



Data Management Services

THE BUSINESS OF EDUCATION

Designing the Curriculum Model in Nova-T6 to help other areas of SIMS

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Other Areas of SIMS

Academic Management

It is helpful if students only have to be allocated to a class once rather than having to maintain multiple identical lists.

It is helpful if situations are not created where a student can be allocated to 2 classes for one subject and none of another.

Lesson Monitor

Teachers only want one class at a time so they take one register not multiple registers.

It is helpful to be able to view the attendance history for all lessons of a class rather than having to combine multiple reports.

Course Manager

It is preferable for all students to have their courses managed correctly by their class memberships rather than having to make manual edits in Course Manager. In particular to try not to use the Protect function or the Exception function.

Exams Organiser

Exams Organiser uses Course Memberships to run certain time-saving functions and reports, if all courses and their members are correct this can improve accuracy and save time.

Where some classes are being taught more than one qualification it is useful if there is a separate class for each qualification.

Assessment Manager

In order that data is entered correctly for each student it is necessary to be able to create a marksheet for each course.

It is also helpful if each class only appears once rather than multiple times with different names. This means that each class must appear in the Model once and in the correct course in Course Manager

Curriculum Structures

To help with these issues the Timetabler can create structures in the Curriculum Model using Derived Years, Bands and/or Linked classes depending on the solution required. Some of the solutions can help the Timetabler in constructing the timetable, others should only be put in place once the timetable has been completed.

However you decide to construct your Curriculum Model in Nova-T6 you need to ensure that you have not put in any unnecessary structures.

Derived Years

If you have many classes that have students from more than one year in then it is worth considering using the Derived Year function.

Bands

Traditionally Bands have been thought of as to do with ability. As far as a timetable is concerned a Band is simply a way of creating a group of students who are studying a particular group of subjects together.

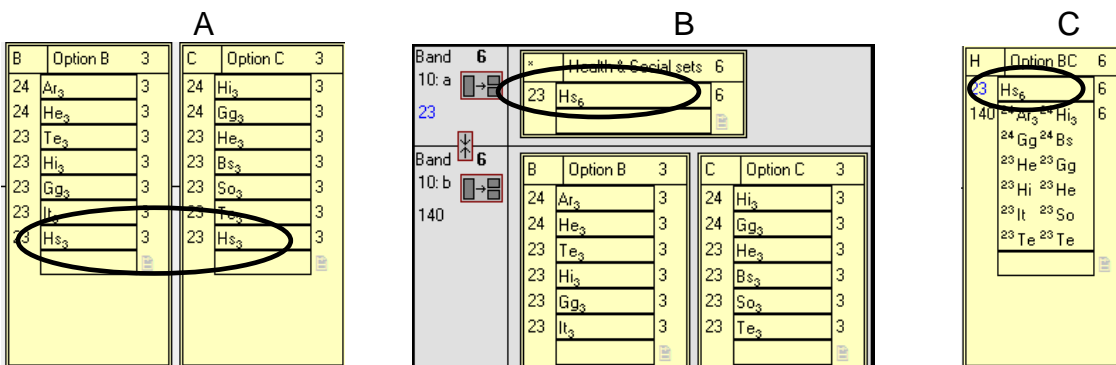
You can use Bands to ensure that classes only exist once in the Model.

A common example is a Double Option in either Key Stage 4 or 5.

Diagram A shows the traditional way of dealing with a Double Option (Hs), it just appears in both blocks. If the Timetabler wanted to schedule a double period of Hs but singles of the two options, then they would have to lock it in place to prevent it being accidentally split up.

Diagram B shows how a Band structure can be set up to represent this situation better, there is only one Hs class, but this allows you to initially schedule Hs at a different time to Block B or C.

Diagram C shows how a structure using linked classes can be set up that will be easier to schedule than the second diagram as it forces the other options to be scheduled at the same time as Hs and allows you to set up double sessions.



You can also use bands to help with the structure if the year group is split into two populations so that whilst one group of students have English, the other have Maths. You can create 2 bands so that students can only be allocated to one class for each subject, see diagrams below. The structure on the left is easier to schedule, but the structure on the right ensures that all students will be allocated an English class and a maths class.

