

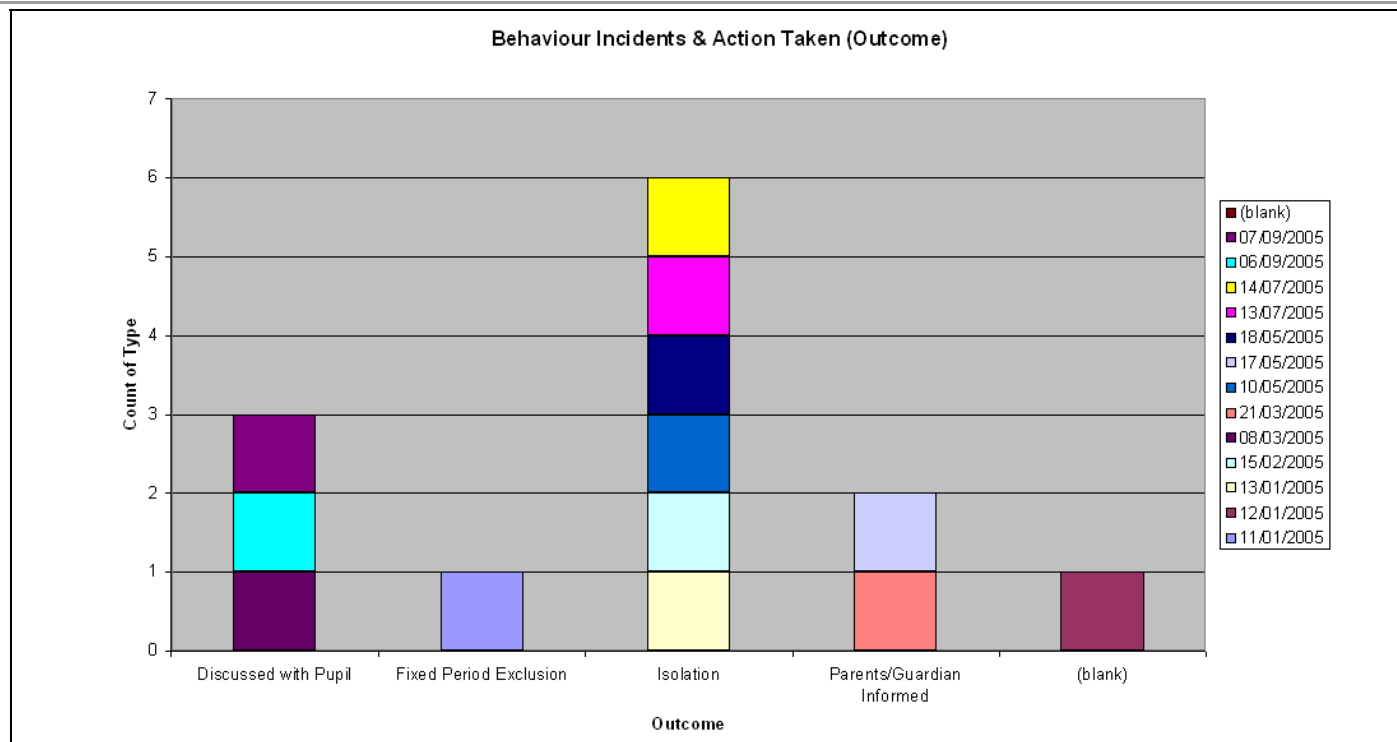
Behaviour Insert

Location:	Focus Student.																																			
Description:	Lists in tabular form the date the behaviour incident occurred, the type of incident, the lesson or location during which the incident occurred and the outcome.																																			
Run Time Parameters:	None.																																			
Sort Order:	None.																																			
Output Type:	Form Report (RTF)																																			
Sample:	<table border="1"><tr><th>Date</th><th>Incident Type</th><th>Subject or Location</th><th>Description</th><th>Outcome</th></tr><tr><td>01-02-08</td><td>Inadequate Work</td><td>Geography</td><td></td><td>Refer to Form Teacher</td></tr><tr><td>12-11-07</td><td>Inadequate Work</td><td>Technology</td><td></td><td>Written Punishment</td></tr></table> <table border="1"><tr><th>Date</th><th>Incident Type</th><th>Subject or Location</th><th>Description</th><th>Outcome</th></tr><tr><td>29-01-08</td><td>Disruptive Behaviour</td><td>French</td><td></td><td>Detention</td></tr></table> <table border="1"><tr><th>Date</th><th>Incident Type</th><th>Subject or Location</th><th>Description</th><th>Outcome</th></tr><tr><td>24-01-08</td><td>Lunch Time Incident</td><td>Playground</td><td></td><td>Refer to Form Teacher</td></tr></table>	Date	Incident Type	Subject or Location	Description	Outcome	01-02-08	Inadequate Work	Geography		Refer to Form Teacher	12-11-07	Inadequate Work	Technology		Written Punishment	Date	Incident Type	Subject or Location	Description	Outcome	29-01-08	Disruptive Behaviour	French		Detention	Date	Incident Type	Subject or Location	Description	Outcome	24-01-08	Lunch Time Incident	Playground		Refer to Form Teacher
