



S.S.E.R. LTD.

School Software & Educational Resources

HEAD OF SCIENCE

PUPIL AGE RANGE 11 - 18

INTRODUCING 'SCIENCE MANAGER'

THE NEW PRODUCT THAT EXPLOITS THE POWER OF MICROSOFT OFFICE TO PRODUCE:

- **SCIENCE REPORTS FOR ALL PUPILS AGED 11-16;**
- **INDIVIDUAL, WHOLE CLASS & SCHOOL RECORDS;**
- **A RANGE OF CORRESPONDENCE WITH PARENTS;**
- **COMPLIANCE WITH SEN & VISIT REQUIREMENTS;**
- **A TRULY PROFESSIONAL & CONSISTENT APPROACH TO MANAGEMENT OF THE SCIENCE DEPT.**



'Science Manager' is a revolutionary product that exploits the massive potential of Microsoft Office to record all pupil data, and uses that data **with no further typing** to produce any documentation that you need, now or in the future. 'Science Manager' is fully customisable, allowing you to personalise any stationary or report layout (46 provided) for your own School or LEA and to be compliant with 'Whole School Requirements' - it even allows the staff to liaise with the SEN department for the management of IEPs. 'Science Manager' stores data and transcribes it into letters or detailed reports in MS Word format! **The illustrated manual/tutorial assumes no specialist knowledge yet provides full instructions which gently guide you towards becoming a proficient user.** You can use the familiar features of MS Word to produce, personalise and edit reports or letters as detailed in this advert.

BARCHESTER SECONDARY SCHOOL
Science Department
Longfield Road,
Barchester BS10 5RG.
Phone 01892 34562 Fax 01892 34566

BARCHESTER SECONDARY SCHOOL

Mr. & Mrs. Pokrel,
23 Maple Close,
Camforth,
Barchester,
Bartshire.

Dear Mr. & Mrs. Pokrel,

I wish to inform you that after careful consideration and discussion with Pritesh's science teacher(s) I have decided to move him from group Sc8MP to group Sc8DG in Science. I believe that such a move to a lower set will benefit Pritesh's progress in this subject. Such a move is subject to continuing hard work and good behaviour from Pritesh.

If you wish to enquire further about this move do not hesitate to phone me.

I should be grateful if you would complete and return

A. Einstein (Head of Science)

This letter/report has been compiled by R. George (Science Teacher)

-----X-----

New Science Group (Science Dept):

PUPIL NAME: Pritesh Pokrel **TUTOR GROUP:** 8HK **SCIENCE GROUP (S):** Sc8MP

Would you like more information about your child's science education? Yes? No?

Would you like more information about this change in Science group? Yes? No?

I have received the letter concerning Pritesh's move to a lower set in Science.

Parent's/Guardians Signature: _____ Date: ____/____/____

© SSER

Microsoft Word

Enter the new Science Group for Pritesh Pokrel

OK Cancel

Sc8DG

Microsoft Word

Fill in your name for a record of who has compiled this letter

OK Cancel

R. Geor (Science Teacher)

PROMPTS FROM WITHIN MS WORD ENSURE THAT APPROPRIATE DATA IS MERGED WHEN THAT SAME DATA IS NOT HELD IN THE DATA SOURCE. THIS IS PARTICULARLY HELPFUL WHEN DIFFERENT STAFF WORK ON THE SAME TEMPLATE OR FOR DEPARTURE DATES/TIMES, ETC.

BARCHESTER SECONDARY SCHOOL

SCIENCE REPORT - YEAR 8

Name	Denise Knight	Science Group	Sc8G 1
Work covered in Year 8:		Average Test Result 67.5%	

Processes of Life.
1. What are the jobs of our organs? 2. How does blood travel around the body? 3. Why do we have blood? 4. How are infections prevented and cured? 5. Is my heart healthy?
Ecosystems.
1. What harm can we do? 2. What is pollution? 3. What pollutes our water? 4. How do we make clean water? 5. What pollutes our air? 6. What can we do with waste? 7. Are microbes useful?
Materials.
1. Why is crude oil so useful?
Chemical Changes.
1. What is a fuel? 2. Do all reactions give out heat? 3. What is thermal decomposition? 4. What is neutralization?
Electricity and Magnetism
1. What is an electronic circuit? 2. What can we control using electricity? 3. What are logic gates? 4. What do digital and analogue mean?
Energy and Forces
1. What is energy? 2. What happens when things move? 3. What is kinetic energy?
Light and Sound.
1. Where does light come from? 2. What happens when things get in the way of light? 3. What happens when light travels through glass? 4. How does the eye work? 5. What problems do some of us have with our vision? 6. What is colour? 7. Are there other parts of the spectrum? 8. How can we get a better look at things?

