



Parent and Carer User Guide

Log in details

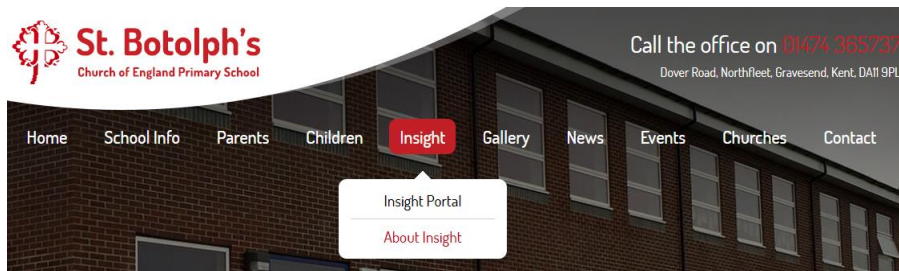
Your login details will be provided to you by email. If no email address is recorded, you will receive your login details via letter.

Portal Access & Password information

Access to our portal assumes you have read and agreed to our Acceptable Use Policy. This is available on our website under our School Info – Policies or at the bottom of our about Insight webpage.

Portal access

To log in, go to our school homepage <https://st-botolphs.kent.sch.uk> and hover the mouse over the **Insight** tab, you can then select **Insight Portal** from the drop down menu.



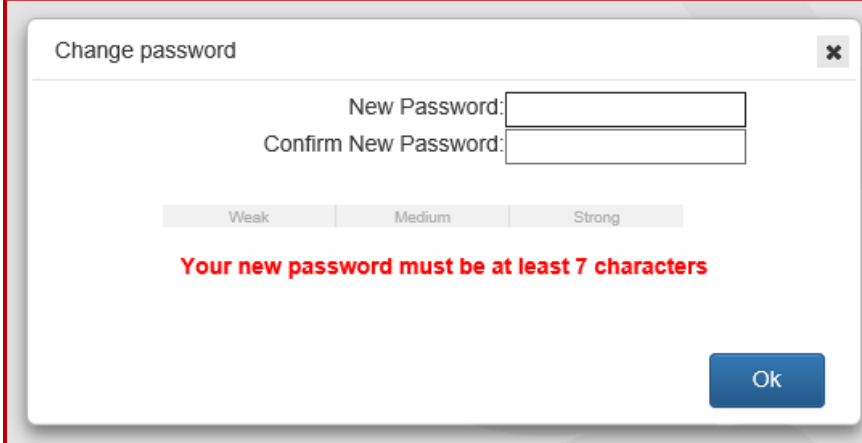
Alternatively, you can browse directly to our portal using the following address <https://insight.st-botolphs.kent.sch.uk>

Enter the log-in details you received:

A screenshot of the Insight Portal login form. It features two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is a green "Log in" button. At the bottom left, there is a link that says "Don't know your password?". The entire form is enclosed in a red rectangular border.

After login, you will be prompted to create your own password. **Your password must be at least 7 characters.**

- **Keep this password secure and secret.** Your insight account contains personal and sometimes sensitive information about your child.
- **Please do not let your child use your log-in**



Change password

New Password:

Confirm New Password:

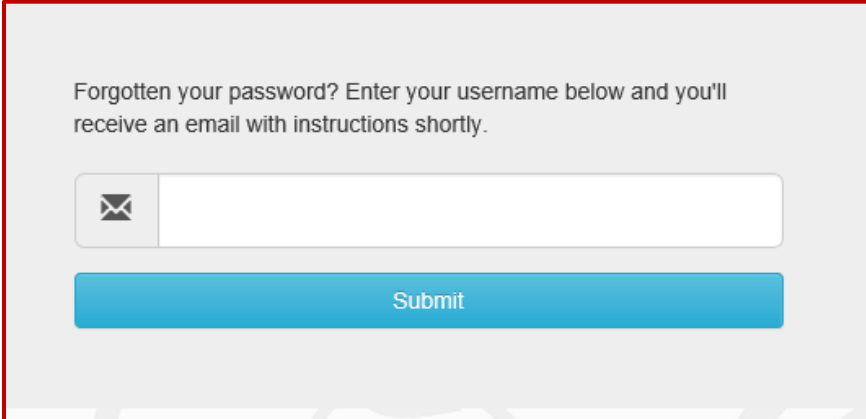
Weak Medium Strong

Your new password must be at least 7 characters

Ok

Forgotten your password?