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24-01-08	Lunch Time Incident	Playground		Refer to Form Teacher																																

Behaviour Report by Action Taken

Location:	Focus Student.
Description:	Shows the breakdown of behaviour incidents by the action taken within a specified date range. The report is broken down by the outcome of the behaviour incident.
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.
Sort Order:	Surname, Forename.
Output Type:	Excel.

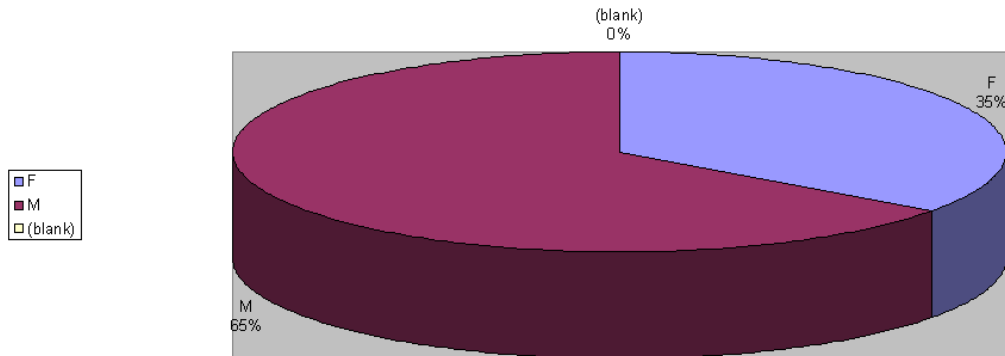
Sample:



Behaviour Report by Ethnicity

Location:	Focus Student.												
Description:	Shows the ethnicity breakdown by pupil/students involved in behaviour incidents within a specified date range. The report is broken down by the ethnicity of the pupil/students involved. <i>NOTE: This report counts a pupil/student's Ethnicity only once even though they might be involved in several instances. The report also shows the data on which the report is based.</i>												
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.												
Sort Order:	Surname, Forename.												
Output Type:	Excel.												
Sample:	<p style="text-align: center;">Behaviour Incidents by Ethnicity</p> <table border="1"> <caption>Behaviour Incidents by Ethnicity Data</caption> <thead> <tr> <th>Ethnicity</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>White - English</td> <td>63%</td> </tr> <tr> <td>Bangladeshi</td> <td>33%</td> </tr> <tr> <td>(blank)</td> <td>0%</td> </tr> <tr> <td>Italian</td> <td>2%</td> </tr> <tr> <td>Moroccan</td> <td>2%</td> </tr> </tbody> </table>	Ethnicity	Percentage	White - English	63%	Bangladeshi	33%	(blank)	0%	Italian	2%	Moroccan	2%
Ethnicity	Percentage												
White - English	63%												
Bangladeshi	33%												
(blank)	0%												
Italian	2%												
Moroccan	2%												

