

# School Data Analyser – Main Program Features

**School Data Analyser (SDA)** is designed to store, manage and analyse a wide range of student, staff and whole school data including:

- Reports (Interim and End of Year) & assessments
- Pastoral incidents
- Attendance registers (both session & lesson)
- Pastoral, behaviour and attendance analysis
- Grades analysis e.g. traffic light reports
- Exam results analysis
- Timetable print options & analysis, class & tutor group lists
- Mentoring, SEN, Gifted & Talented, child protection
- Detentions & exclusions
- Calendar events and scheduler
- Room & equipment bookings
- Student & staff information
- Parents evening appointment sheets
- Text and voice messaging
- Student medical & contact information
- Student photographs, address & name labels, exam desk cards, references
- Student, staff and parent emails
- Teacher planners
- Mail merge letters ... etc

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

## 1. Staff Home Page

The **Home Page** screen is shown when the program starts and has been personalised for each member of staff depending on job role.

It provides easy access to some of the most commonly used items from a single screen.

The screenshot displays the 'Home Page for Hazel ALLINSON' for Tuesday, 12/12/2017, Week 1, for Tutor Group: 11BN. The interface includes several key sections:

- My Classes for Today:** A horizontal timeline showing lesson slots from 8:00 to 16:00. A red box labeled '1' highlights a lesson slot at 12:00.
- My Timetable:** A grid view showing lessons for the week. A red box labeled '2' highlights a lesson entry.
- School Calendar:** A list of dates and descriptions of events. A red box labeled '3' highlights an event on 22/12/2017 (Christmas Day).
- Attendance Summary for 11BN:** A bar chart showing attendance percentages. A red box labeled '5' highlights the chart area.
- Pastoral Summary for 11BN:** A bar chart showing counts for Merits, DeMerits, and Incidents. A red box labeled '6' highlights the chart area.
- My Favourites - Items most used:** A list of frequently used items and their counts. A red box labeled '4' highlights an item.
- Recent Referrals for 11BN:** A table listing student referrals with columns for Name, Date, Code, From, To, and Ack Done. A red box labeled '7' highlights a referral entry.

At the bottom of the screen, there are navigation buttons: Home Page Guide, View Tips, Show Video, Help & Support, Show this screen when program starts (checked), Go To Main Menu, and Exit Program.

There are 7 sections to the **Home Page** screen:

**Classes for Today** – links provided to attendance registers and class lists

**Timetable and list of classes** - links provided to set lists & class photos. You can also view the Student Info screen, individual student photos and SEN details by selecting a student in the class list

**School calendar** - lists calendar events for the year

**'Favourites'** list - links provided to the items most commonly used in School Data Analyser

Attendance Summary - % present / % absent

**Pastoral Summary** - merits / demerits / incidents

**Recent pastoral referrals** - with links provided to relevant pastoral records

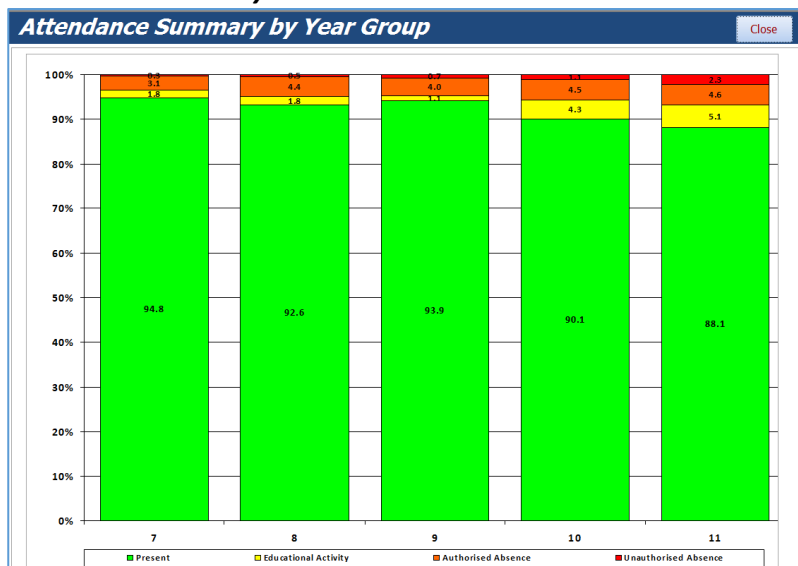
For tutors, the last 3 items are for their tutor group.

For pastoral heads, these items show their year or house group.

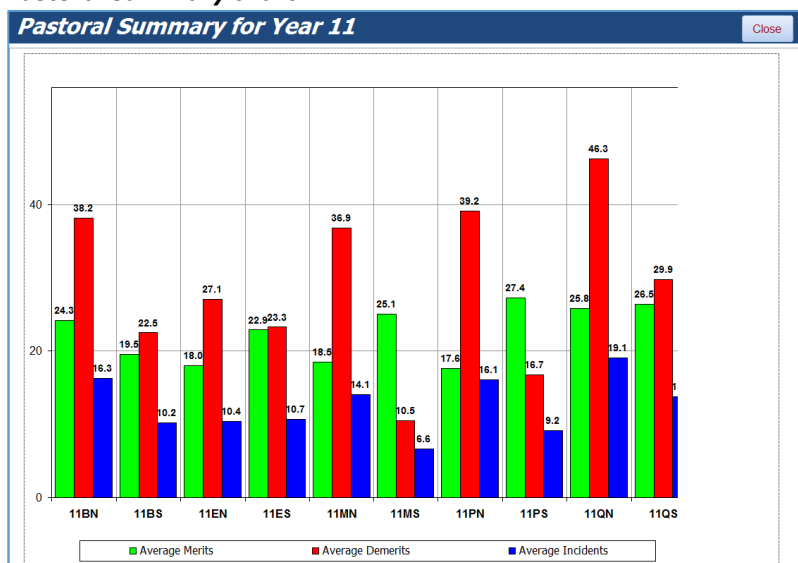
For other staff, a summary is shown for all year groups.

Clicking a small arrow in the title bar of each section opens a full screen version with additional information. For example:

### Attendance summary chart



### Pastoral summary chart



## Pastoral Records

**View Pastoral Records** Close

**George APPLEBY** 10 QS + 14 - 9 Points: 4 Incidents 4 Behaviour Stage

Pupil ID: 12178 Pastoral Record ID: 361360 Referred By: CR

\*Date: Sun 26 Apr 2015 \*Time: Period 3 For Attention Of / Forward To: SCC

Location: Classroom Tutor: MDG

\*Code: D Demerits: 1

\*Subject: Ma Head of Faculty: SCC

\*Comment: Defiance towards staff

\*Action Taken: School detention given

Outcome:

Private Comment:

Acknowledged  Signed Off  Action Required

[View Photo](#) [View Linked File](#) [View / Add Detention](#)

**Filter pastoral records**

Show Records For Me By Year By Subject

Show Records By Me By T.Gp By Code

Show All Records By House By Referrer

Include Archived Records Clear All Filters Total Records = 1402

Date	Pupil	T.Gp	Code	From	To	Ack	Done
25/04/2015	Appleby, George	10QS	D	CR	SCC	No	No
26/04/2015	ASH, Henry	7QN	D	CR	HAL	No	No
26/04/2015	ELLAM, Joshua	11PN	D	SEM	SOM	Yes	No
26/04/2015	TURNER, Will	10EN	D	BAB	FW	No	No
26/04/2015	LAMBERT, Josh	10EN	D	WP	MS	Yes	No
26/04/2015	WOOD, Connor	10MS	D	WP	MS	Yes	No
26/04/2015	SHALJAMES, Sarah-Jane	11MN	D	WP	MS	Yes	No
26/04/2015	SAHI, Charlie	10MN	D	WP	MS	Yes	No
25/04/2015	HARMAN, Tyler	10PS	P	EJS	AD	No	No
24/04/2015	CROSS, Jolyon	11ES	D	SLV	SLV	Yes	No
24/04/2015	CARTER, Jack	11ES	D	SLV	SLV	No	No
24/04/2015	COX, Elliott	10ES	PAS	BAB	FW	No	No
23/04/2015	WATTS, Chelsea	7BS	P	PGB	FW	Yes	No
23/04/2015	NEWMHAM, Louis	7PN	CAL	GM	HB	No	No
23/04/2015	PARKSONS, Georgia	11ES	D	MAC	SOM	Yes	No
23/04/2015	HARTMANN, David	11BN	AC	SJ	HAL	No	No
23/04/2015	HEMENS, Fredenck	11PN	AC	SJ	MRT	No	No
22/04/2015	MILLARD, Ewan	7GS	D	HUB	HUB	No	No
22/04/2015	NAYLOR, Ashleigh	7BN	D	HUB	HUB	No	No
22/04/2015	OLEARY, Elliot	7GS	D	HUB	HUB	No	No
22/04/2015	DORRINGTON, Ryan	7ES	CAL	BAB	FW	No	No
22/04/2015	SYMS, Kane	10QN	D	SL	JEC	No	No
22/04/2015	BEMARD, Ashleigh	11BN	D	KER	MS	Yes	No

## 2. Main Menu screen

All program features are available from the various sections of the **Main Menu** screen  
The screenshots below show two different sections of the main menu screen

**School Data Analyser**

**Mendip Heights Community School**

**LOCAL Data**

Logged On: ACT

[View Home Page](#)

[Help and Support](#)

[Suggest Feature / Report Problem](#)

[What's New](#)

**Grades & Assessments**

- End of Year Reports
- Print Options
- Mentoring
- Pastoral
- Behaviour for Learning
- SEN
- Gifted & Talented
- Staff & Timetable
- Students
- Exams
- Student Leavers
- School Documents & Bookings
- Program Help Files
- Attendance Registers
- Parent Payments
- Exit

**Grades & Assessments**

- Enter Interim Grades
- View Student Grades
- Check missing Interim grades
- Average Module Grades
- Student Attainment Grade History
- Traffic Light Reports
- Grade Analysis Options
- FFT Estimates Analysis
- Enter Assessment Marks
- Print Assessment Mark Reports
- Manage Assessment Mark Types
- Enter Learning Challenge Grades
- Missing Learning Task Grades

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**Grades & Assessments**

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- Students
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- Program Help Files
- Attendance Registers
- Parent Payments
- Exit

**Pastoral**

- Log a New Pastoral Record
- Multiple Commendation
- Multiple Homework Referrals
- Review Current Records
- View a Student's Record
- Pupil Support Plans
- Behaviour Profiles
- Pastoral Analysis Options
- Pastoral Print Options
- Attendance Analysis Options

An outline of each section is given in the following pages.

### 3. Interim Grades / End of Year Reports

These sections are used both to create **interim** and **end of year reports** and to analyse the grade outcomes for each reporting session.

The screen shot below shows a typical **interim grade entry** screen:

The interim grade entry screen provides links to grades for previous sessions, FFT estimates etc. The Export/Import button allows staff to complete interim grades at home if preferred.

The number of interim grade sessions and the types of grade required can be fully customised in line with individual school requirements.

The screenshot below shows an example interim grade report after 2 grade sessions have been completed:


SUBJECT		Session 1 (Oct)				Session 2 (Jan)				Session 3 (May)				Tgt			
		Pred	Eff	Org	Beh	Teacher	Pred	Eff	Org	Beh	Teacher	Pred	Eff	Org	Beh	Teacher	
Art		5C	B	C	B	GS	5C	B	C	B	GS						6A
Citizenship		5C	B	C	B	KAH	5C	B	C	B	KAH						6A
D-T		5C	B	C	B	OLP	5C	B	C	B	OLP						6A
Dance		5C	B	C	B	SC	5C	B	C	B	SC						6A
Drama		5C	B	C	B	NPB	5C	B	C	B	NPB						6A
English		5C	B	B	B	CPP	5C	B	C	B	CPP						6B
French		4A	B	B	B	VJC	5C	B	C	B	VJC						6A
Geography		5C	B	B	C	MFL	5C	B	C	B	MFL						6A
History		5C	B	B	C	MC	5C	B	C	B	MC						6A
ICT		5C	B	C	B	JPS	5C	B	C	B	JPS						6A
Mathematics		F	B	B	C	SEA	5C	B	C	B	SEA						B
Music		5C	B	C	B	GM	5C	B	C	B	GM						6A
Physical Education		5C	B	C	B	KER	5C	B	C	B	KER						6A
Religious Studies		5C	B	C	B	ER	5C	B	C	B	ER						B
Science		5C	B	D	C	PJS	5C	B	C	B	PJS						6A

End of year reports are used where a full written report is required :

**End of Year Subject Report for 11C/Ge3 (MJL)** Close

Name: Cameron DAVIS  
TGP: 11QN  
Ad No: 11753

Report deadline: 14 Apr 2018



Interim Report Grades	Pred	Eff	Org	Beh	adlin
Progress Check 1	C	B	B	C	
Progress Check 2	C				
Progress Check 3	C	B	B	C	
Progress Check 4	C				
Progress Check 5	C	B	B	C	

Grades: Pred: C Eff: B Org: B Beh: C Dst: Tgt: A

End of year review:  
Cameron has worked hard throughout the year and is on course for a grade C in this subject

The review comment is limited to 500 characters (Characters remaining : 410)

Target:

Please limit the target to 80 characters

Personal comment bank

Store Retrieve

Import/Export

Archives

View Summary sheet

View/Print Class List

Spell Check

COP Level	
SEN Need	
KS2 Eng Level	X
KS2 Maths Level	X
Ave KS2 SubLev	
KS2 Band	
KS3 Eng Level	6C
KS3 Maths Level	6A
Ave KS3 (E,M,S) pts	39.67
CATs1 Average	115
CATs1 Non-Verbal	116
CATs1 Quantitative	115
CATs1 Verbal	113
Predicted A*-C	9
Target A*-C	10
Predicted Attainment8	48
Predicted Progress8	
Merits	27
Demerits	3
Incidents	3
Behaviour Stage	2
Attendance %	100

First -5 Previous 3/24 Next +5 Last

All reports are automatically spell checked and comment banks can be used where appropriate

**Personal Comment Bank for MJL** Close

There is a limit to how many comments you can store - after that you will be asked to delete one before you can add another.

Paste	1	Name is a pleasure to teach
Del		
Paste	2	Name has worked really well this year showing both interest and enthusiasm for Maths, English and History. He/She has participated well in most classes and is able to work independently or with others. Name makes a positive contribution to the tutor.
Del		
Paste	4	A pleasure to have taught and supported for 4 years.
Del		
Paste		
Del		

End of year reports can also be fully customised for individual schools.

**Mendip Heights Community School**  
Subject Report for 2014-2015  
**Galyna ABBOTT 7BN**

SUBJECT	Grades	Pred	HC	Eff	Org	Beh	Tgt	AA
Art	Report							
Mr N BENNING								
Target:								
Citizenship	Report							
Mr M GREENING								
Target:								
D-T	Report							
Miss O PENLANDER								
Target:								
Drama	Report							
Mr N BYRNE								
Target:								

NOTE:  
Grades = the grade the student is currently working on  
COP = Challenge Overcome award at the end of the Ex. Stage based on prior attainment level.  
Eff: Organisation and Behaviour are assessed using an A-E scale in accordance with the School's assessment policy.  
A\* = Excellent (5 points); A = Good (4 points); C = Satisfactory (3 points); D = Developing (2 points); E = Poor (1 point)

Galyna ABBOTT 7BN Page 7 11/14 Printed on: 20/04/2015

English	Grades	Pred	HC	Eff	Org	Beh	Tgt	AA
Miss K BODOLAH	Report							
Target:								
French	Report							
Mr N MOOR								
Target:								
Geography	Report							
Miss K TOPPER								
Target:								
History	Report							
Mr J LEE								
Target:								
ICT	Report							
Mr J SANDPSON								
Target:								

NOTE:  
COP = Challenge Overcome award at the end of the Ex. Stage based on prior attainment level.  
Eff: Organisation and Behaviour are assessed using an A-E scale in accordance with the School's assessment policy.  
A\* = Excellent (5 points); A = Good (4 points); C = Satisfactory (3 points); D = Developing (2 points); E = Poor (1 point)

Galyna ABBOTT 7BN Page 2 11/14 Printed on: 20/04/2015

A wide range of tools is available for analysing report grades:

For example:

### Grade grid with traffic light style formatting

### Student Grade Summary by teaching group



## 5. Pastoral

This section is used to record pastoral incidents, manage issues arising and to analyse outcomes. Pastoral records can be created for both positive or negative issues:

**Create a New Pastoral Record**

**Henry ASH** 7QN

Total Points: + 6 - 0 Incidents: 0 Behaviour Stage:

**Details of Incident:** Pupil ID: 13178 Pastoral Record ID: 369463

Items with a \* beside the label are 'required' items

\*Date: Thu 12 Oct 2017  
 \*Time:   
 \*Location:  Merits: 1  
 \*Select a Code: COM \*Subject (or not applicable):

\*Comment:

\*Action taken:

\*Referred By: CR  Send to  Copy to   
 HOY: NW   
 Tutor: AHC   
 Other:

Further Action Required? Yes  No   
 Link File: Attach File   
 View File   
 Remove File

Linked File:

**Mouse Help:**  
 This should show the code for the Head of Department or Faculty for the subject listed in the Subject box

Advice for this pupil Clone for Another Pupil Print Incident Sheet Set Detention View Pastoral Record Spell Check Cancel Send

When the pastoral record is complete, emails are sent to specified staff for information / action. The program works equally well with year based or house based pastoral systems.

