

## 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:

The screenshot shows a web form titled 'Set Password'. It has three input fields: 'Email address:', 'Enter new password:', and 'Enter new password again:'. Below these fields, there is a section titled 'Passwords must:' with three bullet points:
 

- be at least 8 characters long
- contain at least 1 uppercase letter, 1 lowercase letter and 1 number
- differ from any of the previous 10 passwords you have used

 At the bottom of the form, there are two buttons: 'Set Password' and 'Back to Login'.

- 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.

The screenshot displays the WCBS School Portal Home Page. At the top, there is a navigation bar with links: Home Page, My Details, and Logout. Below this, a user profile for ALLAN, Samantha E (The Camelot) is shown. The main navigation menu includes: Documents (4), Pupil, Billing, Academic, School Reports, Find Other People, and Links.

**Latest Documents**

Date	Title	Notes
18/07/2014	Information regarding 6th form Girls' night out	Details of the forthcoming girls' night out are in this document
18/07/2014	Autumn term sports equipment requirements for year 8 boys	Amendments to sports kit items for year 8 boys - Autumn term 2014
07/07/2014	Fees and Charges 2014-15	Please find attached details of fees for the 2014-15 academic year.
03/07/2014	New look Portal now online	The new School Portal is now online, and you will see we have made a few changes to it
13/06/2014	Letter regarding end of term arrangements	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.

**18 July 2014** Calendar Session Attendance

**Academic Year 2013/14**

**Session Attendance Data:**

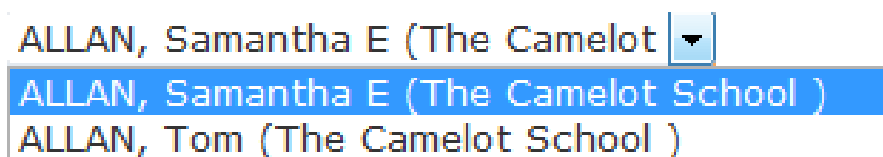
- 94 Present (AM) (41.6%)
- 86 Present (PM) (38.1%)
- 22 Absences (9.7%)
  - 7 Educational visit/trip (3.1%)
  - 7 Intermew (3.1%)
  - 5 Approved sportino- (2.2%)
  - Slate (2.2%)

**Calendar View:**

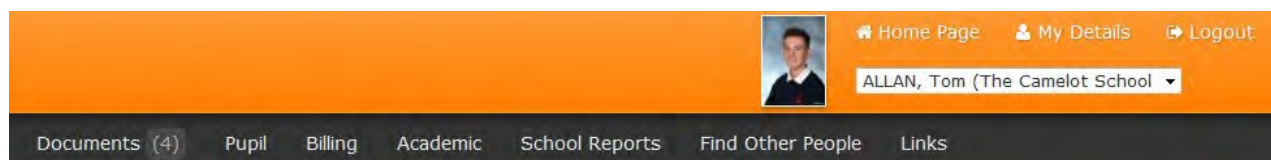
Time	Event
09:00	English Year 13 Block D Set 1 Room 7
10:00	English Year 13 Block D Set 1 Room 7
11:00	Business Studies Year 13 Block E Set 1 Room 4
12:00	Business Studies Year 13 Block E Set 1 Room 4
13:00	Geography Year 13 Block B Set 1 F5
14:00	Maths Year 13 Block A 1 M6
15:00	Business Studies Year 13 Block E Set 1 Room 4
16:00	Business Studies Year 13 Block E Set 1 Room 4

**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:



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

Baltonsborough

Glastonbury

County: Somerset

Post Code: BA6 9RP

Country:

Change Username

Change Password

Daytime Telephone: 2256

Evening Telephone: 2098

Mobile Telephone:

Email address: pmdavidson@aol.com

Share Address: ☐

Share Daytime Telephone: ☐

Share Evening Telephone: ☐

Share Mobile Telephone: ☐

Share Email Address: ☐

Edit My Share Details

Associated Pupils

Pupil Name	Relationship Type	Profile Type	Blocked
DAVIDSON, Nicola M	father/daughter	Parent - Full including Billing	<input type="checkbox"/>

« 1 »

Page Size: 5 10 25 50 100

Records: 1

Payment Details

Pupil Name	Relationship to Pupil	Fees Payment Method	Fees %	Extras Payment Method	Extras %	Bank Name	Bank Branch	Account Name	Sort Code	Account Number
DAVIDSON, Nicola M	father/daughter	Manual	100.00	Manual	100.00					

« 1 »

Page Size: 5 10 25 50 100

Records: 1

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

- 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:

- 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

**User Details**

Username: pmdavidson@aol.com  
 Status: Active  
 Name: DAVIS, Patrick M  
 Contact Address: The Cottage  
 Baltonsborough  
 Glastonbury  
 County: Somerset  
 Post Code: BA6 9RP  
 Country:  
 Daytime Telephone: 2256  
 Evening Telephone: 2098  
 Mobile Telephone:  
 Email address: pmdavidson@aol.com

