

Sutton – Character Measurement System - Pupil Tutorial

This is a quick guide to explain how to use the online platform to log your completion of a programme which links to character and The Sutton Way Pledge.

In the table below are your pledges, with the Sutton way statements under each one.

ACTIVE CITIZENSHIP	BRITISH VALUES	LIFE SKILLS
<input type="checkbox"/> We are ambitious <input type="checkbox"/> We are proud of our achievements <input type="checkbox"/> We believe in ourselves <input type="checkbox"/> We take responsibility for our actions	<input type="checkbox"/> We are ambitious, resilient and determined <input type="checkbox"/> We are proud of our community <input type="checkbox"/> We listen to and respect others <input type="checkbox"/> We take pride in our appearance and our environment	<input type="checkbox"/> We are equipped to learn <input type="checkbox"/> We are prepared to make mistakes <input type="checkbox"/> We take responsibility for our actions <input type="checkbox"/> We work hard

Logging on

Please go to the following website: https://www.pupilrewardpoints.co.uk/ATT_sutton/

Username: **Your surname followed by the initial of your first name (all lowercase)**

e.g. Joe Bloggs = bloggsj

Password: **same as username**

You will be asked to re-set your password on your first log in.

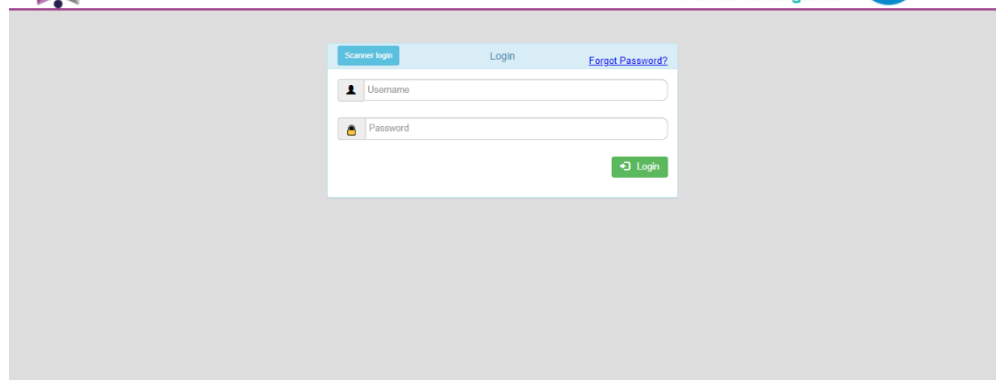
Write your new password down somewhere secure in case you forget it.

If you forget your password, it can be re-set. Please contact the admin member of staff in your school.



CMS

#TransformingLives

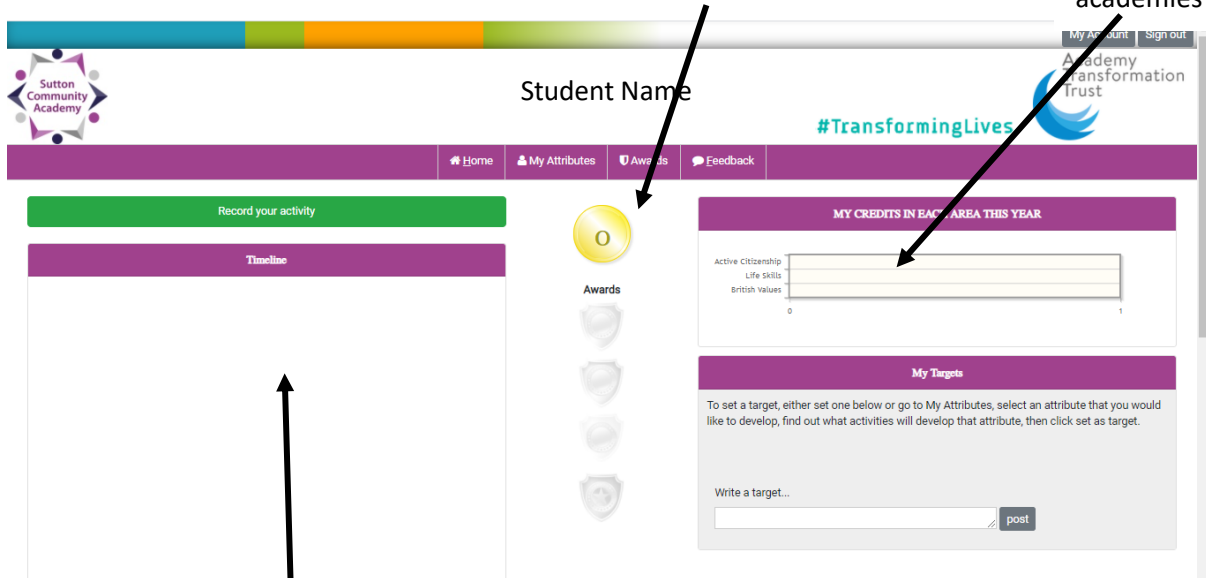



#TransformingLives

Once logged in you page will look like this:

Total Character Points Earned

Character points split over your academies pledges

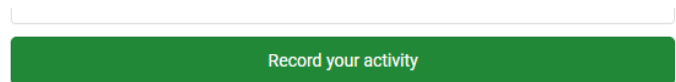


Sutton Way Statements you have completed will be shown here

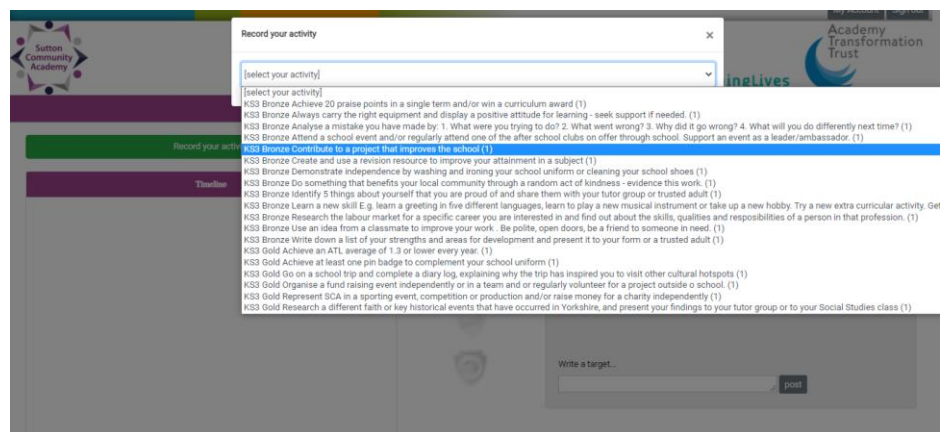
Targets which you have set yourself or have been set by a staff member will be shown here

Logging a Sutton Way Statement

1. Click on the green "Record Your Activity" button
2. A white box will appear, click on the select bar and a drop-down list will appear
3. Select the programme from the list you have completed



NB: The Key Stage and Award Level are stated at the beginning of each statement



4. Complete the form

- Change the date to when you did the programme
- In the first box write about what you did, how you did it and how you found it.
- In the second box write about what you learned, try and write something about the attributes the programme covers.
- If there is a photograph of you doing the programme or of what you have created upload it here. This will add to the evidence that you have completed the programme.
- Click "done"

PLEASE NOTE

Your participation will need to be verified by a staff member, once this has happened the character points you have earned will be added to your total and bar chart on your home page.

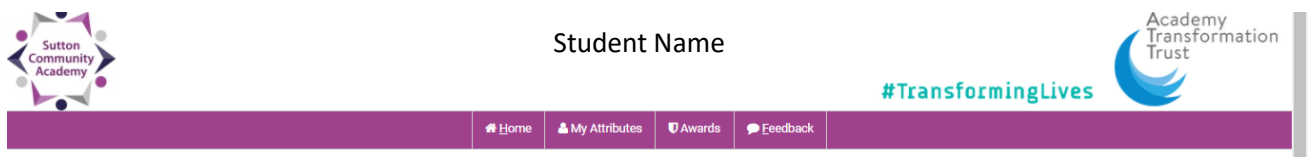
This means you will not see your points added as soon as you have clicked done.

Photos will only be able to be seen by yourself and staff members at the school, please only upload photos you are happy for the teaching staff to see. They do not have to include yourself and can be only of the work you have done if this is preferred.

Selecting Which Programmes to Do

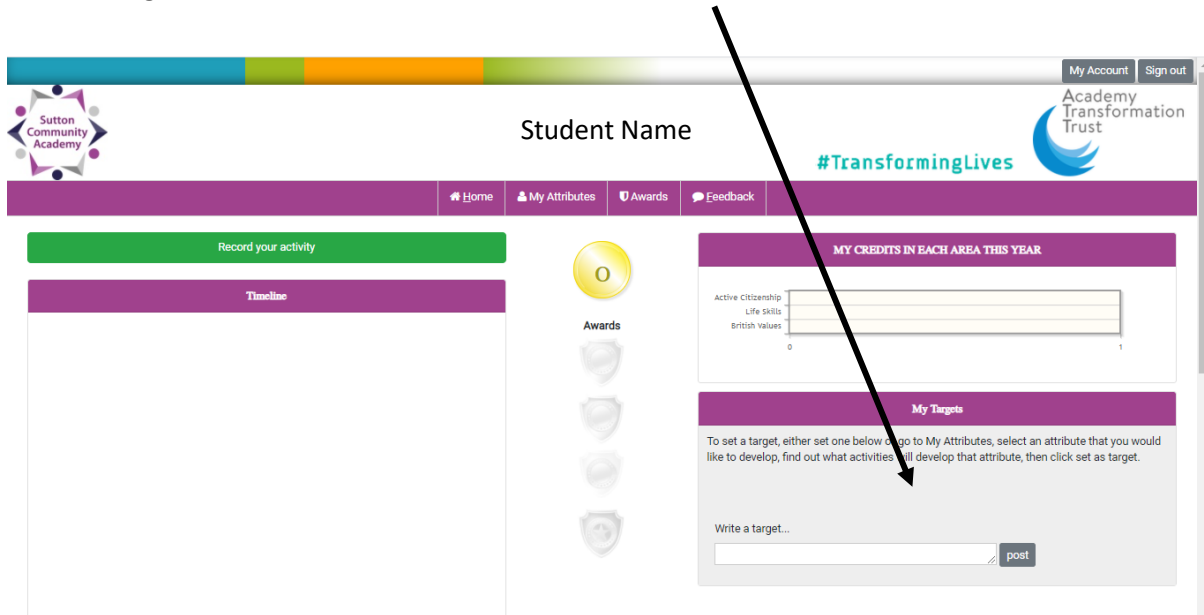
To make sure you work on all pledges and statements, when picking which programme to complete next you can look at which attributes you need to work on most.

- Click on "My Attributes" found in the top toolbar on your homepage



- You will see the page below

3. When you have found an statement which you think you need to work on (this can be as there are no / less programmes completed which use that attribute) click on “[find out what activities will develop your *****](#)”
4. Programmes are shown which work on the attribute you have chosen, select the one which you would like to do. Click “[Set as Target](#)”
5. Once a programme is set as a target it can be seen on your home screen under “My Targets”



Once you have completed the target programme, log this as shown on page 2 of this tutorial