Schools can customise the pastoral codes used, together with other aspects of pastoral referrals

It is also possible to send multiple referrals for a group of students at the same time:

**Multiple Commendations** Close

Use this form to create commendations for several students at the same time. Select students using one of the groups below and then click OK.

**Select a Group of Students**

Select one or more students from the list below

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	Kai	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
APPIFRY	Caerolee	10	OK

Filter by Year Group:  All Years

OK Select All Clear All Cancel

**Select a Teaching Group**

Change the teacher ID if necessary

Teacher:

Click on a teaching group to select it.

Then press 'OK'

Filter By Year Group:  All Years

OK Cancel

**Select a Tutor Group**

Click a tutor group to select it.

Then press 'OK'

Filter By House:

Filter By Year Group:  All Tutor Groups

OK Cancel

Select an extra-curricular activity - the students will appear in the student list (above left):



A summary of pastoral incidents is automatically emailed to pastoral heads and tutors each day.

**Pastoral Records for: Wed 05 Feb 2014**

**Year 10**

<b>BALL, Curtis 100D</b>		
P	Curtis spoken to Mum today, and she has mentioned that Curtis is worrying about his English assessment. She has also said he will be seeing the paediatrician in March (this is only the second time in 18 months) and he should really see them every 6 months because of his medication. He is doing work experience with his Dad at the council.	KBE
<b>FLETCHER, Chloe 100R</b>		
R2	Consistent effort recently and wanting to achieve well.	DU
C4	The class had a 30 minute (silent) English Assessment! This was delayed because Chloe refused to take her coat off and put her bag on the floor. She gabbled and talked throughout the assessment disturbing others.	HW
<b>GILBORSON, Brendon 100D</b>		
P	4.35pm - Mr Gilborson made aware of the headteacher's decision to exclude Brendon for 5 days followed by 15 days internal and to the reason for this decision. Using a cigarette lighter to light another student's hair (Chloe Taylor).	JA
FTE	5 day fixed term exclusion given for dangerous behaviour causing injury to a fellow pupil.	JNU
<b>GIBSON, James 100R</b>		
C5	Brendon set fire to another pupil's hair (Chloe Taylor) Assault. This was on break at College when it occurred. He used "someone else" lighter and "was just messing about". Treat as an unprovoked attack.	NE
<b>HAWKINS, Jamie 100R</b>		
R2	Consistent effort recently and wanting to achieve well.	DU
<b>MUNFORD, Ian 100D</b>		
C2	Ian became increasingly difficult in the class. He was talking about matters not relevant to the lesson. I asked him and others to stop and get back on task. Despite asking him three times Ian continued to talk. In the end I sent him out for the first 15 minutes of the lesson so that learning could take place for the rest of the students. Ian appeared to be snoring off in front of another student who had come back today after a lengthy absence.	CM
<b>NICHOLL, Olivia 100D</b>		
R2	Consistent effort recently and wanting to achieve well.	DU
<b>PERRITT, Zoran 100R</b>		
C4	Zoran refused to be quiet during his English Assessment and acted silly throughout, disturbing others. He would be quiet when I asked him to be but, he soon let out deep breaths. I did ask him to sit in another room but he refused.	HW
<b>PRENDIVILLE, Zack 100D</b>		

A wide variety of tools are available to manage and analyse pastoral incidents:

**Analysis of Pastoral Records** View Help Print Preview ? Close

Select the type of analysis:

- Incident Analysis 1
- Incident Analysis 2
- Incident Analysis 3
- Department Analysis Report
- Student Analysis Report
- Year Analysis Report**
- Tutor Group Analysis Report
- House Analysis Report
- Demerit Points Analysis
- Merit Points Analysis
- Commendations Analysis
- Behaviour Stage Analysis
- Code Distribution Analysis
- Staff Referral Analysis
- Pastoral Incident Day Report
- Pastoral Incident Summary Charts

Example: Enlarge Hide

For example:

**Pastoral records analysis - by month / code / time of day / subject / year group etc**

**Pastoral Records Analysis - By Month** Print Close

Choose a chart ...

Time of Day Location **Monthly totals** Termly totals Academic Year Remove All Filters

Choose your date range: Today This Week This Year All Dates  
Between: 11/09/2013 and: 12/10/2017

Select Time of Day: All Times  
Select Location: Classroom All Locations  
Select a Code: D All Codes  
Select a Code Type: All Code Types  
Select a Subject: All Subjects  
Select a Year Group: Year 11 All Years  
Select a Tutor Group: All Groups  
Select a House: All Houses

September	(89)
October	(127)
November	(115)
December	(52)
January	(144)
February	(94)
March	(169)
April	(28)
May	(162)
June	(145)
July	(40)

Total Records = 1165  
Incident Dates from 11/09/2013 to 12/10/2017; Year Group = 11; Location = 'Classroom'

# Pastoral records by student / pastoral code

Pastoral Records Statistics																	
Select a Year Group		Select a House		Choose your date range			Select a Location:		Select a Time:		Select a Code:						
Year 10				Between:	01/09/2017	and:	12/10/2017						All Locations	No Location	All Times	No Time	All Codes
Double-click on the student's name to view their full records. Click the camera to view photo																	
Total	Student	TGp	AC	ATT	CAI	COM	COU	DET	EX	H/W	LM	N	PS	PSB			
304	FORSTER, Connor	10EN					6							1			
181	BOOTH, Billy-Joe	10EN				1	4	1						2			
175	DAVEY, Jed	10DS					1										
140	OZANNE, Kurtis	10MN					1							1			
140	SHOBBROOK, Jake	10MN	2											1	1		
128	SPENCER, Adam	10MS				2	3							1			
111	WOOD, Connor	10MS					3	2									
106	FAIRLESS, Rosie	10MN				1	2	1									
99	SAHL, Charlie	10MN					1	2									
88	TAKYAR, Chloe	10BN	1											1			
86	YUKALO, Jade	10BN												1			
85	SMITH, Stephen	10DS												1			
81	WALKER, Arty	10MS	1				3						1	1			
80	COX, Elliott	10ES					1										
78	VOWLES, Bethan	10PN				1											
76	SPEARING, Ellie	10ES					3										
73	STONCLUTE, Daniel	10MN			1	2	1										
73	HARMAN, Tyler	10PS															
67	TERELAK, Connor-Jackson	10DS				1								2			
67	ELING, Victoria	10ES												1			
65	SPARROW, Emily	10ES												2	2		
64	VERNON, Emma	10BS			1	4											
63	SLAVENATE, Kelly-Marie	10DN				1	1						1	1			
63	PAYNE, Mollie	10DS									1			2			

# Incidents by subject / faculty

### Pastoral Report for Mathematics Faculty

**Total Disciplinary Incidents:** In the last 5 School Days: 7 In the last 20 School Days: 29 This Academic Year: 266

**Incidents on record:** Since records began This Academic Year Last 20 School Days Last 5 School Days

P	Parental contact	10	7	0	0
EX	Exclusion	1	1	0	0
CAI	Call Out	1	0	0	0
PSB	Parental Issue	10	7	0	0
W	Work	2	1	0	0
DET	School detention	2	1	0	0
COU	Commendation	103	82	0	0
H/W	Homework Issue	12	6	1	0
D	Negative Referral	3%	24*	20	1
ATT	Attendance Issue	1	0	0	0
AC	Academic Issue	24	16	0	0
SCC	Social Issues	2	1	0	0

*See next page for pastoral incidents charts...*

### Incident Charts for Mathematics Faculty

**Top Offenders**

Student	Trips	Leaves
OLBARY, Elliott	7	0
FLANAGAN, Adam	5	0
SAUL, Ewan	5	0
LARKCOMBE, White	4	0
NAVIGATOR, Aisling	4	0
RITCHIE, James	4	0
CAVENDISH, Ross	3	0
HARMAN, Tyler	3	0
HEADON, Harry	3	0
THOMAS, Jess	3	0
HEINE, Ewan	3	0
FRACEY, Taylor	3	0
HUGHES, Phyl	3	0
CRONIN, Cameron	3	0
DRYDEN, Daniel	3	0
WALKER, Arty	3	0
KIRKUP, Jordan	2	0
BRADY, Henry	2	0
BARTON, Ryan	2	0
WOOD, Connor	2	0
TOBER, Tyler	2	0
LACON, George	2	0
HEADAM, Hannah	2	0
FRASER, Samuel	2	0
LEWELL, Harry	2	0
SMITH, Lewis	2	0
POLLARD, Jacob	2	0
ORRILL, Brandon	2	0

**Incidents by Class (This Academic Year)**

Class	Trips	Leaves
10EN	10	0
10MS	10	0
10MN	10	0
10DS	10	0
10PN	10	0
10BS	10	0
10DN	10	0
10ES	10	0
10BN	10	0
10PS	10	0
10EN	10	0
10MS	10	0
10MN	10	0
10DS	10	0
10PN	10	0
10BS	10	0
10DN	10	0
10ES	10	0
10BN	10	0
10PS	10	0

**Incidents referred by Staff (Last 12 months)**

Staff	Trips	Leaves
J. POTTER	10	0
L. JOHNSON	10	0
G. RIDDINGTON	10	0
D. GUNN	10	0
S. H. STANLEY	10	0
S. BELL	10	0
J. MARTIN	10	0
A. TAYLOR	10	0
K. THOMPSON	10	0
S. ANDERSON	10	0
M. COLE	10	0

**Incidents by time of day (last 12 months)**

Time	Trips	Leaves
Non-specific	10	0
None	10	0

**Incidents by Faculty (This Academic Year)**

Faculty	Trips	Leaves
Art	10	0
Chris Deane	10	0
Clarewood	10	0
College Choir	10	0
D-T	10	0
Dance	10	0
Drinks	10	0
Drum	10	0
Drum & Bass	10	0
B.B. Science	10	0
English	10	0
Geography	10	0
History	10	0
ICT	10	0
Library + Nu	10	0
Mathematics	10	0
OPF	10	0
Music	10	0
Physical Edu	10	0

**Incidents by Month (in the current year)**

Month	Trips	Leaves
None	10	0
October	10	0
November	10	0
December	10	0
January	10	0
February	10	0
March	10	0
April	10	0

# Incidents for a student

### Pastoral Report for: Connor FORSTER 10EN

**Total Disciplinary Incidents:** Since records began: 180

**In the last 5 School Days:** 2 **In the last 20 School Days:** 5 **This Academic Year:** 6

**Total pastoral records:** Since records began This Academic Year Last 20 School Days Last 5 School Days

S	Support at Staff	0	0	0
PSA	Parent Support & Advice	3	1	0
PSB	Parental Issue	27	0	0
P	Parental contact	11	0	0
LM	Learning Monitor	2	0	0
H/W	Homework Issue	6	0	0
TTA	Failure to attend detention	1	0	0
EX	Exclusion	26	0	0
DET	School detention	6	0	0
D	Negative Referral	182	6	2
COU	Commendation	24	0	0
CAI	Call Out	10	0	0
BDH	Overall Behaviour	1	0	0
AC	Academic Issue	3	0	0

**Number of incidents in each school year**

Year	Trips	Leaves
Year 7	0	0
Year 8	0	0
Year 9	0	0
Year 10	0	0

**Number of incidents in each calendar month**

Month	Trips	Leaves
Sep 2014	0	0
Oct 2014	0	0
Nov 2014	0	0
Dec 2014	0	0
Jan 2015	0	0
Feb 2015	0	0
Mar 2015	0	0
Apr 2015	0	0
May 2015	0	0
Jun 2015	0	0
Jul 2015	0	0
Aug 2015	0	0
Sep 2015	0	0
Oct 2015	0	0
Nov 2015	0	0
Dec 2015	0	0
Jan 2016	0	0
Feb 2016	0	0
Mar 2016	0	0
Apr 2016	0	0
May 2016	0	0
Jun 2016	0	0
Jul 2016	0	0
Aug 2016	0	0
Sep 2016	0	0
Oct 2016	0	0
Nov 2016	0	0
Dec 2016	0	0
Jan 2017	0	0
Feb 2017	0	0
Mar 2017	0	0
Apr 2017	0	0
May 2017	0	0
Jun 2017	0	0
Jul 2017	0	0
Aug 2017	0	0
Sep 2017	0	0
Oct 2017	0	0

**Number of incidents by subject**

Subject	Trips	Leaves
Art	0	0
Citizenship	0	0
D-T	0	0
Dance	0	0
Drinks	0	0
English	0	0
French	0	0
Geography	0	0
History	0	0
ICT	0	0
Learn 2 Learn	0	0
Mathematics	0	0
Music	0	0
Non applicable	0	0
Physical Edu	0	0



## Create several detentions at the same time e.g. fortnightly house detentions

### Multiple Detention Scheduler

You can set up a number of detentions, of the same type, in one go.  
To do this:

- Select the detention type
- Select the weekday (or leave empty if you want to view the whole year)
- Select the term number (for a 3 term year these correspond to half terms)
- Select the days that you want (If you choose days when there is already a detention of the type selected, then these will be ignored)
- Click the create detentions button.

