

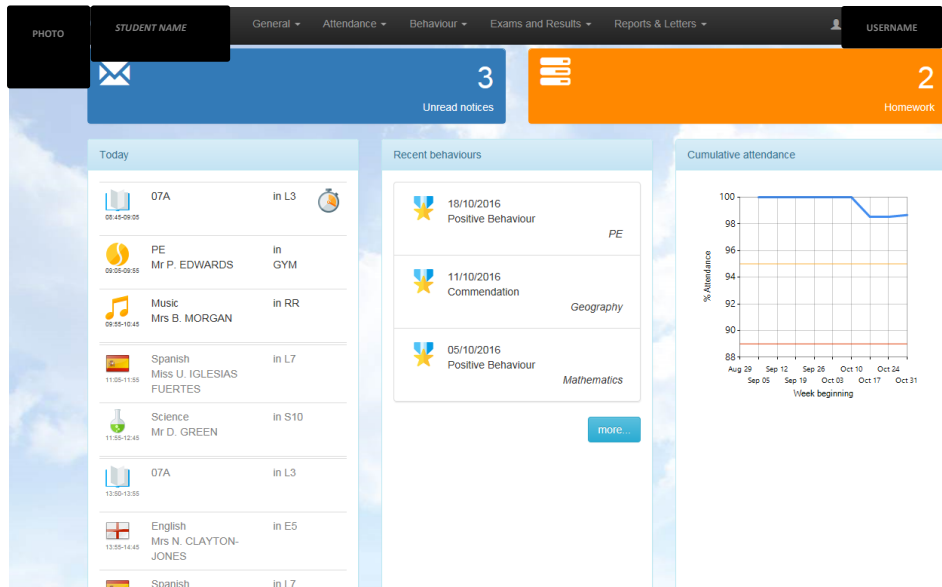
Insight Parent Portal – User Guide

Logging On

Go to insight.chewvalleyschool.co.uk and enter the username (which will be the email address you have given us). You will be prompted to create your own password at first login, which will be case sensitive.

- Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children.
- Please do not let your children use your login – their school usernames and passwords will allow them to log on to their own student accounts with access to all relevant information on a read-only basis via the Insight portal.

Snapshot



Snapshot gives an overview of your child's information. If you have more than one child at the school then you can switch between them by clicking on their photographs at the top of the screen. The menu across the top allows you to look in more detail at the information in Snapshot:

Personal Details

This screen allows you to update the contact details that the school holds for you. You will only see *your* own details here. The school's main system holds the information of any other contacts you have advised us of on your admission form. Please make sure that we have your correct telephone numbers, postal and email addresses. If you need to update any of your details, please click on the links to let us know. All updates are passed on to our admin staff who will make the relevant changes. If you want to add new contacts or change information for other existing contacts, please contact the school.

Notices

This panel provides a reminder of key dates from the school calendar.

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Timetable

The timetable screen shows the current day and whether it is week A or week B in our ten-day timetable cycle. Use the red double arrows at the top corner of each screen to look at the week ahead or week past.

SEND Details

This screen shows any identified and recorded Special Educational Needs. If you have any queries about SEN records, please contact the SEN Co-ordinator, Vicki Black.

Homework

This screen shows any homework set by staff and its deadline date, together with any useful links.

Attendance

Clicking on the attendance tab gives you access to detailed analysis of your child's attendance at school to date.

- **Attendance Summary:** gives a daily record of am and pm attendance along with a weekly percentage.
- **Attendance Comparison:** gives a graphical view of your child's attendance compared with the overall attendance of his/her tutor group and year group for reference.
- **Attendance Career:** gives a graphical view of your child's attendance in each term during their time at Chew Valley.
- **Report Absences:** you can use this service to provide a reason for an absence in the past ("Historical Absence", which includes "today"), or to give the school notice of "planned absence" in the future. If your child is unwell, please notify the school using this function, if possible before 9am. All information entered in this page is sent securely to our attendance officer in school who will record the reasons provided.
- Please note that it is not possible to request holiday absence through Insight as family holiday must not be taken during term time.

