



Logging Communication Using Pupil Notes



An Orchard Mead Guide

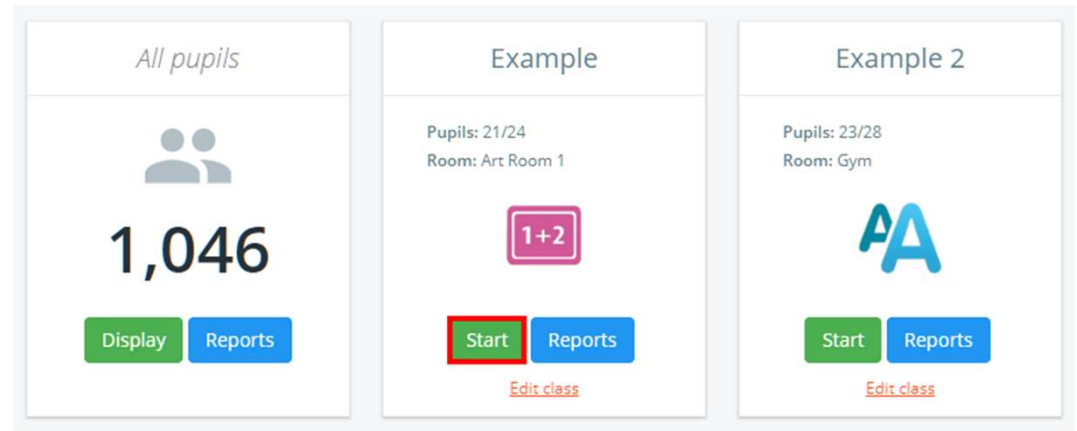
Pupil Notes

- 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.

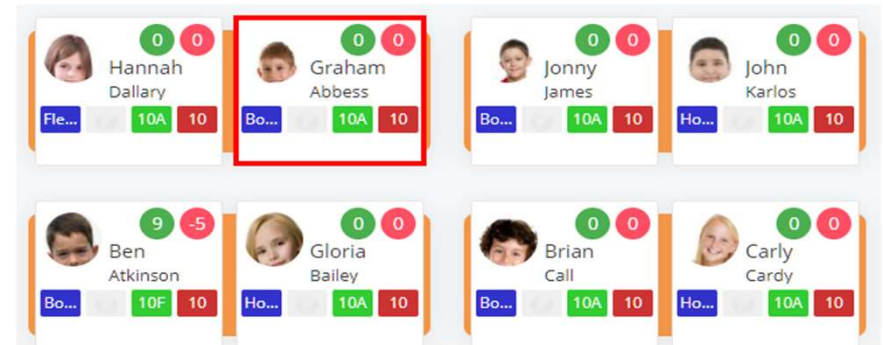


Adding A Pupil Note

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.



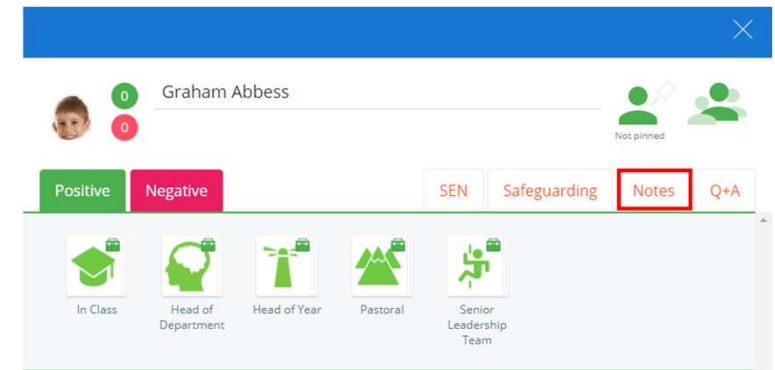
Next, choose a pupil by clicking on their **pupil tile**.



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.

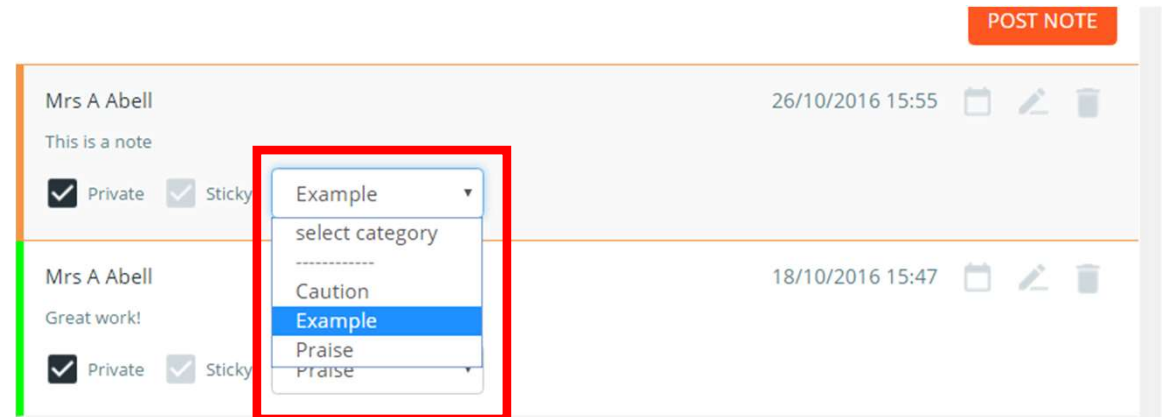
The new note will then appear below the text box with any previously created pupil notes.



