

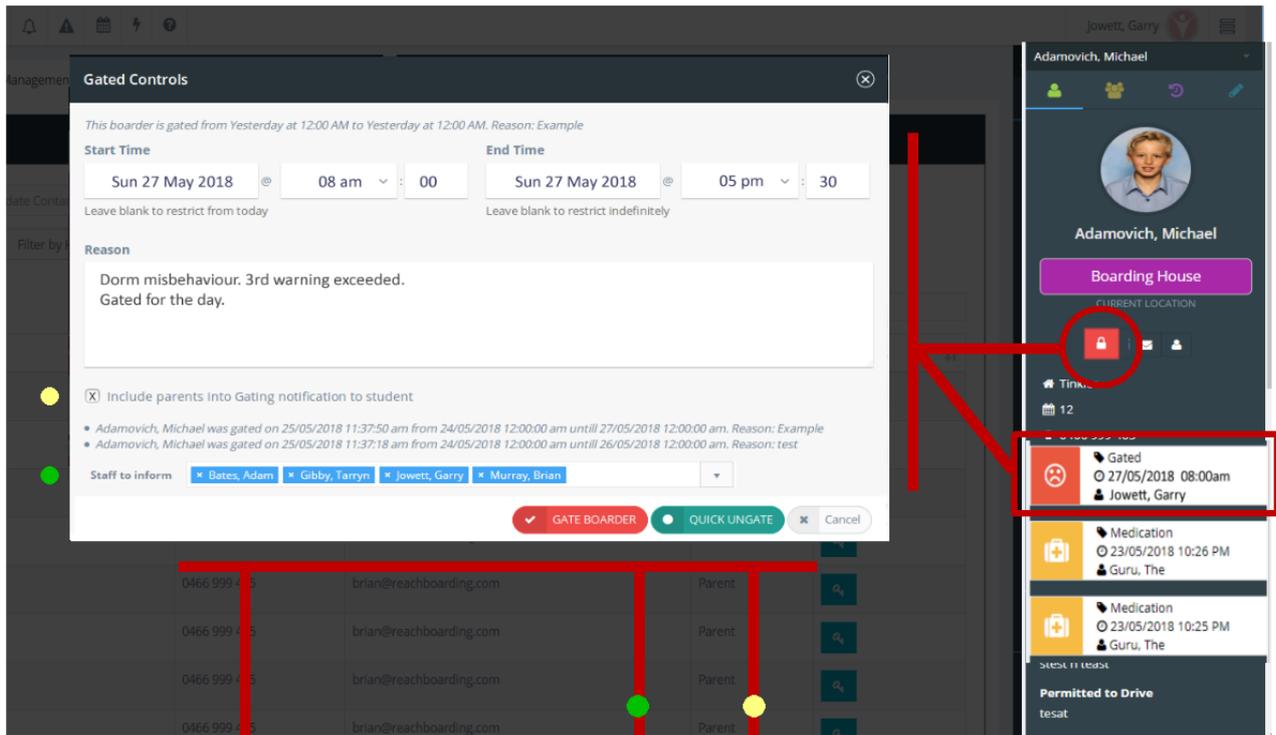
# New controls for gating or grounding students in REACH

New controls for the Gating or Grounding of students in REACH are being introduced in June 2018.

You can prevent any student from applying for leave when they are gated or grounded for disciplinary reasons. When a student is gated in REACH they are prevented from requesting leave and from signing out to any locations on or off campus.

## Gating students from the sidebar

There's a new control for gating students on your student sidebar. The Gating Lock icon will display white by default and red when a student has been gated.



**Gating Notification**

Student Name: Adamovich, Michael  
Gating Start: Sun. 27 May 08:00am  
Gating Finish: Sun. 27 May 05:30pm  
Reason: Dorm misbehaviour. 3rd warning exceeded.

Adamovich, Michael  
Boarder

**Gating Notification**

Student Name: Adamovich, Michael  
Gating Start: Sun. 27 May 08:00am  
Gating Finish: Sun. 27 May 05:30pm  
Reason: Dorm misbehaviour. 3rd warning exceeded.

Adamovich, Anne  
Parent



### What does Gating a student do?

**Students cannot** request Leave

**Students cannot** sign out to any locations

**Parents can** still request leave

**Staff can** still sign a student out to locations on or off campus.

**Staff can** still request and approve leave for a student.

### Control who has access to manage Gating

The Gating status icon is visible to all staff and it will appear red when a student is gated. You can control who has authority to set or edit a student's gating status by managing the accessibility controls of your individual staff members or their Role Type in REACH. Only permitted staff will be able to gate or ungate students.

## How to gate students

For staff or faculty that have permission to manage the gating status of students clicking on the gating icon in the student sidebar of the student profile will open the Gating Controls dialogue. Staff that do not have permission to manage the gating status of students will not have access to the Gating Controls, they will see only a description of the current gating status of the student when they click on the gating icon.

### Set the Time & Date

You can set the start and end date and time for any gating incident. If you leave the End Date blank then the gated status of the student will be maintained indefinitely until the student is manually ungated.

### Add the Reason

Provide details of why the student is being gated and any additional commentary. Gating incidents will be captured as a pastoral note in the student's pastoral history. A report can then be generated whenever it is required to list all gating incidents for a student or group of students over any time frame.

### Notify Student and Parents

Gating incidents are automatically shared with students by email and push message to their mobile app. There is also an option to share the details of the incident with the student's parents by email and push message. Clicking the selection box will include parents into the notification.

### Quick Ungate

You can ungate a student at any using the ungate button. This is how you can ungate students that have been gated indefinitely and how you can ungate a student early from an existing gating status.

### Notify Staff & Faculty

You can select any staff or faculty that need to be notified about this gating in the staff to inform field. Here you can add individual staff & faculty members or use the drop down selector to select any of your staff groups that have been created.

## How to run a Gating report

Gating reports are generated in the Pastoral Reports section of the Quick Reporting module. All gating incidents will be saved to the student's record as pastoral notes in the Gating pastoral category so generating a report is simply a matter of reporting the pastoral category for the time frame that you want to report and for the student, or group of students, that you want to report.

The screenshot shows the 'Pastoral Report Criteria' form. It includes the following fields and options:

- Incident Type:** A dropdown menu with 'Gated [Negative]' selected.
- Boards:** A dropdown menu with 'Bartley, Jack' selected.
- House:** A dropdown menu with 'Select' chosen.
- Year/Grade:** A dropdown menu with 'Select' chosen.
- Start Date:** A date input field containing '02/04/2018'.
- End Date:** A date input field containing '30/06/2018'.
- Generate Report:** A green button with a document icon.

