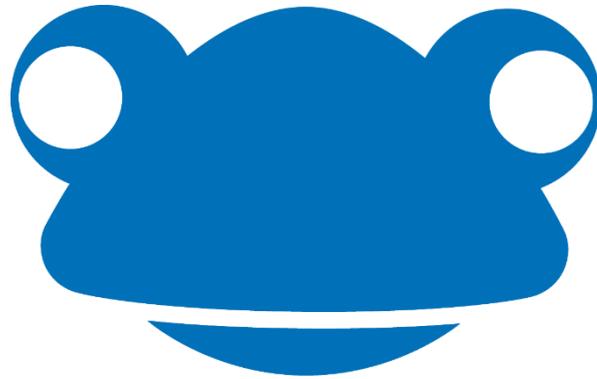


Frog OS – Parent Portal Engagement Guide

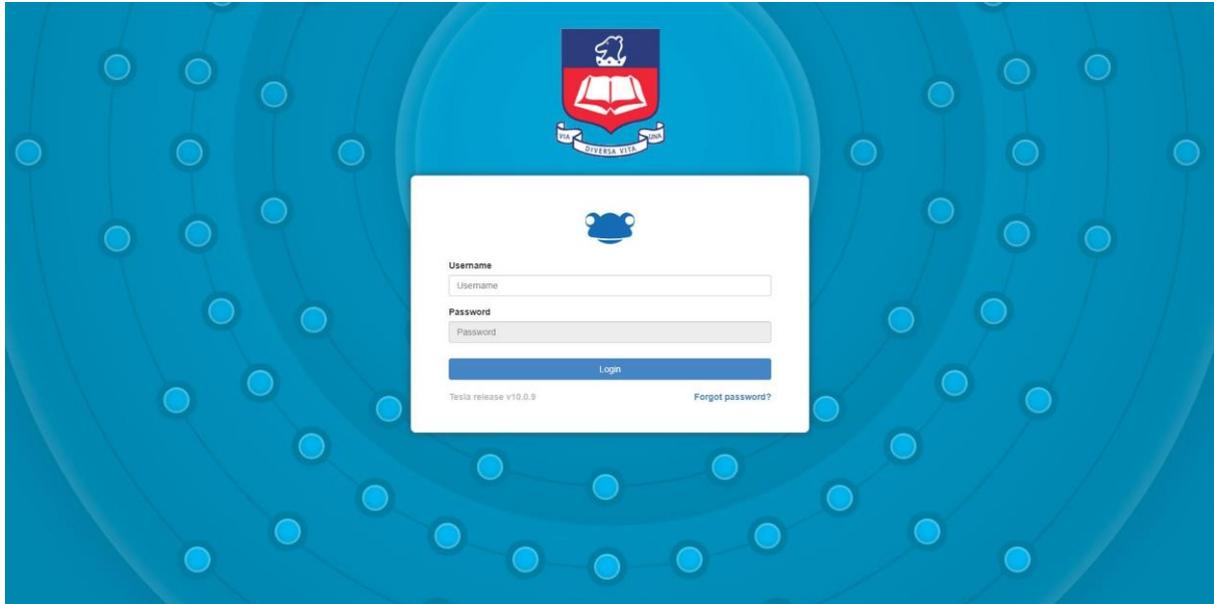


Guide produced by J.Tomas

11.09.2018

How to log onto the Parent Engagement Site?

In your internet address bar please type in <https://vle.srpa.co.uk>. This will then load a page similar to the image below.



This is where you need to enter your username and password to enter the Parent Portal.

What do to if you forget your password...

Select the 'Forgot Password?' link. From here, you will be asked to enter your email address that you have provided to the school. It will tell you your username, and a link to reset your password will be sent to your email address. If you cannot find the email, try checking your junk folder. If you are still having trouble logging in after this, contact ParentPortal@SRPA.co.uk and we will help you out.