To delete a detention, double click it in the list.  
You must have permission to edit the type of detention selected.  
NOTE: You cannot delete detentions containing students

Choose the type of detention: **House Detention**

Detention type code: **HD**

Houses: **Mendip**

Default Start Time: **15:10** (e.g. 08:30)

Default End Time: **16:10** (e.g. 16:30)

Default Supervisor: **WP**

Default Room: **M32**

Default Limit: **20**

Filter by ... Term: **1** Week 1/2: **1** Weekday: **Tuesday** Houses:

Day	Date	Wk 1/2	Detention	I/C	Faculty	Year	House	Room ID
Tuesday	12 Sep 2017	1	HD	EJS			Exmoor	M32
Tuesday	26 Sep 2017	1	HD	EJS			Exmoor	M32
Tuesday	10 Oct 2017	1	HD	EJS			Exmoor	M32
Tuesday	31 Oct 2017	1	HD	EJS			Exmoor	M32
Tuesday	14 Nov 2017	1	HD	EJS			Exmoor	M32
Tuesday	28 Nov 2017	1	HD	EJS			Exmoor	M32
Tuesday	12 Dec 2017	1	HD	EJS			Exmoor	M32
Tuesday	09 Jan 2018	1	HD	EJS			Exmoor	M32
Tuesday	23 Jan 2018	1	HD	EJS			Exmoor	M32
Tuesday	06 Feb 2018	1	HD	EJS			Exmoor	M32
Tuesday	27 Feb 2018	1	HD	EJS			Exmoor	M32
Tuesday	13 Mar 2018	1	HD	EJS			Exmoor	M32
Tuesday	27 Mar 2018	1	HD	EJS			Exmoor	M32
Tuesday	17 Apr 2018	1	HD	EJS			Exmoor	M32
Tuesday	24 Apr 2018	1	HD	EJS			Exmoor	M32
Tuesday	08 May 2018	1	HD	EJS			Exmoor	M32
Tuesday	22 May 2018	1	HD	EJS			Exmoor	M32
Tuesday	12 Jun 2018	1	HD	EJS			Exmoor	M32
Tuesday	26 Jun 2018	1	HD	EJS			Exmoor	M32
Tuesday	17 Jul 2018	1	HD	EJS			Exmoor	M32

Select All Clear Selection Create Detentions

## Create individual student detentions & link to pastoral referrals where appropriate:

### Edit Detention Lists

Select a Detention

Type	Date	I/C	Faculty	Year	House	Room
FD	02/11/2017	SCC	Ma		L11	L11
FD	02/11/2017	NM	It		L13	L13
EXR	02/11/2017	SM1			EX	EX
HD	02/11/2017	DM			Polden	M03
YD	02/11/2017	WP		9		M23
HD	03/11/2017	NW			Quantoc	M15
EXR	03/11/2017	SM1			EX	EX
EXR	06/11/2017	JEC	Sc			EX
FD	06/11/2017	JEC	Sc			S08
FD	06/11/2017	HAL	Hi			L13
HD	06/11/2017	GM			Brendon	M23
YD	06/11/2017	DM		10		M15
YD	06/11/2017	GM		7		L02
FD	07/11/2017	GS	Ar			L13
YD	07/11/2017	SLM		8		M32
YD	07/11/2017	RB		11		M3
HD	07/11/2017	EJS			Exmoor	M32
FD	07/11/2017	SDM	En			M30
EXR	07/11/2017	SM1				EX
EXR	08/11/2017	SM1				EX
SD	08/11/2017	SM1				EX
HD	08/11/2017	WP			Mendip	M23
FD	09/11/2017	KT				M24
HD	09/11/2017	DM	Ge			M03
YD	09/11/2017	WP		9		M23
AD	09/11/2017	MS				GYM
FD	09/11/2017	SCC	Ma			L11
FD	09/11/2017	NM	It			L13
EXR	09/11/2017	SM1				EX
EXR	10/11/2017	SM1				EX
HD	10/11/2017	NW			Quantoc	M15
HD	13/11/2017	GM			Brendon	M23
YD	13/11/2017	DM		10		M15
YD	13/11/2017	GM		7		L02

View Detention Types

Detention Date: **Fri 10 Nov**

Type: **EXR**

Exclusion Room:

Start Time: **08:35**

End Time: **15:20**

Supervisor: **SM1**

Room: **EX**

Limit: **10**

Current Total: **6**

DetentionID: 2128

PupilID:

Click the small button next to the student's name to view their photo. Double-click on a student's name to remove him/her from this detention.

Surname	Forename	Yr	TGp
ABBOTT	Galyna	7	BN
ACKLAND	Georgla	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	Kai	7	BS
ALLSWORTH	Yazmin	7	PN
ALMOND	Michael	10	MS
ANDREWS	Luke	7	PS
ANGHEL	Gemma	8	BN
ANGHEL	Joel	11	QN
APATA	Hanvey	8	ES
ARLIN	Chloe	7	EN
APPLEBY	George	10	OS
APPLEBY	Georgla	10	MN
ASH	Henry	7	QN
ASHEQUL BARI	Hannah	8	QN
ASHEQUL MUKTADI	Sophie	9	QN
ASTON	Hannah	9	MN
ATHERTON	Georgla	10	BS
ATKINS	Jilee	8	ES
ATKINSON	Charlie	7	BS
ATKINSON	Georgla	11	BN
ATKINSON	Jake	11	BN

Filter By Type:

Select a student to view/enter reasons below. (The reasons are shown in detention letters)

Fighting

Filter By Year Group:

Filter By House:

Filter By Class:

Show All Detentions This Year

Remove Filter

## Create register lists of students in specific detention sessions

### Exclusion Room Register

Date: **Fri 10 Nov 2017** DetentionID: **2128** DetentionType: **EXR** Supervisor: **SM1** Rooms: **EX** Limit: **10** Current Total: **6**

Select a date and detention to view the detention register

Student	T.G.	By	Reason (Required for letters)	Comment	Work Station	All None Letter	Work Present	Work Done	Follow Up	In School? AM	PM
BIRD, Solomon	10PS	ESR	Fighting	Used to enter additional comment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KELLAWAY, Shaun	10BN	ESR	Rudeness	Used to enter additional comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAWFORD, Samuel	11OS	ESR	Truancy	Used to enter additional comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MITCHELL, James	9QN	ESR	Truancy	Used to enter additional comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PITT, Daniel	11ES	ESR	Rudeness	Used to enter additional comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLAVENAITTE, Kelly-Marie	10LN	ESR	Very poor behaviour	Used to enter additional comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click a student's name to link this detention to the students' pastoral record

Click the Reason or Comment boxes to view a larger version or to edit the text in these boxes

Click the button with a red cross to the left of the student's name to remove them from the detention

Click the small camera button to the right of the student's name to view their photo


Moved - tick if pupil had to be moved to a new seat during the detention

Follow Up - tick if pupil had to be given a further detention due to bad behaviour / non-attendance


NOTE: AM/PM attendance marks are normally available later the same day (or the following school day)

Print Register Print Letters Non-Attenders Analysis Log FTA Referrals View Current Referrals View Exclusion Room Log View Attendance Codes Show Current Detentions

## Create letters to inform parents of detentions:



**Mendip Heights Community School**  
A Specialist School for Media Arts  
Headteacher: Mr P Bourne B.Sc. (Hons)  
Valley Road, Priddy, Somerset, BS27 9BW  
Tel: 01724 954473 ; E-mail: pdm@mendipheights.sch.uk ; Web: www.mendipheights.sch.uk



17/04/2014

Mr and Mrs Bird  
10445 Lime Close  
Sandwell  
West Town  
BS24 8BH

**English Department Detention - Scott BIRD 11QS**

I am sorry to have to inform you that Scott has been given a detention by the English department after school on Tuesday 18 Feb 2014. The detention lasts for 60 minutes from 3.10 pm to 4.10 pm. Scott should report to room M30.

The detention was set for the following reason:

Truancy from lesson

A department detention is very serious and takes precedence over any individual teacher detentions your child may have that evening. If Scott is absent on 18/02/2014, please contact the school and leave a message for me.

Failure to attend this detention will be taken seriously and unless there is a genuine reason given, with proper notice, Scott will be placed in School Detention or the internal Exclusion Room for one day.

If there is any reason why Scott is unable to attend, please contact me at school so that alternative arrangements can be made.

Yours sincerely

Mr S MILLS

## View a record of detentions for individual students

### Student Detentions : Louis BOWSKILL 9QN

Show Video
View Help
Close

To change the pupil, enter the first few letters of the pupil's surname

12515

... and then select the pupil from the list

BOWSKILL	Lara	10BS
BOWSKILL	Louis	9QN



**SAMPL**

To edit details, first click the 'Edit Details' button

Detention Date:

Detention Type:

Room:  Supervisor:

Date Given:  Given By:

Reason:

Work To Be Done:

Comment:

Date of Incident:

Present  WorkCompleted

Edit Details
Cancel
Confirm

Click on a detention to edit the details

Date	Start	End	Type	Faculty	Year	House	Given By	Room	Supervisor
04/01/2017	15:40	16:10	SD				HCG	EX	SM1
30/03/2016	15:10	16:10	SD				SB1	EX	TS
16/03/2016	08:35	15:20	EXR				SM1	EX	AD
14/03/2016	08:35	15:20	EXR				SB1	EX	TS
24/09/2015	08:35	15:20	EXR				SB1	EX	DJ

Record of detentions:

Detention Type	This Year	Last 20 Days	Pending
EXR Exclusion Room	0	0	0
SD School Detention	0	0	0

## A wide range of tools are available for analysing detentions:

### Detentions Analysis Options


Print
Close

Select an option:

- Analysis By Year Group
- Analysis by Tutor Group
- Analysis By House
- Analysis by Faculty
- Detention Type Distribution
- View Student Detention Record
- Detention Non-Attendance Analysis
- After School Detention List
- Exclusion Room Log

Example report: Enlarge Hide

Detentions Analysis for: All Houses



Select a House:

- Brendon
- Exmoor
- Mendip
- Polden
- Quantock

All Houses

For example:  
**Analysis by Year group**

### Detentions Analysis for Year: 10

Total Detentions: In the last 5 School Days: 0 In the last 20 School Days: 0 This Academic Year: 152

Detentions on record:	Since records began	This Academic Year	Last 20 School Days	Last 5 School Days
AD After School Detention	220	16	0	0
AD Head Detention	6	0	0	0
EXR Exclusion Room	225	37	0	0
SD School Detention	175	22	0	0
YD Year Detention	49	49	0	0
YD Departmental Detention	75	162	0	0
<b>Totals</b>	<b>749</b>	<b>168</b>	<b>0</b>	<b>0</b>

Top Offenders this academic year (total in brackets)

Name	T.D.	Total All Dates
BODIF, Billy-Joe	102N	7 (50)
HELLAWAY, Brian	102N	6 (15)
VERNON, Emma	102S	6 (9)
BRAAR, Chika	102S	5 (5)
DEBERRY, Neil	102N	5 (7)
FORSTER, Cameron	102N	4 (40)
BLAVENUTE, Kelly-Marie	102N	4 (6)
WALKER, Aki	102S	4 (10)
TOZER, T Jai	102N	3 (24)
BRANDON, Emily	102S	3 (5)
CHESTER, William	102S	3 (3)
BRINDLEY, Andrew, Lewis	102S	3 (10)
THOMAS, Jasmine	102S	3 (10)
WOOD, Connor	102N	3 (21)
BANK, Chama	102N	3 (23)
DYER, William	102S	2 (3)
DOCK, Jordan	102N	2 (5)
COLE, Jake	102N	2 (2)
FOSTER, Billy	102S	2 (2)
ORFFIN, William	102S	2 (2)
FERRIS, Alisha	102S	2 (3)
CLAYTON, Nicholas	102N	2 (2)
DUNN, Emma	102S	2 (4)

Detentions by Tutor group (this academic year)

Tutor-Group	Total All Dates
102N	124
102B	121
102N	121
102B	120
102N	116
102B	114
102N	112
102B	111
102N	111
102N	90

**Analysis by Department**

### Department Detentions Analysis

Date Range: from 1/09/2013 to 17/04/2014

Total Department Detentions: In the last 5 School Days: 0 In the last 20 School Days: 0 This Academic Year: 232

Detentions on record:	Since records began	This Academic Year	Last 20 School Days	Last 5 School Days
AD Dance Department Detention	0	0	0	0
AD English Department Detention	70	59	0	0
EXR Exclusion Room	4	0	0	0
GD Geography Department Detention	21	20	0	0
GD History Department Detention	38	21	0	0
GD ICT Department Detention	30	19	0	0
GD Mathematics Department Detention	68	48	0	0
GD Physical Education Department Deten	20	0	0	0
GD Science Department Detention	54	38	0	0
<b>Totals:</b>	<b>344</b>	<b>200</b>	<b>0</b>	<b>0</b>

Detentions by Year Group (All academic year)

Description	Overall Total	Y7	Y8	Y9	Y10	Y11
AD English Department Detention	69	11	11	12	13	12
GD Geography Department Detention	22	2	9	3		
GD History Department Detention	21	3	2	6	7	
GD ICT Department Detention	18	8	1	2	11	
GD Mathematics Department Detention	42	20	6	6	16	
GD Science Department Detention	38	4	9	2	13	
<b>Totals:</b>	<b>200</b>	<b>16</b>	<b>68</b>	<b>41</b>	<b>52</b>	<b>69</b>

**Detention type distribution**

### Detention Type Distribution Analysis

Date Range: from 1/09/2013 to 17/04/2014

Detention Type Distribution Summary (All Year Groups)

Detention Type	Total	AD	SD	EXR	YD	YD
AD After School Detention	220	16	18	18	15	219
AD Head Detention	6	0	0	0	0	6
EXR Exclusion Room	225	0	0	0	0	225
SD School Detention	175	0	0	0	0	175
YD Year Detention	49	0	0	0	0	49
YD Departmental Detention	75	0	0	0	0	75

Detention Type Distribution by Year Group (since the start of the academic year)

Year	Total	AD	SD	EXR	YD	YD
Year 7	15	0	0	0	0	15
Year 8	15	0	0	0	0	15
Year 9	143	0	0	0	0	143
Year 10	143	0	0	0	0	143
Year 11	103	0	0	0	0	103

Detention Type Distribution by Year Group (last 20 school days)

Year	Total	AD	SD	EXR	YD	YD
Year 7	0	0	0	0	0	0
Year 8	0	0	0	0	0	0
Year 9	0	0	0	0	0	0
Year 10	0	0	0	0	0	0
Year 11	0	0	0	0	0	0

Code Distribution by Month (since the start of the academic year)

Month	Total	AD	SD	EXR	YD	YD
September	10	0	0	0	0	10
October	10	0	0	0	0	10
November	10	0	0	0	0	10
December	10	0	0	0	0	10
January	10	0	0	0	0	10
February	10	0	0	0	0	10
March	10	0	0	0	0	10
April	10	0	0	0	0	10

Detention Types

- AD After School Detention
- AD Head Detention
- SD School Detention
- EXR Exclusion Room
- YD Year Detention
- YD Departmental Detention

**Non-attendance list**

### After School Detention Non-Attendance Record: Year 9

All after school detentions between 05/03/2014 and 04/04/2014

Description	Date	Present	Given By	Reason
BISHOP, Ryan SEN				
Department Detention	05/03/2014	No	JSC	
FROST, Chloe SCS				
Department Detention	13/03/2014	No	SCC	
FURLONG, Benjamin SES				
Department Detention	10/03/2014	No	SCC	
GALTON, Jack SEN				
Department Detention	10/03/2014	No	SCC	
MESSENGER, Cameron SES				
Year Detention	06/03/2014	No	WP	
INDOOR, Caitlin SEN				
Department Detention	13/03/2014	No	WP	
Year Detention	13/03/2014	No	WP	
INDOOR, Eleni SPN				
Year Detention	06/03/2014	No	WP	
MORRIS, Rosie SPN				
Department Detention	05/03/2014	No	WP	
Year Detention	10/03/2014	No	WP	
MOULLEY, Raven SEN				
Department Detention	10/03/2014	No	WP	
Year Detention	10/03/2014	No	WP	

**7. Mentoring**

**Mentor reviews** are similar in style to end of year reports but are usually used to summarise the outcomes of a meeting between the student and a mentor e.g. tutor.

**Mentor reviews** will often include one or more **targets** (up to 3 maximum) for the student to complete before the next review meeting

The mentoring menu also contains these items:

**Student references**

**Student Reference for Mitchell ADAMS 11ES** [Print] [Preview ?] [Close]

Ad. No. 11817      Attended from 2013 to 2017

Gender M      % Attendance 99.5

DOB 15/06/2002      % Authorised Absences 0.5

Merits 26      % Unauthorised Absences

DeMerits 0      % Late 2.4

**Enable Phrases**      If some of the phrases are appropriate, leave the selector blank. A minimum statement is produced when all the selectors are blank. All references include subjects and predicted GCSE grades.      **Disable Phrase Selectors**

**Introduction** has studied a variety of subjects

**Reliability** is always most reliable in school and in extra-curricular activities

**Work-Motivation** is a good keen worker

**Attendance** good

**Punctuality** satisfactory

**Behaviour** has a mature sensible attitude to discipline and the need for rules in the school community

**Attitude** gets on well with staff and accepts advice in the right spirit

**Initiative** is ready to offer ideas and shows a willingness to be involved

**Problem Solving** is conscientious in his/her approach to problems and is willing to seek help and guidance

**Relationships** Easy and outgoing in his/her relationship with other pupils and having many friends in school

**Teamwork** is always willing to co-operate with others, working well as a member of a team

**Leadership** is able and prepared to accept responsibility and to give a lead when the need arises

[Find Student] [Change student] [First] [-5] [Previous] [1/299] [Next] [+5] [Last] [Locked]

This is a new reference or an unlocked reference. Use phrase selectors on the left to edit. Click 'Disable Phrase Selectors' button to lock phrase selectors and edit text manually.

Mitchell has been a student at Mendip Heights Community School during the period 2013-2017 and has studied a variety of subjects. He/He is always most reliable in school and in extra-curricular activities and is a good keen worker.

Mitchell has a mature sensible attitude to discipline and the need for rules in the school community. He/He gets on well with staff and accepts advice in the right spirit. Mitchell is ready to offer ideas and shows a willingness to be involved. He/He is conscientious in his/her approach to problems and is willing to seek help and guidance.

