

The Christian School (Takeley)

DFE No. 881/6041
Registered Charity No. 1148518
Company Limited by Guarantee No. 8165830



Online Reporting

We expect a high standard of behaviour, trustworthiness and effort in school from all our pupils.

In the senior school we aim to create plenty of opportunities for praise as well as having in place clearly stated expectations and sanctions.

The codes set out what most people would expect in a school – attentive behaviour, good standards of work, punctuality, and bringing equipment to lessons.

The rules lay down some particular requirements we have chosen to implement in our school.

The School Pod system is a secure online reporting system that keeps a track of pupil records, effort, progress, poor behaviour, disorganisation and commendations.

It makes available pupil records, including attendance and attainment reports.

It offers opportunities for all staff to record student leadership through involvement in the running of the school, Commendations where pupils have shown good character and behaviour.

All teachers have access.

Effort Grades:

After every lesson senior school teachers are able to give each pupil an effort level relating to the amount of effort they have put into the lesson.

Effort levels are given for each subject and these reflect attitude, organisation, focus and participation in class. Teachers work to the following descriptors:

- Effort Level 1: Fully prepared for the lessons, fully engaged in the lessons and enthusiastic
- Effort Level 2: By and large prepared for lessons and generally engaged and participating
- Effort Level 3: Not fully prepared for lessons, generally disengaged or distracted

School Pod is used to generate a list of pupils with 5 or more level ones each week. This list is read out in the Friday family assembly, with special mention given to those pupils with the highest number of level ones for the week.

Where a pupil receives 3 or more level 3 effort grades the Senior Leadership Team, and the pupil's tutor are informed by e-mail. The tutor is then able to have a conversation with the pupil and find out the cause of this behaviour and or take further action to remedy the problem.

Progress Grades

In order to indicate whether each pupil is achieving the level of understanding and of written response that might be expected for that **individual** child, teachers will use one of the following descriptors:

- AT (above target)
- OT (on target)
- BT (below target)

Teachers should have a clear idea of what level of understanding and response is expected for each pupil at their key stage and level of ability. The descriptor needs to be able to be referenced to specific expectations for the task set.

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Commendations

Commendations can be created by any member of staff at any time during the day and may be given for excellence in the following categories:

- An outstanding level of participation or initiative in class,
- An excellent piece of work
- An action deserving merit under these headings reflecting the school ethos: Loyalty, Obedience, Humility, Compassion, Courage, Determination, Initiative, Responsibility, Diligence.
- Behaviour that shows any of the following qualities :
 - Courtesy
 - Independent Learner
 - Team Player
 - Collaborative Learner
 - Helping Others
 - Respect and Friendship
 - Inspiring Others
 - Determination or Courage
 - Personal Excellence
 - Contributing to School Life
 - 100% Effort into Work
 - Telling the Truth in Difficult Circumstances

Commendations are given out in the form of certificates to the pupils on a Friday morning family assembly each week where their contribution is recognised by the whole school.

Contributions to School Life

Members of staff can use the School Pod to record pupils' extra-curricular involvement within the school for example help during the holidays, leading assemblies or being at family cleaning days. The following are noted:

- Leadership
- Team member
- Initiator
- Community helper
- Community representative
- Mentor
- Poor Behaviour

Where a child's effort or behaviour falls below a level 3, a teacher will complete a Behaviour Report and record the aspects of the behaviour in the lesson that they found unacceptable. This information can then be used by the teacher in case of a query from the parents of the pupil, or to see if there is a pattern of behaviour across other lessons. A behaviour report will also be completed by any members of staff who have to deal with a child who behaves badly outside lesson times.

Poor Organisation

Staff may also complete a Poor Organisation Slip to record missing homework, lateness, failing to bring books and equipment they need to their lessons, being excessively tired or not wearing correct uniform.

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Parent Engagement

Each week parents are given an update from School Pod which informs parents of the effort levels and progress grades that their child has received in the preceding week. They are also informed of any poor organisation. Parents are notified of commendations in a separate e-mail with the certificate attached.

Monitoring

School Pod has a monitoring function where the Senior Leadership Team, Tutors and teachers can access slips for any particular child and look at their behaviour over time. This can be used to identify issues with organisation or behaviour and is used as evidence in addressing the issue with the pupil, putting in place support mechanism or coping strategies, and if necessary involving their parents.

The monitoring can also be used to collect evidence of a pupil's contributions to the school community for the purposes of writing references for future schools.

Staff entries to School Pod are monitored by the Senior Leadership Team to ensure that staff are regularly entering levels and grades.

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