If you have forgotten your password, please click on **'Don't know your password'**, enter your username or email address in the box on the login page and click submit. Password reset instructions will be sent to you via email.

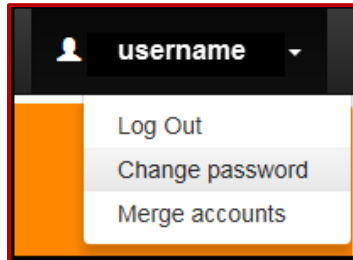


Forgotten your password? Enter your username below and you'll receive an email with instructions shortly.

Submit

Password change

After login, click on your username located at the top right hand side of the webpage. Then select **Change Password**



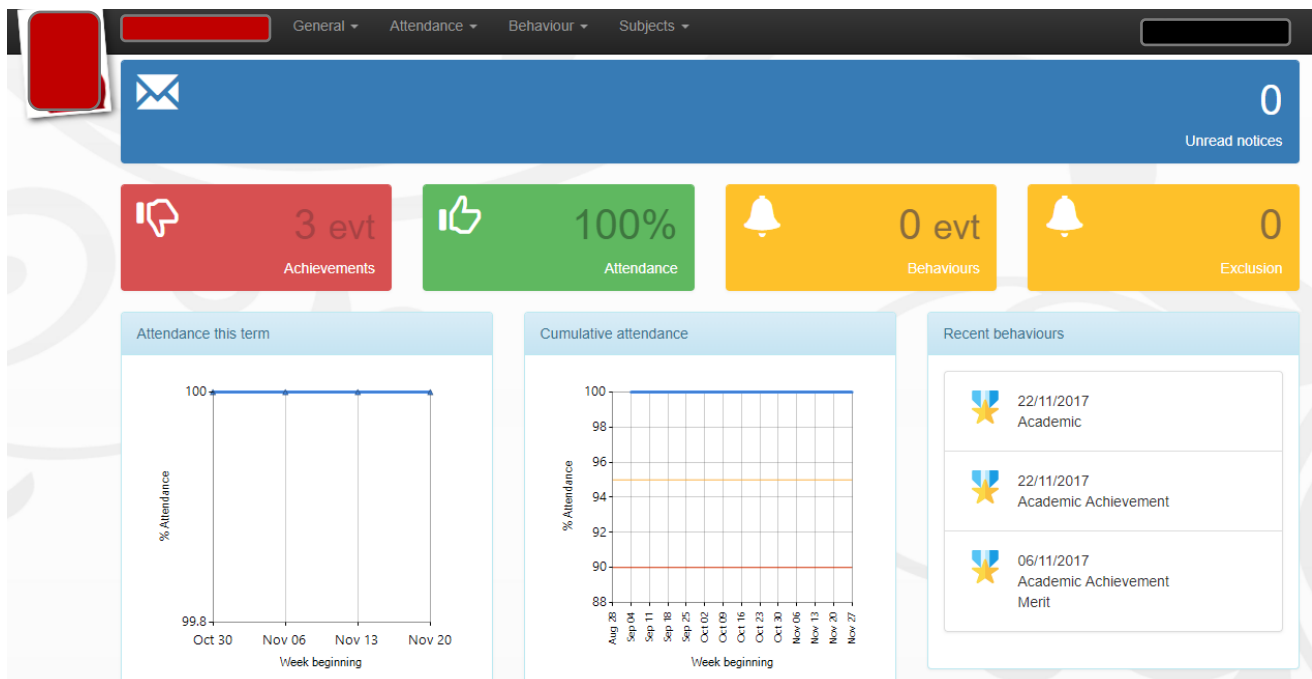
Main Menu Navigation

General > Snapshot

Snapshot gives an overview of your child's information. If you have multiple children at the school then you will be able to switch between them by clicking on their photographs or name at the top left of the screen. (Highlighted by the red areas on the screenshot below)

Unread Notices – Any unread notices will show here - click on this to view your notices.

