

The Leigh Academy

Behaviour for Learning



Reports and Targets

Reports should be viewed as a positive intervention to support students to address and amend their Attitudes to Learning. Key to the reporting process is the relationship, which is developed between the student and the member of staff they are on report to.

Reports should only be used for short periods of time and should relate to specific areas of concern e.g. Home Learning, concentration, Attitudes to Learning, application etc.

A wide range of reports are utilised by The Leigh Academy as we recognise students as individual and we consistently review and develop variations of our existing reports to personalise our interventions. The current reports used across The Leigh include the following – tutor report, SSM report, AVP/VP report, P report amongst others.

Report Targets

Smart, meaningful and achievable targets should be set and agreed, these could either be areas identified through academic review, as a result of analysis of ePortal behaviour reports or PSP targets. Student ownership of the report is essential and it is more likely to succeed if students are involved in the writing and setting of targets.

Suggested targets are included in the table below:

Target	Success Criteria
Improve punctuality to the Academy	<ul style="list-style-type: none"> • Only 1 late per week • No lates • No College C4 detention
Attend lessons on time	<ul style="list-style-type: none"> • No unjustified lateness to lessons • No lates • No College C4 detention
Bring basic equipment to all lessons	<ul style="list-style-type: none"> • All equipment checked daily by Tutor • No C2 detention for persistent lack of equipment
Sit where directed by teachers	<ul style="list-style-type: none"> • Sit where directed by teacher • On task at least 90% of time
Raise hand and wait when you wish to speak	<ul style="list-style-type: none"> • Calling out reduced and noted by teachers • No calling out during lessons • RIs received
Complete work set to best of ability	<ul style="list-style-type: none"> • All work completed • Rs received
Improve Attitude to Learning Scores	<ul style="list-style-type: none"> • A2L scores of 6 or higher
Complete Home Learning tasks	<ul style="list-style-type: none"> • No detentions for unfinished Homework
Listen to and follow teachers' instructions	<ul style="list-style-type: none"> • Positive comments on report • Successful completion of tasks

Appendix 3 – September 2015

Avoid “outbursts” in lessons	<ul style="list-style-type: none">• No reported “outbursts” on report• Positive comments on report
Avoid confrontations with staff and/or students	<ul style="list-style-type: none">• Discussion with Form Tutor or SSM to resolve any problems• Positive comments on report
Move around Academy in a calm way	<ul style="list-style-type: none">• No detentions received
Discuss any problems calmly with a member of staff	<ul style="list-style-type: none">• Positive comments on report• Discussions with Form Tutor or SSM to resolve any problems

If the report is to be successful then the member of staff the student is on report to should check it daily, if the member of staff is not available it should be clear as to who the student is to present their report to.

Careful consideration should be given as to the time of day when the student is required to present their report for signing as at the end of the day is not always the most effective time, where as first thing in the morning enable a discussion to reflect on the previous day, enable a fresh start and begin the day in a positive manner.

Parents/carers must always be informed that a student is on report. Parents are required to sign the report daily and must be contacted at the beginning and end of the report process to discuss progress made and the need for any further action. At the end of reporting period the report card must be passed on to the College Admin and placed on the student file as a record of the intervention, which has taken place.

Details of the report should be entered on ePortal and the report tracker, which is held in each College to enable data to be analysed and the effectiveness of the intervention to be reviewed.

Updated by JCO for September 2015