

Recording Behaviour Incidents and Achievements

Setting up Behaviour Types

You can determine the types of behaviour you wish to record. You are advised to review the list periodically and add or delete behaviour types as necessary. Please note that behaviour types that have been used previously cannot be deleted.

1. Select **Tools | Setups | Behaviour Management | Behaviour Type** to display the **Maintain Behaviour Types** page.

2. To remove an unwanted behaviour type permanently, highlight it then click the **Delete** button.

3. Click the **New** button or highlight an existing behaviour type and click the **Open** button to display the **Add/Edit Behaviour Type** dialog.

4. Enter a unique **Code** and a concise **Description**. The **Description** is displayed in the **Type** drop-down list when adding a behaviour incident record, so you are advised to keep it as short as possible.

5. Enter the default number of **Points** to be allocated to this behaviour type (from 0 to 99). This value is assigned automatically when a behaviour incident of this type is subsequently recorded.
6. By default, the **Active** check box is selected, indicating that it is visible in the **Type** drop-down list when adding a behaviour incident record. Deselect this check box only for behaviour types you do not wish to be displayed in the **Type** drop-down list.
7. To make a behaviour incident type accessible via the register, select the **Include In Register** check box.

Multiple behaviour incident types can be made available via the register by highlighting the required items on the **Maintain Behaviour Types** page then clicking the **Register** button.

8. If you wish to associate this type of behaviour incident with bullying, select the **Bullying Type** check box.
9. Click the **OK** button to return to the **Maintain Behaviour Types** page then click the **Save** button.

The order displayed on this page defines the order in which the items will be displayed in the applicable drop-down lists.

10. To change the order of the items (e.g. so that commonly used behaviour types are displayed at the top of the drop-down lists), highlight the required behaviour type then click the **Move Up** or **Move Down** button.

Recording a Behaviour Incident

The following process describes the recording of a complete behaviour incident record. If a behaviour incident was recorded via the register (**Focus | Attendance** (or **Lesson Monitor**) | **Take Register**, right-click one or more pupil/student names, select **Add Behaviour** and then the required option from the pop-up menu), partial details will already be recorded. If you wish to record further details of a behaviour incident that was added in this way, highlight the existing incident then click the **Open** button in step 3 of the following process. For more information about recording a behaviour incident via the register, please refer to the *Managing Pupil/Student Attendance* handbook or *Monitoring Lesson and Session Attendance* handbook.

1. Select **Focus | Behaviour Management | Maintain Behaviour Incidents** to display the **Find Behaviour Incident** browser.
2. Before adding a new behaviour incident, carry out a search to ensure that it has not already been recorded.
3. If you are sure the incident has not yet been recorded, click the **New** button to display the **Behaviour Incident Details** page.
4. Select the incident **Type** from the drop-down list. The **Points Defined** field is populated automatically with the predetermined value.

If a behaviour type associated with bullying is selected, you can also record the **Type Of Bullying** that took place.

5. **Additional Types** can be added to the behaviour incident by clicking the **New** button to display the **Add Behaviour Types** dialog. Highlight the required type(s) then click the **Select** button. Any additional behaviour types selected affect the **Points Defined** for the incident.

6. Select the related **Activity** and the **Location** of the incident from the drop-down lists. For advice on how to edit lookups, please refer to the *Maintaining Lookups Quick Reference Sheet*.

7. Select the **Date** of the incident then select the **Time** of day at which the incident took place from the drop-down list.
8. Search for the applicable **Lesson Information** (*Secondary school only*).
9. Enter any additional **Comments**.
10. The **Recorded On** field defaults to today's date but can be edited.
11. Select the appropriate **Status** from the drop-down list (mandatory).
12. The name of the person recording the behaviour incident is displayed automatically in the **Recorded By** field.
13. Record any staff involved in the incident using the **Other Staff Involved** panel. By default, the current user's name is displayed, but they can be removed by highlighting the name and clicking the **Delete** button.
14. Click the **New** button to display the **New Behaviour Staff Link** dialog. Click the **Browser** button adjacent to the **Staff** field, search for the required person in the **Select person** dialog, highlight their name then click the **OK** button.
15. Select their **Role** in the incident from the drop-down list then click the **OK** button to return to the **Behaviour Incident Details** page. Additional members of staff can be recorded, if required.
16. Record any pupil/students involved in the incident using the **Students Involved** panel.
17. Click the **New** button to display the **Select Students** dialog. Search for the required pupil/student(s), highlight their name(s) then click the **OK** button to display the **Add Students Involved** dialog.

The **Points** field defaults to the value specified for that behaviour type, in addition to any **Additional Types** previously recorded. This value can be edited, if required. You can **Add** or **Remove** pupil/students by clicking the appropriate button. Complete the remaining information by selecting from the drop-down lists.
18. Click the **OK** button to return to the **Behaviour Incident Details** page. Additional pupil/students can be recorded, if required.
19. Pupil/students can be removed from the **Students Involved** panel by highlighting their name(s) then clicking the **Remove** button.
20. To record additional details for a particular pupil/student for the selected incident, highlight their name then click the **Open** button to display the **Edit Behaviour Student** dialog.
 - a. Edit the **Points** for this incident for the selected pupil/student and select their **Role** in the incident from the drop-down list.
 - b. Select the **Action Taken** from the drop-down list then record a **Date of Action**.
 - c. Select the method used to inform the parent/carer(s) from the **Parents/Carers Informed** drop-down list.
 - d. Any relevant notes can be recorded in the **Notes/Documents** panel by clicking the **New** button. Click the **OK** button twice to return to the **Behaviour Incident Details** page.
21. The **Students Involved** panel also enables you to record information relating to a **Detention** and an **Exclusion**. Highlight the required name then click the applicable button. The highlighted pupil/student's **Report Card** can also be viewed.
22. A message relating to the selected behaviour incident can be sent to any other staff member's **Home Page** by clicking the **Send** button and selecting the required recipient(s).
23. Click the **Save** button to save the behaviour incident record.

