

Downloadable resource 18:

Daily report

This resource corresponds to **Chapter 24: Classroom management strategies**.

Content

This resource contains a blank template for the daily report described in **Chapter 24**. The more 'official' your report looks the better, so wherever possible I would recommend drawing up your own tailored table and/or typing in the behaviours electronically.

Procedure

This is a technique that I use very occasionally. When used judiciously, however, it can be highly effective. Below you can see a copy of one of the actual forms I have used in the past.

A daily report like this works best:

- a. if it is implemented after consultation with parents
- b. if the behaviours have already been discussed with them
- c. when used over a short period of time such as two weeks, six lessons or suchlike.

It is important to identify individual behaviours as precisely as possible and describe them in the box in a way that is clear to the parent (and for this I often use the student's L1) and also in a way that makes it clear for the student what they have to do or have not to do. These target behaviours stay the same over the time that the form is used in, so if you are handwriting on the template, remember to make enough photocopies at the start of that period under review.

At the end of each lesson, the student sits with the teacher, who ticks each behaviour that has been fulfilled and makes comments in any boxes where necessary.

The student then takes this form home and has it signed by their parent. Depending upon what you have agreed with the parent, they may then bring it back to you, or not.

At an agreed time, parents and teacher talk again to review what progress has been made.

Rationale

The reason I believe that this strategy works so well is:

- ▶ it acts as a reminder to students to stay focused on their behaviour
- ▶ it gives them specific and manageable short-term goals
- ▶ effective implementation already entails having that student's parents on side

Example form

Informe diario

Fecha 11/02/14

sentarse correctamente y no jugar con los pies con los compañeros	✓
limitar el uso de español	✓
empezar y terminar los ejercicios con cuidado	✓
demostrar una actitud mas madura	✓
prestar atención al profesor	✓
hacer los deberes de la ultima clase	No procede (exámenes).

¡Excelente! Una clase maravillosa.

Firmada C S R M.

A daily report form written in Spanish, this student's L1. For the interested reader the English translation is provided in the model version in Chapter 24 itself.

Daily report for: _____

Date _____

Signed teacher: _____

Signed parent: _____