



Primary Achievement and Behaviour Reports Catalogue for Academic Year 2020/21

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Introduction

Prior to setting up and using the Achievement and Behaviour Module it is imperative that due consideration and consultation is given to your school's Behaviour policy. Without this and clearly written procedures your behaviour policy may not be accurately reflected in SIMS and data will be jaded. It is highly recommended that schools consult with the Data Management Services team before embarking on setting up Achievement and Behaviour.

The reports have been created for Primary Schools to enable all SIMS users to view recorded data relating to Behaviour and Achievement in either Word or Excel output. For a class teacher this may be to print weekly Certificates for Effort, whilst SLT or Governors can easily analyse data using pivot tables in Excel to identify 'hotspots' or trends.

The catalogue gives the **Report Title**, an **Illustration** of what the report will look like and the **Filters** that can be applied. Most of the reports are in the Student Focus within SIMS reporting. In addition, there are also suggestions as to when and to whom the report may be useful. Where an academic year filter has been applied in the report this is given in the report title.

Full details on importing and running reports can be found at http://bit.ly/dms_reporting

Report Training

Courses are run regularly at Hertfordshire Development Centre and can be booked on line at http://bit.ly/dms_cpd

Please do ensure you read the course description to ensure the course content is correct for your needs.

Onsite training can be tailored to your specific needs and delivered at a time to suit you. This could vary from training staff to run reports and/or demonstrating at a staff meeting how reports can be run to assist SLT with analysing data. Please e-mail your request to the ICT Service Desk at help@sd.hertsforlearning.co.uk and a consultant will call you to arrange a visit.

Questions

Should you have any queries or questions then please do not hesitate to contact the ICT Service Desk on 01438 844777 Option 1 then Option 1 again.

Reports cannot be run backed dated to a previous academic year. The reports do not have an effective date run on and therefore student memberships will always be current.

Some reports may take a significant amount of time to run to completion – especially when capturing data over a long date range.

The screenshots are offered to demonstrate the output when a report is generated and not date relevant.

Excel Functionality within some Reports

Utilising the functionality of Excel when the report has run will provide additional data that may be useful.

Filters

Where a filter  appears in the report other options within the filter can be selected. This may be useful if you would like to know for example, which Award has been given most frequently in the BM PRI All Achievements for a Teacher.

PivotData Sheet/Data Sheet

This sheet in the workbook contains all the information that was used to generate the report. If a report is not showing as you would have expected it is useful to check this sheet. This sheet is also useful to see the detail of what is sitting behind a number within the report.

Count of Type Sheet

This will show all the pupil names with a number next to it and is an useful overview if you do not wish to use the Filter functionality.

How to Use Pivot Tables in Excel

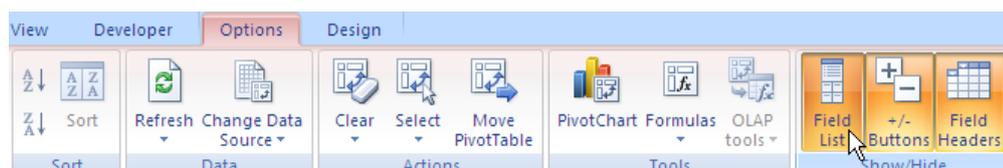
Pivot tables enable easy manipulation of data in order to carry out further analysis. A large amount of data is available within the report, which can be used for very specific and detailed analysis. For example, you may wish to know how many pupils in Year 4 have received achievements and then split the data displayed into boys and girls.

After running the report from SIMS the data will be displayed in numerous sheets within the workbook all appropriately named.

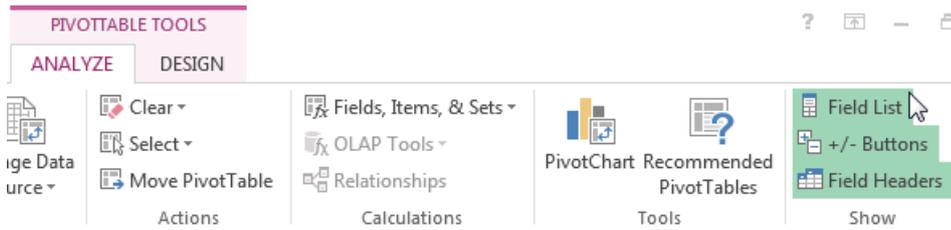


When a sheet is selected the **Pivot Table Field List** will be displayed. If this is not showing or you accidentally close it then:-

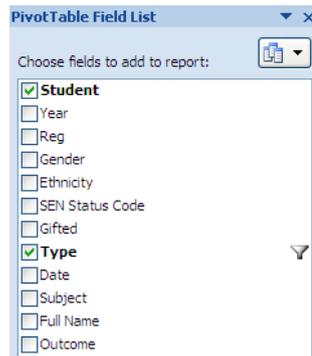
1. In Excel 2010 select the **Options** ribbon then click the **Field List** button.



In Excel 2013 or Excel 2016 select the **Analyze** ribbon then click **Field List**.



- The **Pivot Table Field List** will be displayed. This displays all the fields that you are able to use in the sheet. These can be selected for inclusion in the report by ticking your required fields. By default, they will show as columns in the report.



- There are four areas to the Pivot Table; **Row**, **Page**, **Column** or **Data** in which data can be displayed. The illustration below is an 'empty' one, which will only become visible if all the fields are removed from the Pivot Table. However, this illustration will enable you to place data in your preferred area of the Pivot Table.



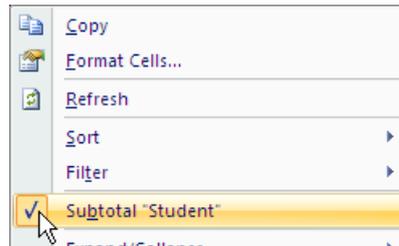
- Fields can either be dragged into the table into the required area or added using the boxes below the Pivot Table Field List.
- To drag a field, select it then keep the mouse button suppressed, drag it into one of the four areas. For example, Reg has been selected from the Pivot Table Field List and is dragged so that it is displayed next to the pupil name.



- Release the mouse once in position, and the new data will be displayed.

Count of Type	Reg	Type
Student	Choir	
Grish Przybylak 6KH	6KH	1
Grish Przybylak 6KH Total		1
Stan Ackton 4ES	4ES	3

7. The illustration above shows the Total and Sub Totals for the pupil which can be too complex. To remove the Sub-Totals right click on the Student button and remove the tick from **Subtotal "Student"**.

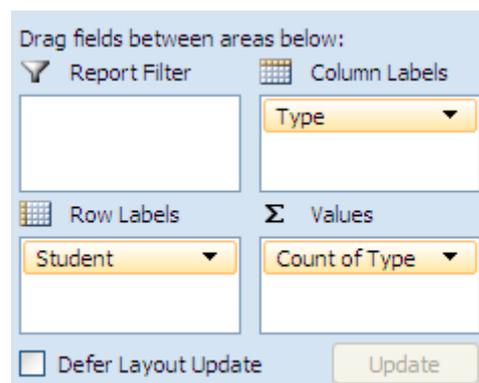


8. Data is displayed without **Total**.

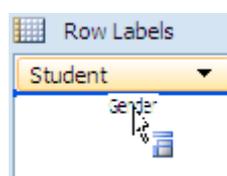
Count of Type	Reg	Type
Student	Choir	
Grish Przybylak 6KH	6KH	1
Stan Ackton 4ES	4ES	3

To avoid overcomplicating the table and making it more difficult to read it is wise to drag fields which are not required out first.

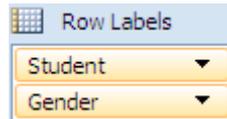
9. Alternatively, you may wish to place a field into one of the boxes below the Pivot Table Field List. This can be done by dragging the field from the Pivot Table Field List into one of the boxes.



