

About Types & Sub-Types

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

What is a Type & Sub-Type?

In Pastoral Care in Schoolbox:

- a type establishes a certain category of organisation
- a subtype is a sub-category that *belongs* to a type

Each time a record is created, a type & sub-type must be chosen.

The available sub-types are defined by the type that has been chosen.

Structure of Types & Sub-Type Listing

On the following pages, each Type & Sub-Type is described in the following ways:

- **Author**
- **Target Audience**
- **Purpose & Description**

These define:

- 1) Who the intended author of the subtype is
- 2) Who the target audience of the subtype is
- 3) The purpose and description of the subtype, and possible reports that can be used with this subtype

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