

## Phoenix Gold Important Information for Users

### Foundation Stage Assessments

#### Helpsheet Item 2 - Importing Definitions

Some schools may not already have a foundation stage folder displayed, in which case schools can **right click** on **any folder** within the **Assessment Groups** window to import the definitions.

### Key Stage 1 Assessments

**Reports –School Summary Teacher Assessments and School Summary Task/Tests reports.** It has been discovered that the first time a user runs either or both of these reports they display spurious data. To get the reports to display the correct data run the reports again by using either the **Year2** option or the **Select** option (check correct number of pupils reported).

### Key Stage 2 Assessments

#### Help Sheet – section 9 (Sending Export File to LEA)

All Key Stage 2 schools must rename the KS2 Export file to the following format

**KS203\_926XXXX.XML** (where **XXXX** is the school **DfES** number) and not as displayed in the helpsheet. (This is to eliminate any confusion in file names with normal Pupil Data transfer files).

**Reports –School Summary Teacher Assessments and School Summary Task/Tests reports.** It has been discovered that the first time a user runs either or both of these reports they display spurious data. To get the reports to display the correct data run the reports again by using either the **Year6** option or the **Select** option (check correct number of pupils reported).

### QCA Assessments – all years

#### English Task/Tests Level

The field “**SubI**” can be ignored – this has been included as a result of an error by the DfES.

### Confidential Medical Report

Included in the latest version of Phoenix is a new medical report requested by many of you, called Confidential Medical Report. This report is available either in Standard reports, or from a pupil record by clicking on the printer icon. It is designed to be used for all pupils who have the red medical alert flag set. All medical alert, medical conditions, health notes, doctor information, in care information and emergency contact details are listed together with a photograph of the pupil.

### Transfer of Pupil Data

The end of year roll over will soon be with us again. Helpsheets for transfer of pupil records using Anycomms will be sent out via the Courier mail shortly and are already available on the ICT Solutions web-site at <http://ictsolutions.norfolk.gov.uk/phoenix/phoenixmain.asp>

This year the DfES have requested that all leavers' pupil data is transferred electronically between schools. To help you with this, pupils transferring within Norfolk both during, and at the end of the school year, can have their records transferred via Anycomms, a process familiar to schools. Pupils transferring to, or arriving from schools outside of Norfolk will use a system called S2S, (school to school transfer) which uses a DfES secure web-site. Helpsheets are again available on the ICT Solutions web-site.

Transferring pupil data electronically means you no longer have to print the Key Stage transfer forms as all statutory assessment information is included in the transfer file. Attendance data is also exported, together with all current pupil record information.

You can send any number of export files for a pupil. For example your first export file may be requested by a High School before assessment results are in. Later, when you have updated your pupils' assessment records another transfer file can be created. The receiving school, if it uses Phoenix, has the option to simply update assessment data leaving other data unchanged.

## **End of Year Rollover**

Places on our popular End of Year workshop sessions are still available in Norwich or King's Lynn – book via the Website or contact Mrs Anne Knowles (01603 475630) .

Helpsheets for the roll-over process will be posted shortly.

**Please contact Education ICT Solutions should you require assistance.**

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