10. To include Gender in the Row click on Gender in the Pivot Table Field List, keep the mouse button suppressed and drag to the Row Labels. Release the mouse button.



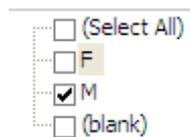
11. The field is now displayed in the box.



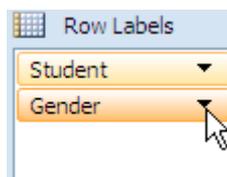
12. This is then reflected in the data.

Count of Type	Gender	Type
Student	Gender	Choir
Grish Przybylak 6KH	F	1
Stan Ackton 4ES	M	3

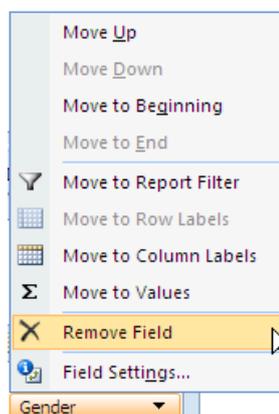
13. It is also possible to drag fields from one box to another using the same method of clicking and dragging.
14. To see just Males click the arrow adjacent to Gender and remove all ticks except the one for M.



15. This option is available anywhere in the Excel spreadsheet where the black arrow is shown enabling analysis. When a filter has been applied the image  is replaced with .
16. If in error you place a field in the incorrect area click on the black arrow adjacent to the field you wish to move.



17. The menu options will be displayed and you can make your selection. This includes removing the field and ordering the rows.



18. The field can also be dragged back out of the Pivot Table to remove it.

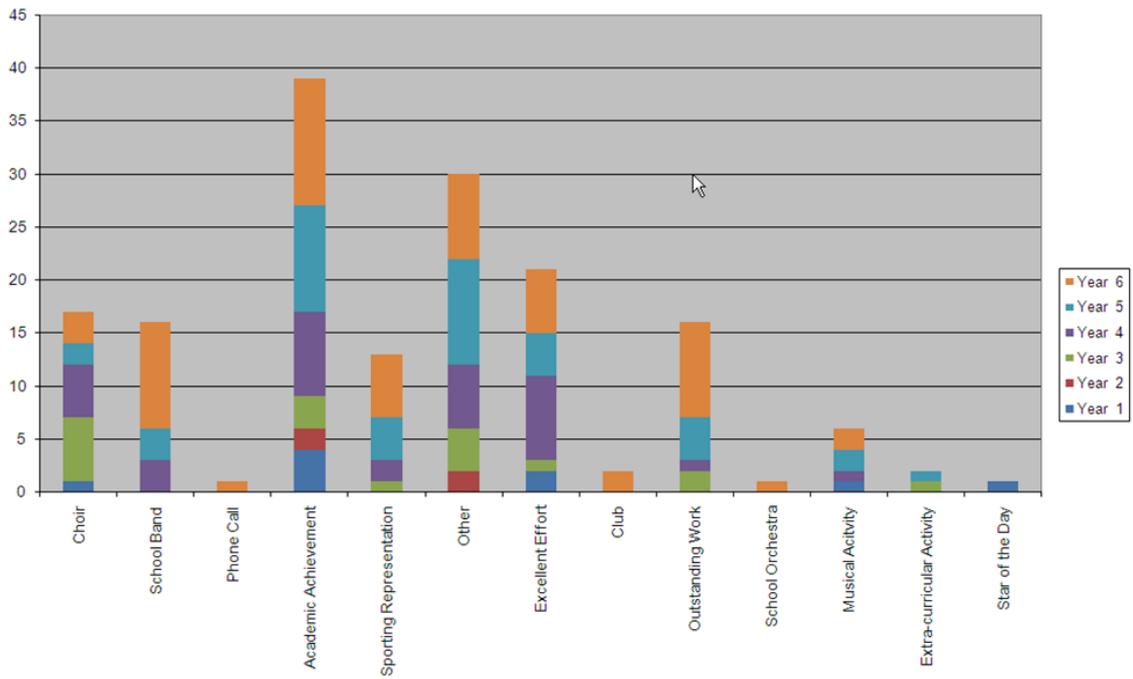
19. Moving the Gender Field above the Student Field in Row labels will display the data grouping by gender first.

Count of Type		Type
Gender	Student	Choir
☐ F	Grish Przybylak 6KH	1
	Wendy Barr 4ES	1
	Norma Vaughan 4SL	
	Sián Jones 6VC	

20. Placing the field **Activity** into the Page Fields Area either by selecting it and dragging it to A1 or dragging into the Report Filter box enables greater analysis of data. The example below shows English.

A	B	C	D
Subject	English		
Count of Type		Type	
Gender	Student	Academic Achievement	Excellent Effort
☐ F	Grish Przybylak 6KH	1	
	Norma Vaughan 4SL	1	
	Katie-May Falmer 5DT	1	
	Sophie Smiles 4SL	1	
	Carrie Fulke 5DT		1
F Total		4	1
☐ M	Stan Ackton 4ES		1
	Ben Harris 6VC	1	
	Feisal Singh 5BB	1	
	Geoff McNaughton 6VC	1	
	Toby Cox 4ES	1	
M Total		4	1
Grand Total		8	2

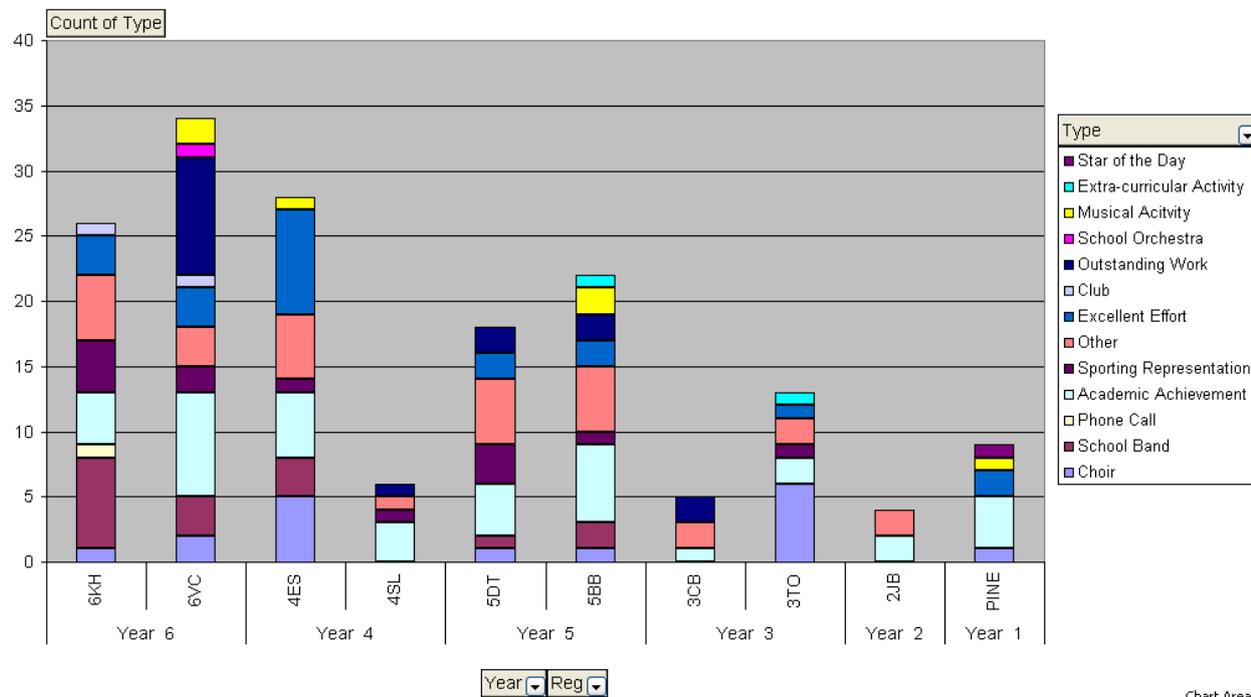
21. Charts are displayed using the data from the relative data sheet e.g the **Type Chart** is based on the data from the **Type** sheet. . If changes are made to the data sheet these will be reflected immediately on the chart sheet.



