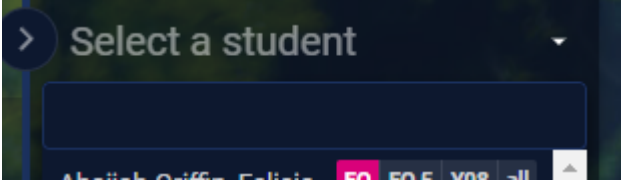
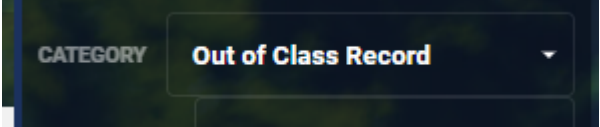


Add Pastoral Care Note (Out of class)

When students leave class, staff are required to document this using a Pastoral care note in SEQTA.

Step-by-step guide

1) Select the pastoral Care Icon  from the right hand student short cut menu.	
2) STUDENT - Enter the name of the student leaving class in the student search now at the top of this menu.	
3) CATEGORY - Start typing 'out of class' to search for, and then select 'Out of Class Record'	

4) SUB-CATEGORY - You are required to enter a Sub-category. This should make it easier to quickly enter common out of class situations, like going to the bathroom, and allows for improved data analytics.

CATEGORY

Out of Class Record

SUB-CATEGORY

Bathroom

DATES AND TIMES

Bathroom

22 Nov 2021

UNTIL

22 Nov 2021

Bathroom

Drink

St. Brigid's

Lockers

IT

Printing

Music Lessons

Other

5) DATES AND TIMES - The date and time fields are filled in automatically with the current date and time. Depending on the situation you may want to leave this side menu open and wait for the student to return to enter an 'Until' time if you want to enter one.

You can select 30 minute intervals from the drop down menu, or type directly into the time at the top of the drop down menu to enter a time between these intervals.

DATES AND TIMES

22 Nov 2021 11:32am

UNTIL

22 Nov 2021 11:32am

DATES AND TIMES

22 Nov 2021 12:00am

UNTIL

22 Nov 2021 12:23am

DETAILS

Enter pastoral details here...

Drop files here to upload

Add files

12:23am

12:00am

12:30am

1:00am

1:30am

2:00am

2:30am

3:00am

3:30am

4:00am

4:30am

► RESTRICTIONS

► NOTIFICATIONS

6) DETAILS - If you feel other information is pertinent to the reason the student is leaving class please add it in the details section.

DETAILS

Enter pastoral details here...

7) SAVE - To finish click the 'Save' button to save the record, or you can use the 'Save many...' button to save the out of class record to many students at once, by adding them at the next screen.

Save Save many... Clear



Remember you can check a report of a student's out of class records by running a pastoral care report for 'Out of class records' in Student Workspace> Student Summary > Qualitative analysis

Related articles

- [Student Attendance Report Procedure](#)
- [Scan to OneDrive](#)
- [Padlock loaning and Maintenance](#)
- [Responding to your tickets \(Email\)](#)
- [Creating and Managing a Google Meet Video Call](#)