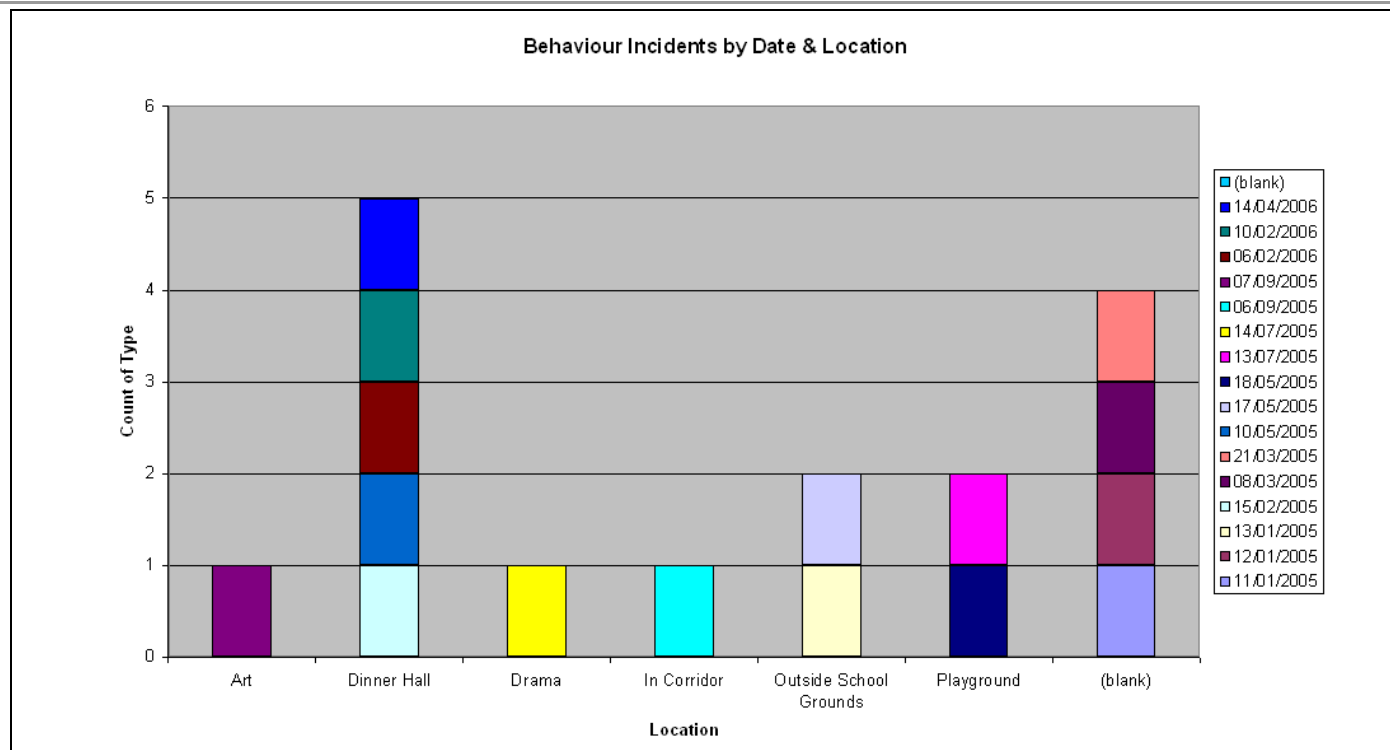
Behaviour Report by Gender

Location:	Focus Student.								
Description:	Shows the gender breakdown by pupil/students involved in behaviour incidents within a specified date range. The report is broken down by the gender of the pupil/students involved. <i>NOTE: This report counts a pupil/student's gender only once even though they might be involved in several instances. The report also shows the data on which the report is based.</i>								
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.								
Sort Order:	Surname, Forename.								
Output Type:	Excel.								
Sample:	<p style="text-align: center;">Behaviour Incidents by Gender</p>  <table border="1"> <caption>Behaviour Incidents by Gender Data</caption> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>M (Male)</td> <td>65%</td> </tr> <tr> <td>F (Female)</td> <td>35%</td> </tr> <tr> <td>(blank)</td> <td>0%</td> </tr> </tbody> </table>	Gender	Percentage	M (Male)	65%	F (Female)	35%	(blank)	0%
Gender	Percentage								
M (Male)	65%								
F (Female)	35%								
(blank)	0%								