Pivot Table Achievement and Behaviour Reports

NB: The screenshots are offered to demonstrate the output when a report is generated and not date relevant.

BM PRI Achievement Analysis Pivot Table



Year	Reg	Choir	School Band	Phone Call	Academic Achievement	Sporting Representation
Year 6	6KH	1	7	1		4
	6VC	2	3		8	2
Year 6 Total		3	10	1	12	6
Year 4	4ES	5	3		5	1
	4SL				3	1
Year 4 Total		5	3		8	2
Year 5	5DT	1	1		4	3
	5BB	1	2		6	1
Year 5 Total		2	3		10	4
Year 3	3CB				1	
	3TO	6			2	1
Year 3 Total		6			3	1
Year 2	2JB				2	
Year 2 Total					2	
Year 1	PINE	1			4	
Year 1 Total		1			4	
Grand Total		17	16	1	39	13

Filters: Date is between

Output: Excel

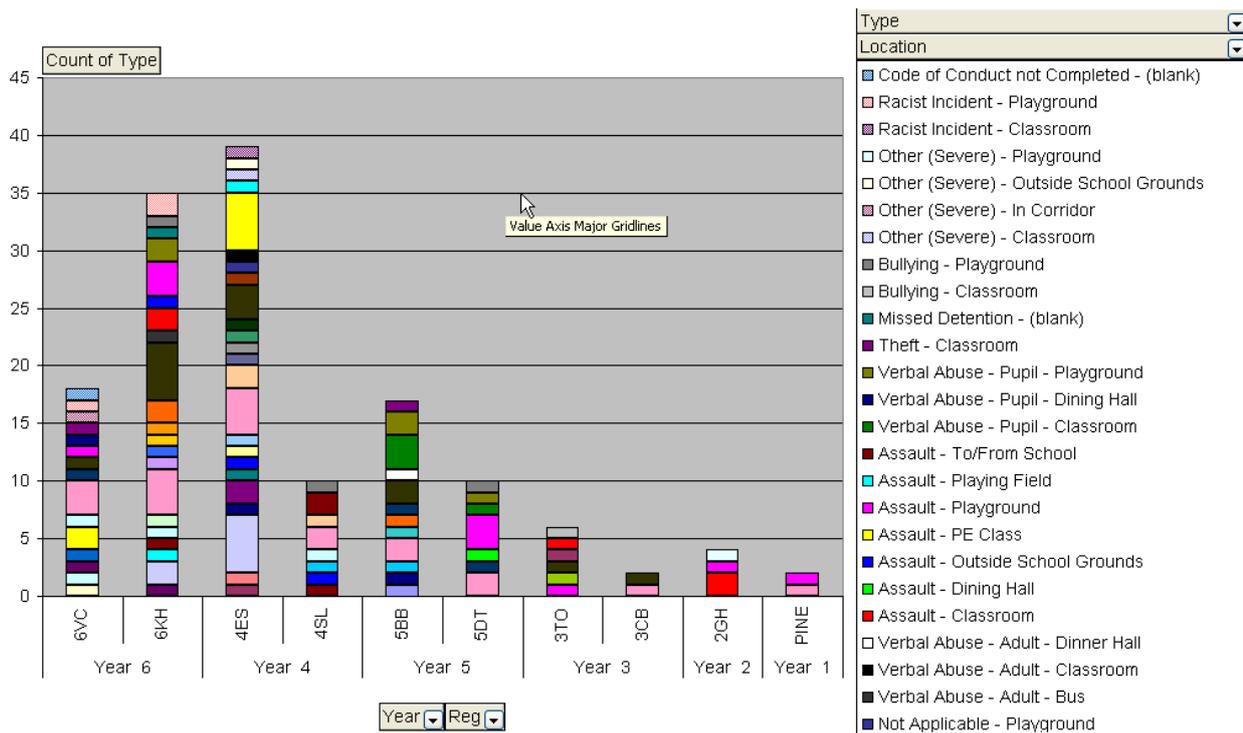
Useful for SLT and Governors as analysed data can be viewed easily as a chart.

This report will display both chart and numerical data for a wide range of scenarios.

House House Chart Reg Reg Chart StudentStaff Year Year Chart Award Subject Subject Chart Type Type Chart

Within the workbook there are numerous sheets all of which can be manipulated further by using the Pivot Table functionality.

BM PRI Behaviour Analysis Pivot Table



Count of Type		Type	Location				Insolence Total		Disruption			Disruption Total
Year	Reg	Insolence	Classroom	Dining Hall	Dinner Hall	Playground	Classroom	Dining Hall	In Corridor			
Year 6	6VC					1				1		2
	6KH									1		1
Year 6 Total						1	1			2	1	3
Year 4	4ES			1							1	1
	4SL											
Year 4 Total				1							1	1
Year 5	5BB		1									
	5DT											
Year 5 Total			1									
Year 3	3TO											
	3CB											
Year 3 Total												
Year 2	2GH											
Year 2 Total												
Year 1	PINE											
Year 1 Total												
Grand Total			1	1	1	1	4	2	1	1		4

Filters: Date is between

Output: Excel

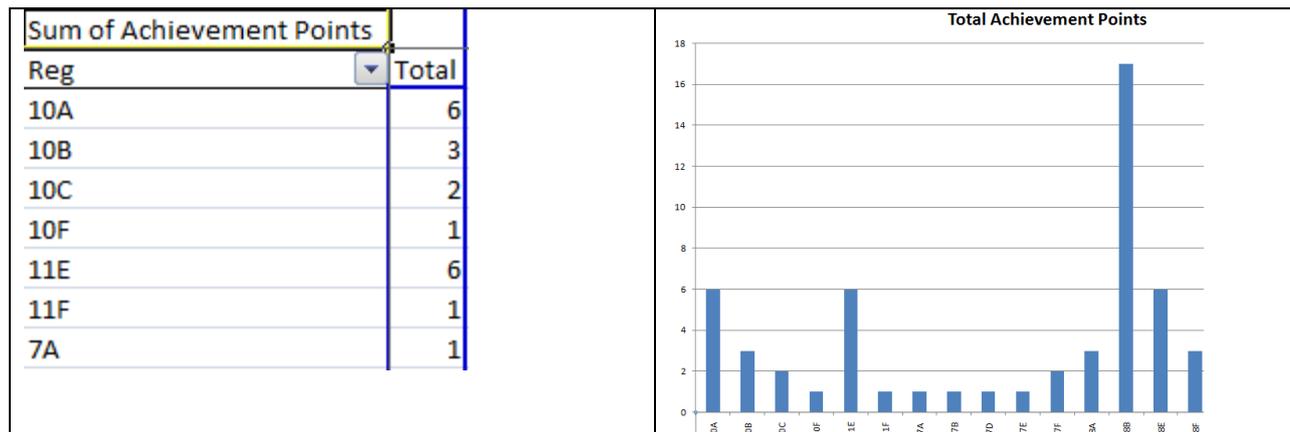
Useful for SLT and Governors as analysed data can be viewed easily as a chart.

This report will display both chart and numerical data for a wide range of scenarios. It also contains an analysis of types of bullying.

