



ROSSETT SCHOOL

A Specialist Mathematics and Computing College

Parental Access ePortal User Guide

1. Introduction

Data about our students is held on the schools Management Information System. Our staff access this data via a system as ePortal.

The school has decided to extend the use of ePortal to allow parents or guardians of our current students to view data held about their children by accessing the system over the internet.

Using this system parents will be able to see up to date information about their children. The data which will be available to parents includes:

- Students Timetables
- Attendance Details
- Reports

We believe that allowing access to this information will enable parents to take a more direct and active role in their child's education.

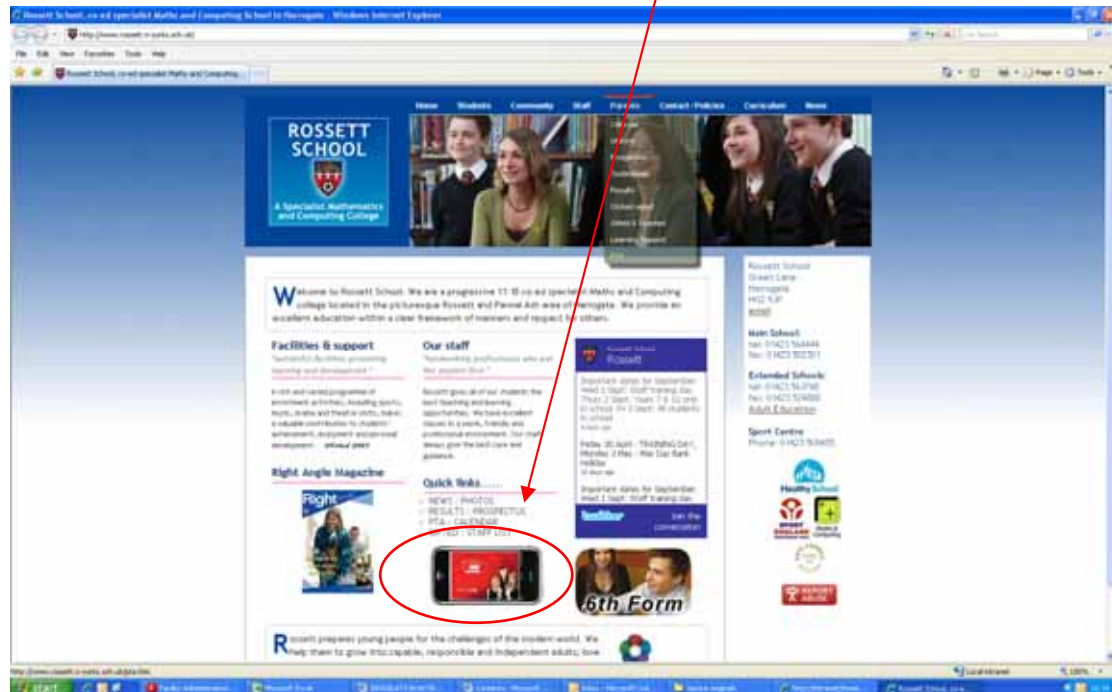
In order to access the data held about your child/children you will need access to a Personal Computer with a connection to the internet. The ePortal system is accessed via the schools internet page and requires Internet Explorer v6 or higher or another suitable Internet Browser.

To view certain documents stored within the system your PC also needs to have the Adobe Acrobat PDF Viewer available.

2. Accessing ePortal

Access to ePortal is made via the school internet home page. The school internet page can be found at www.rossett.n-yorks.sch.uk

Select the Serco ePortal Home link on the 'Quick Links' part of the school home page.



This will open a description page with advice, hints and downloadable information.

Click 'ePortal' to continue to the login page



This will open the ePortal login screen as shown below.



Enter your username and password which will have been provided to you in an email from the school and select the LOGIN button. The login details are case sensitive and must be entered exactly as they are shown in your letter. If you enter the password incorrectly 3 consecutive times, the account will be locked for a period of time before you will be able to try again. The first thing it will ask is that you change your password to one you would find more memorable – it has to be at least 6 characters long. In the event that you should lose or forget your login details, you will need to email help@rossett.n-yorks.sch.uk from the email address we have registered for you to request a new one. New details will be sent to the email address we have registered for you. Under no circumstances will new login details be sent home via the student or given over the telephone.

Note – It is important that you keep your login details confidential. Under no circumstances should you share these details with any other person other than those listed in the terms and condition document; available the school website - parent page/eportal

When you have successfully logged into ePortal you will be presented with a screen containing various panels of data about your child (or children). The picture below shows the general layout of the home screen and the various features it contains.

