Parent User Guide
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1. Introduction

Our School Portal gives you quick and easy access to information about your child/children attending our school, including:

- Attendance & Calendar
- Medical
- Trips & Activities
- Marks and Grades from regular assessments
- School Reports
- Public Exams
- Documents
- Contact with school staff
- Links to other websites set by the school
- Find other Parents’ contact details (if they have consented to share these)

2. Getting Started

Gaining access to your School Portal account is quick and easy.

You will receive an activation email from us, similar to that shown below (this is just an example).

- Click on the link highlighted in the message:

You will be taken to the Set Password page of the School Portal:

- Enter your Email address.
- Enter your new password, noting the criteria as shown above
- Enter your new password once again.
- Click on the Set Password button
3. **Home Page**

Once you've successfully entered your new password, you will be taken to your Home Page:

Please note: The data shown on this document is for example purposes only.

---

**Latest Documents**

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/07/2014</td>
<td>Information regarding 6th Form Girls' night out</td>
<td>Details of the forthcoming girls' night out are in this document</td>
</tr>
<tr>
<td>15/07/2014</td>
<td>Autumn term sports equipment requirements for year 8 boys</td>
<td>Amendments to sports kit items for year 8 boys - Autumn term 2014</td>
</tr>
<tr>
<td>03/07/2014</td>
<td>New look Portal now online</td>
<td>The new School Portal is now online, and you will see we have made a few changes to it</td>
</tr>
<tr>
<td>13/06/2014</td>
<td>Letter regarding end of term arrangements</td>
<td>This letter has been sent to parents only via the portal, which is now our preferred communication method and will save time and money whilst providing a better service to parents.</td>
</tr>
</tbody>
</table>

---

**Session Attendance**

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00</td>
<td>English Year 13 Block D Set 1 Room 7</td>
</tr>
<tr>
<td>10:00</td>
<td>English Year 13 Block D Set 1 Room 7</td>
</tr>
<tr>
<td>11:00</td>
<td>Business Studies Year 13 Block E Set 1 Room 4</td>
</tr>
<tr>
<td>12:00</td>
<td>Business Studies Year 13 Block E Set 1 Room 4</td>
</tr>
<tr>
<td>13:00</td>
<td>Geography Year 13 Block B Set 1 F1</td>
</tr>
<tr>
<td>14:00</td>
<td>Geography Year 13 Block B Set 1 F1</td>
</tr>
<tr>
<td>15:00</td>
<td>Maths Y1 B1 A1 T1 M6</td>
</tr>
<tr>
<td>16:00</td>
<td>Business Studies Year 13 Block E Set 1 Room 4</td>
</tr>
</tbody>
</table>

---

**Academic Year 2013/14**

- 22 Present (P) (35.1%)
- 7 Educational visits (12.9%)
- 7 Inschool (12.9%)
- 5 Approved sports/out (9.7%)
- Snack (2.2%)

---

**Important note:** If you have more than one child at the school, the information shown on the Home Page relates only to the child selected from the dropdown list at the top of the page.
To view a different child’s details, select the child’s name from the dropdown menu:

```
ALLAN, Samantha E (The Camelot School)
```

Once you have selected a different child, your Home Page layout will look just the same as above, but the actual information will relate to this newly selected child:

Please note: Each time you log in to your Portal account, if you have more than one child at the school, the first child (in ascending, alphabetical order) will always be displayed.

Your Home Page includes menus to take you to all areas of the Portal, and additional quick reference sections for the following six areas:

- Latest Documents
- Calendar
- Session Attendance

**Latest Documents**

The five most recent documents relating to your selected child are shown here (the documents in bold are unread and the total number of unread documents is shown beside the Home Page > Documents option).

- Click on the document title to view, open or save the selected document.
- Click on the Documents button to open the Documents page, with the full list of documents.

Please see the Documents section (4, a, page 8) for more information.

**Calendar**

This displays calendar details for your selected child for the day that you log on to your Portal account.

- Use the scrollbar to view the whole day.
- Click on the Calendar button to open the full week’s calendar.