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 creating or editing a note. At the top right, there is a red button labeled "POST NOTE". The main area shows two note entries. The first entry is for "Mrs A Abell" with the text "This is a note", dated "26/10/2016 15:55", and has "Private" and "Sticky" checkboxes checked. The second entry is for "Mrs A Abell" with the text "Great work!", dated "18/10/2016 15:47", and also has "Private" and "Sticky" checkboxes checked. A red box highlights a dropdown menu for the first note, which is currently set to "Example". The dropdown menu is open, showing the following options: "select category", "-----", "Caution", "Example" (highlighted in blue), "Praise", and "Praise".



Note Categories

Categories starting:

- HLT are for the home learning team
- FTY10 are for the year 10 bubbles

FTY10:CMA1 - Contact Made Attending Session 1

FTY10:CMA2 - Contact Made Attending Session 2

FTY10:CMNA1 - Contact Made Not Attending Session 1

FTY10:CMNA2 - Contact Made Not Attending Session 2

FTY10:NCM - No contact made

FTY10:NCMML - No contact made message left

FTY10:NCMNA - No contact made - no answer

FTY10:NCMWN - Wrong number or number not working

HLT:NCM - No contact made

HLT:NCMWN - Wrong number or number not working

HLT: AC - Someone is already in regular contact with this student

HLT: CM - Contact Made all is well.

HLT: CMCP - Contact made by Careers Progression adviser

HLT: CMH - Contact made by HOH - notes given

HLT: CMI - Contact made by an interpreter - notes given

HLT: CMP - Contact made by PASCO - Notes given

HLT: CPR - Careers or progression advice required

HLT: HR - HOH assistance is required.

HLT: LB - Contact not made due to Language Barrier

HLT: NCMML - No contact made message left

HLT: NR - No response after multiple attempts

HLT: PR - PASCO's assistance is required



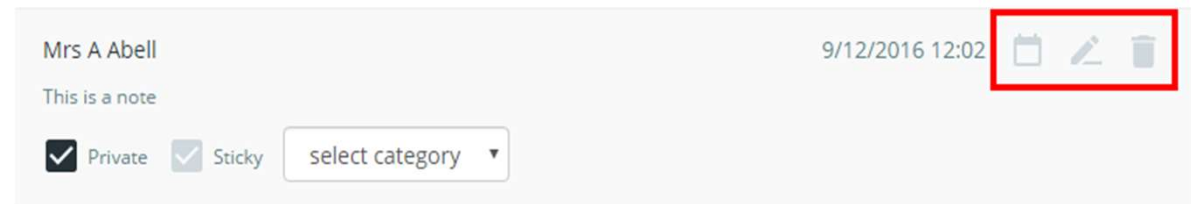
Editing A Pupil Note

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.



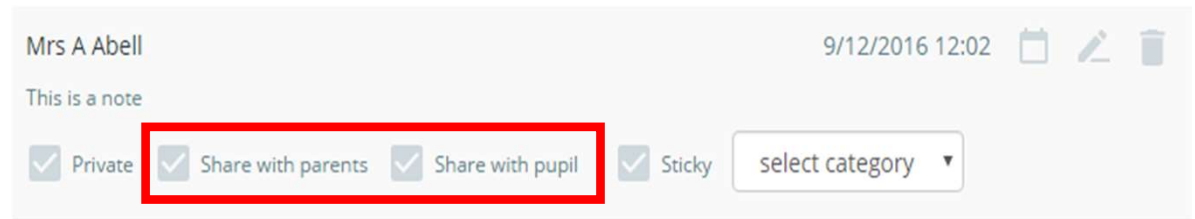
Sharing A Pupil Note

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 creation interface for Mrs A Abell on 9/12/2016 at 12:02. The note title is "This is a note". Below the title, there 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". A red box highlights the "Share with parents" and "Share with pupil" options.

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.

