Lawford EDUCATION

Pupil Reward Points

Getting started guide

Table of Contents

1. Customising your system 3
1.1 Identifying what your system is designed to do 3
1.2 Recording data 3
1.2.1 Students recording their own achievements 3
1.2.2 Staff recording student achievements 7
1.2.3. Top-up points vouchers 11
1.3 Optional / Customisable student interface features 14
2. Adding users to your system 21
3. Delivery and Staff Training 23
4. Moving forward 23

Hello and thank you for choosing Pupil Reward Points.

The following booklet will guide you through the setup process.

1. Customising your system

We pride ourselves on being able to provide your organisation with a system that is tailored to meet your needs. This goes much beyond simply customising the colour scheme of the website. This section covers some of the more popular ways that schools operate their Pupil Reward Points systems. You can use this guide to assist you in creating a specification for your new system, which we can then use to implement the necessary changes.

1.1 Identifying what your system is designed to do

Many options for the Pupil Reward Points interface (how users interact with the system) will be determined by what you would like the system to achieve (your aims for the system). For example, ask yourself whether your system is going to…

- Improve student well being
- Track behaviour
- Motivate students
- Encourage high attendance
- Encourage students to get involved in extra-curricular activities
- Assist students in becoming more independent by giving them responsibility over their own record of achievements
- Communicate with parents
- Or something else

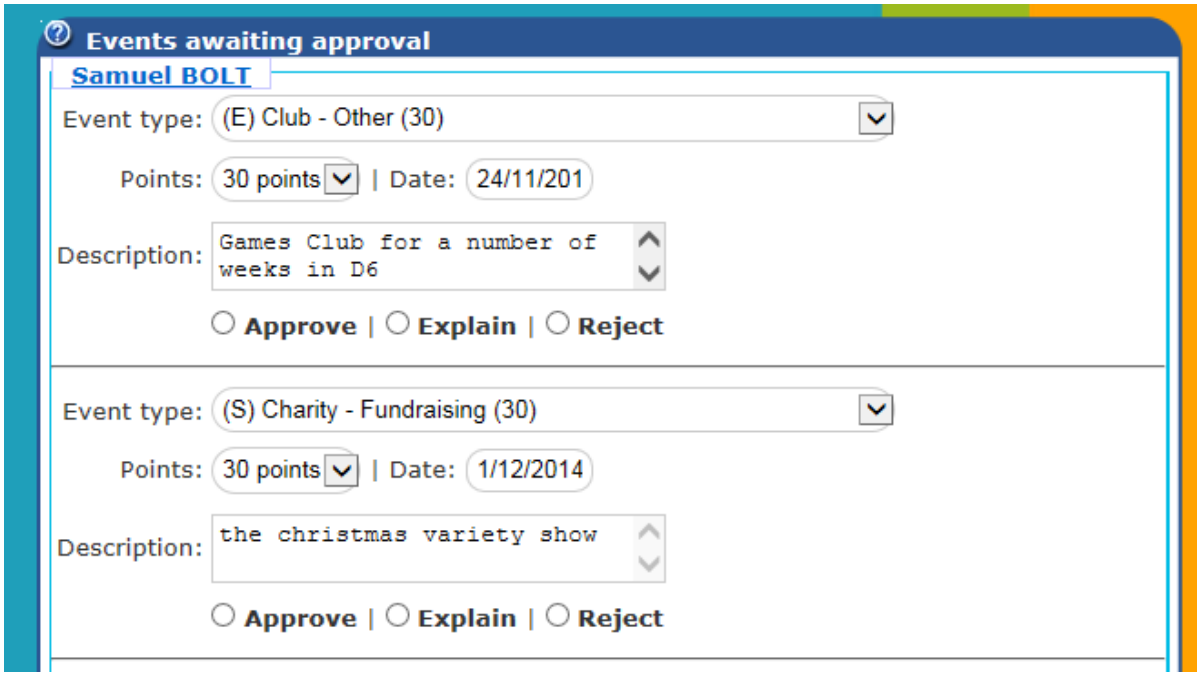
Please **let us know** what you would like your system to do so from the outset we can better assist you.

1.2 Recording data

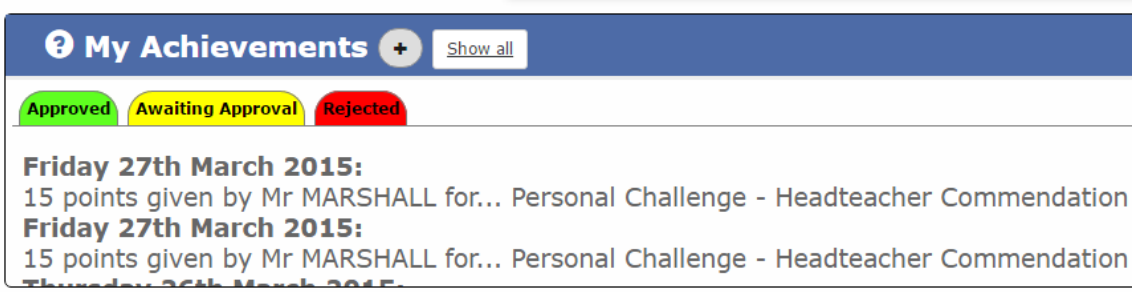
There are two main options for recording data; either staff can award points / record data, or pupils themselves can record data about their achievements. Which method you choose will depend on your aims for the system.

1.2.1 Students recording their own achievements

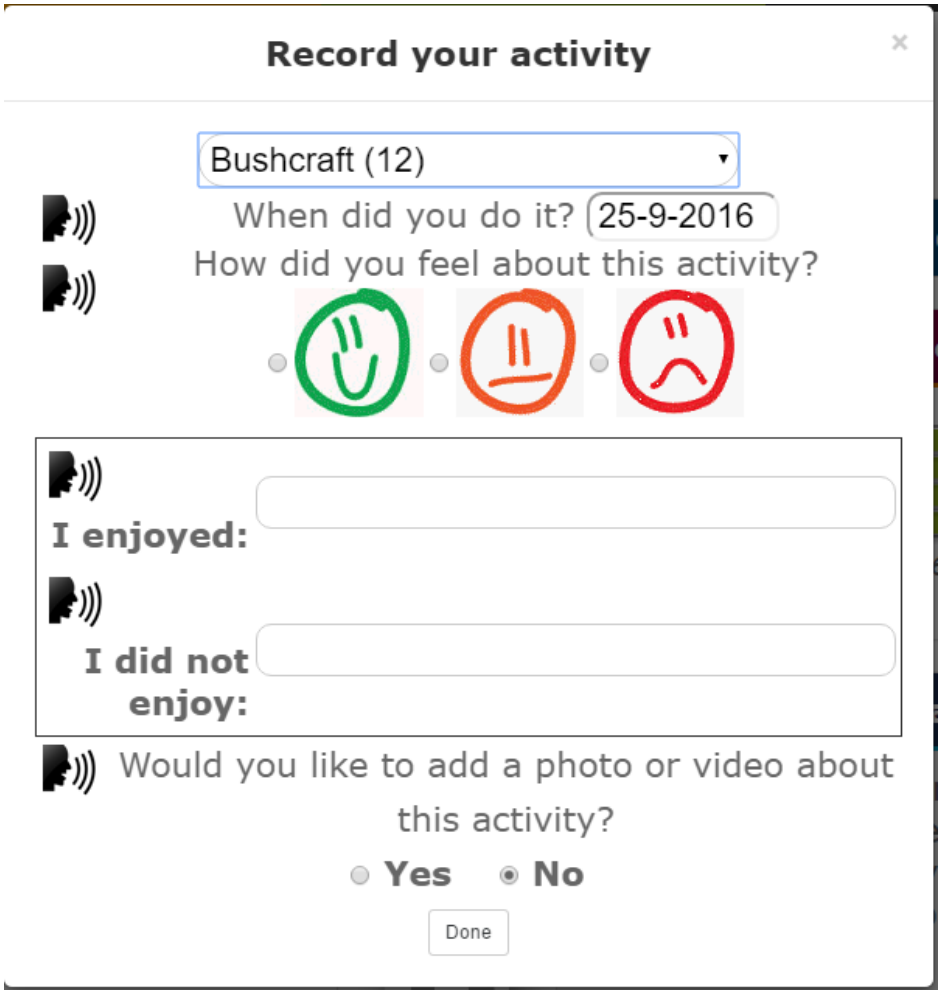
If you would like students to record their own achievements, you can allow staff the ability to verify what students have recorded before the system will accept it (as shown in the example below).



