Phoenix Gold v 1.23
Task Sheet

All schools were recently sent a new Version of the Phoenix Gold Software (V1.23). This incorporated changes required by the DfES for the Annual **PLASC** return in January 2004.

The Phoenix Gold **PLASC** module follows the same format as last year, and **we would recommend** that all schools take advantage of its early release to familiarise themselves with the module and undertake a **"Dry Run"** before the actual return date of **15th January 2004**.

A helpsheet, "Preparing for **PLASC**" is enclosed with this document drawing your attention to areas of your Pupil and Staff data that should be checked to ensure that your records are up to date. The PLASC User Guide, and additional guidance notes relating to new SEN requirement for 2004, are also enclosed to help you complete **PLASC** return.

In addition, a series of presentations on the PLASC module will be held in Norwich, Kings Lynn and Great Yarmouth. These will be of particular interest to staff that did not undertake the return last year. The Management Information Centre will send more details of these presentations to you shortly.

ACTIONS REQUIRED

- Refer to the attached "Preparing for **PLASC**" document and update your Pupil and Staff records as appropriate.

- Undertake a "Dry Run"

Please contact Education ICT Solutions on 0845 303 3003,
should you require assistance.

Norfolk County Council at your service

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Before you Start - Essential tasks to be completed before running the January 2004 PLASC return.

The following Guide is intended to help you prepare for the January 2004 PLASC return.

HOW TO GET HELP

- On-line help can be accessed from within Phoenix by clicking **F1** at any stage whilst you are in the PLASC module.

- Telephone support is available from ICT Solutions on 0845 3033003

- Refer to the PLASC User Guide

PRELIMINARY CHECKS BEFORE USING PHOENIX

1.   Check you have the latest PLASC software installed. You should be running Phoenix Gold version 1.23 You can check this by looking at the version number underneath the Phoenix logo on the Main Menu screen.

2.   Ensure your computer system clock is correct.
On a PC right click on the time display located in the bottom right hand corner of your screen. Select *Adjust Date/Time* and make any required adjustments.
On a Mac, select *Date and Time* in Control Panels.

SIGNIFICANT CHANGES FOR JANUARY 2004

All Schools - SEN Needs
All Pupils with an SEN stage of P,Q or S must also have at least one SEN Need associated with them.

Year Group X
a) **Special Schools** - If a **Special School** does not follow the National Curriculum in **all year groups**, every yeargroup should be allocated to a year group of "X".

b) All Schools – If a school follows the National Curriculum , but there are some pupils who do not, an additional year group should be set up for these pupils and linked to the NCY code "**X**".

High Schools only – Connexions Service
It is now compulsory to record details, for pupils in year 8 and over, of whether or not Assent has been sought and given.

PRELIMINARY CHECKS PRIOR TO RUNNING PLASC

First, start Phoenix

Hint: Many of the data checks for PLASC can be completed in Pupil Records>Quick Edit before starting the Census. Don't forget that you can click on the column headings in Quick Edit to re-sort the entries alphabetically or to flush blank entries to the top. You can multiple-select on many of the screens.

Pupil Records	**Check all current pupils are marked as "On Roll".** Using the Quick Edit facility, check the roll status of all your current pupils. Data will not be extracted for pupils marked "Adult/Guest" or "Other Off Roll". If you have Nursery pupils check they are correctly marked as part-time or full-time as appropriate. All Reception pupils over the age of 5 should be marked as full-time.
Pupil Records	**Check new arrivals.** If you have had new pupils arrive since you completed your "Dry Run" for PLASC, don't forget to make sure you have completed their ethnicity and home language details.
Pupil Records	**Check recent leavers.** If you have had pupils leave since your "Dry Run", make sure they have been assigned a Leavers category and a Leaving date.
Pupil Records	**Quick Edit > Ethnicity** All Pupils must have Ethnic Origin and Source recorded in accordance with DfES instructions**).**
Pupil Records	**Look-up Tables >Home Language:** Ensure that only one category name exists for each code and that all names have an **alpha** code.
School Manager	If the school has classes with mixed year groups select '**Terminology'** tab and check that the '**Vertical'** radio button is selected.
Pupil Groups	**In Classes>Add/Edit Class:** Check Class Types are correct. Middle Schools must change class type in this screen and not from Class Data in PLASC
Personnel Manager	Ensure that all your school staff are recorded correctly
Pupil Records	**SEN codes -** These have to conform to the DfES Codes of Practice dated January, 2002. Refer to the SENCO for guidance on the appropriate code to use. **SEN Needs** – All pupils with an SEN stage of P,Q, or S must also have one SEN Need associated with their record. **Please see the attached notes of Guidance**.
Pupil Groups	**Year Group X** – Create additional yeargroups to record pupils with Year Group "X" if necessary, **Pupil Groups >Current Year Groups>New** (Please refer to the **PLASC User Guide** for more information)
Pupil Records	**In-Care** – it is **important** that details of all children that are "**In Care**" are recorded **Current Pupils>Confidential items** or **Via Current Pupils>Quick Edit>In Care**

RUNNING THE PLASC RETURN

At this stage it would appropriate to do a "Dry Run" of PLASC before Census day, 15th January 2004 by going to the **PLASC Module** on the **Phoenix Main Menu**:-

You then have two options, either :-

(1) Clicking on the large **Create PLASC Return** button , then identify and correct the errors listed **,** referring as appropriate to the PLASC User Guide

Or

(2) Working through each screen in turn using the PLASC User Guide for reference

Please contact Education ICT Solutions on 0845 303 3003, should you require assistance.

