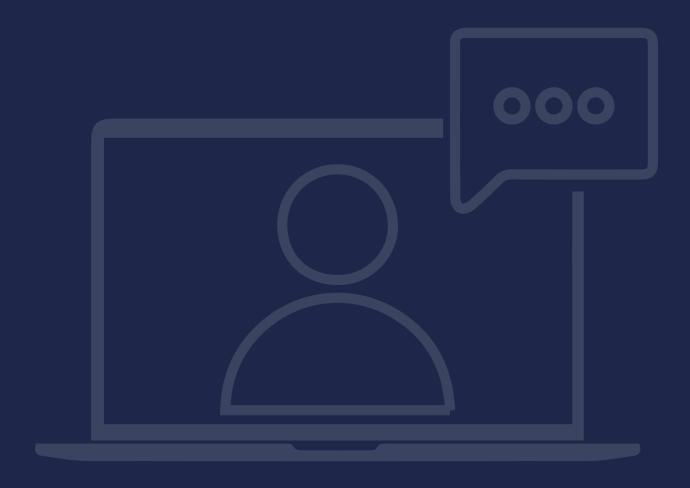# Training Course Agenda.

Pastoral Structure

Introduction

Target Audience

The **Pastoral Structure** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your Curriculum Administration Team
- ✓ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:
Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:
This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Bromcom

Agenda Overview

Part One: Period Structures

- ✓ Default Period Durations
- ✓ Creating a Period Structure
  - o Different period types (inc. importance of AM/PM)
  - o How to build the days structure (inc. amending period durations)
  - o Copying Settings to All Days
  - o Making changes to individual days
- ✓ Editing an <u>unapplied</u> Period Structure
  - o Adding/Removing Periods
  - o Amending Period Display Names
  - o Amending Week Display Names
- ✓ Editing an <u>applied</u> Period Structure
  - o Changes that can be made to an existing period structure and how to handle
  - o When to create a brand new period structure and apply with a future date (inc. the impact this will have)

Part Two: Academic Years

- ✓ Creating a New Academic Year
  - o Checking/updating End Date of current academic year
  - o Including holidays within term dates
- ✓ Maintaining Academic Days
  - o Adding Inset/Staff Only Days
  - o Adding School Holidays (inc. how to handle a 2 week timetable)

Part Three: Applying a Timetable Model

- ✓ Use of Data Boundaries in Timetabling

- ✓ How to Apply a Timetable Model (e/wTimetable, inc. differences for other 3rd party software)
  - o Selecting a Model
  - o Selecting dates (inc. new academic year & mid-year updates)
  - o Handling existing timetables/extra classes
  - o Matching Calendar Days
  - o Non-Compulsory Data
  - o Importing
- ✓ How to Apply a Timetable Model (Nova T6) – <u>if applicable to attendees</u>
  - o Before/After Applying Important Points
  - o Selecting dates (inc. new academic year & mid-year updates)
  - o Selecting files
  - o Mapping periods

Part One: Period Structures

✓ Default Period Durations
✓ Creating a Period Structure
    o Different period types (inc. importance of AM/PM)
    o How to build the days structure (inc. amending period durations)
    o Copying Settings to All Days
    o Making changes to individual days

Notes:

Part One: Period Structures

- ✓ Editing an <u>unapplied</u> Period Structure
    - o Adding/Removing Periods
    - o Amending Period Display Names
    - o Amending Week Display Names
- ✓ Editing an <u>applied</u> Period Structure
    - o Changes that can be made to an existing period structure and how to handle
    - o When to create a brand new period structure and apply with a future date

Notes:

Part Two: Academic Years

✓ **Creating a New Academic Year**
  o Checking/updating End Date of current academic year
  o Including holidays within term dates
✓ **Maintaining Academic Days**
  o Adding Inset/Staff Only Days
  o Adding School Holidays (inc. how to handle a 2 week timetable)

Notes:

Part Three: Applying a Timetable Model

✓ Use of Data Boundaries in Timetabling
- o Viewing/working with newly imported classes

✓ How to Apply a Timetable Model (e/wTimetable, inc. differences for other 3rd party software)
- o Selecting a Model
- o Selecting dates (inc. new academic year & mid-year updates)
- o Handling existing timetables/extra classes
- o Matching Calendar Days
- o Non-Compulsory Data
- o Importing

Notes:

✓ How to Apply a Timetable Model (Nova T6) – <u>if applicable to attendees</u>
  - o Before/After Applying Important Points
  - o Selecting dates (inc. new academic year & mid-year updates)
  - o Selecting files
  - o Mapping periods

Notes: