

CEO – Main Program Features

Curriculum Enrichment Organiser is designed to manage all aspects of a school curriculum enrichment programme for an annual enrichment week and/or individual enrichment days.

The screenshots below show some of the main features of the software.

All program features are available from the various sections of the **Main Menu** screen:

Activities submenu

Curriculum Enrichment Organiser 2014-15

Activities	Activities Info Form
Attendance	Activities Not Running
Booklets	Activities Reports
Calendar Events	Activities to Check or Cancelled
Choice Allocations	Activity Lists / Numbers
Contacts	Activities - Student Photos
Costs	Activities - Count Student Choices
Enrichment Days	Main Rooms & Waiting areas
Help and Support	Main Rooms & Waiting areas with details
Issues for Action	Activities - Briefing Sessions
Payments	Update Activities At Risk Status
Print Options	Activities Summary
Rooms	Extra-Curricular Activities
Staff	
Students	
Trips	
Admin	

Logged On: CR Sun 15 Feb 2015 16:43 Version: 150217
Student & staff data last updated from School Data Analyser: 03/02/2015

Students submenu

Curriculum Enrichment Organiser 2014-15

Activities	Student Info
Attendance	Student Choices
Booklets	Student Choices (By Tutor Group)
Calendar Events	
Choice Allocations	Recent Admissions & Leavers
Contacts	
Costs	Students - Action Needed
Enrichment Days	Student Costs & Consent Forms
Help and Support	Student Medical Info Reports
Issues for Action	
Payments	Timetable Viewer
Print Options	Send Mail Merge Letters
Rooms	Send Student Group EMail
Staff	Send Parent Group EMail
Students	Student Extra-Curricular Activities
Trips	Add New Student (Visitor)
Admin	

Logged On: CR Sun 15 Feb 2015 16:44 Version: 150217
Student & staff data last updated from School Data Analyser: 03/02/2015

1. Activities info form

This is used to manage all aspects of activity planning including scheduling, staffing, rooming, transport & venue bookings and risk assessments.

Activity Info : Bristol Museum & Explore At Bristol

Code: BM@B Find Activity

Activity: Bristol Museum & Explore At Bristol

Activity Type: 3 Risk Category: A Risk Assessment

Dept: Sci Cost: £14.00 Dummy Activity?

Hide from student choices database? Opt For Separately?

Confirmed? Updated this year? Cancelled? At Risk?

Trip? Depart: 09:00 Return: 15:30 Overnight?

NOTE: For trips, published depart time for students is shown as 20 mins before time listed above

Description

Visit Bristol Museum and Art Gallery and Explore-At-Bristol all in one day! In the morning you will visit Bristol Museum which boasts a extensive collection of artworks, artefacts and mummified remains! You will have the afternoon in At Bristol, one of the UK's most exciting hands-on science centres! Discover interactive exhibits and special exhibitions, take in a Planetarium show and join At Bristol's live science team for fun experiments and activities.

Year Groups Y7? Y8? Y9? Y10? Y11?

Places by Year group: Y7 12 Y8 12 Y9 12 Y10 13 Y11 0

Total Places Available: 49 Total Students Allocated: 49 No. times? 1

Day / Date(s): Fri 11 July 2014

Duration (days): 1

Sat A Sun A
 Mon am Mon pm
 Tues am Tues pm
 Wed am Wed pm
 Thur am Thur pm
 Fri am Fri pm
 Sat B Sun B

Bookings and Costings

Venue Booking Info Transport Booking Info Other Costs

Print info Print info (All Activities)

Other info Leader to decide where to have lunch @Bristol Booked CFM supporting Liam Waller

Student Activity Info

Clothing Requirements: School sweatshirt/ Jeans/ Trainers/ Waterproof/ Sun cream

Packed Lunch Needed: Yes

Spending Money: £10.00 Maximum

Other Student Requirements:

Staff:

Leader: HJB Staff (School 1:20) = 2
 Staff Needed: 4 Staff (Trip 1:15) = 3
 Total Students: 49 Staff (Overnight 1:10) = 5

Code	Name	Gender	Role
CFM	CAROL MOSSMAN	F	L
DJE	DANIEL ENTRADE	M	T
HAL	HAZEL ALLINSON	F	T
RAB	RAYMOND BLIZZARD	M	T

Record: 1 of 4 Unfiltered Search

Rooms:

Lead Room: Rooms Needed: 0
 Rooms (School 1:20) = 2
 Rooms (School 1:30) = 2

Briefing Sessions: Info

Leader: HJB Day: Fri Time: 08:50 Room: L02

Trip Waiting Areas:

Waiting Area: L02

Record: 1 of 1

Buttons: Add New Activity, Edit Staff Used, View Free Staff, View Staff Allocated, View Staff Used, Edit Rooms Used, View Free Rooms, View Rooms Allocated, View Rooms Used, View Student List, Update Cancelled Activities, Calendar, Close

A wide variety of reports are available related to activities. For example:

Activities List

Code	Activity	Cost	Risk	Confirmed	Updated?	Leader	Day	Time	Y7	Y8	Y9	Y10	Y11
ABS	Y6/7 Absence	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		MON/TUE	0 0 0 7 0					
ABR	Y6/7 Absence - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		THUR/FRI	0 0 7 0 0					
APR1	Artisan Jewellery - MON	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QRM		2 5 7 0 0					
APR2	Artisan Jewellery - THUR	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QRM		0 5 7 0 0					
APR3	Artisan Jewellery - TUE	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SH1		2 5 7 0 0					
APR4	Artisan Jewellery - WED	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SH1		2 5 7 0 0					
APR5	Artisan Jewellery - FRI	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SH1		2 5 7 0 0					
APR6	Artisan Jewellery - SAT	£5.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JP		2 5 7 0 0					
APR7	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR8	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR9	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR10	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR11	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR12	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR13	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR14	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR15	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR16	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR17	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR18	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR19	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR20	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR21	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR22	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR23	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR24	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR25	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR26	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR27	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR28	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR29	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR30	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR31	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR32	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR33	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR34	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR35	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR36	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR37	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR38	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR39	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR40	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR41	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR42	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR43	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR44	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR45	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR46	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR47	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR48	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR49	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR50	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR51	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR52	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR53	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR54	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR55	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR56	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR57	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR58	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR59	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR60	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR61	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR62	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR63	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR64	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR65	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR66	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR67	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR68	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR69	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR70	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR71	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR72	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR73	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR74	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR75	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR76	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR77	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR78	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR79	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR80	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR81	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR82	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR83	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR84	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR85	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR86	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR87	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR88	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR89	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6 6 6 0					
APR90	Go Animals - TUE	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	TUE	6 6 6 6 6 0					
APR91	Go Animals - WED	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	WED	6 6 6 6 6 0					
APR92	Go Animals - THUR	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	THUR	6 6 6 6 6 0					
APR93	Go Animals - FRI	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	FRI	6 6 6 6 6 0					
APR94	Go Animals - SAT	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SAT	6 6 6 6 6 0					
APR95	Go Animals - SUN	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	SUN	6 6 6 6 6 0					
APR96	Go Animals - MON	£0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POB	MON	6 6 6					

2. Activity Booklets

This feature is used to produce a guide to activities so that students and staff can make choices from the activities available.

The booklet templates provided can be fully customised by individual schools as required.

Some example pages are shown below:

Front cover

**Mendip Heights
Community School**

**CURRICULUM
ENRICHMENT WEEK**

7th - 11th July 2014

**Year 9
Activity Info**

Activity summary

Activity: Inclusions in Glass Code: BG
Impress yourself with skills you never thought you had. Create and make at glass that you can take home keep in this exciting and creative workshop. You will spend 2 day learning about different techniques to make a wonderfully unique piece of glass art.
 The skills you will use are making marbles, practicing artistic hand writing and will be using copper foil oxide, enamel and glass firing paper.
 Your finished pieces will be ready for collection before the end of term.

Cost: £10.00 Activity Leader: Mrs C MOSSMAN
 Day: TUE/WED Number of places: 5

Activity: Creative Mix Up Code: CMU
A active and practical day with expert course leaders from Avon Health and Safety learning about the skills needed for emergency first aid including action planning, dealing with unconsciousness and respiratory condition, resuscitation (adult & baby), severe bleeding & bandaging, shock and specific medical conditions. This is an excellent skill for you to learn and you will have some fun during the practical. Based on you learn how to deal with an emergency situation. Students who complete this worthwhile course will be awarded a Basic First Aid certificate, which is recognised by employers and colleges and is valid for three years. This certificate can also be used in the portfolio of work for the OCR Nationals in Science Course Unit 1.

Cost: £15.00 Activity Leader: Mr C HARRISON
 Day: MON Number of places: 5

Activity: Get Out Go Walking - The Mendips Code: MEN
Explore the glorious local countryside in the Mendip Hills on an all day walk. Some experience of hiking will be needed as the walk will cover several miles in and around the limestone gorge of Burringtoncombe. You should see lots of wildlife including Mendip Pheasants and local landmarks such as the Rock of Ages, Black Chimney and Avonlea's Hole. Students will need sturdy shoes or walking boots, warm and waterproof clothing together with suncream and a hat for sunny weather. Bring a packed lunch and non-alcoholic drinks. Also bring a camera if you have one.

Cost: £8.00 Activity Leader: Mr C RIDDINGTON
 Day: WED Number of places: 5

Activity: Somerset Cricket Match Code: SCM
A fantastic opportunity to see the best professional players in action as India play Somerset in a Women's Test Match of epic proportions. Watch the games live from the famous Somerset County Cricket Club as they are televised on Sky TV at the same time. Learn some of the clubs history in their on site museum.

Cost: £8.00 Activity Leader: Mr D BROOKES
 Day: WED Number of places: 5

Activity: Get Out Go Walking - The Quantocks Code: WALK
Get out and go walking in the beautiful Quantock Hills in Somerset. A chance to stride out, chill out and have a lunch with a group of like minded adventures.

Cost: £10.00 Activity Leader: Mr D BROOKES
 Day: THUR Number of places: 5

Choices form

**YEAR 9 CURRICULUM ENRICHMENT WEEK
7th - 11th July 2014**

Name: _____ Tutor Group: _____
 ICT Group: _____ ICT Teacher: _____

Students may choose which activities they wish to do each day during the week. Choose from the list of in-school activities or external visits. Students MUST choose three different activities for each day.

Please complete the form using the ACTIVITY CODES listed in the Enrichment Week.

Day	First choice	Cost	Second choice	Cost	Third choice	Cost
Mon						
Tue						
Wed						
Thu						
Fri						

Some activities will require a contribution to the cost. Please note some activities may not run if there are insufficient contributions. However, in cases of financial hardship, please contact the school before making choices.

All activity choices will be confirmed as soon as possible. A deposit will then be required for all activities with associated costs, with the remaining amounts payable at a later date.

Please do NOT attach any payments to this form.

I give consent for my child to take part in the activities listed above.
 I understand that some activities have associated costs.

Parent's / Carer's signature: _____ Date: _____

Student's signature: _____

BRING THE COMPLETED FORM TO THE FIRST ICT LESSON IN THE FORTNIGHT COMMENCING MONDAY 10 MARCH 2014

3. Staff and Student Choices

Two small external databases are supplied with the program. These allow staff and students to enter their choices for enrichment week activities from drop down lists. These external databases need to be installed on the school network. Users login using their school user name and password.

**Enrichment Week
6-10 July 2015**

Staff Choices

User Name:

Password:

Good afternoon COLIN

Surname: **RIDDINGTON**
 Forename: **COLIN**
 Staff ID: **CR**
 User Name: **cridlington**

Please enter three different choices that you will be prepared to take part in during Enrichment Week. If you are already assigned to an activity, this has been entered for you.

If you do not make a choice in one of the boxes, your choices may be allocated after those who have filled in the form completely.

NOTE: Teachers ONLY:
 Apart from staff on overnight trips abroad, teachers will be allocated to 4 full activity days & be available for cover for half the remaining day.

Please tick the box below if you would prefer to do 5 full days.
 5 full days preferred:

Mon	CMU	NEWS1	FELT
Tues	WWW	SKT2	FMH2
Wed	MEN	RIP	GHD
Thur	WEST	PAS4	FILM4
Fri	ZUM5	NEWS5	FENS

Choices last edited on **27/01/2014**
 No further changes allowed after **29/03/2015**

Code	Activity	Days	When
BBC	Media Mash Up	1	WED
BDJ3	Learn to Make Beaded Jewellery Expert - 1	1	WED
BFA3	Calm in a Crisis - Basic First Aid - WED	1	WED
BIRD	Bird Box Project	2	WED/THUR
CAV3	Caving & Abseiling - Cheddar - WED	1	WED
CBA	Cardiff Bay Adventure	1	WED
CHO	The Chocolate Tart	1	WED
CIN	Behind the Scenes at the Cinema	1	WED
CLB3	Bristol Climbing Centre Trip - WED	1	WED
COOL	Cool Britannia	1	WED
GAM3	Game On! - WED	1	WED
GHD	Learn to Play Lead Guitar	1	WED
IIG	Inclusions in Glass	2	TUE/WED
ITF	Eat Italian	1	WED
MAT	Matilda the Musical (London)	1	WED
MEN	Get Out Go Walking - The Mendips	1	WED
MOD	Model Making	1	WED
NEWS/3	Enrichment Week News Desk - WED	1	WED
ORE3	Orienteering on the Beach Quiz - WED	1	WED
PAS3	Paintball at Skirmish - WED	1	WED
PER	Percussion Workshop	1	WED
PGL	Barton Hall Residential	5	MON-FRI
PR3	Working with a Primary School - St Martin	1	WED
RID3	Horse Riding & Stable Management Expert	1	WED
RIP	Ripley's Museum of Oddities London	1	WED
RNL3	Emergency Action Day - Fire and Water - 1	1	WED
RUN3	Free Running - Parkour - WED	1	WED
SCM	Somerset Cricket Match	1	WED
SNW3	Snowdome Visit - WED	1	WED
SOC	Soccer Crazy	1	WED
STG3	Stained Glass - WED	1	WED
STR3	Street Dance - WED	1	WED
SUR	Surfing	1	WED
TMD3	Theatrical Make-Up Design and Mask Maki	1	WED
VEL	Olympic Cycling at the Velodrome	1	WED

Web based versions are also provided as an alternative.

These have been designed so that choices can also be entered from home using any internet browser.

**Enrichment Week
6th - 10th July 2015
Staff Choices**

Hello Colleague!!

It's time to opt for your Curriculum Enrichment Week choices; you can do this easily by clicking the **START** button below.

Please make your choices before the deadline to ensure the chance of getting the best Curriculum Enrichment Week possible. Don't forget to opt for **3 different choices on EACH day** so that you are allocated at the same time as everybody else. If you are already allocated to an activity, this has been entered for you.

Please complete your options before **30th January 2015**. You can access this form from home so it's easy to make your choices. **REMEMBER** you will not be able to change your choices after **30th January 2015**.

For more information about the week, click the **View Activity Booklet** button below. If you have a problem filling in your choices or need to discuss anything about the week, you can contact me by clicking the **Email** button.

Have fun choosing!

Mrs Edmonds
Curriculum Enrichment Officer

[View Activity Booklet](#) [Email](#) [Start](#)

**Enrichment Week
6th - 10th July 2015
Staff Choices**

Please enter your user name and password

User Name

Password

[Login](#)

Staff Choices [Save](#) [Save & Close](#)

Good afternoon RAMONA

Surname: MANAGER Forename: RAMONA
User Name: 111 StaffID: RM

Please enter 3 different choices for each day
If you have already been assigned to an activity, this has been entered for you.
Some activities last more than one day. You MUST select the activity on each of these days.

Mon	MMA1	BDI1	CAN1
Tues	FUD	FMH2	ANI2
Wed	CIN	MAT	CAV3
Thur	FEN4	BIRD	ANI4
Fri			

NOTE: Admin and Other School Staff
Please enter choices for the number of days you can participate in Enrichment Week. Check with your line manager where appropriate. Staff choices will be taken into account wherever possible. However, teacher and TA/LSA allocation usually take priority.

4. Choice Allocations

Once students and staff have made their choices, the program can make allocations to activities based on choices made and spaces available. Manual allocations can be made where necessary e.g. where activities are oversubscribed / managing duplicates / dealing with understaffing etc.

Student Choice Allocation form:

Student Choice Allocation														Print Summary	Print List	Close							
Tag	Adno	Surname	Forename	Year	TGp	NoForm	Late	Gaps	Trips?	DupesTag	DupesOK	Mon	Tues	Wed	Thur	Fri	Mon 1st	Mon 2nd	Mon 3rd	Tues 1st	Tues 2nd	Tues 3rd	
	13184	ABBOTT	Galyna	7	BN				Y			BDW1	SKT2	SNW3	PAS4	BZO	BDW1	MPV	RUN1	SKT2	PAS2	KOR2	SSD
	12876	ACKLAND	Georgia	8	MS				Y			MDR1	LFM	WRC	MNG4	LENS	FSC1	MDR1	SPY1	LFM	FMH2	HOR	SSD
	12877	AHMED	rhyS	8	BS				Y			LPT1	WLV2	GAM3	ILL	ORI	LPT1	MMA1	DSD1	WLV2	FLW2	ANI2	SSD
	13183	ALDOUS	Ryan	7	OS	X			Y			NCM	NCM	NCM	NCM	NCM							
	12536	ALDRIDGE	Ruby	9	BS				Y			FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9	FRA9
	13181	ALLEN	Kai	7	BS				Y			LPT1	KOR2	SCM	NEWS4	BOWLS	LPT1	FLY	MMA1	FUD	KOR2	CEP	SSD
	13182	ALLSWORTH	Yazmin	7	PN				Y			OWO1	AQU	BBC	WEST	BOWLS	OWO1	CLB1	EOC	AQU	LOH2	HPT2	SSD
	12180	ALMOND	Michael	10	MS				Y			TOL	FLW4	WRC	FLW4	CCD5	TOL	LPT1	OWL	ANI2	FLW2	LFM	SSD
	13180	ANDREWS	Luke	7	PS				Y			FILM1	AQU	BBC	LOH4	BZO	CUP	FILM1	MKY1	AQU	SKT2	WMS	SSD
	12875	ANGHEL	Gemma	8	BN				Y			STR1	TRG	BBC	ILL	SWT	STR1	FILM1	ZUM1	TRG	NEWS2	JAM2	SSD
	12874	APATA	Harvey	8	ES				Y			RUN1	SPY2	WRC	NHM	FEN5	RUN1	STR1	FLY	HPT2	SPY2	ANI2	SSD
	13179	APUN	Chloe	7	EN		P	Y				BCM	HOLA	SUR	PLY	STG5	DFE	BCM	CAN1	FUD	ORE2	WMS	SSD
	12178	APPLEBY	George	10	OS		P	Y				HOLA	HPT2	SNW3	PAS4	GOLF5	GOLF1	LPT1	MMA1	HPT2	KOR2	SKT2	SSD
	12179	APPLEBY	Georgia	10	MN				Y			FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10	FRA10
	13178	ASH	Henry	7	QN				Y			LPT1	YAA	CLB3	FILM4	SKT5	LPT1	CAN1	FILM1	ORE2	HPT2	ORE2	SSD
	12873	ASHEQULBARI	Hannah	8	QN		P	Y				HOLU	NEWS2	SOC	MNG4	GAM5	OWO1	SNW1	NEWS1	HPT2	SKT2	NEWS2	SSD
	12535	ASHEQULMUKTADIR	Sophie	9	QN				Y			TOL	MILT	ITF	WLV4	SKT5	CUP	OWO1	TOL	FUD	TRG	MILT	SSD
	12534	ASTON	Hannah	9	MN				Y			CUP	MILT	ITF	WLV4	COOK	CUP	OWO1	TOL	FUD	TRG	MILT	SSD
	12177	ATHERTON	Georgia	10	BS		P	Y				BDJ1	KOR2	STR3	CAN4	CLB5	BDJ1	CMU	MPV	SKT2	PR12	KOR2	SSD
	12872	ATKINS	Alex	8	ES				Y			MMA1	WLV2	VEL	HPT4	MKY5	MMA1	OWO1	RUN1	HPT2	WLV2	BSD	SSD
	13177	ATKINSON	Charlie	7	BS				Y			MMA1	ANI2	MOD	FLW4	GAM5	MMA1	FLY	LPT1	ANI2	ANI2	FLW2	BC22
	12175	AUDSLY	Georgia	10	BN				Y			CUP	SKT2	ITF	MNG4	COOK	CUP	MDR1	STR1	SKT2	ORE2	SSD	SSD
	12871	AYDENK	Daniel	8	MN				Y			SAIL	SAIL	CLB3	CAN4	FEN5	SAIL	LPT1	RUN1	SAIL	SKT2	KOR2	SSD
	12174	AYDENK	Matthew	10	PN				Y			EOC	PR12	ITF	ILL	LENS	EOC	LPT1	MDR1	PR12	ANI2	FLW2	SSD
	13175	BACKLER	Aaron	7	PS		P	Y				NEWS1	NAA	MOD	CCD4	BZO	NEWS1	LPT1	FILM1	SKT2	PAS2	KOR2	SSD
	13176	BACKLER	Louisa	7	MN				Y			OWL	SKT2	MAT	LOH4	CCD5	OWL	CUP	TOL	SKT2	WMS	FUD	SSD
	12533	BACON	Emillie	9	EN				Y			SNW1	WLV2	MAT	SGB	BM@B	SNW1	SPY1	MDR1	WLV2	SKT2	BC22	SSD
	12532	BAILEY	Jack	9	BS				Y			SNW1	WLV2	CLB3	FEN4	BOWLS	SNW1	CLB1	DSD1	WLV2	PAS2	SKT2	SSD
	12870	BAILEY	Josef	8	EN				Y			CDC	FLW2	MOD	HPT4	MMA5	CDC	FILM1	FSC1	FLW2	ANI2	ORE2	SSD
	12869	BAILEY	Lewis	8	EN		P	Y				NAA	FUD	ITF	IWM	BDW5	DSD1	SNW1	BDW1	FUD	BUG	SKT2	SSD
	12868	BAKER	Bethany	8	MS		P	Y				FILM1	NAA	SUR	STR4	COOK	FILM1	CLB1	SNW1	TRG	SKT2	PR12	SSD
	12173	BAKER	Bradley	10	PS				Y			GOLF1	KOR2	SOC	PAS4	RNL5	GOLF1	CUP	MMA1	KOR2	PAS2	AQU	SSD

Records: 1 of 1191 | Search | No Filter

Total students = 1191 | All students in Years 7 to 11 involved in CEW

Clear All Filters | Filter By Student: | Filter By Year: | Filter By TGp: | Filter By Day: | Filter By Activity: | No Activity Allocated: MMA | No Choice Made: NCM | Duplicate allocations highlighted e.g. A12 | Duplicates ONLY?: No | Tagged students ONLY?: No | Clear Tags

NOTE: Double click the AdNo column to open the Student Info form for a selected student

Choice allocations can also be managed using individual student / staff forms. For example:

Student Info:

Various tools are available to manage any choice allocation issues:

For example, male/female staffing ratio for external trips:

Tag	Day	Code	Activity	Leader	Trip?	Students	Boys	Girls	Staff Needed	StaffAllocated	MaleStaff	FemaleStaff
TUE	FMH2		Who Do You Think You Are? - TUE	BP	✓	5	3	2	2	2	0	2
WED	MAT		Matilda the Musical (London)	JP	✓	49	10	39	4	4	1	3
WED	RID3		Horse Riding & Stable Management Experienced - V BAB	BP	✓	20	3	17	2	2	0	2
THUR	FMH4		Who Do You Think You Are? - THUR	BP	✓	8	3	5	2	2	0	2
THUR	HEL		Get Kinetic	AHC	✓	16	15	1	2	2	2	0
THUR	PLY		Plymouth Aquarium and Devonport Naval Base	ER	✓	49	36	13	4	4	1	3
THUR	WLV4		Woodlands Visit - THUR	CS	✓	97	34	63	7	7	2	5
FRI	CDI		Introduction to Child Development	MEC	✓	6		6	2	2	0	2

5. Room Timetabling

All aspects of room timetabling are easily managed:

Edit Room Allocation

Room:

Dept:

IT Room?

Room Allocation

Code	Day	Activity
MPV	MON	Make a Pop Video
ANI2	TUE	Go Animate - TUE
COOL	WED	Cool Britannia
ANI4	THUR	Go Animate - THUR
LENS	FRI	Looking Through the Lens - A Photography Pr
*		

Record: 1 of 5

Activities & Room Issues

Tag an activity to select it. For more details, double click the activity code.
Next tag a room to select it. Double click a session to add or remove the selected room

Choose an option:

- All Activities With Room Issues
- Activities Needing More Rooms
- Activities With Surplus Rooms

Activities - MON

Tag	Code	Activity	Leader	Day(s)	Trip?	Students	Boys	Girls	Rooms Needed	Rooms Allocated	Room Change Needed
<input checked="" type="checkbox"/>	HOR	Creative Horror	SMH	TUE	<input type="checkbox"/>	15	7	8	2	1	1
<input type="checkbox"/>	BIRD	Bird Box Project	ADW	WED/THUR	<input type="checkbox"/>	17	10	7	2	3	-1
*											

Record: 1 of 2

Rooms Available - MON -> FRI

Tag	Room	Dept	IT Room?	Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thur am	Thur pm	Fri am	Fri pm
<input type="checkbox"/>	61	Y12	<input type="checkbox"/>										
<input type="checkbox"/>	G4	Ps	<input type="checkbox"/>										
<input type="checkbox"/>	D01	Da	<input type="checkbox"/>							DWP	DWP		
<input type="checkbox"/>	D03	Dr	<input type="checkbox"/>										
<input type="checkbox"/>	EXC		<input type="checkbox"/>										
<input type="checkbox"/>	H04	Mu	<input checked="" type="checkbox"/>					PER	PER				
<input type="checkbox"/>	H05	Mu	<input type="checkbox"/>	BDW1	BDW1			GHD	GHD			BDW5	BDW5
<input type="checkbox"/>	H06	Mu	<input type="checkbox"/>	BDW1	BDW1			PER	PER			BDW5	BDW5
<input type="checkbox"/>	H07	Mu	<input type="checkbox"/>					GHD	GHD				
<input type="checkbox"/>	H08	Ar	<input checked="" type="checkbox"/>										
<input type="checkbox"/>	H09	Ar	<input type="checkbox"/>	MUR	MUR	IIG	IIG	IIG	IIG			ORI	ORI
<input type="checkbox"/>	H10	Ar	<input type="checkbox"/>					TMD3	TMD3	MGM	MGM	ORI	ORI
<input type="checkbox"/>	H11	Ar	<input type="checkbox"/>					MOD	MOD	ILL	ILL	PUP	PUP

Record: 1 of 92

Various rooming reports are available. For example:

Rooms Used													
Room	Dept	IT Room?	Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thur am	Thur pm	Fri am	Fri pm	
S1	Y12	<input type="checkbox"/>											
S4	Ps	<input type="checkbox"/>											
S5	En	<input type="checkbox"/>	NEW S1	NEW S1	NEW S2	NEW S2	NEW S3	NEW S3	NEW S4	NEW S4	NEW S5	NEW S5	
S8	Mu	<input checked="" type="checkbox"/>	NEW S1	NEW S1	NEW S2	NEW S2	NEW S3	NEW S3	NEW S4	NEW S4	NEW S5	NEW S5	
D01	Da	<input type="checkbox"/>							DWP	DWP			
D02	Dr	<input type="checkbox"/>	STR1	STR1	Y0G2	Y0G2	STR3	STR3	STR4	STR4	Y0G5	Y0G5	
D03		<input type="checkbox"/>											
EXC		<input type="checkbox"/>											
QVM	PE	<input type="checkbox"/>	RUN1	RUN1	TRG	TRG	RUN3	RUN3	FEN4	FEN4	FEN5	FEN5	
H04	Mu	<input checked="" type="checkbox"/>						PER	PER				
H05		<input type="checkbox"/>	BDW1	BDW1				GHD	GHD			BDW5	BDW5
H06		<input type="checkbox"/>	BDW1	BDW1				PER	PER			BDW5	BDW5
H07		<input type="checkbox"/>						GHD	GHD				
H08	Ar	<input checked="" type="checkbox"/>											
H09		<input type="checkbox"/>	MUR	MUR	IIG	IIG						ORI	ORI
H10		<input type="checkbox"/>						TMD3	TMD3	MGM	MGM	ORI	ORI
H11		<input type="checkbox"/>						MOD	MOD	ILL	ILL	PUP	PUP
H14	DT	<input type="checkbox"/>	CUP	CUP				ITF	ITF			COOK	COOK
H15		<input type="checkbox"/>	CUP	CUP				ITF	ITF			CDI	CDI
H16	Ch	<input type="checkbox"/>	CUP	CUP				ITF	ITF			CDI	CDI
H17	DT	<input type="checkbox"/>	CUP	CUP	SSD	SSD		ITF	ITF			COOK	COOK
HAL	DT	<input type="checkbox"/>	ZUM1	ZUM1	BC22	BC22		PER	PER			BC25	BC25
L01	Ps	<input type="checkbox"/>											
L02		<input type="checkbox"/>	BFA1	BFA1				BFA3	BFA3				
L03	Bs	<input type="checkbox"/>											
L04	Ma	<input type="checkbox"/>											
L05		<input type="checkbox"/>											
L06		<input type="checkbox"/>											
L07		<input type="checkbox"/>	SPY1	SPY1	SPY2	SPY2							
L08		<input type="checkbox"/>											
L09		<input type="checkbox"/>										WAR	WAR

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Rooms Free - Wed				
Room	Dept	IT Room?	Wed am	Wed pm
S1	Y12	<input type="checkbox"/>		
S4	Ps	<input type="checkbox"/>		
S5	En	<input type="checkbox"/>		
S8	Mu	<input type="checkbox"/>		
D01	Da	<input type="checkbox"/>		
D02	Dr	<input type="checkbox"/>		
D03		<input type="checkbox"/>		
EXC		<input type="checkbox"/>		
QVM	PE	<input type="checkbox"/>		
H04	Mu	<input checked="" type="checkbox"/>		
H05		<input type="checkbox"/>		
H06		<input type="checkbox"/>		
H07		<input type="checkbox"/>		
H08	Ar	<input checked="" type="checkbox"/>		
H09		<input type="checkbox"/>		
H10		<input type="checkbox"/>		
H11		<input type="checkbox"/>		
H14	DT	<input type="checkbox"/>		
H15		<input type="checkbox"/>		
H16	Ch	<input type="checkbox"/>		
H17	DT	<input type="checkbox"/>		
HAL	DT	<input type="checkbox"/>		
L01	Ps	<input type="checkbox"/>		
L02		<input type="checkbox"/>		
L03	Bs	<input type="checkbox"/>		
L04	Ma	<input type="checkbox"/>		
L05		<input type="checkbox"/>		
L06		<input type="checkbox"/>		
L07		<input type="checkbox"/>		
L08		<input type="checkbox"/>		
L09		<input type="checkbox"/>		

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6. Student medical and contact information

This is used to ensure activity leaders have detailed information about students in case of emergency:

MEDICAL CONTACT INFORMATION FORM
Curriculum Enrichment Week 7th - 11th July 2014

Please check the emergency contact and medical information below carefully, correcting or adding as necessary and return to school before MONDAY 9 JUNE 2014.

Only the first contact information has been included here as Mendip Heights Community School, which has a full list of contacts, is only a phone call away if the first contact is unavailable.

Students Name: Oliver LAND **Tutor Group:** 8BS
DOB: 05 August 2001 **Gender:** M
Address: 11303 Fulmar Road
Bidwell
West Town
BS27 6YU

Emergency Contact(s): 1 Mother Mrs Donna Stuckey 01724 612730
2 Father Mr Steven Carter 01724 612730
3 Grandparent Julie Scott 01275 312730
4 Other Contact Julie Scott 01724 612730

Medical Conditions / Info: Tetralogy of Fallots - surgery when young


Consent:
Doctor's Name / Practice: Dr Hoek West Town Surgery
Doctor Tel: 01724 999111

Dietary Needs:

Can your child swim 50 metres unaided?: YES / NO

I agree that, in the case of an emergency, my child shall be given any treatment considered necessary by the medical authorities present.

Signed: _____ **Date:** _____
Parent/Guardian



Bristol Aquarium & At-Bristol
Student Medical & Emergency Contact Info - Tuesday

Surname	Forename	mf	DOB	TG	Medical Notes, Conditions, Consent and Dietary Needs	Relationship	Contact Name	Main Phone
ALLSWORTH	Yacim	F	11/05/2002	7PN	Consent to administer: Ibuprofen <input type="checkbox"/> Paracetamol <input type="checkbox"/>	1 Mother 3 Grandparent	Mrs Yvette Bishop Mr Richard Human Noelene Bishop	01724 613182 07912 613182 01724 613182
ANDREWS	Luke	M	01/05/2002	7PS	Conditions: Asthma - Mild Hay Fever Consent to administer: Ibuprofen <input type="checkbox"/> Paracetamol <input type="checkbox"/> 11/09/2013 Notes: VENTOLIN INHALER - CONSENT TO ADMINISTER WHEN REQUIRED OR IF CHESTY X1-2 PUFFS	1 Father 2 Mother 3 Other Relative	Mr Michael Booth Mrs Jacqueline Booth Jenny Mandan	01724 613180 07774 513180 01724 613180
BAKTER	Sonny	M	23/01/2002	7GS	Conditions: Asthma Eczema Consent to administer: Ibuprofen <input checked="" type="checkbox"/> 12/09/2013 Paracetamol <input checked="" type="checkbox"/> 12/09/2013 Notes: CONSENT TO ADMINISTER SALMOL INHALER-BLUE Has Pompholyx occasionally (type of eczema)	1 Mother 2 Grandparent	Mrs Cheryl Mawford Mrs Rosale Brunf	07921 613188 01724 613168
BROCKLESBY	Kerrie	F	01/07/2001	8GS	Consent to administer: Ibuprofen <input checked="" type="checkbox"/> 27/01/2013 Paracetamol <input checked="" type="checkbox"/> 27/01/2013	1 Mother 2 Father 3 Other Relative 4 Other Relative	Mrs Debbie Robinson Mr Michael Gould Mr Brian Robinson Neil Dyer	01724 612841 07910 512841 01724 612841 01724 612841
BROWN	Sophie	F	08/10/1998	10GS	Conditions: Migrane Consent to administer: Ibuprofen <input checked="" type="checkbox"/> 14/10/2010 Paracetamol <input checked="" type="checkbox"/> 14/10/2010	1 Mother 2 Father 3 Other Family Me	Mrs Sandra Binne Mr Simon Binne Mrs Jasmin Hartshom	01724 612141 07436 012141 07843 112141
BRYANT	Joal	M	01/03/2002	7EN	Consent to administer: Ibuprofen <input type="checkbox"/> Paracetamol <input type="checkbox"/> 11/09/2013	1 Mother 2 Grandparent 3 Grandparent	Mrs Sarah Collins Mr Richard Connolly Claire Connolly	01724 613152 01724 613152 01724 613152

22 March 2014 BRADFORD AMY

7. Management of external trips

Manage all aspects of external visits including venue and transport bookings:

Venue Bookings: Black Country Museum Trip

Venue:	Activity:	Ref:	Cost:	Paid:	Notes:	Booking Start:	Booking Finish:
Black Country Living Museum	BCM	00031517	£268.50	£0.00	29/2 booking form sent, confirmation recd. for 95 new child activities.	07 July 2014 10:30	07 July 2014 15:30
Dudley Canal Trust (Tr)	BCM		£139.76	£0.00	28/02/2014 booked via BCM. £4.30 child, £3.35 adults.	07 July 2014 13:30	07 July 2014 14:10
	BCM					07 July 2014 00:00	07 July 2014 00:00

Paid £0 of £348.2
Total (Transport, Venue & Other) paid £0 of £768.2

Transport Info: Black Country Museum Trip

Code:	BCM	Type:	Coach	Company:		BookingNotes:	
Seating:	53	Ref:	26333	Cost:	£420.00	(eg. pickup/drop off date & times)	
				Paid:	£0.00	18.00 return at school	Booked 22/3/12
Code:	BCM	Type:		Company:		BookingNotes:	(eg. pickup/drop off date & times)
Seating:		Ref:		Cost:			
				Paid:			

Edit Transport Companies Paid £0 of £420
Total (Transport, Venue & Other) paid £0 of £768.2

Transport Bookings Summary

Filter: Day/Time = WED

Code	Transport Type	Seating	Cost	Paid	Booking Ref	Transport Company	Day	Students	Staff	Booking Note
PA03	Coach	53	£170.00	£0.00	26380	Coastal Coaches	WED	58	7	Coach 7 18.00 depart 15.10 return at school Booked 22/3/12
CA03	School Minibus	17	£8.00	£0.00		School Minibus	WED	20	2	
GBA	Coach	53	£340.00	£0.00	26382	Coastal Coaches	WED	49	3	9.00 depart 18.30 return at school Booked 22/3/12
CHD	Coach	21	£100.00	£0.00	26383	Coastal Coaches	WED	20	2	10.00 depart 12.30 return at school Booked 22/3/12
GN	Coach	53	£160.00	£0.00	26384	Coastal Coaches	WED	48	5	9.00 depart 18.30 return at school Booked 22/3/12
CLB3	Coach	53	£210.00	£0.00	26385	Coastal Coaches	WED	45	3	9.00 depart 18.30 return at school Booked 22/3/12
BA2	Coach	53	£875.00	£0.00	1971591	Turners Coachways Ltd	WED	49	4	9.00 depart 18.30 return at school Booked 19/3/12
WEN	Coach	33	£120.00	£0.00	26387	Coastal Coaches	WED	30	3	9.00 depart 15.10 return at school Booked 22/3/12
BBC	Coach	16	£140.00	£0.00	26381	Coastal Coaches	WED	20	2	9.00 depart 15.10 return at school Booked 22/3/12
PA03	Coach	53	£170.00	£0.00	26388	Coastal Coaches	WED	58	7	Coach 7 9.00 depart 18.30 return at school Booked 22/3/12
WRC	Coach	53	£460.00	£0.00	26406	Coastal Coaches	WED	49	3	9.00 depart 18.30 return at school Booked 22/3/12
PR03	Coach	21	£90.00	£0.00	26389	Coastal Coaches	WED	10	3	10.00 depart 15.10 return at school Booked 22/3/12
RO3	Coach	28	£150.00	£0.00	26404	Coastal Coaches	WED	26	2	9.00 depart 18.30 return at school Booked 22/3/12
ABP	Coach	53	£875.00	£0.00	1971591	Turners Coachways Ltd	WED	49	4	9.00 depart 18.30 return at school Booked 19/3/12

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Trips - Transport Info THUR

Code	Activity	Leader	Staff	Students	Depart Time	Return Time	Wadding	Events	Coach	Company	Booking Ref	Coach Type	Coach Size
AER4	Aerod Attack - THE RIFIN			0	0	08:40	15:10						
CAN6	Adventure Teambuilding Day - THUR	JOM	3	38	04:30	09:00	17:00	M03	2				53
CAR	Cardiff Museum and Art Gallery Trip	JM	2	0	0	09:00	15:00						9
CCD4	Cost Case Drama - THUR	DJE	2	29	03:30	09:00	15:10	VEN4	0				0
CHC4	Cardbury's Chocolate World - THUR		3	0	0	08:00	17:00						0
EPV	Eden Project	MUL	4	23	04:49	07:30	18:30	M25	1				53
EXH	Exmoor Hills	DJC	3	0	0	08:00	18:00						53
FMH4	Who Do You Thank You Are? - THUR	BJP	2	8	03:30	09:00	15:10	M14	1				32
													53
GDY	Green Day	HS	2	0	0	09:00	15:00						0
GRN	Green Day	HS	1	0	0	09:00	15:00						0
HEL	Get Kinetic	AHC	2	16	02:20	08:40	16:30	S10	11				17
HPF4	The Wizarding World Of Harry Potter - T	KJD	3	49	04:49	07:30	18:30	M06	1				53
													53
IMM	Imperial War Museum Visit	JP	3	30	04:49	07:30	18:30	M40	2				53

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Other items include foreign travel checks (passport & EHIC), parental consent checks, student labels etc

8. Organisation of staff cover in case of absence

As normal timetabling is suspended, the program is also used to manage staff absence cover during enrichment days/week.

The program can also manage other staffing issues e.g. to cover exclusion room supervision

9. Finance including student payments and activity costs

All student payments for enrichment activities can be managed using the program

MENDIP HEIGHTS COMMUNITY SCHOOL
Enrichment Week Activities - Allocation / Payment Form

Dear Parent / Carer:

Please complete and return this form together with the outstanding balance and medical form as soon as possible, and by **MONDAY 9 JUNE 2014**. Your child cannot undertake any CEW activity if you have not returned payment, given consent and provided the medical information. All applications are subject to approval by the relevant Head of Year.

Name: Georgia ACKLAID Tutor Group: 8MS
Address: 11500 Buckland Green, Bidwell, West Town, Somerset, BS27 7HL

Approved Activities and Costs:

Day	Code	Activity	Cost
Mon	MDR1	Murder at Wote - MON	£0.00
Tues	LFH	Llancafnah Faw Manor Visit	£15.50
Wed	WRC	Wirock Castle Trip	£10.00
Thur	MNG4	Mancos Comic Strip & Animae Film - THUR	£0.00
Fri	LENS	Looking Through the Lens - A Photography Project	£4.00

Please give consent to the activities above by signing below. Total Cost: £37.50
Already Paid: £52.50

Signed: _____ CEW Balance Due: -£15.00
Date: _____

- We prefer all payments to be made by cheque, made payable to Mendip Heights Community School. Please write your child's name, Tutor Group and details of what the payment is for, on the reverse of the cheque. This will ensure that the Finance Office can allocate your payment correctly.
- If you cannot pay by cheque, please put the correct amount of cash in a sealed envelope with the above details written on the front.
- All payments are to be taken directly to the Finance Office before school, during break and lunchtimes. NO PAYMENTS SHOULD BE GIVEN TO TUTORS. A receipt will be issued for cash payments only.
- In cases of financial hardship, please ask the school to discuss a manageable solution with you.

CHECKLIST
Please indicate below what you have included with this form

- Cheque For Full Payment
- Cash For Full Payment CEW
- CEW Medical Form
- Other (specify below): _____

Printed on 22/05/2014 17:01:22

NOTE:

Schools may prefer to manage payments externally e.g. using ParentPay / SIMS. If so, student payment details can easily be imported into the program

Existing calendar events can be listed / edited:

Calendar Events for December 2014

Start Date / Time	All Day?	End Date / Time	Description	Category	Room
01/12/2014 00:00	<input checked="" type="checkbox"/>	12/12/2014 00:00	Check status of all activities	Activities	
03/12/2014 00:00	<input checked="" type="checkbox"/>	12/12/2014 00:00			
08/12/2014 00:00	<input checked="" type="checkbox"/>	16/01/2015 00:00			
08/12/2014 09:30	<input type="checkbox"/>	08/12/2014 12:30			CONF
09/12/2014 10:00	<input type="checkbox"/>	09/12/2014 13:00			CONF
10/12/2014 09:00	<input type="checkbox"/>	12/12/2014 18:30	London Trip	Trips	
19/12/2014 13:15	<input type="checkbox"/>	19/12/2014 13:45			
22/12/2014 00:00	<input checked="" type="checkbox"/>	22/12/2014 00:00			
23/12/2014 00:00	<input checked="" type="checkbox"/>	23/12/2014 00:00			
24/12/2014 00:00	<input checked="" type="checkbox"/>	24/12/2014 00:00			
29/12/2014 00:00	<input checked="" type="checkbox"/>	29/12/2014 00:00			
30/12/2014 00:00	<input checked="" type="checkbox"/>	30/12/2014 00:00			
31/12/2014 00:00	<input checked="" type="checkbox"/>	31/12/2014 00:00			

Edit Calendar Event

Description: London Trip

Category: Trips

Start Date: 10/12/2014 Time: 09:00 All Day?