[House](#) / [House Chart](#) / [Reg](#) / [Reg Chart](#) / [StudentStaff](#) / [Year](#) / [Year Chart](#) / [Action](#) / [Subject](#) / [Subject Chart](#) / [Type](#) / [Type Chart](#) / [Staff](#) / [Stude](#)

Within the workbook there are numerous sheets all of which can be manipulated further by using the Pivot Table functionality.

BM PRI Achievement Points Pivot Table



Focus: Student

Output: Excel

Filters: Achievement Date is between

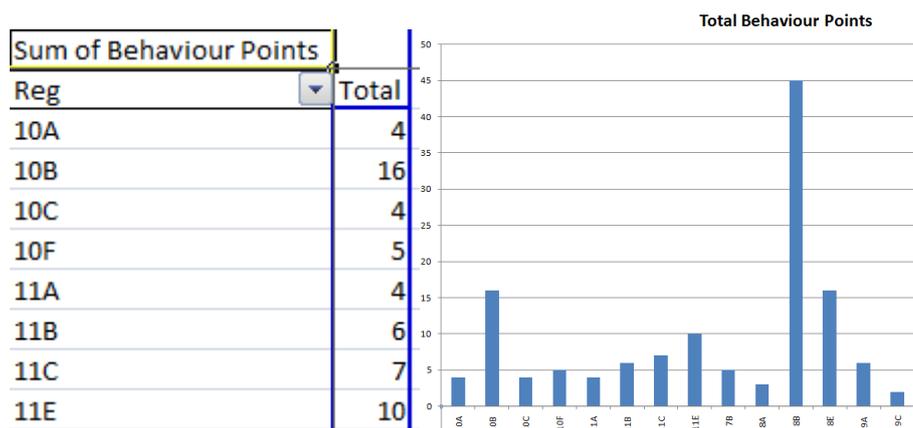
Useful : This report contains the same analysis structure as the Achievement Analysis Pivot Table except that it analyses *points* rather than the *number* of incidents. The chart tabs for Reg and House will allow graphical support for school competitions.

Please note: the attendance % included is for the current academic year and not for the date range selected at run-time.

BM PRI Behaviour Points Pivot Table

This report contains the same analysis structure as the Behaviour Analysis Pivot Table except that it analyses *points* rather than the *number* of incidents.

Please note: the attendance % included is for the current academic year and not for the date range selected at run-time.



Focus: Student

Output: Excel

Filter: Behaviour Date is between

Achievement Reports

BM PRI Pupils with NO Achievements Logged

Pupils with No Achievements Logged for Date Range			
Name	Total		
Steven Akeman	0		
Chloe Banks	0		
Lettie Browne	0		

Filters: Date between, Year Group, Reg Group and House

Output: Excel

Useful to check that all pupils have received an achievement within a date range.

BM PRI Achievement Report

Achievements

Pupil	Reg	Date of Achievement	Achievement	Subject	Comments	Award Given	Staff
Candis Alala	2GH	12-09-18	Excellent Effort	Information & Communication Technology	We worked in Word today learning all about the drop down menus to change typeface and size. You worked well throughout the lesson following instructions carefully. Keep up the good work.	Certificate	GG
		01-11-18	Excellent Effort	Information & Communication Technology	Good attentive work and completing all tasks as required to complete the number fishing game in the time allocated.	Certificate	GG
Vincent Bateman	2GH	05-11-18	Academic Achievement	Numeracy	Well done for learning your 3 times table.		GG

Filters: Date between, Year Group and Reg Group

Output: Word

Useful for Class Teachers and the SLT to gain an overview of the Achievements given and by whom.

BM PRI Achievement Type Exceeds 3

Pupils with more than 3 of specified Achievement Type				
Pupil	Reg	House	Total	
Josef Andrews	3CB	Vivaldi	4	
Gwenneth Astwick	6VC	Bach	4	
Valeriya Banin	2JB	Chopin	4	
Hugo Bennison	3CB	Vivaldi	5	

Filters: Type and Date is Between

Output: Excel

Useful for SLT who monitor achievements. Clicking on the dropdown arrow next to Total will allow different options to be selected.

BM PRI All Achievements for a Teacher

Achievements

Pupil	Achievement	Subject	Date	Award Given	Staff Name
Jessica Abbott ASH	Excellent Effort	Other Curriculum area	05-09-2018	Commended	Mrs G Grosvenor
Jessica Abbott ASH	Excellent Effort	Literacy	13-09-2018	Certificate	Mrs G Grosvenor
Jessica Abbott ASH	Excellent Effort	Literacy	17-10-2018	Certificate	Mrs G Grosvenor
Jessica Abbott ASH	Excellent Effort	Art	14-11-2018	Certificate	Mrs G Grosvenor
Jessica Abbott ASH	Excellent Effort	Technology	22-11-2018	Certificate	Mrs G Grosvenor
Jessica Abbott ASH	Extra-curricular Activity	Music	27-11-2018	Commended	Mrs G Grosvenor
Tamwar Abdullah 5BB	Academic Achievement	Numeracy	24-09-2018	Certificate	Mrs G Grosvenor

Filters: Initials of Staff, Date is between, Achievement Type and Award Given

Output: Word

Useful for All Staff to see what they have recorded and for SLT to monitor staff recordings of achievements.

Please note that staff initials, which are needed to run the report, can be viewed in a staff record subject to the correct access rights in Personnel.

Name	Previous Name	Title	Gender	Staff Code
Fortune, Shirley		Miss	F	SF
Gascoigne, Marie		Ms	F	MG
Grosvenor, Gillian Jane	Grosvenor, Gillian	Mrs	F	GG
Hanks, Julie	Hanks, Julie	Mrs	F	JH

BM-PRI Certificate For Modification



Filters: Date between and Reg Group

Output: Word

Useful When certificates are awarded these can be printed directly from SIMS.

BM PRI Individual Ach Log

Achievement Log for: Tamwar Abdullah 4ES DOB: 12-01-2009

Date	Achievement Type	Subject	Award Given	Staff
03-09-12	New Year Achievement Points			Mrs G Grosvenor
15-01-13	Excellent Effort	Other Curriculum area	Commended	Mrs G Grosvenor
15-03-13	Extra-curricular Activity	Extra-curricular Activity	Golden Book Assembly	Mrs G Grosvenor
02-10-13	Outstanding Work	Extra-curricular Activity	Golden Book Assembly	Mrs G Grosvenor
12-12-13	Other	Extra-curricular Activity	Commended	Mrs G Grosvenor
09-01-14	Excellent Effort	Literacy	Commended	Mrs G Grosvenor
06-05-14	Musical Activity	Music	Commended	Mrs G Grosvenor

When the report is run from the **Student Focus** the filters will allow for the Date, Year and Reg to be selected and show only 2018/19 data. When the report is run from the **Pupil's Record** all Achievements from the pupils Date of Admission will be shown.

BM PRI Individual Achs by Reg Group

Individual Achievements

Richard Andrews ASH

Date	Type	Subject	Description	Award
13-11-2018	Academic Achievement	Numeracy	Well done for using your 3 timetables which you have learnt to calculate quicker.	Certificate
18-09-2018	Excellent Effort	Literacy	Excellent reading out loud in class. Well done.	Commended
13-09-2018	Excellent Effort	Literacy	By studying the pictures in the book you understood the story and were able to recount it. Well done.	Certificate
05-09-2018	Excellent Effort	Other Curriculum area	You gave the class an account of what you have been doing over the holidays. You introduced yourself and spoke loud and clear with confidence. Well done.	Commended

Piers Bartram ASH

Date	Type	Subject	Description	Award
13-11-2018	Academic Achievement	Numeracy	Well done for using your 3 timetables which you have learnt to calculate quicker.	Certificate
18-09-2018	Excellent Effort	Literacy	Excellent reading out loud in class. Well done.	Commended

Filters: Date, Year and Reg

Output: Word

Useful: For Class Teachers to gain an overview of the Achievements recorded for pupils in their class.

