

Dear Parent

Using E- Portal

E-Portal has now been in operation at Swanmore College of Technology since December 2009. We have found that it is an excellent way to communicate with parents about their child's learning and progress. It is a convenient way for parents to retrieve information about their child that is stored on the college database. Once the parent user has logged on, the screen will display information relevant to their child only - such as their timetable, class group, teaching group and a breakdown of their attendance.

E-Portal is accessed by browsing to the college website at www.swanmore-school.co.uk/ and clicking on the parent section, then Eportal tab. The username and password above must be entered on the login screen (as seen below).



Once the user has logged in, the home page will be displayed. Next to each red heading there is a 'More' tab that can be clicked to reveal more detail about that aspect.

Below are some details about each section:

Student Details

This will show all personal details including address, contacts and date of birth for the pupil. Please check that all details and named contacts are correct including priority order for contact. If any amendments are required please get in touch with the college reception or alternatively email enquiries@swanmore-sec.hants.sch.uk

Results and Target Analysis

End of Key Stage targets are set using various indicators such as prior attainment and ongoing assessments. We also use national estimates to guide target setting based on similar pupils in similar schools. These provide an indication of what might be achieved if pupils made sufficient progress for the college to be in the top quartile for similar schools in terms of value-added ranking. At Swanmore College we pride ourselves in ensuring that pupils are set targets that are achievable as well as aspirational. Targets are reviewed regularly to ensure pupils are sufficiently challenged.

The colour coding used to track progress is very simplistic on Eportal and it is normal at the start of an academic year for a child's current attainment to be highlighted in red as this is deemed to be below target. Parents need to treat this element with caution as this can be demotivating for pupils if not understood properly.

It is crucial that you determine how far your child is below target. At Key Stage 3 progress is tracked by the use of sublevels, e.g. from 5c, 5b, 5a to 6c. Expected progress should be at least 2 sublevels each academic year. If a child's current attainment was further than this from their end of year target

intervention within the classroom would be ongoing. It is worth noting that every child progresses at different rates. Nevertheless if you are concerned about your child's progress in a given subject area please do contact us at enquiries@swanmore-sec.hants.sch.uk to discuss this further.

At the beginning of Year 10 we set end of Key Stage 4 targets. The end of Year 10 target is then calculated as being one grade off the end of Year 11 target. Predicted grades for the end of Key Stage 4 form part of the report in the spring term of Year 11.

Reports

All interim and annual reports sent home to date will be available in this section. As of 2011 paper copies will no longer be made available. If a parent or carer can not access the report online we are happy to meet with them to discuss their child's progress.

Timetable

This section shows the lessons your child has on that day. By clicking 'More' the two week timetable will be shown.

Attendance

This is a pie chart of your child's attendance since September. Clicking 'More' next to attendance will show a breakdown of your child's attendance and highlight dates and times of absence or lateness. It will also detail all authorised and unauthorised absences. If you wish to inform us of reasons for absence please contact the college reception.

Student Behavioural Events

This log aims to inform you of which subjects your child has been working well in or where there may be some issues. Where there may be more serious issues, telephone contact would be made between college and home before any details are logged.

SATs Results

This allows you to track your child's progress from their SATs results. If you click 'More' this will show you results from previous key stages.

Although this system is a major development to aid home- college communication, we would urge that parents still contact the Form Tutor or Head of House where appropriate to do so. If you feel you would benefit from a tutorial on using the system please complete the attached slip and return it to the college reception. All feedback on the system is gratefully appreciated.

Thank you for your support in this matter.

Yours sincerely,

Ashleigh Arbuthnot (Miss)
Deputy Headteacher



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PLEASE RETURN TO RECEPTION - Miss Arbuthnot - E-Portal

Name of pupil: Tutor Group:

I would like to attend a tutorial on E- portal
Parent name _____ Parent signature _____