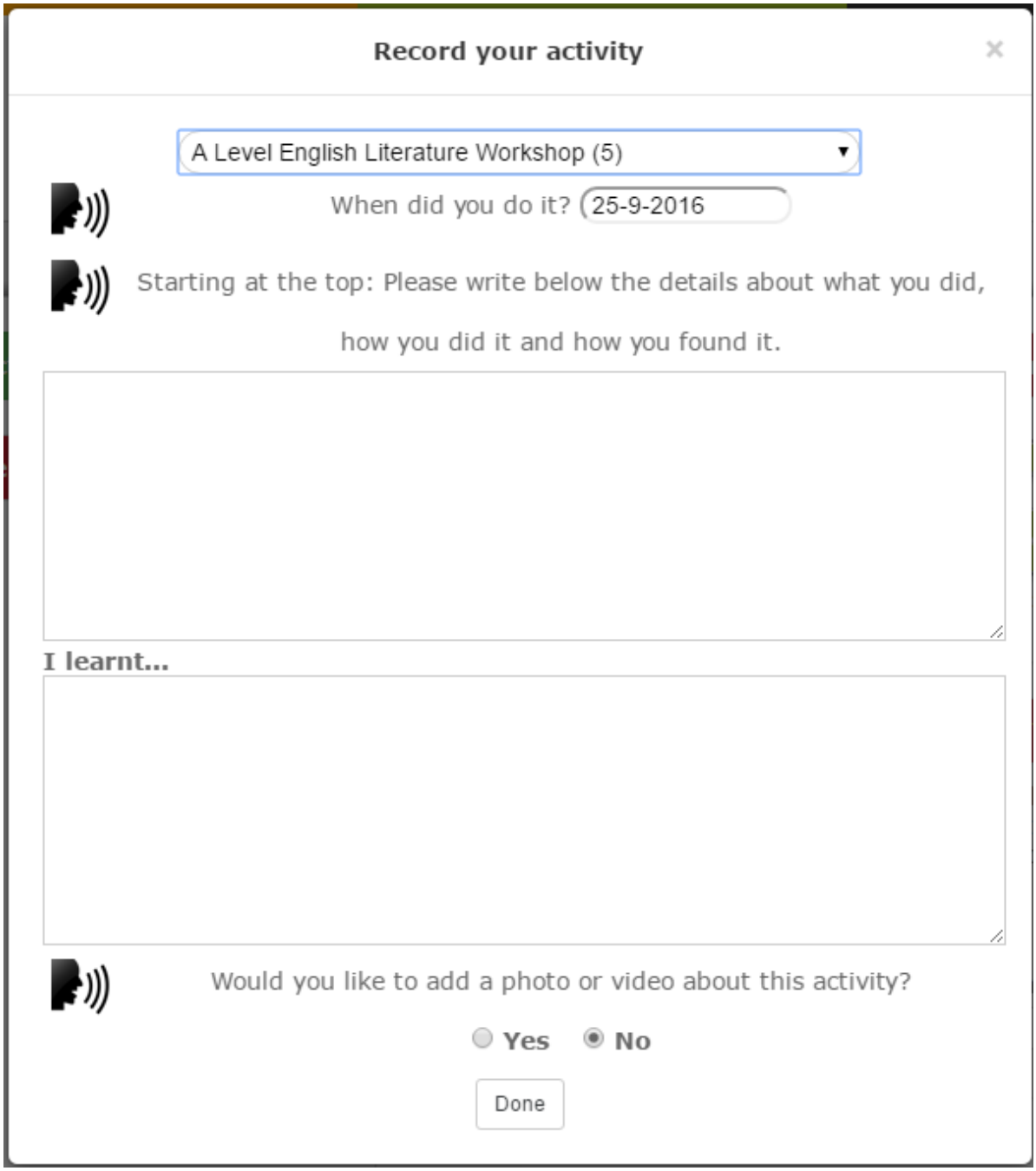
Above: Staff verification of events / achievements recorded by students



Above: Secondary age student view of verification process



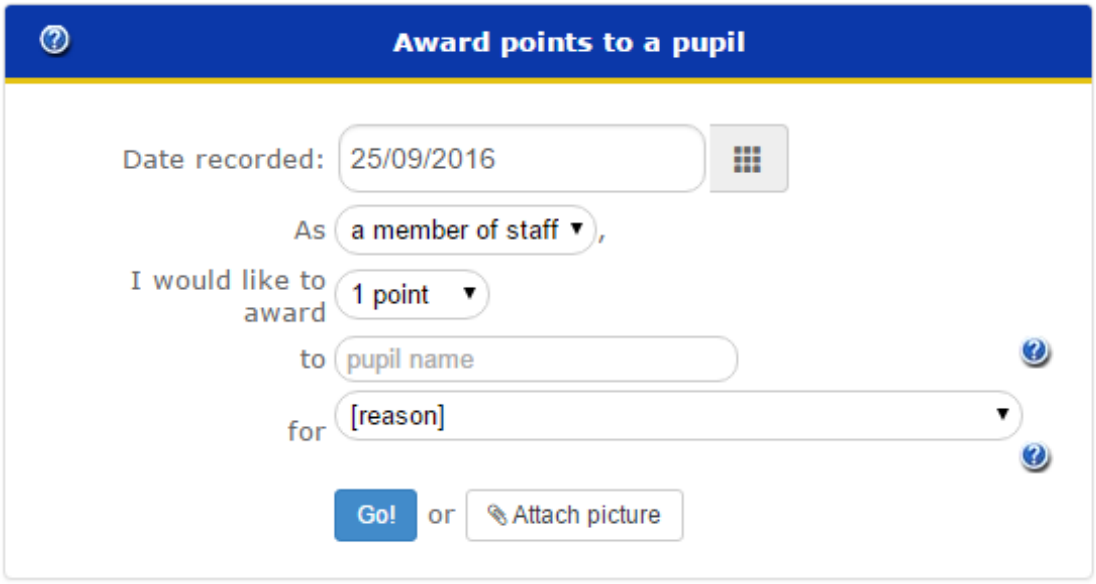
Above: Primary age interface for recording an event.