Easy and outgoing in his/her relationship with other pupils and having many friends in school, Mitchell is always willing to co-operate with others, working well as a member of a team. In school Mitchell is able and prepared to accept responsibility and to give a lead when the need arises.

**Parents evening appointments:**

**Parents Meeting Appointments - Mr C RIDDINGTON** [Close]

Use this form to create appointments for Parents Meetings and to record attendance/phone contacts/comments

1. Click a time to make a student appointment.  
2. Double click a student's name to remove the appointment  
3. Double click a parent's name to enter a comment

Teacher CR

Meeting Type Parents Evening

Year 10

Date Wed 9 March 2016

Default Start Time 16:30

Default End Time 18:30

Appointment Length (mins) 5

NOTE: Additional slots are available at the start / end of the session if required. Tick the checkbox to make these available. \*Un tick\* times on review day for breaks.

Select Parents Meeting [First] [Previous] [30/46] [Next] [Last]

Available Time	Student	Parent	Phone	Attended	Phone Call	Comments	School e-mail
<input type="checkbox"/>	16:00			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:05			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:30			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:15 Jenny LINDSELL 10MN	Mrs T Scannell	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:20			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:25			<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:30 Samantha NEWNHAM 10GN	Mrs V Newnham	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:35 Joshua SPURLING 10ES	Mrs T Middle	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:40			<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:45 Emily CHADBURN 10EN	Mrs D Chadburn	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:50			<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:55 Rheanna SMITH 10ES	Mrs M Smith	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:00 Matthew BUCHANAN 10PN	Mrs M Buchanan	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:05 Luke BRAZNEILL-EVANS 10EN	Mrs T Braznell-E	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:10 Jodie THOMPSON 10GN	Mr S Thompson	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:15 Callum FROST 10PN	Mrs T Frost	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:20 Daisy HARRISON-DIMOND 10E	Mr C Dimond	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:25 Benjamin POPE 10MS	Mrs D Pope	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:30 Maddi MORTON 10BN	Ms Blackith	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:35 Hannah MEREWETHER 10EN	Mrs C Mereweth	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:40 Edward FLESTED-FERRIS 10GN	Mrs M Flested-F	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:45 Georgina HORTON 10ES	Mrs R Horton	0	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:50 Hannah CLIFTON 10ES	Mrs J Clifton	0	<input type="checkbox"/>	<input type="checkbox"/>		

Click the Attended or Phone Call checkboxes to indicate contact made with parent(s)

**Student counsellor referrals:**

**Student Counsellor Referrals** [Close]

New Referral    Current Referrals    Referral Details

**\*=required items**

**Referral Details**

\*Referral made by: Deborah CHALKLEY

Please tick if the School Counsellor should meet with you before meeting the student:

\*Priority of referral: Urgent

**Student Details**

Filter by: Year 11 T.G. [Clear Filters]

\*Name of Student: Alice ATTWOOD

**Other People**

Please specify any other people/organisations with helpful information. Also add their contact details and if they should be spoken to before a meeting with the counsellor takes place.

Other staff with further info:

[Create Referral]

**Concerns & Info**

Concerns about this student are: (select all that apply)

- Anxiety
- Phobia
- Depression
- Self-harming
- Family Issues
- Anger
- Behaviour
- Eating Issues
- Other Reasons

Additional Information: Outline of concerns & useful background info

## 8. SEN / Gifted & Talented

These sections are used to manage all issues related to students who are on the SEN code of practice as well as those designated as gifted and talented in one or more subjects.

Features include:

### SEN/GT lists

**SEN / G&T List**

You can sort the list by clicking on the buttons at the top - a second click reverses the order.

A small number of students in the school have more than one SEN Need. For details, see the student's SEN Review.

To open a student's SEN Review, double-click on the pupil's name or admission number.

Click the small button next to the student's name to view their photo.

Double-click on the pupil's COP Code box to create the student's COP Code, edit the COP Stage or Gifted/Talented status.

COP Codes are used as short cuts to represent pupils on the Code of Practice.

**COP Totals:**

Description	COP Stage	Students
School Action	A	191
Statement	S	12
School Action Plus	P	61

**Gifted & Talented Total:** 608

Printed lists: [COP List](#) [G&T List](#)

COP Code	Ad.No.	Name	TGP	COP Stage	SEN Need	Support (hrs)	Key Worker	Subject Concerns	G & T	Subject G&T
13182	13182	ALLSWORTH, Yazmin	7PN	A	MLD				No	
118135	11813	JATKINSON, Jake	11BN	S	SPLD				No	
118075	11807	BAILEY, Alexander	11EN						No	
118085	11808	BAILEY, Danielle	11ES	S	HI				No	
125315	12531	BALLARD, Luke	9EN	P	BESD				No	
128625	12862	BARTON, Bayleigh	8QS	A	MLD				No	
13166	13166	BECKINGHAM, Kasha	7EN	A	MLD				No	
117955	11795	BELL, Kayleigh	11BS	A	SLCN				No	
13160	13160	BONNER, Ben	7BS	P	BESD				No	
13159	13159	BOSLEY, Donna Jolene	7EN	A	MLD				No	
125155	12515	BOWSKILL, Louis	9QN	P	BESD				No	
13154	13154	BRUERTON, Stephanie	7BS	A	MLD				No	
13152	13152	BRYANT, Joel	7EN	A	MLD				No	
117775	11777	BURGE, Mitchell	11MS						No	
13149	13149	BUTLER, Sophie	7QS	A	MLD				No	
128345	12834	CLAPSON, Sky	8PN	A	MLD				No	
13139	13139	COLES, Charley	7ES	A	MLD				No	
13140	13140	COLES, Vicky	7QN	P	OTH				No	
117675	11767	COOK, Jessica	11ES	A	SLCN				No	
13188	13188	COUNSELL, Ryan	7BS	A	MLD				No	
128105	12810	CULLEN, Isaac	8EN	A	MLD				No	
13126	13126	DALLIN, Vinnie	7PS	A	MLD				No	

**Student SEN, GT & EAL Summary : 8ES (Tutor - DTM)**

This report indicates which students are eligible for the school meals (FSM), have SEN needs, GT status or English as an Additional Language (EAL). A small number of students have more than one SEN need.

PupilID	Surname	Forename	MF	T.G.	FSM	Cor. Plan	COP Level	SEN Need	EAL	GT	GT Subjects
12671	AYOTA	Henry	M	8ES							
12672	AYOBE	Alex	M	8ES							
12682	BALOGBE	Justina	F	8ES						Yes	Geography
12687	BIRCHALL	Daniel	M	8ES						Yes	Mathematics
12688	BLIGHT	Hannah	F	8ES						Yes	English French
12696	BRUNN	Connor	M	8ES							
12699	COLES	Carson	M	8ES							
12698	DAGDAGI	Samuel	M	8ES						Yes	English Geography History Mathematics
12691	DAY	Freddie	M	8ES							
12690	DEERSON	Sumner	F	8ES							
12700	HARRINGTON	Conna	F	8ES						Yes	Art French Geography History D&T
12746	HEDSON	Jack	M	8ES							
12746	HOSBRAMANAYAN	Chaitanya	F	8ES	Yes						
12742	HUNTER	Ethan	M	8ES						Yes	Drama
12757	JOHNSTONE	Angela	F	8ES	Yes					Yes	Art Drama English Science
12736	LARDON-WILDING	Daisy	F	8ES					A		IB
12711	MARSH	Oliver	M	8ES							
12700	MISTRY	Dylan	M	8ES	Yes						
12686	NELSON	Charlie	F	8ES							
12683	OLSTAM	Callistus	F	8ES							
12686	PETTER	Carson	M	8ES							
12687	PETTER	Antler	F	8ES							
12683	RICHARDSON	Sharon	F	8ES							
12648	RICHWOOD	Paul	M	8ES				A	MLD		
12648	ROBERTS	Michael	M	8ES							
12643	SEAGROVE	Jack	M	8ES	Yes		P	BESD			
12637	SHORTT	Connor	F	8ES						Yes	Drama
12636	SHORTT	Filan	F	8ES							
12623	SIMTH	Harry	M	8ES						Yes	Physical Education

12 October 2017 **Warning! This report contains sensitive data and needs to be handled accordingly.** Page 1 of 2

PupilID	Surname	Forename	MF	T.G.	FSM	Cor. Plan	COP Level	SEN Need	EAL	GT	GT Subjects
12622	SOUTHGROVE	Oliver	F	8ES						Yes	Drama

**Total Students in 8ES: 39 Boys: 16 Girls: 14**

COP Level	Description	SEN Need	Dir: option
S	Statement	BESD	Behavioural, Emotional and Social Difficulties
P	School Action Plus	IB	Hearing Impairment
A	School Action	MLD	Mild learning difficulty
N	No Social Educational Need	OTH	Other (e.g. Medical, DAL, LAC, GAT)
K	SEN Support	PHI	Physical Impairment
E	Education, Health and Care Plan	SMH1	Social, emotional and mental health issues
		SLN	Specific Language and Communication
		SLD	Severe learning difficulty
		SPLD	Specific learning difficulty
		VI	Visual Impairment

12 October 2017 **Warning! This report contains sensitive data and needs to be handled accordingly.** Page 2 of 2



## Student SEN support: Wave profiles / IEP / PSP

**SEN / GT Record: Bayleigh BARTON 8QS** 12862 Close

Student Details SEN Comments GT Comments Mentor Reviews Background Pastoral IEP PSP **Wave Profiles**

Choose the wave profile focus:  SEN  GT

For each wave [T&L and Behaviour], tick the tag box for all actions used with this student. Print Wave Profile

SEN Wave 1 **SEN Wave 2** SEN Wave 3

Teaching & Learning			Wave 1: Action in the classroom			Behaviour		
Details	Tag	Date	Details	Tag	Date	Details	Tag	Date
Alternative PE programme	<input type="checkbox"/>		3 strikes rule	<input type="checkbox"/>		Certificates	<input type="checkbox"/>	
Alternative recording techniques	<input type="checkbox"/>		Commodations	<input type="checkbox"/>		Diary entries	<input type="checkbox"/>	
Appropriate text books for class	<input checked="" type="checkbox"/>		Differentiated work	<input checked="" type="checkbox"/>		Double book	<input type="checkbox"/>	
Close exercises	<input type="checkbox"/>		Home/School communication bo	<input type="checkbox"/>		Meet & greet	<input type="checkbox"/>	
Colour coded timetable	<input type="checkbox"/>		Meets	<input type="checkbox"/>		Positive feedback	<input checked="" type="checkbox"/>	
Differentiated revision materials	<input type="checkbox"/>		Praise postcards	<input type="checkbox"/>		Prizes	<input type="checkbox"/>	
Discussion time	<input checked="" type="checkbox"/>		Raffle tickets	<input type="checkbox"/>		Reinforcement of rules	<input checked="" type="checkbox"/>	
Easy readers	<input checked="" type="checkbox"/>		Report card	<input type="checkbox"/>		Seating plan	<input type="checkbox"/>	
Enlarged text	<input type="checkbox"/>		Stickers / stamps	<input type="checkbox"/>		St alone	<input type="checkbox"/>	
Example materials	<input type="checkbox"/>		TA membership	<input type="checkbox"/>		Staff referrals	<input checked="" type="checkbox"/>	
Extra classnotes	<input type="checkbox"/>		Thoughts book	<input type="checkbox"/>				
Group students with SEN	<input type="checkbox"/>							
KS3 Revision classes	<input type="checkbox"/>							
KS4 Revision classes	<input type="checkbox"/>							
Leave lessons early to avoid crov	<input type="checkbox"/>							
Magnalink	<input type="checkbox"/>							
Mark schemes	<input type="checkbox"/>							
Microlink	<input type="checkbox"/>							
Mind maps	<input type="checkbox"/>							
Mixed ability groups	<input type="checkbox"/>							
Multi-sensory teaching styles	<input checked="" type="checkbox"/>							
Open ended tasks	<input checked="" type="checkbox"/>							
Past paper practice	<input type="checkbox"/>							
Peer assessment	<input checked="" type="checkbox"/>							
Chair support / Dufkias	<input type="checkbox"/>							

COP Level	A
SEN Need	MLD
KS2 Eng Level	4C
KS2 Maths Level	2B
Ave KS2 Sublev	
KS2 Band	
Merits	9
Demerits	0
Behaviour Stage	
Attendance %	95
Reading Age	8:11
Spelling Age	6:10
CAT1s Average	81
CAT1s Non-Verbal	80
CAT1s Quantitative	82
CAT1s Verbal	82
Predicted Progress	
Merits	9
Demerits	0
Incidents	0
Behaviour Stage	
Attendance %	95

## Support Timetables –Teaching Assistants & SEN students

**Edit TA Timetables** Print Close

**Use this form to edit TA timetables:**  
 Enter details in the YELLOW boxes. Other details are automatically added for you in the ORANGE boxes.  
 1. Enter the LessonID (e.g. Mon 1 1 = 1; Tues 1 1 = 7; Fri 2 5 = 59). The lesson name is then entered automatically  
 2. Enter the Support Staff (TA) initials.  
 3. Enter the COPCode of the student being supported. The student name, PupilID, Teacher, Class & Room are entered automatically

NOTE: The TA non-class codes are entered separately. Click the 'Edit TA Non-Class Codes' button to do this.

LessonID	Lesson	SupportStaff	COPCode	Student Name	PupilID	TeacherID	ClassID	RoomID
49	Fri:2:4	LG					N/A	
49	Fri:2:4	MB	12889S	Georgia BROCK 10QS	12889	ELG	10S/PeF3	GYM
49	Fri:2:4	MRE					N/A	
49	Fri:2:4	SAN					N/A	
49	Fri:2:4	SM					N/A	
49	Fri:2:4	SMO	12567S	Tomas CARTER 9QN	12567		09NF/Sy	
49	Fri:2:4	VIH					RESC	
49	Fri:2:4	WAT	12706S	Jordan PRATT 8BS	12706	MRM	08S/En6	M27
50	Fri:2:5	ABB	12567S	Tomas CARTER 9QN	12567	NPB	09NC/Dr	D01
50	Fri:2:5	CAM					N/A	
50	Fri:2:5	GEC	12259S	Josh CARVER 9PS	12259	BP	09S/HIC1	M14
50	Fri:2:5	LG					N/A	
50	Fri:2:5	MRE					N/A	
50	Fri:2:5	SAN					N/A	
50	Fri:2:5	SM					N/A	
50	Fri:2:5	SMO	12889S	Georgia BROCK 10QS	12889	ELP	10W/En1	M40
50	Fri:2:5	WAT	11555S	Daniel DARE 11QS	11555	HJB	11H/Ln1	64

Select Record First Last New Delete Record

Record: 4 of 646 No Filter Search

**Support Timetable for Wendy TINDERS** Print Close

Select a TA, Student, Teacher or Class from the lists to view the timetable

Click on a timetable slot to explain the format

TA: **WAT** Student: Student Teacher: Class: Class

Use the buttons to refresh the view

List of LSWs timetabled for the selected timetable slot

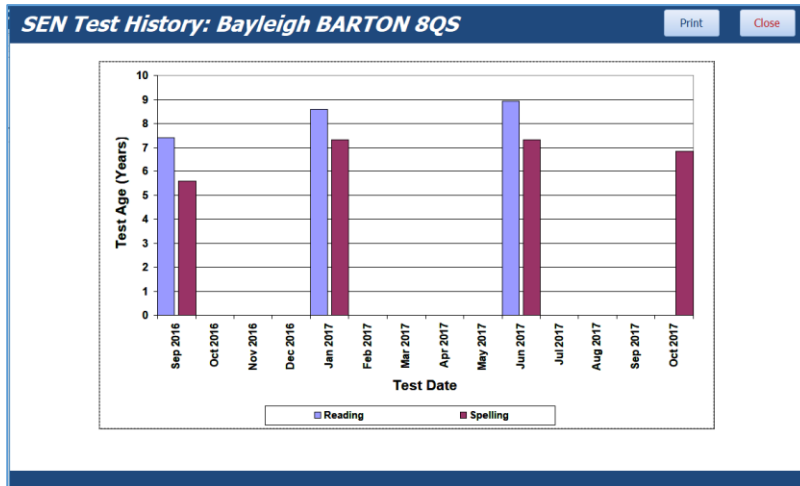
	1M	1Tu	1W	1Th	1F
1	English 11S/En38 NW M30 11659S	English 09N/En1A SDM M27 12567S		English 09N/En1A SDM M27 12567S	English 09S/En38 NW M30 12259S
2	English 08N/En6 NW M30 12674S	English 10N/En3B SLM M39 11932S	English 09S/En3B NW M30 12259S		English 11N/En3B MMW M31 11813S
3	English 09N/En1A SDM M27		English 11S/En3B NW M30 11555S	English 11N/En3B MMW M31 11813S	English 11S/En3B NW M30 11555S
4	English 08S/En6 MDM M27 12706S	English 09S/En3B NW M30 12259S	English 08S/En6 MDM M22 12706S		Lit+Hum 11N/Ln1 SEA L15 11813S
5			English 11N/En1B RAN M22 11726S	English 08S/En6 MDM M27 12706S	

