

# School to School (s2s)

[www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s)

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## The s2s handbook for schools



Version 2.4 – June 2005

# 1. Introduction: the s2s service

**s2s** is a secure data transfer website available to schools and Local Authorities in England and Wales. It was designed to enable Common Transfer Format (CTF) files to be sent from, and to, any maintained school.

**s2s** has been developed to enable all data files required by DfES or by Local Authorities on behalf of DfES or which schools need to send to each other to be sent securely.

Independent schools who wish to use it should send a request to [s2s.mailbox@dfes.gsi.gov.uk](mailto:s2s.mailbox@dfes.gsi.gov.uk) or contact the s2s service desk on 01325-392626.

## Generic file transfer facility

A generic file transfer facility enables **s2s** users to exchange files of any safe type securely by following a file name convention. For schools there is a file size limit of **4Mb**.

## Secure messaging service

A secure messaging service enables free-text messages, or a message based on a standard template, to be sent to other **s2s** users.

**Note:** *the menu illustrations reproduced in this handbook may not correspond exactly with the current live version as there may have been system changes since the images were captured.*

## 2. How to use s2s:

### Logging in:

1. In your internal browser go to [www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s)  
(save this page as a favourite).
2. Click on the '**s2s Login Here**' icon.
3. Enter your user name and password  
(if you do not know these then phone your local LEA s2s support number or the s2s service desk on 01325--392626).



### Login

Please enter your username and password  
in the boxes below and press Submit

Username:

Password:

Submit

Reset

4. Click on 'Submit'.

## Using Menus:

department for  
**education and skills**

### Secure Data Transfer System

Version: 2.4

---

- Home
- ⊕ Upload
- ⊕ Download
- Previously Downloaded Files
- View / Remove Files
- Reports
- Contacts
- School Details
- Logoff

#### Version 2.4 was launched in June 2005.

There is significant new functionality including extension of the re-download feature to all file types.

A generic file transfer and secure messaging service has been introduced which allows secure transfer of sensitive information between any school, LEAs and DfES.

New arrangements for the Census are reflected in new filename formats

The menus (the opening menu is shown above), the ⊕ indicates that there is a submenu.

## 3. Uploading a file:

1. Select the **Upload** menu option.
2. Select the file type you want to send.
3. Browse to find the file you wish to send.
4. Select the file and click on **Upload**.
5. If the **Upload** is successful then a message will confirm.  
If the file is rejected at this stage then a notification email is sent.
6. Click on **Back** to do more uploads or log off.

- Home
- ☰ Upload
  - Upload CTF File
  - Upload DAZ/PLASC File
  - Upload CFR File
  - Upload Generic File
  - Upload Exclusion File
  - Upload Admissions File
- ⊕ Download
- Reports
- ⊕ Messages
- ⊕ Message Template
- ⊕ Message Address Groups
- Contacts
- Change Password
- Logoff

## 4. Downloading a file:

1. Select the **Download** menu option.
2. Click on the file type you want to download.

*The following steps are the same for each file type:*

3. To download the file, click on **Accept**.
4. Confirm the download by clicking on **Yes**.
5. Identify the directory in which the file should be saved and save as you would normally within your computer system.

- Home
- ⊕ Upload
- ⊖ Download
  - Download CTF File
  - Download Generic Files
- Previously Downloaded Files
- View / Remove Files
- Reports
- Contacts
- School Details
- Logoff

## Common Transfer Files ready for download

(click on column headings to change sort order)

<u>File</u>	<u>Date Uploaded</u>	<u>Source School</u>
3142035_CTF_0010001_009.XML	10/04/2003	The Mount Primary School

Accept

Reject

### Pupil Details for selected file

<u>Pupil UPN</u>	<u>Date of Birth</u>	<b>Name</b>
L1232035022234	22/08/1995	Harris James

When downloading a CTF the basic pupil details are shown. This allows the information to be checked to ensure that the file holds the data expected.

1. To accept the file click on **Accept**  
or
2. To reject the file click on **Reject**

## To redownload a file:

This works in the same way as the Download facility.

Files will be available to redownload for **seven days** after last being downloaded.

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items, each preceded by a green circular icon. The items are: Home, Upload, Download, Downloaded PLASC Files, Re-Download PLASC Files, Download CFR Files, Re-Download CFR Files, Download CTF Files, Previously Downloaded CTF Files, Delete files not collected by schools, Download Generic Files, Re-Download Generic Files, Download Exclusion Files, Re-Download Exclusion Files, Download Teacher Assessment Files, Re-Download Teacher Assessment Files, Download Admissions Files, Re-Download Admissions Files, and Reports. The 'Download' item is highlighted with a red background. The main content area has a header 'Download' and a message 'Please select an item from the list ...'.

