

Behaviour Management

Creating a Report Card in SIMS

As a means of promoting positive behaviour, persistently misbehaving pupil/students can be assigned performance targets that they must meet. Their behaviour in relation to these targets can then be monitored over a specified period of time.

The targets can be incorporated into a report card, which can be completed electronically by a teacher or printed so that pupil/students can carry it with them from lesson to lesson. Teachers can then provide a brief comment or allocate points to indicate how well the pupil/student has achieved against a particular target during each class. The targets must be adhered to for a fixed period of time and during the entire school day while they are 'on report'.

The majority of report cards will be issued by Heads of Year or Pastoral Managers, but class teachers will be responsible, in the main, for administering and completing the report cards.

A complete report card record can be created only for pupil/students who have previously been associated with a behaviour incident in SIMS.

Report cards can be maintained via the following menu routes:

- **Focus | Behaviour Management | Report Card**

The **Report Card Details** page enables you to create and edit a report card.

- **Focus | Behaviour Management | Student Behaviour**

The **Report Card** panel of the **Behaviour Management** page enables you to create and edit a report card.

- **Focus | Behaviour Management | Maintain Behaviour Incidents**

Clicking the **Report Card** button in the **Students Involved** panel on the **Behaviour Incident** page enables you to create and edit a report card.

- **Focus | Attendance (or Lesson Monitor) | Take Register**

Right-clicking the appropriate cell in the register then selecting **Report Card Details** enables you to edit an existing report card.

Recording a New Report Card

NOTE: The following instructions are based on the **Focus | Behaviour Management | Report Card** menu route but the process is similar regardless of the route taken.

1. Select **Focus | Behaviour Management | Report Card** to display the **Find On Report Students** browser.
2. Click the **New** button to display the **New Report Card Details** page.

Depending on the route used to access the **New Report Card Details** page, the **Pupil** (or **Student**) name may already be displayed.

3. If the name is not displayed, click the **Search** button adjacent to the **Pupil** (or **Student**) field to display the **Find Pupil** (or **Student**) browser. Search for the pupil/student, highlight their name then click the **OK** button.
4. Select the **Reason for On Report** from the drop-down list, e.g. **Disruptive Behaviour**.
5. Click the respective **Calendar** buttons and select the report card **Start Date** and **End date**.
6. Enter any **Additional Comments** that relate to the issuing of the report card, e.g. Separate Stan and Ben Abbott in class.
The **Active** check box is selected by default and should be deselected only if you are creating a report card that you do not yet wish to issue.
7. In the **Behaviour Incidents Linked to Report Card** panel, click the **New** button to display the **Select Behaviour Incidents** dialog.

NOTE: For more information on creating a behaviour incident, please refer to the Recording Behaviour Incidents chapter in the Managing Pupil/Students handbook.

8. Use the available search criteria to limit the results then click the **Search** button.

9. Highlight the required behaviour incident(s) then click the **OK** button to return to the **New Report Card Details** page.
10. If you wish to apply a template, click the **Search** button in the **Templates** panel to display the **Select a Template** dialog. Highlight the required template then click the **OK** button to return to the **New Report Card Details** page.

The **Targets** panel is populated with a set of pre-defined targets that are associated with the selected template.

11. Click the **Add** button in the **Targets** panel to display the **Select Target Types** dialog.

Appropriate targets for the pupil/student's behaviour to be assessed against (e.g. punctuality), within a suitable time frame should be defined.

NOTE: The targets available for selection are managed via **Tools | Lookups | Maintain**. Search for and open the **Report Card Target Type** lookup code then make the necessary changes.

12. Highlight the required target then click the **OK** button to return to the **New Report Card Details** page.

NOTE: Pupil/students can be allocated more than one target on a report card, if required.

When the report card is generated, the order of the columns is determined by the order of the targets in the **Targets** panel, i.e. if **Discipline** is displayed at the top of the list, then this will be the first column displayed on the report card.

If the pupil/student has been assigned more than one target, use the **Move Up** and **Move Down** buttons to re-arrange the order of the selected targets.

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Recording a New Report Card continued...