Skills/Abilities:	Excellent	Good	Satisfactory	Poor	Very poor
Overall effort in lessons.		✓			
Organisation, accuracy and clarity of written work.		✓			
Completion of classwork.	✓				
Completion of homework.	✓				
Handing in homework on time.	✓				
Competence in practical skills.					
Group work.		✓			
Independent work.		✓			

National Curriculum Achievement:

	Level
Current overall NC level for Science at Key Stage 3	4
Overall NC level for Science at end of Key Stage 2	3
Increase in overall NC level for Science between KS 2 & KS3	1
Overall level for Practical Investigations. (Attainment target 1)	4
Overall level of Knowledge and Understanding. (Attainment targets 2, 3, and 4)	4

Scientific Investigation - Acquired Skills:
The following comments describe Denise's current level of skill in Scientific Investigation (AT1). Denise:

- can plan a simple safe experimental procedure.
- can safely use simple equipment to make some observations/measurements.
- can explain, in a straight forward way, what has been found out by performing the experiment.
- can make relevant comments about the procedure or the results.

Scientific Investigation - Targets for Improvement:
Denise needs to work towards acquiring the following skills in order to progress to a higher level of achievement in Scientific Investigation (AT1).

- plan a fair test, select relevant apparatus and makes a prediction where appropriate. Carry out the investigation in an ordered sequence.
- make and record suitable observations/measurements.

REPORT DATA IS AUTOMATICALLY MERGED INTO TICKS, GRADES OR COMMENTS AS APPROPRIATE - TEMPLATES CAN BE EASILY ADAPTED TO YOUR OWN LAYOUT!

THE EFFECTIVE WAY TO STORE AND USE YOUR PUPIL RECORDS

Science Teacher: Mr. R. George
 BARCHESTER SCHOOL SCIENCE DEPARTMENT
 MARK / RECORD SHEET
 Science Group: Sci9RG

Pupil Name		Tutor Group	Gender																				
Family Name	First Name																						
Crowe	Benjamin	9HR	m																				
Dent	Robert	9HR	f																				
Desmond	Laura	9HR	f																				
Hegarty	Richard	9HR	f																				
Holliday	Sarah	9HR	m																				
Jones	Siobhan	9HR	m																				
Kingston	Christine	9HR	f																				
Mark	Joan	9HR	f																				
Weston	Rachael	9HR	f																				
Akabusi	Devon	9HR	m																				
Bennett	Julia	9HR	f																				
Durrans	Janet	9HR	f																				
Roberts	Stacey	9DU	f																				
Smith	Lewis	9DU	m																				
Smith	Mark	9DU	m																				
Sunderland	Sean	9DU	m																				
Wildash	Taylor	9DU	m																				
Willcox	Leo	9DU	m																				
Beck	Louise	9DU	f																				
Gardener	Kyle	9DU	m																				
Kitt	Diana	9DU	f																				
Oakley	Dawn	9DU	f																				
O'Brady	Caitlin	9DU	f																				
Parkinson	Kelly	9DU	f																				
Patel	Lalita	9DU	f																				
Pokrel	Lakshmi	9DU	f																				
Shaw	Kitty	9DU	f																				
Clarke	Martina	9EF	f																				
Craddock	Melanie	9EF	f																				
Dardron	Carl	9EF	m																				
Godsell	Nadine	9EF	f																				
Goodman	Durwin	9EF	m																				
Hannas	Naima	9EF	f																				
Hussain	Priti	9EF	f																				
Pokrel	Pritesh	9EF	m																				
Gill	Punit	9EF	m																				
Leo	Adeline	9EF	f																				
Loosley	Lydia	9GH	f																				
Singh	Priya	9GH	f																				
Weston	Rachael	9GH	f																				
Donnelli	Sophie	9GH	f																				
Dardron	James	9GH	m																				
Akabusi	Devon	9GH	m																				