	Download
Home	
Upload	
Download	Please select an item from the list ...
Downloaded PLASC Files	
Re-Download PLASC Files	
Download CFR Files	
Re-Download CFR Files	
Download CTF Files	
Previously Downloaded CTF Files	
Delete files not collected by schools	
Download Generic Files	
Re-Download Generic Files	
Download Exclusion Files	
Re-Download Exclusion Files	
Download Teacher Assessment Files	
Re-Download Teacher Assessment Files	
Download Admissions Files	
Re-Download Admissions Files	
Reports	

# 5. View or remove files:

## Common Transfer Files waiting to be downloaded

(click on column headings to change sort order)

- [Home](#)
- [+ Upload](#)
- [+ Download](#)
- [Previously Downloaded Files](#)
- [View / Remove Files](#)
- [Reports](#)
- [Contacts](#)
- [School Details](#)
- [Logoff](#)

<u>File</u>	<u>Date Uploaded</u>	<u>Destination School</u>
0010001_CTF_001LLLL_024.XML	14/08/2003	001school
0010001_CTF_0010002_725.XML	02/12/2003	test2
0010001_CTF_0010002_996.XML	02/12/2003	test2

- Filter:**
- Files for Collection
  - Rejected Files

## Pupil Details for selected file

<u>Pupil UPN</u>	<u>Date of Birth</u>	<u>Name</u>
V813493296038	01/07/1992	Brown, Amanda
K812293516032	26/05/1992	Smith, Karl John
K812217296073	22/07/1992	Mellor, Peter Robert

Files sent in error can be removed by the sending school. The display switches between files rejected by the receiving school and those not yet downloaded by the receiving school.

## 6. Emails – advisory and reminder










1. When a CTF is uploaded, an email is issued to the destination school with details of the sending school and filename.
2. At the same time an email is issued to the sending school confirming that the upload was successful.
3. An email is issued to the sending school when the destination school downloads or rejects the CTF – for what to do if a CTF is rejected see section 9.
4. A weekly email reminder is sent with a list of files not downloaded.

**N.B. The email address and other details held on the **s2s** school table can be checked by selecting ‘School details’ from the menu.**

These details can be changed by:

- your LEA **s2s** administrator;
- the **s2s** Service Desk tel: 01325 392626 or email [s2s.mailbox@dfes.gsi.gov.uk](mailto:s2s.mailbox@dfes.gsi.gov.uk)

## School Details:

-  [Home](#)
-  [Upload](#)
-  [Download](#)
-  [Previously Downloaded Files](#)
-  [View / Remove Files](#)
-  [Reports](#)
-  [Contacts](#)
-  [School Details](#)
-  [Logoff](#)

### Current details held for your school

LEA/School No.	001/0001
School Name	Test School
Email Address	administrator@testschool1.testlea.sch.uk
Telephone No.	01234 123456
Town	Test Town

## 7. How to find a school:

To find the DfES number and other details of the school to which the pupil is moving prior to creating a common transfer file, you can use the [Establishment Finder](#) at:

<http://www.edubase.gov.uk/EstablishmentFind.aspx>

To search for a school, put in the minimum information such as town and the main part of the school name. For example, if you are looking for St. Mary and St. Martha School, Fishponds Lane, Bristol then you are likely to find the school you want by only entering Martha into the school name box and Bristol into the town box.

This service includes schools in Wales and school which have closed.

To find details of schools in Scotland use:

[www.ngflscotland.gov.uk/SCHOOLSONLINE](http://www.ngflscotland.gov.uk/SCHOOLSONLINE)

It is not currently possible to send a CTF to a school in Scotland but you can share information on children moving to or from Scotland and confirm that a transfer has been completed.

## 8. Filename formats for schools:

The filename is used to identify the source, the destination and the type of file being sent. It is critical that the filename is correct. The following filenames are used and are automatically generated when the file is created.

### A. CTF filename format = LEASSS1\_CTF\_LEASSS2\_NUM.XML

(where LEASSS1 is the DfES number of the sending school, LEASSS2 is the DfES number of the destination school and NUM is a number that increments each time a file is created for this destination).

**Example:** **9165402\_CTF\_8171234\_003.XML** is the third CTF file created by school 9165402 for school 8171234

A file sent to an LEA uses LLLL as the destination 'school number'. An example of a CTF file from a school to its LEA is **9165402\_CTF\_916LLLL\_007.XML**

Any three letters or numbers can be used in place of 'CTF' in the name of a file transferred across **s2s**.