BM PRI Quick Achievement Analysis

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Certificate	0	1	3	4	8	15	31
Commended	5	1	11	20	16	22	75
Community Certificate	0	0	0	1	0	0	1
Gold Certificate	0	0	0	0	4	0	4
Golden Book Assembly	0	0	1	0	4	1	6
Headteacher Commendation	0	0	0	0	1	1	2
Other	0	0	0	1	0	1	2
Platinum Certificate	0	0	0	0	0	1	1
Prize	0	2	2	1	2	12	19
Prize-winner	0	0	0	2	1	2	5
Sports Certificate	0	0	0	0	1	1	2
Trophy	0	0	1	1	1	1	4
{None}	56	58	49	48	40	36	287
Total	61	62	67	78	78	93	439

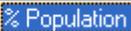
Shading: Row Award_Given Calculate: Total Formula: Count
 Col width: Column Year Decimals: 0

RESULT	Expression
Eric Estrada : Certificate	1
Jack Newman : Certificate	1
Alan Hiraoka : Certificate	1
Meena Singh : Certificate	1
Gio Russo : Certificate	1
Winney Mathews : Certificate	1
Jamilla Sahonta : Certificate	1
Kalpina Fatania : Certificate	1

Filters: Date is between

Output: Analysis

Useful to obtain an overview of Achievements throughout the school. By using the row and column filters this report can be adapted as it counts all achievements logged within the specified date range. Pupils can be identified by clicking on the number on the grid. To view the figures as a percentage click the downward arrow adjacent to **Calculate**

Calculate 

BM PRI Achievement 3 Yr Comparison

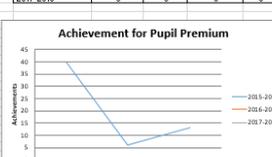
		Autumn 2015-2016	Autumn 2016-2017	Autumn 2017-2018	Spring 2015-2016	Spring 2016-2017	Spring 2017-2018	Summer 2015-2016	Summer 2016-2017	Summer 2017-2018	Total 2015-2016	Total 2016-2017	Total 2017-2018		
3 Year Achievement Comparison															
Total Achievements		240	73	2	56	0	0	105	0	0	401	73	2		
Achievements for Pupil Premium		40	0	0	6	0	0	13	0	0	59	0	0		
Student	Pupil Premium 2015-2016	Pupil Premium 2016-2017	Pupil Premium 2017-2018	Autumn 2015-2016	Autumn 2016-2017	Autumn 2017-2018	Spring 2015-2016	Spring 2016-2017	Spring 2017-2018	Summer 2015-2016	Summer 2016-2017	Summer 2017-2018	Total 2015-2016	Total 2016-2017	Total 2017-2018
Graham Abbes				1	0	1	0	0	0	0	0	0	1	0	1
Grenetta Abbey	T	T		0	0	0	1	0	0	1	0	0	2	0	0
Jimmy Abbey				0	0	0	1	0	0	1	0	0	2	0	0
Sean Abbey	T			0	0	1	1	0	0	0	0	0	1	0	1
Andrew Abbot				1	0	0	1	0	0	2	0	0	4	0	0
Susan Abbot				0	0	0	1	0	0	0	0	0	1	0	0
Cameron Able				0	0	0	1	0	0	0	0	0	1	0	0
Jacqui Abrahams				2	0	0	1	0	0	1	0	0	4	0	0
Stan Ackton	T			1	0	0	0	0	0	0	0	0	1	0	0

3 Year Achievement Comparison

Total Achievement	Autumn	Spring	Summer	Total
2015-2016	240	56	105	401
2016-2017	73	0	0	73
2017-2018	2	0	0	2

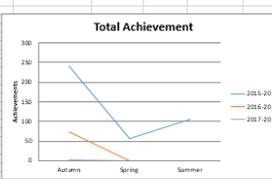


Pupil Premium	Autumn	Spring	Summer	Total
2015-2016	40	6	13	59
2016-2017	0	0	0	0
2017-2018	0	0	0	0

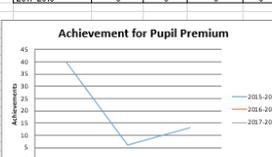


3 Year Achievement Comparison

Total Achievement	Autumn	Spring	Summer	Total
2015-2016	240	56	105	401
2016-2017	73	0	0	73
2017-2018	2	0	0	2



Pupil Premium	Autumn	Spring	Summer	Total
2015-2016	40	6	13	59
2016-2017	0	0	0	0
2017-2018	0	0	0	0



Filters: N/A

Output: Analysis

Useful This report totals the number of achievements for each student for each term over a three year period and allows the user to easily compare totals year on year. The report also includes the comparison for pupil premium students.

All totals are displayed graphically on the 2nd tab in the workbook.

Please Note – Hertfordshire Term Dates have been used to define half terms.

BM PRI Achievements by Award Given

Achievements

Student	Achievement	Subject	Date	Comments	Award Given	Staff
Ben Abbot Blue	Participation in the School Band	Music	18 Feb 2008	Excellent commitment and performance	Bronze Certificate	PB
Richard Ansell Orange	Participation in the School Band	Music	25 Feb 2008		Bronze Certificate	GD
Robin Arkle Violet	Academic Achievement	Religious Education	17 Mar 2008		Bronze Certificate	AB
Sam Byrne Black						
Fi Fi Goodchild Red						
Toby Hill White	Academic	Mathematics	24 Oct 2008		Bronze Certificate	AB
John Keenan 11F						
Louis O'Hara 11B						
Tom Griffin Violet	Excellent Effort	Maths	17 Jun 2004	Excellent effort in his Maths test at the end of this year	Certificate	DM
Ben Abbot Blue	Participation in the School Band	Music	15 Jun 2005	Performed in concert at Old People's Home	Certificate	GD

Focus: Achievement Incidents

Output: Word

Filters: Date is between / Award Given

Useful This report will produce a list of all achievements for a specified Award over a specified period of time.

BM PRI Total Achieve Pts for Date Range

This report calculates the total points achieved per student over a date range specified at run-time. The report will produce the list in both Descending and Alphabetical points order.

TOTAL ACHIEVEMENT POINTS FOR SPECIFIED PERIOD (Descending Points Order)				TOTAL ACHIEVEMENT POINTS FOR SPECIFIED PERIOD (Alphabetical Order)			
Sum of Points				Sum of Points			
Name & Reg	Year	Reg	Total	Name & Reg	Year	Reg	Total
Scott Monkhouse 11B	Year 11	11B	80	Grenetta Abbey 9F	Year 9	9F	20
Natalia Orton 11C	Year 11	11C	50	Claire Abbot H	Year 12	H	15
Jessie Blount 7D	Year 7	7D	30	Melanie Adams 10D	Year 10	10D	20
Vanessa Litchfield 11C	Year 11	11C	25	Jessie Blount 7D	Year 7	7D	30
Ocean Eames 11B	Year 11	11B	25				

Focus: Student

Output: Excel

Filter: Date is between / Year Group / Reg Group / House

Behaviour Reports

BM PRI Behaviour Management Summary

This report uses the summary data in each individual student's behaviour record and displays for all in a chosen Year Group, Reg Group or House. ***This report will only display data for the current academic year and cannot be filtered to a specific date range.***