Date Of Print Out 15/9/02 © SSER

YOU CAN NOW EASILY PRODUCE CLASS MARK & RECORD SHEETS. SUMMARY SHEETS CAN BE EASILY EDITED TO DISPLAY ANY DATA HELD IN THE DATA SOURCE. THE PUPILS ARE SELECTED AND SORTED BY ANY COMBINATION OF CRITERIA SUCH AS TUTOR GROUP, SCIENCE GROUP, YEAR GROUP, NC LEVEL, READING AGE, GENDER, SPELLING AGE, ETC. THE SELECTION CRITERIA ARE NORMALLY SET BEFORE MERGING THE DATA INTO WORD BUT DATA CAN BE EVEN FURTHER SORTED WITHIN MS WORD!

■ Supports efficient & effective recording and reporting.

■ Supports efficient & effective communication with parents.

■ All letters & reports are MS Word documents - edit & personalise them using the power of MS Word before saving and/or printing.

■ Totally flexible - can fit any curriculum.

■ No effective limit to the number of pupils whose data can be stored in the Excel data source.

■ Enter a new comment or copy, paste & edit an existing comment in the Excel data source.

■ Full data security features.

■ Free telephone software support is available!

BARCHESTER SECONDARY SCHOOL
 BARCHESTER SCHOOL Science Department
 Longfield Road, Barchester, Bartshire.

Mrs. Donnelli, 45 Cedar Road, Wishforth, Barchester, Bartshire.

Microsoft Word
 Enter the venue for the trip
 London Zoo

ONE STANDARD LETTER TEMPLATE HAS PROMPTS WITHIN MS WORD WHICH ALLOW YOU TO APPLY THE LETTER TO A NUMBER OF DIFFERENT TRIPS.

Science Department Trip To London Zoo

Departure Date: 20/11/2000 Departure Time: 8.45 a.m.
 Return Date: 20/11/2000 Return Time: 3.30 p.m.

Dear Mrs. Donnelli,

Thank you for returning the reply slip regarding our proposed trip to London Zoo. I am pleased to inform you that a place on the trip has been allocated to your son/daughter. I should, therefore, be grateful if you would pay the £10 required by 20/11/2000 as requested in the original letter. Payment can be made in one sum or by instalments. Insurance cover is provided by the standard LEA approved policy(s) and the schedule features:

- personal accident cover for teachers, other adults, and pupils;
- costs of medical treatment;
- programmed and non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation for loss of baggage and personal effects including money.

N.B. Detailed copies of the relevant insurance policy schedules are available upon request.

I should be grateful if you would contact your science teacher as soon as possible, to provide medical information and this must be able to attend the trip.

Yours sincerely,

R. George (Head of Science)

This letter/report has been compiled

PTO For consent form: £10

Microsoft Word
 Enter the return time for the trip
 3.30 p.m.

Microsoft Word
 Enter the cost of the trip
 £10

Science Department Trip To London Zoo - Parental Consent Form:

PUPIL NAME: Sophie Donnelli TUTOR GROUP: 7NGU SCIENCE GROUP (S): Sc7G2

General Declaration:
 I understand -

- that current legislation permits the School to ask for voluntary contributions towards the costs involved;
- that no pupil will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled;
- that the allocation of a place may be withdrawn for various reasons, primarily Medical or Behavioural;
- the extent and limitations of the insurance cover provided;
- that I must help prepare my child for the visit by reinforcing the 'code of behaviour' and by providing my child with all appropriate clothing and equipment;
- that I must inform the Group Leader as soon as possible as to any changes (between now and the start of the visit) in the nature of the information or its accuracy as indicated on this consent form, e.g. medical conditions;
- that my son/daughter will receive medication as instructed in this consent form and I give my permission for any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities caring for my child.

Medical Declaration:
 Please supply any pertinent medical information about your child by placing ticks in the appropriate boxes.

Does your child suffer from any allergies, e.g. dietary, medicinal or animal? Yes? No?
 Does your child have other conditions that may require medical treatment? Yes? No?
 Is your child currently receiving any medication? Yes? No?
 Does your child have any special dietary requirements? Yes? No?

If you have answered 'Yes' to any of the above questions then please give full details (attach a separate sheet if necessary).

In addition please outline the type of pain/flu relief medication your child may be given if necessary:

Other Information:
 Emergency contact phone number(1) _____ (person to contact) _____
 Emergency contact phone number(2) _____ (person to contact) _____

Is your child entitled to free school meals? (Please tick) Yes? No?