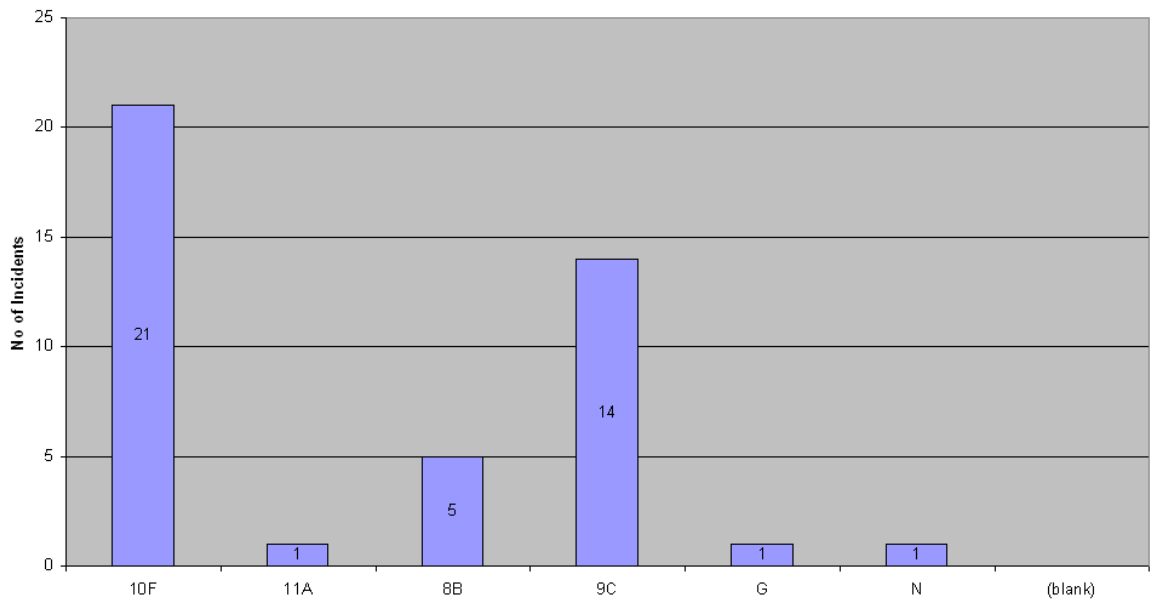
Behaviour Report by Location

Location:	Focus Student.
Description:	Shows the breakdown of behaviour incidents by the location of the incident within a specified date range. The report is broken down by the location of the behaviour incident
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.
Sort Order:	Surname, Forename.
Output Type:	Excel.

Sample:



Behaviour Report by Reg Group

Location:	Focus Student.																
Description:	<p>Shows the number of behaviour incidents within a specified date range for each registration group in the school. A bar chart and data table are provided.</p> <p><i>NOTE: This report counts the instances of behaviour incidents. The report also shows the data on which the report is based as one student could be responsible for all the incidents for their Reg group.</i></p>																
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.																
Sort Order:	Surname, Forename.																
Output Type:	Excel.																
Sample:	<div><p>Number of Behaviour Incidents by Registration Group</p><table border="1"><thead><tr><th>Registration Group</th><th>No of Incidents</th></tr></thead><tbody><tr><td>10F</td><td>21</td></tr><tr><td>11A</td><td>1</td></tr><tr><td>8B</td><td>5</td></tr><tr><td>9C</td><td>14</td></tr><tr><td>G</td><td>1</td></tr><tr><td>N</td><td>1</td></tr><tr><td>(blank)</td><td>0</td></tr></tbody></table></div>	Registration Group	No of Incidents	10F	21	11A	1	8B	5	9C	14	G	1	N	1	(blank)	0
Registration Group	No of Incidents																
10F	21																
11A	1																
8B	5																
9C	14																
G	1																
N	1																
(blank)	0																