A word about attendance: high attendance is a key factor in academic success. If at all possible, all students should aim for 100% attendance. We monitor attendance carefully and Kate Williams, our Attendance Officer, will follow up students whose attendance falls below acceptable levels.

Behaviour

The behaviour tab provides details of school rewards and sanctions issued:

- **Rewards:** gives a detailed list of school commendations, positive behaviour slips and postcards home.
- **Behaviour:** a list of negative behaviours which are issued in cases of serious poor behaviour or failure to meet school standards.
- **Detentions:** a record of any Whole School detentions issued.
- **Exclusions:** a record of any internal and external fixed term exclusions from school.

For more details about our behaviour policy, see the relevant page on the school's website at <http://www.chewvalleyschool.co.uk/Behaviour/>.

Exams and Results

This tab provides information about current examination entries, results to date and examination timetables.

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Parents' Evenings

This screen allows you to view appointments made by staff to see you on subject Parents' Evenings. You are not able to delete an appointment that has been made for you by staff. You will need to contact the school for this. It also allows you to make appointments yourself, which you are able to delete if necessary. Insight automatically puts a five-minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly. You can print your appointment lists at home by clicking on the "download" icon in the Parents' Evening screen, but students will also be issued with appointment lists, a room list and a map for you on the day of the Parents' Evening. Please make sure you bring this with you. You will be notified by SMS text message and/or email when bookings are open to parents and carers.

Appointments can be accessed via General | Parents' Evenings



The screenshot shows the 'Parents' Evenings' interface. On the left, a list of appointments is shown with times (16:00, 16:05, 16:10, 16:15, 16:20, 16:25) and 'Student Name' fields. Five-minute breaks labeled '**Travelling Time **' are placed between appointments. On the right, an 'Available bookings' section lists staff members and their subjects: Dr K HOLLAND (Chemistry), Miss E BAINBRIDGE (PHSE), Miss E KNIGHT (English), Miss L GILLESPIE (Biology), Mr G JONES (PE), and Mr H MARTIN (Physics). Each staff entry includes a grid of available time slots and a green checkmark indicating availability. A 'Download' button is located in the top right corner. Three callout boxes provide instructions: 'Existing appointments are shown here' points to the appointment list; 'New bookings can be made by clicking an available booking slot for a member of staff' points to the available bookings section; and 'You can download and print your appointment list here' points to the Download button. A bottom callout box explains the five-minute break: 'Insight automatically puts a five minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly.'

Please note:

- You must be logged on with a parental account to make bookings for Parents' Evening and to make option choices in the Portal.
- You can download and print your appointment lists at home by clicking the Download button but students will also be issued with their appointments lists, a room list and a map for you on the day of the Parents' Evening. Please make sure you bring this with you.
- You will be notified by SMS text message and/or email when bookings are open to parents.

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Reports

This tab allows access to the most recent report from school. You can print or save any of these reports to your home computer using the   icons. You will be informed by SMS text message or email when a new school report is published in Insight.

Siblings and Parental Responsibility

Insight accounts have been set up for all contacts with parental responsibility listed in our records. You should see siblings already linked at the top of each page. If that is not the case and you have received multiple usernames and passwords for your children, please use the “Merge Accounts” tool to connect two accounts together under a single login.

Please note, we can only create an Insight account for someone with parental responsibility for a child, for data protection reasons. Please contact the school if you have any questions about this or to update our records if necessary.

Problems and Feedback

We hope that you will find Insight easy to use. If you encounter any problems with the system, please contact the Insight administrator, Mrs Deborah Elsom, either by telephone on 01275 332272 or via email at delsom@chewvalleyschool.co.uk.

We would also be grateful for any feedback about Insight to help inform our development of the system in future. Please address any feedback to Dr Kirsten Holland, Assistant Headteacher, on the above number or via kholland@chewvalleyschool.co.uk.