Home Page

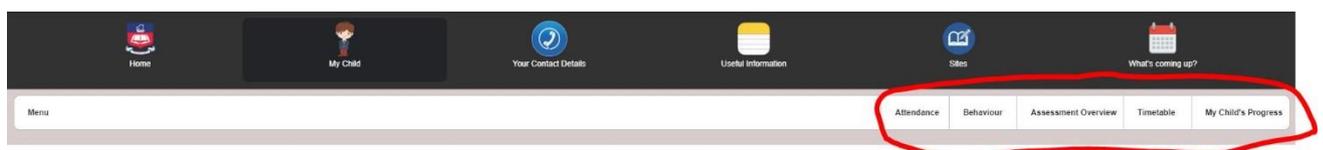
- ❖ On this page you will see a notice board to keep you up-to-date with any information you need to be made aware of.
- ❖ On the other side is the schools twitter account. On here you will see lots of useful information about what the academy is doing inside and outside of the classroom.
- ❖ You will also find links to useful sites on Frog
- ❖ Last but certainly not least you will find a form you can fill in called 'What's missing?' This is an area where you can inform the academy what you would like to see on the Parent Engagement site that isn't already there. Due to this feedback feature we have been able to supply parents with more relevant information than ever before. Thanks to this feature we have added in a timetable widget so parents can see their child(ren)'s school timetable as well as adding a staff contact list so parents can communicate with their child(ren)'s teachers, so please use this feature so we can keep improving our portal for you.

Menu – Tabs



Across the page you will see the tabs above. Each tab will take you to a different part of the parent portal site containing different information and resources you require.

The homepage tab has been explained above already so we shall move onto 'My Child'. This tab contains sub tabs. You can view these if you click on the 'My Child' tab.



You will then see 5 sections:

- ❖ Attendance
- ❖ Behaviour
- ❖ Assessment Overview
- ❖ Timetable
- ❖ My Child's Progress

Each will show you different information about your child(ren). On the next page is an overview of the pages.

My Child

Attendance

Registration Attendance Detail

September 2018

	Mon am pm	Tue am pm	Wed am pm	Thu am pm	Fri am pm	Sat am pm	Sun am pm
1st to 2nd						✗ ✗	✗ ✗
3rd to 9th	✗ ✗	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✗ ✗	✗ ✗
10th to 16th	✓ ✓	?	?	?	?	?	?
17th to 23rd	?	?	?	?	?	?	?
24th to 30th	?	?	?	?	?	?	?

Attendance Codes

- ✗ Authorised Absence
- ✗ Unauthorised Absence
- ✓ Approved Educational Activity
- ✓ Present
- ✗ Exceptional Circumstances
- ?

On this page you will be able to see your child(ren)'s attendance based on a date range you can alter. Once you have selected the date range you will need to click 'Apply' for this to take effect. If you have more than one child you will be able to select different children from the select user section. The attendance is updated every 24 hours meaning for example if you wanted to see your child(ren)'s whole weeks attendance you would check on the Saturday.

Behaviour

Behaviour Totals

	Positive	Negative
Behaviour Totals	11	0
Previous Month	11	0
This Year	11	0

Behaviour Summary

Type	Date	Activity	Award	Staff Member
Points 1	10/09/2018			Mr P Watson
Points 1	10/09/2018			Mr P Watson
Points 1				

This page will show you the behaviour of your child(ren) and how they are representing themselves in and out of the classroom. Same as the last page you can choose which

child(ren) you want to view the data for as well as a date range. Within this page is a 'Behaviour Total' and 'Behaviour Summary'.

Behaviour total will show you the amount of merit points your child has accumulated over the month and year.

Behaviour Summary will detail why they received those points and who by.

There is an information sheet you can download on the page to explain what each type of merit means. You will find this underneath the select date function as a downloadable PDF called Ladder of reward and Consequence.

As you can see in the example above the student received 1 merit point for an M2 – Student making outstanding progress as well as what date and who gave that student the merit. If there was a negative point this would then be shown in red and would be deducted from their merit points. So as the student above has 278 merits this year, if said student had 10 negative points their actual merit total would be 268.

The negative points are also explained in the same way as the positive points. You as a parent would see if your child has had a detention, who had given your child the detention and on what date.

