



Logging Communication Using Pupil Notes



An Orchard Mead Guide

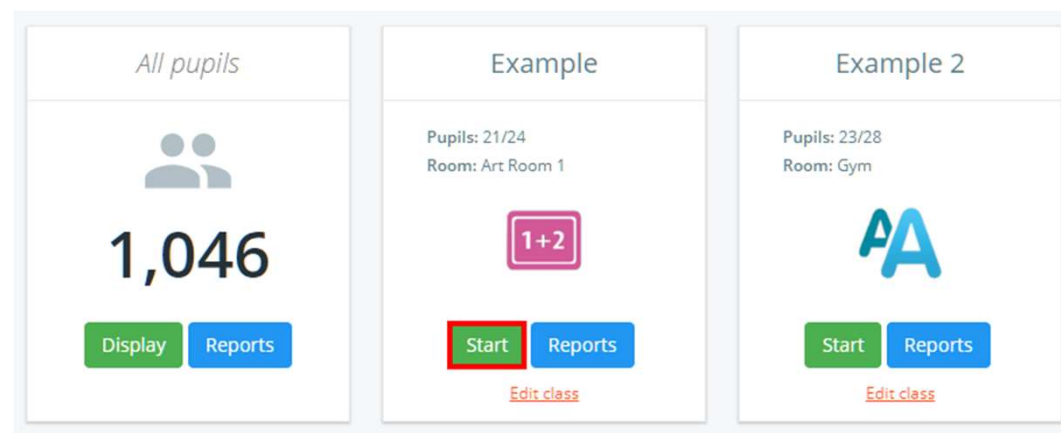
Pupil Notes

- Class Charts allows you to add notes to specific pupils.
- These notes can be used for a variety of purposes:
 - Important / key information that could provide guidance for a cover teacher
 - Reminders about the pupil e.g. likes and dislikes, incidents / events
 - Keeping track of communications had with the pupil or family e.g. phone calls and emails.
- These notes can be categorised, allowing them to be included in a variety of reports.
- Orchard Mead uses Pupil Notes to log communication made with a pupil or their parent / guardian.

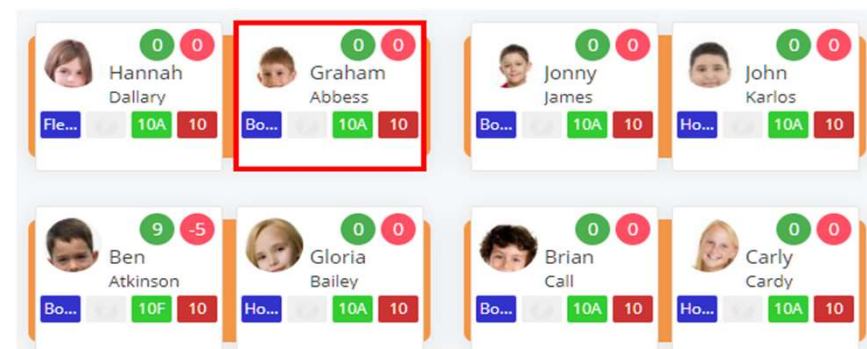


Adding A Pupil Note

To create a note for a pupil, click on the **Classes** tab along the top of the page and start the class of your choice by clicking on the **Start** button.



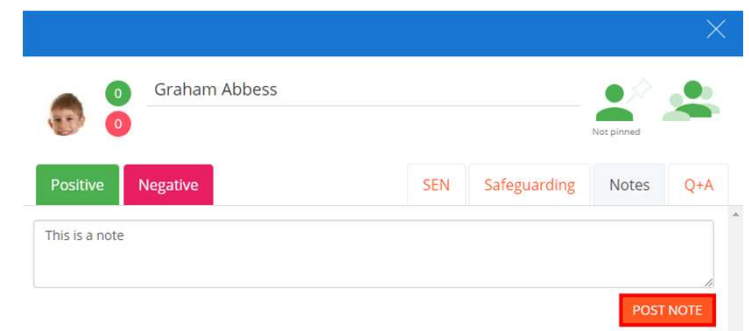
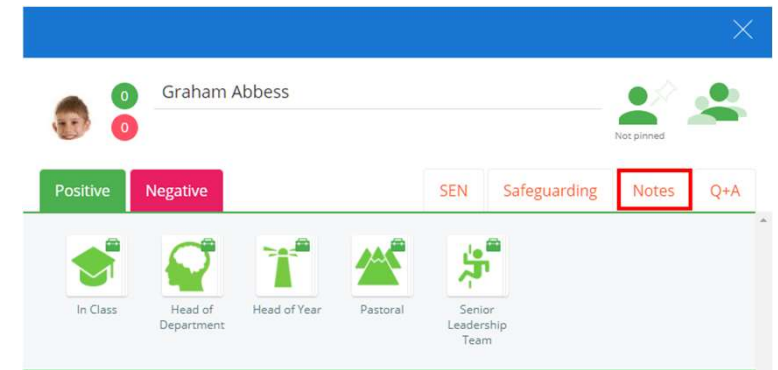
Next, choose a pupil by clicking on their **pupil tile**.



The **pupil sidebar** will appear. Click on the **Notes** tab to view a list of notes that have been written about the selected pupil.

Enter the information into the text box provided and click on the **Post note** button to add it as a new pupil note.