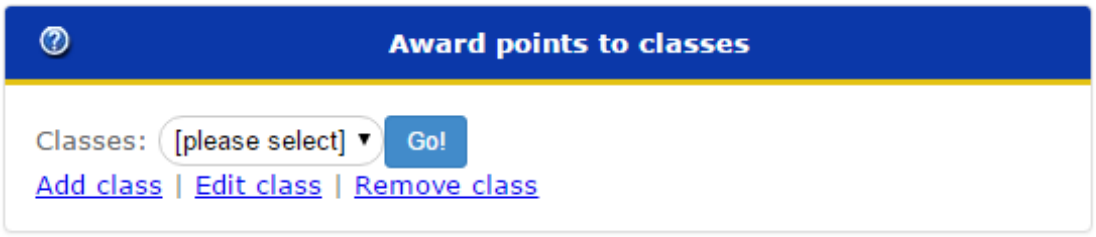
Above: Secondary age interface for recording an event.

1.2.2 Staff recording student achievements

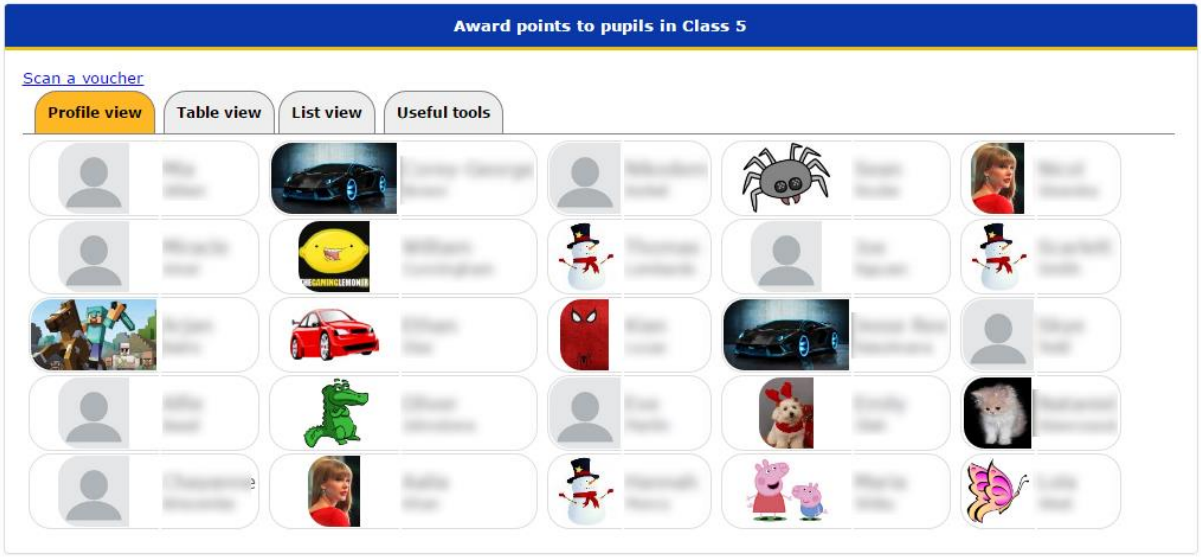
When staff record student achievements, you can give them the option of selecting the number of points for a particular achievement. If so, we advise that this is restricted, for example between 1 and 5 points per achievement. You can also give staff the freedom to enter their own description of the achievement when awarding points. However, you may also give them a list of options to choose from. To ensure complete fairness and consistency in recording points, you can force staff to select an option rather than type in their own reason and assign a fixed number of points to each reason. The system currently supports 150 pre-set achievements.



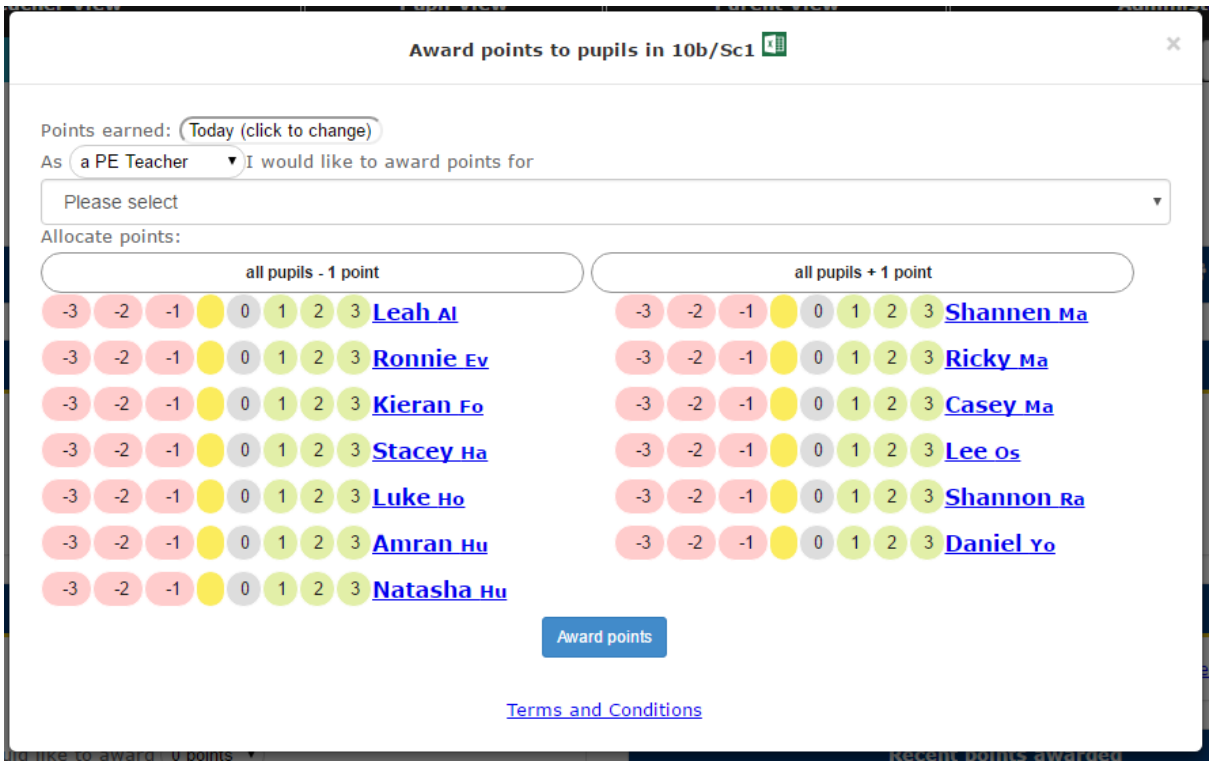
Above: one method of awarding points to an individual pupil.



Above: This box can be used to show any class list to simplify awarding points.