List of all COP students supported in the selected lesson

Current View **Week 1** View Week 2

TA Caseload Total Support Count 37

## Reading /spelling test history



## 9. Staff & Timetable Info

This section is used to view items such as staff information, timetables, staff photos, ID cards etc

**Helen BANKS** Close

Staff ID: HJB Active  Protect  (tick if staff not in SIMS) Photo

Surname: BANKS This form is currently LOCKED. Click 'Edit Details' to make changes Update Photo

Forename: Helen Edit Staff Details

Title: Miss

Gender: F DOB: 03/09/1974

Job Role: SENCo

Ext: 234 Direct Line:

E-Mail: hbanks@mendipsheights.sch.uk

User Name: hbanks Password: \*\*\*\*\* View Password

Address: Removed View Map

Home Telephone: Removed Mobile: Removed

**Staff Job Type**

Teacher  Supply Teacher   
 LSW / LSA / TA  Site Staff   
 Admin  SMSA   
 ITT Student  Cleaner   
 LT  Visitor

**Staff Program Messages**

64-bit Office  Show Home Page   
 Program Updates  Home Page Tips  (SDA Managers only)

**Program Permissions**

Pastoral Permission  SDA Manager  Edit Session Registers   
 SEN Permission  SEN Wave Editor  Edit Lesson Registers   
 CP Issues  Student Info Editor  Message Manager   
 RR Manager  Staff Info Editor  Message User   
 Calendar Editor  Target Grade Editor  Absence Message User   
 EAL Manager  Attendance Manager  Detention Message User   
 Exclusion Editor  Exclusion Room Editor   
 School Detentions  Edit Appointments

Print ID card New user/ID card Print multiple ID cards

Find Staff Back Next Timetable Viewer Staff data last updated on 29/11/2017  
Home contact details visible to LT members only

NOTE: The display of some information is restricted to selected staff e.g. LT members

**Teacher Timetable Viewer : Michael GREGG** View Help Show Video Print (Preview) Close

Student Timetable: Enter the pupils surname and press ENTER on the keyboard

Teacher Timetable: Select a teacher

Room Timetable: Select a room

Class Timetable: Select a teaching group

TA Timetable: Select a TA

List of Classes for Michael GREGG

Class	Subject	Lessons
07B5/5c	Science	6
08N/5d4	Science	6
08S/5c2	Science	6
09S/5c3	Science	6
10E/5a2	Science Core	6
11E/5a5	Science Core	6
11EF/Dx3	Science Double	5

Click a class to view the class list

Print Memo or send E-Mail

Click on a timetable slot to explain the format

	1M	1Tu	1W	1Th	1F
1	Sci Core 11E/5a5 MEG S04 CAM 12/0315	Science PPA MEGS04	Science 08N/5d4 MEG S04	Science 08S/5c2 MEG S04	Sci Core 11E/5a5 MEG S04
2	Sci Core 11E/5a5 MEG S11	Science 08S/5c2 MEG S04	Sci Core 11E/5a5 MEG S11		Science 08N/5d4 MEG S04
3	Science 09S/5c3 MEG S04		Science 07B5/5c MEG S04	Science PPA MEGS04	
4	Science 08N/5d4 MEG S04	Sci Dble MEG MEGS04	Sci Core 10E/5a2 MEG S04 CAM 12/0315		Science 08S/5c2 MEG S04
5	Sci Dble 11EF/Dx3 MEG S04	Sci Dble 11EF/Dx3 MEG S04	Science 09S/5c3 MEG S04	Science 09S/5c3 MEG S04	Sci Core 11E/5a5 MEG S04

**Week 1 Thu - After School** 12 Oct 2017 19:58:32

Plan Meeting Free Rooms Current View: Week 1 View week 2

## Staff timetable

Timetable for: Miss HELEN BANKS (HJB)

	Week 1					Week 2				
	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2F
1	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB	Sci Dev 10:30-11:00 HJB
2	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB	Sci Dev 11:00-11:30 HJB
3	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB	Sci Dev 11:30-12:00 HJB
4	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB	Sci Dev 12:00-12:30 HJB
5	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB	Sci Dev 12:30-1:00 HJB
6	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB	Sci Dev 1:00-1:30 HJB

NOTE: Lessons with coloured shading refer to TA support in the lesson

17 April 2014 Page 1 of 1

## Room timetable

Timetable for Room: 65

	Week 1					Week 2				
	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2F
1	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL	Maths 10:30-11:00 MFL
2	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL	Maths 11:00-11:30 MFL
3	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL	Maths 11:30-12:00 MFL
4	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL	Maths 12:00-12:30 MFL
5	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL	Maths 12:30-1:00 MFL
6	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL	Maths 1:00-1:30 MFL

NOTE: Lessons with coloured shading refer to TA support in the lesson

17 April 2014 Page 1 of 1

## Department timetables (staff)

Department Timetable : Geography

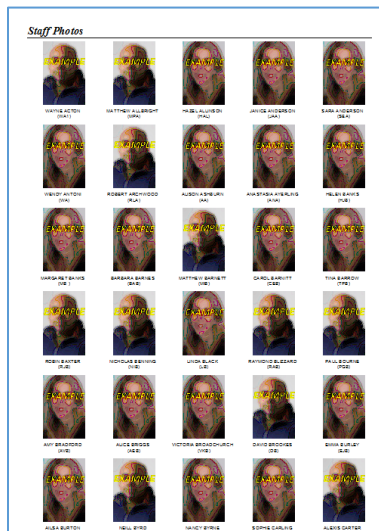
Staff	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2F
MFL1	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG
MFL2	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG
MFL3	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG
MFL4	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG
MFL5	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG
MFL6	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG

## Department timetables (rooms)

Department Room Timetable : MFL

Room	1M	1Tu	1W	1Th	1F	2M	2Tu	2W	2Th	2F
MFL1	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG	10:30-11:00 GEOG
MFL2	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG	11:00-11:30 GEOG
MFL3	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG	11:30-12:00 GEOG
MFL4	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG	12:00-12:30 GEOG
MFL5	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG	12:30-1:00 GEOG
MFL6	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG	1:00-1:30 GEOG

This section can also be used to print staff lists, staff photos & ID cards etc



### Staff ID Card Print Options

1. The card background image is called ICARD.png and is in the Resources/Program folder together with a PNG version used for editing the file if needed.  
 2. Any changes to the fonts used in the ID card will need to be made in the report rptStaffIDcard  
 3. Staff photos and job roles are shown if available  
 4. The cards are intended to be printed using a special card printer e.g. K3 Card printer

Mr M HASTLER  
IT Assistant

Title	Initials	Forename	Surname	ID	Job Role	Photo	Username	DDI	Ext	LT	All Select
Mrs M		MARILYN	EDWARDS	MRE	Teaching Assistant	Yes	medwards		234	<input type="checkbox"/>	<input type="checkbox"/>
Mrs J		JULIE	EMBERS	JEM	Cleaner	Yes	jembers			<input type="checkbox"/>	<input type="checkbox"/>
Mrs D		DANIEL	ENTRADE	DJE	SEN Teacher	Yes	dentraide		234	<input type="checkbox"/>	<input type="checkbox"/>
Mrs L		LESLEY	EWANS	LAE	DEPUTY HEAD TEACHER	No	lewans			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Miss J		JACQUELINE	FINLAY	JFO	Community Arts Officer	Yes	jfinlay		252	<input type="checkbox"/>	<input type="checkbox"/>
Miss J		JOANNE	FLOTTER	JFM	Maths Teacher	Yes	jflotter			<input type="checkbox"/>	<input type="checkbox"/>
Miss J		JO	FOSTER	JAF	WEX/Careers Co-ordinator	Yes	jfoster		263	<input type="checkbox"/>	<input type="checkbox"/>
Miss R		REBECCA	FRANKS	RLF	Maths Teacher	Yes	rfranks			<input type="checkbox"/>	<input type="checkbox"/>
Mrs E		EMILY	FURNESS	ELF	Teacher	No	efurness			<input type="checkbox"/>	<input type="checkbox"/>
Mrs D		DEBORAH	GALBARN	DEG	Health Care Assistant	No	dgalbarn			<input type="checkbox"/>	<input type="checkbox"/>
Mrs H		HANNAH	GARWAN	HAG	Learning Resources Officer	No	hgarwan			<input type="checkbox"/>	<input type="checkbox"/>
Miss E		EMMA	GIBBS	ELG	PE Teacher	No	egibbs			<input type="checkbox"/>	<input type="checkbox"/>
Mr M		MICHAEL	GREENING	MDG	Citizenship Teacher	Yes	mgreening		263	<input type="checkbox"/>	<input type="checkbox"/>
Mr M		MICHAEL	GREGG	MEG	Science Teacher	Yes	mgregg		261	<input type="checkbox"/>	<input type="checkbox"/>
Mrs H		HANNAH	GREY	HCG	PA for the Inclusion Team	No	hgrey		276	<input type="checkbox"/>	<input type="checkbox"/>
Mrs C		CAROLE	HACKER	CHH	Cleaner Food Technology	Yes	chacker		237	<input type="checkbox"/>	<input type="checkbox"/>
Dr A		ANNE	HANCOCK	ALH	Teaching Assistant	No	ahancock			<input type="checkbox"/>	<input type="checkbox"/>
Mr M		MARK	HASTLER	MAH	IT Assistant	No	mhastler			<input type="checkbox"/>	<input type="checkbox"/>
Mrs S		SUZANNE	HAYNES	SEH	KSS Manager - Science	Yes	s haynes		261	<input type="checkbox"/>	<input type="checkbox"/>
Mrs K		KELLY	HERVEY	KJH	Head of House Admin, Lettings	Yes	khervey		242	<input type="checkbox"/>	<input type="checkbox"/>
Mrs S		SUSAN	HILLMAN	SMH	Interventions Co-ordinator	Yes	shillman		234	<input type="checkbox"/>	<input type="checkbox"/>
Mrs K		KALLI	HODGKINS	KAH	Citizenship Teacher	Yes	khodgkins		263	<input type="checkbox"/>	<input type="checkbox"/>
Miss D		DOBYN	HOOLES	DAM	English Teacher	No	dhooles			<input type="checkbox"/>	<input type="checkbox"/>

## 10. Student Info

This section contains student home, medical and contact details as well as attendance, prior attainment data, pastoral & exclusion records. For example:

**Yazmin ALLSWORTH 7PN 13182** Close

Basic Details Attendance Contact Info Medical Info Pastoral Exclusions CP Issues Previous Schools

Ad.No. 13182 UPN T802229213182 Photo 

Surname ALLSWORTH  
Forename Yazmin  
Gender F  
DOB 11/08/2006 Age 11yr 2m  
Tutor Group 7PN Tutor MID  
House Polden Part Time No  
Arrival Date 03/09/2017 Leaving Date  
School e-mail 13182@mendipheights.sch.uk  
Parent / Carer Mrs Bishop  
Address 11800 Bidwell Moor Road, Southcliffe, BS24 7JR  
View Map  
Home Phone 01724 613182  
Home Email yvette.bishop@homeemail.co.uk  
COP Level A Gifted & Talented No  
Pupil Premium No Eligible for FSM? No  
In LEA Care? No Exam Number  
Ethnicity REFU View Categories Hide Siblings  
EAL No First Language English  
Religion Refused School Travel Car/Van  
CAF File? No

Quick Note (SIMS)  
**This form is LOCKED and cannot be edited. All changes must be made in SIMS.**

Siblings (double click name to view record)

Name	TG	M/F	DOB	Left
Kai ALLEN	7	M	11/08/2006	

Data Summary:

COP Level	A
SEN Need	MLD
KS2 Eng Level	X
KS2 Maths Level	X
Ave KS2 SubLev	
KS2 Band	
Merits	1
Demerits	11
Behaviour Stage	Z
Attendance %	51
Reading Age	6:01
Spelling Age	5:00
CAT51 Average	
CAT51 Non-Verbal	
CAT51 Quantitative	
CAT51 Verbal	
Predicted Progress8	
Merits	1
Demerits	11
Incidents	11
Behaviour Stage	Z
Attendance %	51

Find Student Print Student Info Edit Student Info SEN/IEP Info View Timetable View Grades View Report Send Letter Send Email / Memo

**Jake ATKINSON 11BN 11813** Close

Basic Details Attendance Contact Info Medical Info Pastoral Exclusions CP Issues Previous Schools

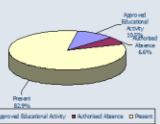
Attendance Codes

- No mark: All should attend / No mark recorded
- Attendance not required: School closed to pupils & staff
- Present (AM): Present (AM)
- Unauthorised Absence: Do not use
- Present (PM): Present (PM)
- A Present: Exclusion room
- B Approved Educational Activity: Educated off site
- C Authorised Absence: Other authorised circumstances
- D Attendance not required: Dual registration
- E Authorised Absence: Excluded
- F Authorised Absence: Extended family holiday (agreed)
- G Unauthorised Absence: Family holiday (not agreed)
- H Authorised Absence: Annual family holiday (agreed)
- I Authorised Absence: Illness
- J Approved Educational Activity: Interview
- L Present: Late (before reg closed)

Attendance Marks 2017-18

	W/C	MonAM	MonPM	TueAM	TuePM	WedAM	WedPM	ThuAM	ThuPM	FriAM	FriPM
04/09/2017	L	/	/	/	/	/	/	/	/	/	/
11/09/2017	L	/	/	/	/	/	/	/	B	L	/
18/09/2017	/	/	/	/	/	/	/	/	B	/	/
25/09/2017	L	/	/	/	/	/	/	/	B	L	/
02/10/2017	/	/	/	/	/	/	/	/	B	/	/
09/10/2017	/	/	/	/	/	/	/	/	/	/	/
16/10/2017	/	/	/	/	/	/	/	/	B	#	#
23/10/2017	#	#	#	#	#	#	#	#	#	#	#
30/10/2017	/	B	/	/	/	/	/	/	/	/	/
06/11/2017	/	/	/	/	/	/	/	/	B	/	/
13/11/2017	/	B	/	/	/	/	/	/	/	/	/
20/11/2017	/	/	/	/	/	/	/	/	#	/	/
27/11/2017	/	L	B	/	/	/	/	L	B	L	/
04/12/2017	#	/	/	/	/	/	/	B	L	L	/
11/12/2017	L	/	/	/	/	/	/	/	/	/	/

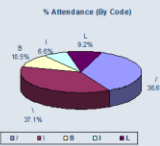
Attendance Chart (By Type)



Attendance Summary: 2017-18

- % Total Attendance: 93.9
- % Present (in school): 82.5
- % Approved Educational Activity: 11.3
- % Unauthorised absences: 6.1
- % Late: 9.9

% Attendance (By Code)



Attendance mark data from 04/09/2017 to 12/12/2017  
Attendance may not total 100% e.g. due to rounding errors or due to non-completion of registers

Print Summary View Archived Attendance  
Student data last updated on 29/11/2017

**Jake ATKINSON 11BN 11813** Close

Basic Details Attendance Contact Info Medical Info Pastoral Exclusions CP Issues Previous Schools

astoral Summary:

Points: + 9 - 17 Incidents 8 Behaviour Stage Z

astoral Record Details: Pastoral Record ID: 77823

\*Date: 12 Dec 2017 \*Referred By: MIL  
\*Time: Non-specific \*For Attention Of: HAL  
\*Location: Classroom Tutor: HAL