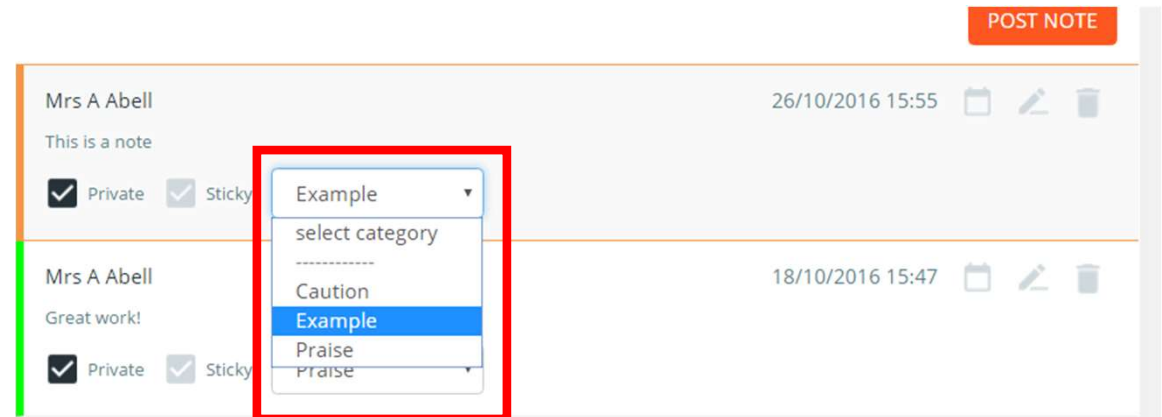
The new note will then appear below the text box with any previously created pupil notes.



Giving A Pupil Note A Category

A **category** should then be added to the note.

A category allows a note to be searched for and reports on different types of notes to be generated.



The screenshot displays the ClassCharts interface for adding a note. At the top right, there is a red button labeled "POST NOTE". Below it, a note is being edited. The note is attributed to "Mrs A Abell" and dated "26/10/2016 15:55". The text of the note is "This is a note". There are checkboxes for "Private" (checked) and "Sticky" (checked). A dropdown menu is open, showing a list of categories: "Example", "select category", "Caution", "Example", "Praise", and "Praise". The "Example" category is currently selected and highlighted in blue. Below this, another note is visible, attributed to "Mrs A Abell" and dated "18/10/2016 15:47", with the text "Great work!". It also has "Private" and "Sticky" checkboxes checked.



1 Classroom Notes (Enable flag on Pupil Class Card)

10 Parent / Carer Communication

11 Tutor Call Made

12 AHOY Call Made

13 HOY Call Made

14 Subject Teacher Call Made

2 Uniform

3 Mediation

Note Categories

4 Meeting (State type and with whom)

5 Well Being

6 Pupil Info

7 Teaching Strategies

8 Reasonable Adjustment

9 Career Aspiration / Guidance



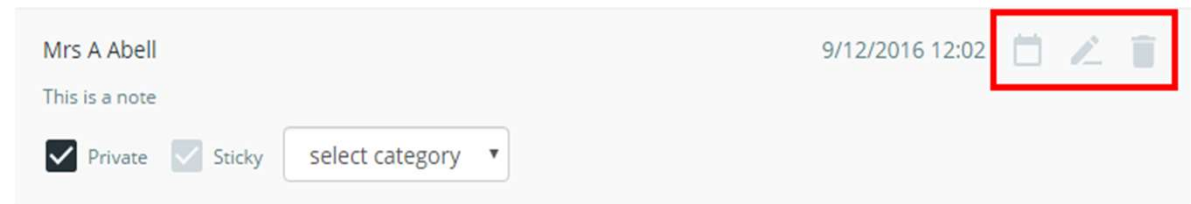
Editing A Pupil Note

The pupil note could then be edited. The available editing options are explained below:

Calendar icon: Click on this icon to change the date of the pupil note.

Pencil icon: Click on this icon to make changes to the pupil note text.

Bin icon: Click on this icon to delete the pupil note.



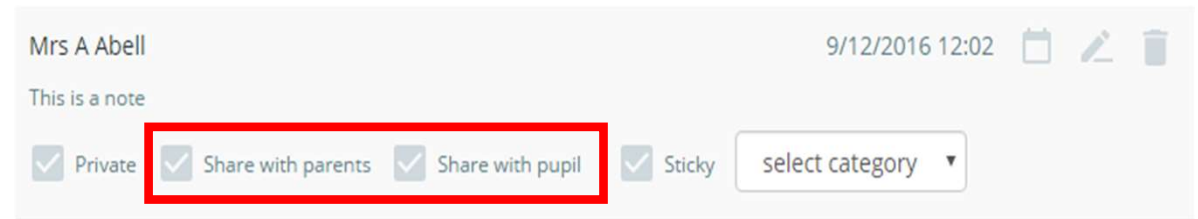
Sharing A Pupil Note

You could then choose who to share the note with. The available sharing options are:

Private: This is the default option. Private notes are only visible to the note's creator and ClassChart admins. If this is unticked, **additional options** become available.

Share with parents: If parent accounts are enabled by your school, you can tick this option to make the note visible to parents.

Share with pupil: If student accounts are enabled by your school, you can tick this option to make the note visible to students.



The screenshot shows a note titled 'This is a note' by 'Mrs A Abell' on '9/12/2016 12:02'. Below the title are four checkboxes: 'Private' (checked), 'Share with parents' (checked), 'Share with pupil' (checked), and 'Sticky' (checked). To the right of these checkboxes is a dropdown menu labeled 'select category'.

WARNING

For communication logs, notes should be left **PRIVATE**

This will ensure that only you and ClassCharts administrators will be able to see the note and will prevent accidental sharing to the Parent or Pupil.

Sticky: Sticky notes are displayed at the beginning of the pupil notes list. This is typically used for vital information about that pupil.