* English 3			* Mathematics 3			* English 3			* Mathematics 3		
28	En ₃	3	28	Ma ₃	3	28	En ₃	3	28	Ma ₃	3
28	En ₃	3	28	Ma ₃	3	28	En ₃	3	28	Ma ₃	3
28	En ₃	3	28	Ma ₃	3	28	En ₃	3	28	Ma ₃	3
28	Ma ₃	3	28	En ₃	3	28	En ₃	3	28	Ma ₃	3
28	Ma ₃	3	28	En ₃	3	28	En ₃	3	28	Ma ₃	3
27	Ma ₃	3	27	En ₃	3						

The more bands like this you create in the Model the more complicated your timetable might appear, but you can sometimes gain from this as you do not have to specify which teacher teaches in which block for a Double Option. Generally you want to have blocks spanning adjacent blocks in the Model but it is possible for there to be a block that does not, for example in the diagram below Option D is populated by bands s, u, v, w, x and y but not t. Below is an adapted curriculum model from a Hertfordshire school showing some of the discussed structures.

Band 10: s	A Option A 3 15 A ₃ 3 15 Da ₃ 3 14 Gg ₃ 3 14 Hi ₃ 3	B Option B 3 20 Hs ₃ 3 20 It ₃ 3 20 Mu ₃ 3 20 Rm ₃ 3 20 Sn ₃ 3	* Dbl Sci C 6 C 13 Ds ₆ 6 C 12 Ds ₆ 6	D Option D Extra band : s	E Option E 3 16 Bs ₃ 3 16 Dr ₃ 3 16 Fr ₃ 3 16 Gg ₃ 3 15 Gm ₃ 3 15 Gm ₃ 3 15 Rm ₃ 3 15 Sn ₃ 3
Band 10: t	14 It ₃ 3 14 Pe ₃ 3 14 Sn ₀ 0		* Trip Sci CD 9 CD 25 Bi ₃ Ch ₃ Ph ₃ 9		
Band 10: u			C Option C 3 21 A ₃ 3 21 Dr ₃ 3 21 Fd ₃ 3 21 Gg ₃ 3 20 It ₃ 3 20 Sn ₃ 3	D Option D 3 19 Bs ₃ 3 19 Fd ₃ 3 19 Gg ₃ 3 19 Gr ₃ 3 19 Hi ₃ 3 18 Hs ₃ 3 18 Pe ₃ 3 18 Sn ₀ 0	S Core Sci 3 25 Sc ₃ 3 25 Sc ₃ 3
Band 10: v	* WS AE 6 AE 50 Ws ₆ 6				
Band 10: w		* Dbl Sci B 6 B 25 Ds ₆ 6 B 25 Ds ₆ 6			
Band 10: x	A Option A Extra band : x			E Option E Extra band : x	
Band 10: y	* Trip Sci AB 9 AB 24 Bi ₃ Ch ₃ Ph ₃ 9			E Option E Extra band : y	

Year groups are sometimes split in more than one way, in this case the Timetabler can use sub-bands by creating another scheme within the year. In this example the year is split in half for English and Maths then a separate (sub-band) structure has been set up for Options B and C which contain a double option Health and Social Care.

* English 3		* Mathematics 3		Band 6 10: a	* Health & Social sets 6	
28	En ₃ 3	28	Ma ₃ 3		82	Hs ₆ 6
27	En ₃ 3	27	Ma ₃ 3	Band 6 10: b	C Option C 3	
27	En ₃ 3	27	Ma ₃ 3		14	Hi ₃ 3
* English 3		* Mathematics 3		81	B Option B 3	
27	En ₃ 3	27	Ma ₃ 3		14	Ar ₃ 3
27	En ₃ 3	27	Ma ₃ 3	14	He ₃ 3	
				14	Te ₃ 3	
				13	Hi ₃ 3	
				13	Gg ₃ 3	
				13	So ₃ 3	
				13	Te ₃ 3	

Parallel Classes

Classes with Zero Periods can be useful, teachers can be assigned to them without raising their timetabled allocation.

Where students in a class are studying more than one qualification you should set up a parallel class with zero periods. You only need to set up the extra classes where the extra qualification is being taught, for example only the top maths set may be studying Statistics whereas all but one classes of English may be studying English Literature. If a student stops taking the extra subject they can be removed just from the parallel class and left in the main class.

