



Welcome to Primary Time™ & Playtime™

The solution that takes the time and hassle out of Primary School timetabling!

Primary Time™ is **the world's first and only timetabling solution developed specifically for Primary Schools.**

Primary Time™ has been developed from insights gained from leading administrators and timetabling professionals in Government, Catholic and Private schools.

Imagine...

- ...Completing your timetable up to 85% faster and at up to 60% less cost¹ ...
- ...Having your timetable constructed either manually or automatically...
- ...Making last minute changes and seeing the results immediately...
- ...Creating your Yard Duty timetable in minutes...
- ...Putting an end to the frustration of having to use pens, paper and memory...
- ...Being able to generate multiple timetable scenarios quickly...
- ...Reducing specialist class setup times...
- ...Saving a small fortune in timetable consultant fees...
- ...Having your timetabling completed before the Christmas holidays...
- ...Formatting and printing your timetable just the way you want it...
- ...Or posting your timetable on your school website...

With Primary Time™ you can do all this AND A LOT MORE...

Primary Time™ is a comprehensive timetabling solution which:

- Is simple to understand and use;
- Requires no prior knowledge of timetabling;
- Is flexible to meet primary school needs;
- Builds knowledge and skills; and
- Increases the enjoyment (*yes, enjoyment!*), productivity and effectiveness for those constructing timetables.

...AND now includes Playtime™ – which allows you to construct your yard duty timetable in minutes!

School administrators have reported Primary Time™ halves the normal time required to complete a timetable as well as offering increased flexibility and responsiveness to changes as they occur.

That means the very concept Primary Time™ is based on is about being easy to use.

Take a closer look at Primary Time™ - we're sure you will be as impressed as our existing clients are...

¹Based on extensive trials

Primary Time™

Primary Time™ is the **only primary school software solution** specifically designed for primary school timetabling and provides the complete primary school timetabling solution and now includes Playtime™ – a comprehensive yard duty scheduler.

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Benefits of Primary Time™

Easy to learn, easy to use, and lets you work smarter

Primary Time™ has been designed to streamline timetable construction and assist timetabling practitioners to work smarter. That means the very concept it is based on is about being easy to use. To ensure you gain the skills to get you up and running with Primary Time™ fast Primary Time™ offers a Primary Time™ Essentials and Primary Time™ Expert training course.

Value your time – Build & share knowledge, skills and productivity

Value your time. Primary Time™ allows you to build knowledge and skills and in turn improves your timetabling proficiency, productivity and the overall effectiveness of timetable construction. Alternatively, Primary Time™ allows you to delegate timetable construction and take on a review and approval role. You don't need to be the only one in your school that knows how to timetable – share the knowledge.

Playtime™ – Yard Duty

Playtime™ enables you to the flexibility to construct a yard duty roster in minutes. Customise your yard duty breaks & areas, duty times, staff preferences, tally staff duty minutes for reference & customise your reports. Playtime™ is the complete yard duty scheduling tool.

Features that help you work smarter

Primary Time™ offers a simple, logical and comprehensive approach to timetabling. Primary Time™ includes: extensive user guides, a simple timetable checklist, key timetabling concepts, easy to follow step-by-step tutorial guides with examples, advanced timetabling techniques, and Primary Time™ timetabling software. Make timetabling a positive experience.

Increased productivity at less cost

Compared with manual timetable construction, Primary Time™ generates timetables up to 85% faster and at up to 60% less cost¹. (Based on extensive trials)

A clear view of your timetable

Primary Time™ gives you as a School Principal or Assistant Principal a clear view of the curriculum for each Year Group or the whole school by teacher or Year Group. You can also ensure teachers are not working outside their designated teaching loads and have adequate planning time.

Retain timetable information if your time-tabler leaves

Primary Time™ provides you with an integrated central reference point for all of your school's timetabling information - Staff & Staff availability, Year Groups, Subjects, Rooms & Room availability - which provides a basis for generating your timetable for next term or next year.

Primary Time™ Features



Primary Time™ has been designed to streamline timetable construction and assist timetabling practitioners to work smarter. That means the very concept it is based on is about being easy to use.

Make timetabling a positive experience as you follow the logical and intuitive approach - import basic data; manually or automatically create multiple timetable scenarios; easily make last minute changes and see the results; reduce specialist class setup times; ensure teaching staff are not exceeding their teaching loads; personalise your timetable reports for printing or posting on your school website or choose from the pre-formatted reports provided.

Take a look at the features designed with the value of your time in mind.

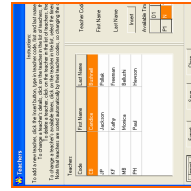
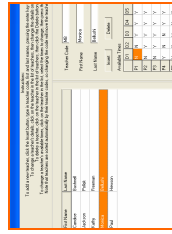


Proven timetabling methodology

Primary Time™ offers a simple, logical and comprehensive approach to timetabling allowing you to understand your timetabling objective, then work towards it at your own pace with the tools provided. Primary Time™ includes: extensive user guides, a simple timetable checklist, key timetabling concepts, easy to follow step-by-step tutorial guides with examples, advanced timetabling techniques, and Primary Time™ timetabling software.