Where there is more than one child in a family at the school, each child has a separate screen of data. Select the relevant tab to change between the students.

Your name and time of Login will be shown here. Click here to Logout when you have finished viewing.

serco

User: M Smith Type: Student Contact Logged In: 12:54 04-Nov-2010 Rossett 2010/2011

Home Logout

Smith, Jane

Student Details

Class group: KS2-4-1-1
Address: 23 Daffodil Crescent HARROGATE

Noticeboard

Noticeboard:

Parental Access

- Subject: What to do if the child displayed is incorrect**
If you find the child displayed is incorrect OR there are children missing please email help@rossett.n-yorks.sch.uk from your registered email
- Subject: What to do if you need another logon**
The initial login information was sent to one parent only to preserve confidentiality. If you wish to authorise another person who we have recorded as having parental responsibility to have access to the information please email help@rossett.n-yorks.sch.uk and we will send you a form.
- Subject: What to do if you find any details are incorrect**
It is really important that we keep accurate records. Please check the 'Personal Details' and email office@rossett.n-yorks.sch.uk from your registered email address with any amendments.
- Subject: Your child's legal name**
The name we record must be the legal name on the birth certificate or passport. This is because it is used for exam entries. If your child's name is incorrect please tell us by emailing office@rossett.n-yorks.sch.uk. We can also record known as first and second names if this is what you wish your child to be called.

Reports

There are no reports available.

Exclusions

There are no exclusions listed.

Timetable

Time	Tch	Sub	Room
08:50	Kahoe, K	French	S1
09:20	Foley, B	Business Studies	MATHS P4
11:25	McPhilly, C	Business Studies	S4
12:25	Kahoe, K	French	S1
14:10	McPhilly, C	Business Studies	MATHS P6

Attendance



SATs Results

Course	Subject	Method	Component	Result
KS2	ENG	TT	SUB	4

Selecting the small + or - signs will open or close the panel of data.

Selecting the MORE button will open up an expanded set of details in a new screen.

3. Panel Details

The following paragraphs briefly describe the data available in each panel.



Selecting the small + or - signs will open or close the panel of data.



Selecting the More Button next to any panel will open up a new screen with additional detailed information about that topic.



Selecting the Back Button from any new screen will return to the main ePortal home screen.

3.1 Students Detail

Listed here are the basic details about the student. Select the More Button to show a more comprehensive list of the data we hold. This includes:

- Address details
- Date of Birth
- Contact phone numbers
- Doctors notes

We would encourage parents to check this panel of data and to inform the school if they believe anything is incorrect or missing. Please email office@rossett.n-yorks.sch.uk with any changes

3.2 Noticeboard

Here you will find items to help you with eportal and what to do if you find mistakes.

3.3 Reports

Listed here are the students' school grade reports. Click on the required report to open and view the content.

You may also find copies of letters and other documents that we may hold for your child such as special needs plans and objectives.

Please note that in order to view these reports you will need to have Adobe Acrobat Reader available on your PC.

You will also be able to print out these reports.

3.4 Exclusions

Listed here are the details of any exclusions which may have taken place.

3.5 Timetable

Shown on the ePortal home page you will find the student timetable for the current DAY. The time highlighted in green indicates the lesson the student should be in at the time the screen is being viewed.

Selecting the More Button will display the complete student timetable for the whole WEEK.

3.6 Attendance

Shown here is a summary of your child attendance for the CURRENT SCHOOL YEAR so far. A small pie chart shows the attendance in graphical form.

Selecting the More Button will open up a screen with the detail behind the summary and a breakdown of any absence, together with reasons for absence.

Additional absence data can be viewed by selecting the small tick boxes to the right of the Attendance screen to show Non-Statistical Absence and/or Lates.

3.7 SAT Results

Listed here are the students SAT Results either from KS2 (end of Year 6) or KS3 (end of Year 8 or 9).

Selecting the More button will show the breakdown of the results. Listed below is a summary explanation of the SAT data information:

Course:	KS2	KS2 – at end of Year 6
	KS3	KS3 – at end of Year 8
Subject:	ENG	English
	MAT	Mathematics
	SCI	Science
Method:	TA	Teacher Assessment
	TT	SAT Test Result
Result:	1 to 8	National Curriculum Level (see below)
	A	Absent for the test

National Curriculum Levels

Level W	Working towards Level 1, very weak
Level 1	Average for a typical 5 year old
Level 2	Average for a typical 7 year old
Level 3	Average for a typical 9 year old
Level 4	Average for a typical 11 year old
Level 5	Average for a typical 13 year old
Level 6	Average for a typical 14 year old
Level 7	Above average for typical 14 yr old
Level 8	Only available in Maths