\*Code AC \*Subject: Ge Head of Fac.: KT

Referral comment goes here

\*Action Taken: Used to enter action taken

Outcome: Used to enter outcome following referral

Private Comment: A private comment can be entered here - this is not shown in PSP meetings

Acknowledged  Signed Off  Action Required

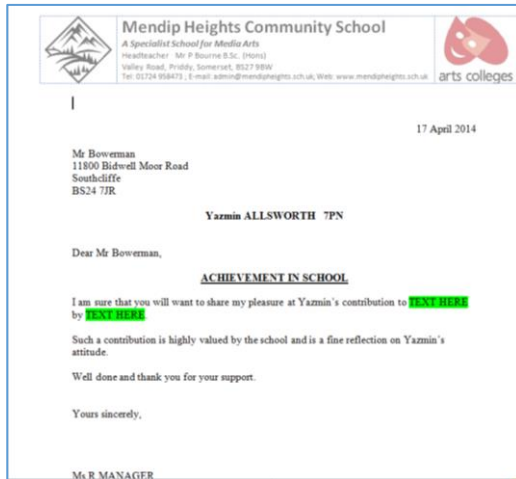
View Linked File View Photo View / Add Detention

Click on any record in the list to show the full details on the left

Date	Student	T.Gp	Code	From	To	Ack.	Done
12/12/2017	ATKINSON, Jake	11BN	AC	MIL	HAL	Yes	Yes
14/11/2017	ATKINSON, Jake	11BN	COM	MRT	HAL	Yes	Yes
03/10/2017	ATKINSON, Jake	11BN	D	SLM	HAL	Yes	No
11/07/2017	ATKINSON, Jake	11BN	D	SI	ESR	Yes	Yes
31/05/2017	ATKINSON, Jake	11BN	EX	HCG	WP	Yes	Yes
13/12/2016	ATKINSON, Jake	11BN	AC	MIL	WP	Yes	Yes
21/10/2016	ATKINSON, Jake	11BN	D	DM	MS	Yes	Yes
12/10/2016	ATKINSON, Jake	11BN	COM	DM	MS	Yes	Yes
30/03/2016	ATKINSON, Jake	11BN	D	KJ	GS	Yes	Yes
01/03/2016	ATKINSON, Jake	11BN	HW	BP	HAL	Yes	Yes
12/01/2016	ATKINSON, Jake	11BN	COM	BP	HAL	Yes	Yes
06/10/2015	ATKINSON, Jake	11BN	COM	MIL	WP	Yes	Yes
10/06/2015	ATKINSON, Jake	11BN	COM	DIE	HIB	Yes	Yes
01/04/2015	ATKINSON, Jake	11BN	COM	JD	ER	Yes	Yes
21/01/2015	ATKINSON, Jake	11BN	COM	MRM	RW	Yes	Yes
14/12/2014	ATKINSON, Jake	11BN	COM	AD	HAL	Yes	Yes
07/10/2014	ATKINSON, Jake	11BN	COM	DI	WP	Yes	Yes

Edit Advice (Current Student) Print This Incident Sheet New Record (Current Student) View Detention Record

Parental letters can be easily created with parent names & addresses added automatically



The section also contains a variety of tools related to analysing student data. For example:

### Student Attainment Data by Sub-Group

**All Students**

Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average KS2 Points	Average CAT
1403	95.0	19.7	15.7	27.4	32.2	36.7	

**Year Groups**

Year Group	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
7	282	95.5	19.2	4.0	28.4		
8	303	95.3	18.2	12.3	27.4		88.4
9	300	95.5	21.3	14.4	25.9	29.1	87.6
10	289	94.9	25.8	18.0	27.4	34.9	100.6
11	299	93.3	22.5	28.7	27.1	35.0	98.3

**Gender**

Gender	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
F	743	94.8	22.3	9.1	27.5	33.5	89.1
M	740	95.3	17.1	22.4	27.3	32.5	95.3

**In LEA Care**

In LEA Care	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
Yes	11	95.4	16.1	39.7	28.8	29.2	92.9
No	1472	95.0	19.7	15.0	27.4	33.2	98.7

**Free School Meals**

FSM Allowed	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
Yes	188	92.0	15.0	32.7	25.0	31.1	94.0
No	1295	95.4	22.4	13.3	27.6	33.4	95.3

**Gifted & Talented**

G & T	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
Yes	528	96.3	27.9	7.4	29.3	32.7	100.1
No	975	94.3	15.4	20.1	26.4	30.4	93.8

**English as an Additional Language**

EAL	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
Yes	38	97.4	20.5	4.8	25.8	30.3	94.3
No	1445	94.9	19.7	15.0	27.4	33.2	98.8

12 December 2017 Data based on all 1403 students in Year 11 currently active on roll Page 1 of 2

### Student Attainment Data by Sub-Group

**COP Level**

COP Level	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
A	1218	95.4	20.7	11.4	28.3	34.3	101.0
P	191	94.3	15.0	22.5	23.9	28.1	88.0
S	91	89.7	13.5	31.2	23.1	27.1	80.5
S	12	90.6	19.2	12.6	22.7	30.3	88.9

**SEN Need**

SEN Need	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
ASD	4	100.0	15.8	3.0	24.8	33.0	87.5
BESO	53	94.8	12.1	100.3	24.2	28.7	88.5
HL	14	94.8	21.9	3.8	25.7	29.3	96.7
MLD	158	93.8	15.2	20.0	22.9	24.8	83.4
OTH	47	91.8	17.4	29.1	25.8	28.8	93.0
PD	3	94.5	18.5	8.0	24.5	30.4	87.5
SLCN	10	95.0	17.5	41.1	22.2	28.7	85.9
SPLD	14	87.9	9.6	32.1	23.3	25.7	86.7
VI	1	97.0	36.0	1.0	27.0	32.3	101.0

**Ethnicity**

Ethnicity	Students	Average Attendance	Average Merit	Average Demerits	Average KS2 Points	Average KS2 Points	Average CAT
ABAN	7	95.1	19.1	5.4	28.9	29.2	92.8
ANG	10	95.5	18.3	3.3	28.0	31.0	100.0
AOTH	4	95.3	16.3	7.3	23.7	28.1	88.7
BAFR	5	99.8	31.8	1.2	29.0	31.0	105.0
BORN	1	95.0	44.0	1.8	27.0	23.0	105.0
CHNE	3	99.3	5.0	7.7	28.0	38.3	103.0
MOZH	8	93.3	8.6	10.1	31.1	40.8	106.3
MWAS	4	98.8	15.8	49.0	25.3	27.0	90.8
MWBA	3	99.0	23.0	17.7	28.3	30.7	99.5
MWBC	12	94.9	16.8	4.2	28.8	34.4	99.8
ODTH	2	90.0	16.0	8.5	20.0	28.0	77.0
REFU	3	97.0	2.0	8.0	24.0		
WBRI	1392	95.0	19.8	16.3	27.4	33.3	98.8
WBEU	18	96.5	20.4	4.0	24.7	30.9	93.5
MOTW	6	95.5	17.0	3.7	28.8		108.0
WWEU	5	93.8	38.0	1.0	27.2	33.9	100.0

12 December 2017 Data based on all 1403 students in Year 11 currently active on roll Page 2 of 2

The **Student Target Group Explorer** can be used to identify groups of students needing targeted support e.g. those eligible for free school meals and with low KS2 English levels

### Student Target Group Explorer

Print List (A-Z)
Print List (as shown)
Print Student Photos
Close

- Use one or more filters to select the required group. Use the small button next to each filter to clear it. OR click here to clear ALL filters Clear All Filters
- Use the small camera button to view student photo
- Double click the PupilID to view all grades for the student
- Click the column headers to sort by that column
- BLUE shading = below expected level at end of KS2

PupilID	Surname	Forename	TG	M/F	FSM	LEA Care	Pupil Premium	SEN	Ethnicity	EAL	First Language	KS2 En	KS2 Ma	CAT	% Att
11796	BELL	Kayleigh	11BS	F	Yes	No	Yes	A	WBRI	No	English	B	B	69	99
11796	BELL	Kieran	11QS	M	Yes	No	Yes	A	WBRI	No	English	N	B	77	97
11618	BEMAND	Ashleigh	11BN	F	Yes	No	Yes	A	WBRI	No	English	3C	3C	87	95
11782	BRITTAN	Amy	11QN	F	Yes	No	Yes	A	WBRI	No	English	3A	4B	88	89
12559	CAVACIUTI	Rhys	11MN	M	Yes	No	Yes	P	WBRI	No	English	3C	4B	88	100
11680	JONES	Simone	11MN	F	Yes	No	Yes	P	WBRI	No	English	3A	4C	95	68
12561	KIRKUP	Jordan	11PN	M	Yes	No	Yes	P	WBRI	No	English	B	4C	78	59
11633	MISSEN	Luke	11PS	M	Yes	No	Yes	P	WBRI	No	English	3A	3C	85	93
12568	NAJDEK	Elie	11PS	F	Yes	No	Yes	P	WBRI	No	English	3C	2B	76	75
11582	SKINNER	Bethany	11QN	F	Yes	No	Yes	P	WBRI	No	English	3B	4C	85	96
11568	STEPHENSON	Tommy	11EN	M	Yes	No	Yes	P	WBRI	No	English	3B	4B	93	78
11529	WEST	Caleb	11QS	M	Yes	No	Yes	P	WBRI	No	English	B	4A	66	100
11518	WORGAN	Kelly	11ES	F	Yes	No	Yes	A	WBRI	No	English	3A	N	74	88

# 11. Exams Analysis

The program can be used to create a wide variety of reports for analysing examination data. These cover KS5, KS4, KS3 and KS2 results as well as progress from KS2 to KS4 and KS2 to KS3. For example:

## School KS4 exam summary

**School Exam Summary Data : 2012**

Colof information for students at the end of Key Stage 4

Number of students	592
EBacc equivalent with Mathematics or on School Action Plus	28
% EBacc students with Mathematics or on School Action Plus	4.8%
Students on Free School Meals and Children Looked After	72
% Students on Free School Meals and Children Looked After	12.2%
Number of students below expected level at end of KS2	40
% of students below expected level at end of KS2	6.8%
Number of students at expected level at end of KS2	143
% of students at expected level at end of KS2	24.2%
Number of students below expected level at end of KS2	101
% of students below expected level at end of KS2	17.1%

**GCSE and equivalent achievements for students at the end of Key Stage 4**

% achieving at least 5 A*-C or equivalent (Level 1 threshold)	76.7%
% achieving at least 5 A*-C including En & Ma GCSE	49.0%
% achieving English Baccaraureates (EBacc)	3.3%
% achieving A*-C in GCSE English and Maths	80.7%
% EBacc & CLA students achieving A*-C in GCSE English and Maths	37.8%
% other students achieving A*-C in GCSE English and Maths	82.0%
% of students achieving A*-C in GCSE English and Maths	2.9%
% of male students achieving A*-C in GCSE English and Maths	37.4%
% of female students achieving A*-C in GCSE English and Maths	28.1%
% achieving at least 5 A*-C grades	18.2%
% achieving at least 5 A*-C or equivalent (Level 1 threshold)	38.2%
% achieving at least 1 A*-C (or equivalent)	89.7%
% achieving two Science GCSEs (or equivalent at A*-C)	60.2%
% achieving A*-C in one full left, GCSE or equivalent	13.9%
Average Total Points (unweighted)	107.4
Average Capped Points (see 8 qualifications)	102.4
Average CVA (based on 2010 formula)	890.19

**Expected Progress from Key Stage 3 to 4**

% achieving expected level of progress from KS3 to KS4 in English	80.1%
% achieving expected level of progress from KS3 to KS4 in Maths	48.3%

**Local School Exam Results : 2012**

Only schools with A\*-C performance in table unless otherwise indicated. There may be a score margin difference between QR & school data.

School	5*-A-C	% A*-C	Capped Points Inc En & Ma	EBacc	KS2-4 En Progress	KS2-4 Ma Progress	%E Dist?
Beacon High	53	70	390	41	88	78	100
Beeston	21	48	248	14	84	68	100
Brighthelm	53	64	347	6	70	63	100
Churchfields	53	68	344	18	78	67	100
Greenwood	58	70	398	23	88	74	100
Handley Heath	77	88	538	4	88	88	100
Natelson	74	88	535	24	78	67	100
Notre Dame	53	68	344	8	88	71	100
St George's	82	88	537	8	78	68	100
Yarmouth	56	55	278	1	68	58	100

Average Tables: 5\*-A-C: 54.4, % A\*-C: 54.4, Capped Points: 298.6, EBacc: 1.44, KS2-4 En Progress: 73.0, KS2-4 Ma Progress: 68.0

**School Exam Results Summary**

GCSE Year	5*-A-C	% A*-C	Capped Points Inc En & Ma	EBacc	KS2-4 En Progress	KS2-4 Ma Progress	Ave CAT	Ave E3 Level 5+	Ave E3 Level 6+	
2005	68.8	46.1	227.9	7.7	78.9	61.7	27.5	100.4	85	53
2006	68.0	45.9	231.7	8.4	74.9	61.7	27.3	100.6	83	51
2007	68.8	45.4	238.8	4	80.4	66.6	27.6	99.0	79	41
2008	77.0	62.7	257.6	8.8	77.4	61.8	28.0	100.0	81	42
2009	74.7	64.1	239	0.3	68.1	48.5	27.8	99.5	71	43
2010	88.0	65.4	216	12	78.9	69.7	27.9	99.5	81	43

## Subject grade summaries and residuals

**Year 11 Subject Grades Summary - 2013**

Students in Year 11 = 381 5\*-A-C = 43.8% 5\*-A-C in En & Ma = 52.4% Average capped points = 211.8 CVA = 974.4

GCSE Subjects

Subject	Weighting	A	B	C	D	E	F	G	U	Enteres A*-C	%	Subject A*-C % A*-C
Art/Fine	1	2	10	27	4					43	39	100.0
Art/Photography	1	3	3	8	1					18	14	100.0
Chem	1	3	3	8	1					8	8	100.0
Child Development	1	2	4	10	9	7	2			28	28	100.0
Computing	1	1	5	16	10	6	2			40	34	100.0
Design	1	1	1	5	8	1				10	8	100.0
DT/Textiles	1	1	1	5	20	12	9	1		30	20	100.0
DT/Textiles	1	1	1	5	17	2				21	21	100.0
English	1	4	3	1						11	7	100.0
English (Applied)	0.5	2	3	7	4					18	18	100.0
English	1	3	2	3						11	8	100.0
En & Ma	1	1	2	8	3	2	3			18	4	100.0
English Literature	1	3	34	82	70	17	11	6		284	174	100.0
French	1	1	7	16	11	3				48	28	100.0
French (Short)	0.5	2	2	2	2	2	2	2		17	2	100.0
Further Mathematics	1	1	3	5	1					12	14	100.0
Geography (Short)	0.5	2	1	2	1	3	4	8	26	8	190	17.0
Health & Social Studies	0.5	2	3	3						9	9	100.0
History (Short)	0.5	2	3	3	3	2				18	3	100.0
Information	1	3	19	41	107	52	21	19	7	227	102	100.0
Italian Studies	1	1	1	1						2	0	100.0
Italian Studies Double	2	6	2	6	2	2				24	3	100.0
Music	2	3	2	2						8	7	100.0
PE/GCSE	1	5	14	19	11	3				59	30	100.0
Religion	1	1	1	1	1	1	1	1	1	7	7	100.0
Religious Studies	1	1	1	4	13	14	6	7	3	46	10	100.0
Public/SPS/Design	0.5	1	1							2	2	100.0
Religious Studies	1	7	19	37	72	37	10	3	276	100	100.0	
Science Additional	1	4	2	25	25	21	5			108	90	100.0
Science Biology	1	1	8	17	5	1				40	34	100.0
Science Chemistry	1	7	18	13	1					39	30	100.0
Science Double	1	3	14	43	59	41	26	13	3	209	119	100.0
Science Physics	1	1	6	11	9	1				40	30	100.0
SPS/Design	0.5	1	1	1	1	1	1	1	1	7	7	100.0
Statistics (Short)	0.5	2	1	2	6	1				13	3	100.0
Spanish	1	1	3	2	6	2				14	4	100.0
SPS/Design	0.5	1	1	1	1	1	1	1	1	7	7	100.0