Fully integrated timetable information

No need to make mental notes to remember your timetabling queries. Primary Time™ provides you with an integrated central reference point for all of your school's timetabling information - Staff & Staff availability, Year Groups, Subjects, Rooms & Room availability, etc - which provides a basis for generating your timetable for next term or next year. It's easy to update and keep current and it's always in the same place so you know where to find it.



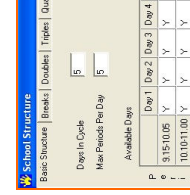
Import data

Save time by importing your school's information directly into Primary Time™. Information can be imported from Microsoft Excel™.



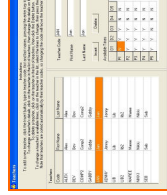
Basic data entry made easy

Entering the basic data parameters to establish your timetable is logical, simple and fast. Data can be entered manually or imported from MS Excel™ or CSV formats to save time. Basic data records all information relating to school structure, rooms, teachers, Year Groups, subjects and consecutive groups with specific screen assigned to each field and can be accessed at any time should changes be required.



Customisable timetable cycle - click, type & tailor

Whatever your timetable cycle, Primary Time™ lets you customise your timetable cycle. Specific tabs allow you to quickly set the number of days, the number of periods per day, the breaks between periods, and whether periods are doubles, triples or quadruples. There's even the option for you to select the colour scheme of the program and determine the print layouts for your timetable.

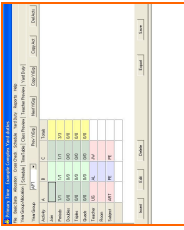


Ability to cater for part-time staff

No need to remember which staff are available when. Primary Time™ allows you to enter each staff member and their availability - ideal for part-time staff. Should you need to change it, you can at the click of a button.

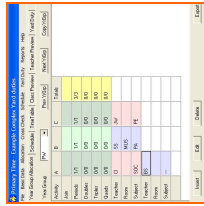
Curriculum design template

You won't be left wondering who is teaching which Year Group in which room. Designing your schools' curriculum is simple using the Primary Time™ allocation template. Colour-coded for easy reference with drop down menu selections make data entry fast and accurate. Activities can be added or removed and also copied and joined between Year Groups to make the most of your time.



Team teaching

More than one staff member teaching a class? No problem, Primary Time™ has the ability to incorporate team teaching, where two teachers take the one Year Group class together and often one of the teachers is in a support role.



Ability to allocate planning time to teaching staff

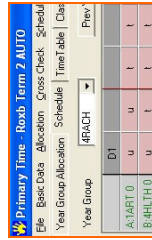
Having trouble finding planning time for specialist teachers? Primary Time™ can assist you to allocate planning time when required with effective timetabling techniques.

Reduce class setup times

Put an end to specialist staff constantly having to change their class setups from one class to the next. Primary Time™ allows you to schedule consecutive specialist classes and allow more logical specialist class transitions. Spend more time teaching and less time setting up the classroom.

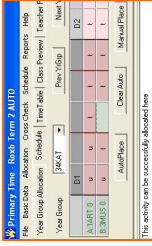
Schedule solution space

The Primary Time™ solution space (schedule screen) provides optimal visibility of the scheduling options possible for one or more Year Groups. Scheduling visibility is further enhanced by a simple layout, scheduling symbols, colour-coding and defined recess and lunch breaks. In addition, the solution space keeps you constantly updated as to which cells are available or unavailable.



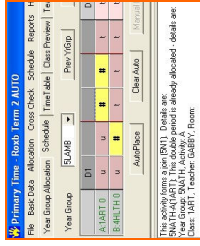
Manual scheduling

The ability to manually schedule provides complete timetable construction flexibility. Manual scheduling or allocation is often used to place "difficult" activities. The solution space assists by advising you whether you are able to manually place an activity in a particular location. The solution space keeps you constantly updated as to which cells are available or unavailable.



AutoPLACE™ – automatic scheduling

AutoPLACE™ is an advanced algorithm which allows the automatic generation of your timetable. AutoPLACE™ is a very effective and powerful productivity tool which can provide you with a number of optimal timetabling solutions, not just one timetabling option. AutoPLACE™ can be used in conjunction with manual scheduling or it can generate a solution itself. AutoPLACE™ takes the time and hassle out of timetabling!



Ability to generate multiple timetable solutions

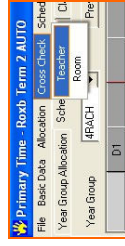
There is usually more than one timetabling solution. Yes, more than one! Primary Time™ allows you to generate multiple timetabling solutions and compare them before you select the solution that best suits your needs.

