



ST PIRAN'S

Inspiring Confidence

ST PIRAN'S PARENT PORTAL

User Guide



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The Parent Portal

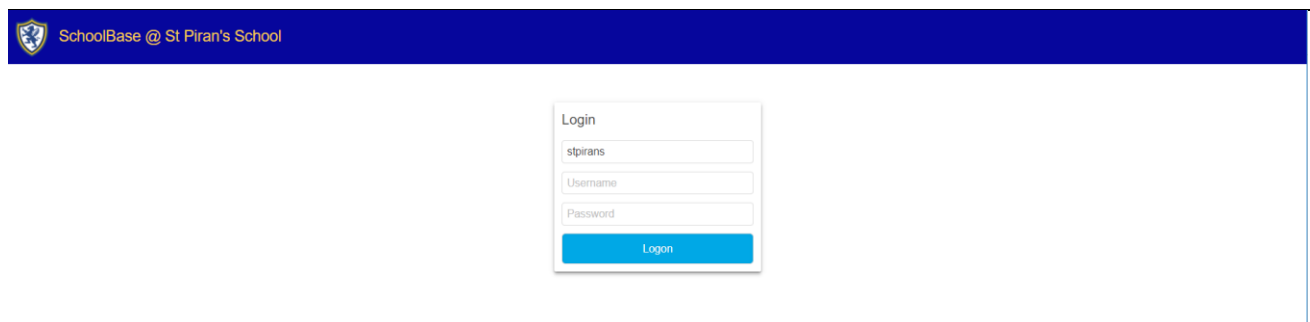
SchoolBase Online® is a web-based system with 'portals' to enable groups of users, such as staff and parents to access selected data from the SchoolBase® school management database. To achieve this, a connection is established between your child's data on the school network and a secure hosted web server.

You can therefore access your child's information via the internet on any web-enabled device, including computers, laptops, tablets and smart phones. Please note that SchoolBase® works best on Chrome.

If you have more than one child in the school, in each section, where appropriate, you will be able to select which child's information you want to see.

Logging In

To access the parent portal, you will need to have the Username and Password that has been assigned to you. The Username is fixed, but we suggest that you change the password at your earliest convenience.

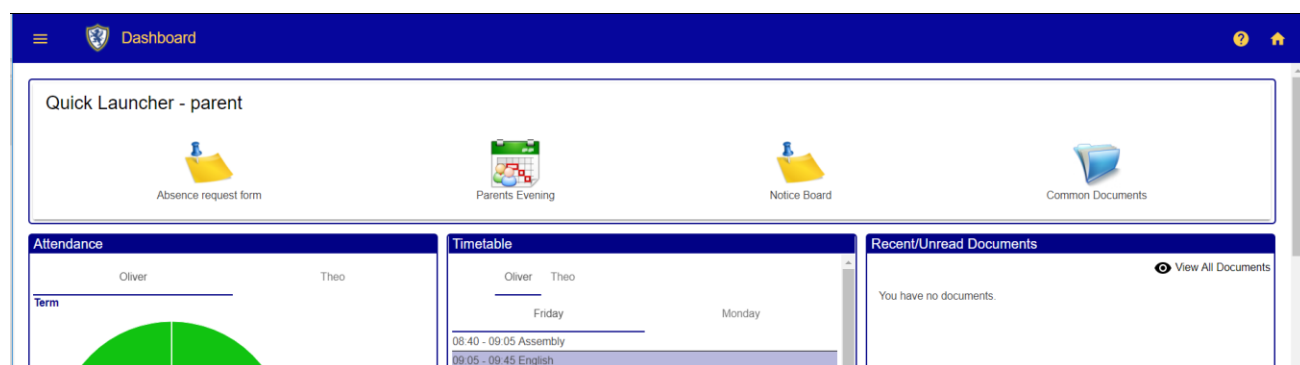


Type in your Username and Password. If you are using this on a computer at home you might like to click 'Remember me next time'. You should NOT do this if others have access to this computer!

Click 'Logon'

Dashboard

Your dashboard is the first page you will see when you log in to SchoolBase. Here, you will see a panel at the top displaying some icons (your Quick Launcher) that will link you to various menu items. The remainder of the dashboard consists of various *gadgets* which are interactive boxes displaying information from other parts of the system.



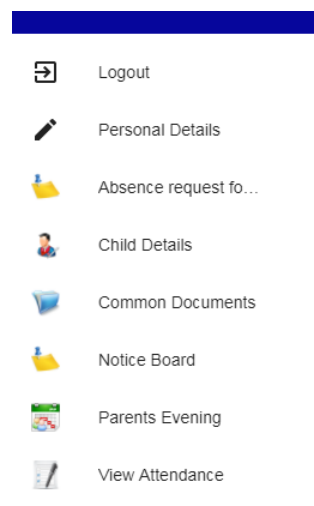
The **Notification** icon will fill when you have any unread notices, and will take you to them when clicked on.

