**Schools Portal Dashboard FAQs**

**Q.  I am unsure of what judgements to make on children, how do I make the right decision on their attainment?**

There is an assessment descriptor on the BMS that will give you guidance on the appropriate level of attainment for each child.

**Q. How often do we need to upload curricular attainment judgements of children on the BMS?**

Judgements on children attainment should be made on a weekly or lesson by lesson basis. This will ensure the data that’s being pulled through to the Portal is always current and up to date.  This also supports both Activity Professionals and schools to ensure the activities that are delivered to all children are differentiated and inclusive.

**Q.  I have not made any attainment judgements on the child; do I just mark this as emergent?**

If no judgements have been made against a child then this area should remain blank until a judgement is made, Judgements can always be changed should the Activiy Professional feel this is necessary, for example if a child makes progress from emergent to expected from week 1 to week 2 then the system will automatically update accordingly, final judgements will be captured at what ever level the child has been judged against at the end of the half term.

**Q. How do I make a final judgement for the end of year reports?**

The final judgement that have been recorded against the child each half term (medium term) throughout the academic year will be captured, saved and displayed on each individual child page. The Activity Professional will then use this information as well as their expertise, attainment descriptors, previous planning and possible feedback from class teachers, to arrive at an overall end of year final judgment for the individual child. This will be added against each area of the CARE plan, this is then saved and the report is published.

**Q. Our biggest challenge will be getting hold of registers. How do you propose we get the registers for classes we don’t teach?**

Once you explain the purpose to the schools you should be fine. Explain that the only way you can present them with the impact report is by having access to the data. If a school is adamant that they do not wish to release this data then they need to understand and agree that you will be unable to provide such report.

If in the unlikely event a school insists you cannot have access to Class lists, you can input first names and initial of the children. However, you must remember that this could cause data duplication within the BMS should children be booked onto events by parents using their full name.

**Q. Would we have to upload attendance while in the school, as we can’t take registers out of school?**

Once the class lists are uploaded onto the BMS you can record your attendances wherever you please. Good practice is to get the register up on the whiteboard at the start of the lesson for children to sign in. Activity Professionals should get into the habit of doing this whilst at the school where possible or making a note of the none attendees so that they can update their registers on a daily / weekly basis.

**Q. When should we take the register? Taking the register at the start of each class is quite time consuming and cuts into the lesson.**

Activity Professionals will do this anyway. The majority of the children will be in attendance so this is more about finding out who isn’t present as opposed to who is. Some Activity Professionals have the register up on the whiteboard in class for children to tick themselves in once they are dressed and ready for PE.

**Q. what do we do if an AP hasn’t been marking attendance registers?  Won’t that detract from the launch of a new dashboard, assuming it is broadly similar to the BMS dashboard and shows historical metrics?**

They should have been as this is a function on the BMS. If they haven’t then they will need to get that info for the first term. Any anomalies in historical data can be justified to the school by saying this year is first year of the dashboard. However, the only historical comparison will be attendance at extracurricular events, so that should be fine.

**If a child has forgotten kit or is not taking part because of an injury, but we get them involved by refereeing, observing or some other task, do they count as being present for the session?**

That’s down to the Activity Professional to decide whether they joined in with the lesson or not. Are they learning and being assessed? It’s a judgement for Activity Professionals to make. A next phase development is to include the reasons why non attendance so that we can support schools to tackle those issues too but also explain any low/poor progress where necessary.

**In regards to uploading all class lists and genders for all schools.  Is this is purely for curricular schools?**

No, this is for ALL schools as this will calculate the overall school % of participation at clubs / events. It will also then support you to upsell to schools should a certain class not be accessing PE / Sport.

**Do I need to upload all class lists if im only delivering one extracurricular club at the school?**

Yes, as this will give the the data you need to present the % of total pupils on roll accessing physical activity with you. It’s a good opportunity for you to upsell and also identify pupils or target groups to help increase the % of pupils engaging – this is real impact!

**How do we collect and record the data without taking up too much time?**

It’s pretty straightforward. Activity Professionals collect and upload all class lists for all schools they work in. They record attendances on a weekly basis via BMS when completing planning and assessments. You then review the impact each half term with the school and also Activity Professionals.

**Why do I have more pupils on roll showing than actually on roll at the school?**

The biggest issue for franchisees is bad data / duplications in the system. You will need to educate your Activity Professionals about how to upload pupils to the system and also how to merge duplicated pupils. They will also need to check with class teachers to ensure any pupils arriving at school or leaving school during the year are updated on the BMS / school portal.

**Why do I have an ‘unknown’ gender displaying on my dashboard?**

You or your Activity Professionals need to allocate a gender to each child by visiting the class lists for each class on the BMS school page via ‘planning framework’.