

Click here to see an example of this template as a record.

Pastoral Snapshot

A quick way to review policies and procedures during academic review/form time.

Created by St John Plessington Catholic College.



Fields
Line Manager
Period (1-5 dropdown box)
Number of Students Present

Fields provide contextual data which is valuable to have on individual forms but does not need to be quantified within reports.

Details

Line Manager <input type="text"/>	Period <input type="text" value="1-5"/>	Number Students Present <input type="text"/>
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M6p

Are Students Punctual to Academic Review? <i>Please select an outcome</i>	Outcome: <input type="text"/>
Meet, Greet, Uniform Check & Seating? <i>Does the teacher meet, greet, uniform check and seat the students in line with policy?</i> <i>Please select an outcome</i>	Outcome: <input type="text"/>
Does the Teacher Follow a Seating Plan? <i>Please select an outcome</i>	Outcome: <input type="text"/>
Is the Register Taken? <i>Promptly?</i>	Outcome: <input type="text"/>

Focus Areas
Are students punctual to academic review?
Meet, Greet, Uniform Check & Seating?
Does the teacher follow a seating plan?
Is the register taken?

Outcome set
"Snapshot Y/N"
Outcomes:
Yes
No

Is the Uniform & Appearance Check Carried Out?

Outcome:

Please select an outcome

Are Planners and Equipment Out on Desks?

Outcome:

Please select an outcome

Are Teachers' Expectations of Behaviour High?

Outcome:

Please select an outcome

Are Individual Students Monitored by Form Tutor?

Outcome:

Please select an outcome

Are Pupils Engaged Appropriately During AR?

Outcome:

AR - Academic Review

Please select an outcome

Are Planners Signed Up-To-Date by Form Tutor?

Outcome:

Please select an outcome

Focus Areas

Is the uniform and appearance check carried out?

Are planners and equipment out on desks?

Are teachers' expectations of behaviour high?

Are individual students monitored by form tutor?

Are pupils engaged appropriately during AR?

Are planners signed up to date by form tutor?

None of the focus areas in this first section have comments enabled. This allows for a quick form to be created where observers only need to select an outcome.

Outcome set
"Snapshot Y/N"

Outcomes:

Yes
No

Are Pupils Using Planners Effectively?

Outcome:

Please select an outcome

Are Temporary Planner Sheets Issued if Necessary?

Outcome:

Please select an outcome

Positive Relationship Between Tutor & Pupils?

Outcome:

Is there evidence of positive relationship between Form Tutor and pupils?

Please select an outcome

Are College Priorities Discussed in Form Time?

Outcome:

Please select an outcome

Students Dismissed in Line with Policy?

Outcome:

Are students dismissed in line with the Academy policy?

Please select an outcome

Focus Areas

Are pupils using planner effectively?

Are temporary planner sheets used if necessary?

Positive relationship between tutor and pupils?

Are college priorities discussed in form time?

Students dismissed in line with policy?

Simple observations can be made with these easy Y/N questions. Forms like this could be used for any manner of quick checks needed.

Outcome set "Snapshot Y/N"

Outcomes:

Yes
No

Summary & Comments

Summary (Pastoral Snapshot)

Please comment on the quality of the Collective Act of Worship and add any further comments

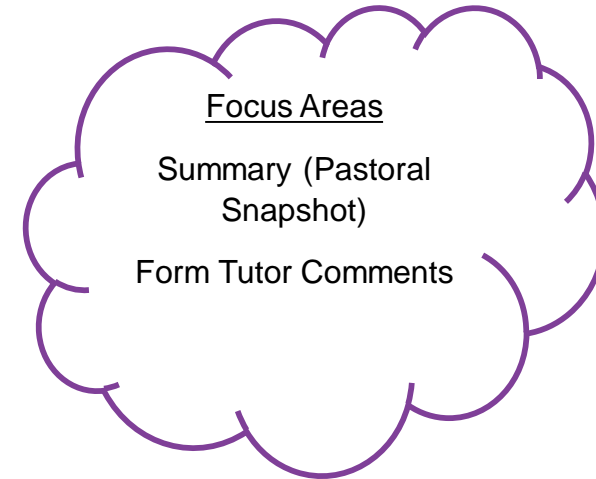
Comments:

Characters Remaining: 1500/1500

Form Tutor Comments

Comments:

Characters Remaining: 1500/1500



No outcomes have been used for this section. This allows staff to reflect on their previous judgements and allows for a discussion with the form tutor about daily routines.

The form tutor observed could either have these comments entered by the observer during a meeting or they could be added as an observer to the record to be able to fill this in at their own convenience.

Focus Areas

Follow up action required?

Follow up action completed?

Follow-up

Follow-up action required? (M6p) Outcome:

Please select an outcome

Comments:

Characters Remaining: 1500/1500

Follow-up action completed? Outcome:

Only complete this section if the follow-up is required

Please select an outcome

Comments:

Characters Remaining: 1500/1500

Having outcomes linked to these focus areas allows for senior leaders to be able to easily identify and implement any additional follow up actions needed for staff.

Outcome set
"Follow up action required?"


Outcomes:

HOL Support
LP Support
N/A

"Follow up action completed?"

Outcomes:

Yes
No
N/A



What would this
look like in
reports?