The **Help** icon takes you to the online help page for the screen currently being used.

The **Home** hyperlink will always return you to the dashboard.

Main Menu

Clicking on the three lines in the top left-hand corner will display your full menu options including:



- The option to **Logout** and to **Change Password**.
- The option to change your own **Personal Details** in the school's system and review your **Child Details**.
- The full list of all the menu items made available to you. These are covered in the sections that follow.

Note: We **strongly** recommend that you change your password as soon as you start using the system. Only you will know this – not even the school can see it! If you forget it, the option on the login screen to request a new one will automatically trigger an email with a new password, which once again you should immediately change.

Tools and Information Gadgets



Child Details

You are able to review your child’s ‘Personal Information’, ‘Medical Information’ and ‘Other Consents’ to ensure that we hold the correct information in the system. If you see any changes that need making, please contact the School Office.



Personal Details

You are able to keep your own personal details up to date in the system. On the ‘Your Details’ page you can enter and update your details, including your email addresses and select which one you wish to have as the priority contact.

On the ‘Contact Information’ page you are able to maintain your address details and your phone numbers. To edit a phone number, click on the pencil icon. To remove a contact number, click on the rubbish bin icon. To add a new number click on the blue plus icon.

Number	Ext.	Type	Dist.?	SMS?	
020 8581 9468		Mother Daytime	<input type="checkbox"/>	<input type="checkbox"/>	
020 8832 9971		Father Daytime	<input type="checkbox"/>	<input type="checkbox"/>	
07793 199 071		Mother Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
07799 866 674		Father Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Future Address Changes

If you will be changing address in the future please provide us with the details and the effective date.

[+Add Address](#)

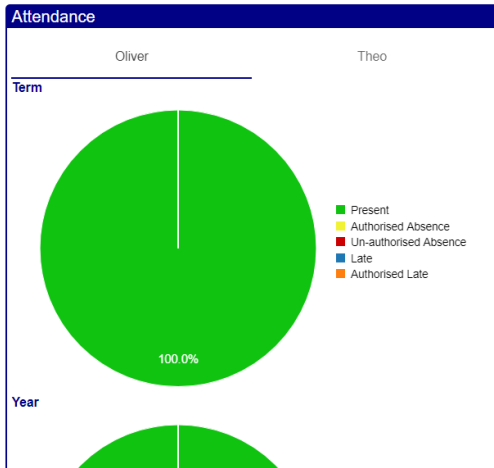
[Save](#) [Reset](#)

If you are happy with the changes that you have made, click on ‘Save’. ‘Reset’ will revert the data to what it was before.



Attendance

This enables you to keep track of your child's attendance and their absences.



The gadget generates a colourful pie chart for each child, by term and by year, that illustrates their overall attendance percentages to date.

From the 'View Attendance' menu command, you will be able to see absences that have been recorded for your child, along with the reason for the absence that has been noted in the register.

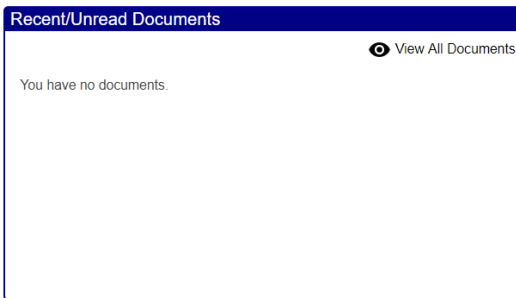
The screenshot shows the 'View Attendance' interface. At the top, it says 'View Attendance' and '[Mr Andrew Aardvark] | Home | Help | Logout'. The main heading is 'Absence Report' with a dropdown menu set to 'Aardvark, Thomas (Tom)'. Below this is a navigation bar with '1 of 1' and 'Export' options. The main section is titled 'Pupil Absence Report' and shows 'Aardvark, Thomas (Tom) : 10E'. A table lists the following absences:

Date	Day	AM/PM	Reason
16/05/2017	Tue	AM	Family holiday (agreed by HM)
16/05/2017	Tue	PM	Family holiday (agreed by HM)
15/05/2017	Mon	PM	Family holiday (agreed by HM)
15/05/2017	Mon	AM	Family holiday (agreed by HM)
14/05/2017	Sun	PM	Family holiday (agreed by HM)
20/03/2017	Sun	AM	Unauthorised absence