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Preparing for PLASC – SEN Stage and SEN Needs

SEN Stage

- **IMPORTANT** – you were advised by MI sheet 188-03 that all Pupils not identified as having an SEN must have a Stage of N entered – **this is incorrect with regard to the workings of the Phoenix Database.** Your Phoenix Software will automatically include this data in the export file that is created by PLASC (i.e. there is no need for schools to enter this into Pupils records).

- **Schools must, however, record all those Pupils that are currently registered as having an SEN using the appropriate DFES codes – A,P,Q or S**

SEN Needs

- All pupils with an SEN stage of P,Q or S must also have at least one SEN Need associated with their record. PLASC will return up to two SEN Needs in the return. **The Primary need must be ranked 1.**

To add needs to a child's record.

Either
A   **Select SEN Details** from PLASC Module menu
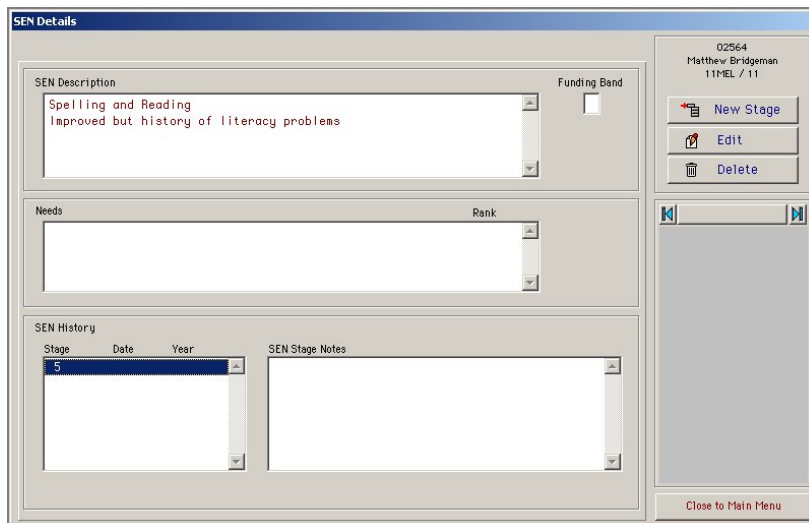
or

B   **Select a Current Pupils record > Confidential Information > SEN Details** and follow the instructions below.
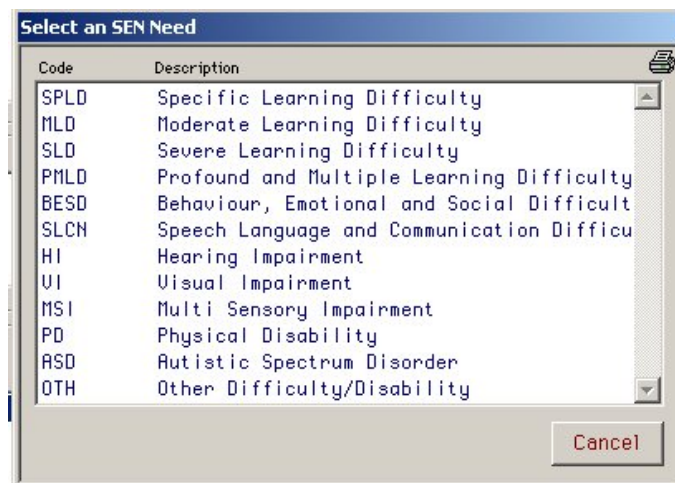**or**

C   From **Pupil Records > QuickEdit > SEN Details>Current Pupils**, select each Pupil in turn and enter the SEN Details as below.

Procedure

- Double click pupil or select pupil and click **SEN Details**.

- Click the **Edit** button.

- Click the dropper beside the Needs section. The following list will display.

- Click the appropriate SEN Need for the pupil.

- Repeat to add further SEN Needs..

- To remove a Need click - click edit – select need – click on the displayed dustbin.

- To Rank Needs - select a Need , click on the blue arrow to move up or down.

- Click **OK** or cancel

- Click **Close** to Main Me

NB: The **SEN Type** list within the **SEN Register** has different codes, possibly with school specific additions. The new **SEN Needs** window and the **SEN Type**, within the **SEN register**, operate independently of one another. If you wish to use the new DfES codes within the **SEN Register** you may add them to the **Types of SEN** lookup List.

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should you require assistance**