



Help with completing Pastoral Reports

1. Consistent use of terms:

- HSC not Higher School Certificate
- Lasallian Youth Leader not LYL
- House Leader not house leader
- Half Yearly Examinations not half yearly exams
- If you nominate a sport then use capitals in this manner:
 - Opens Green Team (actual name of the team/level)
 - Football, Cricket or Rugby (if just identifying the type of sport)
- Semester One not semester one
- Term 3 not term three
- Use the word 'College' rather than 'school'.

2. Grammar Advice

- Do not use contractions. e.g. 'hasn't' should be 'has not'.
- Abbreviations have no full stop e.g. 'HSC' not 'H.S.C.'
- No comma before the word and in a sentence.
- Write a subject's name in full e.g. Mathematics;
- Write the word examination in full, not exam.
- Tense needs to be consistent. Do not switch from past to present tense within the same sentence.
- Avoid the excessive use of commas. Do not use commas before 'and'.
- Use a comma after the word however in a sentence.
- Longer more complex sentences should be broken into shorter simpler sentences.

3. Samples of personalised reports from the year 12 reports:

- Jack is a friendly and outgoing young man who has taken on the role of Music Captain with enthusiasm. Jack should, however, endeavour to be more punctual to homeroom so as to be fully prepared and organised for the day. Jack has achieved mixed results this Semester. He is encouraged to make a concerted effort in all subject areas in order to achieve his best in the HSC.
- Ashleen is a most valued member of the homeroom. While she does not have an official leadership role, Ashleen displays many positive leadership qualities and willingly takes on a variety of tasks. Some of Ashleen's results this Semester may be below her expectations. However, her work ethic is commendable and she is encouraged to persevere in her efforts.
- Lachlan is an upstanding member of the Oakhill community. He is highly valued for his services as a rugby player, Vice Captain and for his constant willingness to lend a hand at the variety of functions Oakhill hosts. Lachlan is also commended for his efforts in class. He is encouraged to maintain his mature attitude as the HSC approaches.
- Alexander is a quiet and considerate student. His punctuality for school has considerably improved this Semester. Alexander is to be congratulated for being a part of the winning band in the Oakhill Battle of the Bands this year. He is encouraged to increase his commitment to learning by improving his focus in class and revising regularly at home.
- While Olivia finds some of the course content difficult, she is always prepared to bring her best effort to the tasks she undertakes. Olivia is involved with and committed to the broader College curriculum as a Lasallian Youth Leader and provides a fine example for the younger students through her leadership on Reflection Days. Olivia has an excellent record of attendance.
- Sophia's excellent work ethic is recognised by many of her teachers as a key to her academic success in a number of courses. A capable athlete, Sophia has represented the College in both the Summer and Winter ISA competitions. Sophia willingly involves herself in co-curricula programs within the College as a Lasallian Youth Leader.
- Dylan is a conscientious and mature young man whose academic results reflect diligence and sustained effort. Dylan is encouraged to take advantage of all the resources and opportunities available to him throughout the year, to further enhance his learning. Punctual and regular in his attendance, Dylan is always well presented and wears the College uniform with pride.
- Claire is polite and considerate, consistently well presented and punctual. She has an excellent attitude towards her studies but her Academic Report suggests that improvements can be made if she obtains feedback from her teachers. Claire is commended on her involvement as a Lasallian Youth Leader as well as her significant contribution to Drama and Music.
- John is polite and considerate, well presented and punctual. He has a positive attitude towards his studies but his Academic Report suggests that improvements can be made with more consistent application. John is commended on his participation in the Open Green Basketball Team and is encouraged to continue his success in Photography.