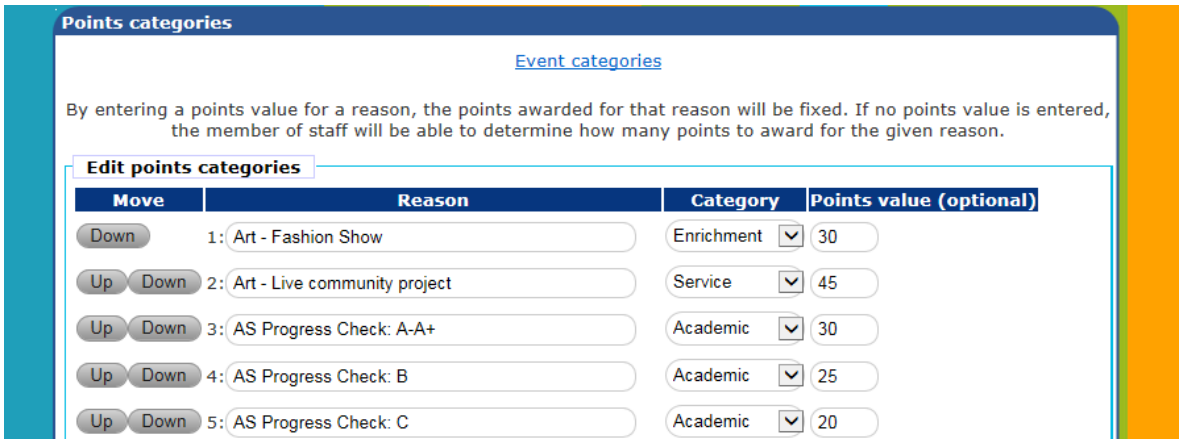
Above: Profile view (for primary schools) allows points to awarded by clicking or tapping on a pupil's name. The table view, not shown, allows the member of staff to group their class by their seating arrangement, which is useful for group activities where a team within a class is given points.



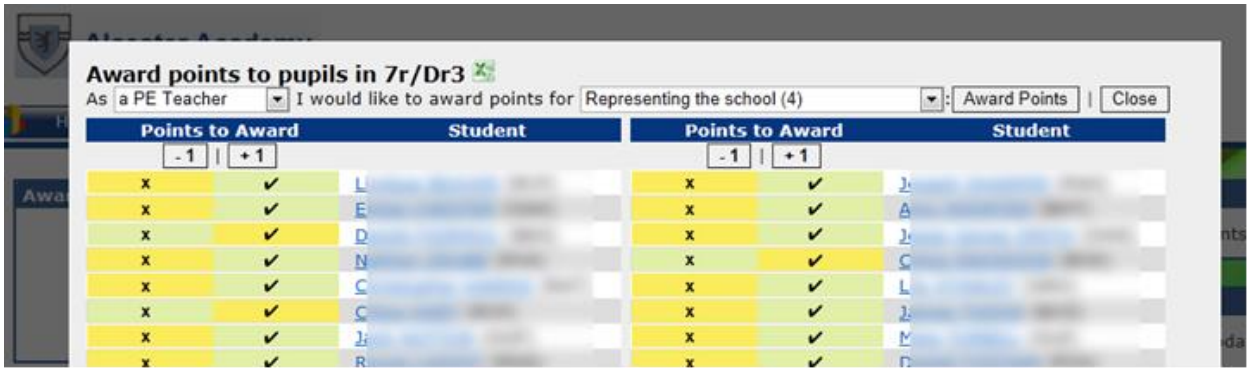
Above: awarding points to a class (secondary schools). You can award points by selecting a number next to the name of a student that you would like to award points. The number indicates the number of points that you would like to award. If you are awarding points to all or nearly all students, you can use the "all pupils +1" and "all pupils -1" buttons to increment or decrement the amount of points to be awarded to every student listed. The range of points available can be adjusted i.e. 1 to 5, 1 to 10, -3 to +3 etc.

The member of staff also needs to select a reason for awarding points. Once this has been done, the user just needs to click Award Points. The user will then be returned to the same page, ready to award more points. A message will indicate whether points have been awarded successfully. If the user subsequently clicks on the "Close" button, they will see the points that they have awarded in the Recent Points Awarded box.

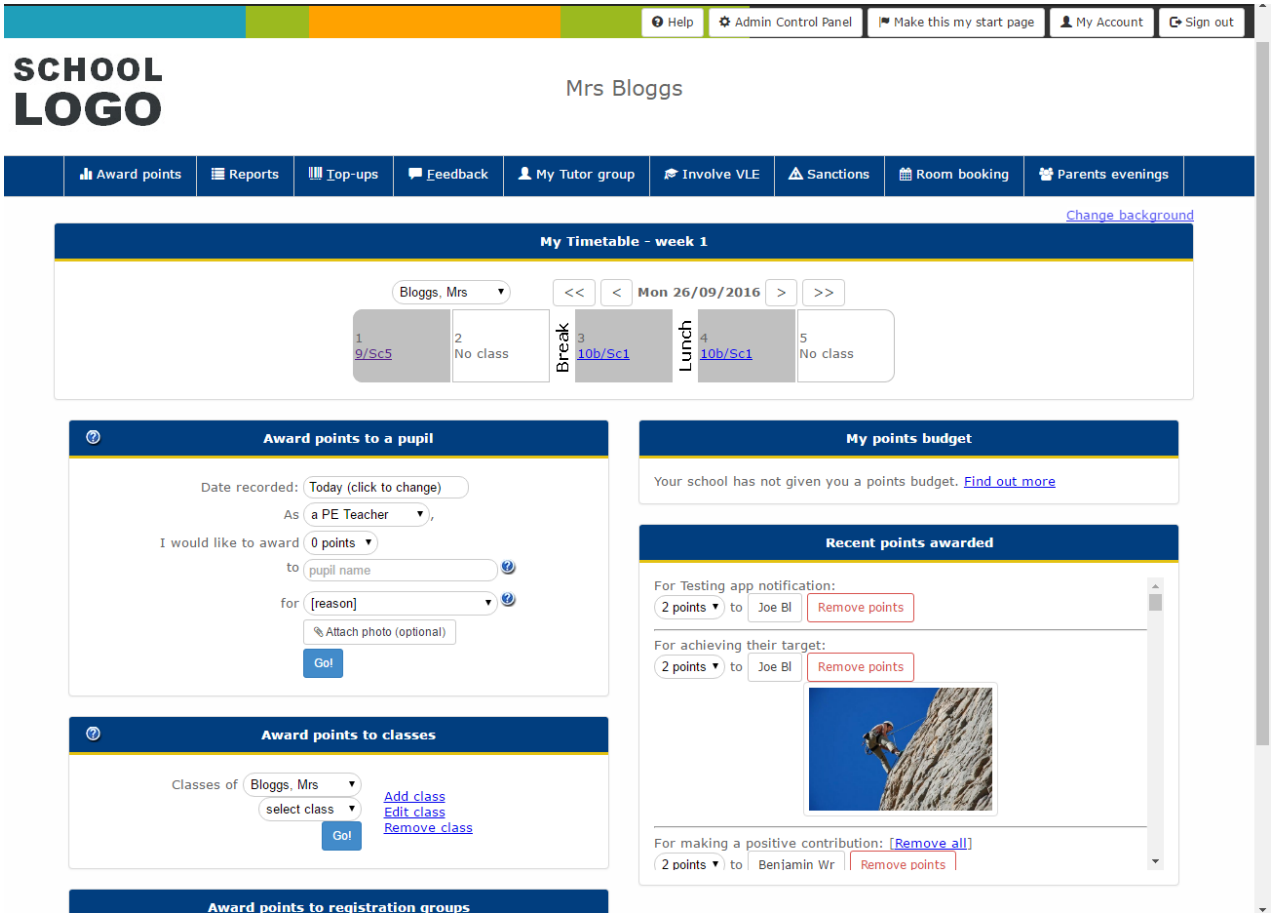
If desired, we can add special shortcut buttons to instantly issue a fixed amount of points for a pre-set reason. However, a shortcut button could be configured to do something else such as send an email to notify a tutor or administrator about a particular event. Additional costs may apply but we are happy to provide a quote to any organisation that would like to customise their rewards system beyond its standard features.



