



Educational Software & Distributors

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Student Guidance/ Pastoral Care

School Comments:

In their verbal feedback to the BOT [ERO] said [eTAP] was 'snazzy' – and that the way we were using it, our analysis of results, the information we could produce etc was 'remarkable'. They were full of praise for the 'at risk', special needs etc 'registers' and the targeted planning.

We use eTAP guidance for...

All guidance and behavioural monitoring.

Behavioural analysis

Dynamic at risk register

Dynamic special needs register

Dynamic attendance risk register

Support staff assistance to special needs students e.g. generating IEP's

Ann Milne Principal Clover Park Middle School

All Individual Education Plans (IEP's) for every pupil is editable and entered by teachers. Individual weekly reports, incident reports, anecdotal notes and assistance diaries ... are available to staff anywhere, anytime.

Tim Snape ICT Teacher Mt Richmond Special School

Student Guidance

The following modules are available for Pastoral Care:

1. Extension register - a facility for managing extra curriculum activities for gifted pupils
2. Assistance diary – designed for special needs schools – a facility for recording and managing special assistance given to pupils
3. Behaviour module – a facility for recording and managing behavioural incidences. These include violence to self, verbal violence, violence to property and violence to others. This includes the ability to email senior staff details of incidences so they are aware of situations.
4. Tracking – this is a more detailed method for managing and recording actions taken against poor behaviour.
5. Weekly diary – designed for special needs schools – a facility for recording curriculum progress for the week.
6. Tama – a facility for managing behavioural discipline occurrences such as green cards.
7. Support register – a facility for managing extra support given to pupils. It records support details, time spent, activities and other information.
8. Caregiver meetings and outcomes – a facility for recording caregiver meeting details and outcomes.

All of these modules include innovative reporting and the ability for teachers to manage pupil information.

Teachers have the facility to make confidential comments about pupils and behaviour and the school administrator can select a small group of people who can have access to the confidential comments as well as the teacher making the comment.

- Monitors student behaviour patterns.
- Stores detailed pupil history – essential information is immediately available when dealing with incidents.
- Templates of behavioural management procedures can be created to accommodate individual school policies.
- Historical, accurate, and timely information available when dealing with parents/guardians.
- Event management guidelines available when needed.
- Provides the records and data necessary for grant and targeted funding requests.
- Allows event logging by behavioural categories.
- Profile reporting can be sorted by student or behavioural category.
- Provides detailed history and accurate statistics for dealing with Government agencies.
- Identifies students at risk.
- Displays consolidated and consistent student profiles.
- Monitors support given to pupils by support specialists.

eTAP Student Guidance

Guidance Form	
Staff Name:	Pupil Admin
Pupil Name:	mill
Date:	2003-06-12 (yyyy-mm-dd)
Details:	
Guidance Code:	
Action Taken:	

Tracking Form		
Event Date:	2003-06-12 (yyyy-mm-dd)	Action Taken
Pupil Name:	mill	Letter Home - verbal
Victim Name:	mill	Letter Home - Parent
Witness:		Stand down
Incident:		In School Suspension
Dear/Teacher/Staff:	Pupil Admin	Detention
violence_to_self	Drugs	Suspended
verbal_violence	Swearing	Referred to Team Leader
violence_to_property	Truancy	Referred to SHM
physical_violence	Bullying	Referred Family
		Organised Family Meeting
		Referred to Social Worker
		Incident Sheet
		Wagging
		Threatening Language
		Stealing
		Hitting Kicking etc

**For more information about eTAP
please contact:
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