ST PIRAN'S PARENT PORTAL

User Guide

Last updated 18/04/2018
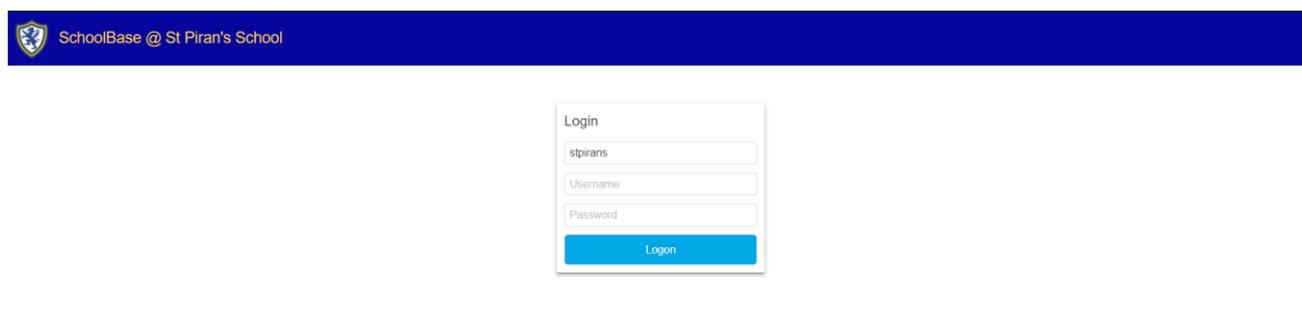
Contents

The Parent Portal

SchoolBase Online® is a web-based system with 'portals' to enable groups of users, such as staff and parents to access selected data from the SchoolBase® school management database. To achieve this, a connection is established between your child's data on the school network and a secure hosted web server.

You can therefore access your child's information via the internet on any web-enabled device, including computers, laptops, tablets and smart phones. Please note that SchoolBase® works best on Chrome.

If you have more than one child in the school, in each section, where appropriate, you will be able to select which child's information you want to see.

Logging In

To access the parent portal, you will need to have the Username and Password that has been assigned to you. The Username is fixed, but we suggest that you change the password at your earliest convenience.
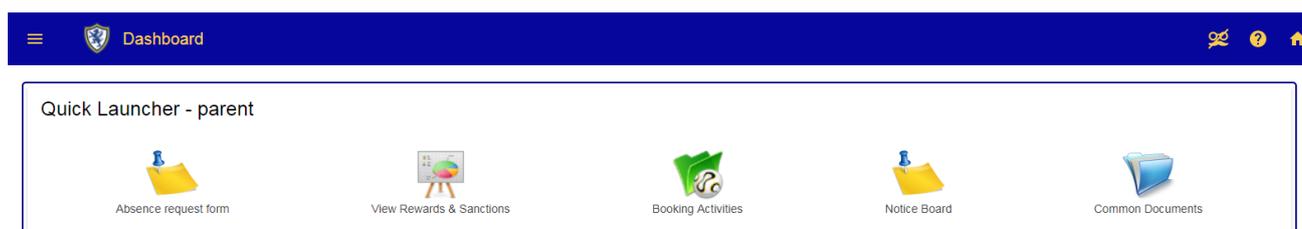

Type in your Username and Password. If you are using this on a computer at home you might like to click 'Remember me next time'. You should NOT do this if others have access to this computer!

Click 'Logon'

Dashboard

Your dashboard is the first page you will see when you log in to SchoolBase. Here, you will see a panel at the top displaying some icons (your Quick Launcher) that will link you to various menu items. The remainder of the dashboard consists of various *gadgets* which are interactive boxes displaying information from other parts of the system.
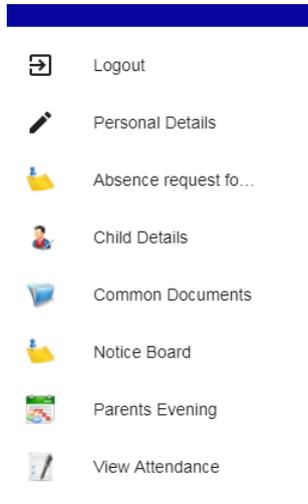

The **Help** icon takes you to the online help page for the screen currently being used.

The **Home** hyperlink will always return you to the dashboard.

Main Menu

Clicking on the three lines in the top left-hand corner will display your full menu options including:

Logout	
Personal Details	
Absence request fo…	
Child Details	
Common Documents	
Notice Board	
Parents Evening	
View Attendance	

- The option to **Logout** and to **Change Password**.

