

## UNSATISFACTORY PERFORMANCE

## Counselling Session Record Template

This template can be used to record unsatisfactory performance issues. It is intended to be a record of a counselling session and provides documentation that demonstrates the School's commitment to substantive and procedural fairness. This template is compliant with the process prescribed in the Behaviour Management and Child Protection Policy.

The Councillor should complete all sections where applicable.

CHILDS DETAILS	
NAME OF CHILD: _____	P/N: _____ YEAR: _____
DATE: _____	PH: _____
COUNSELLING DETAILS	
Type of Counselling	<input type="checkbox"/> First Counselling <input type="checkbox"/> Second Counselling <input type="checkbox"/> Third Counselling <input type="checkbox"/> <i>Optional Follow-up (First/ Second/ Third)</i> <i>(Please tick which counselling session this progress report relates to)</i>
Date of Counselling	
Name of Counsellor	
Class teachers Name (if applicable)	
Representative's Name (if applicable)	

## SUMMARY OF UNSATISFACTORY PERFORMANCE ISSUES TO BE DISCUSSED

Detail below the main points of concern with the child's performance, work habits, behaviour etc.

DETAILS: .....

## DETAILS OF UNSATISFACTORY PERFORMANCE

Detail below the specific examples of unsatisfactory performance. This may include: previous discussions, concerns with behaviour, points for clarification, points of interest, complaints raised by peers.

If applicable, attach supporting documentation/evidence e.g. record of informal discussions, correspondence (memos, emails, and letters).

[illegible]

The Child should be given the option to make any comments/raise any mitigating circumstances in relation to the details of the unsatisfactory performance, which can be recorded below.

*First and Second Counselling sessions only* - The class teacher may provide a written response within 10-working days from the date of receipt of the counsel.

*First and Second Counselling Sessions only* - Ensure a Follow-up Session is scheduled to review the response and finalise the Performance Improvement Plan.

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**DETAILS:**

The Councillor may wish to respond to the class teachers comments, which can be recorded below.

**DETAILS:**

Detailed below are the specific actions required to rectify the unsatisfactory performance e.g. undergo training programs, provide medical certificates for absences, behaviour modifications, set projects or tasks, mediation meetings, counselling.

[illegible]

### NEXT STEPS IN THE PROCESS

Detail what will happen next. Examples include:

- *The consequences if:*
  - unsatisfactory performance continues then it will proceed to the second or third stage and state the length of the review period; or
  - there is no commitment to improve or acknowledgement by the child there is an issue of unsatisfactory performance then a report is made direct to the external councillors;
- *Potential disciplinary action;*
- *Follow-up session(s) during the review period and what they will cover;*
- *The matter will be closed if improvement is maintained for a specified period.*

DETAILS: .....

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### ANY OTHER RELEVANT INFORMATION

E.g. staff member/supervisor on leave, constraints to process.

DETAILS: .....

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### DATE OF NEXT MEETING/END OF CURRENT PERFORMANCE REVIEW PERIOD (IF APPLICABLE)

Purpose of Meeting e.g. Interim Progress,  
Second/ Third Counselling

Date

Time

Location

### CERTIFICATION (ALL SIGNATURES ARE REQUIRED)

#### Councillor

Name *(please print)*: .....

Signature: .....

Date: .....

#### Child

☐ Refused to sign - copy of counselling record has been provided.

Name *(please print)*: .....

Signature: .....

Date: .....

#### Councillors Representative (if applicable)

Name *(please print)*: .....

Signature: .....

Date: .....

#### Class teacher [representative]

Name *(please print)*: .....

Signature: .....

Date: .....

### FINAL CHECKLIST

☐ All parties signed *(note if staff member refuses to sign)*

☐ Copy provided to class teacher (including attachments)

☐ Copy placed in Counselling file

☐ Copy forwarded to School Office