

Pupil Notes: Where to Store them on iSAMS?

Safeguarding?

- Use CPOMS NOT iSAMS
- Anything that is a safeguarding concern should be logged on CPOMS as soon as possible for the DSL's to follow up on.

Confidential? not suitable for all staff to see

- "Pupil Manager" Module -> "Notes" Tab
- Only SLT have access to add and view notes in this area. To get a confidential note added you will need to ask a member of SLT or their EA to log the note on your behalf.

Welfare? a family pet passed away, distressed or upset, worried about exams?

- "Reward & Conduct" Wizard -> Welfare
- General concerns about a pupil's welfare should be logged on iSAMS via the Reward & Conduct wizard in the right side. These are sent via a report to Form Tutor, Boarding Housemistress, Pastoral Heads and Jen Ryder to monitor

Medical?

- "Health Centre" Module
- Any medical notes confidential or not should be stored in the Health Centre module. Please **liaise with Health Centre staff** as they are the only staff who have access to edit and add medical notes to a pupil. Depending on the nature of the note, it can be made public or private.

SEND/AGT?

- "Send, EAL & AGT" Module -> "Notes" Tab
- Any notes that are specifically in relation to SEND provision, status or testing should be stored in the SEND, EAL & AGT modules. **This also includes communications with parents in relation to SEND.**

Communication to/from Parent?

- "Pupil Profiles" Module -> "Notes" Tab -> "Communications with Parents"
- Any communications received or sent to parents using traditional email is not automatically recorded against a pupil.

Behaviour, Achievements or Commendations?

- "Rewards & Conduct" Wizards
- All day to day behaviour, achievements, commendations should be logged into the iSAMS Rewards and Conduct module. The quickest way to do this is using the Rewards & Conduct wizards in the wizard bar on the right side of iSAMS

Scholars Evidence?

- You do not need to record every time a student attends your weekly club.
- A commendation should be recorded for regular participation. If your club runs weekly then approximately once per half term of participation would be appropriate. This can be logged under Academic – Commendation Effort or Progress – In Extra-curricular.
- If a pupil attends a one-off lecture or event or takes part in a competition then please use Academic – Commendation - Community contribution.
- If a girl achieves an award, passes an exam etc. then this should be logged under Academic – Achievement

Anything Else?

Health and Safety, Exam Arrangements etc...

- "Pupil Profiles" Module -> "Notes" Tab