you require additional training to the events listed above, please contact the ICT Schools Team to discuss Bespoke Courses, On-site Consultancy for 1-1 or whole staff training can be arranged; tailormade to suit your Schools specific needs.

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