Documents

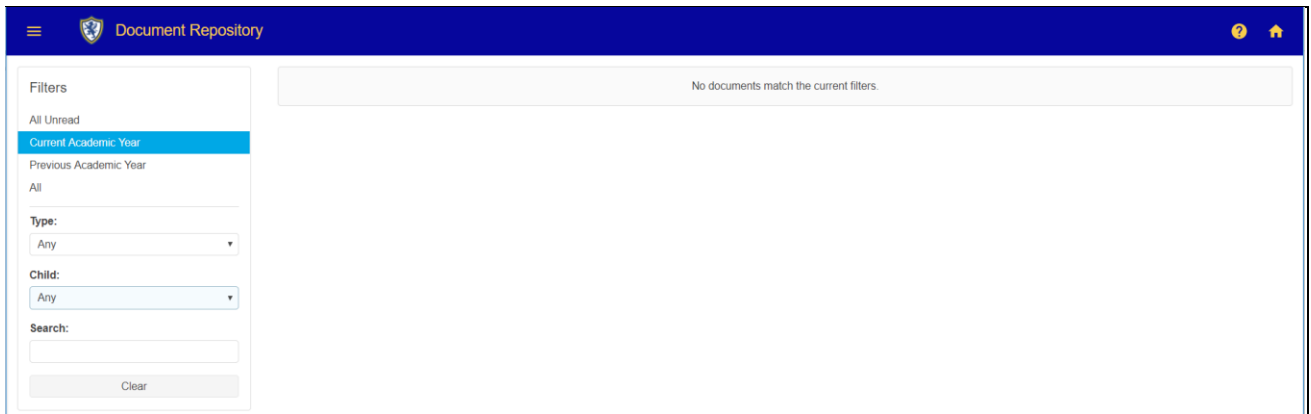
There is a gadget on the Dashboard that is linked to the Common Documents area that displays a list of recently uploaded documents that you haven't yet opened.



From here you can download them straight away or use the link to 'View All Documents'.

This area lists general documents that have been published for information for all parents, letters and other communications sent to targeted groups of parents, as well as your child's school reports.

Their reports are published in PDF format for you to view on screen, download, or print as required. When uploaded, the documents are provided with a type to enable you to filter easily to the specific file type you are looking for.



Timetable



You will be able to see your son/daughter's timetable as both a real time list at the top of the dashboard window:

Timetable	
Oliver	Theo
Friday	Monday
08.40 - 09.05 Assembly	
09.05 - 09.45 English	
09.45 - 10.25 Maths	
10.25 - 11.05 Maths	
11.25 - 12.05 Design Technology	
12.05 - 12.45 Design Technology	
13.45 - 14.10 Reading	

If you have more than one child in the school, you are able to switch between which timetable you wish to see.

Or as a period-based grid at the bottom of the page.

My timetable													
Oliver						Theo							
	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00				
Mon	Assembly Miss L Amer 08.40 - 09.05 Tippet Hall	French Mrs C Barlow 09.05 - 09.45 William Parryr Lab	Maths Mrs C Tse 09.45 - 10.25 4T Classroom	Maths Mrs C Tse 10.25 - 11.05 4T Classroom	Physical Education Mr M Smith 11.25 - 12.05 Tippet Hall	IT Ms J Gresham 12.05 - 12.45 IT Room	Reading Miss L Amer 13.45 - 14.10 4A Classroom	English Miss L Americanos 14.10 - 14.50 4A Classroom	Science Miss L Americanos 14.50 - 15.30 Science Lab 1	Science Miss L Americanos 15.30 - 16.10 Science Lab 1			
Tue	Assembly Miss L Amer 08.40 - 09.05 Chapel	Personal Social Health Mrs B Bailey 09.05 - 09.45 RE/Science Lab 2	Swimming Mrs A Burnage 09.45 - 10.25 Swimming Pool	Maths Mrs C Tse 10.25 - 11.05 4T Classroom	History Miss L Americanos 11.25 - 12.05 4A Classroom	English 12.05 - 12.45 3W Classroom	Reading Miss L Amer 13.45 - 14.10 4A Classroom	History Miss L Americanos 14.10 - 14.50 4A Classroom	Games Mr M Smith 14.50 - 15.30 Field	Games Mr M Smith 15.30 - 16.10 Field			
Wed	Assembly Miss L Amer 08.40 - 09.05 Tippet Hall	Art Mrs J Scrace 09.05 - 09.45 Art Room	Art Mrs J Scrace 09.45 - 10.25 Art Room	English Miss L Americanos 10.25 - 11.05 4A Classroom	Maths Mrs C Tse 11.25 - 12.05 4T Classroom	English Miss L Americanos 12.05 - 12.45 4A Classroom	Reading Miss L Amer 13.45 - 14.10 4A Classroom	Geography Miss L Americanos 14.10 - 14.50 4A Classroom	Religious Education Mrs B Bailey 14.50 - 15.30 RE/Science Lab 2	Music Mrs A Benson 15.30 - 16.10 Music Room			
Thu	Assembly Miss L Amer 08.40 - 09.05 Tippet Hall	English Miss L Americanos 09.05 - 09.45 4A Classroom	English Miss L Americanos 09.45 - 10.25 4A Classroom	Geography Miss L Americanos 10.25 - 11.05 4A Classroom	Maths Mrs C Tse 11.25 - 12.05 4T Classroom	Maths Mrs C Tse 12.05 - 12.45 4T Classroom	Reading Miss L Amer 13.45 - 14.10 4A Classroom	English Miss L Americanos 14.10 - 14.50 4A Classroom	Science Miss L Americanos 14.50 - 15.30 4A Classroom	Science Miss L Americanos 15.30 - 16.10 4A Classroom			
Fri	Assembly Miss L Amer 08.40 - 09.05 Tippet Hall	English Miss L Americanos 09.05 - 09.45 4A Classroom	Maths Mrs C Tse 09.45 - 10.25 4T Classroom	Maths Mrs C Tse 10.25 - 11.05 IT Room	Design Technology Mrs C Tse 11.25 - 12.05 4T Classroom	Design Technology Miss L Americanos 12.05 - 12.45 4T Classroom	Reading Miss L Amer 13.45 - 14.10 4A Classroom	Games Mr M Smith 14.10 - 14.50 Field	Games Mr M Smith 14.50 - 15.30 Field	Games Mr M Smith 15.30 - 16.10 Field			



