

# Behaviour Profiles (Round Robins)

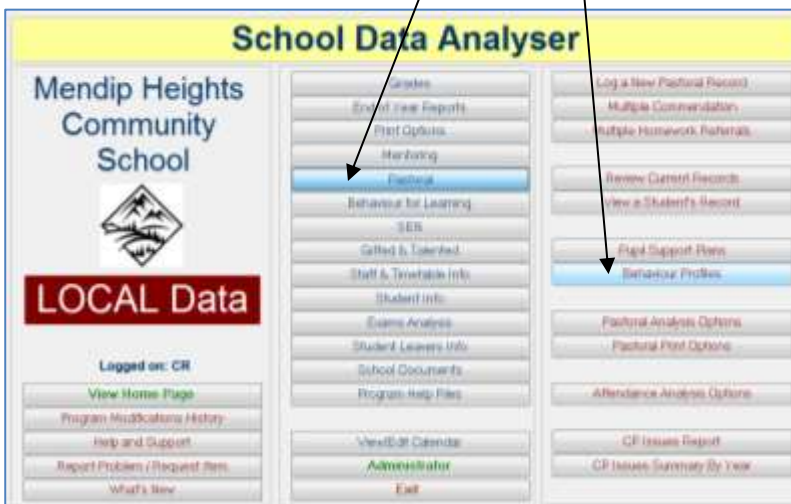
A **Behaviour Profile (Round Robin)** is a questionnaire sent to a group of teachers for comment on a pupil's behaviour. It consists of a grading on a number of questions and a comment. These profiles are completed and then reviewed in order to determine any future course of action for the pupil.

The **Round Robin** system for gaining staff feedback on individual students has now been incorporated into **School Data Analyser**. Automating this process via **School Data Analyser** will not add to the workload of teaching staff. It should improve efficiency by significantly reducing the time taken to collect and analyse the data.

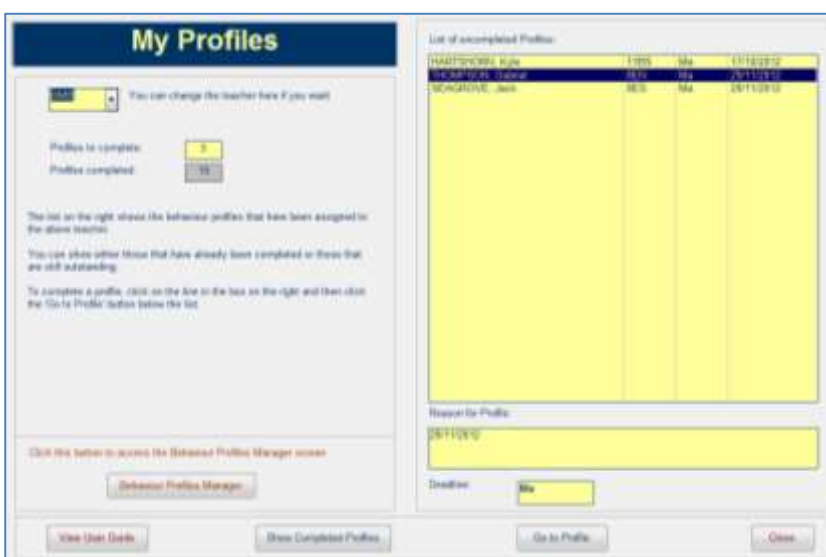
The profiles are normally completed on screen (though they can be printed).  
E-mail notification that a profile is due for completion will normally be sent to each teacher.

The 'manager' can see the completed profiles and identify those that have not yet been completed. A summary report for each profile can be printed showing the total scores achieved for each question in the Profile.

From the **Main Menu** screen, click on **Pastoral** then **Behaviour Profiles**.



The **My Profiles** screen appears:



School Data Analyser will automatically pick up the teacher's ID. If the teacher is not identifiable a message box will appear warning the user. The user must then enter a teacher ID in order to use the program.

The screen shows how many profiles the teacher has 'outstanding' and also how many have been completed so far.

To complete a profile, click on the **Go to Profile** button. A screen similar to this appears:

The screenshot shows a form titled 'Georgia ACKLAND' with 'BMS' and 'En' tabs. It contains the following fields and options:

- ClassID: BMS/En2
- Subject: English
- Teacher: BPS
- Reason: Annual review
- Behavioral categories with dropdowns:
  - Throws objects
  - Makes noise (1)
  - Interferes with others
  - Physically attacks others
  - Fails to bring equipment (1)
  - Calls out
  - Arrives late
  - Moves from seat (1)
  - Damages objects
  - Eats/Drinks in class
  - Verbally abuses staff
  - Verbally abuses others
  - Refuses to follow instructions (1)
  - Fails to do enough work (2)
  - Chatters
  - Tricks
  - Leaves the classroom
- Completeness instructions: 'Completes all the responses and then click Finished. The comment is optional.'
- Created by: BMS
- Date Created: 22/05/2014
- Deadline: 29/05/2014
- Finished button
- Comment (optional) field

Please ensure you complete the profile by the deadline shown on the report.

For each box, the choices are:

Response	Description
0	No Concern
1	Some Concern
2	Serious Concern

On exit from this form the program checks to see if all questions have been answered. If so, the response form is marked as 'completed'. If you attempt to leave the form before completion then you are warned that it is incomplete.

NOTE:

- If the teacher is completing the profile as a Tutor or Pastoral Head then there will be no subject name.
- Teachers can return to a completed profile by clicking the **Show Completed Profiles** button on the **My Profiles** screen. However, once it is marked as complete there is the danger that any later changes might not be noticed by the profile manager.

Several additional forms are available to staff managing the Behaviour Profiles process. For example, a summary can be printed as shown below.

The screenshot shows a 'Pupil Behaviour Profile' summary for Georgia Ackland. It includes the following information:

- Teacher: Georgia ACKLAND
- Class: BMS
- Reason for Profile: Annual review
- Date Created: 22 May
- Created By: BMS
- Table with columns for behavioral categories:
  - Throws objects
  - Makes noise
  - Interferes with others
  - Physically attacks others
  - Fails to bring equipment
  - Calls out
  - Arrives late
  - Moves from seat
  - Damages objects
  - Eats/Drinks in class
  - Verbally abuses staff
  - Verbally abuses others
  - Refuses to follow instructions
  - Fails to do enough work
  - Chatters
  - Tricks
  - Leaves the classroom
- Subject Total column on the right
- Subject Comments field

The information in this summary will be used in PSP meetings with pastoral staff.

The **administrator** can edit the items in the 'Round Robin' using the **Edit Profile Items** screen. Currently the items are as shown below, though it is possible these may be changed in the future.

Item Number	Text
1	Throws objects
2	Makes noise
3	Interferes with others
4	Physically attacks others
5	Fails to bring equipment
6	Cells out
7	Arrives late
8	Moves from seat
9	Damages objects
10	Eats/Drinks in class
11	Verbally abuses staff
12	Verbally abuses others
13	Refuses to follow instructions
14	Fails to do enough work
15	Chatters
16	Fidgets
17	Leaves the classroom
18	
19	
20	