BEHAVIOUR MANAGEMENT SUMMARY 2017/2018

Name	Reg	House	Attendance %	Total Achievement Points	Total Behaviour Points	Net Conduct Points	No of Detentions	No of Report Cards
Graham Abbess	9A	Boyle	44.19	10	0	10	0	1
Grenetta Abbey	G	Hooke	45.48	0	20	-20	0	0
Sean Abbey	9B	Boyle	45.16	0	60	-60	1	0
Andrew Abbot	11E	Fleming	45.16	60	10	50	0	0
Cameron Able	11A	Hooke	45.16	10	0	10	0	0
Robert Ackrington	11D	Curie	0.00	20	0	20	0	0
Stan Ackton	10A	Hooke	45.81	10	20	-10	0	0
Bill Ackton	H	Boyle	45.16	50	20	30	1	0
Jordan Acton	8F	Hooke	45.16	0	20	-20	0	0
Samantha Acton	9A	Boyle	45.81	10	0	10	0	0
Adam Adams	7A	Hooke	47.10	20	20	0	0	0
George Adams	8B	Hooke	45.81	10	0	10	0	0
Melanie Adams	Q	Fleming	45.16	0	0	0	0	0
Emmanuel Adebayi	8F	Newton	44.84	10	0	10	0	0

Focus: Student

Output: Word

Filter: Year Group / Reg Group / House

BM PRI Pupils with NO Behaviour Logged

Pupils with No Behaviour Incidents Logged for Date Range			
Name	Total		
Sofia Alamilla	0		
Karolina Balik	0		
Valeriya Banin	0		
Chloe Banks	0		
Molly Barrick	0		

Filters: Date is between, Year group, Reg group and House

Output: Excel

Useful to determine which pupils within a date range have no behaviour incidents.

BM PRI Behaviour Report

Behaviour Incidents

Pupil	Reg	Date of Incident	Incident	Subject	Time	Comments	Action Taken	Status	Staff
Candis Alala	2GH	12-10-18	Homework	Numeracy	Morning Lessons	Times table had not been taken home all week to learn.	Discussed with Pupil	Further Intervention Required	GG
Vincent Bateman	2GH	14-11-18	Insolence	Art	Morning Lessons	Comparing their supply teacher to Mr Bean.	Refer to Head Teacher	Further Intervention Required	GG
Claudiu Boian	2GH	12-10-18	Homework	Numeracy	Morning Lessons	Times table had not been taken home all week to learn.	Discussed with Pupil	Further Intervention Required	GG

Filters: Behaviour Incident Date between, Year group and Reg group

Output: Word

Useful for Class Teachers and the SLT to gain an overview of Behaviour Incidents for a Year or/and Reg group.

BM PRI All Incidents for a Teacher

Behaviour Incidents

Pupil	Reg	Date of Incident	Incident	Subject	Time	Comments	Action Taken	Status	Staff Initials
Stan Ackton	4SL	08-10-18	Verbal Abuse - Adult		Morning Break	Became upset and agitated during break time as other boys refused to let him play with them and sat under a chair in the corridor and refused to get up and come into class. A great deal of negotiating with Mrs Grosvenor and 15 minutes later Stan finally came out.	Discussed with Parents	Further Intervention Required	GG
Stan Ackton	4SL	24-09-18	Homework	Literacy	Morning Lessons	Homework not delivered	Discussed with Parents	Further Intervention Required	GG
Stan Ackton	4SL	21-09-18	Not equipped for lessons	Literacy	Morning Lessons	Homework not delivered. Parents Advised.	Discussed with Parents	Further Intervention Required	GG
Stan Ackton	4SL	19-09-18	Homework	Literacy	Morning Lessons	Homework not delivered	Discussed with Parents	Further Intervention Required	GG

Filters: Initials of Staff, Behaviour Type, and Behaviour Incident Date is between.

Output: Word

Useful for SLT to monitor the recordings of Behaviour. Please note that staff initials which are needed to run the report can be viewed in a staff record subject to the correct access rights in Personnel.

BM PRI Unresolved Incidents for Teacher

This report will print any behaviour incident that has a status of unresolved for a specified teacher. A selection of Action Taken can also be applied to the report. Teachers will be able to use this report to identify those students for whom further intervention is necessary to resolve the incident.

Unresolved Incidents

These incidents are unresolved and will require further intervention. Please update the student's [behaviour](#) record once resolved.

Student	Role	Incident	Subject	Date	Time	Action Taken	Staff
David Abbey 10F		Uniform/Jewellery etc		21 Sep 2009			Mr A Blacker
		Uniform/Jewellery etc		25 Sep 2009		Referred to Leadership Group	Mr A Blacker
Jimmy Abbey 8A		Damage to Property		16 Sep 2009			Mr A Blacker
		Persistent Homework Failure		05 Nov 2009			
Ben Abbot N		Damage to Property	English	07 Sep 2009	Lesson 1	Detention	Mr A Blacker
		Inadequate Work in Class	Geography	24 May 2010	Lesson 5		
		Disruptive Behaviour in Class	Geography	21 Jul 2010	Lesson 1	Detention	Mr A Blacker
Claire Abbot 9A		Damage to Property		08 Sep 2009			
Kevin Darnell		Truancy	Modern Languages	24 May 2010	Lesson 2	Refer to Head of Department	Mr A Blacker

Focus: Students

Output: Word

Filter: Staff initials / Behaviour Date is between / Action (outcome) / Behaviour Status

BM PRI Behaviour Types Exceeds 3

Pupils with more than 3 of specified Behaviour Type			
Name	Reg	Total	
Stan Ackton	3CB	7	
Grand Total		156	

Filters: Type, Reg and Date is between

Output: Excel

Useful for monitoring behaviour. By clicking the filter next to Total, different selections can be made.

BM PRI Behaviour Incident by Action

Behaviour Incidents

Pupil	Incident	Subject	Date	Comments	Action	Staff
Stan Ackton 4SL	Persistent Lateness to School		10-09-2018	Late into school	Detention	GG
Stan Ackton 4SL	Assault	Music	11-09-2018	Was asked to put away music instruments and books but continued to play on the instruments was told again and struck the teacher.	Report on File	GG
Stan Ackton 4SL	Persistent Lateness to School		18-09-2018	Very late today, said he had forgotten his homework and had gone back home to fetch it.	Discussed with Parents	GG
Stan Ackton 4SL	Not equipped for lessons	Literacy	21-09-2018	Homework not delivered. Parents Advised.	Discussed with Parents	GG
Stan Ackton 4SL	Homework	Literacy	24-09-2018	Homework not delivered	Discussed with Parents	GG
Stan Ackton 4SL	Homework	Literacy	19-09-2018	Homework not delivered	Discussed with Parents	GG
Stan Ackton 4SL	Verbal Abuse - Adult		08-10-2018	Became upset and agitated during break time	Discussed with Parents	GG

Filters: Action Taken, Between Dates and Status

Output: Word

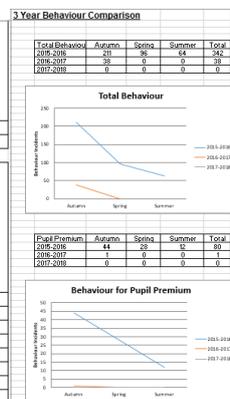
Useful for Class teachers and SLT to ensure that the sanction issued for the incident complies the school's Behaviour Policy.

BM PRI Behaviour 3 Yr Comparison

This report totals the number of behaviour incidents for each student for each term over a three year period and allows the user to easily compare totals year on year. The report also includes the comparison for pupil premium students.

All totals are displayed graphically on the 2nd tab in the workbook.

