

Adding Subjects

Menu → Settings → Subjects

Type Subject Name → Add
(Swipe Red for Not Tracked or Core)

Subjects

Subject Name Track Core Add

Name <small>(Click to create)</small>	Track			Chase by email			Edit	Delete			
	Track	Core		Attendance	Participation	Behaviour			Attendance	Participation	Behaviour
1:1 session <small>444</small>	YES	NO		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AM session <small>422</small>	YES	YES		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
At home school <small>413</small>	YES	NO		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
BTEC <small>420</small>	YES	YES		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Creative Arts <small>41</small>	YES	YES		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Education Outreach <small>400</small>	YES	YES		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
English <small>405</small>	YES	YES		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Adding Tags

File Tags
Menu → Settings → Tags → Files
→ Tag Name → Add

Student Tags
Menu → Settings → Tags →
Students → Tag Name → Add

Tags

Files Students

Tag Name Add

Name Active

Child in Need Plan (CIN)	Edit	Delete
Timetable	Edit	Delete
Referral Forms	Edit	Delete
IEP	Edit	Delete
Restraint	Edit	Delete
Target evidence	Edit	Delete

Tags

Files Students

Tag Name Add

Name Active

Child in care	Edit	Delete
SEMH	Edit	Delete
ADHD	Edit	Delete
OT	Edit	Delete
CPP	Edit	Delete
Loud noise	Edit	Delete

Guardian Settings

Menu → Settings → Guardian → Guardian Type → Add
Appears as "Relationship" on Guardian Details in Student Area

Guardian Type Settings

guardian Type Add

guardian Type Active

Other Relative 4	Edit Delete
Step Mum 0	Edit Delete
Dad 10	Edit Delete
Keyworker 1	Edit Delete
Step Dad 0	Edit Delete
Main Carer 2	Edit Delete
Mum 17	Edit Delete

Louisa Arandelle Guardian

First Name	Work Phone Number	Contact Preferences
<input type="text"/>	<input type="text"/>	Emergency Contact: No
Last Name	Address Line 1	Primary Contact: No
<input type="text"/>	<input type="text"/>	Email Delivery
Relationship --- SELECT ---	Address Line 2	Half Term School Report: No
<input type="text"/>	<input type="text"/>	Full Term School Report: No
Home Phone Number	City	Onsite Confirmation: No
<input type="text"/>	<input type="text"/>	Weekly Logs: No
Mobile Phone Number	County	
<input type="text"/>	<input type="text"/>	
	PostCode	
<input type="text"/>	<input type="text"/>	

Save

Contact Settings

Menu → Settings → Contacts → Contact Type
→ Add
Appears as “Contact Type” on Professional
Contact Details in Student Area

Contact Settings

Contact Type Add

Contact Type Active

External Provision 0	Edit Delete
SENCO 1	Edit Delete
SEN Caseworker 0	Edit Delete
Doctor 0	Edit Delete
Social Worker 1	Edit Delete

Professional Contact

ContactType Doctor

AddressLine1

Name

AddressLine2

Email

City

TelephoneNumber

County

PostCode

Notes

Save

Behaviour Settings

Menu → Settings → Behaviour → Behaviour Settings → Behaviour Tab

Fill in Behaviour Name → Fill in Label
→ Save x5

Behaviour Settings

Behaviour Negative Behaviours

#	Name	Label	
1	<input type="text" value="SAFE"/>	<input type="text" value="Keeping themselves and others safe."/>	<input type="button" value="Save"/>
2	<input type="text" value="TRUSTED"/>	<input type="text" value="Being able to operate independently."/>	<input type="button" value="Save"/>
3	<input type="text" value="ON TASK"/>	<input type="text" value="Being focussed and engaged."/>	<input type="button" value="Save"/>
4	<input type="text" value="RESPECTFUL"/>	<input type="text" value="Having appropriate interactions with others and with the environment."/>	<input type="button" value="Save"/>
5	<input type="text" value="MINDFUL"/>	<input type="text" value="Showing awareness of self, and awareness around others' needs."/>	<input type="button" value="Save"/>

Completing Behaviour Metric

Menu → Students → Select Student
→ Behaviour Tab

Complete Accordingly → Full Points Button
for Speedier Completion → Save Behaviour

	SAFE	TRUSTED	ON TASK	RESPECTFUL	MINDFUL	Score
1:1 SESSION HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
1:1 SESSION HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5
FOOD TECH HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
FOOD TECH HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
HOME EDUCATED HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5
HOME EDUCATED HUS SUPPORT 8/1/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5
						25
						Save Behaviour