Assessment Overview

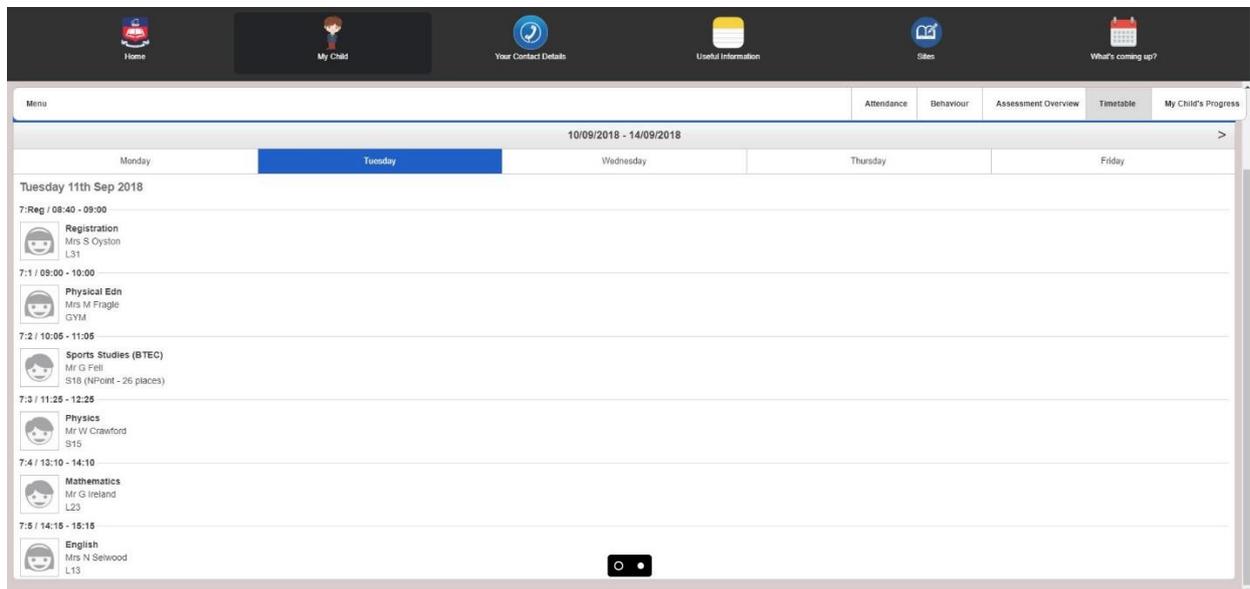
Title	Category	Date
Report KS3 Term 4 Reporting - Year 9 for [redacted]	AM Individual Report	12/04/2018
Report KS3 Term 5 Reporting - Year 9 for [redacted]	AM Individual Report	11/06/2018
Report KS3 Term 6 Reporting - Year 9 for [redacted]	AM Individual Report	17/07/2018

On this page you will be able to see your child's school reports. You can search a date range and any report given out during that period will appear here. It's very useful if you can't attend a parent's evening!

You will also see a large icon underneath your child's reports called 'My Child's Work'. This will redirect you to a page where you can view what Homework or classwork your child has been assigned when using Frog. It gives you a good insight into what your child is currently

learning in school as well as allowing you to oversee their learning at home. There is more detail about this further on in this guide.

Timetable



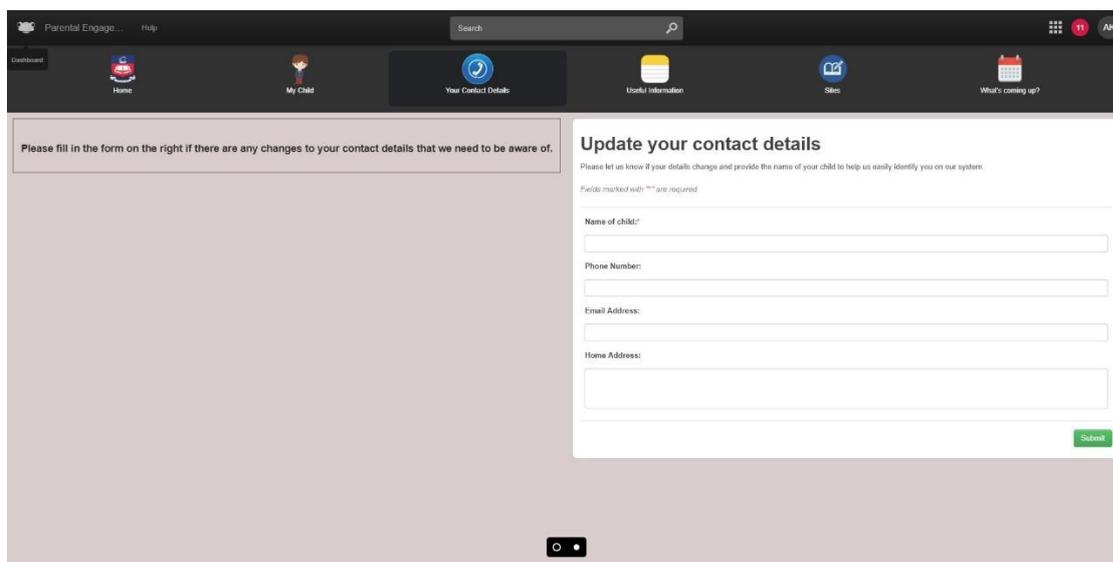
The screenshot shows a user interface for a school timetable. At the top, there is a navigation bar with icons for Home, My Child, Your Contact Details, Useful Information, Sites, and What's coming up?. Below this is a menu bar with options: Attendance, Behaviour, Assessment Overview, Timetable, and My Child's Progress. The main content area displays the date range 10/09/2018 - 14/09/2018 and a grid of days: Monday, Tuesday, Wednesday, Thursday, and Friday. The Tuesday 11th Sep 2018 column is expanded to show a list of lessons with their times and teachers:

- 7:Reg / 08:40 - 09:00: Registration, Mrs S Oyston, L31
- 7:1 / 09:00 - 10:00: Physical Edn, Mrs M Fragle, GYM
- 7:2 / 10:05 - 11:05: Sports Studies (BTEC), Mr G Felt, S18 (NPoint - 26 places)
- 7:3 / 11:25 - 12:25: Physics, Mr W Crawford, S15
- 7:4 / 13:10 - 14:10: Mathematics, Mr G Ireland, L23
- 7:5 / 14:15 - 15:15: English, Mrs N Sellwood, L13

This page will show you your child(ren)s school timetable as well as who is teaching them that lesson. Gone are the days of not knowing what books they need in their bag or wondering if they need their PE kit, as all the information you need is on this page.

Again as before you can select your child(ren) but this time you don't need to select a date range as the timetable function does this for you. If you press the small arrow to the right of the date in the timetable (Looks like this '>') you can have a look at next week's timetable so you can be one step ahead of what your child will be doing the following week.

Your Contact Details



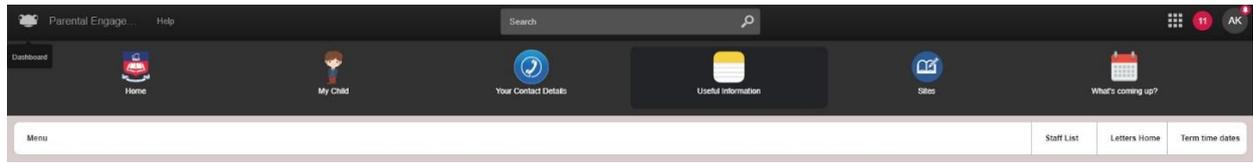
The screenshot shows a user interface for updating contact details. At the top, there is a navigation bar with icons for Home, My Child, Your Contact Details, Useful Information, Sites, and What's coming up?. Below this is a search bar and a notification icon. The main content area contains a form titled "Update your contact details" with the following fields:

- Name of child:
- Phone Number:
- Email Address:
- Home Address:

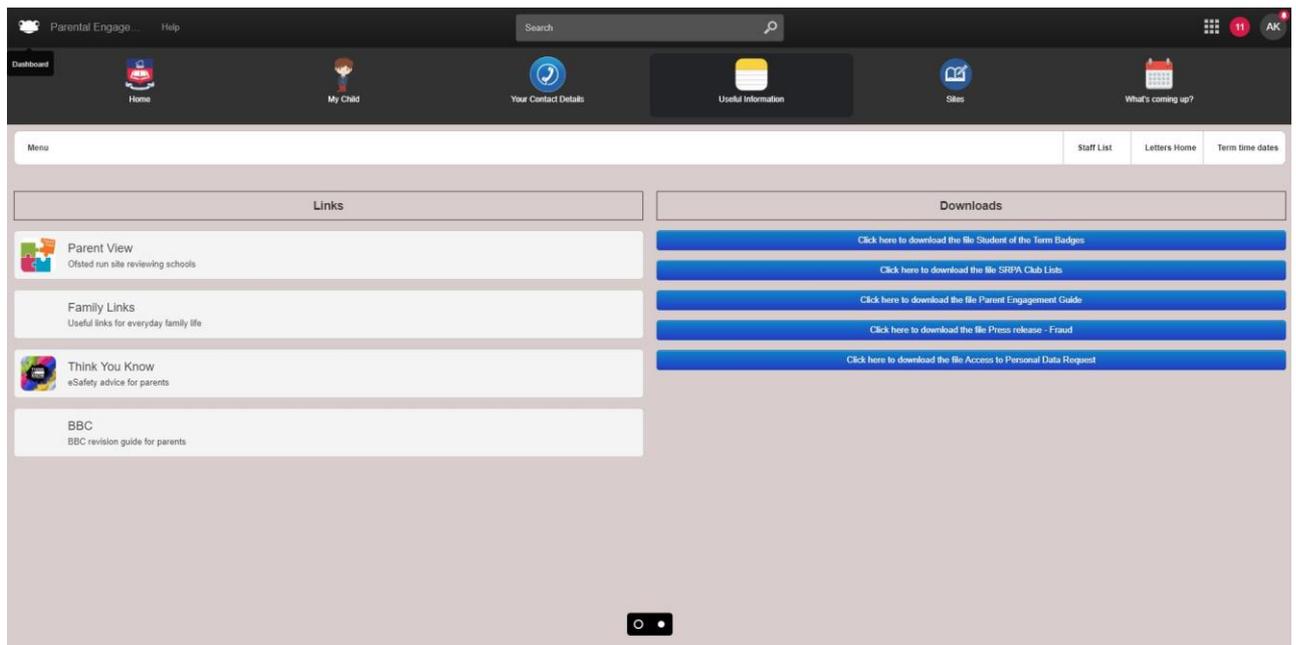
A "Submit" button is located at the bottom right of the form. A message on the left side of the form reads: "Please fill in the form on the right if there are any changes to your contact details that we need to be aware of."