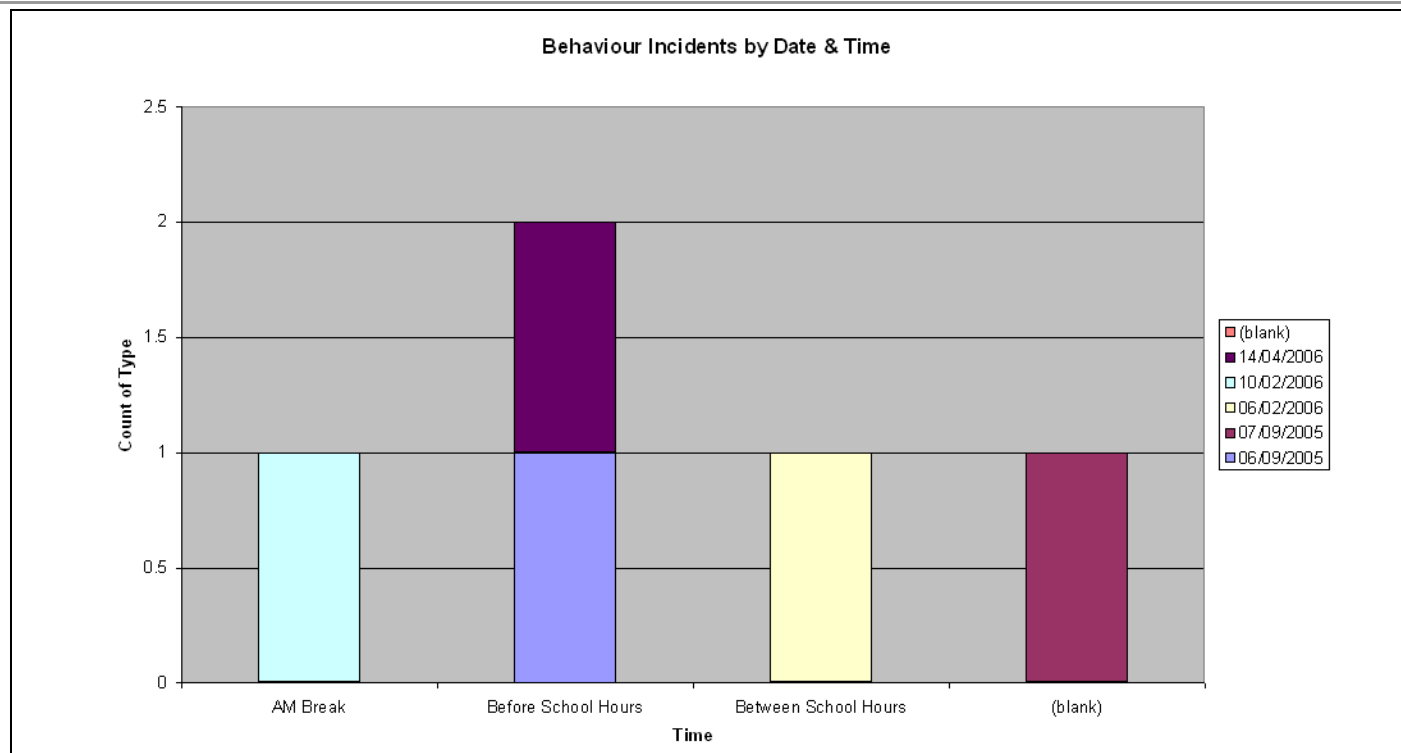
Behaviour Report by SEN Status

Location:	Focus Student.
Description:	<p>Shows the SEN breakdown by pupil/students involved in behaviour incidents within a specified date range. The report is broken down by the SEN Status of the pupil/students involved.</p> <p><i>NOTE: This report counts a pupil/student's SEN Status only once even though they might be involved in several instances. The report also shows the data on which the report is based.</i></p>
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.
Sort Order:	Surname, Forename.
Output Type:	Excel.

Behaviour Report by Time

Location:	Focus Student.
Description:	Shows the breakdown of behaviour incidents by the time of the school day taken within a specified date range. The report is broken down by the time of the behaviour incident
Run Time Parameters:	Year Group, Reg Group, Behaviour exists between dates.
Sort Order:	Surname, Forename.
Output Type:	Excel.