Please see the Calendar section (4, d, iv, page 15) for more details.
Clicking on the **Home Page** option from any page within the School Portal will take you back to the Home Page. The 3 further pages shown below may also be accessed from within any page of the School Portal.

### a) My Details

- **Click on the My Details option and you will see your personal details as held by the school:**

```
My Details

User Details:
- Username: pmdavidson@aol.com
- Status: Active
- Name: DAVIS, Patrick M
- Contact Address: The Cottage
- Blantonsborough
- Glastonbury
- County: Somerset
- Post Code: BA1 9RP
- Country: 
- Daytime Telephone: 2256
- Evening Telephone: 2098
- Mobile Telephone: 
- Email address: pmdavidson@aol.com

Associated Pupils

<table>
<thead>
<tr>
<th>Pupil Name</th>
<th>Relationship Type</th>
<th>Profile Type</th>
<th>Blocked</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIDSON, Nicola M</td>
<td>father/daughter</td>
<td>Parent - Full including Billing</td>
<td></td>
</tr>
</tbody>
</table>

Payment Details

<table>
<thead>
<tr>
<th>Pupil Name</th>
<th>Relationship to Pupil</th>
<th>Fees Payment Method</th>
<th>Fees</th>
<th>Extras Payment Method</th>
<th>Extras</th>
<th>Bank Name</th>
<th>Bank Branch</th>
<th>Account Name</th>
<th>Sort Code</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIDSON, Nicola M</td>
<td>father/daughter</td>
<td>Manual</td>
<td>100.00 Manual</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
In the User Details Area, you can change your Username or Password. To do this:

- Click on the Change Username button and you will see the following screen:

  **Change Contact Username**

  ![Change Contact Username](image)

  - Type in your new Username (which must be a valid email address) and then retype it to confirm correct entry.
  - Click on the Save button (or Cancel if you wish to cancel this action).
  - Your new Username will then be reflected in the My Details area of your Portal account.

- Click on the Change Password button and you will see the following:

  ![Change Password](image)

  - Click on the OK button.

  You will receive an email with a link to the School Portal.

- Follow the link, which will take you to the Set Password screen (as shown on page 2). Type in your new Password (not forgetting that if you have changed your Username, to enter the new Username at this point also).
The **Edit My Share Details** button allows you to choose what, if any, information you want to share via the School Portal with other Portal users (not pupils):

### Edit My Details

<table>
<thead>
<tr>
<th>User Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Contact Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>County:</td>
</tr>
<tr>
<td>Post Code:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Daytime Telephone:</td>
</tr>
<tr>
<td>Evening Telephone:</td>
</tr>
<tr>
<td>Mobile Telephone:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
</tbody>
</table>

- If you’d like to share some or all of the information as highlighted above, tick the appropriate boxes.
- Once complete, click on the **Save** button.
- If you don’t want to share any information, leave this area unticked.

The **Sharing My Details Help** button gives the following details:

The **Associated Pupils** area shows you the pupils that you are related to or associated with at the school.

### b) Contact Us

Use this area to send messages to different departments in the school. To do this:

- Click on the **Contact Us** option and you will see the following:

  - In **Department**, use the dropdown list to make your selection.
  - Type in a **Message Subject**.
  - Type in your message.
  - Click on the **Send** button.
You will receive the following confirmation message:

- The selected person at the school will reply to you via your email account.

c) **Logout**

Use the **Logout** options to log out of your Portal account.

### 4. Portal Menus

The School Portal menus are:

- Documents
- Pupil
- Academic
- School Reports
- Find Other People
- Links:

```
Documents  (0)  Pupil  Billing  Academic  School Reports  Find Other People  Links
```

a) **Documents**

This details all of the documents which we have sent to you relating to your selected child. As soon as we send you documents (via your Portal account), the number of unread documents for your selected child will be displayed. There is also a summary on the Home Page of the latest five documents. You can click on the **Title** of a document on the Latest Documents area of the Home Page to view, open or save the selected document. Once the document has been viewed (either via Latest Document or the Documents options), the number of unread documents for the selected pupil will be updated.

- To view all of the documents, click on the **Documents** option and the following screen will appear:
Documents for the selected child will be displayed here (both viewed and unread). You can click on the title of any document in the list to view, open or save the document. If you download the document, a tick will appear in the **Downloaded** area.

The documents will be displayed in descending, date order. However, you can select a **From Date** and **To Date** range. In addition, you can also check the box to **Show Unread Only** documents.

Once the number of documents builds up, you might want to search for specific document titles. To do this:

- Type in a **Document Title** and then click on the **Search** button.

The document(s) which meet your search criteria will be displayed.

- Click on the **Reset** button to clear the search criteria.

The total number of document records will also be displayed in this screen.

- Click to select the **Page Size** to display: 5, 10, 25, 50 or 100 documents.

b) **Pupil**

This menu gives access to your child’s details, including:

- Their personal information.
- Their medical information.

i. **Pupil Details**

This area displays personal details about your selected child:

![Pupil Details](image)

You’ll notice the small **Email** icons (highlighted above) on this screen. If you click on one of these, they will open up a **Contact Us** screen (as detailed on page 7, section 3, b) to the person beside the icon. In the example above, the icon will automatically open up a contact for Melanie Bryant, who is this pupil’s Form Tutor.
ii. Medical Details

This area displays medical information about your selected child. This includes an area for vaccinations, accident records and medical consent given:

Medical Details

<table>
<thead>
<tr>
<th>Medical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMS Number: H4454443</td>
</tr>
<tr>
<td>Blood Group: A+</td>
</tr>
<tr>
<td>Medical Condition Info: Suffers from severe headaches - see Medical Notes</td>
</tr>
<tr>
<td>Medication Notes:</td>
</tr>
<tr>
<td>Allergy Notes:</td>
</tr>
<tr>
<td>Epip Pen Notes:</td>
</tr>
<tr>
<td>Inhaler Notes:</td>
</tr>
<tr>
<td>Ex. Circumstances Notes:</td>
</tr>
</tbody>
</table>

Vaccinations

No Data Found

Accident Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Accident Details</th>
<th>Injury Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/12/2011</td>
<td>Fall over in the ECI</td>
<td>Wristed Knee</td>
</tr>
<tr>
<td>01/04/2018</td>
<td>Slipped over in playground</td>
<td></td>
</tr>
</tbody>
</table>

Medical Consents

<table>
<thead>
<tr>
<th>Date</th>
<th>Consent Type</th>
<th>Consent Given</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2010</td>
<td>Medication</td>
<td></td>
<td>ALLAN, Samantha E</td>
</tr>
<tr>
<td>01/09/2010</td>
<td>Emergency treatment</td>
<td></td>
<td>ALLAN, Felicity M</td>
</tr>
<tr>
<td>01/09/2010</td>
<td>Vaccine</td>
<td></td>
<td>ALLAN, Felicity M</td>
</tr>
<tr>
<td>01/09/2010</td>
<td>General anaesthetic</td>
<td></td>
<td>ALLAN, Felicity M</td>
</tr>
</tbody>
</table>
c) Academic

This menu gives access to academic information about your selected child, including:

- Subject Sets
- Assessments
- Public Exams
- Calendar

i. Subject Sets

This area displays each of your selected child’s Subject Sets:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Set Code</th>
<th>Set Description</th>
<th>Teacher</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography</td>
<td>13B1</td>
<td>Geography Year 13 Block B Set 1</td>
<td>Mrs K L Rankin</td>
<td>Miss M E Bryant</td>
</tr>
<tr>
<td>Information Technology</td>
<td>13C2</td>
<td>ICT Year 13 Block C Set 2</td>
<td>Mr G Smith</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>13A1</td>
<td>Maths Yr 7 Block A 1</td>
<td>Mr B J Boulder</td>
<td>Mrs J Reed</td>
</tr>
<tr>
<td>PE</td>
<td>13D1</td>
<td>PE Yr 13 Block D Set 1</td>
<td>Mrs S Reeve</td>
<td>Mr F J Jones</td>
</tr>
<tr>
<td>English</td>
<td>13D1</td>
<td>English Year 13 Block D Set 1</td>
<td>Mrs M B Baker</td>
<td>Mr E Piper</td>
</tr>
<tr>
<td>PM Registration</td>
<td>13</td>
<td>Registration year 13</td>
<td>Miss M E Bryant</td>
<td></td>
</tr>
</tbody>
</table>

An Email icon may appear next to a teacher’s name for each set.

- Click one of these icons to open a Contact Us page as detailed on page 7 (section 3, b).
- You can now send a message to the selected teacher who will reply to you via your email account.
ii. Assessments

This area displays your selected child’s Assessments:

You can use the search area to look for subjects and also to set a From Date and To Date criteria for your search.

- Once complete, click on the Search button.

The relevant information will then be displayed.
iii. Public Exams

This area displays details of your selected child’s public exams:

```
<table>
<thead>
<tr>
<th>Subject</th>
<th>Exam Level</th>
<th>Awarding Organisation</th>
<th>Exam Code</th>
<th>Exam Description</th>
<th>Year</th>
<th>Mark</th>
<th>Grade</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>12</td>
<td>Scottish Qualifications Authority</td>
<td>C00712</td>
<td>Biology</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>FC</td>
<td>Edexcel GCSE</td>
<td>4CH0</td>
<td>Chemistry</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>13</td>
<td>Scottish Qualifications Authority</td>
<td>C20813</td>
<td>Geography</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>Edexcel GCSE</td>
<td>4721</td>
<td>Mathematics</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>OCR</td>
<td>4722</td>
<td>Mathematics</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>OCR</td>
<td>4723</td>
<td>Mathematics</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>OCR</td>
<td>4724</td>
<td>Mathematics</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>OCR</td>
<td>4725</td>
<td>Mathematics</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>B</td>
<td>Edexcel GCSE</td>
<td>48001</td>
<td>Music</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- Click on the View button (highlighted above) beside an exam to view more specific details:

- Click on OK to close the page.

iv. Calendar

This area displays your selected child’s calendar for the current week:

- Use the scroll on the right-hand side of the screen to view different hours of the day.
- The Exam Timetable, School Calendar, Activities, and Pupil Timetable checkboxes may be deselected, as required, to view more specific calendar information.
- Use the date selector icon (arrowed above) to select a different week, month or year.
d) School Reports

This area displays each of your selected child’s school reports once they have been published by the school:

**School Reports**

<table>
<thead>
<tr>
<th>Report</th>
<th>Academic Year</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper 6 Autumn term</td>
<td>Academic Year 2013/14</td>
<td>28/10/2012</td>
</tr>
</tbody>
</table>

- Click on **Report** title to open or save the report.
e) Find Other People

This area allows you to search for other Portal users (not pupils) in the school:

- Set your search criteria by selecting or entering the relevant information.
- Once complete, click on the Search button.

If no people meet your search criteria, you will receive the following message:

No Data Found

If there are people who meet your search criteria, you will see a list displayed with the contact information that they are happy to share:

f) Links

Hover over this area and a list of links will be shown:

- Click on a link and you’ll be taken to their website (the above are for demonstration purposes only).
This concludes our School Portal Parent User Guide and we would like to take this opportunity to thank you for reading this information.

If you would like further details, or have any questions or queries, please do not hesitate to contact:

**Training & Consultancy:**
- Telephone: + 44 (0) 1458 833 344
- E-mail: training@wcbs.co.uk

For Sales, Support or general queries and enquiries, contact:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Head Office address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switchboard</td>
<td>+ 44 (0)1458 833 344</td>
<td>Somerset House</td>
</tr>
<tr>
<td>Support</td>
<td>+ 44 (0)1458 833 055</td>
<td>Magdalene Street</td>
</tr>
<tr>
<td>Fax</td>
<td>+ 44 (0)1458 835 297</td>
<td>Glastonbury</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:support@wcbs.co.uk">support@wcbs.co.uk</a> or <a href="mailto:sales@wcbs.co.uk">sales@wcbs.co.uk</a></td>
<td>Somerset</td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.wcbs.co.uk">www.wcbs.co.uk</a></td>
<td>BA6 9EJ, UK</td>
</tr>
</tbody>
</table>