If you click 'Your contact Details' from the menu tab section it will take you to the page shown above. From here you can inform the academy about any changes to your information in seconds. Instead of calling the academy or sending a letter in you can instantly request your details to be updated and it will be done that day. The 'Name of child' field is required, without this information the form can't be submitted.

Useful Information



When you click on the 'Useful Information' tab, you will see the menu to reveal the options 'Staff List', 'Letters Home' and 'Term time dates'. On the main Useful Information page, you will find information we feel you need to be aware of. If you feel some information is missing, please let us know by using the form on the home page called 'What's Missing?'



Staff List

The screenshot shows the 'Parental Engagement' portal interface. At the top, there is a navigation bar with icons for Home, My Child, Your Contact Details, Useful Information, Sites, and What's coming up?. Below this is a menu area with tabs for Staff List, Letters Home, and Term time dates. The main content area is divided into three columns:

- Department Heads (HODs):** Lists heads for Business and Economics, English & Comm, Humanities & Society, Mathematics, MFL & ICT, Science, and SENCO.
- Science:** Lists staff members for various science subjects.
- MFL & ICT:** Lists staff members for Modern Foreign Languages and Information Technology.
- Mathematics:** Lists staff members for Mathematics.
- Student Services:** Lists Year Leaders (Year 7-11) and Student Services Managers.
- Technology:** Lists staff members for Technology.

From the 'Useful Information' tab, you will see a sub tab called 'Staff List'. This will allow you to see a full list of staff with their email addresses for you to contact if required.

Letters Home

The screenshot shows the 'Parental Engagement' portal interface with the 'Letters Home' tab selected. The main content area displays a list of downloadable letters with their dates:

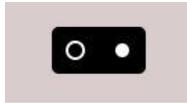
- School Early Closure: 11th July 18
- USB memory sticks
- MAT Letter to Parents: June 18
- FACOs - Academy Conversations: June 18
- Letter to parents re PLE: 12 Sept 18
- Click here to download the file: Progress 6 Letter to Parents (Jan 15)
- Click here to download the file: ASDA Gate Letter 12/12/17

At the bottom, there are links for Year 7, Year 8, Year 9, Year 10, Year 11, and Sixth Form.