Sample:



Behaviour Report by Type

Location:	Focus Student.																																																																																																																																	
Description:	Produces a count of behaviour incidents by pupil sorted by registration group.																																																																																																																																	
Run Time Parameters:	Year Group, Reg Group.																																																																																																																																	
Sort Order:	Surname, Forename.																																																																																																																																	
Output Type:	Excel.																																																																																																																																	
Sample:	<table><tr><th colspan="2">Count of Type</th><th colspan="8">Type</th></tr><tr><th>Reg</th><th>Name</th><th>Assault - Pupil</th><th>Bullying</th><th>Damage - Property</th><th>Defiance</th><th>Disruption</th><th>Disruptive Behaviour</th><th>Insolence</th><th>Lunchtime Incident</th></tr><tr><td>3CB</td><td>Matteo BORGIA</td><td>1</td><td>1</td><td>2</td><td>1</td><td></td><td>9</td><td>2</td><td>2</td></tr><tr><td colspan="2">3CB Total</td><td>1</td><td>1</td><td>2</td><td>1</td><td></td><td>9</td><td>2</td><td>2</td></tr><tr><td>5DT</td><td>Mark ACKROYD</td><td>1</td><td>5</td><td>1</td><td></td><td>2</td><td>4</td><td>1</td><td></td></tr><tr><td></td><td>Mary ACKROYD</td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">5DT Total</td><td>1</td><td>6</td><td>1</td><td></td><td>2</td><td>4</td><td>1</td><td></td></tr><tr><td>ASH</td><td>Jill BASRA</td><td></td><td></td><td></td><td></td><td>1</td><td></td><td>1</td><td></td></tr><tr><td colspan="2">ASH Total</td><td></td><td></td><td></td><td></td><td>1</td><td></td><td>1</td><td></td></tr><tr><td>(blank)</td><td>(blank)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">(blank) Total</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">Grand Total</td><td>2</td><td>7</td><td>3</td><td>1</td><td>3</td><td>13</td><td>4</td><td>2</td></tr></table>										Count of Type		Type								Reg	Name	Assault - Pupil	Bullying	Damage - Property	Defiance	Disruption	Disruptive Behaviour	Insolence	Lunchtime Incident	3CB	Matteo BORGIA	1	1	2	1		9	2	2	3CB Total		1	1	2	1		9	2	2	5DT	Mark ACKROYD	1	5	1		2	4	1			Mary ACKROYD		1							5DT Total		1	6	1		2	4	1		ASH	Jill BASRA					1		1		ASH Total						1		1		(blank)	(blank)									(blank) Total										Grand Total		2	7	3	1	3	13	4	2
Count of Type		Type																																																																																																																																
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Behaviour Report Listing