Above: showing how the administrator can assign pre-set events / achievements to the system through the administrator control panel.



Above: each reason for awarding points has already been assigned a points value by the school. The member of staff only needs to choose who will be receiving the points. To do this, they click on the Tick / Check mark next to a student's name. To award points to all students, use the +1. The pre-set reasons for awarding points can be changed in the Administrator Control Panel.



Above: staff home page example (secondary).

Timetable information can be read from your MIS to produce the My Timetable box, which will show details of the teacher's classes. The teacher can click on one of the classes in their timetable to bring up the class list that can be used to award points. The My Timetable box can also be used when the system is not linked to your MIS in which case a member of staff can change their own timetable via their My Account page. If staff remain with a particular class throughout the day, the timetable box can be hidden / removed.

You can have a Points Budget for each member of staff in order to restrict the number of points that each member of staff can award over a period of time, usually a week. If so, you can adjust the points budget for individual members of staff in the Administrator Control Panel.

1.2.3. Top-up points vouchers

Top-up vouchers can be used by any member of staff to award points to students when it is not convenient to award points via the online staff login. They are particularly useful for awarding points to students in the corridors, on the school field, or on school visits. Some schools prefer to use them as they are tangible – younger students can respond better to receiving something in their hand rather than seeing that they have been awarded points on-screen.

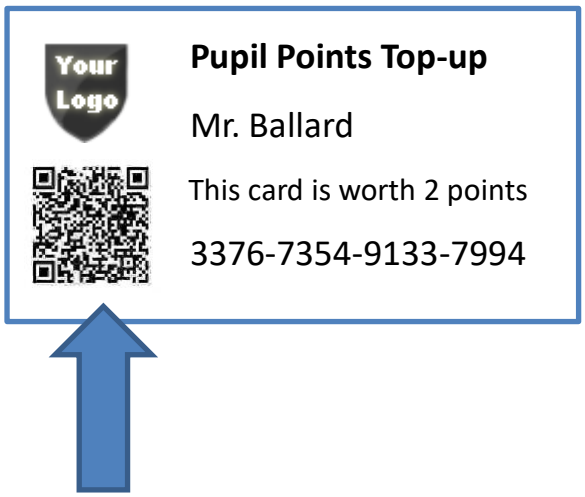
How top-up vouchers work:

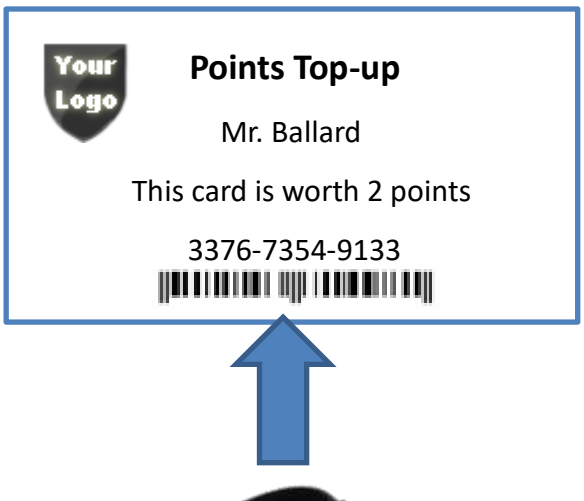
1. Someone prints out the top-up vouchers. The top-up vouchers can be printed by the awarding member of staff or they can be printed for all members of staff via the Administrator Control Panel. Top-up vouchers can be printed on standard A4 paper, coloured card or Avery labels.
2. A student achieves something so the teacher gives them a top-up voucher.
3. The student goes to a computer (at home or school), signs into their account and enters the unique code on their voucher. Schools can also have a kiosk where students are not required to sign in when redeeming their vouchers. Contact us for more information.
4. The points are added to the student's account and the voucher can be recycled.

Each top-up voucher is linked to a specific member of staff. This means that, when a student redeems the voucher, the points are awarded as if the member of staff awarded them online. They will even appear in the Recent Points Awarded box for the member of staff that is linked to the voucher. This means that the member of staff who awarded the voucher can see who redeemed the voucher. If necessary, the member of staff can then remove or adjust the points the points that have been awarded.

The following page shows a couple of examples of top-up vouchers. Your organisation will only use one type of voucher depending on your organisation's needs.

Examples of top-up vouchers:



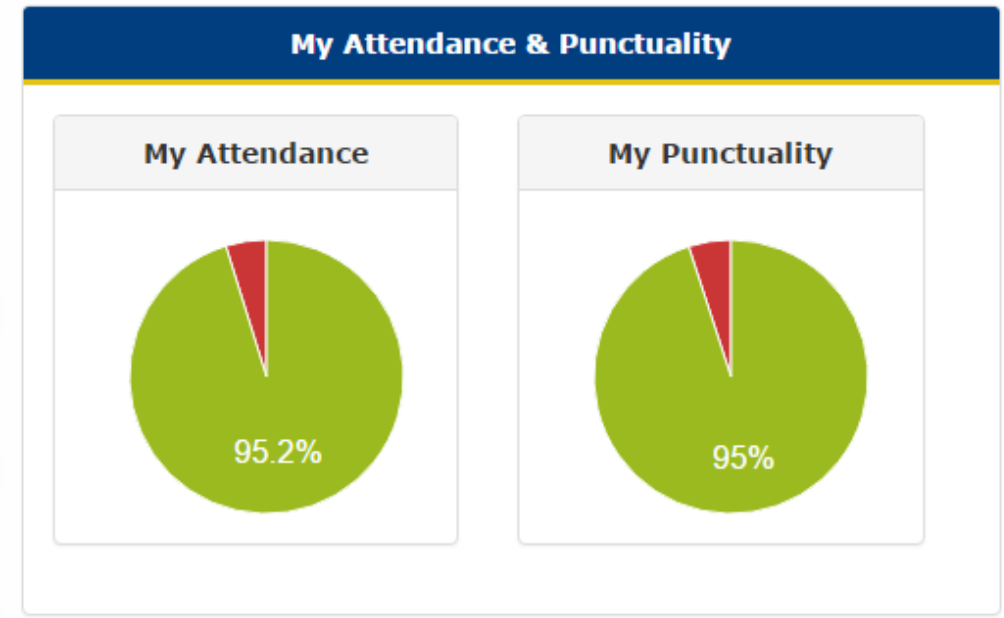


The voucher shown above contains a QR code that can be scanned with a smart phone or tablet such as an iPad. By scanning the voucher, the student is taken to the Pupil Reward Points website and the code is automatically entered for them. The student just then needs to enter their login details to redeem the voucher.