- The option to change your own **Personal Details** in the school's system and review your **Child Details**.

- The full list of all the menu items made available to you. These are covered in the sections that follow.

Note: We **strongly** recommend that you change your password as soon as you start using the system. Only you will know this – not even the school can see it! If you forget it, the option on the login screen to request a new one will automatically trigger an email with a new password, which once again you should immediately change.

Tools and Information Gadgets

Child Details

You are able to review your child's 'Personal Information', 'Medical Information' and 'Other Consents' to ensure that we hold the correct information in the system. If you see any changes that need making, please contact the School Office.

Personal Details

You are able to keep your own personal details up to date in the system. On the 'Your Details' page you can enter and update your details, including your email addresses and select which one you wish to have as the priority contact.

On the 'Contact Information' page you are able to maintain your address details and your phone numbers. To edit a phone number, click on the pencil icon. To remove a contact number, click on the rubbish bin icon. To add a new number click on the blue plus icon.

Number	Ext.	Type		Dist.?	SMS?	+📞	
020 8581 9468		Mother Daytime	▾	☐	☐	✏	🗑
020 8832 9971		Father Daytime	▾	☐	☐	✏	🗑
07793 199 071		Mother Mobile	▾	☐	☑	✏	🗑
07799 866 674		Father Mobile	▾	☐	☑	✏	🗑

Future Address Changes

If you will be changing address in the future please provide us with the details and the effective date.
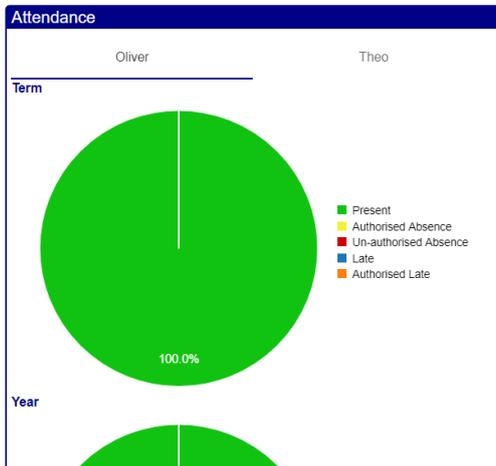
+Add Address

Save   Reset

If you are happy with the changes that you have made, click on 'Save'. 'Reset' will revert the data to what it was before.

Attendance

This enables you to keep track of your child's attendance and their absences.

The gadget generates a colourful pie chart for each child, by term and by year, that illustrates their overall attendance percentages to date.

From the 'View Attendance' menu command, you will be able to see absences that have been recorded for your child, along with the reason for the absence that has been noted in the register.

Booking Activities

There is a gadget on the Dashboard that allows you to book onto activities. This includes term time activities, holiday club and regular extended day sessions.

If you have multiple children at the school you will be able to switch between your children using the pupil name drop down list.

If you want to book activities that are in the next academic year, please select the correct period from the school year drop down list.

Your Child's Activities

2017/2018

View Activities Timetable

Print a summary of your child's activities for this day 🖨

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		

Activity	Day	Start	End
Wk8 Mon 03/09/18 Early Drop Off	Monday	08:00	09:00
Wk8 Mon 03/09/18 Mini Crew	Monday	09:00	17:00
Wk8 Mon 03/09/18 Pick Up Late	Monday	17:00	18:00

Available Activities

Activity	Day	Start	End	Teacher	Price	Capacity	Spaces Left	Children Waiting	Actions
Wk1 Mon 16/07/18 Early Drop Off	Monday	08:00	09:00	Lewis, Andrea	Free	24	15	0	Join Group
Wk1 Mon 16/07/18 Mini Crew	Monday	09:00	17:00	Lewis, Andrea	Free	24	10	0	Join Group
Wk1 Mon 16/07/18 Pick Up Late	Monday	17:00	18:00	Lewis, Andrea	Free	24	19	0	Join Group
Wk2 Mon 23/07/18 Early Drop Off	Monday	08:00	09:00	Lewis, Andrea	Free	24	16	0	Join Group
Wk2 Mon 23/07/18 Mini Crew	Monday	09:00	17:00	Lewis, Andrea	Free	24	12	0	Join Group