End Date: 12/12/2014 Time: 18:30

Duration: 57.5 hours

Room:

Buttons: Cancel, Delete, Save, Close

Footer: Double click a calendar event to edit it. Add New Event, Clear All Filters, Filter By Year: 2014, Filter By Month: December, Filter By Category:

A monthly calendar can be displayed:

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Holiday All Day	2 Holiday All Day	3 Holiday All Day	4 Holiday All Day	5
6	7 Start of Term 5 All Day	8	9	10	11	12
13	14 Allocate students with NAA 14 Apr-21 Apr	15	16 Check risk assessments 16 Apr-6 Jun	17 Chase pupils with no choices 17 Apr-2 May	18 INSET DAY (4) All Day Update trip activity leaders 18 Apr-2 May	19
20	21 Issue trip permission forms 21 Apr-25 Apr	22 Allocate staff to activities 22 Apr-2 May	23	24 Confirm coach bookings 24 Apr-2 May	25 Allocate rooms to activities 25 Apr-9 May	26
27	28 Issue activity/payment info 28 Apr-5 May	29 Disaggregated INSET Compulsory 15:30-16:30	30 Issue trip procedure advice 30 Apr-16 May			

Today's date: Monday 18 August 2014

Buttons: Today, Prev Month, Next Month

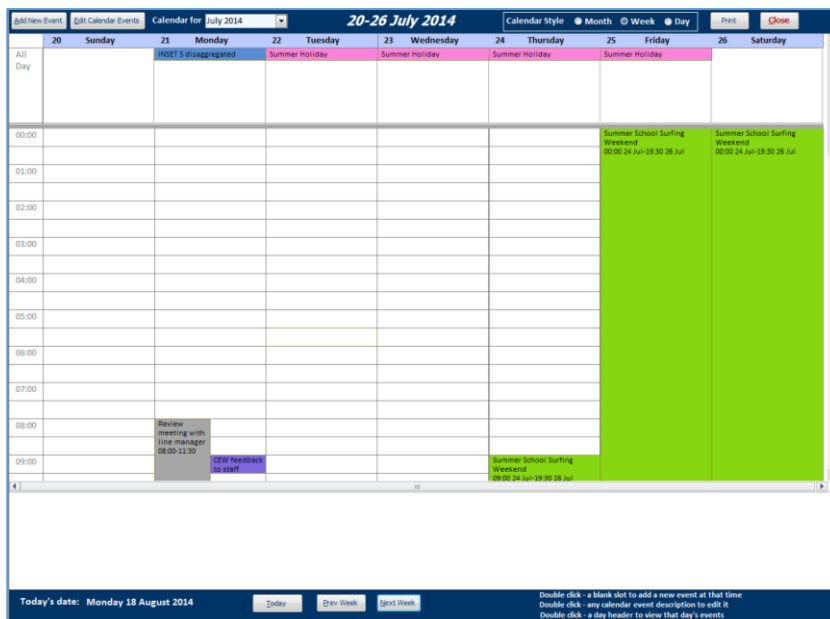
Footer: Double click - a blank slot to add a new event at that time
Double click - any calendar event description to edit it
Double click - a day header to view that day's events

Colour coding is used to denote different types of calendar event.

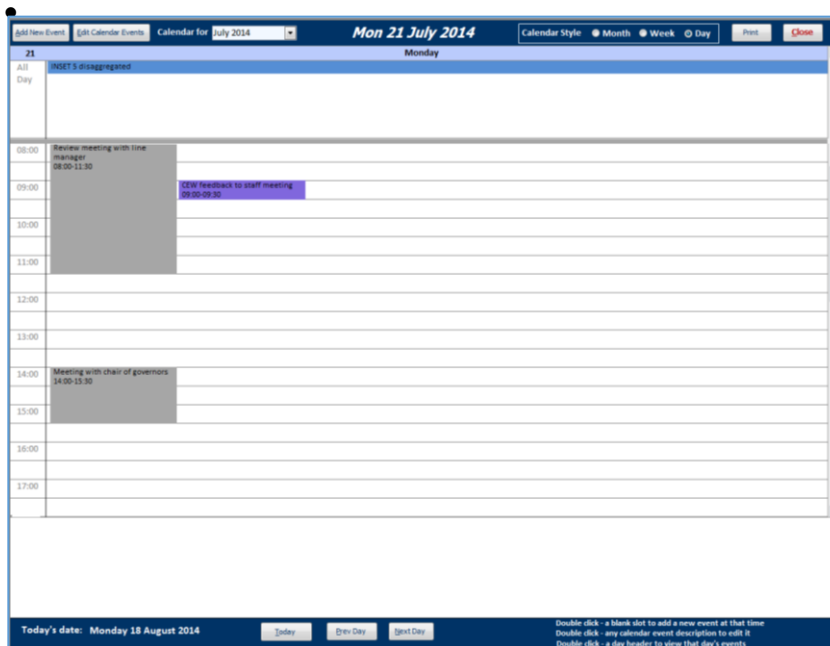
The form has been designed to allow you to change views easily:

- Change months using the Next, Previous or Today buttons or the month selector.
- Change to a weekly or daily calendar style using the style selector in the header

A weekly view can also be selected by clicking the View Week button



A specific day can also be chosen by double clicking on the blue day header



Calendar events can be edited from any of the calendar view forms:

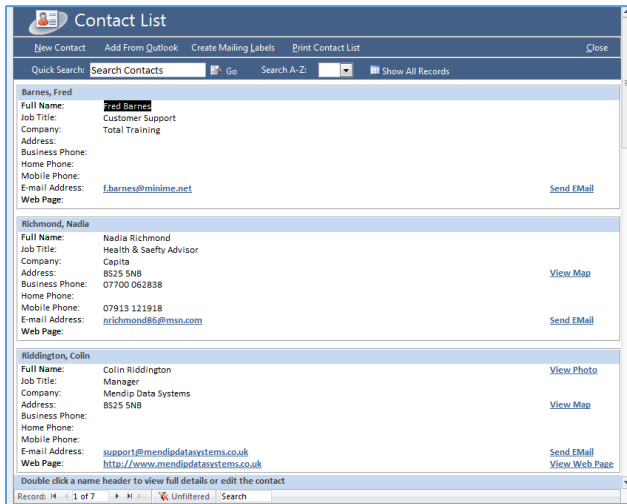
- Double click an existing calendar event to edit or delete it
- Double click a blank slot to create a new event at that time

The enrichment calendar can also be **exported** to **Outlook** and shared with other users.

11. Contacts

The contacts section has been designed to be similar to that in **Outlook**

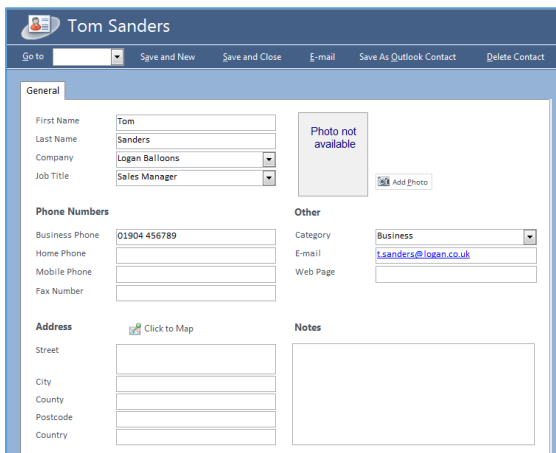
A searchable contacts list is available:



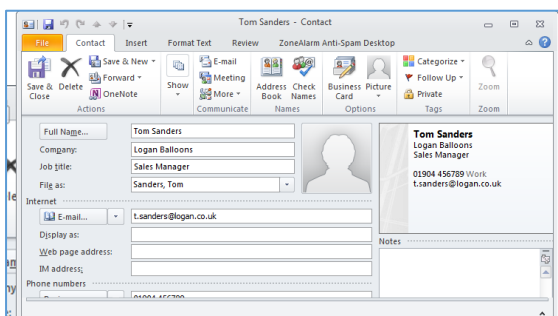
Emails can be sent directly from the contact list form.

You can also view contact photos, view a map or web page from the form where such data is available

New contacts can be added and existing contacts edited using the contact details form:



Routines are provided which make it easy to import existing contacts from Outlook or export new contacts to Outlook



12. Staff / Student / Parent / Contact Emails

This section is used to send an email to one or more staff, students, parents or contacts. For example, an email could be sent giving updated information to all students taking part in a particular activity:

Send Email to a Group of Students

Use this form to send an email to the school email addresses of one or more staff.
Double click a member of staff to add them to the list.
Double click again to remove the entry.

Choose a CEW Activity

- MON - Adventure Teambuilding Day - MON
- MON/TUE - All Aboard (Two Day Sailing Experience)
- MON - Band Workshop - MON
- MON-FRI - Barton Hall Residential
- MON - Black Country Museum Trip
- MON - Bristol Climbing Centre Trip - MON
- MON - Calm in a Crisis - Basic First Aid - MON
- MON - Caring & Absorbent - Checkdar - MON
- MON - Creative Mix Up
- MON - Dissection Day - MON
- MON - Enrichment Week News Desk - MON
- MON - Ermoor Owl and Hawk Centre Trip
- MON - Explore the Outdoors Through Your Camera
- MON - Felt Book and Pencil Cover
- MON - Film Club - MON
- MON - Flight - Rockets
- MON - Free Running - Parkour - MON
- MON - Horse Riding & Stable Management Beginner - MON
- MON - Learn to Make Beaded Jewellery Beginner - MON
- MON - Lets Play Tennis! - MON
- MON - Make a Pop Video

Send to:

BAILEY	Josef	8	EN
CHU	Austen	10	MN
GREEN	Sophie	9	MS
GWYNNE	Michael	9	PS
HOLT-WATTS	Tomas	8	QS
PEARSE	Orla	9	QN
RICHARDSON	Laura	7	QN

Enter E-mail subject line below:
Visit to Cardiff Castle

Enter the message text below:
The departure time for this trip has been changed from 9.00am to 8.30am.