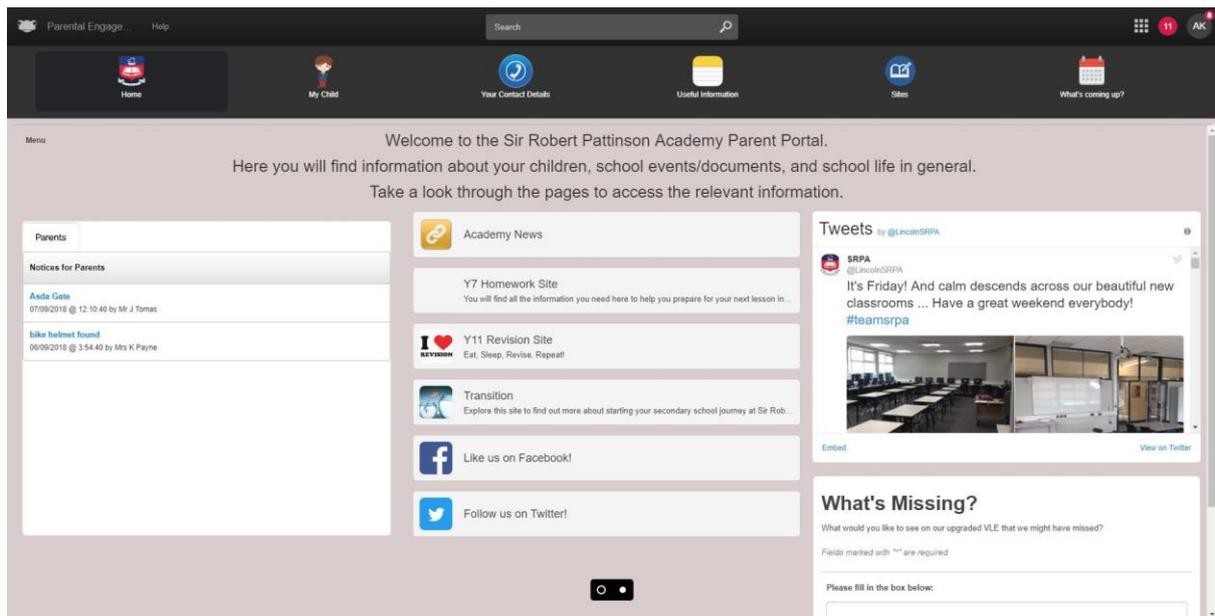
From the Letters Home tab, you can find downloadable versions of all letters, which have been sent home to parents, just in case you think you have missed a letter.

The Dots

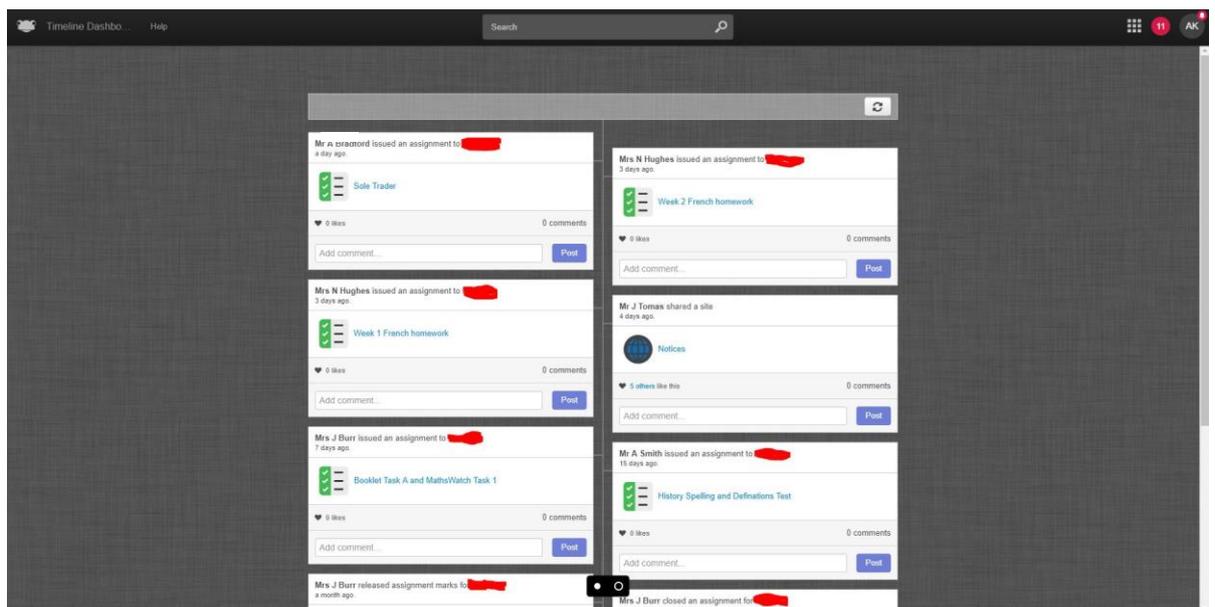
At the bottom of the window, you will see two dots; these allow you to switch between two dashboards.



The first dashboard is the one that allows you to see all the information about your child in a website view. (See pic below)



The second dashboard shows you your child's work as well as what they have uploaded to the VLE in a Facebook style dashboard. (See pic below)



On this dashboard you can like or comment on your child's work to keep involved with their learning.

Mrs U Francis issued an assignment to
2 months ago.



8WIT1 - Publishing on the web quiz

♥ 1 other likes this

0 comments

Well done!

Post

[If you have any other queries regarding the Parent Portal, don't hesitate to contact us at ParentPortal@SRPA.co.uk](mailto:ParentPortal@SRPA.co.uk)