

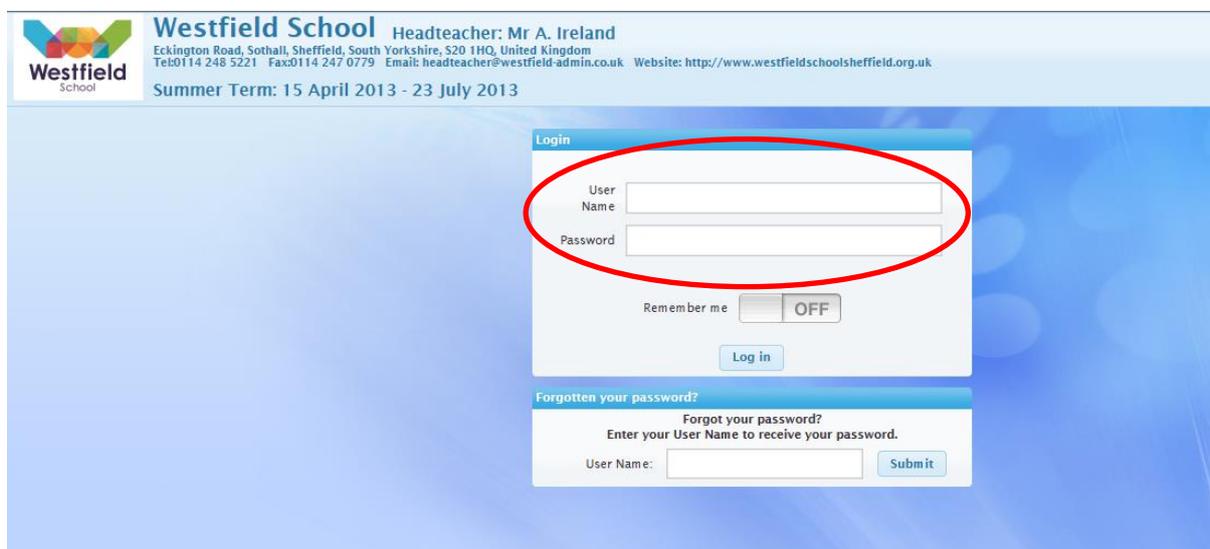
Welcome to the Westfield School Parent Portal user guide. This guide will give you a brief run through of how to access and login to the portal and an overview of what information each page provides. Should you have any further questions or require assistance accessing the portal then please send an email to [ParentPortalHelp@westfield-admin.co.uk](mailto:ParentPortalHelp@westfield-admin.co.uk)

## 1. Accessing the Parent Portal

To log into the Parent Portal, click on the 'Parent Portal' link on the 'Parents/Carers' section of the website. This can also be found on the coloured bars to the right or on the "contact us" page.

## 2. Username & password

Enter your username and password – the username will have been posted home/sent to your email address and you should have received a separate letter posted home with the password.



Westfield School Headteacher: Mr A. Ireland  
Eckington Road, Sothall, Sheffield, South Yorkshire, S20 1HQ, United Kingdom  
Tel:0114 248 5221 Fax:0114 247 0779 Email: headteacher@westfield-admin.co.uk Website: http://www.westfieldschoolsheffield.org.uk  
Summer Term: 15 April 2013 - 23 July 2013

**Login**

User Name:

Password:

Remember me  OFF

Log in

**Forgotten your password?**

Forgot your password?  
Enter your User Name to receive your password.