Location:	Focus Student.																																																																																																																																		
Description:	Provides a range of behaviour data which can be filtered in a variety of ways. Once in Excel, the data can be manipulated according to your requirements.																																																																																																																																		
Run Time Parameters:	Year Group, Reg Group, SEN Status, Ethnicity.																																																																																																																																		
Sort Order:	Surname, Forename.																																																																																																																																		
Output Type:	Excel.																																																																																																																																		
Sample:	<table><tr><th>Name</th><th>Year</th><th>Reg</th><th>Gender</th><th>SEN Status</th><th>DOA</th><th>Ethnic category</th><th>Type</th><th>Location</th><th>Date</th><th>Time</th><th>Description</th></tr><tr><td>Mark ACKROYD</td><td>Year 5</td><td>5DT</td><td>M</td><td>School Action</td><td>01-Sep-00</td><td>White - English</td><td>Bullying</td><td>Dinner Hall</td><td>10-Feb-06</td><td>AM Break</td><td>Bullying incident in the Dinner Hall</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Disruptive Behaviour</td><td>Dinner Hall</td><td>06-Feb-06</td><td>Between School Hours</td><td>Incident in Dinner Hall involving several other pupils</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Disruptive Behaviour</td><td>Playground</td><td>13-Jul-05</td><td>AM Break</td><td>Took any footballs he could get his hands on and refused to let other childre</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Disruptive Behaviour</td><td>Dinner Hall</td><td>10-May-05</td><td></td><td>Threw his lunch at a dinner lady.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Disruption</td><td></td><td>08-Mar-05</td><td></td><td>Throwing snowballs at the classroom windows</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Disruption</td><td></td><td>12-Jan-05</td><td></td><td>Was making unacceptable noises in the classroom</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Bullying</td><td></td><td>11-Jan-05</td><td></td><td>Pushed a child into a door, hurt head and nose</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Bullying</td><td></td><td>23-Nov-04</td><td></td><td>Pushed another childs head against the door</td></tr></table>											Name	Year	Reg	Gender	SEN Status	DOA	Ethnic category	Type	Location	Date	Time	Description	Mark ACKROYD	Year 5	5DT	M	School Action	01-Sep-00	White - English	Bullying	Dinner Hall	10-Feb-06	AM Break	Bullying incident in the Dinner Hall								Disruptive Behaviour	Dinner Hall	06-Feb-06	Between School Hours	Incident in Dinner Hall involving several other pupils								Disruptive Behaviour	Playground	13-Jul-05	AM Break	Took any footballs he could get his hands on and refused to let other childre								Disruptive Behaviour	Dinner Hall	10-May-05		Threw his lunch at a dinner lady.								Disruption		08-Mar-05		Throwing snowballs at the classroom windows								Disruption		12-Jan-05		Was making unacceptable noises in the classroom								Bullying		11-Jan-05		Pushed a child into a door, hurt head and nose																				Bullying		23-Nov-04		Pushed another childs head against the door
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Individual Student Behaviour Letter

Location:	Focus Student.																																								
Description:	An example letter that can be used/amended to send details of behaviour incidents to parents. This report should only be run from the individual pupil/student screen using the Links panel.																																								
Run Time Parameters:	Year Group, Reg Group.																																								
Sort Order:	Surname, Forename.																																								
Output Type:	Form Report (RTF).																																								
Sample:	<div><div>WATERS EDGE PRIMARY SCHOOL</div><div>22/06/2006</div><div>Mr and Mrs M ACKROYD 27 Springfield Avenue Kempston Bedford Bedfordshire MK42 8HU</div><div>Dear Mr and Mrs ACKROYD</div><div>Re: Mark ACKROYD 5DT</div><div>We are closely monitoring the behaviour of students within year group Year 5 and are concerned about the amount of behaviour incidents that have been occurring recently. Up to 22/06/2006 the following behaviour incidents have occurred with Mark and we feel that you should be made aware of the issues that we are experiencing with him. We feel sure that you will be supporting us in the actions that we are taking to improve behaviour issues within the school.</div><div>The incidents that are occurring are as follows:-</div><table><thead><tr><th>Date</th><th>Incident Type</th><th>Subject or Location</th><th>Description</th><th>Outcome</th></tr></thead><tbody><tr><td>10-02-06</td><td>Bullying</td><td>Dinner Hall</td><td>Bullying incident in the Dinner Hall</td><td>Detention</td></tr><tr><td>06-02-06</td><td>Disruptive Behaviour</td><td>Dinner Hall</td><td>Incident in Dinner Hall involving several other pupils</td><td>Parents/Guardian Informed</td></tr><tr><td>13-07-05</td><td>Disruptive Behaviour</td><td>Playground</td><td>Took any footballs he could get his hands on and refused to let other children play with them.</td><td>Isolation</td></tr><tr><td>10-05-05</td><td>Disruptive Behaviour</td><td>Dinner Hall</td><td>Threw his lunch at a dinner lady.</td><td>Isolation</td></tr><tr><td>08-03-05</td><td>Disruption</td><td></td><td>Throwing snowballs at the classroom windows</td><td>Discussed with Pupil</td></tr><tr><td>12-01-05</td><td>Disruption</td><td></td><td>Was making unacceptable noises in the classroom</td><td></td></tr><tr><td>11-01-05</td><td>Bullying</td><td></td><td>Pushed a child into a door, hurt head and nose</td><td>Fixed Period Exclusion</td></tr></tbody></table><div>Should you wish to discuss the issues further please contact me.</div><div>Yours sincerely</div><div>Headteacher</div></div>	Date	Incident Type	Subject or Location	Description	Outcome	10-02-06	Bullying	Dinner Hall	Bullying incident in the Dinner Hall	Detention	06-02-06	Disruptive Behaviour	Dinner Hall	Incident in Dinner Hall involving several other pupils	Parents/Guardian Informed	13-07-05	Disruptive Behaviour	Playground	Took any footballs he could get his hands on and refused to let other children play with them.	Isolation	10-05-05	Disruptive Behaviour	Dinner Hall	Threw his lunch at a dinner lady.	Isolation	08-03-05	Disruption		Throwing snowballs at the classroom windows	Discussed with Pupil	12-01-05	Disruption		Was making unacceptable noises in the classroom		11-01-05	Bullying		Pushed a child into a door, hurt head and nose	Fixed Period Exclusion
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Behaviour Incidents Reports

