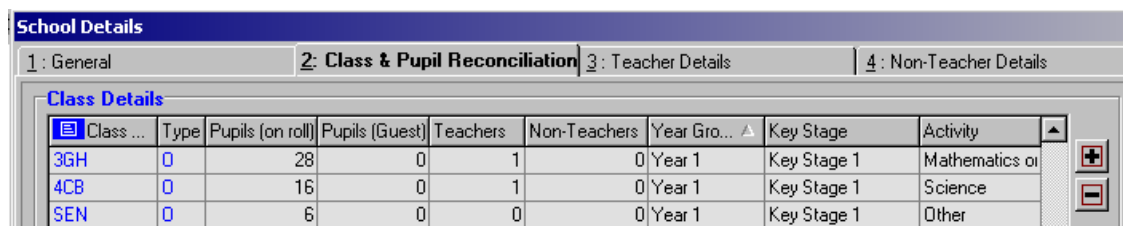


Extra Teachers with Pupils from Other Classes

If at the time of the return you have a teacher (SEN, Music, Head etc) come and take pupils out of selected classes you need to add this as an extra class in the **Pupil and Class Reconciliation** tab with these pupils in.

1. For example the SEN teacher takes 2 pupils out of class 3GH and 4 pupils from 4CB, click the plus icon at the right hand side of the screen, and enter the details in of the extra class. **You cannot put this additional class as the same name as it doesn't allow for duplicate class names**



| Class ... | Type | Pupils (on roll) | Pupils (Guest) | Teachers | Non-Teachers | Year Gro... ▲ | Key Stage | Activity |
|-----------|------|------------------|----------------|----------|--------------|---------------|-------------|----------------|
| 3GH | 0 | 28 | 0 | 1 | 0 | Year 1 | Key Stage 1 | Mathematics or |
| 4CB | 0 | 16 | 0 | 1 | 0 | Year 1 | Key Stage 1 | Science |
| SEN | 0 | 6 | 0 | 0 | 0 | Year 1 | Key Stage 1 | Other |

2. As shown above, a class has been created call SEN because it is the SEN teacher that has taken the pupils out of their original class.
3. Class 3GH **Pupils (on roll)** box has been reduced by 2 pupils and class 4CB has been reduced by 4.
4. These 6 pupils that have been taken out of these classes are then put into the **Pupils (on roll)** box against the additional SEN class that has been created.
5. Because classes 3GH & 4CB are **Year 1** and **key Stage 1** classes, the SEN class has also been given that same Year Group and Key Stage. You will also need to put the classes' activity against the class.
6. If your teacher has taken pupils from other year groups, then you need to put against the additional class created **Mixed Year Groups** and **Mixed Key Stages**.