Other GCSE Equivalent Subjects

Subject	Weighting	2D	2D X	2D Y	2D Z	2D W	2D V	2D U	Enteres A*-C	%	Subject A*-C % A*-C	
Classroom Practice	0.5								20	27	8	100.0
Functional English	0.5								13	4	13	100.0
Functional ICT	0.5								14	19	14	100.0
Functional Maths	0.5								13	8	13	100.0
ICT Double (GCSE)	2	3	4	7	4				20	20	100.0	

**Y11 Leavers Subject % A\*-C over 3 years**

Subject	Code	Weighting	Exam This Year	2012	2011	2010	% A*-C	% Difference	
Art/Fine	AF	1	GCSE	43	81	77	89	14	2
Art/Photography	AP	1	GCSE	15	81	84	100	-11	0
ASes Languages French	AF	1	ASPT	202	0	0	0	0	0
ASes Languages Spanish	ASL	1	ASPT	1	0	0	0	0	0
Business Studies GCSE National	BS	2	GCAT	43	100	100	95	0	7
Child Development	CD	1	GCSE	36	71	69	61	0	8
Classroom Practice	CP	0.5	GCSE	203	81	80	81	1	8
Child Psychology	CP	1	GCSE	28	8	3	0	0	8
Computing	CO	1	GCSE	46	34	60	21	0	8
Design	DE	1	GCSE	10	60	60	64	-10	0
DT/Textiles	DT	1	GCSE	53	67	58	78	-11	-10
DT/Textiles	DT	1	GCSE	31	100	100	82	-11	8
English	EN	1	GCSE	11	84	82	25	2	42
English Project	EP	0.5	PL	19	24	30	4		4
En & Ma	EM	1	GCSE	11	70	61	73	12	4
En & Ma Double	EM	1	GCSE	16	22	42	31	-12	8
En & Ma	EM	1	GCSE	284	80	86	94	0	8
English Literature	EL	1	GCSE	224	81	83	83	-2	0
En & Ma	EM	1	GCSE	48	61	57	70	-10	-10
En & Ma (Short)	ES	1	GCSE	17	12	30	-10		-10
Functional English	FE	0.5	FECL	18	68	74	100	-10	23
Functional ICT	FI	0.5	FECL	19	74	81	0	22	74
Functional Maths	FM	0.5	FECL	24	76	80	73	-10	4
Further Mathematics	FM	1	GCSE	17	52	60	71	-10	8
Geography (Short)	GS	0.5	GCSE	26	18	32	11	-10	8
Health & Social Studies	HS	0.5	PL	5	100	100	100	0	0
History (Short)	HS	0.5	GCSE	15	20				0
Information	IN	1	GCSE	7	6	0	0	0	0
ICT Double (GCSE)	IC	2	GCAT	20	100	100	100	0	0
ICT Double National	IN	1	GCAT	170	100	100	100	0	0
Italian Studies	IT	1	GCSE	237	48	73	49	-10	10
Italian Studies Double	ID	2	GCSE	24	18	34	-10		-10
Italian	IT	1	GCSE	9	70	80	98	-10	0
PE/GCSE	PE	1	GCSE	84	83	80	87	-10	0
Physics	PH	1	GCSE	1	100	87	-10		0
Public/SPS/Design	PS	0.5	PL	2	100	100	100	0	0
Religious Studies	RS	1	GCSE	278	84	48	48	8	8
Science Additional	SA	1	GCSE	66	69	65	67	0	7
Science Biology	SB	1	GCSE	66	100	100	100	-10	0
Science Chemistry	SC	1	GCSE	39	80	100	100	-10	0
Science Double	SD	1	GCSE	60	87	64	-10		0
Science GCSE National Double	SD	2	GCAT	38	100	100	100	0	0
Science Physics	SP	1	GCSE	47	76	86	87	-10	0
SPS/Design	SD	0.5	PL	3	87	100	100	-10	0
Statistics (Short)	ST	0.5	GCSE	13	30	30	30	-10	0
Spanish	SP	1	GCSE	14	29	32	60	7	81
SPS/Design	SD	0.5	PL	1	100				0

**KS4 Subject Residuals 2013**

Number of entries for each subject are shown in brackets



## All classes:

Y11 Class Grade Summary - 2014																													
School Summary: 5+ A*-C Inc En & Ma = 53.6% Capped GCSE Points = 315.2 Students = 291 5+ A*-C = 69.9% KS2-4 En Progress = 76.8% Ebacc = 12% KS2-4 Ma Progress = 49.8%																													
Click a class to view the grades for each student in the class																													
Subject	Class	Teacher	Exam	Weighting	Students	A*	A	B	C	D	E	F	G	U	Other	30+	20+	10+	5+	1+	0	U	NE	U	NE	U	NE	U	NE
Citizenship/PPE	119GCE	DB	AGA CEI	0.5	26	17	7	1																					
Citizenship/PPE	119GCE	DB	AGA CEI	0.5	26	17	7	1																					
College/IEC	119GCE	SCOTT AD	INVO	1	20	6																							
D-T Face	119UFR	ALM	GCSE	1	20	13	5	1																					
D-T Face	119UFR	CSI ALM	GCSE	1	20	9	4	1																					
D-T Drama	119DGI	OLP	GCSE	1	10	8	2																						
D-T Maths	119DVA	FW	GCSE	1	15	10	4																						
D-T Maths	119DVA	ADW	GCSE	1	14																								
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					
D-T Maths	119DVA	FW	GCSE	1	15	6	3	1																					



# KS2-KS4 progress

**Y11 Leavers 2013 KS2-KS4 En & Ma Progress Analysis**

AdNo	Surname	Forename	Tp	ncj	KS2 En Level	KS2 En Grade	Y11 En Class	Y11 En Teacher	KS2 Ma Level	KS2 Ma Grade	Y11 Ma Class	Y11 Ma Teacher	KS2 - En Up 2 levels	KS2 - En Up 1 level	KS2 - En & Ma Up 2 levels
12233	ABRAMS	Kate	11M	F	4	B	11E/2B	SLM	4	C	11A/2a	SLW	Yes	Yes	Yes
11241	AHU	Nathan	11E	M	3	E	11E/2B	MAC	4	E	11A/2a	PFQ	Yes	Yes	Yes
11232	ATTHOOD	Morgan	11E	M	5	A	11E/1A	SDM	5	A	11A/1a	SHL	Yes	Yes	Yes
1211	BAVER	Mathew	11E	M	A	B	11E/1B	SLM	5	B	11A/1a	SLW	Yes	Yes	Yes
11230	BALLARD	Bonny	11M	F	5	B	11E/1B	SLM	3	E	11A/2a	HLT	Yes	Yes	Yes
11236	BARRIES	Raja	11E	F	3	E	11E/2A	ELP	3	D	11A/2a	MM	Yes	Yes	Yes
11229	BATE	Ayca	11Q	F	4	C	11E/2A	SLK	3	E	11A/2a	PFQ	Yes	Yes	Yes
11228	BEARD	Paw	11Q	M	3	E	11E/1A	ELP	3	E	11A/2a	PFQ	Yes	Yes	Yes
11227	BEAUCHAMPT	A J	11E	M	3	C	11E/2A	SLK	3	E	11A/2a	PFQ	Yes	Yes	Yes
11235	BEECHING	Kieran	11M	M	5	B	11E/2B	AOC	5	B	11A/1a	LJ	Yes	Yes	Yes
11872	BENDALL	Conor	11P	M	5	B	11E/2A	SLK	4	A	11A/2a	SLW	Yes	Yes	Yes
11228	BENZ	Jewin	11P	M	4	C	11E/2A	SDM	4	C	11A/2a	SLW	Yes	Yes	Yes
11225	BELY	George	11E	M	4	C	11E/2A	SDM	4	C	11A/2a	DTM	Yes	Yes	Yes
11224	BISHOP	Andrew	11Q	M	4	C	11E/2A	SDM	4	C	11A/2a	PJ	Yes	Yes	Yes
11223	BISSE	Kyle	11E	M	4	D	11E/2A	SDM	4	D	11A/2a	PJ	Yes	Yes	Yes
11869	BISSEX	Lorenzo	11Q	M	4	C	11E/2B	AOC	4	B	11A/2a	SLW	Yes	Yes	Yes
11222	BISSEX	Marisa	11E	F	5	B	11E/1A	SLK	5	B	11A/1a	LJ	Yes	Yes	Yes
11221	BLACKBORROW	Rebecca	11Q	F	4	B	11E/1A	SLK	3	C	11A/2a	PJ	Yes	Yes	Yes
11229	BLOCH	Brogan	11M	F	4	B	11E/1A	SLK	4	C	11A/2a	SLW	Yes	Yes	Yes
11219	BOND	Joe	11E	M	4	E	11E/2B	MAV	4	D	11A/2a	PJ	Yes	Yes	Yes
11218	BRADLEY-TYLER	Phoebie	11Q	F	4	C	11E/2B	SLM	4	C	11A/2a	PJ	Yes	Yes	Yes
11217	BRADSHAW	Chris	11E	F	6	E	11E/2B	MAC	3	F	11A/2a	PFQ	Yes	Yes	Yes
11201	BRADSHAW	Ashley	11M	M	4	C	11E/2A	SDM	4	D	11A/2a	PFQ	Yes	Yes	Yes
11262	BRADSHAW	Evie	11P	F	4	B	11E/1B	SLM	4	A	11A/2a	DTM	Yes	Yes	Yes
11214	BROADHALL	Abigail	11Q	F	5	A	11E/1B	AOC	5	B	11A/2a	SLW	Yes	Yes	Yes
11866	BROWN	Abigail	11E	F	5	B	11E/1B	SLM	4	C	11A/2a	DTM	Yes	Yes	Yes
11289	BROWN	Leah	11P	M	5	C	11E/2B	SLM	4	D	11A/2a	LJ	Yes	Yes	Yes
11886	BROWN	Taryn	11P	F	3	A	11E/2B	AT	3	X	11A/2a	PFQ	Yes	Yes	Yes
11212	BUDARZ	Calum	11P	M	4	D	11E/2A	ELP	4	C	11A/2a	PJ	Yes	Yes	Yes
11280	BUDARZ	Simon	11P	M	4	B	11E/1A	SLK	5	B	11A/1a	LJ	Yes	Yes	Yes
11211	BULLARD	Ashley	11P	F	4	C	11E/2A	SDM	4	C	11A/2a	PJ	Yes	Yes	Yes

3 levels of progress = more than 12 points from KS2 - 4 ignoring sublevels e.g. KS2 level 3 to GCSE B or above ; KS2 level 4 to GCSE C or above - etc

SDM = NOT IN/CLASSED - Students with no eligible KS2 level this is dependent also on KS1 grade

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## 12. Bookings

Room and equipment bookings are optional features which can be purchased separately

**Room Bookings** [Help] [Print] [Close]

**Room booking instructions:**  
 1. First select the room & calendar week.  
 2. To book a room, click an empty timetable slot then enter your details  
 3. To cancel an existing booking, click the booked slot

Select a room:  
 Room ID:

Week Number:   
 Repeat bookings?  available for SDA Managers only

View Previous Week | View Current Week | View Next Week

Book equipment:

Week Commencing: 11/12/2017 Week: 1 Today's Date: Tue 12/12/2017

	Mon	Tue	Wed	Thu	Fri
1	ICT OSRD/it VKB L12	ASDAN 112/DH1 NAW L12	ICT OCR 11SE/it VKB L12	ICT OTPM/it VKB L12	ICT OCR 11SE/it VKB L12
2	No longer available	French OBA/PFS FW L12		ICT OCR 11SE/it VKB L12	Geography 10H/Ge2 IT L12
3	ICT 11NA/it ES L12		ICT OBNE/it VKB L12	ICT OSRE/it VKB L12	ICT OSNE/it NIB L12
4	ICT OCR 11NF/it ES L12	ICT OTEN/it KJ L12	ICT OCR 11NC/it VKB L12	ICT OSF/it VKB L12	ICT OBNE/it VKB L12
5	No longer available		ICT OSND/it NIB L12	ICT OSNC/it ES L12	Learn 10M/LS MRT L12
After School	No longer available	VBA Intermediate 16:00-17:30 CR L12	VBA for beginners 15:30-17:00 CR L12		

This is the current week

Key: Timetabled | Booked | Repeat Booking | Available | Not Available

**School Equipment Bookings** [Help] [Print] [Close]

**Equipment booking instructions:**  
 1. First select the item(s) of equipment you require & the calendar week.  
 2. To book the item(s), first click an empty timetable slot and then enter your details. Some items may only be available for double period slots for all day.  
 3. To cancel an existing booking, click the booked slot

Select equipment:  
 Item:

Double period only

Repeat bookings?  available for SDA Managers only

View Previous Week | View Current Week | View Next Week

Book room:

Week Commencing: 11/12/2017 Week: 1 Today's Date: Tue 12/12/2017

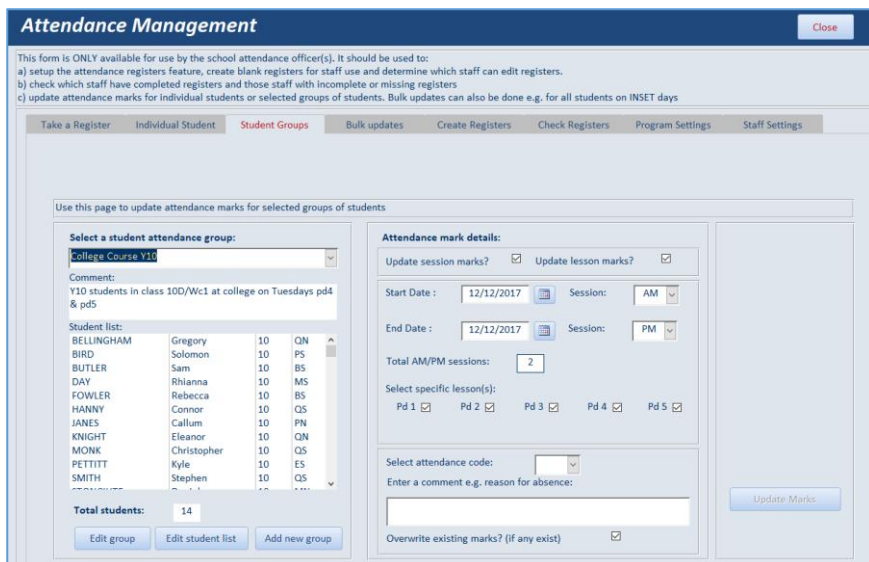
	Mon	Tue	Wed	Thu	Fri
1	No longer available	T Science 10EF/7/2 CS H14			Not available Allocated to DTM for Period 2
2	No longer available	Not available Allocated to CS for Period 1			Maths 07N/Me4 DTM L04
3	No longer available		Science 08N/2C CR S09		
4	No longer available		Not available Allocated to CR for Period 3		
5	No longer available				
After School	No longer available				

This is the current week

Key: Timetabled | Booked | Repeat Booking | Available | Not Available



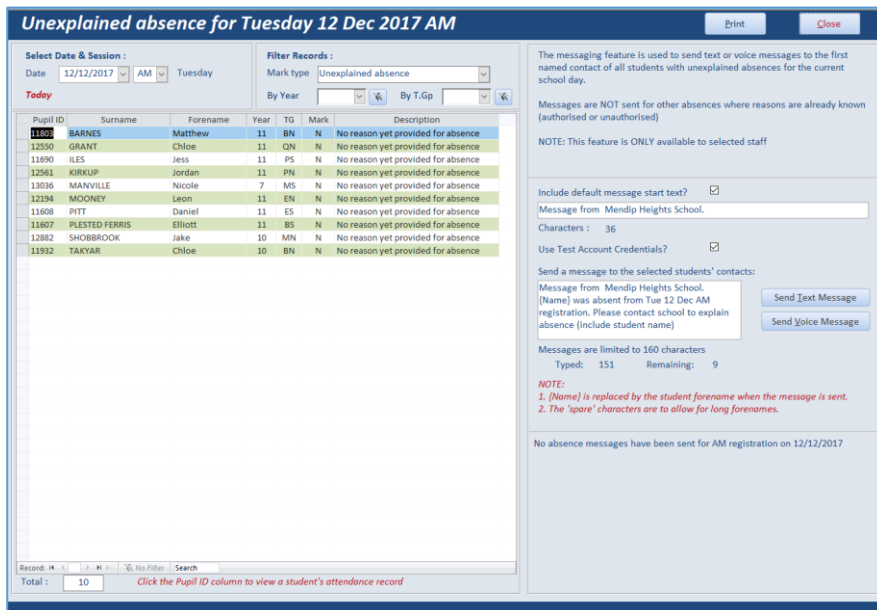




## 15. Text / voice messaging

The messaging feature can be used to send voice or text messages to the first named contact of selected groups of students. For example:

