

# Remote Services

## Ongoing timetable amendments

Call on our MIS (SIMS) expertise to ensure that ongoing timetabling tasks in Nova T6 are performed accurately and efficiently.

**Delivered remotely via our MIS (SIMS) Service Desk, our team can carry out within academic year changes to your school's timetable within SIMS Nova T6.**

**The service is a convenient solution to complete essential administrative tasks and changes, such as creating new classes, carrying out staffing changes and amending an alternative curriculum.**

### Our service includes:

- Modifying the timetable in relation to long term absence and maternity cover
- Staff changes, including part time staff hour changes, starters and leavers
- Room changes
- Creating additional classes
- Removing classes that are no longer required
- Alternative curriculum amendments
- Modifying the timetable cycle following consultation
- Introducing or removing split lunches
- Modifying non class codes
- Amending duty roster within non class codes
- Managing classroom staff amendments
- Ensuring all your records are complete and up to date for taking of in class registers
- Transferring the amended timetable to SIMS
- Backing-up SIMS and Nova T6 before submitting changes



You may also be interested in our Nova T6 timetabling service

### Key benefits

- Reduction of risk by using experienced timetablers
- Update your school's records quickly and easily
- Free up high level school staff to deal with other priorities
- Reduction of the constant need to provide training for school staff

"I have always been extremely satisfied with the level of service provided by SBS. I have always taken any opportunity to recommend their services to colleagues from other schools, and will continue to do so."

Walthamstow Academy - John Donovan (Data Manager)

Contact us today to discuss your requirements

☎ 0345 222 1551 • Option 3

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