(N.B. A packed lunch will be arranged for pupils who normally have a free school meal)

I give permission for Sophie Donnelli to take part in the trip to London Zoo as described. I have read, understood and agree to all sections of this consent form and any attached information sheets.

Parent's/Guardian's Signature: _____ Date: ___/___/___

© SSER



INCLUDES A COMPREHENSIVE SET OF LETTER/REPORT TEMPLATES

SCIENCE REPORT - YEAR 11

Name: Francis Beck Science Group: Sc11G2
 Work covered in Year 11: Average Test Result 79.6%

Processes of Life:
 1. Energy from food 2. Breathing 3. How plants feed 4. Teeth 5. Food 6. Nerves 7. Drugs
Reproduction and Inheritance
 1. Fertilization and development in plants and humans 3. Environmental influences 4. Why do only some survive?
 5. Can we make super animals and plants?
Ecosystems:
 1. Who's eating who? 2. What is a food web? 3. Where does the energy go to?
 4. Ecosystems 5. Crop fertilizers 6. Why must we use chemicals carefully?
Materials:
 1. Elements mixtures and compounds 2. How is matter constructed? 3. Classifying elements
Chemical Changes:
 1. Metal reactivity 2. Electrolysis 3. The kinetic theory 4. Speed of reactions 5. Fermentation
Electricity and Magnetism
 1. Aiming the current or voltage 2. Measuring electrical energy 3. Measuring electrical power 4. Electromagnets
 5. Can magnets make electricity? 6. Static electricity
Energy and Forces
 1. Measuring potential energy 2. What is power? 3. What is energy efficiency? 4. Hydraulic systems 5. How is pressure measured?

Skills/Abilities:	Excellent	Good	Satisfactory	Needs Improvement
Overall effort in lessons.		✓		
Organisation, accuracy and clarity of written work.	✓			
Completion of class work.			✓	
Completion of homework.			✓	
Handing in homework on time.			✓	
Competence in practical skills.				✓
Group work.		✓		
Independent work.			✓	

National Curriculum Achievement:	Level
Overall NC level for Science at end of Key Stage 3	4
Current projected GCSE grade: Science 1	B
Current projected GCSE grade: Science 2	B
Overall level for Practical Investigations. (Attainment target 1)	4
Overall level of Knowledge and Understanding. (Attainment targets 2, 3, and 4)	4

Scientific Investigation - Acquired Skills:
 The following comments describe Francis' current level of skill in Scientific Investigation (AT1). Francis:
 • can plan a simple safe experimental procedure.
 • can safely use simple equipment to make some observations/measurements.
 • can explain, in a straight forward way, what has been found out by performing the experiment.
 • can make relevant comments about the procedure or the results.

Scientific Investigation - Targets for Improvement:
 Francis needs to work towards acquiring the following skills in order to progress to a higher level of achievement in Scientific Investigation (AT1).
 • plan a fair test, select relevant apparatus and makes a prediction where appropriate. The investigation is carried out in an order of sequence.
 • make and record suitable observations/measurements.
 • present findings as simple diagrams, charts or graphs and makes simple generalisations or identify trends/patterns in data or information.
 • comment on the accuracy of observations/measurements, (recognising anomalous results) and on the suitability of the procedure (suggesting changes to improve the reliability of the results when appropriate).

SCIENCE REPORT - YEAR 11

Scientific Investigation Portfolio:
 The Investigation portfolio, (the only work that is marked for Spelling, Punctuation and Grammar) needs to be completed as this is marked for the GCSE exam.

Spelling, Punctuation and Grammar:
 I am able to report that Francis can spell, punctuate and use grammatical rules and a limited range of specialist terms with reasonable accuracy.

ICT Capability:
 Francis' ICT skills and capability are generally very good. In order to maintain or improve upon this capability level she needs to use a reference CD-ROM and database to find and retrieve information and data.

Knowledge and Understanding:
 Francis' ability to recall, understand, use and apply scientific knowledge is Good. She has shown particular strengths in the Knowledge and Understanding (AT 2,3,4) such as:
 • recall knowledge from all areas of the syllabus.
 • use detailed scientific knowledge and understanding in a wide range of applications relating to scientific systems or phenomena.
 • consistently draw together and communicate knowledge from more than one area.

