

2<sup>nd</sup> July 2010

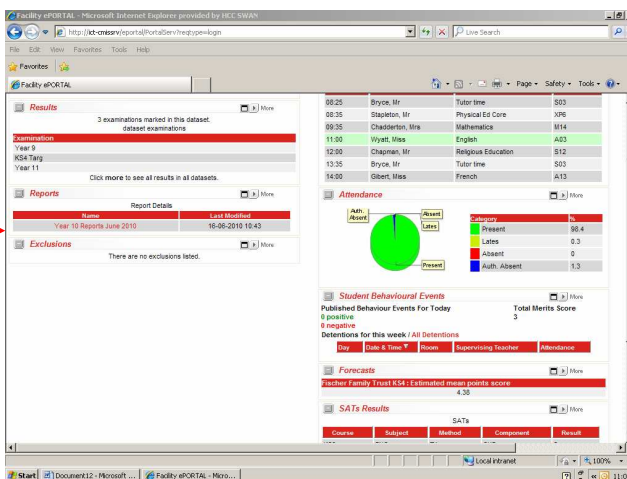
Dear Parent/ Carer

To access your child's progress report, you will need to log in to the eportal system using the unique username and password you were given earlier this year. Eportal can be accessed at <http://www.swanmore-school.co.uk/eportal.html>.

When you have logged in, you will see a section on the left hand side of the screen called 'Reports'. To the right of the heading, click on the word 'More'.

If you then click on to 'Progress Report- Summer- Year 8' this will create a PDF of your child's annual report. You will find your child's Tutor report and all other subject reports in alphabetical order.

This report can be saved and printed as normal.



The screenshot shows the Facility ePORTAL interface. On the left, a navigation menu includes 'Results', 'Reports', and 'Exclusions'. The 'Reports' section is expanded, showing 'Year 8' and 'KS4 Target'. A red arrow points from the text box to the 'Reports' link. The main content area displays a table of results with columns for time, teacher, and subject, and a pie chart for attendance statistics.

On each subject report you will notice the end of Key Stage 3 target (end of year 9 target) and the end of year 8 target. We have also given overall grades for Attitude to Learning which refers to pupil focus and commitment to learning as defined below:

<b>Excellent</b>	Exceptionally focussed, independent and conscientious
<b>Good</b>	Usually focussed and conscientious
<b>Satisfactory</b>	Only just adequate focus and commitment to work
<b>Unsatisfactory</b>	Lacks focus and commitment to work
<b>X</b>	Pupil was absent too often for reasonable assessment to be made

If there is a homework concern or personal organisation concern this will be stated.

You will also notice at the top of your child's Eportal profile a target analysis. This will show current levels in comparison to the end of year 8 target this allows parents and pupils to know at a glance where attainment is on target or requiring greater focus.

As with any new system you will be aware that it can take time to refine the quality assurance procedures so we would ask for your patience at this time. Nevertheless please do alert us if you have any queries regarding your child's report or any difficulties accessing eportal by contacting [sandra.cox@swanmore-sec.hants.sch.uk](mailto:sandra.cox@swanmore-sec.hants.sch.uk)

Please do not hesitate to contact either the individual subject teacher or subject leader if you have any immediate concerns.

We thank you for your continuing support.

Yours sincerely

A. Arbuthnot (Miss)  
Deputy Headteacher