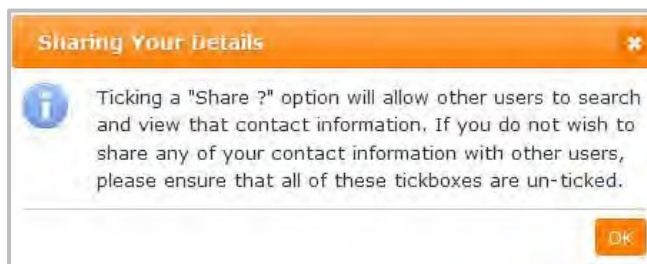
Share Address: ☐  
 Share Daytime Telephone: ☐  
 Share Evening Telephone: ☐  
 Share Mobile Telephone: ☐  
 Share Email Address: ☐

[Sharing My Details Help](#)

[Save](#) [Cancel](#)

- 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:

**Contact Us**

Department: Billing

Message Subject:

Your Message:

[Send](#) [Cancel](#)

- 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.

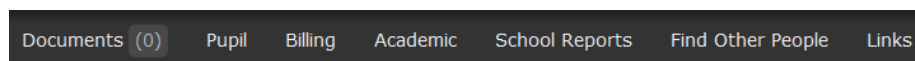
### c) Logout

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:



### 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

From Date:

18/06/2014

To Date:

18/07/2014

Show Unread Only:

☐

Document Title:

Search

Reset

Date	Title	Notes	Downloaded
15/07/2014 00:00:00	Autumn term sports equipment requirements for year 5 boys	Amendments to sports kit items for year 5 boys - Autumn term 2014	<input type="checkbox"/>
07/07/2014 00:00:00	Fees and Charges 2014-15	Please find attached details of fees for the 2014-15 academic year.	<input type="checkbox"/>
03/07/2014 00:00:00	New Look Portal now online	The new School Portal is now online, and you will see we have made a few changes to it	<input type="checkbox"/>

«

◀

1

▶

»

Page Size:

5

10

25

50

100

Records:

3

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

Pupil Details	
Name: ALLAN, Samantha E	Date of Birth: 02/10/1995
Academic House: Hufflepuff House	Gender: Female
Contact Address: 128a Winchester Road	Daytime Telephone: 2214
Paulton	Mobile Telephone: 07763 323334
Bristol	Email: allans@wcbs.co.uk
County:	
Country:	
Post Code: BS4 4RL	
Group Tutor: WILSON, Darren E	

Form	
Form: Upper Sixth	Room: F1
Form Year: 13	Form Tutor: BRYANT, Melanie 

Boarding House	
Name: Lime House	Address:
Telephone:	
	County:
	Post Code:
Boarding House Tutor: CARNET, Jennifer 	Matron: WATSON, Diana
Tutor's Telephone:	Matron's Telephone:

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

Medical Details	
NHS Number: h445/54543	Blood Group: A+
Doctor: MISERY, Denzil	Medical Condition Info: Suffers from severe headaches - see Medical Notes
Medical Condition: <input checked="" type="checkbox"/>	Medication Notes:
Medication: <input type="checkbox"/>	Allergy Notes:
Allergy: <input type="checkbox"/>	Epi Pen Notes:
Epi Pen: <input type="checkbox"/>	Inhaler Notes:
Inhaler: <input type="checkbox"/>	Ex. Circumstances Notes:
Ex. Circumstances: <input type="checkbox"/>	

Vaccinations
No Data Found

Accident Record		
Date	Accident Details	Injury Details
15/12/2011	Fell over in the ice	Bruised Knee
01/06/2008	Slipped over in playground	Grazed knee


 Page Size: ☐ 5 ☐ 10 ☐ 25 ☐ 50 ☐ 100
 Records: ☐ 2

Medical Consents			
Date	Consent Type	Consent Given	By
01/09/2010	Medication	<input checked="" type="checkbox"/>	ALLAN, Samantha E
01/09/1998	Emergency treatment	<input checked="" type="checkbox"/>	ALLAN, Felicity M
01/09/1998	Vaccine	<input checked="" type="checkbox"/>	ALLAN, Felicity M
01/09/1998	General anaesthetic	<input checked="" type="checkbox"/>	ALLAN, Felicity M


 Page Size: ☐ 5 ☐ 10 ☐ 25 ☐ 50 ☐ 100
 Records: ☐ 4

## 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:

#### Subject Sets

Subject	Set Code	Set Description	Teacher	Teacher
Geography	13B1	Geography Year 13 Block B Set 1	Mrs K L Rankin 	Miss M E Bryant 
Information Technology	13C2	ICT Year 13 Block C Set 2	Mr G Smith 	
Mathematics	13A1	Maths Y13 Blk A 1	Mr B J Boulder	Mrs J Reed
PE	13D1	PE Yr 13 Block D Set 1	Mrs S Reeve 	Mr F J Jones
English	13D1	English Year 13 Block D Set 1	Mrs M B Baker 	Mr N E Piper 
PM Registration	13	Registration year 13	Miss M E Bryant 	

