



Department  
for Education

# **School to school (S2S) guide**

**Schools**

**July 2019**

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## Introduction

**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 DfE or by Local Authorities on behalf of DfE or which schools need to send to each other to be sent securely.

## 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.

## Logging in to S2S

Access to S2S is now through the Department's DfE sign-in system at <https://services.signin.education.gov.uk/my-services>



**BETA** This is a new service – your [feedback](#) will help us to improve it.

# DfE Sign-in

DfE Sign-in is the new way to sign-in to access some specific education sector services.

## Sign-in

Email address

Password

[I've forgotten my password](#)

By continuing you accept the [terms and conditions](#).

If you are experiencing problems logging in please access the [DfE sign-in help](#).

# My Services

A list of services you have access to is displayed below. To access a service, please select the required link.

[Collect](#)

[Key to Success \(Schools\)](#)

[School to School](#)

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## Actions

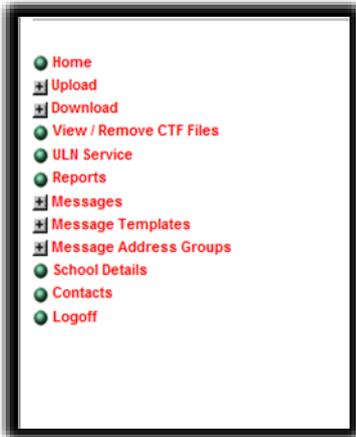
[My approvers](#)

Once successfully authenticated, please open S2S using the link as above.

## Using S2S menus

**S2S** uses a simple menu system to allow users to access functions. Depending on who you are, and what access privileges you have been granted, you can perform a number of tasks.

The menu bar on the website looks like this.



In menus, the plus sign  indicates that there is a submenu (this symbol should be familiar to Windows users).

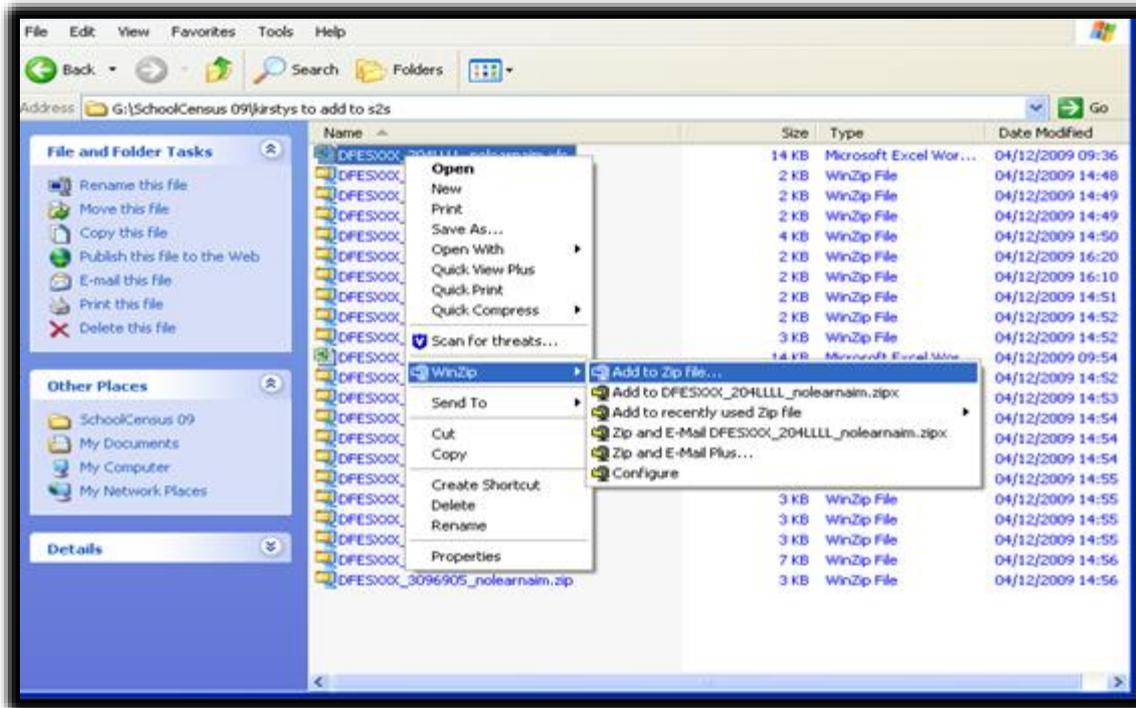
Click with your mouse on a plus sign and the menu will expand.