Ability to run complex timetabling structures

No matter how complex your timetable, Primary Time™ is likely to be able to handle it. Whether you have a 10 day, 11 period cycle; staggered recess and lunch breaks; or a 5 day, 5 period cycle Primary Time™ can accommodate your timetabling needs.

Automatically checks teaching and room loadings

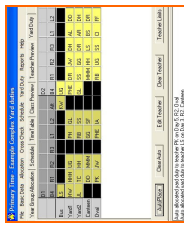
No need to keep a tally of how many classes are being taught by staff or how many classes have been allocated to particular rooms. Primary Time™ automatically checks whether your teaching staff and teaching venues (rooms) are overloaded and provides you with warnings should you overload them by mistake. Now that's smart!





Automatically checks teacher and room clashes

Primary Time™ automatically checks whether your teaching staff and teaching venues (rooms) clash with each other based on your timetable and highlights the clashes for you to see and remedy.



Playtime™ – Yard Duty

Playtime™ enables you to the flexibility to construct a yard duty roster in minutes. Customise your yard duty breaks & areas, duty times, staff preferences, tally staff duty minutes for reference & customise your reports. Playtime™ is the complete yard duty scheduling tool.



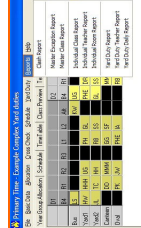
Scheduling solution visibility

Primary Time™ gives you a clear view of your curriculum, classes and teaching staff to assist you in finding a scheduling solution faster. View the class preview and teacher preview screens and zoom in or zoom out as you require.



Customisable timetabling

No more special codes and abbreviations! Customising the timetable allows you to edit the text in the timetable. This ensures the timetable prints out exactly the way you want it.



Customisable reporting

Primary Time™ offers a number of pre-formatted reports including a clash report, master exception report, master class report, individual class, teacher and room reports. Each of these reports is able to be customised and requires MS Excel™ to be installed. Each of these reporting options allows you to printout hardcopies or post timetable reports to your school website.

Keyboard shortcuts

Work even faster by using the keyboard shortcuts! Primary Time™ provides you with an extensive list of keyboard shortcuts to improve your productivity. If you thought working with a mouse was fast, try the keyboard shortcuts.

Full screen layout

Primary Time™ has a very attractive user interface which can be worked on in full screen mode giving you the visibility of your workspace you require.

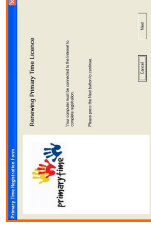
Context sensitive help

Need an answer while you're working? Primary Time™ has comprehensive help when you need it. Extensive help can be accessed anytime by pressing F1 on your keyboard or clicking on the help menu and contains the answers to your questions.



On-line renewal

Primary Time™ software operates for a period of twelve months at the conclusion of which you will need to renew your subscription to continue to use it. The online renewal process is simple and fast with payment options designed for you and your school.





Primary Time™ Support

"Every member of the Primary Time™ team is committed to providing the best possible service by listening and responding to our customer's needs."

Context Sensitive Help (F1)

Primary Time™ software incorporates context sensitive help. Simply press F1 on your keyboard or access the help menu. The comprehensive help topics will provide answers to your questions.

Downloadable User Guides

As a registered customer, get the latest product updates and documentation for Primary Time™ products. Our downloadable user guides are comprehensive self-paced learning materials and comprise detailed step-by-step tutorials with worked examples, tips and shortcuts that quickly and easily provide solutions to your questions.

Training - Get skilled. Get hands-on. Get certified.

Training with Primary Time™ gives you hands-on experience. All our trainers have extensive experience with both Primary Time™ products and the education industry.

Primary Time Essentials

Primary Time™ Essentials is designed to familiarise you with the basics of Primary Time™ and get you up & running FAST! The course topics include timetable preparation, navigating around the software, entering basic data, creation of your curriculum, scheduling, making changes to your timetable, and reporting.

Primary Time Expert

Primary Time™ Expert is an intensive workshop, that empowers users with skills to fully utilize their Primary Time™ software and achieve time saving, multiple timetable scenario planning and flexible school curriculum benefits. Expert users will learn how to establish their curriculum and timetabling strategy, the benefits of multiple timetable scenarios, moves, swaps, team teaching, rotations, restricted subject allocations, keyboard shortcuts and further tips, hints and benefits of professional level use. Primary Time™ Essentials is a prerequisite.

To find out more about Primary Time™ training sessions contact us at www.primarytime.com or phone **1300 886 323**.

Consultancy - Get skilled. Get hands-on one-on-one.

Primary Time™ certified timetable consultants are able to provide one-on-one timetabling solutions working with you. Get skilled. Get hands on, one-on-one.

To find out more about Primary Time™ consultancy contact us at www.primarytime.com or phone **1300 886 323**.

Contact Us

Do you have a question? To find out more about Primary Time™ send us an email www.primarytime.com or phone **1300 886 323**.