To book a place, simply click on 'Join Group'. If you change your mind click 'Leave Group' (which will replace the Join Group button). Once an activity is full, you will be able to join the waiting list. If people then cancel off the activity, making it appear that spaces are available, but there is already a waiting list, your booking will be added to the existing waiting list. You will need to wait to be informed that a space is available for your child.
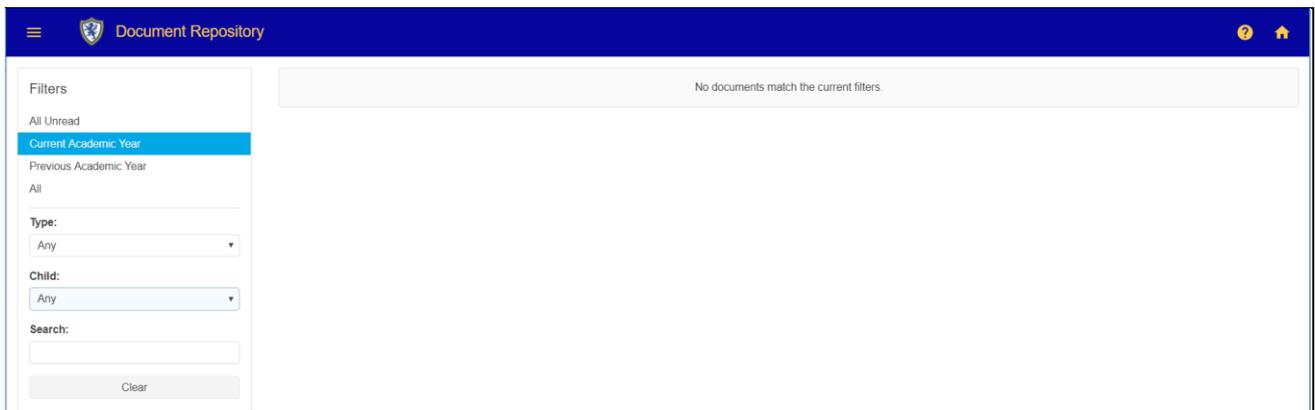
Documents

There is a gadget on the Dashboard that is linked to the Common Documents area that displays a list of recently uploaded documents that you haven't yet opened.

From here you can download them straight away or use the link to 'View All Documents'.

This area lists general documents that have been published for information for all parents, letters and other communications sent to targeted groups of parents, as well as your child's school reports.

Their reports are published in PDF format for you to view on screen, download, or print as required. When uploaded, the documents are provided with a type to enable you to filter easily to the specific file type you are looking for.

Timetable

You will be able to see your son/daughter's timetable as both a real time list at the top of the dashboard window:

If you have more than one child in the school, you are able to switch between which timetable you wish to see.

Or as a period-based grid at the bottom of the page.

Homework Timetable

A list-style timetable displaying the days on which homework is due to be set for your child for each of their subjects is available on your Dashboard.

Calendar

The Calendar allows you to see events that are listed in the school calendar.

You are able to change the display from a month view to a week or day view.

Subscribe to SchoolBase Calendar

By clicking on the following link, you will be able to subscribe to the school calendar on which ever device you are using. This will populate your calendar app with the details of school events.

webcal://ical.schoolbaseonline.biz/Calendar/ICSFiles/7675/5%231%236.ics

Rewards and Sanctions (for Middle and Upper School)

View Rewards & Sanctions

As parents, we are sure that you will be interested in your child's behaviour at school. To make accessing this information easier for you, we have now released the Rewards and Sanctions viewer on the Parent Portal. This will mean that you will be able to see the reason that your child has been given a clan point and also an explanation where a minus, poor Attitude to Learning mark or a verbal warning have been recorded.

To see this information click on the View Rewards and Sanctions icon.

By default, you will see rewards and sanctions for the last 4 weeks, but you are able to change the date range. If you have more than one child in Middle or Upper School, you can switch between your children in the 'Who' list.

Notice Board

The Parent Notice Board is a quick and convenient way for us to publish general information to all parents, or selected groups, to keep you informed about things which may affect you or your child.

There is a link to the Notice Board in the Quick Launcher. When staff members post these notices, they will be given a due date and an expiry date, so these notices will appear in your Notice Board until they pass their expiry date. When you have read an item, ticking 'Read' will remove them from the list, if you have 'Show only unread messages' enabled. There is an option to print out the list of notices, should you wish to save a paper copy.

Date	Sender	Note	Read
15-Sep-17	(unknown)	Our focus of the fortnight is saying Please and Thank You.	☐

Print

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