Attendance, Achievements and Behaviours – This shows a rolling overview of points and attendance percentage matching the schools criteria.















General > Personal Details

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 as per the 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 administration 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.

Attendance > Attendance Summary

Attendance Summary shows a daily record of am and pm attendance along with a weekly percentage. A full overview is available to view by scrolling down the page.

A note 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 will follow up students whose attendance falls below acceptable levels.

Week-by-week													
Week beginning	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Attendance		
28/08/2017							#	#	#	#			
04/09/2017	/	\	/	\	/	\	/	\	/	\		100%	
11/09/2017	/	\	/	\	/	\	/	\	/	\		100%	
18/09/2017	/	\	/	\	/	\	/	\	/	\		100%	
25/09/2017	/	\	/	\	/	\	/	\	/	\		100%	
02/10/2017	/	\	/	\	/	\	/	\	/	\		100%	
09/10/2017	/	\	/	\	/	\	/	\	/	\		100%	
16/10/2017	/	\	/	\	/	\	#	#	#	#		100%	
23/10/2017	#	#	#	#	#	#	#	#	#	#			
30/10/2017	#	#	#	#	/	\	/	\	/	\		100%	
06/11/2017	/	\	/	\	/	\	/	\	/	\		100%	
13/11/2017	/	\	/	\	/	\	/	\	/	\		100%	
20/11/2017	/	\	/	\	/	\	/	\	/	\		100%	
27/11/2017	/	\	/	-	-	-	-	-	-	-		75%	

For more details about our Attendance Policy, please go to **School Info, Policies** on the School website, or click here: [School Info/Policies](#)

Behaviour

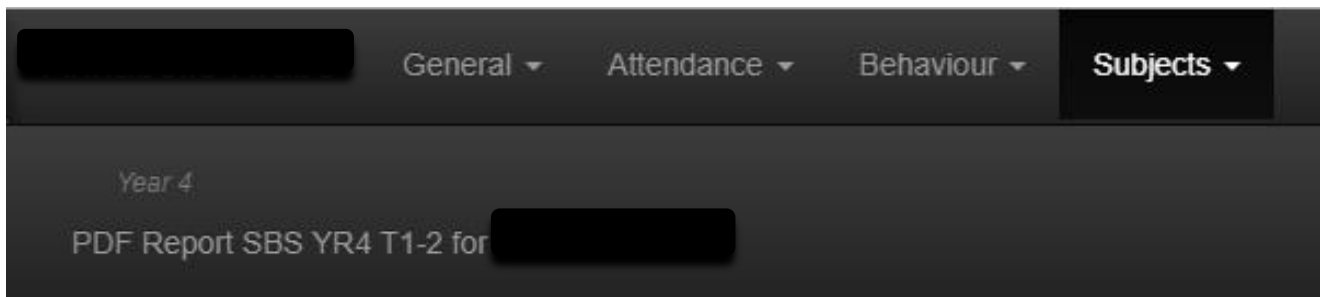
Achievements: shows a detailed list of achievement points awarded. Use the grey scroll bar on the right hand side to scroll down the current page and use the arrows < > at the bottom of the page to scroll through the pages. The total count of incidents and total points is displayed at the bottom of the page.

Behaviours: shows a detailed list of behaviour points awarded. Use the grey scroll bar on the right hand side to scroll down the current page and use the arrows < > at the bottom of the page to scroll through the pages. The total count of incidents and total points is displayed at the bottom of the page.

Reports

The reports tab allows access to your child's school report.

Reports: allows access to the most recent report from school. Click **Open** to view the report. Hover the mouse over the bottom of the report and the grey Acrobat toolbar will appear, (**please note** - depending on the operating system you are using you may have a different built in PDF viewer). Here you can save, print, navigate through the pages and zoom in and out.



Our mobile guide is also available at
<http://www.st-botolphs.kent.sch.uk/insight/about-insight>

Insight support

We hope that you will find Insight easy to use. If you have any questions or difficulties using Insight, please send an email to

insightsupport@st-botolphs.kent.sch.uk