

Class Attendance Record

School Name: _____ Teacher Name: _____

Grade: _____ Day of the Week: _____

#	Student Name	<input type="checkbox"/> / <input type="checkbox"/>		Teacher Notes
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	
11		<input type="checkbox"/>	<input type="checkbox"/>	
12		<input type="checkbox"/>	<input type="checkbox"/>	
13		<input type="checkbox"/>	<input type="checkbox"/>	
14		<input type="checkbox"/>	<input type="checkbox"/>	
15		<input type="checkbox"/>	<input type="checkbox"/>	
16		<input type="checkbox"/>	<input type="checkbox"/>	
17		<input type="checkbox"/>	<input type="checkbox"/>	
18		<input type="checkbox"/>	<input type="checkbox"/>	
19		<input type="checkbox"/>	<input type="checkbox"/>	
20		<input type="checkbox"/>	<input type="checkbox"/>	
25		<input type="checkbox"/>	<input type="checkbox"/>	

Legend: ☐ P = Present ☐ / = Absent

Class Rules



Dog teaches us to **listen to the teacher.**

We follow instructions and learn together.



Cat shows us how to **listen when others speak.**

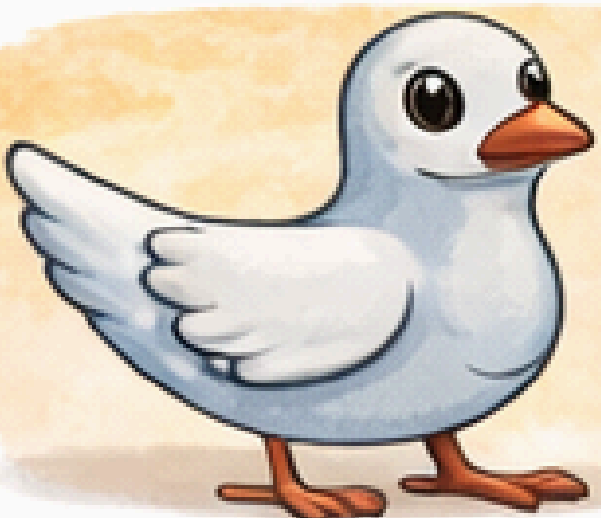
We take turns and give our full attention.



Frog encourages us to **try our best and never give up.** Mistakes help us learn and grow.



Turtle reminds us to **keep our hands and bodies calm.** We move safely and mindfully.



Pigeon teaches us to **help each other.**

We work together and support our friends.



Crow reminds us to **care for our classroom.**

We tidy up and look after our space.

Bloo Gecko mindfully reminds us to
to **remember:**

Breathe and choose calm.



 Class Pass


 School Nurse Pass

Please allow

☐ Boy ☐ Girl

Student Name: _____

Date: _____

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 Class Pass


 Toilet Pass


Student Name: _____

Date: _____

Teacher Signature: _____

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 Class Pass


 Social Worker Pass

Please allow

☐ Boy ☐ Girl

Student Name: _____

Date: _____

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 Class Pass

 Water Pass

Student Name: _____

Date: _____

Teacher Signature: _____

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Bathroom Pass

Student Name: _____

Class / Grade: _____

Date: _____ Time Out: _____ Time In: _____

Reason (optional):

☐ Bathroom

☐ Water break

☐ Other: _____

Teacher Signature: _____

- One student at a time
- Return promptly and quietly
- Respect learning time

- One student at a time
- Return promptly and quietly
- Respect learning time



Behaviour & Class Tracker

Tracking Positive Behaviours & Encouraging Mindful Habits



Student Name: _____

Teacher: _____ Date: _____

Class / Grade: _____

Subject: Classroom Behaviour Update and Support Plan

Dear Parent / Guardian,

I am writing to inform you of a recent classroom behaviour concern involving your child. This communication is part of our school's behaviour support process, which focuses on accountability, reflection, and student growth.

What Occurred

On _____, the following behaviour was observed in class:

This behaviour disrupted learning and required intervention to support a calm and focused classroom environment.

