

Remote Services

Housekeeping

Give your SIMS database a spring clean

Data comes into schools in a variety of ways and this can mean that everything gets a little muddled; pupil contacts not showing correctly, no little houses, upper and lower case mixed up, addressees not showing, etc.

Our service is designed to ensure that your pupil data is tidy and make it more efficient to use – leaving your admin staff free to focus on other tasks. This service is delivered for your school remotely via our SIMS Service Desk.

Our service includes:

- An integrity check of your school's SIMS data to identify where there is missing information
- Ensuring that contact information is complete and that contacts are marked 1-2-3
- Carrying out the address validation routines
- Housekeeping routines to ensure that names are in proper case
- Ensure that addressees are available for each pupil

This service is designed for Primary and Special schools.
Secondary schools should contact us to discuss your requirements.



Key benefits

- Full check of your SIMS data to make sure it is accurate and complete
- Run the various housekeeping routines
- Complete address validation processes

“SBS provides an effective service to our school. Since buying into SLAs, we have developed the use of SIMS and have improved our IT infrastructure. Our consultants are friendly and knowledgeable and the helpdesk staff are extremely helpful and efficient.”

Bounds Green Junior (Primary) – Faye Papini (Bursar/Business Manager)

Contact us today to discuss your requirements

☎ 0345 222 1551 • Option 3

✉ misservicedesk@schoolbusinessservices.co.uk

School Business Services

SBS House | Marshes End | Upton Road | Poole | Dorset | BH17 7AG
t. 0345 222 1551 f. 01908 410063 e. info@schoolbusinessservices.co.uk

www.schoolbusinessservices.co.uk