



Cornwall Council IMS Accredited team offer a wide range Of **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.

SIMS Cover

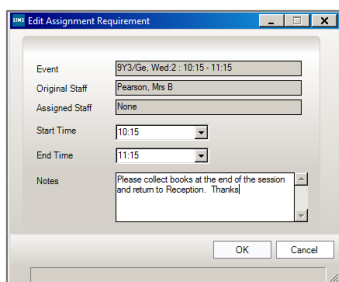
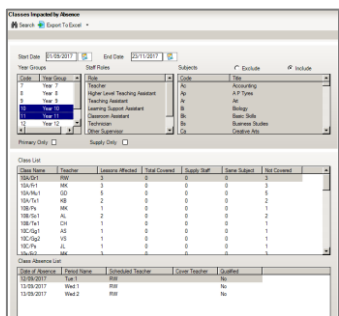
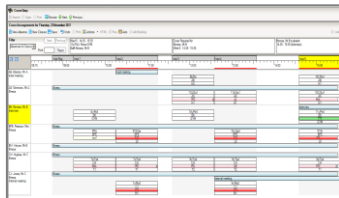
Who is it for?

Anyone with responsibility for planning, managing and analysing Staff Absence and Cover in SIMS. It is suitable for those with no prior knowledge of the module and also those who want to learn how to use the software more efficiently.

The course explores the dynamic links to other areas of SIMS, such as Personnel and we will discuss other potential links: eg, Class Cover Stats / Class Performance.

The course will cover:

- customising global Cover settings for maximum efficiency in your school
- creating and modify reasons for staff absence and room closure
- adding staff absences and room closures to the Cover Diary
- allocating cover: considerations and implications
- booking and usage of supply staff and agencies
- sharing cover arrangements with staff
- producing statistics for absences, covers and the impact on particular classes and students.
- maintaining internal cover rotas and school expectations
- dealing with class suspensions



This is a Full Day Advanced Course:

SLA Members

£150 per person

Non SLA Members

£210 per person

Numbers are limited to 10, so early booking is advised.

If the dates are not convenient we also offer bespoke courses that can be held at your school or academy and are tailored to your individual needs.

**For further training events, please visit our website: www.cornwall.gov.uk/ims
or call: 01872 323263**

IMS SIMS Support

Cornwall Council | Room 2S, New County Hall, Treyew Road, Truro, TR1 3AY

TEL | 01872 323263

Email | ims@cornwall.gov.uk

www.cornwall.gov.uk/ims