Francis' ability to use scientific knowledge and understanding to explain relationships between physical quantities to carry out calculations effectively.
 Francis must work towards being able to explain phenomena in different contexts and use diagrams, charts and graphs to support her arguments.
 • consistently use a range of scientific and technical vocabulary in a range of contexts and throughout the work.
 • obtain information from complex tables, charts and graphs.

Communication of Knowledge & Understanding:
 Francis' ability to communicate scientific knowledge and understanding is good. To maintain or improve her communication skills Francis must work towards being able to:
 • communicate scientific observations, ideas and arguments using a larger range of scientific, technical and mathematical vocabulary and conventions.

Evaluation of Knowledge and Understanding:
 Francis' ability to evaluate scientific knowledge and understanding is very good. To maintain or improve her evaluation skills Francis must work towards being able to:
 • comment on the accuracy of the data, recognising anomalous results and the suitability of procedures and suggest changes, where appropriate, to improve reliability.

Examination Technique:
 To improve upon examination technique and results Francis should practise revision techniques as identified in the support sheet that has been issued.

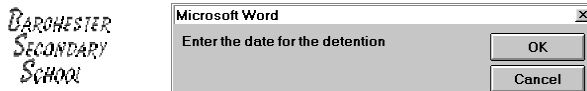
Francis has made a very good start to the final year of the examination course and has managed to maintain her academic standing in relation to her peers. Francis should try hard to achieve the targets and report. In particular she should focus on using a range of contexts as possible - learn the topic glossaries. Francis' average test mark this year has been 79.6%.
 I enjoy teaching Francis and expect her to work very well for the rest of the course.

Teacher's Signature _____ (Mr. S. Corry) Date: 19/06/02

© SSER

REPORT DATA CAN BE AUTOMATICALLY DISPLAYED AS TICKS, GRADES OR COMMENTS AS APPROPRIATE - PERSONALISE THE LAYOUT IN MS WORD!

DATA IS AUTOMATICALLY MERGED INTO COHERENT SENTENCES!



Mrs. R. Weston,
 Hollytree House,
 Wisforth,
 Barchester,
 Barchshire.
 Friday, 30 November 2001

SCIENCE DETENTION

Detention Date: 20/04/2000 Start Time: 4.00 p.m.
 Detention Venue: Detention room Finish Time: 5.00 p.m.

Dear Mr. & Mrs. Weston,
 I regret to inform you that Rachael has been given a detention for misbehaving in science lessons.

It would be helpful if you would complete and return the following acknowledgement form to your child's science teacher as soon as possible. Although it is not necessary for us to receive a response from yourself regarding the detention we naturally believe that it is important that we know parents and guardians are aware of the detention and the reason for it. Therefore, if we do not receive the acknowledgement form we will shortly contact you by phone. Please feel free to contact myself or your daughter's science teacher at any time if you wish to discuss this detention and especially if the arrangements cause any difficulties in Rachael travelling home after 5.00 p.m. on 20/04/2000.

I would respectfully point out that travel arrangements for your daughter to return home after the detention are your responsibility and not that of the School. Rachael will be given worthwhile work to do during the detention which you may wish to see on her return home.

Yours sincerely,
 Mr. A. Einstein (Head of Science)

SCIENCE DETENTION

PUPIL NAME: Rachael Weston TUTOR GROUP: 7G6P SCIENCE GROUP(S): Sc72

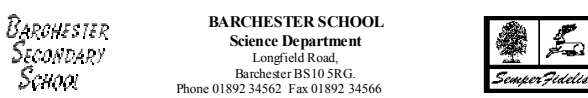
I am aware of the detention (and its reasons) due to take place on 5.00 p.m. on 20/04/2000.

Would you like to arrange a meeting with your child's science teacher? Yes? No?
 Would you like more information about your child's science education? Yes? No?
 Would you like us to contact you by phone about this detention? Yes? No?