User Name:  Submit

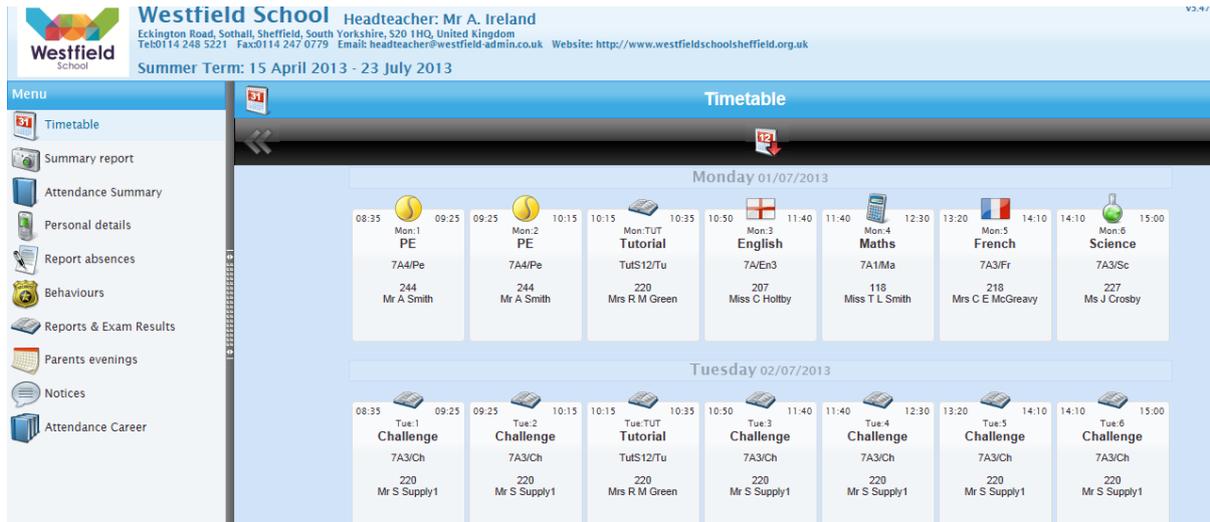
If you are using a shared/public computer/device then we recommend you DO NOT turn 'Remember me' on – click 'Log In'.

*Tip: If you forget your password, then as long as you have supplied your email address, simply put in your username and your password will be emailed to you.*

## 3. Timetable

You should now be taken to the 'Timetable' tab for your child – it should look something similar to the screen shot below:

# Parent Portal – User guide

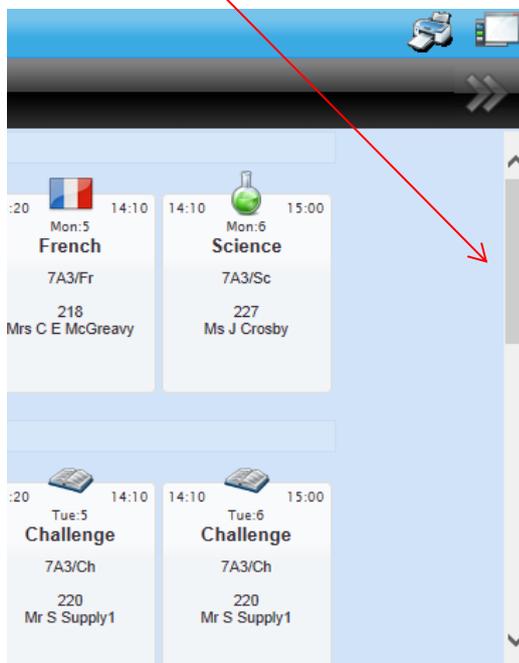


The timetable is displayed in a weekly format – you can look forward/back by simply clicking the forward/back buttons shown below:



If you'd like a printed copy of the timetable, or any other page you can access in the Parent Portal, simply click the printer icon in the top right hand corner.

