

February 2010

Dear Parent/ Carer

### **Using E- Portal**

E-Portal is one of the new ways in which we wish to communicate with parents. 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/](http://www.swanmore-school.co.uk/) and clicking on the parent section, then Eportal tab. The username and password issued to those with parental responsibility 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 [sandra.cox@swanmore-sec.hants.sch.uk](mailto:sandra.cox@swanmore-sec.hants.sch.uk)

### **Results and Target Analysis**

This indicates what your child's target grade/ level is for the end of year and where appropriate current progress towards this. 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.

For Key Stage 4 if the end of Year 11 target is an A grade we would expect the pupil to be reaching a B grade by the end of Year 10. Expected progress should be at least 1 grade each academic year.

### **Reports**

All interim and annual reports sent home to date will be available in this section. If you require a paper copy please complete the attached slip and return to reception.

### **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**

**FAQ: Miss Arbuthnot re. E-Portal**

Name of pupil: .....

Tutor Group: .....

I would still like a paper copy of my child's termly report.

I would like to attend a tutorial on E- portal.

Parent signature: .....