Please fill out the following contact information if you wish us to phone you.
 You can contact me at work/home on _____ (phone number). The best times to call are: _____ (times) _____ (days)

Parent's/Guardians Signature: _____ Date: ____/____/____

© SSER



Mr. & Mrs. P. Doyle,
 23 Maple Close,
 Carnforth,
 Barchester,
 Barchshire.
 20/05/2002

Sex Education And The Right Of Withdrawal

Dear Mr. & Mrs. P. Doyle,

All pupils in Year 7 will, as part of their normal science lessons, begin a study of the syllabus module entitled "Reproduction and Inheritance". This module constitutes a large portion of the biological aspects of the School's sex education programme - full details of the content of this module are contained in the attached document. Some classes will start in February and others will begin, as is appropriate, before the end of the summer term. The material complies with the requirements of the National Curriculum for Science and as such is not subject to the statutory right of parents to withdraw their child from the **non biological aspects of sex education**. However, the Science department is sensitive to the religious and cultural needs of parents and pupils and will consider the few cases where both parents and child desire to withdraw the child from the biological aspects of the sex education programme.

The teaching of the "Reproduction and Inheritance" module will be supported by use of video and CD-ROM. If you have any reservations about your child attending the lessons, or watching videos, then please let me know in writing as soon as possible - specific areas of the syllabus that you do not wish your child to attend. I can discuss these issues with you in a professional and sensitive manner. You do not need to request for withdrawal, but we respectfully invite you to do so - sometimes there are misunderstandings. Once your request to withdraw (in writing) is received, it will be complied with until revoked by you.

Parents are invited to discuss the work covered in timetabled PSHE lessons upon which parents can exercise their statutory right to withdraw their child - see the later section entitled "The biological and non biological aspects of sex education". Pupils are also told of their statutory rights, i.e. if they do not agree with their parents' desire to withdraw them from the Sex Education Programme, then the child can challenge their parents under Section 8 of the Children Act - the child has to apply to the court for a 'specific issues order'.

Withdrawing pupils from aspects of the sex education programme

If a request for withdrawal is made by a parent we:
 • offer to discuss the nature of the concerns with the parent(s) and if appropriate attempt to reassure them;
 • consider whether the programme can be amended or improved in a way that will reassure parents - care is taken not to undermine the integrity of the Sex Education Programme and the entitlement of the other pupils, e.g. it may be appropriate and desirable to have single sex classes for some sections of the Sex Education Programme;

© SSER

SCIENCE MANAGER - 46 TEMPLATES INCLUDE:

N.B. * Indicates that this template is shown in this advert.

- Mark/record book *
- Pupil information sheet
- General concern
- Improvement after concern
- No improvement after concern
- Concern and SEN involved
- Science/SEN I.E.P. *
- Detention *
- Commendation
- General concern - tick box
- Withdrawal from lessons
- On report
- Move group - general
- Move group (11-14) 4 letters *
- Move group (14-16) 4 letters
- Homework not satisfactory
- Homework improvement
- Homework no improvement
- Purchase of a clipfile
- Purchase of a study text
- Local trip - lower school
- Local trip - upper school (exhibition)
- Local trip - upper school (lecture)
- Roadshow visit to school
- Field Trip - day (Science/Humanities)
- Field Trip - residential (Biology 16+)
- Sex Education - right of withdrawal *
- Day trip - national (2 letters) *
- Day trip - abroad
- Reports - 10 templates (11-16) *

BARCHESTER SCHOOL
SCIENCE DEPARTMENT

I.E.P. Comment - Summary Sheet

N.B. RA & SA increases refer to most recent data. N.C. core subject increases refer to level changes since KS2.

Family Name:	First Name:	Tutor Group:	Science Groups:	Science Teachers:	CoPL:level:	Problem						% Att.	READING & SPELLING		Core National Curriculum						
						B	L	A	M	E	D		RA	SA	SC: Sa Inc.	SC: Sa Inc.	SC: Eng Inc.	SC: Eng Inc.	SC: Maths Inc.	SC: Maths Inc.	
Poke1	Pritesh	10F6L	SC6C1 (641) SC6C2 (642)	Mr. S. Corry (Sc11) Mrs. Z. Trent (Sc12)	3		L	A	M			55	9	9	3	1	2	1	3	2	
Term: Science 1 Comments (Targets, Actions, & Outcomes) To raise proficiency in calculating the volume of irregular shapes by constant and specific marking but further support is required.																					
Term: Science 2 Comments (Targets, Actions, & Outcomes) To improve spelling and punctuation errors by constant and specific marking by the teacher. Progress required.																					
Term: Science 1 Comments (Targets, Actions, & Outcomes) Identify and discuss 3D and 2D representational images by support from the department's in class support needs to continue.																					
Term: Science 1 Comments (Targets, Actions, & Outcomes) To initiate and respond to actions of others in a positive way supported by regular discussion with the teacher but a little further work is required.																					
Term: Science 1 Comments (Targets, Actions, & Outcomes) To correctly use decimal notation in various contexts by constant checking by the teacher. This target was achieved.																					
Beck	Louise	9G6H	SC6C2 (641) SC6C3 (642)	Mr. S. Corry (Sc11) Mr. T. Ray (Sc12)	1		L						90	12	12	3	1	2	1	2	1
Term: Science 1 Comments (Targets, Actions, & Outcomes) To raise familiarity with standard and non-standard units of measurement by constant and specific marking by the teacher. This target was achieved to a...																					