Click on a minus sign  and the menu will contract.

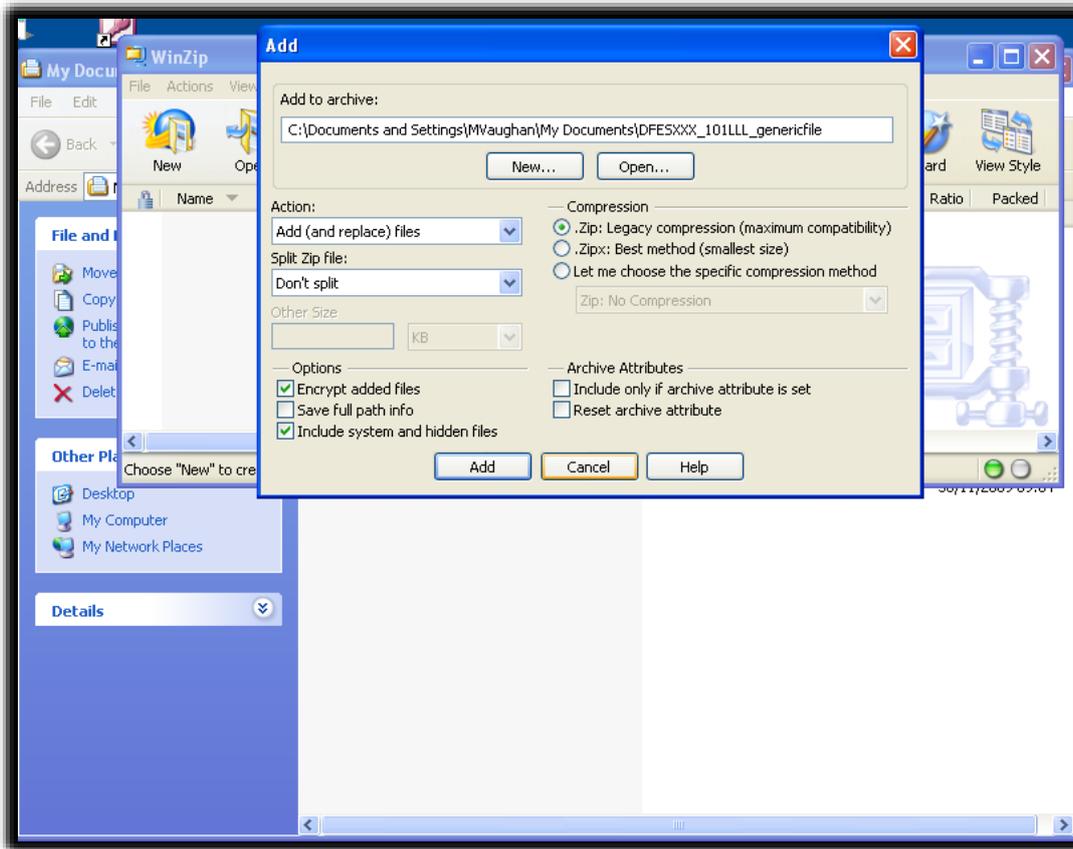
# Encryption

All generic files sent to DfE via S2S must be encrypted using 'Winzip', DfE's tool of choice.