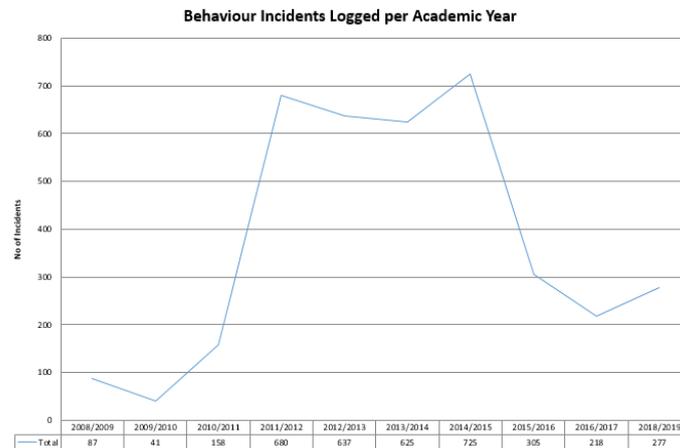
3 Year Behaviour Comparison															
	Autumn 2015-2016			Autumn 2016-2017			Autumn 2017-2018								
Total Behaviour Incidents	211	38	0	96	0	0	64	0	0	342	38	0			
Behaviour for Pupil Premium	44	1	0	28	0	0	12	0	0	80	1	0			
Student	Pupil Premium 2015-2016	Pupil Premium 2016-2017	Pupil Premium 2017-2018	Autumn 2015-2016	Autumn 2016-2017	Autumn 2017-2018	Spring 2015-2016	Spring 2016-2017	Spring 2017-2018	Summer 2015-2016	Summer 2016-2017	Summer 2017-2018	Total 2015-2016	Total 2016-2017	Total 2017-2018
Graham Abbes				1	0	0	0	0	0	2	0	0	4	0	0
Grenetta Abbey	T	T	T	6	1	0	2	0	0	3	0	0	13	1	0
Sean Abbey				1	2	0	2	0	0	2	0	0	6	2	0
Ben Abbot	T			1	0	0	2	0	0	0	0	0	1	0	0
Cameron Able				3	0	0	1	0	0	0	0	0	3	0	0
Jacqui Abrahams				1	0	0	1	0	0	0	0	0	1	0	0
Robert Ackrington				2	0	0	3	0	0	0	0	0	2	0	0
Stan Ackton	T			3	2	0	4	0	0	1	0	0	6	2	0



Focus: Student

Output: Excel**Filter:** n/a**BM PRI Total Behaviour per Academic Year**

This report graphically displays the number of behaviour incidents recorded per year since Academic Year 2011/2012.

**Focus:** Student**Output:** Excel**Filter:** n/a**BM PRI Total Behaviour Pts for Date Range**

This report calculates the total points per student over a date range specified at run-time. The report will produce the list in both Descending and Alphabetical points order.

TOTAL BEHAVIOUR POINTS FOR SPECIFIED PERIOD (Descending Points Order)					TOTAL BEHAVIOUR POINTS FOR SPECIFIED PERIOD (Alphabetical Order)				
Name & Reg	Year	Reg	Total		Name & Reg	Year	Reg	Total	
Claire Abbot H	Year 12 H		170		Grenetta Abbey 9F	Year 9 9F		80	
Jimmy Abbey 11A	Year 11 11A		120		Jimmy Abbey 11A	Year 11 11A		120	
Ocean Eames 11B	Year 11 11B		80		Andrew Abbot 8E	Year 8 8E		31	
Grenetta Abbey 9F	Year 9 9F		80		Ben Abbot 9A	Year 9 9A		30	
Hannah Abbot 10B	Year 10 10B		65		Claire Abbot H	Year 12 H		170	
Anthony Wallis H	Year 12 H		60		Hannah Abbot 10B	Year 10 10B		65	
					James Abbot G	Year 13 G		10	
					Susan Abbot 11R	Year 11 11R		60	

Focus: Student**Output:** Excel**Filter:** Date is between / Year Group / Reg Group / House

BM PRI Individual Beh by Reg Grp

Behaviour Incidents

Candis Alala 2GH

Date	Behaviour	Role	Location	Comments	Action Taken	Staff Name
24-01-18	Homework		Classroom	Spellings had clearly not been taken home all week. This is a year 1 requirement.	Discussed with Pupil	Mr Oliver Joyner
15-05-18	Homework		Classroom	Spellings had not been learnt	Discussed with Parents	Mr Oliver Joyner

Vincent Bateman 2GH

Date	Behaviour	Role	Location	Comments	Action Taken	Staff Name
05-06-18	Disruptive Behaviour		Classroom	Talking when the teacher was trying to explain the lesson.	Actions Agreed	Miss Amelia Kent

Claudiu Boian 2GH

Date	Behaviour	Role	Location	Comments	Action Taken	Staff Name
05-06-18	Disruptive Behaviour		Classroom	Talking when the teacher was trying to explain the lesson.	Actions Agreed	Miss Amelia Kent

Filters: Behaviour Date is between, Year group and Reg group

Output: Word

Useful for Class teachers as provides details of all Behaviour Incidents for the pupils in their class in academic year 2020/21.

BM PRI Individual Beh Log

Behaviour Log for: Nancy Adams 2JB DOB: 18-12-2011

Date	Time	Main Type of Incident	Subject	Role	Action Taken	Staff
13-09-18	Morning Break	Insolence	Physical Education		Refer to Head Teacher	Mrs G Grosvenor
14-11-18	Morning Break	Racist Incident			Refer to Head Teacher	Mrs G Grosvenor

When the report is run from the **Student Focus** within SIMS reporting then it is possible to filter on Dates, Year and Reg.

When the report is run from the **Pupil's Record**, the filters are ignored and all Behaviour Incidents will be shown.

BM PRI Quick Behaviour Analysis

The screenshot shows the SIMS Analysis interface. On the left is a grid of behaviour incidents with columns for Year 1 through Year 8 and a Total column. On the right is a summary table titled 'Individual Details and Calculation'.

Behaviour Type	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total
Assault	10	16	3	0	6	8	0	0	43
Bullying	2	1	4	3	0	0	0	1	11
Damage to Property	9	4	1	4	7	14	0	0	39
Defiance	2	6	2	12	11	2	0	9	44
Disruptive Behaviour	2	11	3	82	81	170	0	3	352
Fighting	9	8	1	3	8	2	0	0	31
Homework	1	138	66	43	33	10	0	1	292
Illicit Substances	0	1	2	3	67	59	0	0	132
Inadequate Work in Class	3	19	16	33	31	80	0	0	182
Insolence	2	1	40	8	137	10	0	1	199
Lunch Time Incident	2	15	8	5	129	86	0	2	247
Not equipped for lessons	7	17	45	13	9	60	0	3	154
Other	2	4	8	2	38	72	0	0	126
Persistent Lateness to School	18	2	7	2	26	26	1	2	66

RESULT	Expression
	Count
RESULT	
Stan Ackton : Reprimand Given	1
Stan Ackton : Discussed with Pupil	1
Stan Ackton : Reprimand Given	1
Stan Ackton : Fixed Period Exclusion	1
Stan Ackton : Letter to Parent/Guardian	1
Stan Ackton : Fixed Period Exclusion	1
Stan Ackton : Refer to Head Teacher	1
Rui Silva : Discussed with Pupil	1

Filters: Behaviour Date is between

Output: Analysis

Useful to obtain an overview of Behaviour Incidents throughout the school. By using the row and column filters this report can be adapted as it counts all Behaviour Incidents logged within the specified date range. Pupils can be identified by clicking on the number on the grid. To view the figures as a percentage click the downward arrow adjacent to

Calculate Calculate .

BM PRI Beh & Ach Log with comments 2020

This report provides a summary of the behaviour and achievement data entered for each student in the 2020/2021 academic year and includes the comments written for each event. Please note: This report can only be run for the current academic year and versions for previous years should be deleted.

