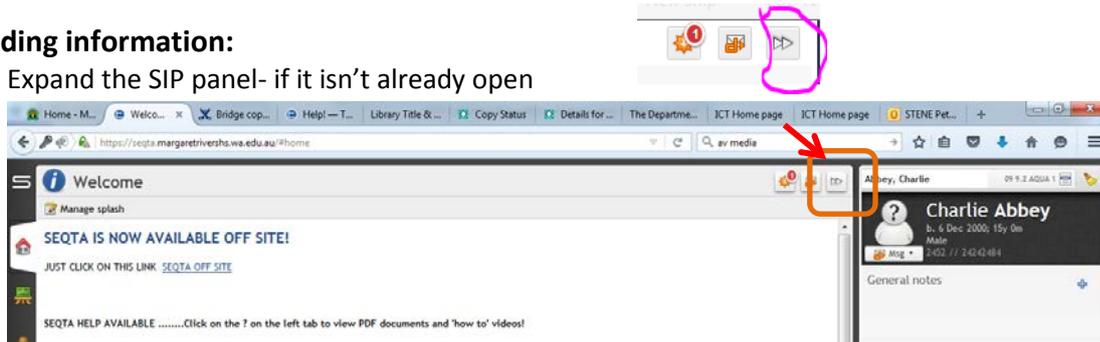


SIP PANEL - ADDING STUDENT PASTORAL CARE NOTES, COMMUNICATION AND BEHAVIOUR

☛ Reading information:

- 1 Expand the SIP panel- if it isn't already open



- 2 Type in the name of the student to find →
*NB: If you are in **Attendance** you can just click on the name of a student in your list to access their data:*



Keen, Griffin 09 Form 9.4 PISC 1

Griffin Keen
 b. 13 Jan 2002; 14y 0m
 Male
 2835
 // 25057086

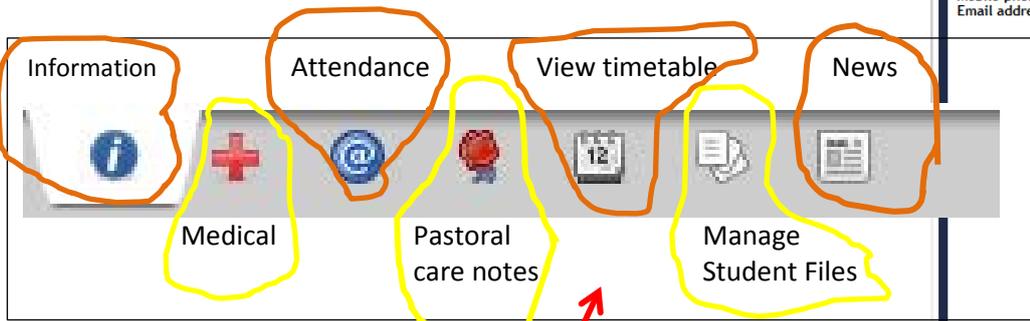
General notes +

Contact information
 Residential **Ms Stene and Mr Keen**
 64 Freshwater Drive
 BURNSIDE
 WA 6285

Mother **Ms Petra Stene**
 Home phone 9758 7773
 Mobile phone 0417 188 522
 Email address Petra.Stene@education.wa.edu.au

Father **Mr Martin Keen**
 Home phone 9758 7773
 Mobile phone 0437 150 565
 Email address Martin.Keen@education.wa.edu.au

- 3 Click on the links at the bottom of the panel to view the various items.



Student Information Panel - SIP Links

	Information	General notes and contact details
	Medical	Medical Overview and Notes
	Attendance	Attendance details - can view week, month, year
	Pastoral Care Notes	BMIS, Detention, Awards, Behaviour Positive and Negative, Parental Interviews, Uniform etc
	View Timetable	Can toggle between day and Week View
	Manage Student Files	Can upload here - leave for now
	News	SEQTA generic welcome and information from the SEQTA software people



➔ **How to Add a Pastoral Care Note:**

- 1 Search for your student name in the SIP panel.
- 2 Click on the rose (Pastoral care notes)



1 Search student

2 Choose a category of behaviour

3 Leave **On behalf of field blank:**
Only enter a name here if you are entering a note on someone else's

4 Enter the details here here.

To restrict who can see the note (only for confidential information) generally don't select me only.
Groups can be added and members changed to suit our needs.

You can add files here, for example a copy of a letter regarding students taking holidays, and email from a parent etc.

Click save for one student
or **Save to** for a group of students
*ie. If you want to save the same note to a group of students, click **Save to**, another screen will open allowing you to select the students.*

STUDENT SUMMARY:



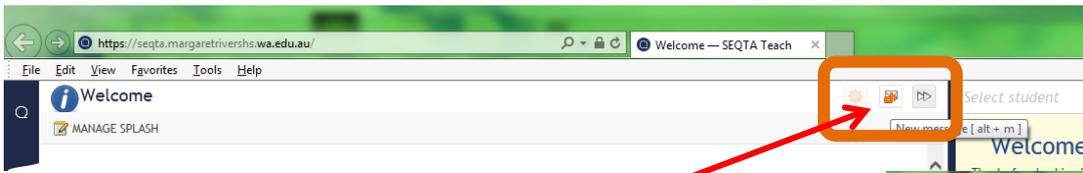
1 Choose a student to see a summary of Correspondence, Pastoral Care notes and Academic results

	(16)
Behaviour Positive	1
Interview with parent	1

You can view Academic information, In detail, Correspondence log, and Timetable.