1. Name the file you want to send in the S2S format eg:  
101LLLLL\_DFESXXX\_max15characters.xls (101 = LA number);
2. Right click, choose WinZip and click on 'Add to zip file';



3. In the 'Compression' section highlight '.Zip Legacy compression (maximum compatibility)';
4. Under 'Options', tick 'Encrypt added files', then click 'Add';



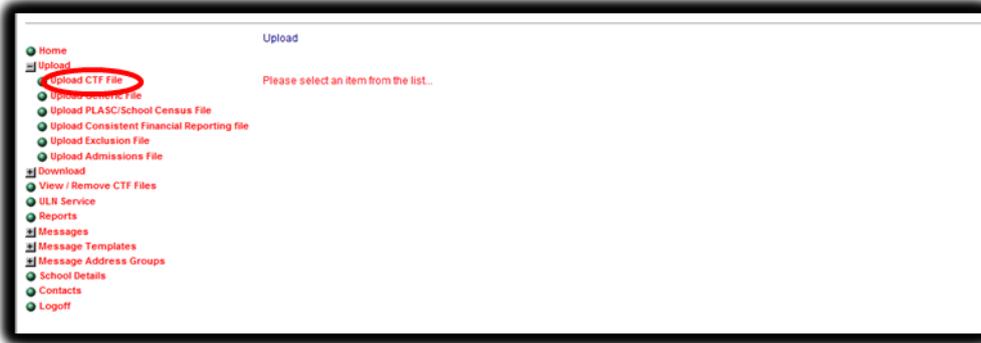
5. This will bring up the 'Encrypt' box to create a password. The password must be at least eight characters long, (please remember the password as you will have to relay it to the destination organisation.)

6. Under 'Encryption method', click '256-Bit AES (stronger).'

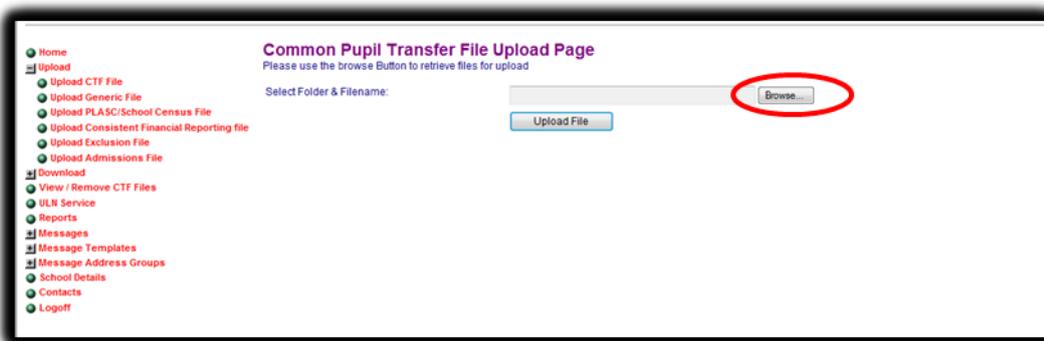
7. Click 'OK'. The WinZip file will have been created in the folder you have saved it in.

# Uploading Files

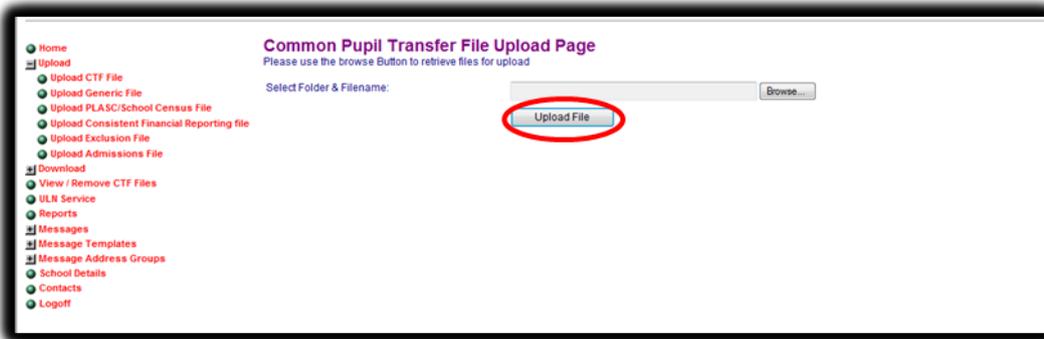
Select Upload from the main menu to expand the list of upload options available to you.