The voucher shown above contains a barcode that can be scanned with a barcode reader. These are very popular with primary schools as younger students can be slow or inaccurate when typing the numbers on the voucher. When scanning the voucher, the number is automatically entered straight on to the web page. No special software is required for the barcode readers; they plug into the USB port on any computer and work within a minute of being plugged-in for the first time.

1.3 Student interface features

Schools may be able to benefit from the following features when linking their system to their MIS (i.e. SIMS, Integris). This allows such features to be updated automatically on a daily basis.



Above: Attendance and punctuality shown on pupil homepages.

Overall attendance is usually the % authorised attendance + any approved educational activities since the start of the academic year. We may also be able to add "Last week's attendance".

If your school uses SIMS, staff can record achievement points on SIMS, which the system can then pull through overnight. There are advantages and disadvantages to doing this – please check with us.

My Timetable

Wk1	Mon	Tue	Wed	Thu	Fri
1	8y/Sc2 Mrs Crisp	8 PE	8 PE	8y/Ma2 Mr Akhlak	8y/En1 Mrs. Hirst
2	8y/Sc2 Mrs Crisp	8 PE	8y/En1 Mrs. Hirst	8y/En1 Mrs. Hirst	8y/En1 Mrs. Hirst
Break					
3	8 PE	8y/Sc2 Mrs Crisp	8y/En1 Mrs. Hirst	8 PE	8 PE
Lunch					
4	8y/En1 Mrs. Hirst	8y/Ma2 Mr Akhlak	8y/Sc2 Mrs Crisp	8y/Sc2 Mrs Crisp	8 PE
5	8y/Ma2 Mr Akhlak	8y/Ma2 Mr Akhlak	8y/Ma2 Mr Akhlak	8y/Sc2 Mrs Crisp	8y/Ma2 Mr Akhlak

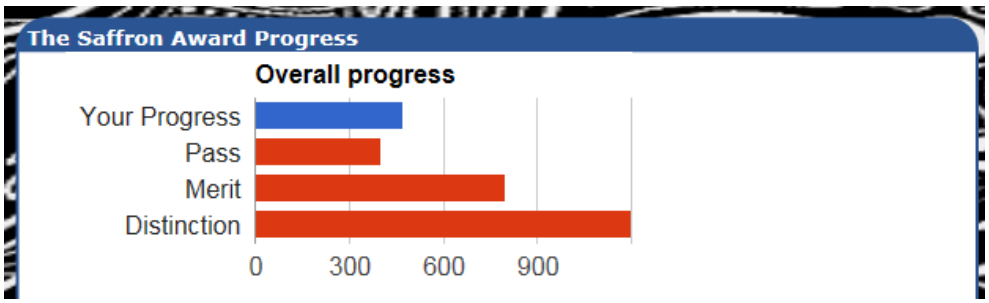
Above: For secondary schools, pupils' timetables can be transferred from SIMS so that pupils can view or print their timetable at any time.

Tutor group position 1 | Year position 1 | School position 1

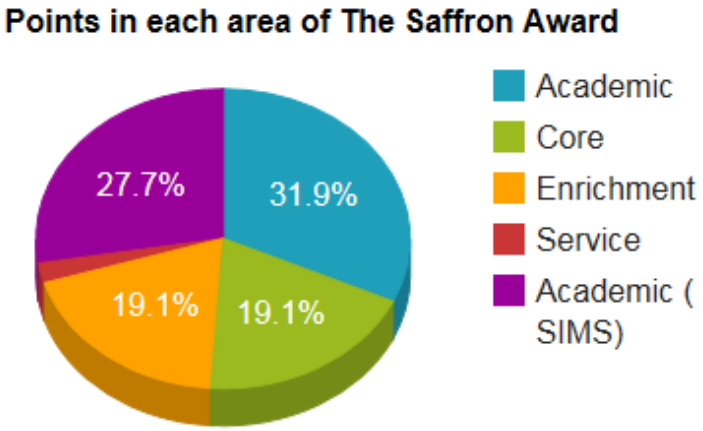
Houses | Gryffindor | My Tutor group (FS) | My Year | My School

House	Total points since 1st September
Hufflepuff	30560
Gryffindor	30387

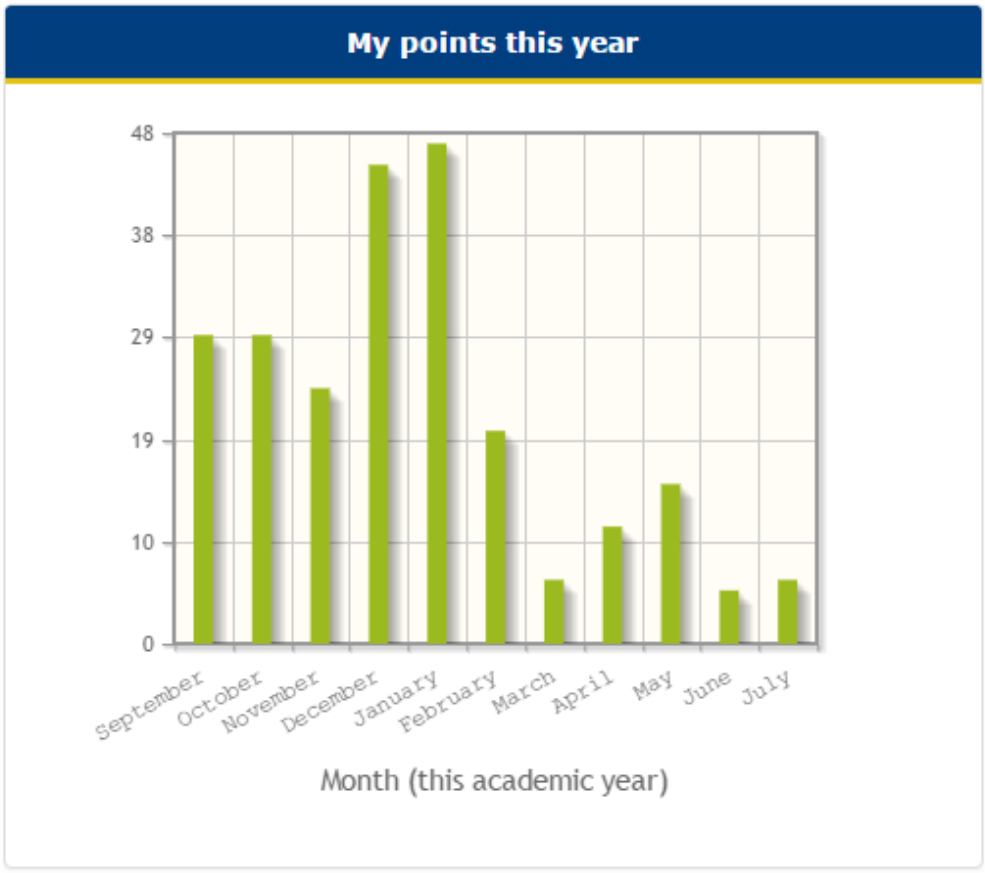
Leaderboards, as shown above, can be an incentive for competitive students. Individual leaderboards that list students can be made anonymous across the school or on an individual basis via privacy settings on the pupils' My Account page. The leaderboards focus on the top students but any student not in the top 10, for example, will still see their own position i.e. 25, so they can work to improve it. If you do not want leaderboards at all, we can simply hide this feature. Pupils' rankings are not affected by reward claims.



