



RM Integris™

Consultancy and Training

Harness the potential of your MIS



Consultancy and training options

Harness the potential of RM Integris in your school by talking to our expert educational consultants about your school priorities and current use of RM Integris. Our consultancy and training packages are flexible to suit your needs and budget.

Consultancy

360° Consultancy. Our approach centres on working in a close partnership with you to help embed all aspects of RM Integris. We focus on ensuring you achieve more with your data, using the information you have to support and improve pupil success.

Assessment consultancy. We offer professional consultancy on assessment and the primary curriculum. Contact us for further information

Training

Our training sessions can take place on site at your school or online via webinar. You may wish to get together a group of schools and we can host the training at one school in the group. We offer different packages to suit your needs and budget. We offer complete flexibility on the content of these sessions. Here we give you some suggested areas of focus.

“The training was of a very high standard... we were able to question and answer, it was very focused and hands on.”

Myra Edwards

Headteacher, Biddick Hall Infant School

Training Sessions

Type/ Area	Details	Duration
Assesment basic and advanced training	Explore the standard reporting templates as well as how to start to use RM Integris Adhoc simple and flexible reporting. How to build your own markbooks in line with your assessment strategy and how to use the comprehensive array of reporting and analysis features to easily identify progress, gaps and interventions for all groups.	2 days
Standard Reporting	Explore the standard reporting templates as well as how to start to use RM Integris Adhoc simple and flexible reporting.	1 day
Advanced Reporting	Explore Adhoc Flexible and Advanced Reporting to delve into the real power that is at your fingertips with these tools.	1 day
Reporting to Parents	Explore the use of the reporting to parents module. Reporting to parents provides you with a professional parental report production solution.	1 day
Timetabling, Cover and Lesson Attendance training	How to: <ul style="list-style-type: none"> • Import your timetable from Timetabler or Nova T6 • Setup the year • Associate students to the lessons • Record staff absences • Set up cover teachers to cover those lessons • Use lesson attendance 	1 day
Exams	Learn how to set up the Examinations Administration module. Find out how this module supports schools and examination centres through the entire examinations cycle. Linking into the Assessment module provides yet more powerful features and tools. We will also show you how to use the new RM Integris seating planning tool.	1 day
RM Integris Core training	During the two days we will cover: <ul style="list-style-type: none"> • <u>General Module</u> – including finding student and staff data, adding new data, setting school details and using groups. • <u>Administration Module</u> – including using User Defined Information, utilities, Year End processes importing and exporting data and document storage. • <u>Attendance Module</u> – taking registers, tracking absences and lateness, handling staff absences. • <u>System Management Module</u> – adding RM Integris users, managing user access. • <u>Behaviour Module</u> – recording and tracking behaviour incidents. • <u>Censuses and Admissions</u> – completing mandatory censuses, managing the admissions process. • <u>Using Reports</u> – including using “ready-made” reports, and creating ad-hoc reports. • <u>Cover</u> – adding staff absence into the module and being able to track staff absences. • <u>RM Intelligence</u> – using the dashboard to explore your data 	2 days

Type/ Area	Details	Duration
Bespoke day or webinar options	Create your own bespoke training day from the options below or your own two hour webinar session.	1 day
Groups	Use groups to collate children to support reporting, searching and also supporting school trips and visits.	1-2hrs
Teacher Refresher	Explore the teacher desktop and how to use the system to complete registers, attendance and markbooks.	1 day
Meals	Configure the attendance module so that the minimal amount of input is needed to manage your school dinners.	1 hr
Attendance	How to record attendance and also how to run associated standard reports in this area.	1-2hrs
Communication	Take the work (and the additional cost) out of your communications. Create your own template to use the communicate functionality to send letters to groups via emails and letters.	1-2hrs
Staff Details	Managing contracts, absences, training, the single central register, clearance, reporting and analysis. A key area for relevant office staff.	1-2hrs
Staff Absences	Explore how to add staff absence into RM Integris and how to track and report on this element (we can include how to use cover if this is applicable) and update the duration to say 1 hour (2 hours with Cover).	1 hr
Students Details	Explore the many features available to help you record and maintain your student data in RM Integris. These include managing FSM, SEN, Medical details, document storage, UDIs and other key information. A key area for relevant office staff.	1-2hrs
Behaviour Module	Explore the very powerful behaviour module that can be used and developed by you to support your behaviour policy, rewards, and escalation route.	1-2hrs
Alerts	Explore how to use the alerts functionality in your school to alert you to staff DBS expiry dates (and other elements) , individuals behaviour activity (and other elements) or whole school absence.	1 hr
RM Intelligence	Explore the charts available to you in RM Intelligence and how to copy the data for use in reports, such as those for Governors.	1 hr
System Management	How to control the roles and rights that are allocated to staff within your establishment. We will explore how to set staff up and what roles you can allocate.	1-2 hrs
On Report	Explore how to use the on report functionality within the behaviour system	1 hr

"The training was really good. It was over two days and in a classroom atmosphere. We just followed the instructions and I still use those instructions now as they were so straightforward."


Julie Faghy

Admin Assistant, Coppice Primary School



Bespoke training options

<p>Onsite training</p> <p>5 days onsite</p>	<p>Onsite training</p> <p>3 days onsite</p>	<p>Single Session</p> <p>1 day</p> <p>Have an expert on hand to guide you through any areas with any users.</p>	<p>Webinar Bundle</p> <p>4 webinars</p>
<p>£3200 (£640 per day)</p>	<p>£2100 (£700 per day)</p>	<p>£895</p>	<p>£500</p>
<p>Onsite training</p> <p>2 days onsite</p>	<p>Onsite training</p> <p>2 x half day onsite workshops</p>	<p>Webinar</p> <p>2 hour session</p>	<p>360° Consultancy</p> <p>2 hour session</p>
<p>£1500 (£750 per day)</p>	<p>£1200 (£600 per session)</p>	<p>£150 (extra hours @ £75)</p>	<p>£950</p>

A woman with long dark hair, wearing a light blue blouse and a dark blue scarf, is pointing her right index finger towards a computer monitor. The monitor displays a social media post with a photo of children. In the background, there is a bulletin board with various papers and a poster titled "Christmas" showing children. The scene is set in a classroom or office environment.

"RM's training helps you realise the potential of Integris and things it can do that perhaps you didn't realise."

Rebecca Cox

Headteacher, Lutley Primary

Let's work together

We're keen to share our experience, expertise and enthusiasm with you, contact us to discuss training options to suit your school's needs.

Email us at

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