Select the file type you want to send and browse to find the file you wish to send.



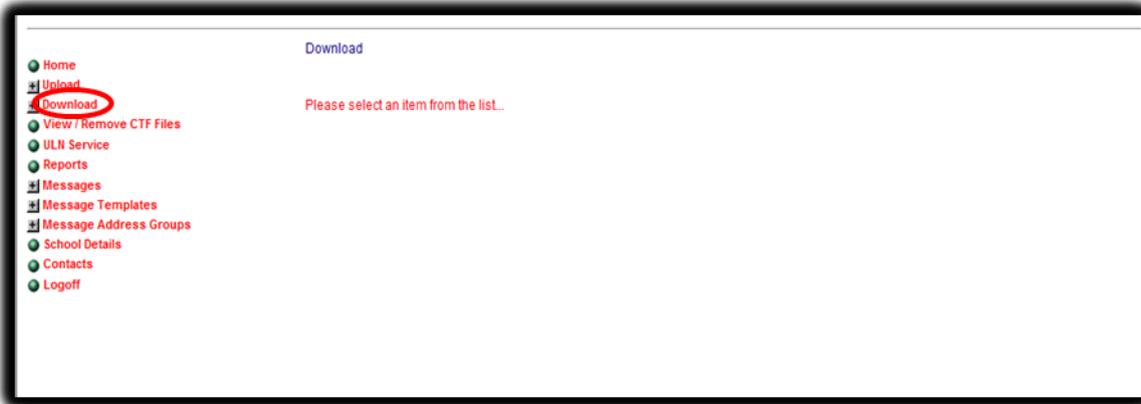
Select Upload.



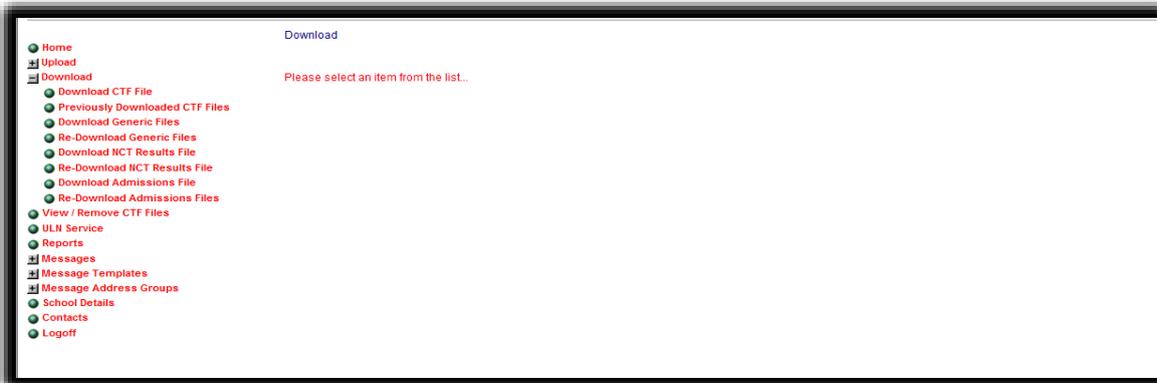
Once the file has been uploaded an email is sent to the receiving school to tell them a file is waiting to download, if the receiving school rejects the file an email will be sent to the sending school.

# Downloading Files

Select the download menu option



Select the file type you want to download.



The following steps are the same for each file type:

To download a file click on Accept and confirm the download by clicking yes. Identify the directory in which the file should be saved and save as you would normally within your computer system.

