CORNWALL COUNCIL
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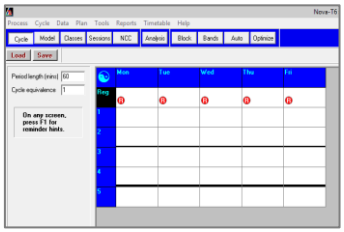
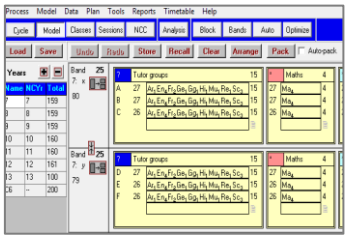
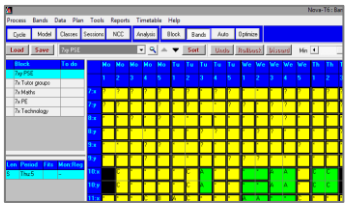
IMS Team

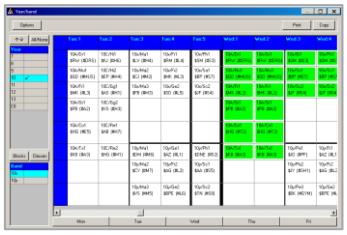
SIMS helping schools inspire
Accredited Support

Cornwall Council IMS Accredited team offer a wide range 0f **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.









Nova T6: Maintaining the Timetable

Who is it for?

- Data Managers / School Administrators who have responsibility for, or would like to know more about maintaining the timetable
- Timetablers who want to learn the most efficient ways to make changes to the timetable, or as a refresher for those returning to timetabling. It is especially useful for those who have recently completed the 4 day course (NovaT6 – Getting Started with Timetabling)

Prior knowledge of Nova-T is helpful, but more important is an understanding of your school's curriculum and of Academic Management. This is a very practical course and will involve lots of discussion.

The course will cover:

- understanding the complexities of timetable data and changes
- editing teachers/rooms of a timetabled class
- adding additional staff onto classes
- dealing with the arrival of new staff
- understanding rotations of teachers or rooms in SIMS and Nova T6
- maintaining the integrity of data between Nova-T and SIMS, and the potential impact on other SIMS modules eg: Cover and Assessment
- setting up Alternative Curriculum classes
- creation and maintenance of non-teaching time (Non Class Codes) to staff timetables
- Allocating class levels and understanding the impact on School Census and Course Manager in SIMS

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
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