Behaviour and Achievement Log with Comments 2019/2020

Jessica Abbott, ASH

Summary:

Achievement Points earned this year	Behaviour Points received this year
6	0

Achievement Events:

Date	Type of Achievement	Points	Comment	Subject
25-09-2019	Excellent Effort	1	Lovely colourful painting of yourself today. Well done	Art
15-10-2019	Excellent Effort	1	Excellent Phonics understanding in class today. We learnt about the 'a' sound in words and we matched this to words like 'cat, mat, sat, bat' etc. Good participation. Well done.	Literacy

Behaviour Events:

Date	Type of Behaviour	Points	Comment	Subject
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Focus: Student

Output: Word

Filter: Year Group / Reg Group / House

BM PRI Follow Up Check

FOLLOW UP INFORMATION

Pupil	Reg	Behaviour Type	Date of Incident	Recorded By	Status of Incident	Referred To	Follow Up Comments
Nancy Adams	2JB	Racist Incident	14/11/18	Mrs Gillian Grosvenor	Further Intervention Required	Mrs Gillian Grosvenor	
Eleanor Carlton	2GH	Racist Incident	14/11/18	Mrs Gillian Grosvenor	Further Intervention Required	Mrs Gillian Grosvenor	
Beatrice Welch	2GH	Racist Incident	14/11/18	Mrs Gillian Grosvenor	Further Intervention Required	Mrs Gillian Grosvenor	

Filters: Behaviour Date is between, Year group and Reg group

Output: Word

Useful for SLT to check that all follow up requests have been addressed.

BM PRI Initiatives List

NB: Interventions in the SIMS Behaviour Management module was renamed Initiatives in the Spring 2017 release. This is due to the introduction of the SIMS Interventions module in the release.

Initiatives

Initiative Type	Pupil	Year	Reg	Date of Initiative	Comments
Communication with Home	Stan Ackton	Year 4	4SL	08-10-2018	Stan's incident this morning, report card
Communication with Home	Stan Ackton	Year 4	4SL	24-09-2018	Homework not delivered again
Meeting	Nancy Adams	Year 2	2JB	14-11-2018	Discuss behaviour
Meeting	Eleanor Carlton	Year 2	2GH	14-11-2018	Discuss behaviour
Communication with Home	Alessandro Moligno	Year 5	5BB	14-11-2018	Advised parents of constant class disruptions
Meeting	Beatrice Welch	Year 2	2GH	14-11-2018	Discuss behaviour

This report lists initiatives recorded for pupils over a specified date range and can be filtered to one particular initiative type if required. The report is sorted in initiative order.

Focus: Student

Output: Word

Filter: Initiative Type/Initiative Date is between/Year group

BM PRI Initiatives Case Study 2020/21

NB.: Interventions in the SIMS Behaviour Management module was renamed Initiatives in the Spring 2017 release. This is due to the introduction of the SIMS Interventions module in the release

Initiatives Case Study

Surname:	Adams	Year Group:	Year 2	
Legal Surname:	Adams	Reg Group:	2JB	
Forename:	Nancy	D.O.A.:	01-09-2015	
Gender:	F	SEN Status:		
D.O.B.:	18-12-2011	In Care:	No	
Ethnicity:	White - English	Authority:		
First Language:	English	FSM:	Yes	
		Pupil Premium:	Yes	
Present:	0.00%	Achievement:	2 pts	
Authorised Abs:	0.00%	Behaviour:	2 pts	
Unauthorised:	0.00%	Initiatives:	1	
Unexplained:	0.00%	Report Cards:	0	

Initiatives

Date	Initiative Type	Comments
14-11-2018	Meeting	Discuss behaviour

Communication

Date	Direction	Comments

Behaviour

Date	Type	Subject	Comments
14-11-2018	Racist Incident		Calling other children who were not British unpleasant names
13-09-2018	Insolence	Physical Education	Thought it was amusing to compare their supply teacher to 'SpongeBob Square Pants'

This report provides an overview of the current academic year's events for pupils who have received an initiative. It includes basic information about the pupil as well as their attendance data, behaviour detail, initiatives and any public communication recorded in the pupil's communication log.

Focus: Student

Output: Word

Filter: Year group

BM PRI Detention Register

If staff do not have access to SIMS when taking a Detention session this report can be run to produce a list of pupils expected for the Detention session.

Detention Register
Headteacher's Detention
Wednesday 05-09-2018
Headteacher's Office -

Start Time: 12:30	End Time: 13:00	Total Time: 30
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Pupil	Reason for Detention	Attended (✓)	Reason for Non Attendance	Attend Next Session (✓)
Alessandro Molligno 5BB	Lunch Time Incident			

Focus: Detentions

Output: Wordl

Filter: Detention Date is between, Detention Type

BM PRI Pupils on Report

Pupils on Report

Pupil	Reg	House	Reason	Description of Incident	Date
Charlotte Ackton	AM	Chopin	Insolence	Flicked paint at SB and refused to clean the wall which had also be splattered with paint.	30-09-17

Focus: Student

Output: Word

Filter: Date Student on report is between, Year group, Reg group and House

BM PRI Pupils on Report Card

Pupils on Report Card

Pupil	Reg	House	Start Date	End Date	Reason
Stan Ackton	4SL		12-09-2018	21-09-2018	Assault
Stan Ackton	4SL		08-10-2018	15-10-2018	Verbal Abuse - Adult
Alessandro Moligno	5BB		11-10-2018	25-10-2018	Homework

Focus: Student

Output: Word

Filter: Start Date is between, Year group, Reg group and House

BM PRI % Students with Ach in Vuln Grps

Pupils with 1 or more Achievements		Total No of Pupils	445
Percentages for Vulnerable Groups			
ALL Years	68.3	Boys	49.7 34.2
Ever FSM	18.2 11.5	Non Ever FSM	81.8 56.9
Pupil Premium	0.7 0.0	Non Pupil Premium	99.3 68.3
Current FSM	18.0 11.2	Non Current FSM	82.0 57.1
Traveller	1.8 0.2	Non Traveller	98.2 68.1
		SEN K, A or P	4.0 1.1
		E or S	0.7 0.0
		All	4.7 1.1
		No SEN	67.2
		EAL	29.0 18.4
		Year	
		N	6.3 0.0
		R	13.3 3.8
		1	13.3 12.4
		2	13.3 8.3
		3	13.9 10.8
		4	13.3 10.8
		5	13.5 11.5
		6	13.3 10.8
First Language		English	67.2 47.2
		Other	32.1 21.1
Ethnicity			
	White - British		0.0 0.0
	White - Irish		4.5 2.7
	Traveller of Irish heritage		0.2 0.0
	White Other		1.6 1.3
	Gypsy/Roma		0.2 0.2
	Italian		3.6 2.7
	Turkish		0.2 0.2
	Turkish Cypriot		0.0 0.0
	All White		10.3 7.2
	White and Black Caribbean		2.7 1.8
	White and Black African		2.7 2.0
	White and Asian		0.0 0.0
	Any Other Mixed Background		0.0 0.0
	All Mixed		5.4 3.8
	Black Caribbean		0.9 0.4
	Black - African		0.0 0.0
	Any Other Black Background		0.0 0.0
	All Black		0.9 0.4
	Indian		0.4 0.2
	Pakistani		0.0 0.0
	Bangladeshi		3.1 1.6
	Any other Asian Background		0.0 0.0
	All Asian		3.6 1.8
	Chinese		2.9 2.2
	Any Other Ethnic Group		0.0 0.0
	All Non White		12.8 8.3
	Information Not Yet Obtained		0.0 0.0
	Refused		0.0 0.0
Percentage of Pupils in vulnerable group			
Percentage of Pupils in vulnerable group with Achievements			

This report will show the total number of pupils on roll. The percentage shows those who are in a vulnerable group. The whole school percentage is shown in grey and those that have had incidents are in white.

Useful to ascertain if vulnerable groups are receiving achievements in line with their peers.

This report is built in Excel and the Data Sheet allows more analysis to take place.



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