

Introduction to using E-Portal

E-portal provides you with live, powerful data about your child. The parental view is designed to give you the most direct information about your child allowing you to pick up on any issues you feel may be developing or to reward positive achievement and progress you might otherwise not have been fully aware of.

Below is a quick introduction on what the information shown is telling you and how to use it most effectively to support your child's learning.

Click on the e-portal link on the Parents page on this website.

Log-in using the username and password that was posted out to you.

If you have lost this information please e-mail Miss Pontzen - rpontzen@notredame-high.co.uk and your details will be posted out to you as soon as possible.

The page you see when you log on is made up of a number of sections called 'Bitlets'.

To access the full extent of the bitlet you will notice that there is a 'more' button located to the right of the title. This will expand each section into a full screen and allow you to view all the information available.

Student Details

This holds basic information on your child such as Name, Form Group, Address, Home Contact, Doctor's name and telephone number. If you notice that any of this information is incorrect please contact the school so we can update our records appropriately.

Notice Board

This area allows the school to leave relevant messages for parents. This might be a reminder about Parents' Evening, collections for trips or any other information we feel is relevant to directly communicate to you about what is going on more generally within the school. At present we have not finalised what information will be shown here and what would be better displayed on the 'Parents' area of the school website.

Reports

The Reports section provides you with an electronic copy of any correspondence or school reports that will have reached you on paper. This will include copies of the Student Progress Report and any letters that involve your child individually. In the future we are hoping that we may be able to offer parents the chance to 'opt out' of receiving paper versions of school reports, saving resources and allowing you to access the information quicker, in electronic format, for you to look at anytime you wish.

If you press on the 'more' button in this section you will see the full list of reports that exist for your child. We cannot archive these into folders at present. We have sent a request to the software company to develop this for the future. We appreciate that over a few years the number of reports will grow. If you press the little triangle that appears when you put your mouse over the last column

(‘date last modified’) you can sort/ order the reports so that the most recent ones appear first and you don’t have to scroll through all the older ones to find them.

Exclusions

This contains information about any exclusions that your child has been given in the current academic year – the dates of the exclusion, the type (fixed term or permanent) and a reason code.

Target Analysis

This contains the assessment data entered by staff every half term. You will see a level or grade (depending on the National Curriculum Key Stage of the course) for every subject they study and contains assessment. This is compared against end of year targets with colour coding so it is easier to see the progress your child is making.

For a fuller explanation of this bitlet please read the guidance on the web link ‘New Features in E-portal – Online Progress Tracking’ contained in the parents pages under ‘Information ‘and ‘E-Portal/ IT Help’.

Timetable

The front page view of the timetable shows your child’s timetable for the present day. By pressing on ‘more’ you see the whole week view. This will enable you to check that your child is fully prepared with equipment for their day at school and as a result can make the best use of their lessons. E-Portal knows when the timetable changes, such as weeks with Alternative Curriculum Days, so you will always see the current week, not a generic ‘normal’ week.

Attendance

The front page view shows a small pie chart and a key with the relevant percentage statistics for Presents, Lates, Absences and Authorised Absences. If you press ‘more’, you will see a detailed breakdown of the number of sessions that have been marked with the attributes mentioned. We count a school day as being made up of two sessions – an AM and PM session. There is also a session by session account of any Absences or Lates. It is set up to show you only the statistical absences – these include non-authorised absence, illness, family holiday (not agreed), medical appointments, and other authorised circumstances. You can see the full list of statistical absences and non statistical absences by ticking the relevant boxes. Statistical absences involve authorised circumstances that involve education such as study leave, work experience, being educated off site (e.g. the World of Work group) and school trips. You can also tick the ‘Lates’ box to see the dates of any late marks accrued.

This is a very useful tool if you want to look further at any attendance issues that you might have become aware of. The information in E-Portal is ‘live’ so as soon as a teacher completes their register the information can be viewed by you.

Events

The events section is used to record behavioural issues.

Yellow slips are given to students if they do not have acceptable reasons for not having correct uniform or equipment, for not working in lessons, for failing to hand in homework, chewing in lessons, swearing, lateness or repeated poor behaviour.

Pink slips are used for more serious incidents such as behaviour which requires the student to be removed from lessons.

If you press 'more' you can see a list of all yellow and pink slips, also the detentions attended by your child. You can view the date of the event, what reason it was given for and in some cases a brief description of what has happened. In the case of Pink slips it shows what sanction was imposed as a result.

Many parents have commented on the usefulness of this section in particular and keep a close eye once a week on any extra additions. They feel it gives them a very useful insight into their child's behaviour at school and allows them to pick up on issues straight away or reward when there are no slips or there is marked improvement.

Forecasts

This section appears blank from the front page but if you press on 'more' it gives you data from the CATs (Cognitive Ability Test) we run in Y7 and in Y9. These are non-revisable tests that measure a student's ability to reason with and manipulate different types of symbols - skills that are important in thinking processes. It will show you a standardised score for each type of test (students take three – Verbal, Non Verbal and Quantitative) and also an average (mean) of the three scores and then the calculated percentage chance of the student achieving 5A*-C passes at GCSE. This statistic is based on these test scores only. There is full information on the CATS tests and what they mean by going to the 'C.A.T.S.' menu under 'Information' on the parents pages.

SATS Results

This section will list all the Key Stage 2 and Key Stage 3 SATS results that we have received electronically from the LEA. Press 'more' to see a full list.

Please be aware that SATS have been abolished at Key Stage 3 so there will be no more Key Stage 3 SATS data available on this menu after June 2008.