## Re-downloading Files

This works the same as the Download facility. Files will be available to re-download 7 days after last being downloaded.

## View or Remove Files

Files sent in error can be rejected by the recipient. If you have received a file that was not intended for you, you can simply reject the file. This will then notify the sender. If you receive a notification to inform you your file has been rejected you will need to investigate this.

## How to find a School

To find the DfE 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: [Getting Information About Schools \(GIAS\)](#)

# Get information about schools

This is a register of schools and colleges in England. You can search for and download information on establishments, establishment groups (such as a local authority, trust or federation) or governors. Schools, local authorities and academy trusts can also update details by signing in to their DfE Sign-in account.

<a href="#">Find an establishment</a>	<a href="#">Find an establishment group</a>	<a href="#">Find a governor</a>
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### Search by:

Name or reference number

Location

Local authority

or

All establishments

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:

### [NGFL Scotland](#)

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.

## 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.

### CTF filename format

#### **LASSS1\_CTF\_LASSS2\_NUM.XML**

(Where LASSS1 is the DfE number of the sending school, LASSS2 is the DfE 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 LA uses LLLL as the destination 'school number'. An example of a CTF file from a school to its LA 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 LA 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 LA.

### School Census filename format

#### **LASSS1\_CCC\_LALL06\_NUM.XML**

(Where LASSS1 is the DfE number of the sending school, CCC represents the termly School Censuses (using SC1/2/3), LALL06 is the number of the LA indicating the censuses in 2006 and NUM is a number that increments each time a School Census file is created).

**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.

## Generic files

This provides a way for any safe file type to be sent securely via **s2s**. There is a file size limit of **10Mb**. 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 = LASSS1\_LASSS2\_UPTO15CHARACTER.xxx** (between 2 schools)  
**Generic filename format = LASSS1\_LALLLL\_UPTO15CHARACTER.xxx** (from school to LA)

(Where LASSS1 is the DfE number of the sending school, LASSS2 is the DfE number of the destination school, LALLLL is the LA 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**

## 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 LA 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 20 days 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. This should be [Regulation 8 of The Education \(Pupil Registration\) Regulations 2006](#)

**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 Children's Schools or other schools which can be identified via [Getting Information About Schools \(GIAS\)](#). Each such file should hold information on only one pupil.

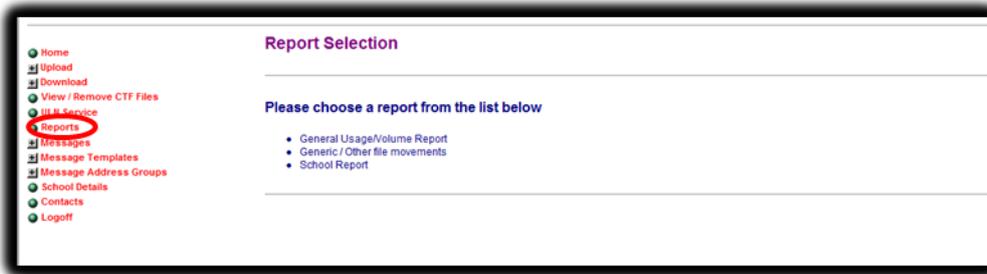
**If the destination school is not using s2s** then a CTF transfer file uploaded onto **s2s** to go to that school will be rejected; in that case please use MMMMMMMM for the destination. Each such file should hold information on only one pupil.

**If a pupil arrives in your school** and you do not know the previous school, contact your LA, 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.*

# Reports

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



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**'

## 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 Generic Zip and other files sent with dates of uploading and downloading.