* English 3		* Mathematics 3	
28	En ₃ Et ₀ 3	28	Ma ₃ St ₀ 3
27	En ₃ Et ₀ 3	27	Ma ₃ 3
27	En ₃ Et ₀ 3	27	Ma ₃ 3

* English 3		* Mathematics 3	
27	En ₃ Et ₀ 3	27	Ma ₃ 3
27	En ₃ Et ₀ 3	27	Ma ₃ 3
27	En ₃ 3	27	Ma ₃ 3

Key Stage 4 Science

Science at Key Stage 4 has different courses that we need to set up for Exams and Assessment. The three diagrams below show ways this can be done.

*	Science	6
45	Bi ₂ Ch ₂ Ph ₂	6
45	Sc ₆	6
45	Sc ₆	6
44	Sc ₆	6

*	Science	6
45	Bi ₂ Ch ₂ Ph ₂	6
45	Bi ₂ Ch ₂ Ph ₂ Sc ₀	6
45	Bi ₂ Ch ₂ Ph ₂ Sc ₀	6
44	Bi ₂ Ch ₂ Ph ₂ Sc ₀	6

*	Science	6
45	Bi ₀ Ch ₀ Ph ₀ Sc ₆	6
45	Sc ₆	6
45	Sc ₆	6
44	Sc ₆	6

In the first diagram all classes are given a level of GCSEF. The top set students will have Biology, Chemistry and Physics on their timetables, all other students will just have Science. Science (GCSEF) will then represent Double Science. Students taking all three sciences will be in the courses Biology (GCSEF), Chemistry (GCSEF) and Physics (GCSEF).

In the second diagram all students will have Biology, Chemistry and Physics on their timetables. The top set students will be in the courses Biology (GCSEF), Chemistry (GCSEF) and Physics (GCSEF). Sets 2, 3 and 4 will have to be given a level of Gen or NQF2 for Biology, Chemistry and Physics and GCSEF for Science. This is so that these students do not appear in the wrong course.

In the third diagram all students have Science on their timetable. Set 1 will have a level of Gen or NQF2 for Science and GCSEF for Biology, Chemistry and Physics. The other classes will have a level of GCSEF.

Linked Classes

Where there is a single class but the students are taking different qualifications you can use the linked class function. You create an extra parallel class with zero periods and then create Linked Classes for each extra qualification. You need to give the original class a level of General, and each of the Linked Classes an appropriate level. You should also rename the classes to ensure clarity. Examples of this situation are Year 12 and 13 being taught together and BTEC options where students may be taking different levels in the same class (Option C). You can also use Linked Classes where a class is split into different groups, examples of this are GCSE PE where the students are taught together for theory but in 2 groups for practical (Option B). In this example the classes exist on the timetable as well as in the curriculum plan.

C	Option C	4
17	Gg ₄	4
17	Ma ₄	4
16	Hi ₄	4
16	En ₄	4
16	Bs ₄ ⁶ Bs ₀ ⁵ Bs ⁵ Bs	4

B	Option B	3
24	Ar ₃	3
24	He ₃	3
23	Te ₃	3
23	Hi ₃	3
23	Gg ₃	3
23	It ₃	3
23	Pe ₁ ¹² Pe ₂ ¹¹ Pe	3

Sixth Form

Minimum Periods

You might have a block in the sixth form that has 5 periods where it can be scheduled but each class only has 4 lessons. In this case you want the flexibility of being able to use all 5 periods whilst keeping only 4 sessions for each class. The functionality that allows for this is “Minimum Periods”. It is accessed by right clicking on a Block in the Model and selecting Minimum Periods. In the example described you would then type 5 and then the block will be set up with 5 available sessions.

The image shows a context menu on the left with 'Minimum Periods' selected. In the center is a block configuration table for 'Option A' with 5 periods. On the right is a timetable grid with 5 sessions.