Attachments: G:\Programs\MendipDataSystems\Upgrade\CEW\CEWModifications.docx

The message will be sent directly from the program or from Outlook if this is used for email. You may choose to send a copy of the email to your school email address

Enrichment week visit to Cardiff Castle - Message (HTML)

From: Mendip Data Systems

To: A12870@mendipschools.sch.uk; A12123@mendipschools.sch.uk; A12896@mendipschools.sch.uk; A12455@mendipschools.sch.uk; A12747@mendipschools.sch.uk; A12975@mendipschools.sch.uk; A12282@mendipschools.sch.uk

Subject: Enrichment week visit to Cardiff Castle

Please note that the departure time for this activity has been changed from 9.00am to 8.30am.

Please make sure you are in school in time for the earlier departure

Mrs A Edmonds
Curriculum Enrichment Leader

13. Student Mail Merge Letters

This section can be used to send mail merge letters to a selected group of students. For example, a letter could be sent reminding parents of a payment deadline:

Create a Mail Merge Letter

Use this form to send an email to the school email addresses of one or more staff.
Double click a member of staff to add them to the list.
Double click again to remove the entry.

Select one or more students from the list:

ALLSWORTH	Yazmin	7	PN
ALLMOND	Michael	10	MS
ANDREWS	Luke	7	PS
ANGHEL	Gemma	8	BN
ANGHEL	Joel	11	QN
APATA	Harvey	8	ES
APLIN	Chloe	7	EN
APPLEBY	George	10	QS
APPLEBY	Georgia	10	MN
ASH	Henry	7	QN
ASHEQUL BARI	Hannah	8	QN
ASHEQUL MUKTADIR	Sophie	9	QN
ASTON	Hannah	9	MN
ATHERTON	Georgia	10	BS
ATKINS	Alex	8	ES
ATKINSON	Charlie	7	BS
ATKINSON	Georgia	11	BN
ATKINSON	Jake	11	BN
ATTWOOD	Alice	11	BS
AUDSLEY	Georgia	10	BN
AYDENK	Daniel	8	MN
AYDENK	Mathew	10	PN

Type your letter below:
This is a reminder that all payments for curriculum enrichment week must be paid by Friday 13 May

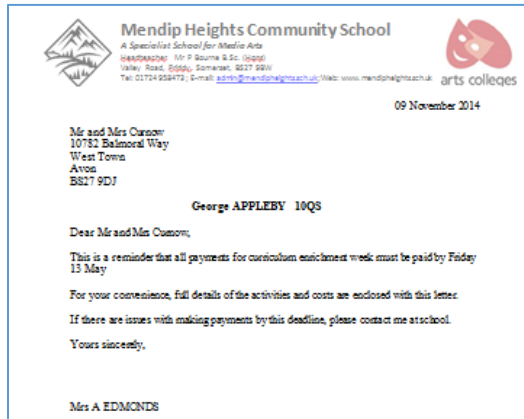
For your convenience, full details of the activities and costs are enclosed with this letter.

If there are issues with making payments by this deadline, please contact me at school.

Filter By Year: [Dropdown]

Buttons: Re-sort, Sort by Year, Sort by Group, Sort by Tutor Group, Clear Selection, Filter By Year, Clear Letter Text, Save Letter Text

The letter templates supplied can be modified to suit individual school needs.



14. Timetable Viewer

This section is used to view / print timetables for selected students, staff, rooms or teaching groups:

Student Timetable Viewer : Luke ANDREWS 7PS

Student Timetable Enter the student's surname and press ENTER on the keyboard ANDREWS

Teacher Timetable Select a teacher

Room Timetable Select a room

Class Timetable Select a teaching group

List of Teachers for Luke ANDREWS

ClassID	Subj	Staff Name
07PS/Ar	Ar	Miss K JAMES
07PS/Ci	Ci	Mr D BROOKES
07PS/Di	Di	Ms N BYRNE
07XESD	En	Miss D SMYTHE
07PS/Fr	Fr	Mr LL JACKLINO
07PS/Ge	Ge	Miss K TOPPER
07PS/Hi	Hi	Ms M MCNEAL
07PS/It	It	Ms N MANTON
07PS/Li	Li	Ms N BYRNE
07XMa1	Ma	Miss S NELSON

Click a class to view the class list

Surname	Forename	Reg	M/F
ANDREWS	Luke	7PS	M
BACKLER	Aaron	7PS	M
BAKER	Jack	7PS	M
CATTERALL	Bailey	7PS	M
CAVACAJUTI	Heather	7PS	F
CHAMBERS	Cameron	7PS	M
COLLARD	Jordan	7PS	M
DALLIN	Vinnie	7PS	M
DAWE	Est	7PS	F
DOEL	Cole	7PS	M

Click on a timetable slot to explain the format

Subject
Class
Teacher
Room

Lesson for selected class

	1M	1Tu	1W	1Th	1F
1	Mathematics 07XMa1 SAN L07	Citizenship 07PS/Ci DB M35	D+T 07XY/Td6 EJS H15	History 07PS/H6 MRM M06	Mathematics 07XMa1 SAN L07
2	Religious Studies 07PS/Rs ER L17	Science 07PS/Sc JRL S07	French 07PS/Fr LLI M03	Mathematics 07XMa1 SAN L07	English 07XEn2 DJS M28
3	Geography 07PS/Ge KT M24	French 07PS/Fr LLI M03	Science 07PS/Sc SEH S12	English 07XEn2 DJS M28	D+T 07XY/Td6 ALM H15
4	Art 07PS/Ar KJ H11	Learn 2 Learn 07PS/Li NPB L07	Physical Education 07XPE/M1 DM GYM	Science 07PS/Sc JRL S07	Physical Education 07XPE/M1 DM GYM
5	ICT 07PS/It NA L13	Geography 07PS/Ge KT M24	English 07XEn2 DJS M28	French 07PS/Fr LLI M03	Music 07PS/Mu HS H06

Current View : Week 1 View week 2 Print Close

Timetable for: Luke ANDREWS 7PS

	Week 1					Week 2				
	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2Fr
1	Mathematics 07XMa1 SAN L07	Citizenship 07PS/Ci DB M35	D+T 07XY/Td6 EJS H15	History 07PS/H6 MRM M06	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07
2	Religious Studies 07PS/Rs ER L17	Science 07PS/Sc JRL S07	French 07PS/Fr LLI M03	Mathematics 07XMa1 SAN L07	English 07XEn2 DJS M28	D+T 07XY/Td6 EJS H15	Science 07PS/Sc JRL S07	Geography 07PS/Ge ER L17	Mathematics 07XMa1 SAN L07	Mathematics 07XMa1 SAN L07
3	Geography 07PS/Ge KT M24	French 07PS/Fr LLI M03	Science 07PS/Sc JRL S07	English 07XEn2 DJS M28	D+T 07XY/Td6 EJS H15	French 07PS/Fr LLI M03	Physical Education 07XPE/M1 DM GYM	Mathematics 07XMa1 SAN L07	English 07XEn2 DJS M28	Mathematics 07XMa1 SAN L07
4	Art 07PS/Ar KJ H11	Learn 2 Learn 07PS/Li NPB L07	Physical Education 07XPE/M1 DM GYM	Science 07PS/Sc JRL S07	Physical Education 07XPE/M1 DM GYM	Science 07PS/Sc JRL S07	Geography 07PS/Ge ER L17	Mathematics 07XMa1 SAN L07	History 07PS/H6 MRM M06	D+T 07XY/Td6 EJS H15
5	ICT 07PS/It NA L13	Geography 07PS/Ge KT M24	English 07XEn2 DJS M28	French 07PS/Fr LLI M03	Mathematics 07XMa1 SAN L07	Physical Education 07XPE/M1 DM GYM	Mathematics 07XMa1 SAN L07	Physical Education 07XPE/M1 DM GYM	Science 07PS/Sc JRL S07	Science 07PS/Sc JRL S07

List of Classes and Teachers:

Class	Subject	Teachers
07XPE/M1	Physical Education	DM NW
07PS/Ar	Art	KJ
07PS/Ci	Citizenship	DB
07PS/Sc	Science	NPB
07PS/Fr	French	LLI
07PS/Ge	Geography	KT
07PS/Hi	History	MRM
07PS/It	ICT	NM
07PS/Li	Learn 2 Learn	NPB
07PS/Mu	Music	HS
07PS/Rs	Religious Studies	ER
07PS/Se	Science	SEH
07XEn2	English	DJS
07XMa1	Mathematics	SAN
07XY/Td6	D+T	EJS

Timetable for Room: L04

	Week 1					Week 2				
	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2Fr
1	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04
2	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04
3	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04
4	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04
5	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04	Mathematics 07XMa1 SAN L04

List of Classes:

Class	Subject	Staff Code	Lessons
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	SEA	1
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6
07XMa1	Mathematics	DTM	6

Attendance report (by tutor group)

CEW 2014 - Student Attendance Marks 9BS

AE/No	Surname	Forename	TG	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	CEW % Att	Year % Att
12536	ALDRIDGE	Ruby	BBS	/	/	L	/	/	/	/	/	/	/	100	92
92552	BAILEY	Jack	BBS	/	/	/	/	/	/	/	/	/	/	100	90
12505	CARDUS-HALL	Jodie	BBS	/	/	/	/	/	/	/	/	/	/	100	95
92501	DHARWIRN	Eka-May	BBS	/	/	/	/	/	/	/	/	/	/	100	92
12488	CHARLIE	Ella	BBS	/	/	/	/	/	/	/	/	/	/	100	94
12485	CROWLEY	Cameron	BBS	/	/	L	/	/	/	/	/	/	/	100	100
12479	DAY	Luke	BBS	/	/	/	/	/	/	/	/	/	/	100	98
92588	ELACOTT	Chloe	BBS	/	/	/	/	/	/	/	/	/	/	100	98
12456	FERRINGS	Leah	BBS	/	/	L	/	/	/	/	/	L	/	100	94
92436	HEMINGS	Bekkie	BBS	/	/	/	/	/	/	/	/	/	/	100	90
12411	HODGINS	Ella	BBS	/	/	/	/	/	/	/	/	/	/	100	92
92410	HILTON	Kirsty	BBS	/	/	L	/	/	/	/	/	/	/	100	95
12403	HOOD	Britany	BBS	/	/	L	/	/	/	/	/	/	/	100	100
92396	KEENEY	Henry	BBS	/	/	/	/	/	/	/	/	/	/	100	98
12379	LEAR	Leon	BBS	/	/	L	/	L	/	/	/	/	/	99	89
92367	SAITTES	Janice	BBS	/	/	/	/	/	/	/	/	/	/	100	95
12345	NOLAN	Jack	BBS	/	/	L	/	L	/	/	/	/	/	100	100
92338	O'NEARA	Max	BBS	/	/	/	/	/	/	/	/	/	/	100	95
12334	PARTOLUCCI	Chloe	BBS	/	/	/	/	/	/	/	/	/	/	100	90
12332	PARSONS	Bethany	BBS	/	/	/	/	/	/	/	/	/	/	100	100
12319	POOLE	Liam	BBS	/	/	/	/	/	/	/	/	/	/	100	100
92313	PURDY	Deanna	BBS	/	/	/	/	/	/	/	/	/	/	100	100
12308	REYNOLDS	Chloe	BBS	/	/	/	/	/	/	/	/	/	/	100	99
92307	RICHARDS	Olivia	BBS	/	/	/	/	/	/	/	/	/	/	100	100
12304	ROCHE	Jack	BBS	/	/	/	/	/	/	/	/	/	/	100	95
92298	SOHRIS	Thomas	BBS	/	/	/	/	/	/	/	/	/	/	100	95
12242	WORSBY	Oliver	BBS	/	/	/	/	/	/	/	/	/	/	100	91
92241	WORGAN	Imran	BBS	/	/	L	/	/	/	/	/	/	/	100	96
Average Attendance														88.6	96.0

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Individual student attendance record

frmStudentAttendanceMarks ✖

Student Attendance Marks

7th - 11th July 2014

Ruby ALDRIDGE 9BS

% Attendance for Year 92.0

Day	AM	PM
Mon	/	\
Tues	L	\
Wed	/	\
Thur	/	\
Fri	/	\

Attendance Codes Close

15. Print Options

This section includes a number of different types of report:

- Address and name labels

<p>Mr Burke 11453 Durrigate Road Wagtail Team BBS2 3UD</p> <p>Mr Collins 11818 The Walk Wagtail Team BBS2 3SU</p> <p>Mr Fisher 11424 The Seven Acres Wagtail Village Wagtail Team BBS2 3SU</p> <p>Mr Vinkh 11391 Tower Hill Barnhill Wagtail Team BBS2 3UP</p> <p>Mr and Mrs Manning 11388 Summerlands Road Wagtail Team BBS2 3UB</p> <p>Mr and Mrs Manning 11374 Willow Grove Wagtail Team BBS2 3UP</p> <p>Mr and Mrs Howell 11372 Star Park 10 Seven Acres Wagtail Team BBS2 4DS</p>	<p>Mr and Mrs Cooper 11431 Milton Road Wagtail Team BBS2 3UA</p> <p>Mr and Mrs Evans 11402 1 Ellenborough Court 17 Ellenborough Park Wagtail Team BBS2 1TG</p> <p>Mr and Mrs Gadd 11396 Seaton Court Wagtail Team BBS2 3UP</p> <p>Mr Pinnon 11388 Fubens Close Barnhill Wagtail Team BBS2 3UP</p> <p>Mr Harris 11382 Byron Road Barnhill Wagtail Team BBS2 3AG</p> <p>Mr HB 11378 Magilla Avenue Wagtail Team BBS2 3BG</p> <p>Mr and Mrs Johnson 11367 Parkside Avenue Wagtail Team BBS2 3PS</p>
EMILY COOPER BSM	HUGH COOPER BSM
CHRIS BROCKFIELD BSM	NEIL BROWN BSM
KAI BURNLEY BSM	KIRA CHUDLEY BSM
KAREN COMBES BSM	MIRIAM COOMBS BSM
LARA COUNSELL BSM	BRYN CROSS BSM
JACK DANIEL BSM	OLIVIA DANIEL BSM
LARA DIXON BSM	SARAH EVANS BSM

Daniel AYDENK BSM	Reuben BEBB BSM	Callum BROADFIELD BSM
Neve BROWN BSM	Kai BURNEY BSM	Kiera CHUDLEY BSM
Kieran CONWAY BSM	Phoebe COOMBS BSM	Laura COUNSELL BSM
Emily CROSS BSM	Sarah DANDO BSM	Cree DAVIS BSM
Lottie DIXON BSM	Sydney EVANS BSM	Sam FAIRHURST BSM
Liam FISH BSM	Emily FLYNN BSM	Jack GARDNER BSM
Daniel GRIFFIN BSM	Abi HINKS BSM	Rhys HUDSON BSM

- Lists and photos (by tutor group / class or activity)

Tutor Group List: 9QN		Tutor: NM	
AE/No	Name	Present	Present
9251	ASHGILL, Sarah	P	NA
9252	ASHGILL, Megan	P	NA
9253	BRIDLEY, Isobel	P	NA
9254	BRIDLEY, Lydia	P	NA
9255	BRITTON, Benjamin	P	NA
9256	BROOKFIELD, Carl	P	NA
9257	CHALMERS, Ben	P	77%
9258	COOPER, Isobel	P	NA
9259	COTTELL, Helen	P	NA
9260	COX, Isobel	P	77%
9261	FAYERS, Emma	P	NA
9262	GIBBINS, Lorna	P	NA
9263	HARDING, Elin	P	NA
9264	HARRISON, Henry	P	77%
9265	JAMES, Andrew	P	NA
9266	LELL, Charles	P	NA
9267	LEWIS, Lisa	P	NA
9268	LOUGHEED, David	P	80%
9269	MCCOY, Ryan	P	77%
9270	MORRIS, Ewan	P	NA
9271	NELSON, Luke	P	80%
9272	NEVILL, Scott	P	77%
9273	NEW, Stephanie	P	NA
9274	PRESTON, Isaac	P	NA
9275	RICHARDSON, James	P	NA
9276	REDFEY, Lisa	P	NA
9277	REDFEY, Victoria	P	NA
9278	REDFEY, Jack	P	NA
9279	STANHOPE, Joel	P	NA
9280	TODD, Ryan	P	NA
9281	WELLS, Isobel	P	NA

Reported in this tutor group: 37 Present: 35

Class Photos: 10N/En/1B Staff: Miss D SMITH

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17. Extra-curricular Activities

The program can also be used to manage extra-curricular activities e.g. after school clubs / sports teams / summer school etc

Surname	Forename	Yr	TG
ABBOTT	Galyna	7	BN
ACKLAND	Georgia	8	MS
ADAMS	Mitchell	11	ES
ADAMS-BORDON	Amy	11	QN
AHMED	Rhys	8	BS
ALDOUS	Ryan	7	QS
ALDRIDGE	Ruby	9	BS
ALLEN	Dylan	11	MS
ALLEN	Kal	7	BS
ALLSWORTH	Yazmin	7	PN
ALMOND	Michael	10	MS
ANDREWS	Luke	7	PS
ANGHEL	Gemma	8	BN
ANGHEL	Joel	11	QN
APATA	Harvey	8	ES
APLIN	Chloe	7	EN
APPLEBY	George	10	QS
APPLEBY	Georgia	10	MN
ASH	Henry	7	QN
ASHEQUL BARI	Hannah	8	QN
ASHEQUL MUKTADIR	Sophie	9	QN
ASTON	Hannah	9	MN
ATHERTON	Georgia	10	BS
ATKINS	Alex	8	ES
ATKINSON	Charlie	7	BS

Various items such as mail merge letters, student lists / photos / medical & contact information can also be printed for each activity.

Almost all features (except for email and data export/import) are available in the DEMO version of the program.

The demo version is supplied with example staff, student and activity data based on a fictitious school, Mendip Heights. All staff or student data is also fictitious.

However all activities are real though certain details have been altered.

The example data shows student and staff after enrichment week choices have been made and (mostly) allocated. The data has deliberately been left unfinished so that you can test various features of the program.

For example, some activity staffing & rooming has been deliberately left incomplete. Similarly, some students have not yet been allocated to activities.