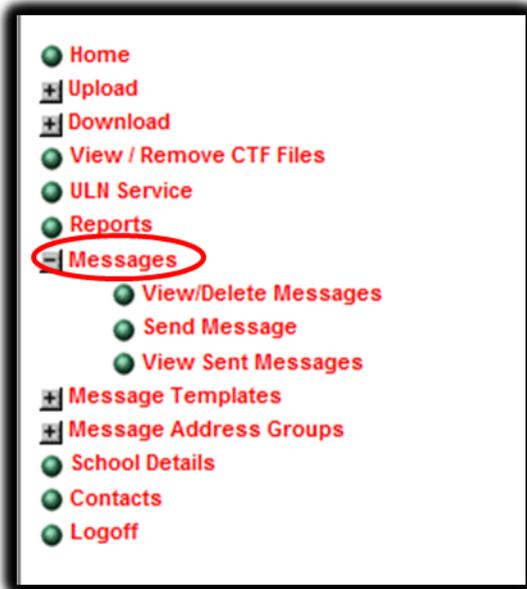
### School Report

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

A copy of any report can be printed or saved as a CSV file, this can then be used as a spread sheet.

# Secure Messaging Service

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



**Messages** – offers a sub menu of:

## View/Delete Messages

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.

## 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 LAs 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.

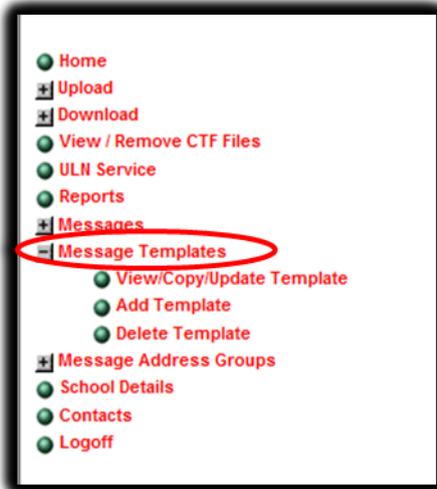
**NB: be careful – if the message text is likely to contain confidential information, such as pupil name, details, etc, then the email option should not be used.**

## View Sent Messages

Enables you to see the messages sent.

## Message Templates

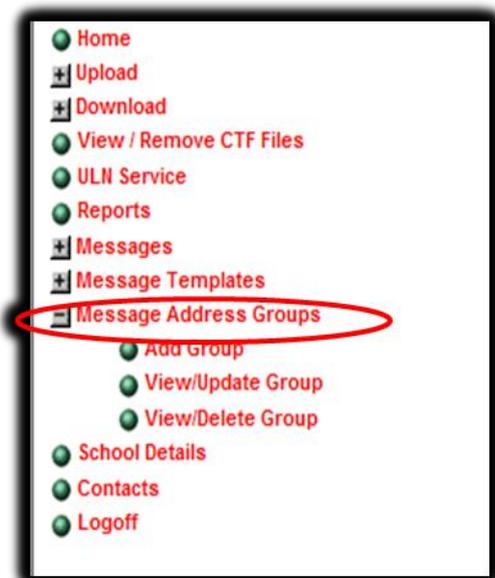
LAs and schools will be able to create or adapt message templates for common tasks.



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

## 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.

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.

# Troubleshooting

Local settings within Microsoft Internet Explorer can affect whether a file download is successfully or not. Should you experience any problems then the following steps should be taken:

## 1. **Enable the Automatic Download prompt in Internet Explorer**

In Internet Explorer

Click on Tools, then click on Internet Options, and select the Security tab.

Click on the Custom Level button;

When the Security Settings window appears, scroll down to Downloads. The first option is automatic prompting for file downloads.

Select Enable and click on OK - a warning appears 'Are you sure you want to change the security settings for this zone?'

Click on Yes.

The Internet Options page reappears - click on OK to complete the process

## 2. **Add S2S as a Trusted Site in Internet Explorer**

In Internet Explorer

Click on Tools, then click on Internet Options, and select the Security tab.

Click on the "green tick"  Trusted Sites icon, then click on the 'Sites' button.

Enter <https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/login.asp> into the field named 'Add this web site to the zone' - click on OK to complete the process.

## Support

Should you require further support for S2S please complete a [Service Request Form](#).



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