Homework Timetable

A list-style timetable displaying the days on which homework is due to be set for your child for each of their subjects is available on your Dashboard.

Homework Timetable	
Oliver	Theo
Oliver's homework timetable for w/c Monday Sep 11th 2017.	
Night	Subject
Monday	Reading
Tuesday	Reading
Tuesday	English - Spelling
Tuesday	Maths
Wednesday	Reading
Thursday	Reading
Friday	Reading

Calendar



Events

Month Week Day Agenda < Today > Find

September 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
09:30 Opro 10:00 Pre-S	INSET Day 10:00 Pre-S	Term Begins	Activities Be Term Begins	16:35 Chap		
11	12	13	14	15	16	17
Instrumental 08:35 Clan 19:00 Middl	09:00 11+ G 09:00 Uppe	08:30 St Pir 14:30 Footb +5 more	09:00 11+ G 19:00 Lowe	16:35 Chap		
18	19	20	21	22	23	24
09:00 Year 16:30 Year	09:00 Year	14:00 Hock 14:15 Footb +4 more	19:00 Year	08:30 Year 09:45 Year +3 more		
25	26	27	28	29	30	1
No School	09:00 Gran	14:00 Hock 14:30 Footb +3 more	19:00 Year	08:30 St Pir 14:15 Footb +4 more		
2	3	4	5	6	7	8
All pupils to 09:15 Nurse 13:10 Schol		14:00 Hock 14:30 Footb +2 more	09:15 Early 14:00 Hock	08:35 Middl 09:20 Lowe	14:30 Hock	

The Calendar allows you to see events that are listed in the school calendar.

You are able to change the display from a month view to a week or day view.

Notice Board



The Parent Notice Board is a quick and convenient way for us to publish general information to all parents, or selected groups, to keep you informed about things which may affect you or your child.

There is a link to the Notice Board in the Quick Launcher. When staff members post these notices, they will be given a due date and an expiry date, so these notices will appear in your Notice Board until they pass their expiry date. When you have read an item, ticking 'Read' will remove them from the list, if you have 'Show only unread messages' enabled. There is an option to print out the list of notices, should you wish to save a paper copy.

Date	Sender	Note	Read
15-Sep-17	(unknown)	Our focus of the fortnight is saying Please and Thank You.	<input type="checkbox"/>

Print

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Parents Evening



This tool will allow you to book parent-teacher appointments at the parents' evenings and afternoons when they have been arranged for your child's part of the school.

You will be able to select the teachers with whom you want to make appointments.

To book an appointment, simply click the 'Appointment Requested' checkbox and select your preferred time from the drop-down list. Only times which are still available at the time you book will be shown, to avoid 'double-booking'.

When your appointments are confirmed, the screen banner will change to green and your entries will be saved.

There is an option at the bottom of the form to print your appointments, should you wish to have a paper copy for reference.

IMAGE
TO
FOLLOW