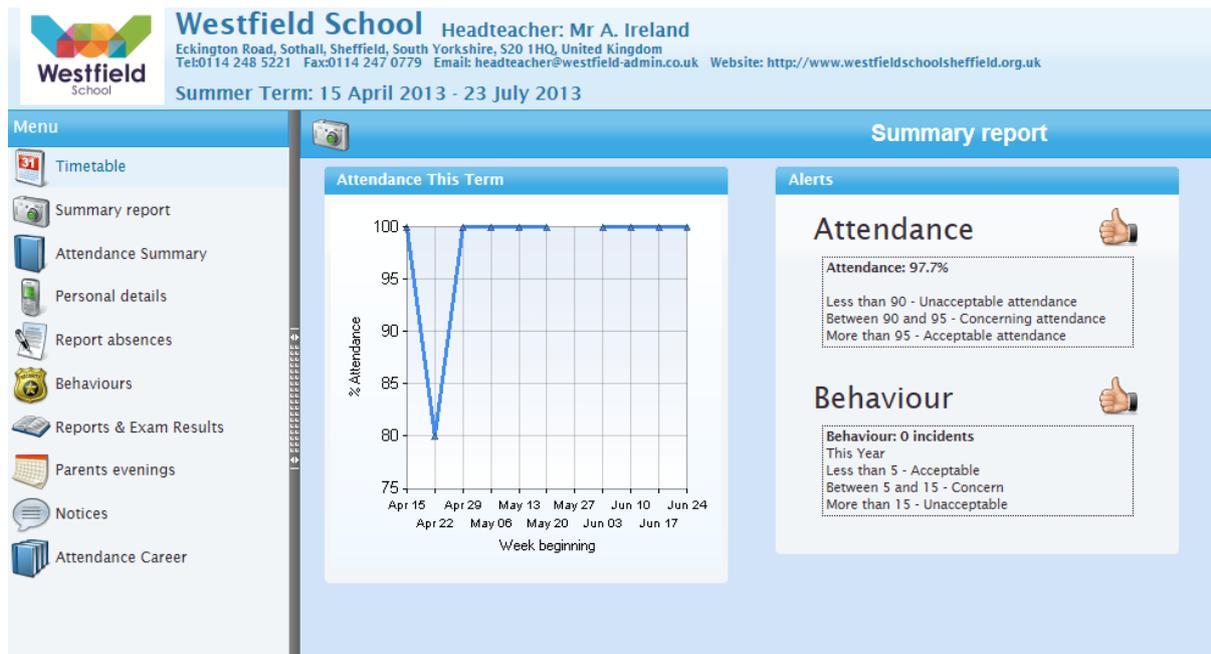
To scroll up/down to see more of the timetable, simply use the scroll bar on the right hand side of the screen.



*Tip: If you need to get a message to one of your child’s teachers, you can simply click their name on the timetable and it will pop up a contact box – fill this in and click OK and it will be emailed directly to the teacher.*

#### 4. Summary Report

This tab shows a brief snapshot of your child’s attendance and behaviour as shown below – if you need further details on either please go into the ‘Attendance summary’ or ‘Behaviours’ tab.



**Westfield School** Headteacher: Mr A. Ireland  
 Eckington Road, Sothall, Sheffield, South Yorkshire, S20 1HQ, United Kingdom  
 Tel:0114 248 5221 Fax:0114 247 0779 Email: headteacher@westfield-admin.co.uk Website: http://www.westfieldschoolsheffield.org.uk  
 Summer Term: 15 April 2013 - 23 July 2013

**Menu**

- Timetable
- Summary report
- Attendance Summary
- Personal details
- Report absences
- Behaviours
- Reports & Exam Results
- Parents evenings
- Notices
- Attendance Career

**Summary report**

**Attendance This Term**



**Alerts**

**Attendance** 

Attendance: 97.7%

Less than 90 - Unacceptable attendance  
 Between 90 and 95 - Concerning attendance  
 More than 95 - Acceptable attendance

**Behaviour** 

Behaviour: 0 incidents  
 This Year  
 Less than 5 - Acceptable  
 Between 5 and 15 - Concern  
 More than 15 - Unacceptable

#### 5. Attendance Summary

This shows the morning and afternoon attendance marks for your child – again, you can use the scroll bar on the right to move up/down. At the bottom is a key explaining all the symbols and some informative graphs for you to view.

**Attendance Summary**

Detail Calendar

Week-by-week

Week beginning	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Attendance
03/09/2012	#	#	#	#	/	/	/	/	/	/	100%
10/09/2012	/	/	/	/	/	/	/	/	/	/	100%
17/09/2012	/	/	/	/	/	/	/	/	/	/	100%
24/09/2012	/	/	/	/	/	/	/	/	/	/	100%
01/10/2012	/	/	/	/	/	/	/	/	/	/	100%
08/10/2012	/	/	/	/	/	/	/	/	/	/	100%
15/10/2012	/	/	/	/	/	/	/	/	/	/	100%
22/10/2012	/	/	/	/	/	/	/	/	/	#	100%
29/10/2012	#	#	#	#	#	#	#	#	#	#	
05/11/2012	/	/	/	/	/	/	/	/	/	/	100%
12/11/2012	/	/	/	/	/	/	/	/	/	/	100%
19/11/2012	/	/	/	/	/	/	/	/	/	/	100%
26/11/2012	/	/	/	/	/	/	/	/	/	/	100%
03/12/2012	/	/	/	/	/	/	/	/	/	/	100%