Actions Taken at School

The following steps were implemented in line with our classroom behaviour support system:

	Monday	Tuesday	Wednesday	Thursday	Final Score
 Respectful Choices Listening, being kind, using polite words.	  				
 Trying My Best Working hard, showing effort, persevering	  				
 Completing Class Activities Finishing assignments on time, participating	  				
 Good Mindful Habits Being calm, focused, using mindfulness.	  				

Final Score:      Good  On Track  Keep Trying!

Reward Earned: _____



Class Reward Chart

Class Name: _____

Student Name								



Legend:        

Classroom Behavior Support Toolkit

Guided Instruction • Accountability • Calm Classrooms

Practical tools to support behaviour, increase learning time, and create a calm, predictable classroom environment.

TOOL1 Classroom Behaviour Levels Chart

- Level 1 – Warning
- Calm verbal reminder
 - Behaviour is redirected immediately.
 - Learning continues

- Level 2 – Reflection
- Student completes a behaviour reflection
 - Student sign the reflection
 - Behaviour is documented

- Level 3 – Support & Referral
- Student referred to social worker or counsellor
 - Parent/guardian communication initiated!

Our goal is accountability, growth, and learning – not punishment.



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TOOL2 Student Behaviour Reflection Sheet

Student Name: Date:

Class / Subject:

What behaviour occurred?

Why was this behaviour not appropriate for learning?

-
-

How did this behaviour affect:

- My learning:
- Others' learning:

What will I do differently next time?



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TOOL3 Apology Letter (Restorative Practice)

Student Name:

Dear

I am writing this letter to apologise for my behaviour on

I understand that my behaviour was not appropriate because:

I recognise that my actions affected:

In the future, I will:

Sincerely, Date:

Learning includes learning how to repair relationships.



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TOOL4 Behaviour Progress Log (Teacher Use)

Student Name: Term:

Date	Behaviour Level	Action Taken	Outcome / Notes
Level 1	Level 1		
Level 2	Level 2		
Level 3	Social worker		

Purpose: This log supports:

- Behaviour tracking
- Parent communication
- Social worker referrals
- Evidence-based intervention

Calm systems create calm classrooms.

This is not a discipline system.

This is a learning support system.



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Parent / Guardian Communication Template

Classroom Behaviour Support • Bloo Gecko Literacy

Student Name: _____ Teacher: _____ Date: _____
Class / Grade: _____

Subject: Classroom Behaviour Update and Support Plan

Dear Parent / Guardian,

I am writing to inform you of a recent classroom behaviour concern involving your child. This communication is part of our school's behaviour support process, which focuses on accountability, reflection, and student growth.

What Occurred

On _____, the following behaviour was observed in class:

This behaviour disrupted learning and required intervention to support a calm and focused classroom environment.

Actions Taken at School

The following steps were implemented in line with our classroom behaviour support system:

- ☐ Verbal reminder and redirection
- ☐ Student behaviour reflection completed and signed
- ☐ Restorative discussion / apology letter
- ☐ Referral to school support staff (e.g., social worker or counsellor)

All actions were taken calmly and with the intention of supporting your child's learning and wellbeing.

Support Plan Moving Forward

To help your child succeed, we will continue to:

- Reinforce clear expectations
- Encourage reflection and accountability
- Provide emotional and behavioural support as needed

Teacher Name: _____
School Name: _____
Grade: _____

Thank you for your partnership in supporting your child's growth and learning.



Student Self-Reflection Task

Learning • Behaviour • Growth

Student Name: _____

Class / Grade: _____ Date: ____

Class / Grade: _____

1. Today I showed positive behaviour by:

- ☐ Trying my best
- ☐ Completing my classwork
- ☐ Listening carefully
- ☐ Following classroom rules
- ☐ Showing kindness or respect
- ☐ Practicing mindful breathing or calm movement

2. Something I did well today:

3. Something I can improve next time:

4. How I supported a calm learning environment:

5. One mindful habit I practiced today:

- | | |
|---|--|
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Calm body |
| <input type="checkbox"/> Quiet focus | <input type="checkbox"/> Gentle movement |
| <input type="checkbox"/> Calm body | <input type="checkbox"/> Positive thinking |

6. My goal for the next lesson:

Student Signature: _____

Teacher Comment (optional): _____

Reflection helps us learn, grow, and make better choices.



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