RECOGNISING AND REWARDING POSITIVE BEHAVIOUR AT ESC

ESC — EPPING SECONDARY COLLEGE — LEARNING FOR LIFE

CATCH BEHAVIOUR

Staff member catches student demonstrating **exemplary** respectful, caring and/or resilent behaviour.

WHO IS NOTIFIED?
Students
Parents
Staff

XUNO STAFF

XUNO

Staff member logs on to XUNO using their TO number and password.

IDENTIFY STUDENT

Staff member enters student name and accesses student's XUNO page.

On the left-hand side of the screen, click on 'Incident'.

Scroll down to 'Action Types' and click on '**Recognition Point/ Award**' then click '**Add**'.

ENTER DATA

Enter information in the required fields
OPTIONAL: Add a comment explaining why the student was awarded a merit point
OPTIONAL: Add additional students who have demonstrated the same behaviour. (*Note, if you use this option, refrain from using student name in the comment section.*)

FINALISE

Change the status to 'Closed'
Click 'Save'

Students who receive merits will be **celebrated** at assemblies and be issued **house points**

Alert the student that you have awarded them a recognition point and provide verbal praise for their positive behaviour.