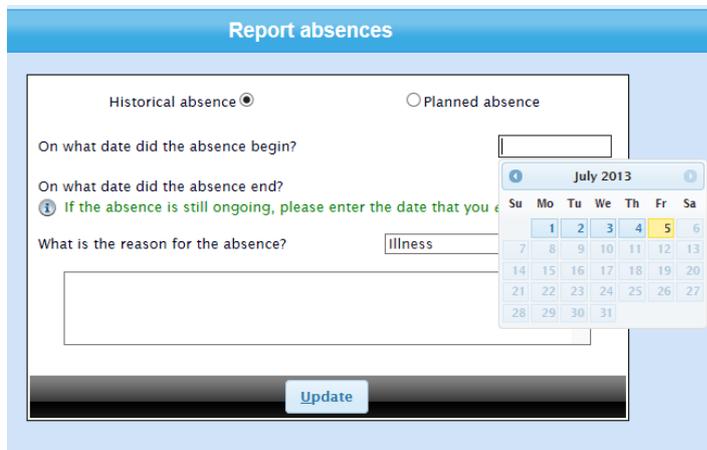
#### 6. Personal Details

This area contains really important information – not only does it contain the address/contact/medical details for your child but if you scroll down, you will see the details of all contacts we hold for your child. Please make sure these are kept up to date – should we need to contact you in an emergency, these are the details that we will use – however, we will also look to use these details for future correspondence as we look to reduce our carbon footprint by using email instead of sending paper letters home.

*Tip: Any details that are underlined on this page are updateable – that is, you can click on them to submit changes quickly and easily and we will receive and approve them electronically.*

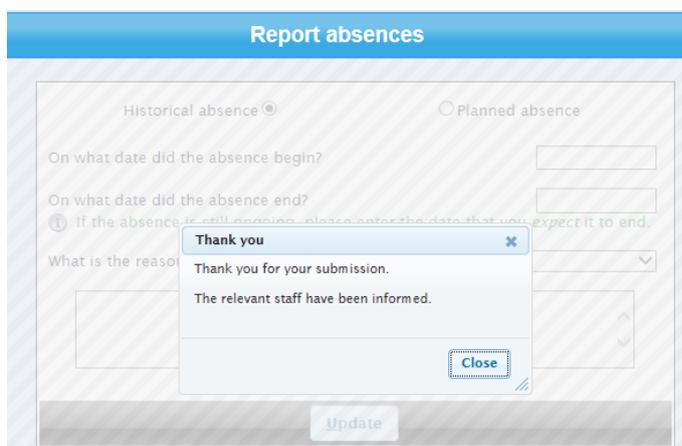
### 7. Report Absences

To report absences, you no longer need to ring the school – you can simply log in and do this quickly and easily on line. Ensure the ‘Historical absence’ is selected and then click in the box next to ‘On what date did the absence begin?’, a calendar will pop-up as shown below:



The screenshot shows the 'Report absences' form. At the top, there are two radio buttons: 'Historical absence' (selected) and 'Planned absence'. Below this, there are three input fields: 'On what date did the absence begin?', 'On what date did the absence end?', and 'What is the reason for the absence?'. The 'begin' field has a calendar pop-up showing July 2013, with the 5th highlighted. The 'reason' field has a dropdown menu with 'Illness' selected. There is an 'Update' button at the bottom.

Enter the expected date of return – if reporting that your child is off sick, simply put the end date as the same as the begin date unless you know they will be off for longer. Chose a ‘reason’ from the drop down list and supply further info in the text box if you can e.g. ....won’t be in today as they have a bad migraine, I expect them to be back in school tomorrow... When finished, click Update and you should see the following screen:



The screenshot shows the 'Report absences' form after submission. A 'Thank you' message box is displayed in the foreground, containing the text: 'Thank you for your submission. The relevant staff have been informed.' There is a 'Close' button on the message box. The background form is dimmed, showing the same fields as the previous screenshot, with an 'Update' button at the bottom.