For example, a file with KS1 data could be renamed as **9165402\_KS1\_916LLLL\_005.XLS**.

However school and LEA MIS software will not create CTFs with this type of name. Thus to transfer a file with KS1 data, it could be created as a CTF, and then renamed and then transferred using **s2s**.

Schools should only rename files in this way when instructed to do so by the LEA.

**B. PLASC & School Census filename format = LEASSS1\_CCC\_LEALL06\_NUM.XML**

(where LEASSS1 is the DfES number of the sending school, CCC represents either PLASC (using ASC) or the termly School Censuses (using SC1/2/3), LEALL06 is the number of the LEA indicating the censuses in 2006 and NUM is a number that increments each time a PLASC or School Census file is created).

**Example (PLASC): 9165402\_ASC\_916LL06\_001.XML** is the first PLASC file created by school 9165402 for the January 2006 Pupil Level Annual School Census.

**Example (School Census): 8054301\_SC2\_805LL06\_001.XML** is the first School Census file created by school 8054301 for the Summer 2006 termly School Census.

- C. Generic files** - this provides a way for any safe filetype to be sent securely via **s2s**. There is a file size limit of **4Mb**. Larger files can be “zipped” into file type **.ZIP** but the file can be of any type so long as the naming convention is followed - here ‘xxx’ is the file type. The filename may only contain alphanumeric characters and the underscore character **\_**.
- Generic filename format = LEASSS1\_LEASSS2\_UPTO15CHARACTER.xxx** (between 2 schools)  
**Generic filename format = LEASSS1\_LEALLLL\_UPTO15CHARACTER.xxx** (from school to LEA)  
(where LEASSS1 is the DfES number of the sending school, LEASSS2 is the DfES number of the destination school, LEALLLL is the LEA number followed by LLLL, UPTO15CHARACTER is a description of no more than 15 characters but no spaces, and .xxx is the file extension).

**Example: 9165402\_916LLLL\_SENLIST.ZIP**

## 9. “Lost” pupils: leaving or joining your school

**When a pupil transfers from your school** and you do not know to which school they have gone, please create a CTF file using XXX for the destination LEA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil.

**The regulation is that pupils can be removed from the register** if they have been continuously absent for a period of four weeks or more. The school should only do this after consulting its local Education Welfare Service, as the school and Local Authority are required to make reasonable enquiries to locate pupils before removing them from the register.

**When a pupil moves to a non maintained school or one outside England and Wales** then MMMMMMMM should be used as the destination code. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school. **Exceptions** are Non Maintained Special Schools, Service Childrens Schools or other schools which can be identified via Edubase (<http://www.edubase.gov.uk/>). Each such file should hold information on only one pupil.

**If the destination school is not using s2s** then a CTF transfer file uploaded onto **s2s** to go to that school will be rejected; in that case please use MMMMMMMM for the destination. Each such file should hold information on only one pupil.

**If a pupil arrives in your school** and you do not know the previous school, contact your LEA, who will be able to search the database for a matching record using gender, names or former names and date of birth and forward it to your school. School users cannot search the “lost pupils database”.

*The term “Lost Pupils Database”; used at present in this document and within the **s2s** website itself, is, perhaps, misleading in implying that pupils are lost. It would be more accurate to say that pupils’ transfer records have been placed there because their correct destination is not known.*

# 10. Reports:

Three reports are available to schools by selecting **Reports** from the menu.

- [General Usage/Volume Report](#)
- [Generic / Other file movements](#)
- [School Report](#)

For each report it is possible to set a date range - the '**From**' date can be left blank to include all files, the '**To**' date defaults to today's date. Then click on '**Run Report**'

## Selection Criteria: General Usage/Volume Report

Run this report for the following dates:

From:  To:

Run Report

Run Report

## Information provided by the reports:

### General Usage/Volume Report

- This is a summary of the number of CTF files transferred and the number of records.

### Generic / Other file movements

- This provides a detailed list of PLASC, Generic Zip and other files sent with dates of uploading and downloading.

### School Report

- This provides a detailed list of CTF files sent and received.

A copy of any report can be printed or saved as a CSV (“comma separated variable”) file, this can then be used as a spreadsheet.