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:

### Assessments

Subject: All		From Date: 01/09/2013	To Date: 31/08/2014	Search	
Assessment Date ▲	Assessment Period ▲	Subject	Elements	Result	Comments
22/10/2013	Progress Grades Autumn 2 (End Of Term)	English	Y13 Autumn Attain::A2 Level	B	
			Y13 Autumn Effort::Effort	2	
		Geography	Y13 Autumn Attain::A2 Level	B	
			Y13 Autumn Effort::Effort	1	
		Mathematics	Y13 Autumn Attain::A2 Level	B	
			Y13 Autumn Effort::Effort	3	
		PE	Y13 Autumn Attain::A2 Level	A*	
			Y13 Autumn Effort::Effort	1	
28/10/2013	Progress Grades Autumn 2 (End Of Term)	Geography	Y13 Autumn Grades 2::A2 Level	B	
Page Size: 5 10 25 50 100 Records: 9					

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:

#### Public Exams

Summary									
Actions	Subject	Exam Level	Awarding Organisation	Exam Code	Exam Description	Year	Mark	Grade	Withdrawn
	Biology	12	Scottish Qualifications Authority	C00712	Biology	2013			<input type="checkbox"/>
	Chemistry	FC	EDEXCEL GCSE	4CH0	CHEMISTRY	2013			<input type="checkbox"/>
	Geography	13	Scottish Qualifications Authority	C20813	Geography	2013			<input type="checkbox"/>
	Mathematics	FC	EDEXCEL GCSE	1MA0H	MATHEMATICS A (LINEAR) OPTION H	2013			<input type="checkbox"/>
	Mathematics	B	OCR	4721	MATHS: CORE MATHEMATICS 1	2013			<input type="checkbox"/>
	Mathematics	B	OCR	4722	MATHS: CORE MATHEMATICS 2	2013			<input type="checkbox"/>
	Mathematics	B	OCR	4723	MATHS: CORE MATHEMATICS 3	2013			<input type="checkbox"/>
	Mathematics	B	OCR	4724	MATHS: CORE MATHEMATICS 4	2013			<input type="checkbox"/>
	Mathematics	B	OCR	4725	MATHS: FURTHER PURE MATHEMATICS 1	2013			<input type="checkbox"/>
	Music	B	EDEXCEL GCSE	5MU01	MUSIC 1	2013			<input type="checkbox"/>

Page Size: 5 10 25 50 100 Records: 15

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

1MA0H - MATHEMATICS A (LINEAR) OPTION H									
Component Code	Description	Date	Start Time	Duration	End Time	Room	Mark	Grade	
1MA0 1H	NON CALCULATOR (H)	09/06/2014	09:15	105	11:00	Room 1			
1MA0 2H	CALCULATOR (H)	13/06/2014	09:15	105	11:00	Room 1			

OK

- Click on **OK** to close the page.

### iv. Calendar

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

14 - 20 July 2014 Exam Timetable: ☒ School Calendar: ☒ Activities: ☒ Pupil Timetable: ☒

	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday	19 Saturday	20 Sunday
09:00		English Year 13 Block Room 7			English Year 13 Block Room 7		
10:00		English Year 13 Block Room 7	Maths Y13 Blk A 1 M6		English Year 13 Block Room 7		
11:00	English Year 13 Block Room 7	Geography Year 13 Block F3	Maths Y13 Blk A 1 M6	Maths Y13 Blk A 1 M3			
12:00	Maths Y13 Blk A 1 M3		Geography Year 13 Block F5	English Year 13 Block Room 7			
	Maths Y13 Blk A 1 M3		Geography Year 13 Block F5	English Year 13 Block Room 8	Geography Year 13 Block F5		
13:00	Registration year 13 F1	Registration year 13 F1	Registration year 13 F1	Registration year 13 F1	Registration year 13 F1		
	English Year 13 Block Room 7		Geography Year 13 Block F3	PE Yr 13 Block D Set Gymnasium	Geography Year 13 Block F5		
14:00	Geography Year 13 Block F3	Maths Y13 Blk A 1 M6		PE Yr 13 Block D Set Gymnasium	Maths Y13 Blk A 1 M6		

- 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

Report	Academic Year	Published Date
Upper 6 Autumn term	Academic Year 2013/14	28/10/2012
Upper 6 Standard Text Assessed	Academic Year 2013/14	10/09/2009

« ‹ 1 › » Page Size: 5 10 25 50 100 Records: 2

- 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:

**Find Other People**

School:  Academic Year:  Search For:   
 First Name:  Surname:

- 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:

**Find Other People**

School:  Academic Year:  Search For:   
 First Name:  Surname:

First Name	Surname	Address	Email Address	Mobile Telephone	Daytime Telephone	Evening Telephone
Victoria	Adams	12 Colinton Road	adamsv@wcbs.co.uk	07804 343948	07804 343948	

Page Size:      Records:

## f) Links

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

**Links**

- School web Site
- Independent Schools Council
- Department for Education
- BBC News

- 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:

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