Recording Behaviour Incidents and Achievements

Setting up Achievement Types

You can determine the types of achievement you wish to record. Please note that achievement types that have been used previously cannot be deleted.

1. Select **Tools | Setups | Behaviour Management | Achievement Type** to display the **Maintain Achievement Types** page.
2. To remove an unwanted achievement type permanently, highlight it then click the **Delete** button.
3. Click the **New** button or highlight an existing achievement type and click the **Open** button to display the **Add/Edit Achievement Type** dialog.
4. Enter a unique **Code** and a concise **Description**. The **Description** is displayed in the **Type** drop-down list when adding an achievement record, so you are advised to keep it as short as possible.
5. Enter the default number of **Points** to be allocated to this achievement type (from 0 to 99). This value is assigned automatically when an achievement of this type is subsequently recorded.
6. By default, the **Active** check box is selected, indicating that it is visible in the **Type** drop-down list when adding an achievement record. Deselect this check box only for achievement types you do not wish to be displayed in the **Type** drop-down list.
7. To make an achievement type accessible via the register, select the **Include In Register** check box.

Multiple achievement types can be made available via the register by highlighting the required items on the **Maintain Achievement Types** page then clicking the **Register** button.

Recording an Achievement

The following process describes the recording of a complete achievement record. If an achievement was recorded via the register (**Focus | Attendance** (or **Lesson Monitor**) | **Take Register**, right-click one or more pupil/student names, select **Add Achievement** and then the required option from the pop-up menu), partial details will already be recorded. If you wish to record further details of an achievement that was added in this way, highlight the existing achievement then click the **New** button in step 3 of the following process. For more information about recording achievements via the register, please refer to the *Managing Pupil/Student Attendance* handbook or *Monitoring Lesson and Session Attendance* handbook.

1. Select **Focus | Behaviour Management | Maintain Achievements** to display the **Find Achievements** browser.
2. Before adding a new achievement, carry out a search to ensure that it has not already been recorded.
3. If you are sure the achievement has not yet been recorded, click the **New** button to display the **Achievement Details** page.
4. Select the achievement **Type** from the drop-down list. The **Points Defined** field is populated automatically with the predetermined value.
5. **Additional Types** can be added to the achievement by clicking the **New** button to display the **Add Achievement Types** dialog. Highlight the required type(s) then click the **Select** button. Any additional achievement types selected affect the **Points Defined** for the achievement.
6. Select the **Date** on which the achievement was awarded by clicking the **Calendar** button and selecting the required date.
7. Select the related **Activity Type** from the drop-down list.

8. Search for the applicable **Lesson Information** (**Secondary school only**).
9. Enter any additional **Comments**.
10. The **Recorded On** field defaults to today's date but can be edited.
11. The name of the person recording the behaviour incident is displayed automatically in the **Recorded By** field.
12. Record any staff linked with the achievement using the **Staff Involved** panel. Click the **New** button to display the **New Achievement Staff Link** dialog.
13. Click the **Browser** button adjacent to the **Staff** field, search for the required person in the **Select person** dialog, highlight their name then click the **OK** button.
14. Select their **Role** in the achievement from the drop-down list then click the **OK** button to return to the **Achievement Details** page. Additional members of staff can be recorded, if required.
15. Record the pupil/students to whom you wish to award the achievement using the **Students Involved** panel. Click the **New** button to display the **Select Students** dialog.
16. Search for and highlight the required pupil/student(s) then click the **OK** button to display the **Add Students Involved** dialog. The **Points** field defaults to the value specified for that achievement type, in addition to any **Additional Types** previously recorded. This value can be edited, if required. You can **Add** or **Remove** pupil/students by clicking the appropriate button. Complete the remaining information by selecting from the drop-down lists.
17. Click the **OK** button to return to the **Achievement Details** page. Additional pupil/students can be recorded, if required.
18. Pupil/students can be removed from the **Students Involved** panel by highlighting their name(s) then clicking the **Remove** button.
19. To record additional details for a particular pupil/student for the selected achievement, highlight their name then click the **Open** button to display the **Edit Achievement Student** dialog.
 - a. Edit the **Points** value for this achievement for the selected pupil/student.
 - b. Select the **Award Given** from the drop-down list then record a **Date of Award**.
 - c. Select the method used to inform the parent/carer(s) of the award from the **Parents/Carers Informed** drop-down list.
20. A message relating to the selected achievement can be sent to any other staff member's **Home Page** by clicking the **Send** button and selecting the required recipient(s).
21. Click the **Save** button to save the achievement record.

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