Behaviour Incident Report

Location:	Focus Behaviour Incidents																																										
Description:	A report of pupil/students who have been involved in a behaviour incident, together with details of the incident.																																										
Run Time Parameters:	Effective Date, Staff Full Name Contains, Role, Incident Date, Incident Type, Subject, Year Group, Reg Group, Outcome.																																										
Sort Order:	Surname, Forename.																																										
Output Type:	Excel.																																										
Sample:	<table><tr><th>Action Taken</th><th>Surname</th><th>Forename</th><th>Name</th><th>Year</th><th>Reg</th><th>Incident</th></tr><tr><td>Lunchtime Detention</td><td>Abbot</td><td>Ben</td><td>Ben Abbot</td><td>Year 12</td><td>N</td><td>Lunchtime Incident</td></tr><tr><td>Isolation</td><td>Abbot</td><td>Ben</td><td>Ben Abbot</td><td>Year 12</td><td>N</td><td>Disruptive Behaviour</td></tr><tr><td>Fixed Period Exclusion</td><td>Adair</td><td>Geoffrey</td><td>Geoffrey Adair</td><td>Year 10</td><td>10B</td><td>Damage to Property</td></tr><tr><td>Fixed Period Exclusion</td><td>Adam</td><td>Briony</td><td>Briony Adam</td><td>Year 12</td><td>J</td><td>Damage to Property</td></tr><tr><td>Fixed Period Exclusion</td><td>Addison</td><td>Avie</td><td>Avie Addison</td><td>Year 10</td><td>10D</td><td>Theft</td></tr></table>	Action Taken	Surname	Forename	Name	Year	Reg	Incident	Lunchtime Detention	Abbot	Ben	Ben Abbot	Year 12	N	Lunchtime Incident	Isolation	Abbot	Ben	Ben Abbot	Year 12	N	Disruptive Behaviour	Fixed Period Exclusion	Adair	Geoffrey	Geoffrey Adair	Year 10	10B	Damage to Property	Fixed Period Exclusion	Adam	Briony	Briony Adam	Year 12	J	Damage to Property	Fixed Period Exclusion	Addison	Avie	Avie Addison	Year 10	10D	Theft
Action Taken	Surname	Forename	Name	Year	Reg	Incident																																					
Lunchtime Detention	Abbot	Ben	Ben Abbot	Year 12	N	Lunchtime Incident																																					
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Fixed Period Exclusion	Adair	Geoffrey	Geoffrey Adair	Year 10	10B	Damage to Property																																					
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Fixed Period Exclusion	Addison	Avie	Avie Addison	Year 10	10D	Theft																																					

Behaviour by Subject Outcome

Location:	Focus Class.																																																																																																																																																								
Description:	This report can be filtered by subject and for each class, shows a count of the outcomes of behaviour incidents recorded.																																																																																																																																																								
Run Time Parameters:	Subject Contains and number of pupil/students is greater than zero.																																																																																																																																																								
Sort Order:	Class Description, Class Teacher, Class Name.																																																																																																																																																								
Output Type:	Excel.																																																																																																																																																								
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