

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) <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	20, 29	4, 9, 27	6, 12, 23
		<i>Modules may include, but not restricted to: HR Admin/Personnel, Pupil/Student Data, Behaviour & Achievement, Attendance, Custom Report Writer, Communications, Parental Engagement</i>		
Arbor – Assessment Essential Skills with optional afternoon workshop	09.30-15.30	27		
Arbor – Maintaining Exams with optional afternoon workshop	09.30-15.30			3
Bromcom – Assessment Essential Skills with optional afternoon workshop	09.30-15.30		3	
Bromcom – Maintaining Exams with optional afternoon workshop	09.30-15.30			11
Bromcom – 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	20, 29	4, 9, 27	6, 12, 23
		<i>Modules may include, but not restricted to: HR Admin/Personnel, Pupil/Student Data, Behaviour & Achievement, Attendance, Custom Report Writer, Communications, Parental Engagement</i>		
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	
SIMS – 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		20, 29	4, 9, 27	6, 12, 23
		<i>Modules may include, but not restricted to: HR Admin/Personnel, Pupil/Student Data, Behaviour & Achievement, Attendance, Custom Report Writer, Communications, Parental Engagement</i>		
SIMS – Maintaining Exams with optional afternoon workshop	09.30-15.30		26	
SIMS – Pupil Reporting in SIMS Enhanced	09.30-15.30		11	

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

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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	10.00-11.00		Session 5 - 5	Session 6 - 4
Bromcom Finance and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00		Session 5 - 9	Session 6 - 5
FMS and The Financial Year for Headteachers, SLT, Bursars & Finance Staff - Maintained schools only	10.00-11.00		Session 5 - 4	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.

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