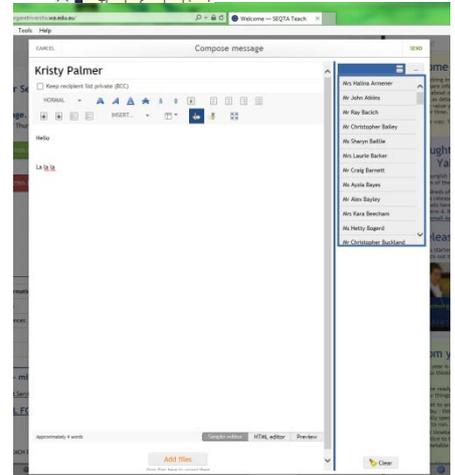
Type	When	Sent	Sender	Relating to	Subject	Contents
Email	28/Jan/16 05:13 pm	Yes	Mr Martin Keen	Ms Petra Stene	Keen, Griffin	Form Rep Thanks
Email	28/Jan/16 05:13 pm	Yes	Mr Martin Keen	Ms Petra Stene	Keen, Griffin	Detention Letter

SEQTA COMMUNICATION



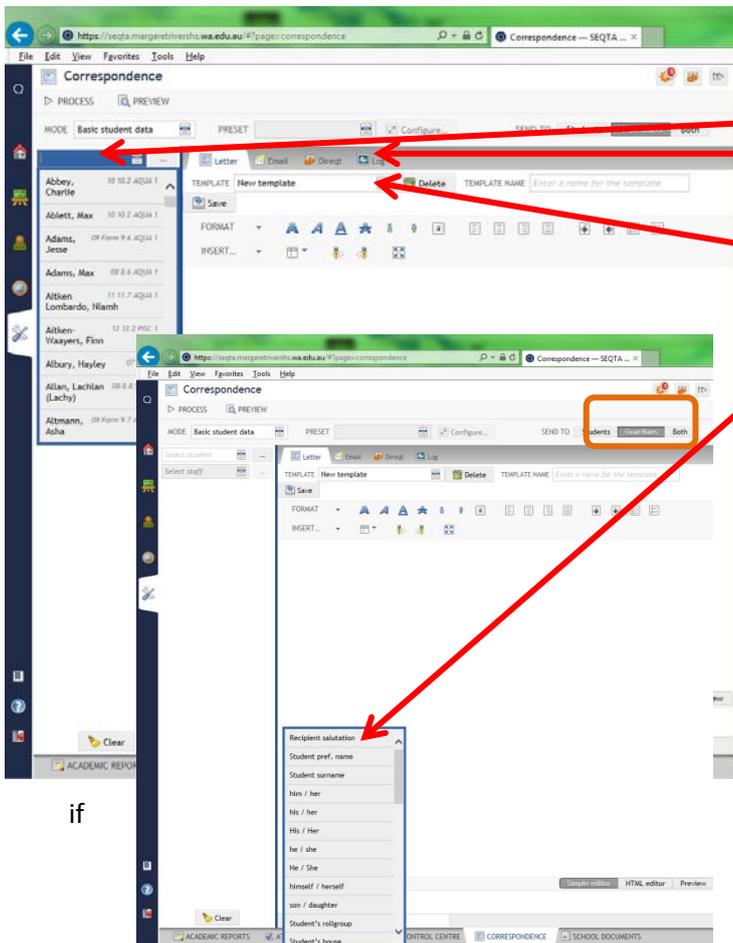
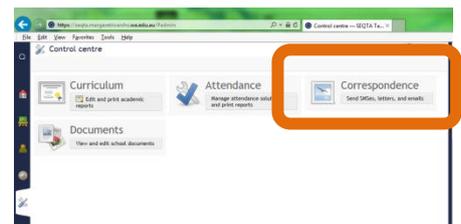
DIRECT MESSAGING:

- 1 Click on **Direct message**
- 2 Compose your message
- 3 To add attachments - choose **Add Files** (My device - locate your file then open)
- 4 On the right hand side select the staff member(s) you would like to send the message to.
- 5 Click on **SEND**



COMMUNICATING WITH PARENTS:

- 1 Choose **Administration Workspace**
- 2 Choose **Correspondence**
- 3 Work from right to left:



- a. Choose your student (or students)
- b. Choose method of communication (Letter, Email, Direct)
- c. Choose a template
- or - type in your own message
- choosing **Insert Field** for names etc
Enter a **Template Name** and **Save** if required
- d. Choose to **SEND TO** Guardian
- e. Choose **Preview** (OK) then **Process** - check who you are sending it to then choose **Yes**

if

OK.