- Students with unexplained absence for the current school day
- Students with after school detentions on the selected date
- To inform parents/carers of emergency school closures due to adverse weather conditions



NOTE:

To use the messaging feature, schools must setup an account with a messaging provider such as Twilio. The feature is therefore **NOT** available in the **DEMO** version of this program

Schools should also restrict the use of the feature to designated staff only



# Attendance Record (student)

**Attendance Record: Jack BAILEY 9BS**

Attendance data is available from 02/09/2013 to 19/04/2014

Attendance Summary: **NOTE %Attendance = %Present + %Approved Educational Activity**

% Attendance	% Present	% Approved Educational Activity	% Absent	% Unauthorised absence	% Discontinued absence	% No Mark	% Late
100	100	0	0	0	0	0	0

**Attendance Marks**

Year	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2013	09							
2013	10							
2013	11							
2013	12							
2014	01							
2014	02							
2014	03							
2014	04							
2014	05							
2014	06							
2014	07							
2014	08							
2014	09							
2014	10							
2014	11							
2014	12							
2015	01							
2015	02							
2015	03							
2015	04							
2015	05							
2015	06							
2015	07							
2015	08							
2015	09							
2015	10							
2015	11							
2015	12							
2016	01							
2016	02							
2016	03							
2016	04							
2016	05							
2016	06							
2016	07							
2016	08							
2016	09							
2016	10							
2016	11							
2016	12							
2017	01							
2017	02							
2017	03							
2017	04							
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2017	06							
2017	07							
2017	08							
2017	09							
2017	10							
2017	11							
2017	12							
2018	01							
2018	02							
2018	03							
2018	04							
2018	05							
2018	06							
2018	07							
2018	08							
2018	09							
2018	10							
2018	11							
2018	12							
2019	01							
2019	02							
2019	03							
2019	04							
2019	05							
2019	06							
2019	07							
2019	08							
2019	09							
2019	10							
2019	11							
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**% Attendance (By Type)**

**% Attendance (By Code)**

**Attendance Codes**

Code	Meaning	Description
0	Present	Attendance not required
1	Absent	School closed to pupils & staff
2	Unauthorised Absence	Do not use
3	Absent	Illness (P)
4	Absent	Illness (C)
5	Approved Educational Activity	Education of self
6	Approved Absence	Other authorised circumstances
7	Approved Absence	Other authorised circumstances
8	Approved Absence	Education
9	Approved Absence	Education
10	Approved Absence	Family holiday (not for fees)
11	Approved Absence	Family holiday (not for fees)
12	Approved Absence	Other authorised circumstances
13	Approved Absence	Illness
14	Approved Absence	Illness
15	Approved Absence	Leave (not for fees)
16	Approved Absence	Illness (C)
17	Approved Absence	No return left provided for absence
18	Approved Absence	Other authorised circumstances
19	Approved Absence	Approved sporting activity
20	Absent	Other authorised circumstances
21	Approved Absence	Religious observance
22	Absent	Do not use
23	Approved Absence	Travel absence
24	Approved Absence	Leave (not for fees)
25	Approved Absence	Education
26	Approved Absence	Education
27	Absent	Do not use
28	Absent	Do not use
29	Absent	Do not use
30	Absent	Do not use

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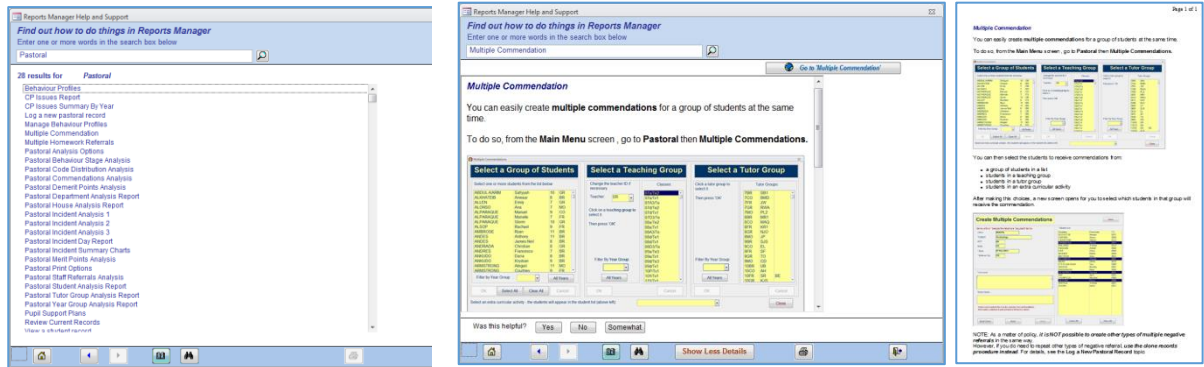
## Address labels

Mr and Mrs Featings 1104 Clive Way West Town Somerset BS24 7CD	Mr and Mrs Fish 1102 Inna Way West Town Somerset BS24 7FG	Mr and Mrs Gifford 1107 Lissa 7 Spring Hill West Town Somerset BS27 8AP	Mr and Mrs Gook 1108 Longridge Way West Town Somerset BS24 7DA
Mr Fisher 1105 Wood Vale West Town Somerset BS27 8UG	Mrs George 1107 Sunwell Road West Town Somerset BS24 7LU	Mr and Mrs Hughes 1102 Anson Road West Town Somerset BS24 7DF	Mr and Mrs James 1107 High Street West Town Somerset BS27 8JR
Mr and Mrs Kinnear 1105 Blenheim Drive West Town Somerset BS27 8RU	Mrs Turner 1106 Aquilone Buckford Road West Town Somerset BS27 8LA	Mr and Mrs Masland 1098 Lydon Road West Town Somerset BS27 7CU	Mrs Pendregast 1092 Almond Close West Town Somerset BS27 8RR
Mr and Mrs Lamb 1095 New Britain Road West Town Somerset BS27 8AB	Mr and Mrs Dean 1095 2 23 South Road West Town Somerset BS27 2HD		

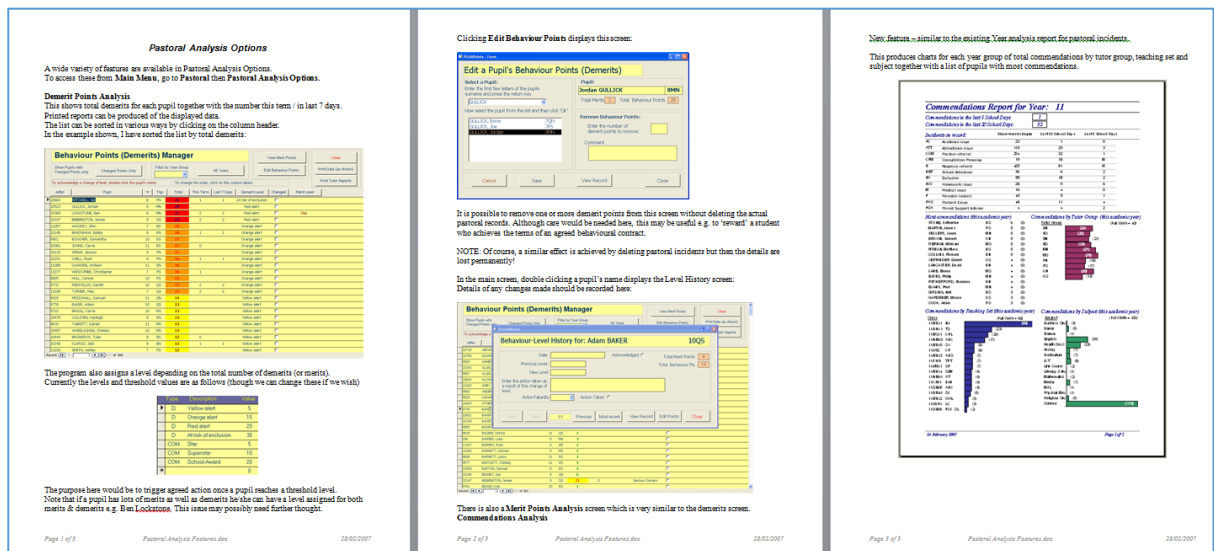
## 17. Help and Support

Extensive help is available for all menu items within the program.

The help menu can be searched by topic e.g. **Pastoral ... Multiple commendation**



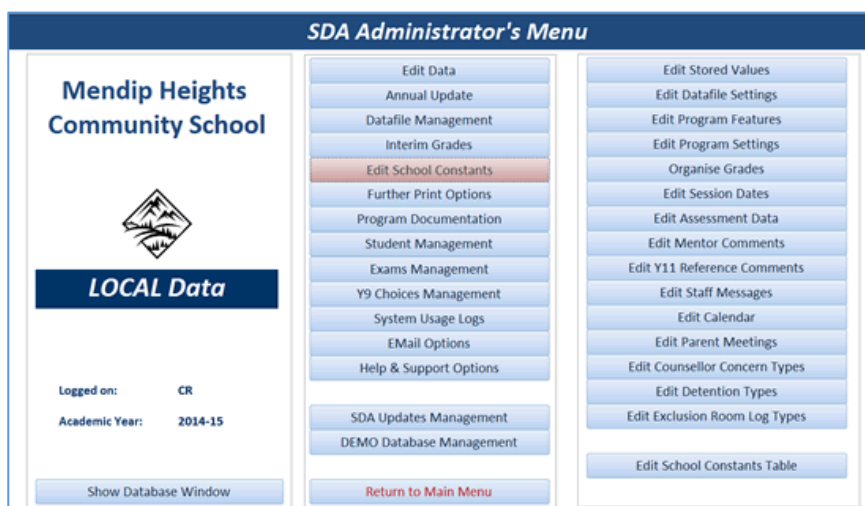
More detailed help is also available for certain topics e.g. **pastoral analysis options**



## 18. Admin Menu

The Admin menu is only available to selected users.

This section contains tools used to set up & manage the program for individual schools.



For example:

### Edit School data

**Change Stored Values** Close

School Data | **Datfile Settings** | Program Features | Program Settings | EMail | Reports | Labels | Grade Analysis | Change Password | School Day | Lessons | Calendar Dates | Edit Calendar | SEN | Pastoral | Photos

Your school details are required for use on various items including:  
 - reports sent home to parents  
 - student references  
 - parents evening appointment sheets

Enter the exam centre number and Ofsted URN for the school

Enter the current academic year e.g. 2014-15

Timetable Info

Set the timetable display mode : Lessons vertical OR horizontal

Pastoral system organisation: (Year, House, Centre or Provision based)

Tick to allow editing of staff & student info (by SDA Managers ONLY)

Reporting

Tick to allow teachers to enter target grades where blank

Close the program after no activity for the specified number of seconds - set to zero to disable this feature

School Name: Mendip Heights Community School  
 School short name: Mendip Heights  
 School Address: Valley Road, Priddy, Somerset, BS27 9BW  
 School Telephone: 01724 958473  
 School Email: admin@mendipheights.sch.uk  
 Exam Centre Number: 59570  
 School URN: 109313

Academic Year: 2014-15

Number of lessons per day: 5 | Number of core lessons: 5  
 Number of weeks in the timetable: 2 | First optional after school period (set to 0 if not applicable): 0  
 Timetable Display - Lessons Vertical: Yes

Provision: Provision

(Do NOT tick if you import student & staff data from SIMS)

Max. characters for Tutor Review: 600  
 Max. characters for Head of Year Review: 600  
 Maximum characters for Mentor review: 600  
 Permit Target Grade editing by teachers:

Time delay before inactivity shut down: 0

### Edit program features

**Change Stored Values** Close

School Data | **Datfile Settings** | **Program Features** | Program Settings | EMail | Reports | Labels | Grade Analysis | Change Password | School Day | Lessons | Calendar Dates | Edit Calendar | SEN | Pastoral | Photos

You can alter the name of the program shown on the Main Menu screen

You can disable the main features of the program if your school does not intend to use them. This will remove unwanted items from the main & admin menu screens and from other forms as appropriate. Set the values to "No" for the features that you do NOT intend to use.

NOTE: You may need to restart the program for some changes to take effect

Reporting: Yes | Exams: Yes  
 Mentoring: Yes | Leavers: Yes  
 Behaviour for Learning: Yes | FFT Data: Yes  
 Attendance: Yes | Student Choices: Yes  
 SEN: Yes | Photos: Yes  
 G & T: Yes | School Documents: Yes  
 Pastoral: Yes | Parents Meetings: Yes  
 EMail: Yes | References: Yes  
 Work Experience: Yes | Curriculum Enrichment (needs CEO database): Yes

Enable All Items | Disable All Items

Click the button to email SDA customer support if you need advice on the use of each feature

Email SDA Customer Support

### Edit Pastoral items

**Change Stored Values** Close

School Data | **Datfile Settings** | Program Features | **Program Settings** | EMail | Reports | Labels | Grade Analysis | Change Password | School Day | Lessons | Calendar Dates | Edit Calendar | SEN | **Pastoral** | Photos

**Pastoral Codes**  
 The codes used to describe pastoral incidents may be edited here. You can also sort the list order. 10 being the first in the list (0 = don't show).

Description	Code	Merits	Demerits	Order	Default
Commemoration	COM	1	0	10	<input checked="" type="checkbox"/>
Community Commendation (1pt)	CC	1	0	20	<input type="checkbox"/>
Community Award (2pts)	CA	2	0	30	<input type="checkbox"/>
Community Gold Award (5pts)	CGA	5	0	40	<input type="checkbox"/>
Heads Award (5pts)	HA	5	0	50	<input type="checkbox"/>
Year Award (5pts)	YA	3	0	60	<input type="checkbox"/>
Negative Referral	D	0	1	70	<input type="checkbox"/>
Homework issue	HW	0	0	80	<input type="checkbox"/>
Academic issue	AC	0	1	90	<input type="checkbox"/>
Parental contact	P	0	0	100	<input type="checkbox"/>
Pastoral issue	PAS	0	0	110	<input type="checkbox"/>
School detention	DET	0	5	120	<input type="checkbox"/>
Attendance issue	ATT	0	0	130	<input type="checkbox"/>
Out of school activity	ACT	0	0	140	<input type="checkbox"/>
Parent Support Advisor	PSA	0	0	150	<input type="checkbox"/>
Medical issue	M	0	0	160	<input type="checkbox"/>
Exclusion	EX	0	10	170	<input type="checkbox"/>
Consultation Planning	CPM	0	0	180	<input type="checkbox"/>
Counseling	COU	0	0	190	<input type="checkbox"/>
Learning Mentor	LM	0	0	200	<input type="checkbox"/>

**Pastoral Locations**  
 The locations used when logging pastoral incidents may be edited here. You can also sort the list order.

Description	List Order
Not relevant	0
Classroom	10
Tutor Room / Reg	20
Corridors	30
Hall	40
Outside	50
Changing rooms	60
Fields	70
Toilets	80
Computer Room	90
Library / PLC	100
Examination Room	110
Off site	120
Non-specific	130
Other	140

**Pastoral Points Activation**  
 The points used to set threshold levels for merits and demerits may be edited here. You can also sort the list order.

Type	Description	Value	Order
D	Yellow alert	10	10
D	Orange alert	20	20
D	Red alert	30	30
D	At risk of exclusion	50	40
COM	Bronze	10	50
COM	Silver	20	60
COM	Gold	30	70
COM	Platinum	50	80

**E-Mail Logging**  
 If you do not want to make use of email communication between staff for logging pastoral incidents, then the box below should be 'unchecked'

Use E-mail?

The number of incidents used to set behaviour stages may be edited here. You can also sort the list order.

Behaviour Stage	Number of Incidents	Min	Max	List Order
M	30	49	10	
A	50	69	20	
B	70	100	30	
C	101	139	40	
D	140	10000	50	

The number of merit points needed to trigger a tertiary commendation certificate may be edited here. (Enter 0 if you do not wish to use this feature)



