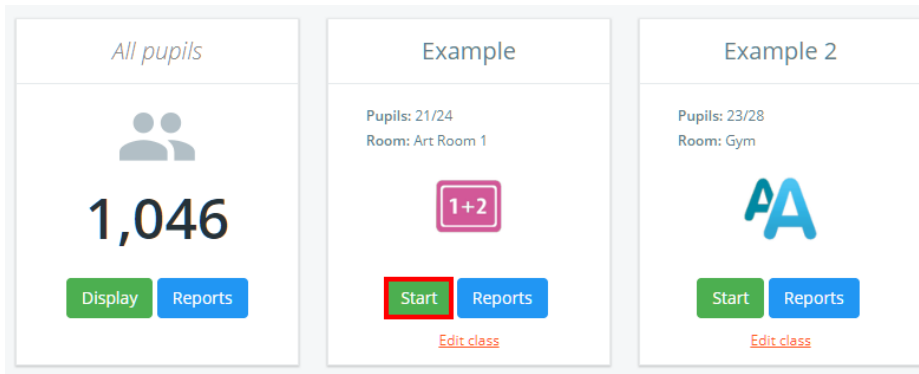


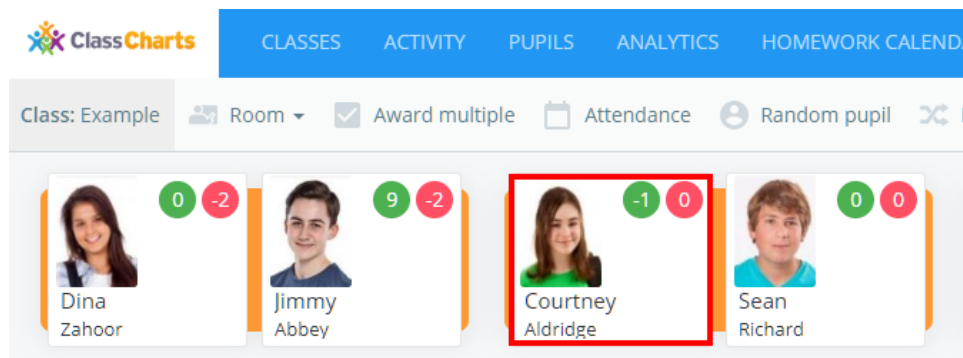
## How To Log Conduct Consequences On Classcharts

If students are in anyway disrupting the learning of themselves or others they will be issued with a consequence and this must be logged on ClassCharts. To log a consequence on ClassCharts:

- 1) **Start the class** you are teaching by clicking on the **Start** button.



- 2) Next, click on the **Pupil Card** for the pupil for whom you wish to log the consequence.

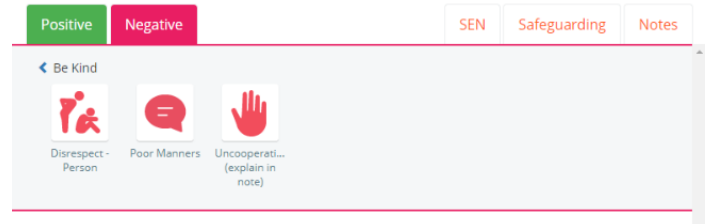
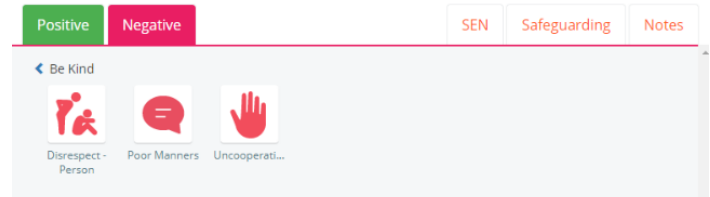
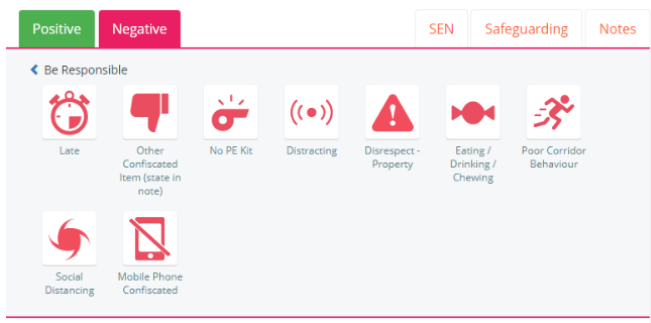


- 3) The pupil sidebar will appear. Click on the **Negative** tab in their pupil sidebar.



The available negative behaviour folders will then be visible.  
The behaviours for which a consequence might be issued have been distributed into three folders that align with our oath and indicate the part of the oath the behaviour has broken.

The behaviour types are shown below:

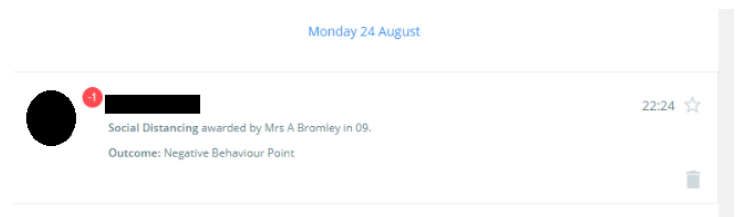


- 4) Click the appropriate folder and then click the negative behaviour for which you are issuing a consequence.

