

# Insight Parent Portal – User Guide

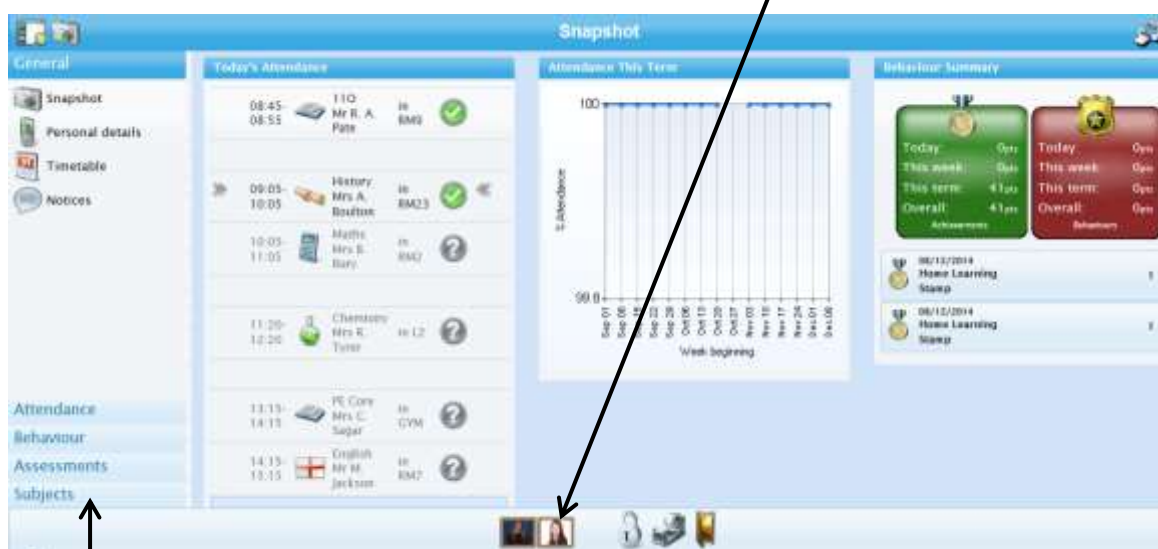
## Logging On

Go to [www.sarchs.com](http://www.sarchs.com) and follow the link or direct to <http://insight.sarchs.com:1590> and enter the username and password supplied to you. You will be prompted to create your own password at your first login.

Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children. Please do not let your children use your login.

## Snapshot

Snapshot gives an overview of your child's information. If you have more than one child at the school then you can switch between them by clicking on their **photographs** at the bottom of the screen.



The **menu** on the left allows you to look in more detail at the information in Snapshot.

## Personal Details

This screen allows you to update the contact details that the school holds for you. You will only see your own details here. The school's main system holds the information of any other contacts you have advised of us on your admission form. Please make sure that we have your correct telephone numbers, postal and email addresses. If you need to update any of your details, please click on the relevant links. All updates are passed on to our admin staff who will make the necessary changes. If you want to add new contacts or change information for other existing contacts, please contact the school.

## Timetable

The timetable screen shows the current day and any attendance marks that have been recorded in classes. Use the double arrows at the top corner of each screen to look at the week ahead or previous weeks.

## Notices

This panel provides a reminder of key dates from the school calendar.

## Attendance

Clicking on the attendance tab gives you access to detailed analysis of your child's attendance at school to date.

**Attendance Summary:** gives a daily record of am and pm attendance along with a weekly percentage.

**Attendance Comparison:** gives a graphical view of your child's attendance compared with the overall attendance of his/her tutor group and year group for reference.

**Attendance Career:** gives a graphical view of your child's attendance in each term during their time at St Augustine's.

**Report absences:** you can use this service to provide a reason for an absence in the past ("Historical Absence", which includes "today"), or to give the school notice of "planned absence" in the future. If your child is unwell, please notify the school using this function, if possible before 9:00 am. All information entered in this page is sent securely to our attendance officer in school who will record the reasons provided.

Please note that it is not possible to request holiday absence through Insight as family holidays must not be taken during term time.

A word about attendance: high attendance is a key factor in academic success. If at all possible, all students should aim for 100% attendance. We monitor attendance carefully and Mrs Shackleton, our Attendance Officer, will follow up students whose attendance falls below acceptable levels.

## Behaviour

The behaviour tab provides details of school rewards and sanctions issued:

**Achievements:** gives a detailed list of reward points issued for a variety of reasons.

**Behaviours:** this lists any poor behaviour or failure to meet school standards that has been recorded.

**Detentions:** a record of any lunchtime (Amber) and Headteacher Detentions issued

## **Assessments**

At present, your child's end of Key Stage assessments are listed. We hope to include interim assessments in this area in future.

## **Siblings and Parental Responsibility**

Insight accounts have been set up for all contacts with parental responsibility listed in our records. You should see siblings already linked at the bottom of each page. If that is not the case and you have received multiple usernames and passwords for your children, please use the "Merge Accounts" tool (the icon resembles a sellotape dispenser) to connect two accounts together under a single login.

Please note, we can only create an Insight account for someone with parental responsibility for a child, for data protection reasons. Please contact the school if you have any questions about this or to update our records if necessary.

## **Feedback**

We would be grateful for any feedback about Insight to help inform our development of the system in future. Please address any feedback to the Headteacher, Mr Wright, via email [head@sarchs.com](mailto:head@sarchs.com) .