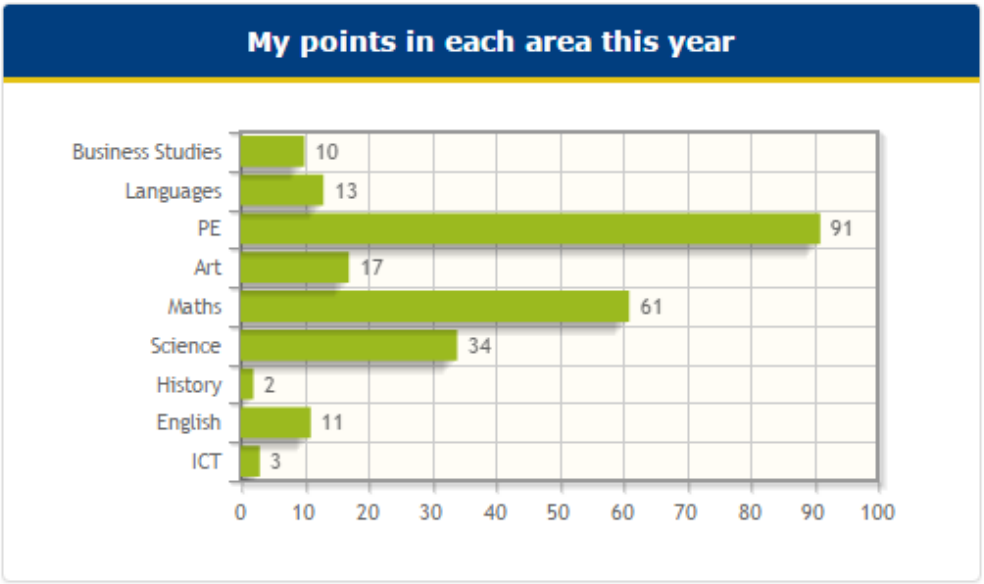
We can setup a chart, as shown above, if you would like points to equate to a particular level of award.



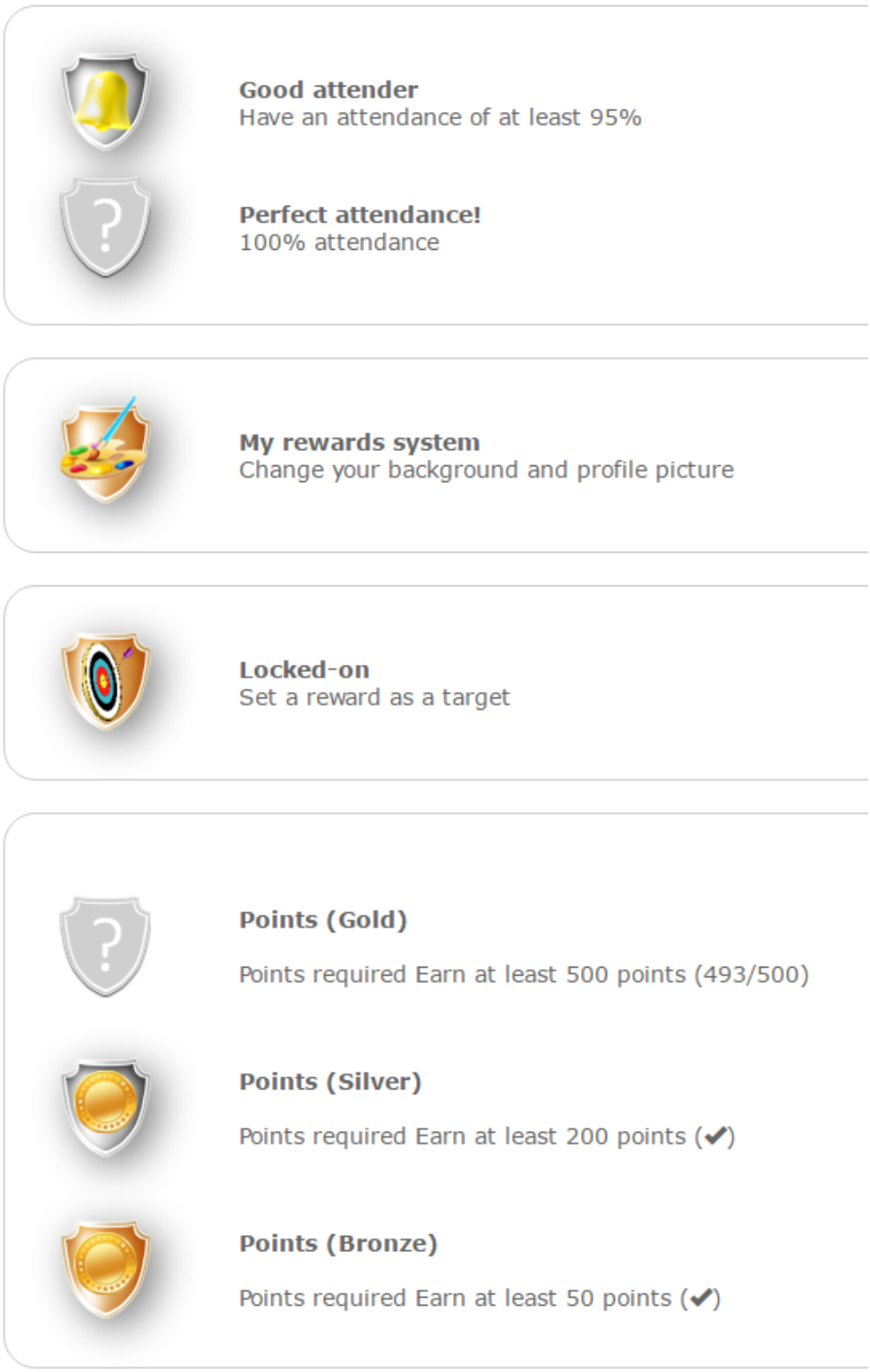
You can choose to categorise particular events / achievements. If so, we can display a graph to students showing them how many points they have achieved in each category. All graphs on the system are “live” and fully automatic.



The above graph can be used to allow students to find out how many points they have earned in particular months of the year. They can click on the bars to get a day-by-day breakdown.



