SEC-Expectations

> 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.

Exceeding Expectations

Author: *Secondary Teaching Staff*

Target Audience: *YLC, HOD, Senior Leadership, Award Data*

Purpose & Description: *To capture evidence of students displaying exemplary behaviour or inter-personal engagement that 'exceeds expectations'*

Behaviour

Author: *Secondary Teaching Staff, College Staff (through YLC or Deputy)*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture a record of poor student 'behaviour'*

Prepared for Class

Author: *Teacher*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture a record of students arriving at class 'unprepared'.*

Punctuality

Author: *Teacher*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture a record of student arriving late for class*

Relationships

Author: *Teacher, YLC, HOD, Senior Leadership*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture a record of student displaying inappropriate interpersonal relationships. This may include romantic relationships, fighting or similar*

Substance Use

Author: *Teacher, YLC, HOD, Senior Leadership*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture a record of student use of prohibited substances*

Technology

Author: *Teacher, YLC, HOD, Senior Leadership*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture record of inappropriate use of technology. This may include: mobile phone, smart device, laptop, iPad where they have been used outside of the Digital Policy. For example: accessing inappropriate websites, capturing images of people without permission, using a device without teacher permission.*

Uniform

Author: *Teacher, YLC, HOD, Senior Leadership, College Staff (through YLC or Deputy)*

Target Audience: *YLC, HOD, Senior Leadership*

Purpose & Description: *To capture record of student being out of uniform or wearing the uniform poorly, for example: shirt being untucked, makeup, haircut required*

YLC Handover

Author: *Exiting YLC*

Target Audience: *Entering YLC & Senior Leadership*

Purpose & Description: *A record that communicates key details for teachers as they 'hand over' students from one calendar year to the next (ie. Exiting Yr7 -> Entering Yr8)*

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