File name	Source LEA	Source School	Destination LEA	Destination School	DownLoad Date	UpLoad Date	No. of Pupils
<b>Files DownLoaded</b>							
0010004_CTF_0010001_003.XML	001 Test LEA	0004 Test School	001 Test LEA	0001 Test School	Oct 16 2002	Oct 16 2002	2
3142035_CTF_0010001_004.XML	314 Kingston upon Thames	2035 Mount Primary School	001 Test LEA	0001 Test School	Jul 24 2003	Apr 10 2003	16
3142035_CTF_0010001_005.XML	314 Kingston upon Thames	2035 Mount Primary School	001 Test LEA	0001 Test School	Oct 21 2003	Apr 10 2003	4
3142035_CTF_0010001_006.XML	314 Kingston upon Thames	2035 Mount Primary School	001 Test LEA	0001 Test School	Dec 1 2003	Apr 10 2003	1
3142035_CTF_0010001_007.XML	314 Kingston upon Thames	2035 Mount Primary School	001 Test LEA	0001 Test School	Sep 23 2003	Apr 10 2003	6

# 11. Secure messaging service:

There are three menu choices: **Messages**, **Message Templates** and **Message Groups**

**Messages** – offers a sub menu of:

**a. View/Delete Messages**

<ul style="list-style-type: none"> <li> Home</li> <li> DBA</li> <li> Reports</li> <li> Messages           <ul style="list-style-type: none"> <li> View/Delete Messages</li> <li> Send Message/Email</li> <li> View Sent Messages</li> </ul> </li> <li> Message Templates</li> <li> Message Address Groups</li> <li> Contacts</li> <li> Change Password</li> <li> Logoff</li> </ul>	<p>Messages in red text have not been read. These will be deleted after: 31 days.          Messages in black text have been read. These will be deleted after: 14 days.          Click on a heading to re-order the message list.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">From</th> <th style="text-align: left;">Sent Date</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2e6;"> <td>Selwood Anglican/Methodis</td> <td>16 Mar 04</td> <td>Re: launch of the s2s mes</td> </tr> <tr style="background-color: #fff9c4;"> <td>870 Reading – LEA Adminis</td> <td>09 Mar 04</td> <td>PROBLEMS WITH GENERIC.ZI</td> </tr> <tr style="background-color: #fff9c4;"> <td>873 Cambridgeshire – LEA</td> <td>09 Mar 04</td> <td>error message</td> </tr> </tbody> </table> <p>View Message: <input type="button" value="View"/></p>	From	Sent Date	Description	Selwood Anglican/Methodis	16 Mar 04	Re: launch of the s2s mes	870 Reading – LEA Adminis	09 Mar 04	PROBLEMS WITH GENERIC.ZI	873 Cambridgeshire – LEA	09 Mar 04	error message
From	Sent Date	Description											
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870 Reading – LEA Adminis	09 Mar 04	PROBLEMS WITH GENERIC.ZI											
873 Cambridgeshire – LEA	09 Mar 04	error message											

To read a message, highlight it and click on **View**; you can then **reply**, **delete** or **print**. Replies will only go to the sender of the original message and not to all other recipients.

- b. Send Message** – this can be done by using a template and adding extra text or by starting from a blank template. The message can be sent to groups of users or individual users of **s2s**, such as a school. When a secure message is sent an email is generated to inform the recipient that a secure message has been sent.

The process is:

- i)** Select the template to use.
- ii)** Select the recipients – either this can be to one of the pre-existing groups; or it can be up to ten **s2s** users. These are selected from roles within particular LEAs or individual schools.
- iii)** Compose and send the message.

This can be **either** as a message within the **s2s** system **or** as an email which leaves the **s2s** system and appears in the recipient's email inbox.

**NB: be careful – if the message text is likely to contain confidential information, such as pupil name, details, etc, then the email option should not be used.**

- c. View Sent Messages** – enables you to see the messages sent.

**Message Templates** – LEAs and schools will be able to create or adapt message templates for common tasks.

View/Copy/Update allows an existing template to be adapted by making a copy first, or updated if you created the original.

**Message Templates**

- View/Copy/Update Template
- Add Template
- Delete Template

**Create Groups** – to set up a group of other **s2s** users or schools.

Groups can be added, edited and deleted.

First enter a group name and then select members.

**Message Address Groups**

- Add Group
- View/Update Group
- View/Delete Group

For all secure messages, an automatic email is sent to a school to inform it that a message has been sent. On logging into **s2s** a warning appears if there are new messages.

This service could be used to request a CTF from a school, or to confirm that a pupil is moving to a school before sending a CTF, or to acknowledge that the CTF has been received.

**Copies of this publication can be obtained from:**

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