13. In the **Targets** panel, click the **Generate Report Card** button to populate the **Report Card** panel.

Report Card				
Class	ORANGES	ORANGER	Comments	Initials
Date: 11/03/2014				
AM - AM	☒	☐	Stan encouraged Ben Abbott to be disorderly during mor...	JRT
AM - PM	☐	☒	No problem during afternoon session	SHR
Date: 12/03/2014				
Date: 13/03/2014				

The **Report Card** panel displays the following details for the period that the pupil/student is placed on report:

- a list of the pupil/student's class/registration groups for every day that they have been placed on report.
 - one or more columns indicating the reason(s) for the issue of the report card, e.g. **DISP** for discipline, **PUNC** for punctuality, etc.
 - space for any **Comments** that the pupil/student's teachers may wish to make in relation to their behaviour during the relevant class/registration group.
 - a column for the teacher to enter their **Initials** against any comments that they may have made.
14. Click the **Save** button. The page name changes from **New Report Card Details** to **Report Card Details**.
15. Click the **Print** button (located at the top of the **Report Card Details** page) to display the **Run a Screen Based Report** dialog. Select the layout and output options then click the **OK** button to generate the report card, which is displayed in your web browser, e.g. Windows® Internet Explorer®.

A paper copy of the report card can be printed from your web browser and given to the pupil/student to produce for completion by each teacher as they move from class to class throughout the school day.

*NOTE: As long as the report card is still current and active, all the details can be edited or amended, apart from the **Start Date** for a report card that has already started.*

Report Card for Stan Ackton				
Name	Stan Ackton		Reg	AM
Start Date	11/03/2014		End Date	13/03/2014
Reason	Disruptive Behaviour			
Targets				
Code	Description			
ORANGES	Spoke quietly. Remained quiet when asked			
ORANGER	Showed respect for the views and opinions for others			
Report Card Progress				
Date: 11/03/2014				
Class	ORANGES	ORANGER	Comments	Initials
AM - AM	☒	☐	Stan encouraged Ben Abbott to be disorderly during morning session	JRT
AM - PM	☐	☒	No problem during afternoon session	SHR
Date: 12/03/2014				
Class	ORANGES	ORANGER	Comments	Initials
AM - AM				
AM - PM				
Date: 13/03/2014				
Class	ORANGES	ORANGER	Comments	Initials
AM - AM				
AM - PM				
Additional Comments:				
Suggest separating Stan and Ben Abbott in class.				
Signature:				

When printed, the report card provides details regarding the pupil/student's name and registration group, the reason for being on report and the start and end dates of the report card.

There is also a list of the targets assigned to the pupil/student. A line is provided for each session, enabling the teacher to rate the pupil/student against the target, add any comments and enter their initials.

At the end of the report card period, these details can be added to the report card record in SIMS.

Re-activating a New Report Card

If a report card has reached its end date, it becomes inactive and cannot be edited. It is possible to re-activate a report card if, for example, you wish to extend its duration.

- Select **Focus | Behaviour Management | Report Card** to display the **Find On Report Students** browser.
- Search for and highlight the required pupil/student, then click the **Open** button to display the **Report Card Details** page.
- In the **Basic Details** panel, select the **Active** check box.
- Click the **Save** button to re-activate the report card.
- Enter a new **End date** then enter or edit any other details as required.
- Click the **Save** button.

Key Indicators on the Pupil (or Student) Teacher View Home Page

- Select **Focus | Pupil (or Student) | Pupil (or Student) Teacher View** to display the **Find Pupil (or Student)** browser.
- Search for then select the required pupil/student to display the **Pupil (or Student) Teacher View** page.

The **Report Card** block, located at the bottom right-hand side of the **Basic Details** panel, indicates whether the selected pupil/student has a current report card (**Yes/No**).

Clicking the **Report Card** hyperlink within the block displays the **Behaviour Management** page, where a more detailed behaviour record can be viewed.

Basic Details	
	Date of Birth 22/03/2010 Address 12 High Street, Higham Ferrers, Rushden, NN10 8BL, United Kingdom Mother Mrs Kimberly Ackton Priority 1 Home No. 01632 381472 Mobile No. Work No. 01632 552255 Email Ackton@watersdoesch... Head of Year Reg Tutor Mrs R Lorrin Head of Tier Head of House
SEN <Never assigned> Classes AM G&T No	Quick Note: Behaviour 8 Points Achievement 1 Points Exclusions 1 Day(s) Interventions 5 Conduct 7 Points Report Card Yes See more

Producing the Report Card Report

- Select **Reports | Behaviour Management | Report Card** to display the **Find On Report Students** browser.
- Select the required report criteria, e.g. **Surname**, **Date Range**, **Year Group**, etc. then click the **Search** button to display all the pupil/students who match the specified search criteria.
- Highlight one or more pupil/students then click the **Print** button to display the **Run a Screen Based Report** dialog.
- Select the layout and output options then click the **OK** button. The report is displayed in your web browser, from where it can be printed, if required.

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