

July 2018

Dear Parents / Guardians

Launch of the Parental Portal to Parents

I am writing to you to tell you about an exciting new portal that we are rolling out to parents of students at the school. The portal is a web site that you can visit on any computer and most mobile devices over the Internet.

We intend developing the portal over time which will enable you to not only see information about the behaviour, progress and attendance of your child/ children but also other support materials including lots of resources and materials that you can use to support your children. This portal is also the new method for booking parent evening appointments at the relevant parent evenings.

Features that the system will have to start with are:

- **Student Timetable** – The timetable displays all you need to know about which lessons are taught where and when. As a parent, being able to view a live timetable, including any late changes, helps ensure pupils have the correct equipment for each lesson. Term dates, school holidays and training days are also provided.
- **Homework** – Class teachers will set homework, which parents and students can see online. This will allow parents and students to complete their homework on time. We will continue to also write homework in the diary whilst we embed the new system.
- **School calendar** – An up-to-date school calendar giving details of all the term dates, including inset days and details of other events the school is running.
- **Attendance** - This provides an up to date summary of your child's attendance for the morning and afternoon statutory registers. Absences together with their codes are displayed with the number of times they were used. There is also the option to see the % attendance per term. Please note that for lessons the marks are different and in most cases will simply show if the students was in the lesson or not. If a student is in school but undertaking an activity in another part of the school, the register for the lesson will show that the student was absent for the lesson. This is not something you need to worry about as all statistical data about attendance is taken from the AM and PM registration. Occasionally a lesson may show no mark at all and this may be due to the fact that the teacher was absent and a substitute teacher took the lesson.
- **School Dinners** – The portal links directly to our Cashless catering system allowing you to see your child's menu choices, transactions and cash balances.
- **Parent Evening Bookings** – This feature allows you to book appointments for yourself at parent's evenings. This allows you to select the time of each appointment and which teachers you would like to see. You are also able to leave comments about things you might like to discuss during the consultation. You will need to use this system to book appointments for parents' evenings from September onwards.
- **Easy switching between siblings** – where you have more than one child in the school, you are able to seamlessly switch between your children and see specific details for each child.

Each parental contact on our system will be issued with login details and details of how to access the portal so that you are able to login and see the relevant data. This will be emailed to the parental email addresses we hold. **I do need to stress that the details will be sent to people based on the current data that is held on our management information system (MIS) which was updated last year when the data collection checking sheets were sent home. If you believe this information to now be inaccurate, please let the school know as soon as possible.**

You will be emailed within the next week with details of how to access the site including your username and password. In most cases your username will be the email address that is registered with us. Where both

parents share the same email address only one set of login details will be issued. I would suggest that you try to gain access to the site when you receive the login information to check that you can see the relevant information about your children. Should you experience an issue please contact the school's main reception and give details of the issue. We will endeavour to look into the issue and where necessary someone will call you back with a resolution.

I hope that you find the Parent Portal a useful tool.

Yours faithfully

Mr Luke Parfitt
Assistant Headteacher