

January 2019

Core Data	Create the new academic year for the following September.
Statutory Returns	Use SIMS to produce and submit the applicable returns: <ul style="list-style-type: none">▪ PLASC (8 January 2019)▪ CES Census (17 January 2019 for England, 8 January 2019 for Wales)▪ School Census Spring Return (17 January 2019).
Attendance	School Census – run the Student Analysis by Attendance Category report to check the return figures. Print a Registration Certificate for pupils. Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	Complete a reporting session for each year group and send reports home.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Update Pay Scales and National Insurance contributions in Personnel.
Personnel and Staff Performance	Maintain staff records.
Dinner Money	Review default meal pattern for all pupils. Produce appropriate letters for pupils with outstanding balances. Produce and submit Local Authority Catering Returns.