THIS SCIENCE DEPARTMENT I.E.P. SUMMARY SHEET WAS PRODUCED BY SCIENCE MANAGER WHICH CAN PRESENT KEY DATA, TARGETS, ASSOCIATED ACTIONS & OUTCOMES FOR ANY COMBINATION OF PUPILS!

AUTOMATIC CALCULATION OF AGE, INCREASE IN READING & SPELLING AGES, N.C. LEVELS, ETC!

ng by the teacher. Some progress was made on this target but further support is by the teacher. Good progress was made towards achieving this

The tutorial (36 pages) shows you the secrets of how to make data entry into the data source an easy and very efficient task - you can apply the power of Excel to store/manipulate data. You can now view up to 30 different pupil records at any one time.

Microsoft Excel - ScienceData.xls

File Edit View Insert Format Tools Data Accounting Window Help

Arial 10 B I U

C7 = Akabusi

	A	B	C	D	E	F
1	21/01/02	Ist name	Family Name	Care Order	Parents/Guardians	Rela
2		Pritesh	Nipel	N	Mr. & Mrs. P. Nipel	Parents
3		Louise	Beck	N	Mr. & Mrs. C. Beck	Parents
4		Rachael	Weston	Y	Mrs. R. Seargent	Guardian
5		Sophie	Donnelli	N	Mrs. Donnelli	Single
6		Carl	Dardron	N	Mr. & Mrs. P. Doyle	Maternal
7		Devon	Akabusi	N	Mr. & Mrs. D. Akabusi	Parents

Ready

All of the reports and letters shown in this advert were created with no extra typing except that needed to originally enter data into the Excel data source! Information on importing pupil data (such as names and addresses) is included in the tutorial. The tutorial will allow confident users to adapt the templates to their own specific requirements.

ORDER FORM

DESCRIPTION	STOCK CODE	FORMAT & COMPATIBILITY	COST: Inc. VAT	Qty.	SUB TOTAL: Inc. VAT
SCIENCE MANAGER	SCMPC6	Suitable for Windows '95, '98, Me, NT, 2000, XP. You need Microsoft Word 6 (or later) and Excel 5 (or later) - works in all versions of MS Office. Full unrestricted site licence included - install on all networks and standalone computers on the School site. One teacher (normally the Head of Department) can also install Science Manager on their home computer.	£ 47.00		
	SCMUSER	Allows one additional science teacher to install Science Manager on their home computer.	£ 11.75		

All U.K. customers (except Channel Islands) must pay the VAT inclusive prices. A VAT invoice is sent with the goods - allowing eligible schools to reclaim the VAT. A receipt/invoice, licence and a set of terms/conditions are sent with the goods. Official orders are welcome but please attach a completed S.S.E.R. Ltd. order form indicating the stock code required. If possible cheques should accompany the orders and should be made payable to S.S.E.R. Ltd. **N.B. Owing to the copyright nature of these resources S.S.E.R. Ltd. operates a strict returns policy and does not operate an inspection copy service. In the rare case of damaged or faulty goods you must phone to obtain an official returns number.**

GRAND TOTAL £

Most credit or debit cards accepted.

Please complete the following table in **BLOCK CAPITALS** N.B. Goods are usually despatched within 24hrs. of receiving your order.

Name:		Signature:	
Position:			
School name:			
School address:			
Pupil Age Range:		Post code:	
School phone :		Fax:	

S.S.E.R. LTD.

P.O. Box 269,
Loughborough.
England. LE12 7ZL.

Phone/Fax:
(U.K.) 01509 816704
(International) +44 (0)1509 816704
Web Site: <http://www.sser.co.uk>