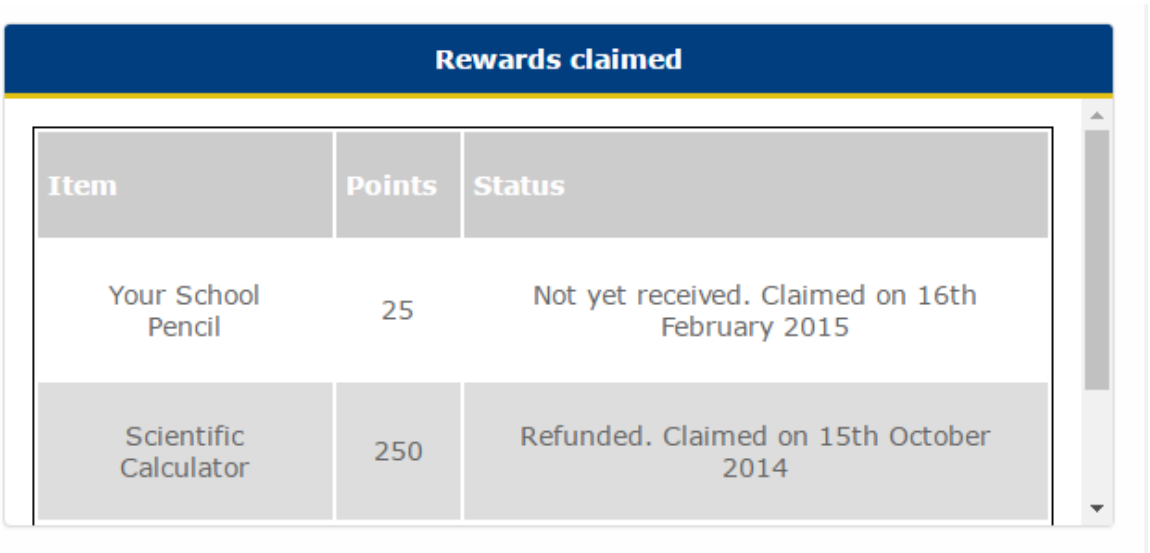
Above: For secondary schools, pupils can see the number of points earned in each subject area.



We can setup badges, which are small milestones that light up when their criteria have been achieved. A few examples are above but they can also include earning points for a particular reason or earning a certain number of points in a particular subject area.

We can add a box if students have been set a particular target for the week / term. These can be unique for each student so they could relate to behaviour, attendance, punctuality, personal learning target, or something else.

If you are offering students the ability to save their points and exchange them for rewards, the rewards page will allow students to set a particular reward as a target to work towards as shown above. This page also provides information on when rewards were claimed and whether claimed rewards have been given out as shown below.



Another popular feature with students is the ability to add their friends. They can do this by searching for them and sending a friend request (in a similar way to a social networking website). Once the potential friend accepts the request, they can both see each other's points, profile picture and other information such as details of how they earned their points but only if their privacy settings allow. This feature **does not** allow students to communicate through the system as this would be difficult to monitor / police. As with all other features, this can be removed / hidden.

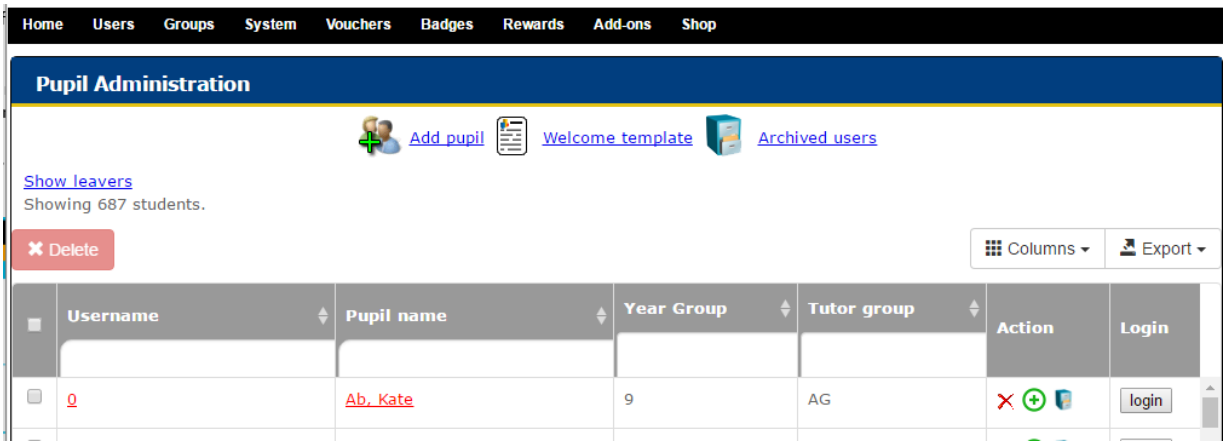
If you are looking for a feature that you cannot see, please contact us and we will let you know if it already exists or whether it is possible to create for you.

2. Adding users to your system

Before you can begin to use the system, student user accounts and any class groups need to be set up. You can then start awarding points to students and record any relevant information.

For schools that would like to integrate their MIS, this should be done first. User accounts can be automatically generated from information stored on your MIS.

Otherwise, to make your job as easy as possible when starting out, we recommend that you send information to us for setting up user accounts. You can send information to us by email as an Excel file, or if you prefer, we have a secure upload tool on our website (address provided on request). Once the system is established, you can change, add and remove user account using the Administrator Control Panel provided.



Above: screen for administering student user accounts.

Currently, the following information can be added for each new student account:
- Unique pupil number or other internal identifier such as admission number (required with MIS link only)
- Student forename (required)
- Student surname (required)
- Year group / grade
- Tutor group / Home group
- House / Team (if applicable)
- Username and Password (you can just let us know the format for this i.e. initial.surname)
- Any other data that you would like to analyse when running reports such as Gender, Pupil Premium (disadvantaged students), Free School Meal eligibility (low income family), ethnicity, first language or EAL flag, SEN Status or special needs,
- Email (optional)
- A number showing any existing points, merits, stars, stamps, stickers, credits that you would like to transfer from your current rewards system.

The following information can be added for each new staff account:

- Title (i.e. Mr, Mrs, Miss, Ms etc.)
- Forename or initial (just helpful for administrating accounts)
- Surname
- Preferred username and password (perhaps to match any current login details)
- Role (teacher, TA, specialist etc.)
- Whether they should be an administrator
- Email address (helpful for replying to feedback submitted through the system).

Parent user accounts are optional and you may wish parents to access information on their children through the child's own user account. Otherwise, the following information can be added for each new parent account:

- Username, which can also be the parent's email address
- Password
- Title (i.e. Mr, Mrs, Miss, Ms etc.)
- Forename
- Surname
- Names of children (parents with multiple children at the same school can access information for both children under one account).

Adding lists of students in each class to the system can greater improve usability by allowing teachers to award points to all children in their class at the same time and also run class-based reports. The following information is required for each class:

- A list of student names
- The name of the class teacher or teachers if there is more than one.

If you would like more information on how we use and safeguard schools' data, please consult our data protection policy.

3. Delivery and Staff Training

To assist with staff or even student training, we can provide you with a PowerPoint for a briefing and a help sheet that staff can follow when accessing the system for the first time.

If you would prefer for us to introduce the system to your staff, we can provide paid-for on-site training. You can set the agenda with no limit on the number of staff present. During this session, we can give staff a walk-through of the system from the perspective of students and staff with demonstrations of how points can be awarded in different scenarios, what information can be obtained by running reports. Staff will have the opportunity to ask any questions as necessary. The session will be delivered by a Pupil Reward Points technical expert with a teaching background.

Longer training sessions can include administrator training consisting of how to manage users, user groups, rewards, badges, monitor MIS updates, points budgets, attendance points, sanctions, parents evening and homework functionality. We can present the system to pupils, or if desired, we can provide consultancy on-site at no additional cost. This includes setting up reports, email notifications and custom features specifically for your school.

Contact us for more information and our current price list.

Alternatively, your Pupil Reward Points contact will be happy to provide any guidance to your administrator on using any aspect of the system so they can disseminate the information to others.

4. Moving forward

For information on adding rewards to your new system and the general day-to-day running of your system, please consult the administrator manual on the homepage of your control panel, or contact us.