

## **ICT SCHOOLS TEAM**

MIS, Financial Systems and Technical Support 01296 383500

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## **ICT Schools Team Training Schedule – Spring Term 2026**

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

MIS Schedule:				
Introductory Webinars – Perfect for new staff or to refresh skills	Time	Jan	Feb	Mar
Arbor – Communications Overview	10.00-11.00	19		
Arbor – Cover Management Overview	10.00-11.00			9
Arbor – Introduction to Parent Portal and Arbor App (School Shop, Clubs and Trips)	10.00-11.00		9	
Bromcom – Communications Overview	10.00-11.00	26		
Bromcom – Cover Management Overview	10.00-11.00			12
Bromcom – Exams Overview	10.00-11.00		23	
Bromcom –MYCAS Overview	10.00-11.00			23
SIMS – SIMS ID Administration Overview	10.00-11.00	12		
SIMS – SIMS Home Page Analysis Overview	10.00-11.00		2	
SIMS – SIMS Next Gen Introducing the School Census	10.00-11.00			16
SIMS – SIMS Next Gen Reporting & Analysis Overview	10.00-11.00			2

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Training Courses (Face to Face unless specified otherwise)	Time	Jan	Feb	Mar		
Arbor – For Your Role (Online)		20, 29	4, 9, 27	6, 12, 23		
	See booking					
Personalised training and workshop. Delivered by	information		•	but not restricted to:		
an experienced trainer, combined with a hands-on		HR Admin/Personnel, Pupil/Student Data,				
workshop, tailored to your role.				nt, Attendance, Custom		
Cuitable for new years and these leading to		Report \	Report Writer, Communications, Paren			
Suitable for new users and those looking to enhance skills.		Engagement				
emidice skiis.						
Arbor – Assessment Essential Skills with optional	09.30-15.30	27				
afternoon workshop						
Arbor – Maintaining Exams with optional	09.30-15.30			3		
afternoon workshop						
Bromcom – Assessment Essential Skills with	09.30-15.30		3			
optional afternoon workshop						
Bromcom – Maintaining Exams with optional	09.30-15.30			11		
afternoon workshop						
Bromcom – For Your Role (Online)	See booking	20, 29	4, 9, 27	6, 12, 23		
Personalised training and workshop Delivered by	information	Modules	mav include.	but not restricted to:		
Personalised training and workshop. Delivered by an experienced trainer, combined with a hands-on			Pupil/Student Data,			
workshop, tailored to your role.		Behaviour	nt, Attendance, Custom			
Workshop, canorea to your role.		Report \	Nriter, Comm	unications, Parental		
Suitable for new users and those looking to		Engagement				
enhance skills.						
SIMS – Assessment Essential Skills	09.30-15.30	19				
SIMS – Course Manager	09.30-15.30			24		
SIMS – Cover Management	09.30-15.30		24			
311VIS - Cover Wariagement	09.30-13.30		24			
SIMS – For Your Role (Online)		20, 29	4, 9, 27	6, 12, 23		
Personalised training and workshop. Delivered by a	n experienced	Modules	may include,	but not restricted to:		
trainer, combined with a hands-on workshop, tailored to your role.		HR Admin/Personnel, Pupil/Student Data,				
, , , , , , , , , , , , , , , , , , ,	,	Behaviour	& Achievemei	nt, Attendance, Custom		
Suitable for new users and those looking to enhance skills.  See booking information		Report \	Report Writer, Communications, Parental			
		Engagement				
SIMS – Maintaining Exams with optional	09.30-15.30		26			
afternoon workshop	05.50-15.50		20			
SIMS – Pupil Reporting in SIMS Enhanced	09.30-15.30		11			
	25.55 25.55					

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Statutory Webinars		Jan	Feb	Mar
Arbor – School Census Return Webinar – Spring	10.00 -11.30	6		
2026	10.00 -11.50	0		
Bromcom – School Census Return Webinar –	09.30-11.00	8		
Spring 2026				
Workshops	Time	Jan	Feb	Mar
Arbor / Bromcom / SIMS - School Census	See booking	12, 13, 14		
Workshops – Spring 2026 (Online)	information	0.10		
Arbor / Bromcom / SIMS - School Census	09.30 – 12.30	9, 12		
Workshops – Spring 2026 (Face to Face)  Arbor Housekeeping workshop: Personnel and	13.30 – 16.00 09.30 – 12.30			10
Single Central Record (Face to Face)	13.30 – 16.00			10
Bromcom Housekeeping workshop: Personnel	09.30 – 12.30			19
and Single Central Record (Face to Face)	13.30 – 16.00			15
SIMS - School Census Workshops –Spring 2026	09.30 - 12.30	7		
(Face to Face)	13.30 – 16.00			
SIMS - School Census Workshops – Spring 2026	See booking	6, 8		
(Online)	information			
SIMS Housekeeping workshop: Personnel and	09.30 – 12.30			4
Single Central Record (Face to Face)	13.30 – 16.00			
SIMS Next Gen Onboarding workshop (Face to	See booking		4	
Face)	information			5.40
SIMS Next Gen workshop (Online)	See booking information			5, 18
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Financial Systems Schedule:				
Financial Systems Schedule: Financial Systems Training Courses	Time	Jan	Feb	Mar
		Jan Session 1-	Feb	Mar
Financial Systems Training Courses	Time	Session 1- 19	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book	Time	Session 1- 19 Session 2	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)	Time 09.30-11.00	Session 1- 19 Session 2 – 20	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book	Time	Session 1- 19 Session 2 - 20 Session	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)	Time 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)	Time 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2-	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book	Time 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2-	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)  Bromcom Finance – New User - Chq Book	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29 Session 2-	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)  Bromcom Finance – New User - Chq Book (Online)	Time 09.30-11.00 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29 Session 2- 30	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)  Bromcom Finance – New User - Chq Book (Online)  FMS - New User - Day 1 - Non Chq Book & Chq	Time 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29 Session 2-	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)  Bromcom Finance – New User - Chq Book (Online)  FMS - New User - Day 1 - Non Chq Book & Chq Book (Face to Face)	Time  09.30-11.00  09.30-11.00  09.30-11.00  09.30-15.30	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29 Session 2- 30 6	Feb	Mar
Financial Systems Training Courses  Arbor Finance – New User - Non Chq Book (Online)  Arbor Finance – New User - Chq Book (Online)  Bromcom Finance – New User - Non Chq Book (Online)  Bromcom Finance – New User - Chq Book (Online)  FMS - New User - Day 1 - Non Chq Book & Chq	Time 09.30-11.00 09.30-11.00 09.30-11.00	Session 1- 19 Session 2 - 20 Session 1-27 Session 2- 28 Session 1-21 Session 2- 23 Session 1-29 Session 2- 30	Feb	Mar

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FMS - New User - Day 2a - Cheque Book (Face to Face)	09.30 - 15.30	15		
FMS – Equipment Register	09.30 – 12.30			25
Financial Systems Workshops & Webinars	Time	Jan	Feb	Mar
Arbor Finance and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only  Bromcom Finance and The Financial Year for Headteachers, SLT, Bursars & Finance Staff -	10.00-11.00		Session 5 - 5 Session 5 - 9	Session 6 - 4 Session 6 - 5
Maintained schools only  FMS and The Financial Year for Headteachers,  SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00		Session 5 -	Session 6 - 3

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.