Outcome set
"Snapshot Y/N"

Outcomes:

Yes
No

This outcome allows for easy at-a-glance analysis for busy senior leaders to keep an eye on school policies. Leaders are able to identify areas for development and implement targeted support easily.

Snapshot Y/N ?

Focus Area Name	Y (%)	N (%)	Record Count
Are College Priorities Discussed in Form Time?	100.0	0.0	16
Are Individual Students Monitored by Form Tutor?	88.2	11.8	17
Are Planners and Equipment Out on Desks?	86.7	13.3	15
Are Planners Signed Up-To-Date by Form Tutor?	88.2	11.8	17
Are Pupils Engaged Appropriately During AR?	100.0	0.0	16
Are Pupils Using Planners Effectively?	93.8	6.3	16
Are Students Punctual to Academic Review?	100.0	0.0	16
Are Teachers' Expectations of Behaviour High?	100.0	0.0	17
Are Temporary Planner Sheets Issued if Necessary?	100.0	0.0	15
Does the Teacher Follow a Seating Plan?	88.2	11.8	17
Is the Register Taken?	100.0	0.0	17
Is the Uniform & Appearance Check Carried Out?	100.0	0.0	16
Meet, Greet, Uniform Check & Seating?	100.0	0.0	16
Positive Relationship Between Tutor & Pupils?	100.0	0.0	17
Students Dismissed in Line with Policy?	100.0	0.0	16
Total	235	9	
	0%	100%	

Focus Areas

Are students punctual to academic review?

Meet, Greet, Uniform Check & Seating?

Does the teacher follow a seating plan?

Is the register taken?

Is the uniform and appearance check carried out?

Are planners and equipment out on desks?

Are teachers' expectations of behaviour high?

Are individual students monitored by form tutor?

Are pupils engaged appropriately during AR?

Are planners signed up to date by form tutor?

Are pupils using planner effectively?

Are temporary planner sheets used if necessary?

Positive relationship between tutor and pupils?

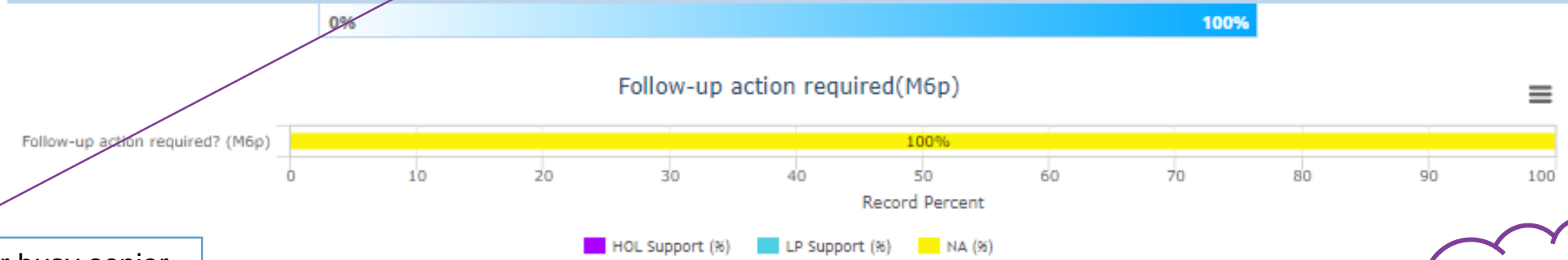
Are college priorities discussed in form time?

Students dismissed in line with policy?

Outcome set
 "Follow up action required?"
 Outcomes:
 HOL Support
 LP Support
 N/A

Follow-up action required(M6p) ?

Focus Area Name	HOL Support (%)	LP Support (%)	NA (%)	Record Count
Follow-up action required? (M6p)	0.0	0.0	100.0	5
Total	0	0	5	



Easy analysis for busy senior leaders to see what support is needed. They would also be able to pinpoint staff members requiring support through focus area reports.

Focus Areas
 Follow up action required?

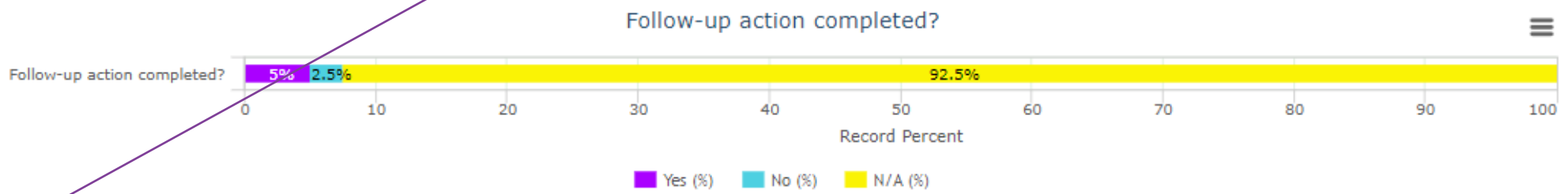
Outcome set
 "Follow up action completed?"

Outcomes:

Yes
 No
 N/A

Follow-up action completed? ?

Focus Area Name	Yes (%)	No (%)	N/A (%)	Record Count
Follow-up action completed?	5.0	2.5	92.5	40
Total	2	1	37	
	0%		100%	



Senior leaders can easily identify which members of staff need to complete follow up actions.

Focus Areas

Follow up action completed?