A	Option A	5
17	Ma ₄	4
17	Ma ₄	4
16	De ₄	4
16	Bi ₄	4
16	Ts ₄	4

	12A/Ma1	12A/Ma2	12A/De1	12A/Bi1	12A/Ts1
[1]	(0-0)	Ma \$JE	De \$JL	Bi \$AA	Ts \$SW
4					
[2]	Ma \$VS	Ma \$JE	De \$JL	(0-0)	Ts \$SW
9					
[3]	Ma \$VS	(0-0)	De \$JL	Bi \$AA	Ts \$SW
4					
[4]	Ma \$VS	Ma \$JE	(0-0)	Bi \$AA	Ts \$SW
4					
[5]	Ma \$VS	Ma \$JE	De \$JL	Bi \$AA	(0-0)
4					

As can be seen from the diagrams you can create more flexibility this way, the second session has 9 places it can be scheduled whereas each of the other sessions only have 4 places.

Out of Block

You can also use this functionality when you need to schedule a class “out of block”, where one session of one class will not fit where it should but you can find a period where all students of the class and the teacher are available. In this case you need to increase the Minimum Periods for the block by 1 in the Model. Then in the Block place the relevant class in the extra session you have created. For all the other classes you need to right click in the extra session and select “Protect Empty Slot”, this will mean that you cannot schedule them in this session.

The image shows a block configuration table for 'Option A' with 6 periods. On the right is a timetable grid with 6 sessions, where the 6th session has a protected empty slot for Bi \$AA.

A	Option A	6
17	Ma ₄	4
17	Ma ₄	4
16	De ₄	4
16	Bi ₄	4
16	Ts ₄	4

	12A/Ma1	12A/Ma2	12A/De1	12A/Bi1	12A/Ts1
[1]	(0-0)	Ma \$JE	De \$JL	Bi \$AA	Ts \$SW
4					
[2]	Ma \$VS	Ma \$JE	De \$JL	(0-0)	Ts \$SW
9					
[3]	Ma \$VS	(0-0)	De \$JL	Bi \$AA	Ts \$SW
4					
[4]	Ma \$VS	Ma \$JE	(0-0)	Bi \$AA	Ts \$SW
4					
[5]	Ma \$VS	Ma \$JE	De \$JL	(0-0)	(0-0)
9					
[6]				Bi \$AA	
4					

The extra session can then be scheduled at a place of your choosing on the timetable. This avoids the issue that some timetablers often create when they have one period of a class appearing in another block in the model, which means that the same class list has to be created twice.

Multiple Level Classes

This situation can occur in two ways. Either you are teaching Year 12 and Year 13 in the same class so some students are being taught AS level and others A2, or you have students in the same year studying for a different qualification or BTEC level. You can use zero period linked classes to help with any of these situations. Renaming the classes and giving them the correct level will mean that the information in SIMS will help all other areas. Correct courses will be created when the timetable is exported to SIMS.

If you set up a structure like the one shown for the subject Mu, then all requirements should be able to be fulfilled.

C	Option C	4
17	So ₄	4
17	Fr ₄	4
16	Ph ₄	4
16	Et ₄	4
16	Mu ₄ ^o Mu ₀ ^o Mu	4

Class	Level
12C/So1	(GCEAS)
12C/Fr1	(GCEAS)
12C/Ph1	(GCEAS)
12C/Et1	(GCEAS)
12/13C/Mu	Gen
12C/MuAS	GCEAS
13C/MuA2	GCEA

There is a class that is taught Music for 4 periods. This can contain Year 12 and 13 students and could be given a level of **Gen** (or **NQF3**). There are then 2 Linked Classes which have no lessons but can have the relevant students allocated to them. The first class could be given a level of GCEAS and have the Year 12 students allocated, the second could have a level of GCEA and have the Year 13 students allocated. This would mean that the class with the level Gen would not be used by the school except for Attendance. Mu (GCEA) and Mu (GCEAS) would be automatically populated by the correct students. The course Mu (Gen) would not have a qualification attached to it, the other two courses would have the correct qualification attached. The name of the classes could be altered in the Classes window to be **12/13C/Mu**, **12C/MuAS** and **13C/MuA2**.

We would advise that if this is a joint teaching class then it is set up in Year 12 (or in a derived year) because the class will still be taught after the Year 13 students have left. Year 13 students would need to be Added to the scheme in SIMS by using the Add button in Curriculum Assignment if it has been set up in Year 12.



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