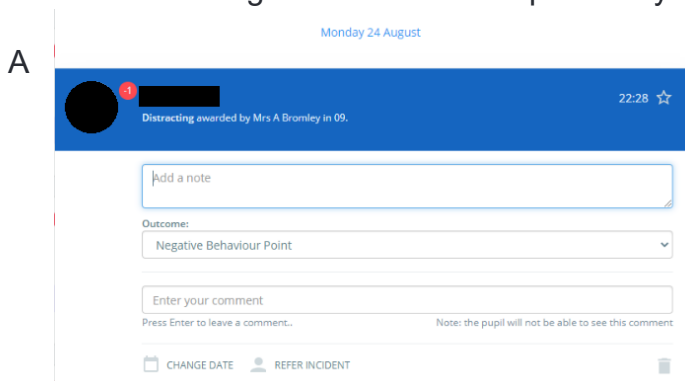
The following behaviours will require a note:

|  |  |
|--|--|
| Other Confiscated Item (state in note) | State the item confiscated in the note                         |
| Uncooperative (explain in note)        | State in the note what the pupil was being uncooperative about |

The pupil sidebar will **flash red** and a **sound effect** will play to indicate that the behaviour was successfully awarded. The behaviour will then appear in the pupil's **Activity Feed**, below the list of behaviours in the pupil sidebar.



- 5) The behaviour log can be edited or updated by clicking on the behaviour in the activity feed.



note to give further information can be added – **Any note will be visible to the parent and pupil in their respective ClassCharts Apps. Please take care with the content and quality of the note.**

The outcome can be changed – although the default outcome will usually be appropriate.

A comment can also be added and this will not be visible to the parent and pupil.

The date can be changed – although, as the consequence should be logged at the time of the behaviour, the date should not need to be changed.

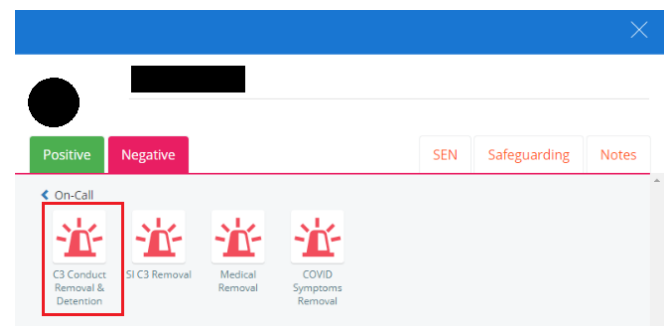
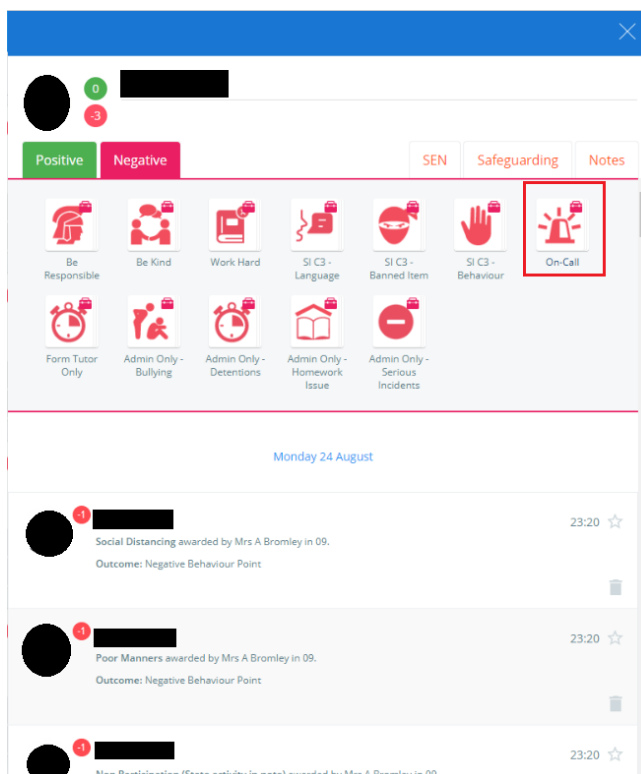
The consequence can be referred to another member of staff. If selected, the member of staff will receive an email regarding the consequence logged.

- 6) When behaviours are awarded to a pupil, their behaviour points total in the pupil sidebar will be updated accordingly as will their behaviour points total on their record card. This total is the total for the current class only.



It is important to take note of the negative behaviour points total as when a 3<sup>rd</sup> consequence is issued and the negative behaviour points total is -3 the pupil will need to be removed from the lesson to the C3 removal base and a detention issued.

- 7) To request On-Call and set a detention when a C3 has been issued:  
Straight after clicking the negative behaviour, click on the **On-Call folder** and then click on **C3 Conduct Removal & Detention**.



This will then appear in the pupil's activity log, an email alert will be sent to the C3 removal room, and a detention notification will be emailed to the parent.