### 8. Behaviours

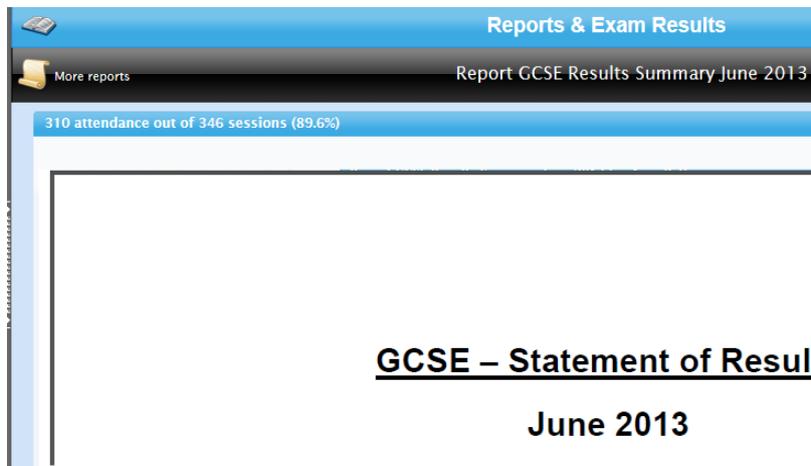
This page will show you any behaviour incidents that have been recorded on SIMS (our management system) – the type of information you will see is shown below:



Event Date	Event time	Type	Points	Staff Involved	Issued In	Period	Subject
11/02/2013		Level 2 - Swearing at Other Students	2	Mrs H. Goodhand	11C2/En1	Mon:5	English

### 9. Reports & Exam results

Any reports that are sent home from September 2013 will be shown on this page as shown below:

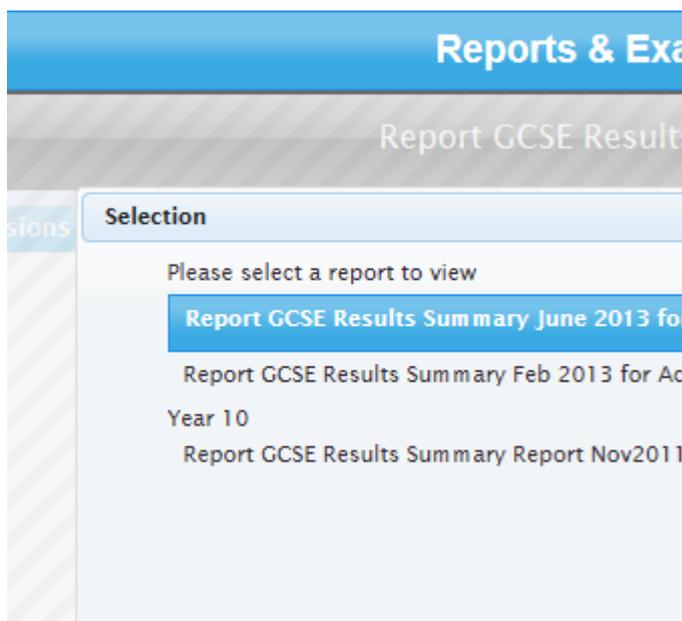


310 attendance out of 346 sessions (89.6%)

**GCSE – Statement of Result**

**June 2013**

The reports will remain accessible on here and build up over time, so you can easily look back at past reports etc as shown below:



Selection

Please select a report to view

- Report GCSE Results Summary June 2013 for...
- Report GCSE Results Summary Feb 2013 for Ac...
- Year 10 Report GCSE Results Summary Report Nov2011

### 10. Parents evenings

This page enables you to book appointments on line with staff for parents evenings (both academic mentor evenings where you meet with your child's mentor or on subject specific evenings where you can meet up with subject teachers).

Further guidance on how to book the meetings will be made available after September 2013.

### **11. Notices**

This page will show details of any correspondence between the school/home that has been made via the parent portal (e.g. if you contact a parent via the timetable contact box)

### **12. Attendance career**

This shows a graphical representation of your child's attendance through their time at Westfield.

### **13. Exam entries/timetable**

If your child is in Year 11 then you will see the additional 2 tabs shown below



These pages show any exams that your child has been entered for, please check this before the exam season and inform us if you think there are any mistakes.

The examination timetable page will show a personalised exam timetable for your child.